



extent and nature of the information required to accompany the application, and to confirm the appropriate fee.

## Checklist Purpose

This checklist is provided to identify the information required (e.g. reports, studies, drawings and other materials) to commence processing of a complete application as set out in the Planning Act. Pre-Application Consultation does not imply or suggest any decisions, whatsoever, on behalf of City Staff or the Corporation of the City of Guelph, to either support or refuse the application. All items identified in Column 1 below must be supplied with a formal application submission for City of Guelph staff to start the development review process. Column 2 shows the number of required paper copies to be submitted to the City of Guelph Planning Counter on the 3<sup>rd</sup> floor of City Hall. The Applicant should use Column 3 as a preparation checklist for their formal application submission package. The City of Guelph will use Column 4 as a receiving checklist to confirm that all the required information was provided.

**Any deviations from the Checklist must be confirmed with the assigned Planner prior to submitting a formal application. Please note that if the City of Guelph staff cannot confirm that all the required information was provided, the formal application will be deemed incomplete until all required information has been received.**

Checklist					
<i>This checklist must accompany any formal application to verify that all materials (reports, drawings, studies, etc.) identified at the Pre-Consultation Meeting are included. If this checklist is not provided as part of a formal application submission, the application will not be deemed complete.</i>					
Materials/Reports/Studies/Drawings	① Required Elements	② Number of Copies	③ Included with Application	④ City of Guelph Confirm Included in Package	Comments/Notes
Cover Letter	X	1			
Development Application Form	X	1			Owner authorization for all lands subject to development application required.
Legal Survey	X	1			
Fully Dimensioned Site Plan	X	1			
<b>Planning Matters</b>					
Planning Justification Report (PJR)	X	1			
Draft Proposed Zoning By-law Amendment	X	1			

Draft Proposed Official Plan Amendment	X	1			
Community Engagement Report	X	1			See Development and Policy Planning Comments.
<b>Landscaping and Urban Design Review</b>					
Urban Design Brief	X	1			See Urban Design Comments.
Sun Shadow Study	X	1			See Urban Design Comments.
Quantitative Wind Tunnel Study	X	1			See Urban Design Comments.
<b>Environmental Planning</b>					
Bird Friendly Design Checklist	X	1			See Environmental Planning Comments.
<b>Engineering</b>					
Functional Servicing Report	X	1			See Engineering Comments.
Stormwater Management Report	X	1			See Engineering Comments.
Preliminary Grading and Servicing Plan	X	1			See Engineering Comments
Hydrogeological Report	X	1			See Engineering and Environmental Planning Comments.
Noise Feasibility Study	X	1			See Engineering Comments
Environmental Reports (SSQ, Phase 1 ESA, Phase 2 ESA, etc.)	X	1			See Engineering Comments.
Traffic Impact Study	X	1			See Engineering Comments.
Traffic Geometric Plan	X	1			See Engineering Comments.
<b>Other Materials</b>					
Digital copies of all plans and reports	X	1			

**Full comments can be found in the Comments section. In addition to the above materials, every application shall include a completed application form and cover letter. The cover letter shall provide a detailed description**

**of the proposed development, and any pertinent background information, and state what materials are included in the application package. Please ensure that the materials in the cover letter match the above checklist.**

**These comments are valid for six (6) months from the date of the Pre-Consultation Meeting. If more than 6 months have passed, another Pre-Consultation and checklist may be required at the discretion of the General Manager of Development Planning.**

## **Submission Requirements:**

Applicants must follow the City of Guelph's Development Engineering Manual, Guidelines for Development of Contaminated or Potentially Contaminated Sites, Guelph Noise Control Guidelines, Linear Infrastructure Standards, Region of Waterloo Design Guidelines and Supplemental Specifications for Municipal Services, and Traffic Impact Study Guidelines for guidance on technical requirements for all engineering aspects related to the proposed development. In some cases, the City's Engineering may require a site-specific criterion and/or terms of reference for servicing, stormwater management or traffic capacity. It is the responsibility of the applicant to ensure all technical requirements are followed in preparing an application submission.

These criteria and/or terms of reference will be included in staff comments provided in this DRC Checklist. **If these criteria and/or terms of reference are not followed, the application will be deemed incomplete.**

## **Engineering Clearance:**

City of Guelph Planning Staff may require an engineering clearance letter as part of a complete submission package. Engineering staff will determine whether an Engineering Clearance letter is required and the contents of the Clearance letter. It is the responsibility of the applicant to consult with Engineering staff prior to submitting your application.

Some of the guideline documents can be found here: <https://guelph.ca/city-hall/planning-and-development/how-to-develop-property/development-applications-guidelines-fees/>

## **External Agency Clearance:**

The Grand River Conservation Authority (GRCA) provides plan review and technical clearance services to municipalities on applications under the Planning Act and to ensure development proposals meet GRCA and provincial environmental policies. Consultation with GRCA Resource Planning Staff prior to submission of all applications is required and a clearance letter must be submitted with your application.

Clearance letters may be required from the following external agencies, but not limited to: the Ministry of Tourism, Culture and Sport (MCTS), the Ministry of Transportation (MTO), and/or the Ministry of Natural Resources and Forestry (MNR). This will be confirmed during your Development Review Committee (DRC) meeting with City staff. If City staff have indicated on your DRC Checklist that a clearance letter from one or more external agencies is required, it **must** be submitted with your formal application. If it is not included, the application will be deemed incomplete.

## **Terms of References and Naming Conventions:**

Terms of References and Naming Conventions are attached to this document. When submitting a complete application, the City of Guelph's Document and File Naming Conventions must be followed. The Naming Conventions are intended to help the applicant organize the application submission. If the Terms of References and Naming Conventions are not followed, the application will be deemed incomplete.

## **Neighbourhood Meeting Requirements**

Following the DRC Meeting, City of Guelph staff will request applicants to host a Neighbourhood Meeting for residents in the surrounding area. Applicants shall prepare notices with details of the meeting which will be mailed in advance of the meeting date.

The purpose of the Neighbourhood Meeting is to engage the public early in the process and allow the applicant to address issues in advance of submitting a formal application. At the Neighbourhood Meeting, applicants will share proposed plans with neighbouring residents to receive feedback/comments on the proposal. Applicants will also prepare a Community Engagement Report that summarizes the comments/feedback received. This Report will also detail any modifications made to the proposal as a result of the issues raised.

Complete Neighbourhood Meeting and Community Engagement Report requirements can be found in the applicable [Terms of Reference](#).

## **Cover Letter and Development Application**

### **Public Notice Requirements:**

In addition to the required materials, every application shall include a cover letter. The cover letter will provide a detailed description of the proposed development, any pertinent background information, and a list of submitted documents as required through the DRC pre-consultation meeting.

All applications require posting of a Public Notice of Application sign(s) on the subject property.

City planning staff will provide the applicant with a print-ready file at the time the application is deemed complete. It is the applicant's responsibility to have the sign(s) professionally prepared at their expense. Wording for the Public Notice of Application sign(s) will be provided by the Development Planner.

The sign(s) must be posted within 15 days of the application(s) being deemed complete. Once the Public Notice sign(s) has been placed, the applicant is to provide a picture of the installed sign(s). The sign(s) shall remain in place until the by-law comes into effect, or the application is refused by Council. It is the responsibility of the applicant to remove the Public Notice of Application sign(s).

A **high-resolution (300 dpi) JPEG image and PDF** that is an accurate visual representation of the proposal must be included with this application to be used on the sign(s).

## **Sign Specifications:**

- a) Size: 1.2m wide by 1.2m high, 0.6m ground clearance.
- b) Acceptable Materials: 20mm exterior grade plywood panel, vertical posts to be 10cm by 10cm installed a minimum of 1.2m below grade; 5cm by 5cm horizontal stringers to be located behind the top, bottom, and centre of the sign panel.
- c) Paint: Sign panels and all structural members shall be painted on all sides and edges with two coats of exterior type matte finish alkyd paint over a suitable primer. Lettering shall be painted in black on a white background.
- d) Lettering: The sign shall be professionally lettered or silk screened using upper case Helvetica Medium typeface or similar sans serif, size 30mm, 50mm and 100mm. The lettering must not be capable of being removed.
- e) Wording: The sign shall contain wording that has been approved by Development Planning and shall generally be in the format as shown on the Public Notice Sign Declaration.
- f) Location: For interior lots having frontage on one street, the required sign shall be located approximately midway between the side lot lines at a maximum setback of 1.2m from the streetline. The sign shall not be attached or nailed to trees or utility poles.

All signs shall be located away from any obstructions such that the signs are visible from the street.

- g) Maintenance: The applicant will maintain the sign both in structure and paint work to the satisfaction of the City.

## **Acknowledgements:**

- Pre-consultation does not imply or suggest any decision whatsoever on the part of City staff or the Corporation of the City of Guelph to either support or refuse the application. Comments provided at a pre-consultation are preliminary and solely based on the information submitted for review at that time.
- The Planning Act timelines associated with a formal application will not begin if that application is submitted without the information identified in the mandatory pre-consultation meeting and this summary and checklist.
- The assignment of a file number does not indicate that an application has been accepted or is considered a complete submission. It is to be used by the Applicant on all application materials (forms, reports, drawings, etc.) provided to the City of Guelph.
- When a formal application is made, the cheque for the application fee may be processed immediately; however, this does not constitute the application being deemed complete for Planning Act purposes.
- Digital copies of all reports/studies are required to be submitted in PDF format as part of the application. Plans are to be submitted in PDF format.
- The City of Guelph may require a peer review of a technical report submitted by the applicant. If this is required, the applicant will be advised and will be charged a fee equal to the cost of the peer review.
- An application submitted without the requisite information and number of copies identified in this pre-consultation summary and checklist will not be considered a complete application.
- This document expires 6 months from the day of the pre-consultation meeting. If after 6 months no formal development applications are submitted to the City, staff may request another pre-consultation meeting and checklist prior to submission.
- There may also be financial requirements arising from the applications, including, but not limited to, park dedication, development charges, payment of outstanding property taxes, deferred local improvement charges, cost of lifting 0.3 metre reserves, and reimbursement for road widening acquisition or road improvements.
- Acknowledgement of Public Information: The applicant acknowledges that the City of Guelph considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the City of Guelph photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.
- The applicant should be aware that the information provided is accurate as of the date of the Pre-Consultation Meeting. Should an application not be

submitted, and should other policies, by-laws or procedures be approved by the Province, City, or other regulatory authorities and agencies prior to the submission of a formal application, the applicant will be subject to any new policies, by-laws or procedures that are in effect at the time of the confirmation of a complete formal application. As stated above, if a formal application is not deemed complete within six (6) months of the date of the Pre-Consultation Meeting, this checklist is deemed to be expired, and another Pre-Consultation Meeting and checklist may be required.

e) Applicants are advised that applying for a demolition control permit of existing residential buildings prior to a final decision being made is strongly discouraged by the City of Guelph.

**Manager of Development Planning Signature:**



Chris DeVriendt  
Manager of Development Planning  
Planning and Building Services  
Infrastructure, Development and Environment  
T 519-822-1260, ext. 2360  
E [chris.devriendt@quelp.ca](mailto:chris.devriendt@quelp.ca)

Date: September 10, 2025

**Acknowledgement:**

I, \_\_\_\_\_ acknowledge that I understand the context of this entire completed form, that I will use this Checklist (and any related comments) to assemble a Development Application and that, the City of Guelph staff have informed me that I need to work directly with the outside agencies and authorities identified above (and any others as appropriate) to ensure that the proposal receives the required reviews and approvals.

Applicant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

# COMMENTS:

## **Development Planning and Policy Planning Review – Kanchan Ghadge, Project Manager and Lucas Mollame, Project Manager**

UP Consulting, on behalf of Fitzrovia Residential Inc., has submitted a formal Pre-Submission Consultation Meeting request to discuss the Zoning By-Law Amendment Application and Site Plan Application for the property municipally known as 70 Fountain Street East, Guelph (Subject Lands).

### Proposal

The proposed development involves the demolition of an existing three-storey office building with surface parking for the development of a 24-storey, mixed-use building comprising 430 square metres of retail space on the ground floor and a residential tower above it consisting of 419 dwelling units. This development will comprise of a 5-storey podium with the remaining 19-storey tower having a mix of studio, one-bedroom, two-bedroom, and three-bedroom residential units. The development has provided 1845 square metres of amenity areas for the residents and 107 parking spaces.

### Official Plan

The Subject Lands are designated Urban Growth Centre (Downtown Guelph) and within a Major Transit Station Area (Schedule 1a of the City of Guelph Official Plan (GOP)). They are part of the Downtown Secondary Plan Area (Schedule 2 of GOP) and designated Mixed Use 1 (Schedule C of the Downtown Secondary Plan).

### Policy Planning Comments (Lucas Mollame)

1. City of Guelph Official Plan Amendment 106 modified the Downtown Heights for the Downtown Secondary Plan Area. This amendment was approved by the Council on April 8, 2025 but was subsequently appealed to the Ontario Land Tribunal.
2. On Friday, August 22<sup>nd</sup>, the OLT issued a verbal order for OPA 106 which brought OPA 106 into force and effect as of May 6, 2025, save and except for Item 1 as it applies to the lands at 115 Watson Parkway North. Therefore, the heights permitted through OPA 106 are now in effect.
3. In addition, a number of built form and site development policies were amended through OPA 106. They should be referred to and incorporated as part of this development's design.
4. The Council-approved OPA 106 can be found at the following link:  
<https://guelph.ca/living/downtown-guelph/downtown-renewal/downtown-building-heights-study/>
5. Policy 11.1.7.3.9.1 b) i) does require that the implementing zoning "shall require a minimum of 1,550 square metres of Gross Floor Area used solely for Office

uses as part of any Development or Redevelopment on the property. Additional Gross Floor Area for Office uses is encouraged.”

- a. As 1,550 square metres of Gross Floor Area does not appear to be provided, and revisions to the site-specific zoning regulations may be sought to address this requirement, Policy Planning staff will note that an Official Plan Amendment will be required to address this policy.
  - b. Policy Planning staff would like to see appropriate justification for why 1,550 square metres of Gross Floor Area as office space is not accommodated in this proposal.
6. Please also note that the conversion of rental accommodation to condominium housing tenure is not permitted on this site. Include in the PJR, how the development contributes to affordable housing policies in the City.
  7. Please be aware that the City is developing a Community Planning Permit System or CPPS by-law for the Downtown Area which will change the development approval process. Please see this link for more information: <https://guelph.ca/living/house-and-home/housing-in-guelph/creating-housing/community-planning-permit-system/>

#### General Comments

8. Section 3.5 of the OP provides policies for Downtown: The Urban Growth Centre and Protected Major Transit Station Area. The Planning Justification Report should address how the proposed development addresses the policies in Section 3.5.
9. Section 11.1 provides policies for Downtown Secondary Plan. The Planning Justification Report should address how the proposed development addresses the policy in this section and identify if any official plan amendments are required to enable the proposed development.
  - a. Specifically, the PJR should demonstrate how the proposed development conforms to
    - i. Policy 11.1.7.2.3 for additional built form policies.
    - ii. Policy 11.1.7.2.3 b which states that *long buildings, generally those over 40 metres in length, shall break up the visual impact of their mass with evenly spaced vertical recesses or other architectural articulation and/or changes in material.*
    - iii. 11.1.7.2.3 h which states that *the massing and articulation of buildings taller than six storeys shall moderate their perceived mass and shadow impacts, provide appropriate transitions to areas with lower permitted heights, and contribute to a varied skyline in which the Church of Our Lady is most prominent. Generally, the maximum floorplate of any floor above the sixth storey, where permitted, shall be 1,200 square metres. Furthermore, the floorplates of floors above the eighth storey, where permitted, generally shall be a maximum of 1000 square metres and should not exceed a length to width ratio of 1.5:1. and;*

- iv. Policy 11.1.7.2.6 which states that *the use of the maximum Floor Space Index (FSI) to justify extra height, the use of the maximum height to justify extra density, or use of either of those regulations to deviate from the other built form policies of this plan will be deemed to meet neither the intent nor spirit of this plan.*
10. Please review Policies 11.1.4.2.3, 11.1.4.2.4, and 11.1.4.2.5 for the policies on Downtown Main Streets, Secondary Streets, and Local Streets, respectively.
    - a. Please review Table 1: Public Street Classifications and Characteristics of the Downtown Secondary Plan for requirements of all public streets.
    - b. In addition, please note Policy 11.1.4.2.11 which states that additional lands at intersections to provide for turning lanes and other special treatments may be required.
  11. As portions of Wyndham Street are designated with Primary Streetscape, please review Policy 11.1.5.1.3 for requirements of primary streetscapes.
  12. Lands designated Mixed Use 1 are intended to accommodate a broad range of uses in a mix of highly compact development forms. Development within this designation shall contribute to the creation of a strong urban character and a high-quality, pedestrian-oriented environment. Active uses that enliven the street are encouraged to locate on the ground floor of buildings. A variety of uses are permitted in this designation, as per Policy 11.1.7.3.2. The minimum FSI is 1.5.
    - a. Buildings in Mixed Use 1 areas are to be built close to the front property line to frame and animate adjacent streets.
  13. As Active Frontage is required on this site, please review Policy 11.1.7.3.4 for policies that apply to this site, including requirements of retail and service uses on the ground floor, a continuous street wall of at least 3 storeys in height, and ground floor heights of a minimum of 4.5 metres floor to floor.
  14. While this may be further explored through the CPPS approval process, policy planning would highly encourage the applicant to explore if affordable housing could be included in this proposal, given its location.
  15. The subject lands are located adjacent to the Guelph GO Station, a key regional transit hub. To ensure the proposed development aligns with Metrolinx's future plans for the station area and to assess potential impacts on local traffic circulation, particularly at the Farquhar Street entrance, staff recommend initiating early consultation with Metrolinx.
  16. The formal Zoning By-law Amendment (ZBA) application will be circulated to Metrolinx as a commenting agency. Early engagement is encouraged to identify any transportation-related concerns or infrastructure coordination requirements.
  17. Any additional studies or technical assessments requested by Metrolinx should be submitted as part of the subsequent application materials, including the Site Plan or future development approvals.

## Zoning Comments (Kanchan Ghadge)

The subject property is zoned Downtown D.1-27(H28) with site-specific provisions and a holding symbol, as shown on Map 37 of Schedule A of the City's Zoning By-law (2023)-20790, as amended.

1. Mixed-use development, including retail uses at grade and residential apartment units above, is generally permitted under the existing site-specific zoning.
2. The subject lands are currently zoned D.1-27 (H28) as per Section 18.14.29 of the Zoning By-law, which remains the in-force site-specific zoning. Holding provisions also apply, as outlined in Section 17.1.27.
  - a. The submitted application includes a zoning analysis referencing Downtown Zones (Regulation 9.3, Table 9.4), which are presently under appeal.
  - b. As such, the zoning analysis should be based on the in-force D.1-27 (H28) zoning provisions.
  - c. It is recommended that the applicant clearly indicate whether the intent of the Zoning By-law Amendment is to fully repeal or partially amend the existing site-specific (D.1-27) zoning, and to confirm whether a new site-specific zone is being proposed.
3. Staff recommend that a draft Zoning By-law Amendment (ZBA) be submitted for review as part of the pre-submission review process, prior to formal ZBA application. This will assist in confirming the scope and intent of the proposed amendment.
4. The ZBA should be supported by a Planning Justification Report (PJR) that includes a summary of previous amendments to the site-specific zoning. This will help establish a clear planning rationale and zoning history for the proposed changes.

## Design Considerations and Zoning Conformance

5. Section 9.3(a)(ii) of the Zoning By-law establishes that for buildings above the 8th storey, the maximum floorplate shall not exceed 1,000 square metres, and the length-to-width ratio shall not exceed 1.5:1.
  - a. While the proposed floorplate of 965 square metres complies with the maximum area requirement, the length-to-width ratio of 2.42:1 exceeds the permitted proportion. Staff are concerned that this ratio may result in a visually disproportionate tower form, which may negatively impact on the pedestrian level experience and urban design objectives.
  - b. Given the proposed reduced side yard setbacks, staff recommend that the applicant provide visual impact studies, such as pedestrian-level renderings or shadow studies, to assess the implications of the tower massing on the public realm.

- c. The intent of the Official Plan and Zoning By-law policies is to support high-quality, compact urban development in the downtown, not to maximize floorplate dimensions or developable area at the expense of built form quality. The proposed design should demonstrate alignment with these policy objectives or OPA's would also be required to support the length to width ratio.
6. The proposed building height of 24 storeys is permitted under OPA 106, which is now in effect. A ZBA may be supported provided the proposal demonstrates consistency with other applicable Official Plan policies and Zoning By-law provisions, including built form, massing, and compatibility with surrounding context.
7. In accordance with Section 22 of the Planning Act, minimum parking requirements do not apply to developments within Major Transit Station Areas (MTSAs), except for bicycle parking.
8. Garbage, refuse, and storage areas must comply with Section 4.9 of the Zoning By-law. The proposed internal garbage room location is acceptable, subject to confirmation at Site Plan Review.
9. Accessible parking spaces must be shown on the Site Plan at the formal application stage. The requirement is 1 Type A space plus 3% of total parking spaces, with an equal number of Type A and Type B spaces. Refer to Table 5.6 for dimensions:
  - Type A: 3.4 m x 5.5 m
  - Type B: 2.4 m x 5.5 m
  - Access aisle: minimum 2.0 m wide
10. Bicycle parking requirements are currently under appeal. The more stringent of the two applicable by-laws will apply. Both Zoning By-law (2023)-20790 and (1995)-14864 require:
  - Residential (long-term): 0.68 spaces per unit
  - Residential (short-term): 0.07 spaces per unit
  - Retail (long-term): 0.085 spaces per 100 m<sup>2</sup> GFA
  - Retail (short-term): 0.25 spaces per 100 m<sup>2</sup> GFA
  - Note: The short-term retail rate is 0.25, not 0.003 as referenced in the submission.

Bicycle parking should be provided in accordance with the above standards.

11. Policy 11.1.4.1.4 of the Official Plan requires a Transportation Demand Management (TDM) Plan for developments within the Downtown Guelph Secondary Plan Area. A TDM Plan should be submitted with the formal ZBA application.
12. Additional comments from Transportation staff may be provided and should be addressed as part of the ZBA review.

13. Loading space requirements are governed by Section 5.4 of the Zoning By-law. Where loading spaces face a public street, Section 5.4(b) requires a minimum 3.0-metre-wide buffer strip for screening. Please confirm whether the proposed development complies or if a site-specific amendment is required.
14. Section 4.5.4 of the Zoning By-law regulates swimming pools. A site-specific provision will be required to permit a rooftop swimming pool, as this is not currently permitted as-of-right.
15. Additional zoning and design requirements, including garbage area planning, sight line triangles, lighting plans, rooftop mechanical screening, and glazing treatments—will be reviewed at the Site Plan Review stage.
16. The submission does not include a first-floor plan. Please clarify whether the terms “ground floor” and “first floor” are being used interchangeably in the submission materials.
17. Please provide a gross-floor area statement, currently only gross construction area is provided.
18. To support the review of step backs, please show property lines and floor step backs on all floor plans.

#### Complete Application Requirements

As part of the complete Official Plan Amendment and Zoning By-law Amendment applications, the following are required:

- A Cover Letter & Development Application Form.
- A Planning Justification Report (PJR) prepared by a registered professional planner. Provide an analysis on how the proposal is consistent with the Provincial Planning Statement and Official Plan.
  - Summary in PJR of any other supporting studies provided.
  - A zoning statistics chart with required and proposed zoning regulations
  - Fully dimensioned site plan indicating setbacks, landscaped open areas, buffers, entrances and vehicular movement and parking spaces.
  - Provide a draft of the proposed Official Plan Amendment.
  - Provide a draft Zoning By-law Amendment for the 2023 Zoning By-law.
  - Identify any specialized zoning regulations and provide justification for the specialized regulations being requested.
  - A neighborhood meeting is to be held by the Applicant, prior to submission of a complete OPA and ZBA application. A Community Engagement Report should be submitted along with the OPA and ZBA applications in accordance with the [Neighbourhood Meeting TOR](#).

## **Urban Design Review – Prerit Kaji, Planner II, Urban Design**

1. Staff note that the applicant is proposing 430 sqm of retail floor space, instead of the required 1550 sqm of commercial office space. Staff would encourage the applicant to revisit the proposal in lieu of its proximity of Guelph Central Station and adjacency to MTSA and incorporate office use in a proportionate or favorable ratio benefiting developer and community alike.
2. Please provide Urban Design Brief based on TOR available on City website.
  - a. Urban Design Brief must address how the proposed development does not preclude any upcoming developments on Farquhar Street or Fountain Street considering the required building separation distance between two towers, building step backs, setbacks, etc.
  - b. Also include your response to Official Plan policy 11.1.7 and its sub policies 11.1.7.2.3, 11.1.7.3.9.1, 11.1.4.3.3 , 11.1.7.5.4 related to Downtown Secondary Plan.
  - c. Address concerns mitigating the sun shadow impact, wind impact and appropriate response to heritage structures and low density-built form surrounding the site.
3. A Quantitative Wind Tunnel Study for pedestrian comfort is required adhering to the TOR available on city website. Based on its receipt, further comments on proposed entrance will be provided along with any other concerns.
4. A Sun Shadow Study is required adhering to the TOR available on city website. Please refer to the materials required to be submitted for Sun Shadow study on Page 5/15.
5. Staff require building elevations from all sides in metric mm, to further evaluate building stepbacks, setbacks and response to surrounding context.
6. Staff would encourage the applicant to develop a more slender built form adhering to the required building length to a width ratio of 1.5:1. Building should include architectural detailing to counter towards the longer length of building.

## **Environmental Planning – Leah Lefler, Planner III, Environmental Planning**

1. Required: The subject property is located within 120m of the Natural Heritage System. Guelph's Bird Friendly Design Guidelines apply. Please include the appropriate visual markers on glazed surfaces on the elevation drawings and include a completed Bird Friendly Design Checklist. For additional information, please contact [leah.lefler@guelph.ca](mailto:leah.lefler@guelph.ca) (Environmental Planner).
2. Required: Underground parking is proposed. Please provide a Hydrogeological Study based a minimum of one year of continuous monitoring to establish the seasonal high groundwater level. Permanent dewatering to facilitate underground parking is not supported. Given the location of the subject lands

and proximity to the Speed River, underground parking will most likely require waterproofing measures.

3. **Required:** Further to Engineering comments provided on Stormwater Management requirements, the stormwater management design should consider impacts to the receiving Speed River, including impacts associated with changes to runoff flow volumes and rates, and water quality-related impacts.
4. **Required:** Low Impact Development measures are strongly encouraged to be incorporated into the design to mitigate water quantity and water quality impacts to the receiving Speed River.

### **Engineering, Traffic and Transportation Demand Management Review – Jamie Menchenton, Engineering Technologist III**

#### Engineering

- Please submit a Functional Servicing Report (FSR) and Stormwater Management Report that discusses the proposed stormwater management, grading, and servicing needs for the site.
- Please be advised that there is an existing hold on the property (H28 for availability and adequate sanitary servicing) and therefore a wastewater capacity assessment review will be required to lift the H. A Water Capacity Assessment shall also be required to determine available and adequate capacity.
- To initiate the servicing capacity assessment review, submit an Application for Servicing Capacity Check ([https://guelph.ca/wp-content/uploads/Schedule-A-Bylaw-form\\_EngServicingCapacityModellingCheck.pdf](https://guelph.ca/wp-content/uploads/Schedule-A-Bylaw-form_EngServicingCapacityModellingCheck.pdf)). Please see the City of Guelph User Fees By-Law, Appendix A, Table 3 for fee details.
- Please note that this site is within stormwater Policy Area 13, and please refer to Development Engineering Manual (DEM) (<https://guelph.ca/wp-content/uploads/Development-Engineering-Manual.pdf>) section 4.2.8 for site specific stormwater management criteria.
- Please note that as per DEM section 5.9, the applicant shall ensure that four seasons worth of groundwater monitoring to determine the seasonal high groundwater elevation is required if infiltration is proposed on site. A hydrogeological report with this information is to be provided with a complete submission.
- Please submit a Preliminary Grading and Servicing Plan showing existing/proposed conditions and clearly identify all easements.
- Please submit a Feasibility Noise Study to outline the noise impact for the proposed development as outlined in the Guelph Noise Control Guidelines (<https://guelph.ca/wp-content/uploads/Guelph-Noise-Control-Guidelines.pdf>).
- Please submit environmental reports (SSQ, Phase 1 ESA, Phase 2 ESA, etc.) as outlined in the Guidelines For Development Of Contaminated Or

Potentially Contaminated Sites (<https://guelph.ca/wp-content/uploads/DevelopmentGuidelinesContaminatedSites.pdf>).

### Traffic

A Traffic Impact Study (TIS) is required to support the application. Please follow City's TIS guidelines (<https://guelph.ca/wp-content/uploads/TrafficImpactStudyGuidelines.pdf>) and submit a TOR for City's staff review and approval. Please pay special attention to the following components. More detailed instructions will be provided by Staff after the review of the TOR.

- a. The study area will include at least the following existing intersections. Please follow City's TIS guidelines on when to collect the traffic counts.
  - i. Wyndham Street/Farquhar Street
  - ii. Wyndham Street /Fountain Street
  - iii. Wyndham Street /Surrey Street
  - iv. Wyndham Street /Wellington Street
  - v. Gordon Street/Fountain Street
  - vi. Gordon Street/Surrey Street
- b. In trip generation, please select appropriate Land Use Codes with independent variables that fall in their respective data ranges. We suggest using the following Land Use Codes.
  - i. LUC 222 Multifamily Housing (High-rise)
  - ii. LUC 710 General Office Building
  - iii. LUC 851 Convenience Store
- c. Because of the size of the commercial component, if the trip generation is expected to result in more total trips on a Saturday peak hour than during weekday AM and PM peak hours, an additional peak period is required to simulate the Saturday traffic patterns in the surrounding road network. This will require the base year data to include Saturday peak hour traffic counts.
- d. The background traffic will incorporate the following potential new developments. Staff will be available to assist with trip estimation from these developments.
  - i. 14 Neeve Street & 141 Fountain Street East
  - ii. 58 Wellington Street East
  - iii. 36-50 Wellington Street East
  - iv. 71 Wyndham Street
- e. Please follow City's DEM to select appropriate design elements.
  - i. Driveway width, depth and curb radii.

- ii. Ramp design including selecting appropriate grade (max. 12%), transition area (min. 6m) and height (min. 2.75m) with adequate sightlines at entrance/exit and turning areas.
  - iii. Parking space and aisle dimensions.
- f. A Traffic Geometric Plan (TGP) is required to demonstrate the smooth movement of all vehicles, including passenger cars, waste collection trucks (11.4m waste pickup truck), fire trucks, and moving trucks (Heavy Single Unit). This plan must show that all vehicles can easily enter, exit, and circulate within the parking lot without any reverse maneuvering in the public right-of-way. TGP to be done by using AutoTurn and endorsed by a Professional Engineer.
- g. Please refer to the City's waste collection guidelines for multi-residential developments (<https://guelph.ca/wp-content/uploads/Guidelines-for-Solid-Waste-Collection.pdf>).
- h. Please provide sufficient sightlines at the two corners on Wyndham Street.
- i. Please include an analysis to determine if a turning lane is warranted. If the analysis confirms that a turning lane is necessary, the TIS must also provide a conceptual design. This design should include the storage length and taper length of the proposed turning lane.
- j. Please include traffic signalization warrant at the Wyndham Street/Farquhar Street and Wyndham Street/Fountain Street intersections.

#### Transportation Demand Management

1. The site is located close to the planned cycling spine network, quality transit network and pedestrian priority network, as indicated in the 2022 Transportation Master Plan, and is within the Major Transit Station Area as indicated in Schedule 1a of the Official Plan. Transportation Demand Management (TDM) measures are extremely well-suited for this site. Please ensure the Traffic Impact Study (TIS) report includes a detailed and robust TDM section indicating how the proposed development can support a reduction in single-occupancy vehicle trips. Suggested measures include but are not limited to: meeting but not exceeding recommended vehicle parking, unbundling vehicular parking from the lease or sale of units, providing carshare vehicles on-site, providing high quality secure bike parking for residents and sheltered bike parking for visitors, providing a bicycle repair station on-site, wayfinding signage, subsidized transit passes and providing a TDM display board in a centralized location, with free transit/trails schedules and maps.
2. Bicycle parking will be required (to be detailed at Site Plan Application stage) - refer to Part C of the City of Guelph Zoning By-law for requirements. Staff recommend locating long term bicycle parking for residents at grade within the site to ensure convenient and comfortable access for users. Minimal navigation of doors/elevators/ramps is desired. Staff will be looking to ensure the bicycle

parking, and the access to it, is suitable for a range of users (i.e. to accommodate a variety different bicycle styles and user needs).

3. Note that construction of protected cycling facilities and pedestrian enhancements on Wyndham Street are anticipated to commence in late 2025/early 2026 as part of Phase 0 and Phase 1 of the City's Downtown Infrastructure Renewal Program. <https://guelph.ca/living/construction-projects/downtown-infrastructure-revitalization>.

### **Parks Planning Review – Tiffany Hanna, Park Planner**

- Payment in lieu of conveyance of parkland will be required for this development at the building permit stage in accordance with the City of Guelph's Parkland Dedication Bylaw (2022)-20717, as amended by Bylaw (2024)-20860 or any successor thereof. The rate of CIL of parkland dedication will be determined by the application submitted for building permit and the rate applicable at the time.
- Please note that the City of Guelph has initiated a process to update the parkland dedication bylaw and the parkland conveyance and/or cash-in-lieu will be collected in accordance with the applicable bylaw at the time of the issuance of the first building permit.
- To confirm the rate and amount of parkland dedication we will need a satisfactory narrative appraisal report prepared for The Corporation of the City of Guelph for the purposes of calculating the amount for payment in lieu of conveyance of parkland will be required. The report must be prepared by a qualified appraiser who is a member in good standing of the Appraisal Institute of Canada. The current preliminary rate calculation for this pre-consultation development is 10% of the market value of the lands one day before issuance of the first building permit.

### **Notes:**

- 1. The issues noted above or through any follow-up correspondence from the City to the applicant are based on a cursory review of the proposal and are not intended to serve as a comprehensive list of issues. City staff reserve the right to identify further issues through a formal development application.**
- 2. Development applications will not be deemed complete if the identified issues have not been addressed. This may include approvals required from other regulatory authorities and agencies. The City of Guelph strongly recommends that applicants secure approvals from other regulatory authorities and agencies prior to submitting a formal application to the City of Guelph. If approvals have not been secured, a formal application may be deemed incomplete.**