

February 10, 2025

Planning and Building Services
Guelph City Hall
1 Carden Street
Guelph, ON
N1H 3A1

519-837-5616

planning@guelph.ca

Dear Sir/Madam:

Re – 81 Royal Road, Guelph, Ontario
Official Plan and Zoning By-law Amendment Application

Agora Research Group Inc. has been retained by IJK Holding Inc. to act as Land Use Planners and Development Advisors for the property municipally described as 81 Royal Road in Guelph, Ontario, (located on the southeast quadrant of Woodlawn Road West and Royal Road) hereinafter referred to as the “Site”.

The proposal is to construct a one storey commercial building on the Site which measures approximately 2.02 hectares (5.0 acres) for an “Industrial Supply Outlet” building. The owner is proposing a two phase development plan. Phase I will entail the construction of the “Industrial Supply Outlet” building measuring approximately 2,787m² (30,000 sq.ft.) GFA on the northern portion of the Site along with appropriate setbacks, parking and landscaping. Phase II will be dedicated to future Industrial “B” Zone uses. The balance of the Site including the access lane and rail spur servicing the adjacent property will remain undeveloped.

The development plan proposes one access driveway on Royal Road which will facilitate all turn movements. Parking will be provided for 140 spaces including 7 barrier free spaces, 14 EV parking space and 28 “future installation” EV parking spaces. Two loading docks will be provided at the east side of the Industrial Supply Outlet along with a customer pick-up zone.

The applicant is seeking a Site Specific Official Plan and Zoning By-law Amendment in order to add an “Industrial Supply Outlet” as a permitted commercial use on the Site along with several site specific variances to accommodate the development.

In addition to the added permitted use, variances to the following regulations are required to achieve Industrial B-XX Site Specific zoning.

- A principal entrance shall be provided that faces south into the parking area (regulation 10.4).
- The minimum off-street parking spaces shall be five spaces per 100m² (Table 5.3).

A Pre-Consultation meeting was held on April 26, 2023 and subsequent Development Review meetings with Staff were held on July 26, 2023, September 13, 2024 and on January 22, 2025.

A development checklist was provided by Staff on July 27, 2023. Submitted electronically are the following materials (one digital copy of each) in support of the proposed development delivered via online file transfer protocol (FTP) link.

- Cover Letter
- Planning Justification Report
- Draft Proposed Official Plan Amendment (included in PJR)
- Draft Proposed Zoning By-law Amendment (included in PJR)
- Conceptual massing and elevations of the building &
Rendering of proposed building (submitted as combined drawings)
- Tree Inventory and Preservation Plan and Report
- Landscape Plan
- Traffic Impact Study with Transportation Demand Management Plan
- Traffic Geometric Plan
- Functional Servicing Report
- Preliminary Grading and Servicing Plan
- Storm Water Management Report and Plan
- Phase 1 & Phase 2 Environmental Site Assessment (Phase I submitted, Phase II is currently underway)
- Record of Site Condition (not required)
- Community Energy Initiative (CEI) Analysis (included in PJR)

- Salt Management Plan
- Waste Survey Report
- Section 59 Policy Applicability Review (required under Clean Water Act prior to accepting the application).

We further understand that the Official Plan and Zoning By-law Amendment application fee is payable to the City of Guelph by Electronic Funds Transfer (EFT) or cheque/bank draft and instructions and reference number will be emailed to us after the submission is received.

Authorization has been granted by the registered property owner to Claudio Balbinot MCIP, RPP to act as the agent for the application.

The Official Plan and Zoning By-law Amendment Application package has been completed based upon Staff meetings and comments along with the checklist herein. Should you require additional information, please do not hesitate to contact the undersigned directly.

Yours truly,



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