COUNCIL PLANNING AGENDA

Council Chambers, City Hall, 1 Carden Street

DATE Monday, July 11, 2016 7:00 p.m.

Please turn off or place on non-audible all cell phones, PDAs, Blackberrys and pagers during the meeting.

O Canada
Silent Reflection
Disclosure of Pecuniary Interest and General Nature Thereof

PRESENTATION

a) Amanda Macdougall, Regional Manager, Municipal & Stakeholder Relations, MPAC re: 2016 MPAC Assessment Update

PUBLIC MEETING TO HEAR APPLICATIONS UNDER SECTIONS 17, 34 AND 51 OF THE PLANNING ACT

Application	Staff Presentation	Applicant or Designate	Delegations *(maximum of 10 minutes)*	Staff Summary
Food Vehicles Proposed Zoning By-law Amendment (ZC16-10) Citywide	Abby Watts, Policy Planner			
745 Stone Road East and 58 Glenholm Drive Proposed Zoning By-law Amendment (File: ZC1608) Ward 1	Lindsay Sulatycki, Senior Development Planner	• Nancy Shoemaker		
389 Speedvale Avenue West Proposed Zoning By-law Amendment (File: ZC1603) Ward 4	Lindsay Sulatycki, Senior Development Planner	• David Anstett • Jake Spelic		

CONSENT AGENDA

"The attached resolutions have been prepared to facilitate Council's consideration of the various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with immediately. The balance of the Consent Agenda can be approved in one resolution."

COUNCIL CONSENT AGENDA			
ITEM	**CITY PRESENTATION**	**DELEGATIONS** ***(maximum of 5 minutes)***	**TO BE EXTRACTED**
CON-2016.35 Affordable Housing Strategy: Recommended Strategic Actions	Joan Jylanne, Senior Development Planner		√
CON-2016.36 Mixed-Use Nodes Urban Design Concept Plans: Gordon/Clair Community Mixed Used Node and Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor	David DeGroot, Senior Urban Designer		√
CON-2016.37 Bristol Street Reconstruction Phase I (Edinburgh Road to East of Holliday Street)			
CON-2016.38 1229 Victoria Road South Proposed Official Plan Amendment and Zoning By-law Amendment (File: OP1501/ZC1507) Ward 6			
CON-2016.39 Proposed Demolition of Church Manse at 47 Arkell Road, Ward 6			

BY-LAWS

Resolution – Adoption of By-laws *(Councillor Allt)*

MAYOR'S ANNOUNCEMENTS

Please provide any announcements, to the Mayor in writing, by 12 noon on the day of the Council meeting.

NOTICE OF MOTION

ADJOURNMENT

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Delivering the 2016 Assessment Update

City of Guelph

July 11, 2016

Amanda Macdougall, Regional Manager

Municipal & Stakeholder Relations

PROPERTY ASSESSMENT & PROPERTY TAXES

The Ontario Property Taxpayer

The Municipal Property Assessment Corporation determines Current Value Assessments and classifications for all properties in Ontario.

The Provincial Government passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board (ARB).

Municipalities determine revenue requirements, set municipal tax rates and collect property taxes to pay for your municipal services.

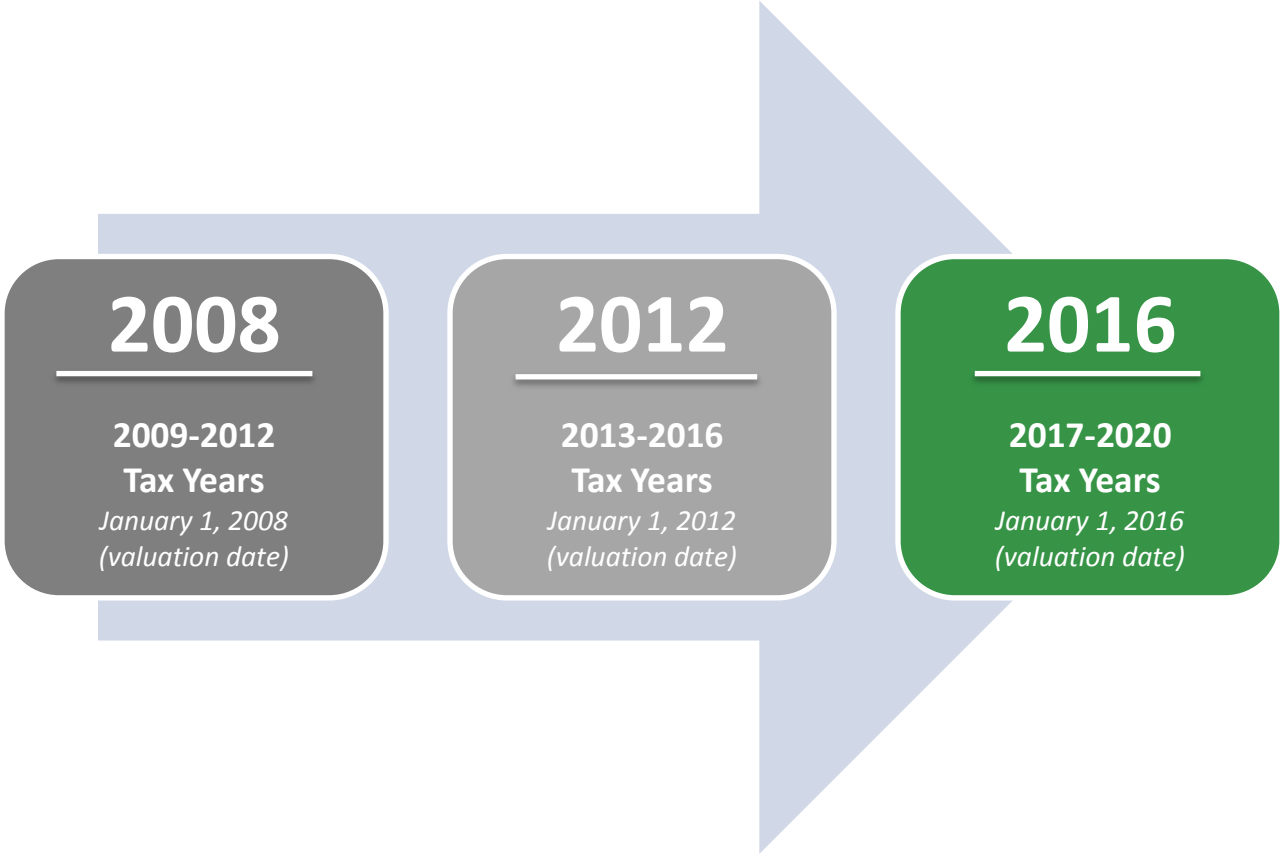
Police and fire protection

Roads, sidewalks, public transit

Waste management

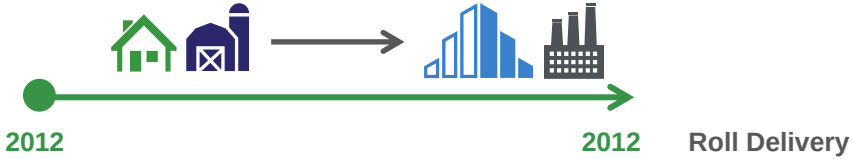
Parks & leisure facilities

ONTARIO'S ASSESSMENT CYCLE

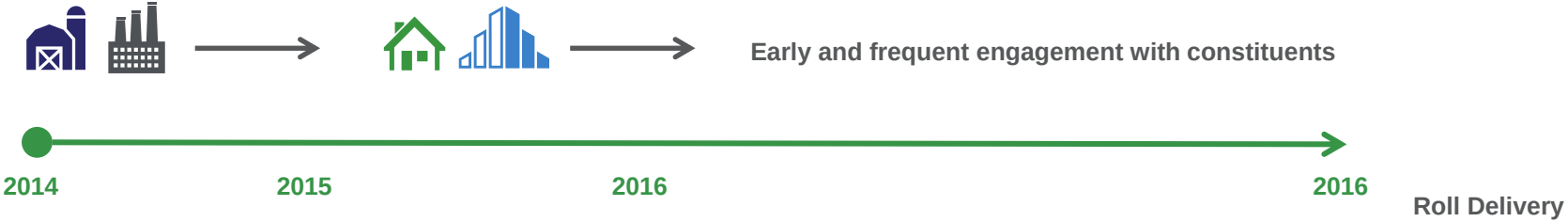


2016 ASSESSMENT UPDATE

2012 ASSESSMENT UPDATE



2016 ASSESSMENT UPDATE



DATA COLLECTION & PREPARATION

Building permits

Sales reviews

Site variable update project

Farm forestry exemptions reviews

Requests for Reconsideration

Severances and Consolidations

Data integrity checks

MPAC initiated reviews

Process controls

Tax and Vacancy Applications

Municipal Requests

Appeals

Property Owner Enquiries

City of Guelph
Data Touch Points
15,926

TRANSPARENCY AND SHARED UNDERSTANDING

Level 1 - Methodology Guides

Comprehensive guides that explain assessment methodology.

Level 2 – Market Valuation Reports

Comprehensive reports that explain how assessment methodology was applied at the sector level to value properties for the 2016 Assessment Update

Level 3 – Property Specific Valuation Information

Detailed information that is available through secure-access only

BENEFITS OF ADVANCED DISCLOSURE

Benefits for municipalities:

- ✓ Improved roll predictability and stability
- ✓ Improved risk analysis
- ✓ No surprises
- ✓ Opportunity to provide feedback

Benefits for property taxpayers:

- ✓ Increased satisfaction and confidence
- ✓ Easy access to property information
- ✓ No surprises
- ✓ Opportunity to provide feedback

2016 PROPERTY ASSESSMENT NOTICES

Residential property owners will receive their Property Assessment Notices starting **July 25th**

Farm Property Assessment Notices will be mailed **October 11th**

Multi-Residential and Business Notices will be mailed **October 18th**

THE NEW ASSESSMENTS WILL SERVE AS THE BASIS FOR CALCULATING PROPERTY TAXES FOR 2017 – 2020

2016 ASSESSMENT UPDATE

The Residential Experience

MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

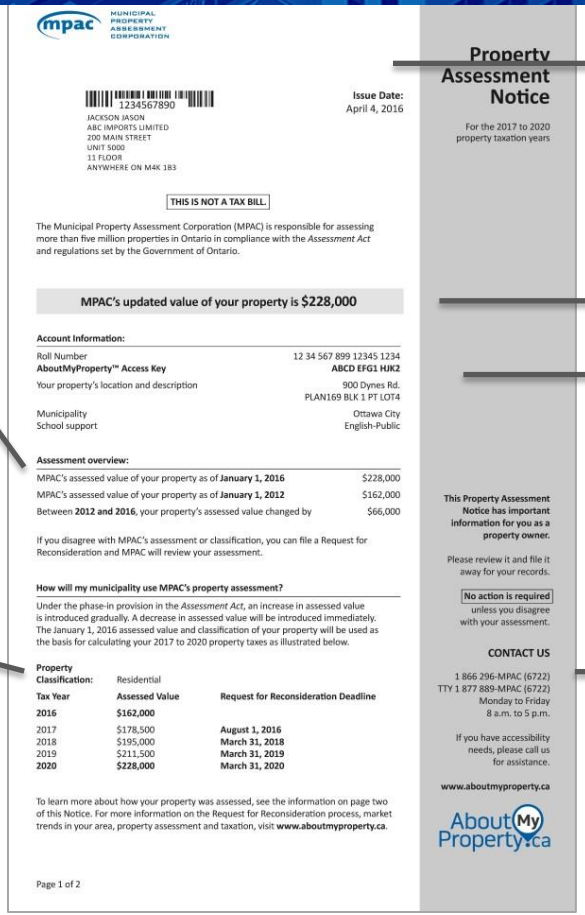
2016 PROPERTY ASSESSMENT NOTICE

Assessment Overview

- ✓ **Assessed Value as of January 1, 2016**
- ✓ **Assessed Value as of January 1, 2012**
- ✓ **Change between 2012 and 2016**

How will my municipality use MPAC's property assessment?

- ✓ **Explanation of phase-in provision** (Assessment Act)
- ✓ **Property Classification**
- ✓ **Phase in Assessed Values** (2017-2020 tax years)
- ✓ **Request for Reconsideration Deadline** (by tax year)



mpac MUNICIPAL PROPERTY ASSESSMENT CORPORATION

1234567890

JACKSON JASON
ABC IMPORTS LIMITED
200 MAIN STREET
UNIT 5000
11 FLOOR
ANYWHERE ON M4K 1B3

Issue Date:
April 4, 2016

Property Assessment Notice

For the 2017 to 2020 property taxation years

THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

MPAC's updated value of your property is $228,000

Account Information:

Roll Number	12 34 567 899 12345 1234
AboutMyProperty™ Access Key	**ABCD EFG1 HJK2**
Your property's location and description	900 Dynes Rd. PLAN169 BLK 1 PT LOT4
Municipality	Ottawa City
School support	English-Public

Assessment overview:

MPAC's assessed value of your property as of **January 1, 2016**	$228,000
MPAC's assessed value of your property as of **January 1, 2012**	$162,000
Between **2012 and 2016**, your property's assessed value changed by	$66,000

If you disagree with MPAC's assessment or classification, you can file a Request for Reconsideration and MPAC will review your assessment.

How will my municipality use MPAC's property assessment?

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2017 to 2020 property taxes as illustrated below.

Property Classification: Residential

Tax Year	Assessed Value	Request for Reconsideration Deadline
2016	**$162,000**	
2017	$178,500	**August 1, 2016**
2018	$195,000	**March 31, 2018**
2019	$211,500	**March 31, 2019**
2020	**$228,000**	**March 31, 2020**

To learn more about how your property was assessed, see the information on page two of this Notice. For more information on the Request for Reconsideration process, market trends in your area, property assessment and taxation, visit **www.aboutmyproperty.ca**.

Page 1 of 2

This Property Assessment Notice has important information for you as a property owner.

Please review it and file it away for your records.

No action is required unless you disagree with your assessment.

CONTACT US

1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday
8 a.m. to 5 p.m.

If you have accessibility needs, please call us for assistance.

www.aboutmyproperty.ca

AboutMyProperty.ca

Issue Date

2016 Assessed Value

Account Information

- ✓ **Roll Number**
- ✓ **AboutMyProperty™ Login**
- ✓ **Location, description, municipality and school support**

Contact Us

2016 PROPERTY ASSESSMENT NOTICE

Property Details

How does MPAC assess my property?
- ✓ **Five major factors affecting residential values**

Have questions about your assessment?
- ✓ **Login to AboutMyProperty™**

Ontario's property assessment system

How does MPAC assess my property?

Roll Number: 12 34 567 899 12345 1234

Property summary:

Property type	Single Family Dwelling
Property information	Frontage: 54.23 feet Depth: 150.00 feet Lot area: 8,100.00 square feet
Building – exterior square footage	1,053 square feet
Year of construction	1974

For residential properties, there are **five major factors** that generally account for 85% of your property value.

- Location
- Lot dimensions
- Living area
- Age of the property, adjusted for any major renovations or additions
- Quality of construction

To establish your property's assessed value, MPAC analyzes property sales in your area. This method, called Current Value Assessment, is used by most assessment jurisdictions in North America. MPAC's assessments and data are also used by banks, insurance companies and the real estate industry.

Have questions about your assessment?

AboutMyProperty.ca

Log on to AboutMyProperty™ to learn more...

Visit www.aboutmyproperty.ca to learn more about how your property was assessed, see the information we have on file, as well as compare it to others in your neighbourhood. Still not sure about your property's assessed value? You have the option to file a Request for Reconsideration. Your deadline to file a Request for Reconsideration is on page one of this Notice.

Log on to www.aboutmyproperty.ca with your Roll Number and Access Key. These are found on page one of this Notice.

Still have questions?

We're here to help. Contact us and one of our property assessment experts will help guide you through your Notice. Have a question about your property taxes? Contact your municipality for assistance.

Ontario's property assessment system

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The Ontario Property Taxpayer

Municipalities determine revenue requirements, set municipal tax rates and collect property taxes to pay for your municipal services.

These services may include:

- Police and fire protection
- Roads, sidewalks and public transit
- Waste management
- Parks and leisure facilities

CHANGES TO FILING A REVIEW (BILL 144)

mpac MUNICIPAL PROPERTY ASSESSMENT CORPORATION

1234567890
JACKSON JASON
ABC IMPORTS LIMITED
200 MAIN STREET
UNIT 5000
11 FLOOR
ANYWHERE ON M4K 1B3

Issue Date:
April 4, 2016

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Page 1 of 2

Property Assessment Notice

For the 2017 to 2020 property taxation years

This Property Assessment Notice has important information for you as a property owner.

Please review it and file it away for your records.

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CONTACT US

1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday
8 a.m. to 5 p.m.

If you have accessibility needs, please call us for assistance.

www.aboutmyproperty.ca

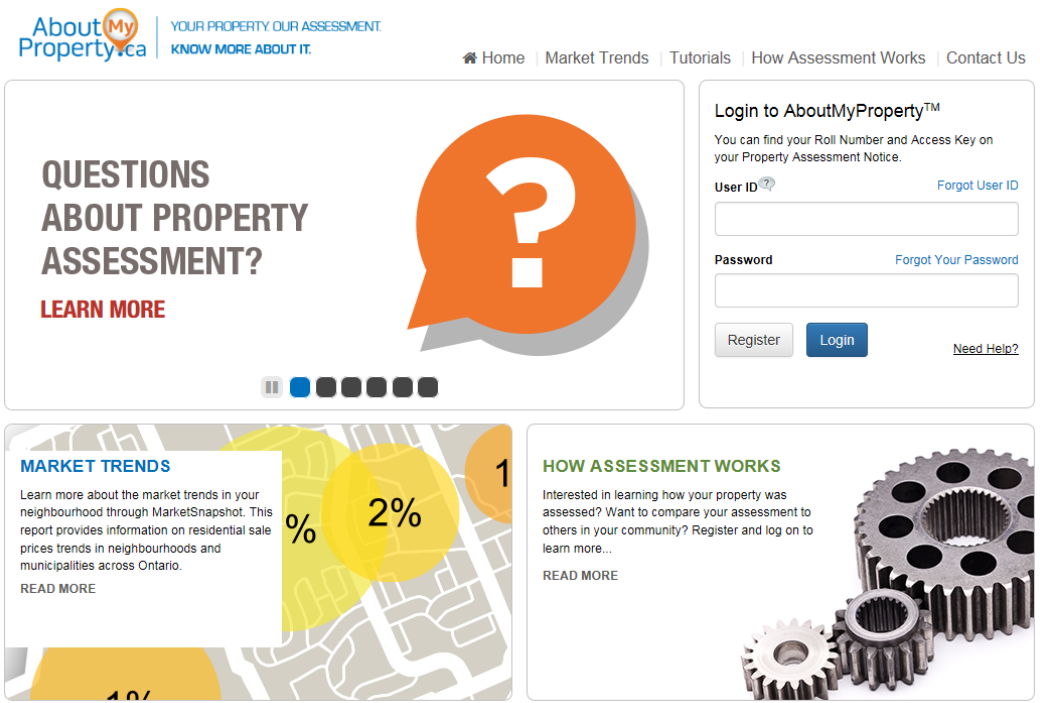
AboutMyProperty.ca

- Residential property owners have **120 days** from the **Issue Date** of their Property Assessment Notice to file a Request for Reconsideration (RfR)
- The RfR deadline for **the City of Guelph** is **November 22nd**
- The **Issue Date** and **RfR deadline** are included on the Notice
- The early delivery of Assessment Notices and a 120-day RfR deadline will allow RfRs to be processed before Assessment Rolls are sent to municipalities – greater stability and accuracy

HOW CAN I LEARN MORE ABOUT MY ASSESSMENT?

mpac
MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

ABOUTMYPROPERTY.CA



Through **AboutMyProperty™** property owners can:

- ✓ Access information on how their property was assessed
- ✓ Compare their assessment to others in their community
- ✓ Learn more about property values through Market Trends (available before login)

Login information is included on every Notice mailed.

RESOLVING ASSESSMENT CONCERNS

STEP 1: Ask yourself: “could I have sold my property for the assessed value on January 1, 2016?”

STEP 2: Visit aboutmyproperty.ca to review the information MPAC has on file for your property.

STEP 3: Contact MPAC

STEP 4: File a **Request for Reconsideration**

STEP 5: File an **appeal** with the Assessment Review Board

Online: aboutmyproperty.ca

OR

mpac.ca/ContactUs

Fax: 1-866-297-6703

Mail:
MPAC, PO Box 9808
Toronto ON M1S 5T9

MUNICIPAL AND STAKEHOLDER OUTREACH AND ENGAGEMENT

mpac

MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

MUNICIPAL CONNECT™

- **Redesigned Municipal Connect™** launched April 4
  - Increased transparency
  - Improved stability and predictability in the municipal tax base
  - Modern and flexible way to access assessment information

- **Access to 2016 base year values** (2017-2020 tax years)
  - Support municipal understanding of assessed values
  - Early consultation/discussion for greater roll stability
  - Insight into assessment at risk

MUNICIPAL CONNECT™

Condominiums
Your Condo.
Our Assessment.
Know More About It.
mpac
MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Farmland Properties
Your Farm.
Our Assessment.
Know More About It.
mpac
MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Waterfront Properties
Your Waterfront Home.
Our Assessment.
Know More About It.
mpac
MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Residential Properties
Your Home.
Our Assessment.
Know More About It.
mpac
MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Newly Built Homes
Your Newly Built Home.
Our Assessment.
Know More About It.
mpac
MUNICIPAL PROPERTY ASSESSMENT CORPORATION

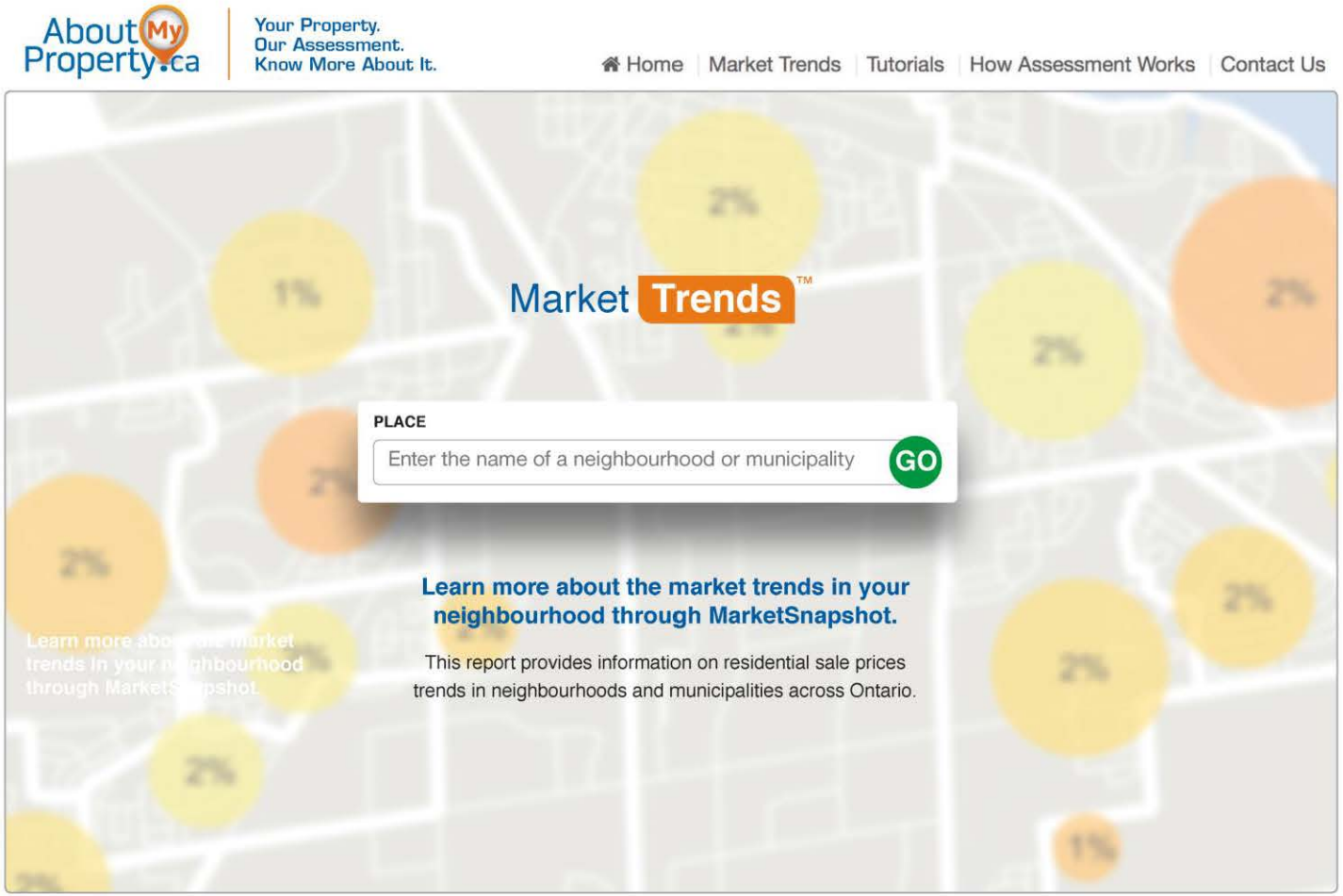
MUNICIPAL TOOLKIT

To support municipalities in their communication efforts regarding the 2016 province-wide Assessment Update, MPAC has prepared a fully customizable toolkit that includes:

- Contact information for Municipal and Stakeholder Relations representatives
- Key Messages and Frequently Asked Questions
- Information regarding changes to Property Assessment Notices and Notice Mailing Dates
- Changes regarding Requests for Reconsideration
- Written Material for Print or Web
- Social Media Materials
- Highlights on AboutMyProperty and Municipal Connect
- Links/references to other resources including:
    - MPAC's full suite of brochures (links to mpac.ca)
    - Videos (will be housed on MPAC's YouTube Channel)
    - Buckslip for insertion in municipal tax bills (editable)

PRELIMINARY MARKET TRENDS

MUNICIPAL PROPERTY ASSESSMENT CORPORATION


About My Property.ca
Your Property.
Our Assessment.
Know More About It.
Home
Market Trends
Tutorials
How Assessment Works
Contact Us
Market Trends™
PLACE
Enter the name of a neighbourhood or municipality
GO
Learn more about the market trends in your neighbourhood through MarketSnapshot.
This report provides information on residential sale prices trends in neighbourhoods and municipalities across Ontario.

RESIDENTIAL Market Trends™

About My Property.ca

Your Property. Our Assessment. Know More About It.

Enter the name of a neighbourhood or municipality

London

Property values up 1.5% in London
Residential property owners will see an average assessment increase of approximately 1.5% in 2017.

Condominium values in London
The assessed value of a typical condominium is $125,000.

Value of a typical home
The assessed value of a typical residential home in London is $265,000.

More about London
Located between Windsor and Toronto along the Highway 401 corridor and just north of Lake Erie, London is the fifth largest city in Ontario. It is home to the University of Western Ontario and Fanshawe College and has a stable residential market. London is the economic, entertainment and cultural hub of the region.

Notices mailed April 18, 2016

How to read this map

Download

RESIDENTIAL MARKET TRENDS

	Ontario		Guelph	
Property Type	**% Change**	**Median 2016 CVA**	**% Change**	**Median 2016 CVA**
Residential	4.5		5.7	
Single Family Home	4.7	$386,000	5.8	$399,000
Condominium	2.8	$298,000	5.1	$253,000

Preliminary Values as of June 15, 2016.
Median 2016 base year assessment and median % change from 2016 tax year to 2017 tax year

BASE YEAR CHANGE (2012 to 2016)

$ Change Single Family Home	$ Change Condominium
$75,000	$44,000

Median change in assessed value between base valuation years (2012 to 2016) as of June 15, 2016.

CONTACT MPAC

We are here to help. Contact MPAC with any questions you may have regarding your property assessment.

CALL our Customer Contact Centre 1 866 296-MPAC (6722)
1 877-889-MPAC (6722) TTY

ONLINE at mpac.ca

VISIT a local field office

WRITE to P.O. Box 9808, Toronto ON M1S 5T9

FAX 1 866 297 6703

If you have accessibility needs, please let us know how we can best accommodate you

QUESTIONS?

MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

FOOD VEHICLE ZONING BY-LAW REVIEW

BACKGROUND

- Business Licence By-law Review- Food Vehicle Schedule and Temporary Food Sales Update (July 6, 2015 Staff Report)
- Recommended an amendment to the Zoning By-law to regulate Mobile Food Preparation Vehicles on private lands to be brought forward for Council's consideration (Q3- 2016)

2

ONGOING FOOD VEHICLE PROJECTS

BUSINESS LICENSING
Regulates and licenses food vehicles across the City. Contains specific regulations related to the operation of food vehicles and compliance with the Zoning By-law

ZONING
Changes to the Zoning By-law to permit food vehicles on some private property and some City owned property such as parks.

FOOD TRUCK SUMMER
Summer pilot project in Downtown Guelph (on some City streets)

PARKS
Guidelines for the location and operation of food vehicles in some parks

3

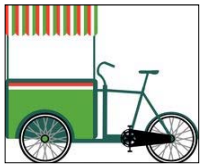
PURPOSE OF REVIEW

- The current Zoning By-law (1995)-14864 does not permit food vehicles to operate in any zone
- All existing food vehicles on private property have been approved on a case by case basis through the Committee of Adjustment

4

PROPOSED ZONING BY-LAW CHANGES

- Create a definition for food vehicle
- Allow food vehicles to operate in some zones
- Regulation for the location of a food vehicle on a property



5

DRAFT DEFINITION

"**Food Vehicle**" means an outdoor wheeled vehicle not permanently affixed to the ground and capable of being moved on a daily basis, from which food intended for immediate consumption is provided for sale or sold, and includes a motorized, self-propelled vehicle (a "Food Truck"), a vehicle that is not self-propelled, but can be towed (a "Food Trailer") and a vehicle moved by human exertion (a "Food Cart").

PROPOSED ZONES

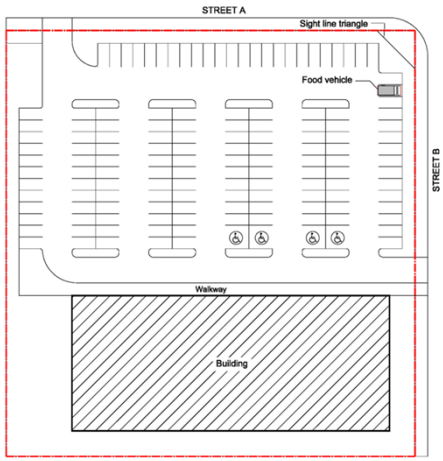
- Commercial Zones
- Industrial Zones
- Park Zones (P.3, P.4, P.5)
- Institutional Zones

7

DRAFT REGULATION

Within any Commercial, Institutional or Industrial Zone:

- Shall occupy a defined Parking Space
- Shall not occupy any accessible Parking Space.
- Shall be in accordance with Section 4.6 (existing Zoning By-law sight line regulations).



For demonstration purposes only

NEXT STEPS

- Incorporate feedback from Public Meeting
- Finalize Zoning By-law Amendment
- Recommendation Report to Council in September 2016

9

STAFF REPORT

TO	City Council
SERVICE AREA	Infrastructure, Development and Enterprise
DATE	July 11, 2016
SUBJECT	**Statutory Public Meeting Report Food Vehicles Proposed Zoning By-law Amendment (ZC16-10) Citywide**
REPORT NUMBER	16-52

EXECUTIVE SUMMARY

PURPOSE OF REPORT

The purpose of this report is to provide planning information for a City initiated amendment to Zoning By-law (1995)-14864 to permit the operation of food vehicles in some zones within the City. This report has been prepared in conjunction with the statutory public meeting for the proposed amendment.

KEY FINDINGS

Updating the Zoning By-law to permit food vehicles to operate in some zones is proposed to better align the Zoning By-law with the current Business Licensing By-law (2009)-18855 and streamline the process for food vehicles to operate in Guelph.

A discussion paper titled "Food Vehicle Review: Zoning By-law Amendment" (Attachment 1) has been prepared which reviews options and provides draft directions for the Zoning By-law amendment. The proposed directions include: creating a definition for "food vehicle"; allowing food vehicles to operate in some Commercial, Industrial, Institutional and Park zones; and, providing regulations related to the location of food vehicles on a property.

Key findings will be reported in the future Infrastructure, Development and Enterprise recommendation report to Council.

FINANCIAL IMPLICATIONS

N/A

ACTION REQUIRED

Council will hear public delegations on the Proposed Zoning By-law amendment, ask questions of clarification and identify planning issues. This report is to be received and no decisions are to be made at this time.

RECOMMENDATION

1. That Report 16-52 from Planning, Urban Design and Building Services regarding the City initiated Food Vehicle Zoning By-law Review dated July 11, 2016 be received.

BACKGROUND

On July 20, 2015 Council received the "Business Licence By-law Review – Food Vehicle Schedule and Temporary Food Sales Update" Report (Report Number PS-15-36). The purpose of this report was to provide an update and recommend amendments to the City's Business Licence By-law to City Council regarding the licensing of Food Vehicles and Temporary Food Sales. The effect of this report was an amendment to the Business Licensing By-law to allow the operation and licensing of food vehicles and temporary food sales within the City and provide direction to staff to create amendments to the City's by-laws in accordance with the recommendations contained in the report. Specifically, Staff was directed to bring forward amendments to Zoning By-law (1995)-14864 with respect to food vehicles and temporary food sales on private property by Q3 2016.

REPORT

A Food Vehicle Review Discussion Paper was developed in consultation with a staff technical group consisting of representatives from By-law Compliance, Security & Licensing and Planning, Urban Design & Building. Input from the technical group ensured alignment with the previous work completed by By-law Compliance, Security & Licensing Staff. The focus of the discussion paper is to review existing Official Plan policy and current Zoning By-law regulations, previous minor variances to Zoning By-law (1995)-14864 and other municipal practices. The discussion paper considers the following zoning topics:

- Definitions
- Permitted zones
- General provisions such as:
    - The location of food vehicles on private property;
    - The number of food vehicles permitted on private property;
    - Parking requirements; and,
    - Setbacks to sensitive land uses.

Each topic includes a review of various zoning options. The zoning options are considered and analyzed, which result in draft directions for the Zoning By-law amendment.

Description of Proposed Zoning By-law Amendment

The intent of this proposed amendment is to allow food vehicles to operate in some zones within the City based on best practice review and stakeholder feedback. Currently the Zoning By-law does not permit food vehicles to operate on private property within the City. Food vehicles have been permitted to operate on a few

properties within the City through minor variances granted by the Committee of Adjustment. A draft Zoning By-law amendment is attached as Attachment 2.

The following definition is proposed for Food Vehicle:

"Food Vehicle" means an outdoor wheeled vehicle not permanently affixed to the ground and capable of being moved on a daily basis, from which food intended for immediate consumption is provided for sale or sold, and includes a motorized, self-propelled vehicle (a "Food Truck"), a vehicle that is not self-propelled, but can be towed (a "Food Trailer") and a vehicle moved by human exertion (a "Food Cart").

Food vehicles are proposed to be permitted in the following general zones:

- Convenience Commercial (C.1)
- Neighbourhood Shopping Centre (NC)
- Community Shopping Centre (CC)
- Regional Shopping Centre (RC)
- Central Business District (CBD.1)
- Service Commercial (SC.1, SC.2)
- Commercial-Residential (CR)
- Industrial (B.1, B.2, B.3, B.4 and B.5 zones)
- Park (P.3, P.4, P.5)
- Institutional (I.1, I.2, I.3)

Some specialized zones associated with these zone categories are also proposed to be amended to permit food vehicles in cases where they permit restaurants and/or take-out restaurants. These categories will be reviewed to ensure that they are appropriate for food vehicles.

The discussion paper includes draft directions for food vehicle regulations in commercial, institutional and industrial zones. Regulations have not been proposed for park zones as separate guidelines are being developed by Parks and Recreation Staff which will be enforced through agreements with and/or permits issued by the City.

In commercial, institutional and industrial zones, the following zoning regulations are proposed for regulating food vehicles on private property, including:

- food vehicles would only be permitted to occupy a defined parking space to ensure that food vehicles do not block driveways, drive aisles, emergency routes, loading spaces, pedestrian and accessible walkways, required landscape buffers, etc.
- food vehicles must not occupy accessible parking spaces
- food vehicles must comply with current sight line regulations in section 4.6 of Zoning By-law (1995)-14864.

Community Consultation

A draft discussion paper was released on the City of Guelph website on May 5, 2016. Stakeholders identified from earlier City community engagement initiatives were notified that the paper was available for review and comment.

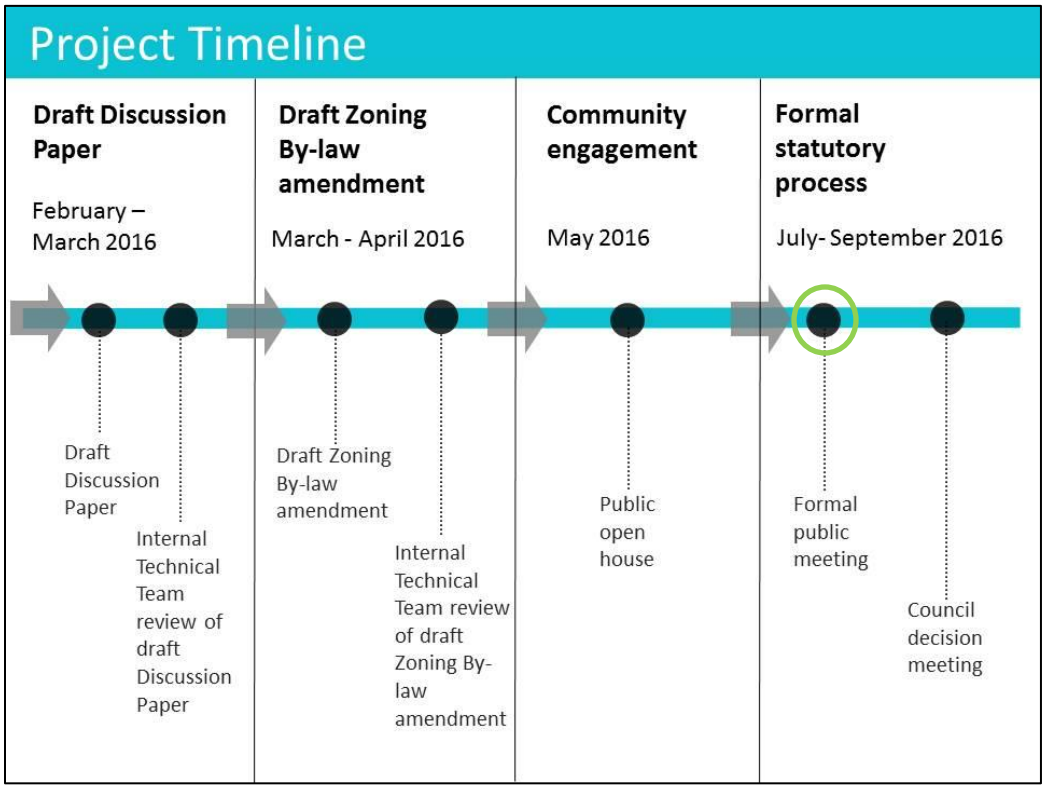
In addition, a public open house was held on May 17, 2016 to provide the public and stakeholders with more information related to the proposed Zoning By-law amendment, including background information and draft regulations.

The statutory public meeting at Council completes the formal community engagement portion of the project (see Figure 1).

Next Steps

Feedback received will further inform the draft Zoning By-law amendment and a final Zoning By-law amendment is planned to be brought back to Council for a decision in September 2016.

Figure 1: Project Timeline



STAFF REPORT

CORPORATE STRATEGIC PLAN

3.1 Ensure a well-designed, safe, inclusive, appealing and sustainable City of Guelph.

3.2 Be economically viable, resilient, diverse and attractive for business.

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

Planning, Urban Design and Building Services – Zoning
Planning, Urban Design and Building Services – Development Planning
Operations – By-law Compliance, Security and Licensing Services
City Solicitor – Legal Services

COMMUNICATIONS

The development of a Community Engagement Plan and Communications Plan were completed as part of this project. Email notification was sent to a list of identified stakeholders to inform them of the Open House and draft Discussion Paper. The May 17, 2016 Open House was advertised in the Guelph Tribune on May 5, 2016.

In addition, the Notice of Public Meeting was advertised in the Guelph Tribune on June 16, 2016 and given by way of email to interested stakeholders.

ATTACHMENTS

ATT-1 Food Vehicle Review: Zoning By-law Amendment Discussion Paper (May 2016)

*ATT-1 is available on the City of Guelph website at http://guelph.ca/wp-content/uploads/Discussion-Paper-Food-Vehicle-Review.pdf

ATT-2 Draft Zoning By-law Amendment

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THE CORPORATION OF THE CITY OF GUELPH

By-law Number (2016)-

A by-law to amend By-law Number (1995)-14864, as amended, known as the Zoning By-law for the City of Guelph as it affects Food Vehicles.

WHEREAS Section 34(1) of The Planning Act, R.S.O. 1990, c.P.13 authorizes the Council of a Municipality to enact Zoning By-laws;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF GUELPH ENACTS AS FOLLOWS:

1. Section 3.1 of By-law (1995)-14864, as amended, is hereby further amended by adding the following:

   1.1 The definition ***"Food Preparation and Vending Vehicle"*** is deleted.

   1.2 The definition ***"Food Vehicle"*** is added:
   "Food Vehicle" means an outdoor vehicle not permanently affixed to the ground and capable of being moved on a daily basis, from which food intended for immediate consumption is provided for sale or sold, and includes a motorized, self-propelled vehicle (i.e. food truck), a vehicle that is not self-propelled, but can be towed (i.e. food trailer) and a vehicle moved by human exertion (i.e. food cart).

   1.3 The definition ***"Chip Wagon"*** is deleted.

2. Section 4 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

   2.1 Section 4 is amended by adding a new subsection 4.30 Regulations for ***Food Vehicles***:

   4.30 <u>Regulations for ***Food Vehicles***</u>
   Every ***Food Vehicle*** shall operate in accordance with the regulations for the ***Zone*** in which the ***Food Vehicle*** is located and the following:

   4.30.1 Within any Commercial, Institutional or Industrial ***Zone***:

   4.30.1.1 Shall occupy a defined ***Parking Space*** unless otherwise approved pursuant to the Site Plan Control provisions of the *Planning Act*.

   4.30.1.2 Shall not occupy any accessible ***Parking Space***.

   4.30.1.3 Shall be in accordance with Section 4.6.

3. Section 6 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

   3.1 Section 6.1.1, 6.2.1.1, 6.3.1.1, 6.4.1.1, 6.6.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

4. Section 7 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

   4.1 Section 7.1.1, 7.1.2, 7.1.3, 7.4.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

5. Section 8 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

   5.1 Section 8.1.1, 8.1.2, 8.1.3 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

6. Section 9 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

   6.1 Section 9.1.3, 9.1.5 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

7. Part 5 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

   7.1 Section 6.1.3.22.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

8. Part 6 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

   8.1 Section 6.2.3.1.4.1, 6.2.3.1.6.1, 6.2.3.2.3.1, 6.2.3.2.8.1, 6.2.3.2.22.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

9. Part 7 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

   9.1 Section 6.3.3.1.3.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

10. Part 8 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

    10.1 Section 6.4.3.1.2.1, 6.4.3.1.4.1, 6.4.3.1.5.1, 6.4.3.1.6.1, 6.4.3.1.7.1, 6.4.3.1.8.1, 6.4.3.1.10.1, 6.4.3.1.12.1, 6.4.3.1.13.1, 6.4.3.1.15.1, 6.4.3.1.16.1, 6.4.3.1.20.1, 6.4.3.1.22.1, 6.4.3.1.24.1, 6.4.3.1.26.1, 6.4.3.1.27.1, 6.4.3.1.28.1, 6.4.3.1.30.1, 6.4.3.1.32.1, 6.4.3.1.33.1, 6.4.3.1.34.1, 6.4.3.1.35.1, 6.4.3.1.36.1, 6.4.3.1.39.1, 6.4.3.1.41.1, 6.4.3.1.43.1, 6.4.3.1.44.1, 6.4.3.1.45.1, 6.4.3.1.48.1, 6.4.3.1.51.1, 6.4.3.1.53.1, 6.4.3.1.56.1, 6.4.3.2.2.1, 6.4.3.2.3.1, 6.4.3.2.4.1, 6.4.3.2.5.1, 6.4.3.2.6.1, 6.4.3.2.7.1, 6.4.3.2.8.1, 6.4.3.2.10.1, 6.4.3.2.12.1, 6.4.3.2.13.1, 6.4.3.2.14.1, 6.4.3.2.15.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

11. Part 10 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

    11.1 Section 6.6.3.1.1, 6.6.3.2.1, 6.6.3.8.1.1, 6.6.3.9.1, 6.3.3.11.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

12. Part 11 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

    12.1 Section 7.3.2.5.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

    12.2 Section 7.3.4.7.1 is amended by deleting ***Chip Wagon*** as an ***Accessory Use*** to the ***Flea Market*** .

13. Part 12 of By-law (1995) – 14864, as amended, is hereby further amended as follows:

    13.1 Section 8.3.2.1.1, 8.3.2.2.1, 8.3.2.3.1 is amended by adding a ***Food Vehicle*** in accordance with Section 4.30, to the list of permitted uses.

14. Where notice of this by-law is given in accordance with the Planning Act, and where no notice of objection has been filed within the time prescribed by the regulations, this by-law shall come into effect. Notwithstanding the above, where notice of objection has

been filed within the time prescribed by the regulations, no part of this by-law shall come into effect until all of such appeals have been finally disposed of by the Ontario Municipal Board.

PASSED this day of , 2016.

_____

CAM GUTHRIE- MAYOR

_____

TINA AGNELLO- DEPUTY CLERK

EXPLANATION OF PURPOSE AND EFFECT FOR BY-LAW NUMBER (2016)-

1. By-law Number (2016)- has the following purpose and effect:

This By-law authorises amendments to the City of Guelph Comprehensive Zoning By-law (1995)-14864, which are intended to permit the use of food vehicles in specific zones as well as general regulations.

The purpose of the proposed Zoning By-law amendment is to introduce food vehicles as a permitted land use.

The effect of this By-law would permit Food Vehicles in appropriate commercial, industrial, institutional and park zones. Food Vehicles would be further regulated, requiring them to occupy a defined parking space other than an accessible parking space and be in compliance with Section 4.16, sight line regulations.

Lands affected by this amendment include all lands in the City covered by Zoning By-law Number (1995)-14864, as amended.

The proposed zoning amendment was considered by Guelph City Council at a Public Meeting held on July 11, 2016.

Further information may be obtained by contacting Infrastructure, Development and Enterprise at 519-837-5616, extension 3314, City Hall, Guelph, Ontario.

Persons desiring to officially support or object to this zoning amendment must file their support or objection with the City Clerk, City Hall, Guelph, as outlined on the page entitled "Notice of Passing".

STAFF REPORT

TO	City Council
SERVICE AREA	Infrastructure, Development and Enterprise
DATE	July 11, 2016
SUBJECT	**Statutory Public Meeting Report 745 Stone Road East and 58 Glenholm Drive Proposed Zoning By-law Amendment (File: ZC1608) Ward 1**
REPORT NUMBER	16-51

EXECUTIVE SUMMARY

PURPOSE OF REPORT
To provide planning information on an application requesting approval of a Zoning By-law amendment to permit new single detached residential dwellings on lands municipally known as 745 Stone Road East and 58 Glenholm Drive. This report has been prepared in conjunction with the Statutory Public Meeting for this application.

Location: 745 Stone Road East and 58 Glenholm Drive

KEY FINDINGS
Key findings will be reported in the future Infrastructure, Development and Enterprise recommendation report to Council.

FINANCIAL IMPLICATIONS
Financial implications will be reported in the future Infrastructure, Development and Enterprise recommendation report to Council.

ACTION REQUIRED
Council will hear public delegations on the application, ask questions for clarification and identify planning issues. The report is to be received and no decisions are to be made at this time.

RECOMMENDATION

1. That Report 16-51 regarding a proposed Zoning By-law Amendment application (File: ZC1608) submitted by Black, Shoemaker, Robinson and Donaldson Limited on behalf of the owners: John Drolc and Helen Drolc (745 Stone Road East) and Kenneth William Spira and Carol Spira (58 Glenholm Drive) to permit the development of single detached residential dwellings on lands municipally known as 745 Stone Road East and legally described as Part Eramosa Branch of the River Speed; Part Lot 1, E of Blind Line, Plan 131, as in MS115824; Guelph and 58 Glenholm Drive legally described as Lot

3, Plan 820; Part Lot 1 E of Blind Line, Plan 131, Part 1, 61R10800 and Parts 1 & 2, 61R10340; Guelph; S/T Easement in favour of The Corporation of the City of Guelph as in LT59283, from Infrastructure, Development and Enterprise dated July 11, 2016, be received.

BACKGROUND

An application to amend the Zoning By-law has been received for the lands municipally known as 745 Stone Road East and 58 Glenholm Drive from Black, Shoemaker, Robinson and Donaldson Limited on behalf of the owners: John Drolc and Helen Drolc (745 Stone Road East) and Kenneth William Spira and Carol Spira (58 Glenholm Drive). The application is a request to change the zoning on the subject lands to a "Specialized Residential Single Detached" (R.1A-?) zone and "Conservation" (P.1) zone to allow the development of single detached residential dwellings and to protect the significant natural areas on the subject lands. The portion of the subject lands that will provide for driveway access to Stone Road East is proposed to be zoned "Specialized Urban Reserve" (UR-?). Future severance applications will be submitted to the Committee of Adjustment to create the additional residential lots.

The application was received by the City on April 18, 2016 and deemed to be complete on May 18, 2016.

Location

The subject lands are located on the south side of Stone Road East, west of Watson Road South and west of Glenholm Drive (see Attachment 1 - Location Map and Attachment 2 - Orthophoto). 745 Stone Road East is approximately 9.9 hectares (24.4 acres) in size and has frontage on Stone Road East. It is currently developed with a detached residential dwelling, detached garage and accessory building. A large portion of the property consists of environmental features. 58 Glenholm Drive is approximately 3.4 hectares (8.4 acres) and has frontage along Glenholm Drive. It is currently developed with a detached residential dwelling, a workshop, and two storage buildings. The property also contains remnants of an old horse race track and environmental features.

Surrounding land uses include:

- To the north: Stone Road East, beyond which are lands zoned "Institutional" (I.2) and currently contains facilities associated with the City's Waste Resource Innovation Centre;
- To the south: lands designated in the Official Plan as "Significant Natural Areas and Natural Areas" and zoned for "Agricultural" (A) and "Hazard" (H) uses in the Township of Puslinch Zoning By-law 19/85;
- To the east: existing detached residential dwellings, beyond which is Watson Road South;
- To the west: lands designated as "Significant Natural Areas and Natural Areas" in the Official Plan.

Existing Official Plan Land Use Designations and Policies
The Official Plan designates the subject lands as "Special Study Area" and "Glenholme Estate Residential". The lands are subject to the Guelph Innovation District (GID) Secondary Plan. The GID Secondary Plan was approved by Council as Official Plan Amendment 54 (OPA 54) in May 2014, however, it was appealed to the Ontario Municipal Board (OMB), in its entirety.

In March of 2015, the OMB delivered a decision to allow a motion brought forward by the City to approve certain sections of OPA 54 that were not intended to be included in the appeals. This included the "Glenholme Estate Residential" land use designation and its policies which apply to both 745 Stone Road East and 58 Glenholm Drive. The "Glenholme Estate Residential" land use designation permits limited additional low density estate residential infill development, subject to meeting certain size criteria and other applicable policies.

The GID Secondary Plan proposes to designate the northern portion of 745 Stone Road East as "Employment Mixed-use 2", however, since this portion of the GID Secondary Plan is currently under appeal at the Ontario Municipal Board, the land use designation that applies to the northern portion of 745 Stone Road East is the land use designation of the Official Plan, being "Special Study Area".

A portion of both 745 Stone Road East and 58 Glenholm Drive are also designated "Significant Natural Areas and Natural Areas" in the Official Plan. Development or site alteration is not be permitted within Significant Natural Areas including their established or minimum buffers as designated, except in accordance with the general policies in 6A.1.2 and the Significant Natural Areas policies in 6A.2 of the Official Plan. In accordance with the applicable policies of the Official Plan, development or site alteration may be permitted within the adjacent lands to Significant Natural Areas provided that it has been demonstrated through an Environmental Impact Study or Environmental Assessment that there will be no negative impacts to the protected natural heritage features and areas or their associated ecological functions. The applicant has submitted an Environmental Impact Study for both 745 Stone Road East and 58 Glenholm Drive. The EIS for both properties is under review.

The relevant policies for the "Significant Natural Areas and Natural Areas" and "Special Study Area" land use designations are included in Attachment 3. The relevant policies for the "Glenholme Estate Residential" and "Employment Mixed-use 2"land use designations are included in Attachment 4.

Official Plan Amendment 48 Designations and Policies
Official Plan Amendment 48 (OPA 48) (under appeal), a comprehensive update to the City's Official Plan, proposes to retain the "Special Study Area" and "Significant Natural Areas and Natural Areas" land use designations and policies of the Official Plan. Staff must have regard to the Council adopted policies and designations of OPA 48 even though it is currently under appeal. The relevant policies for the

"Special Study Area" and "Significant Natural Areas and Natural Areas" land use designations are included in Attachment 5. It should be noted that the City will be seeking to have the OMB modify OPA 48 prior to its approval to incorporate any or all of the portions of OPA 54 that are in effect as of that date, including the "Glenholme Estate Residential" land use designation and associated policies.

Existing Zoning
The subject lands are zoned as follows:

745 Stone Road East is zoned, "Urban Reserve" (UR) according to the City of Guelph Zoning By-law (1995)-14864, as amended and "Agricultural" (A) and Hazard Zone (H) according to the Township of Puslinch Zoning By-law 19/85.

58 Glenholm Drive is zoned "Agricultural" (A) and Hazard Zone (H) according to the Township of Puslinch Zoning By-law 19/85.

The existing zoning and details is included as Attachment 6.

REPORT
Description of Proposed Zoning By-law Amendment
The applicant is requesting to change the zoning on the subject lands from "Urban Reserve" (UR) in the City of Guelph's Zoning By-law (1995)-14864, as amended and "Agricultural" (A) and Hazard Zone (H) in the Township of Puslinch's Zoning By-law 19/85 to the following zones:

745 Stone Road East:

- **"Specialized Residential Single Detached" (R.1A-?) Zone, with the following additional specialized regulations:**

  - Minimum Lot Area of 0.4 hectares including any zoned natural heritage features located in the P.1 zone, whereas the Zoning By-law requires a minimum Lot Area of 555 square metres in the R.1A zone.
  - Minimum Lot Frontage of 6.0 metres, whereas the Zoning By-law requires a minimum Lot Frontage of 18 metres.
  - No Landscaped Open Space shall be required between the driveway and the lot line of the newly created lots at the westerly limit of Glenholm Drive, whereas the Zoning By-law requires a minimum area of 0.5 metres between the driveway and nearest lot line to be landscaped.
  - The development of detached residential dwellings shall be permitted with private individual on-site water and wastewater services as an interim measure until full municipal services are available, whereas the Zoning By-law prohibits development within the City that is not on full municipal services.
  - Accessory buildings (garages) shall be permitted to exceed 55% of the lot width, whereas the Zoning By-law permits a maximum garage width of 55% where lots have less than 12 metres of frontage.

- **"Conservation Land" (P.1) Zone**

- **"Specialized Urban Reserve" (UR-?) Zone**, with the following additional specialized regulations:

  - The UR-? Zone, shall permit a driveway to access R.1A zoned lots

58 Glenholm Drive:

- **"Specialized Residential Single Detached" (R.1A-?) Zone, with the following additional specialized regulations:**

  - Minimum Lot Area of 0.4 hectares including any zoned natural heritage features located in the P.1 zone, whereas the Zoning By-law requires a minimum Lot Area of 555 square metres in the R.1A zone.
  - Minimum Lot Frontage of 6.0 metres, whereas the Zoning By-law requires a minimum Lot Frontage of 18 metres.
  - No Landscaped Open Space shall be required between the driveway and the lot line of the newly created lots at the westerly limit of Glenholm Drive, whereas the Zoning By-law requires a minimum area of 0.5 metres between the driveway and nearest lot line to be landscaped.
  - The development of detached residential dwellings shall be permitted with private individual on-site water and wastewater services as an interim measure until full municipal services are available, whereas the Zoning By-law prohibits development within the City that is not on full municipal services.
  - Accessory buildings (garages) shall be permitted to exceed 55% of the lot width, whereas the Zoning By-law permits a maximum garage width of 55% where lots have less than 12 metres of frontage.

- **"Conservation Land" (P.1) Zone**

The proposed zoning and details is included as Attachment 7.

Proposed Development
The conceptual development plan is shown in Attachment 8. The owners of 745 Stone Road East are proposing to create two (2) new residential lots with access and frontage along Stone Road. Each of the proposed lots will only have a portion of developable area due to environmental features. The environmental features are undevelopable and are proposed to be zoned "Conservation" (P.1).

The owners of 58 Glenholm Drive are proposing to create three (3) new residential lots with access and frontage along Glenholm Drive. Each of the new lots created will only have a portion of developable area due to environmental features. The environmental features are undevelopable and these areas are proposed to be zoned "Conservation" (P.1) (see attached Conceptual Development Plan).

Supporting Documents
The following reports and materials have been submitted in support of this application:

- Planning Justification Report, prepared by Black, Shoemaker, Robinson and Donaldson Limited, dated April 2016
- Development Concept Plan, prepared by Black, Shoemaker, Robinson and Donaldson Limited, dated May 30, 2016
- Environmental Impact Study for 745 Stone Road East, prepared by North-South Environmental Inc., dated April 2016
- Environmental Impact Study for 58 Glenholm Drive, prepared by North-South Environmental Inc., dated April 2016
- Archaeological Stage 1 and 2 Assessments for 745 Stone Road East, prepared by Fisher Archaeological Consulting, dated March 26, 2016
- Archaeological Stage 1 and 2 Assessments for 58 Glenholm Drive, prepared by Fisher Archaeological Consulting, dated March 26, 2016

Staff Review
The review of this application will address the following issues:

- Evaluation of the proposal against the 2014 Provincial Policy Statement and Places to Grow: Growth Plan for the Greater Golden Horseshoe;
- Evaluate how the application conforms to the applicable Official Plan land use designations and policies including any related amendments;
- Consideration of the Planning Justification Report;
- Review of Environmental Impact Studies;
- Review of Archaeological Assessments;
- Review of the proposed zoning, including the need for any specialized regulations;
- Confirm support for the Community Energy Initiative; and
- Address all comments and issues raised during the review of the application.

Once the proposed amendment is reviewed and all issues are addressed, a report from Infrastructure, Development and Enterprise with a recommendation will be considered at a future meeting of Council.

CORPORATE STRATEGIC PLAN
Strategic Direction 3.1: Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS
Financial implications will be reported in the future staff recommendation report to Council.

COMMUNICATIONS
The "Notice of Complete Application and Public Meeting" was mailed on June 2, 2016 to local boards and agencies, City service areas and property owners with 120

metres of the subject property. The "Notice of Public Meeting" was advertised in the Guelph Tribune on June 16, 2016. Notice of the application has also been provided by signage on the subject lands.

ATTACHMENTS

Attachment 1 - Location Map and 120m Circulation
Attachment 2 - Orthophoto
Attachment 3 - Official Plan Land Use Designations and Policies
Attachment 4 - Official Plan Amendment #54 Land Use Designations and Policies
Attachment 5 - Official Plan Amendment #48 Land Use Designations and Policies
Attachment 6 - Existing Zoning and Details
Attachment 7 - Proposed Zoning and Details
Attachment 8 - Conceptual Development Plan

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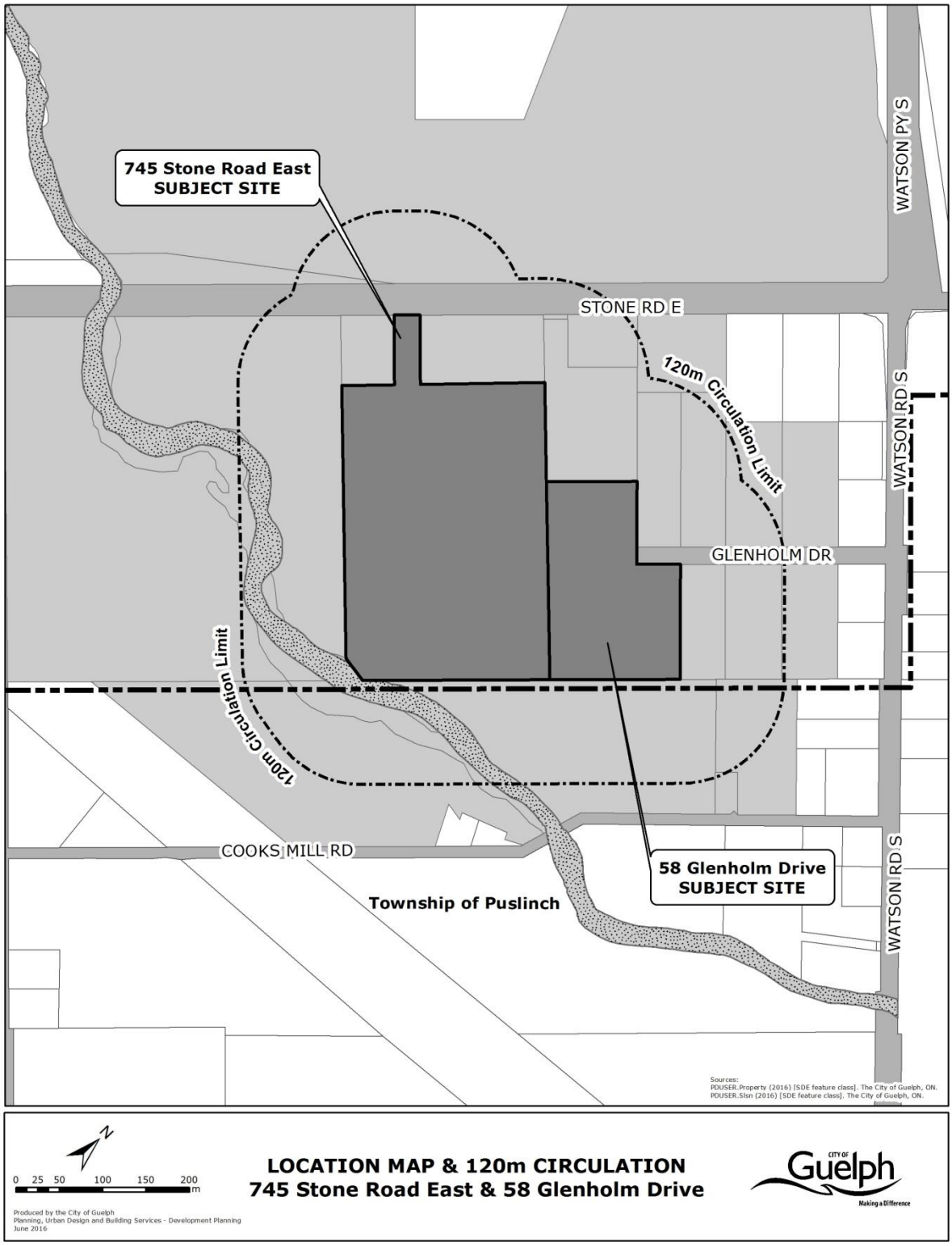
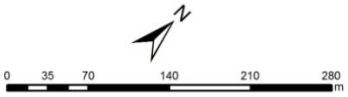
Attachment 1
Location Map and 120m Circulation



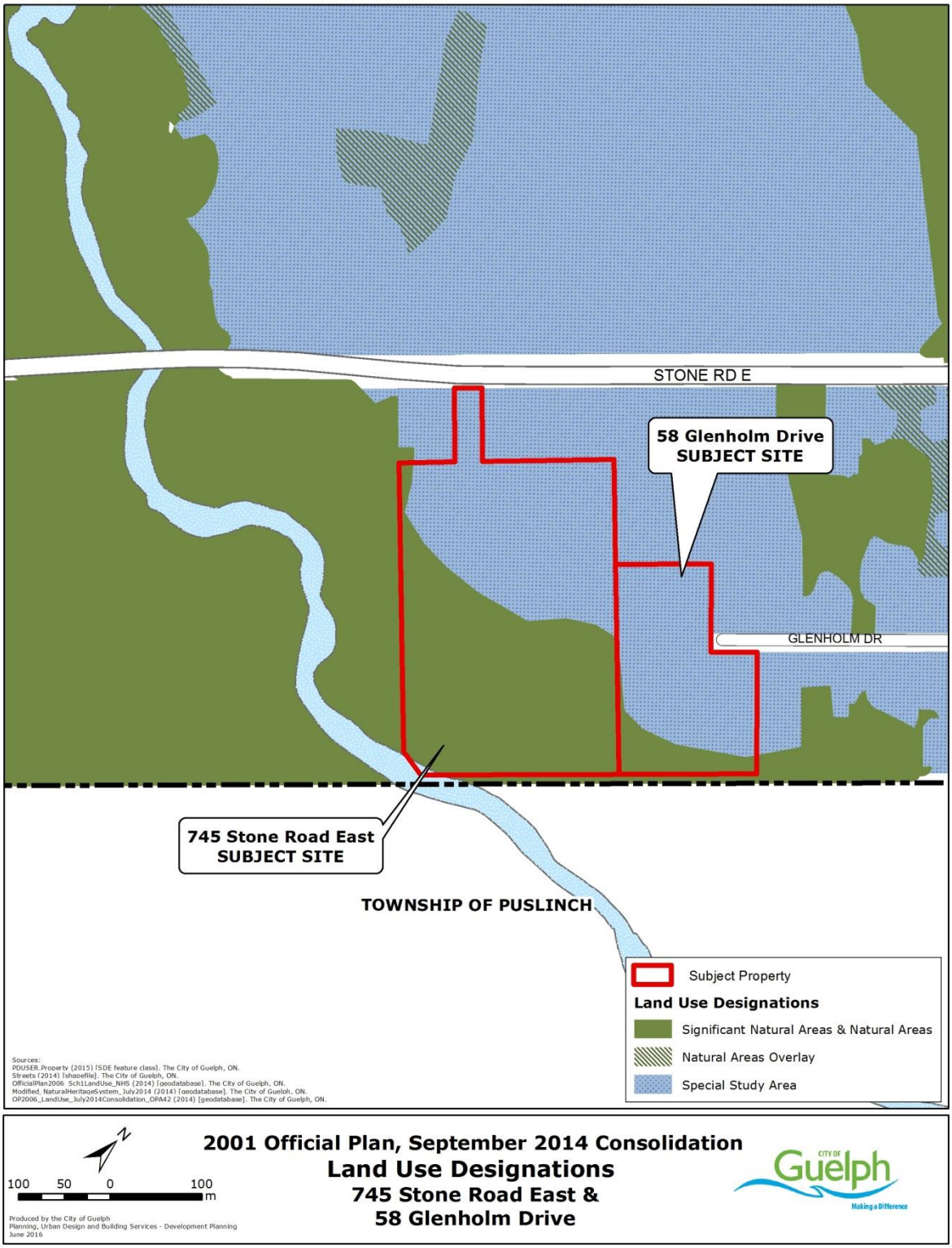
Attachment 2
Orthophoto



Produced by the City of Guelph
Planning, Urban Design and Building Services - Development Planning
June 2016

2012 Orthophoto
745 Stone Road East &
58 Glenholm Drive

Attachment 3
Official Plan Land Use Designations and Policies



Attachment 3 (continued)
Official Plan Land Use Designations and Policies

"Significant Natural Areas and Natural Areas" Land Use Designation

6A.2 Significant Natural Areas

This section outlines specific objectives, criteria for designation and policies for Significant Natural Areas and their *buffers*. Specific policies related to Natural Heritage System management and stewardship are provided in Section 6A.

6A.2.1 General Policies: Significant Natural Areas

1. Development or site alteration shall not be permitted within Significant Natural Areas including their established or minimum buffers as designated on Schedule 1, except in accordance with the general policies in 6A.1.2 and the Significant Natural Areas policies in 6A.2.

2. In accordance with the applicable policies in 6A.1.2 and 6A.2, development or site alteration may be permitted within the adjacent lands to Significant Natural Areas provided that it has been demonstrated through an EIS or EA that there will be no negative impacts to the protected natural heritage features and areas or their associated ecological functions.

7.17 "Special Study Area" Land Use Designation

This designation applies to an area of the City that is experiencing pressure for significant land use change. A planning study will be completed, with public consultation involving landowners, government agencies and the general community to determine a future land use concept for these identified areas. These areas have a diversity of existing and potential land use activities and a holistic examination of land use, servicing, transportation and community needs is required.

Objectives

a) To define an area of the City which, is undergoing significant change and where the need for a co-coordinated future land use concept is required.
b) To specify an area of the City where the application of the land use policy framework of this Plan does not provide sufficient clarity regarding future land use.
c) To provide for a planning study mechanism whereby existing land uses are permitted to continue and expand while planning for the future is undertaken.
d) To plan for future land uses while recognizing the need to minimize impacts on *significant natural heritage features* and *cultural heritage resources, where applicable,* in this area.

General Policies

7.17.1 A 'Special Study Area' designation applies to lands that are situated within the general area comprising the Guelph Correctional Centre and Wellington Detention Facility, the City's wet/dry waste management complex, the Eramosa River valley, and lands to the south of Stone Road, (east of Victoria Road).

7.17.1.1 The designated 'Special Study Area' is located within an area of the City where there are a number of future land use uncertainties. The matters creating uncertainty include:

a) The closing of the Guelph Correctional Centre and the Wellington Detention Facility in the central area of this designation;

b) Lands within the 'Special Study Area' are located within the "Arkell Springs Water Resource Protection Area" and special land use considerations are required to protect this major water source for the City;

c) The majority of these lands - lands north of Stone Road - are within a Stage 3 servicing area of this Plan, (see subsection 4.2). This staging area requires the completion of a secondary plan prior to *development* occurring in the area;

d) An aggregate operation to the south of Stone Road has ceased operation and a future land use for this area is required;

e) Significant *natural* and *cultural heritage* features exist in the area, and careful land use planning is required to minimize impacts;

f) A major industrial operation - an abattoir, meat packing and processing plant - is located centrally to this area and creates potential land use compatibility issues;

g) The City's wet/dry waste management facility and associated Subbor waste processing operation, which is also centrally located in the area, is undergoing expansion and requires special consideration to fit into the surrounding area.

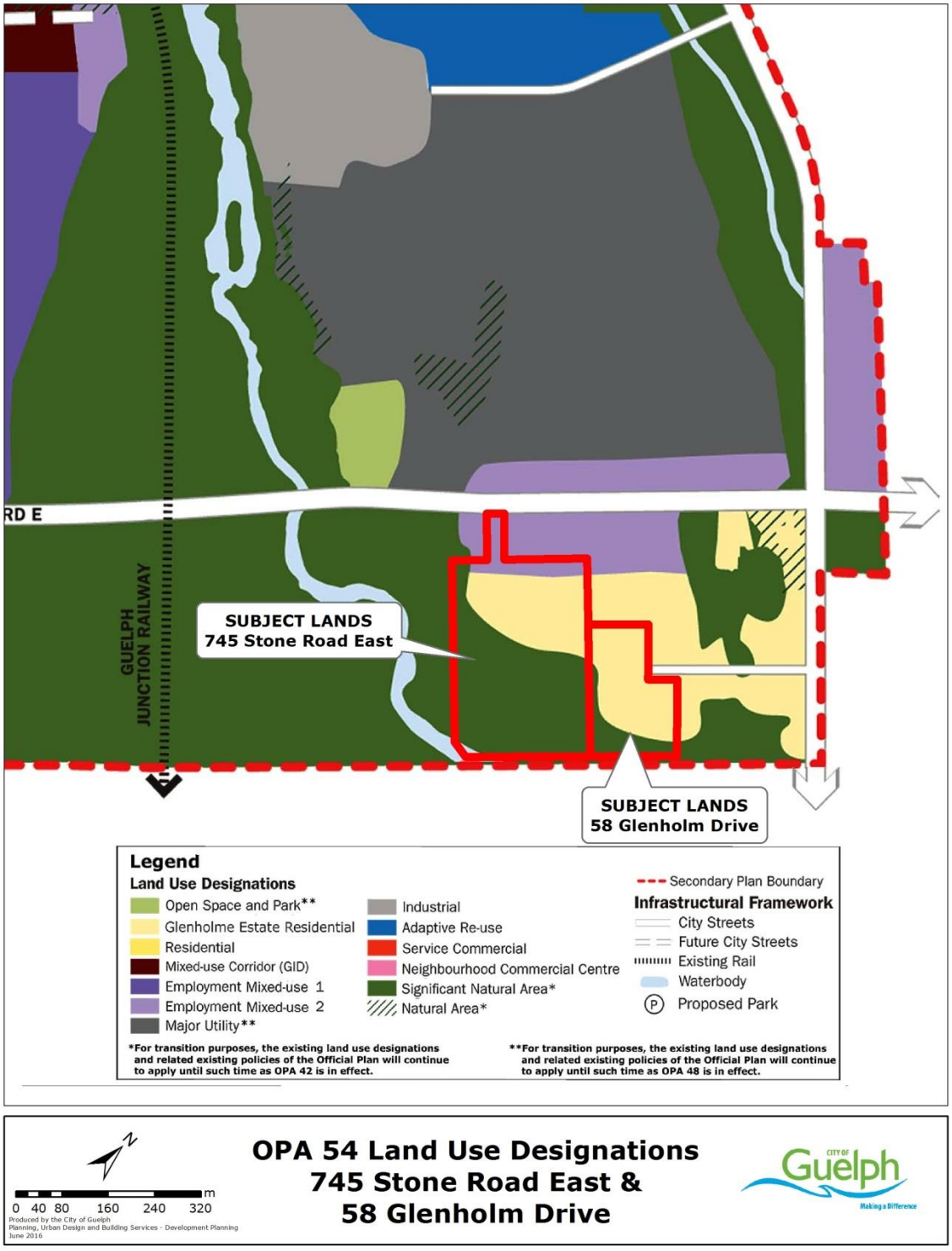
7.17.1.2 A planning study completed by the City shall examine future land uses, servicing, phasing of development, transportation and impact assessment on *natural heritage features* and *cultural heritage resources*. The overall intent is to derive a holistic land use plan for the area.

1. Existing uses of the area shall be permitted to continue in accordance with the provisions of the implementing *Zoning By-law* in effect on December 17, 2001.
2. Changes in land use, lot additions and expansions of existing non-residential uses may be permitted without amendment to this Plan provided that the *development* proposal does not compromise the potential outcomes or original rationale for undertaking the intended planning study.

7.17.1.3 The completion of the land use concept for this study area will be a prioritized planning action of the City.

NOTE: The "Special Study Area" policies have been fulfilled by the completion of OPA 54, however, due to the current OMB appeals to OPA 54, the proposed "Employment Mixed-use 2" area along Stone Road East is still subject to the "Special Study Area" land use designation.

Attachment 4
Official Plan Amendment #54 Land Use Designations and Policies



Attachment 4
Official Plan Amendment #54 Land Use Designations and Policies

11.2.6.3.6 "Glenholme Estate Residential" Land Use Designation of Guelph Innovation District Secondary Plan (in full force and effect)

The Glenholme Estate Residential area is designated on Schedule B. This designation includes lands containing existing low density estate residential uses on large lots that are currently serviced by private individual on-site water and wastewater services. Due to the unique characteristics of the area, it is anticipated that the existing residential uses will continue in their current form during the Secondary Plan period, with opportunities for minor limited additional estate residential infill *development* which is consistent with the character of existing development. Existing and new *development* within this land use designation are subject to the following policies:

1. Notwithstanding any other provision of this Secondary Plan, only the following uses shall be permitted:

   a) Single detached dwelling;
   b) Accessory apartment; and
   c) Home occupation.

2. Limited additional low density estate residential infill *development* may be permitted on existing lots that are 1.0 ha in size or greater, subject to meeting the following size criteria, and all other applicable policies of this Secondary Plan:

   a) Minimum lot size of 0.4 ha for new and retained residential lots and an average lot size (of new lots and retained residential lots) of 0.7 ha.

3. New residential lots shall be configured and sized to maintain the character of the lot fabric of the area including frontage, setbacks, landscaped space and amenity areas and to ensure flexibility for the proper ongoing operation of private individual on-site services.

4. Notwithstanding the servicing policies of the Official Plan, new estate residential *development* within the Glenholme Estate Residential designation may be permitted with private individual on-site water and wastewater services as an interim measure until full municipal services are available.

5. As part of a development application the City may impose such conditions as are deemed appropriate to protect City and public interest, particularly with respect to protecting City drinking water supplies. The City may require proponents to enter into an agreement related to the ongoing operation and maintenance of interim private services, the requirement for the property owner to connect to full municipal services when they become available at their own expense, and other relevant matters.

6. *Development* within the Glenholme Estate Residential designation will be regulated through a site specific *Zoning By-law* amendment and shall be subject to site plan control.

7. Notwithstanding the policies of this plan pertaining to *woodlands*, for the properties at 745 Stone Road East and 58 Glenholm Drive, where a *woodland* has been identified through an EIS, the assessment of the potential to allow *development* shall be undertaken in accordance with the policies of Section 6.8, including any associated definitions, of the 2001 City of Guelph Official Plan, in effect as of May 12, 2014.

11.2.6.3.4 "Employment Mixed-use 2" Land Use Designation of Guelph Innovation District Secondary Plan (under appeal)

1. Employment Mixed-use 2 areas are designated on Schedule B. These areas will have a mix of uses including: office, commercial, educational and institutional, and, to a lesser extent, entertainment uses that will serve to support the role of the employment area as an important component of the *Guelph Agri-Innovation Cluster*.

2. The following uses may be permitted within the Employment Mixed-use 2 designation subject to the applicable provisions of this Secondary Plan:

   a) Research and development facilities;
   b) Office and administrative facilities;
   c) Cultural and education uses;
   d) Institutional uses;
   e) Entertainment and recreational commercial uses;
   f) Associated ancillary retail uses that are an integral component of the primary uses; and
   g) Complementary or accessory uses may be permitted. Such uses may include convenience commercial uses and community facility uses.

3. The following uses are not permitted within the Employment Mixed-use 2 designation:

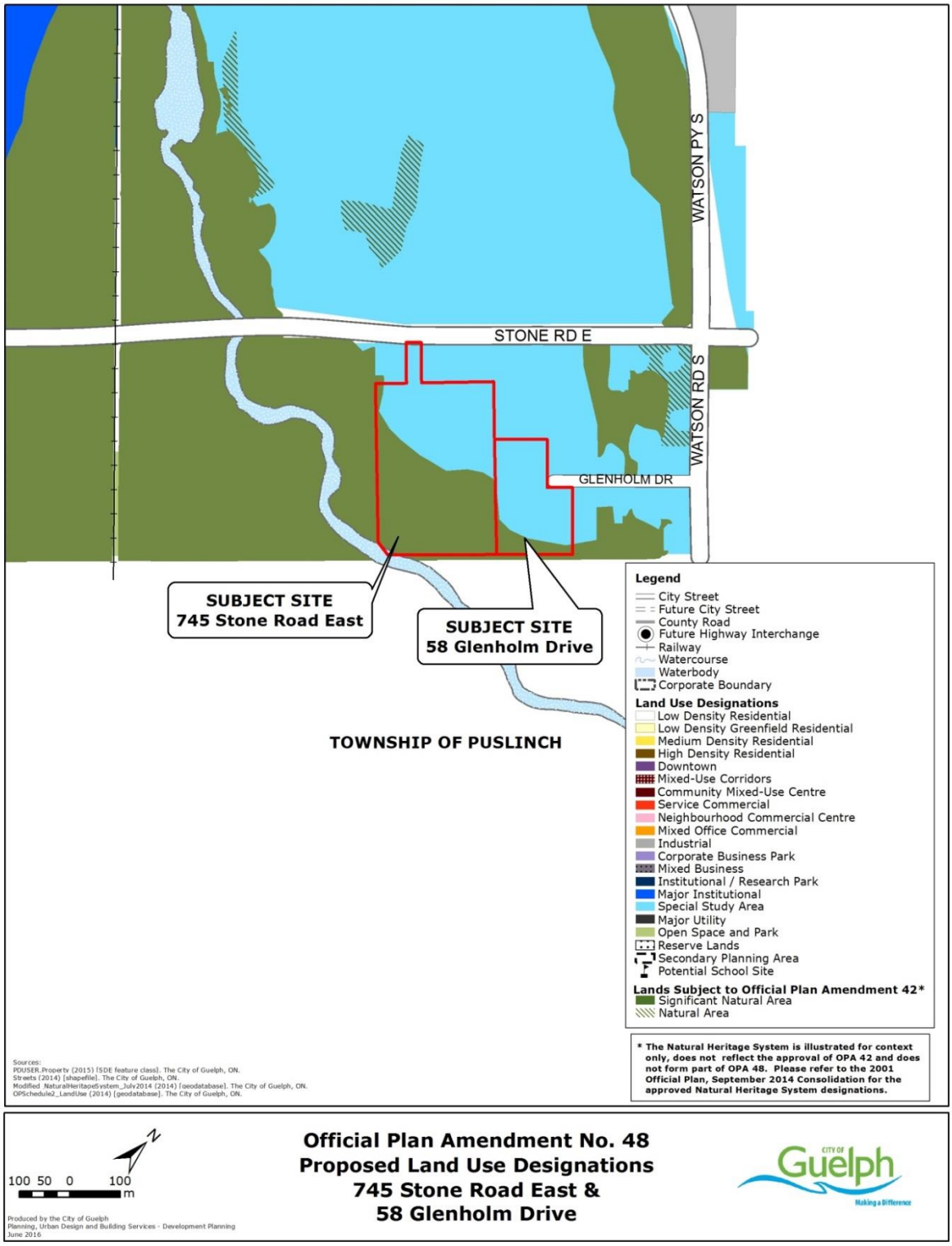
   a) Residential;
   b) *Live/work*; and
   c) Logistics and warehousing.

4. The areas designated Employment Mixed-use 2 adjacent to Stone Road East between the Eramosa River and Watson Parkway South will serve as a transitional area to buffer the residential lands south of Stone Road East fromthe Major Utility and Industrial designated lands north of Stone Road East. Within the Employment Mixed-use 2 designation the following shall apply:

a) Buildings will be oriented towards Stone Road East with sufficient front setbacks with landscaped open space;
b) Heights that provide sufficient screening of industrial uses from residential development south of Stone Road East will be established within the implementing *Zoning By-law*; and
c) Parking, loading and access will comply with policies established in this Secondary Plan and the general urban design policies of the Official Plan.

5. Through the Block Plan process and/or the development approvals process, zoning categories and appropriate regulations will be established to permit and control uses within the Employment Mixed-use 2 designation.

Attachment 5
Official Plan Amendment #48 Land Use Designations and Policies



Attachment 5 (continued)
Official Plan Amendment #48 Land Use Designations and Policies

9.9 "Special Study Areas" Land Use Designation

The Special Study Areas designation applies to the following areas:

- lands within the Guelph Innovation District
- Beverley Street (former IMICO site)

Objectives

a) To undertake appropriate studies to determine future land uses within lands designated Special Study Area.
b) To plan for future *development* in a comprehensive, cohesive and integrated manner through the development of detailed secondary plans.
c) To plan and implement urban village concepts in the *greenfield area* with a mix of residential, commercial, employment and community services in a *compact urban form* which include Main Street streetscapes and attractive private and public spaces.
d) To ensure that *development* exhibits the highest standards in environmental and energy sustainability and urban design.
e) To ensure lands within the *greenfield area* are planned to achieve a minimum *density target* of 50 persons and jobs per hectare by 2031.
f) To ensure the areas are connected to developed areas of the City through all mobility modes including roads, transit and trails.

9.9.1 Guelph Innovation District Special Study Area

1. The Guelph Innovation District (GID) is located in eastern Guelph and is generally bounded to the north by York Road, to the east by Watson Parkway, extends south of Stone Road to the City boundary and west to Victoria Road. The GID special study area designation is located within the GID Secondary Plan Study Area as identified on Schedule 2.

2. A Secondary Plan will be completed by the City to plan for future land uses, servicing, phasing of development, transportation and impact assessment on natural heritage features and cultural heritage resources. The Secondary Plan will consider renewable and alternative energy, including the feasibility for *district energy* and will consider the potential use of the Guelph Junction Railway for passenger service and will be subject to the policies in Section 10.2 and all other relevant policies and provisions of this Plan.

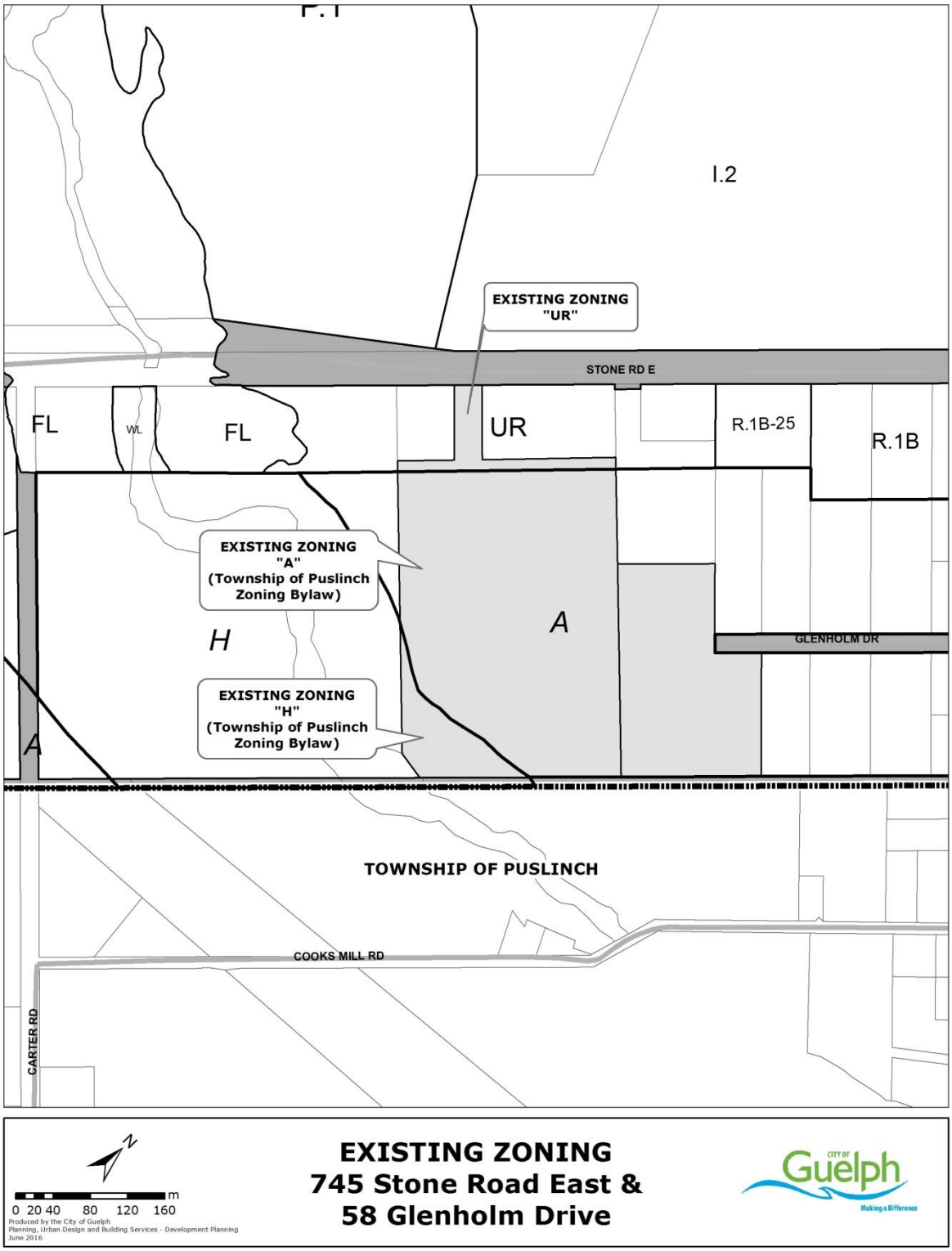
3. Changes in land use, lot additions and expansions of existing non-residential uses may be *permitted* without amendment to this Plan provided that the *development* proposal does not compromise the potential outcomes or original rationale for undertaking the intended planning study.

4. The completion of the Guelph Innovation District Secondary Plan is a priority of the City.

5. A detailed Stormwater Management and Municipal Servicing Report is required prior to *development* in the Guelph Innovation District Secondary Plan area. These reports will be prepared on the following basis:
i) they will be subject to approval by the City and the Grand River Conservation Authority; and
ii) the reports will be consistent with and implement the recommendations of the appropriate subwatershed studies as approved by relevant agencies and adopted by Council.

6. An EIS and EIR are required as per the policies of this Plan prior to new *development* occurring within the Guelph Innovation District Secondary Plan area.

Attachment 6
Existing Zoning and Details



Attachment 6 (continued)
Existing Zoning and Details

Urban Reserve (UR) (City of Guelph Zoning By-law (1995)-14864, as amended)

Permitted Uses
The following are permitted ***Uses*** within the Urban Reserve (UR) ***Zone*:**

- ***Agriculture, Livestock Based***
- ***Agriculture, Vegetation Based*** (mushroom farms shall not be permitted)
- ***Conservation Area***
- ***Flood Control Facility***
- ***Outdoor Sportsfield Facilities***
- ***Recreation Trail***
- ***Wildlife Management Area***
- ***Accessory Uses*** in accordance with Section 4.23

Agricultural Zone (A) (Township of Puslinch Zoning By-law 19/85)

Permitted Uses:

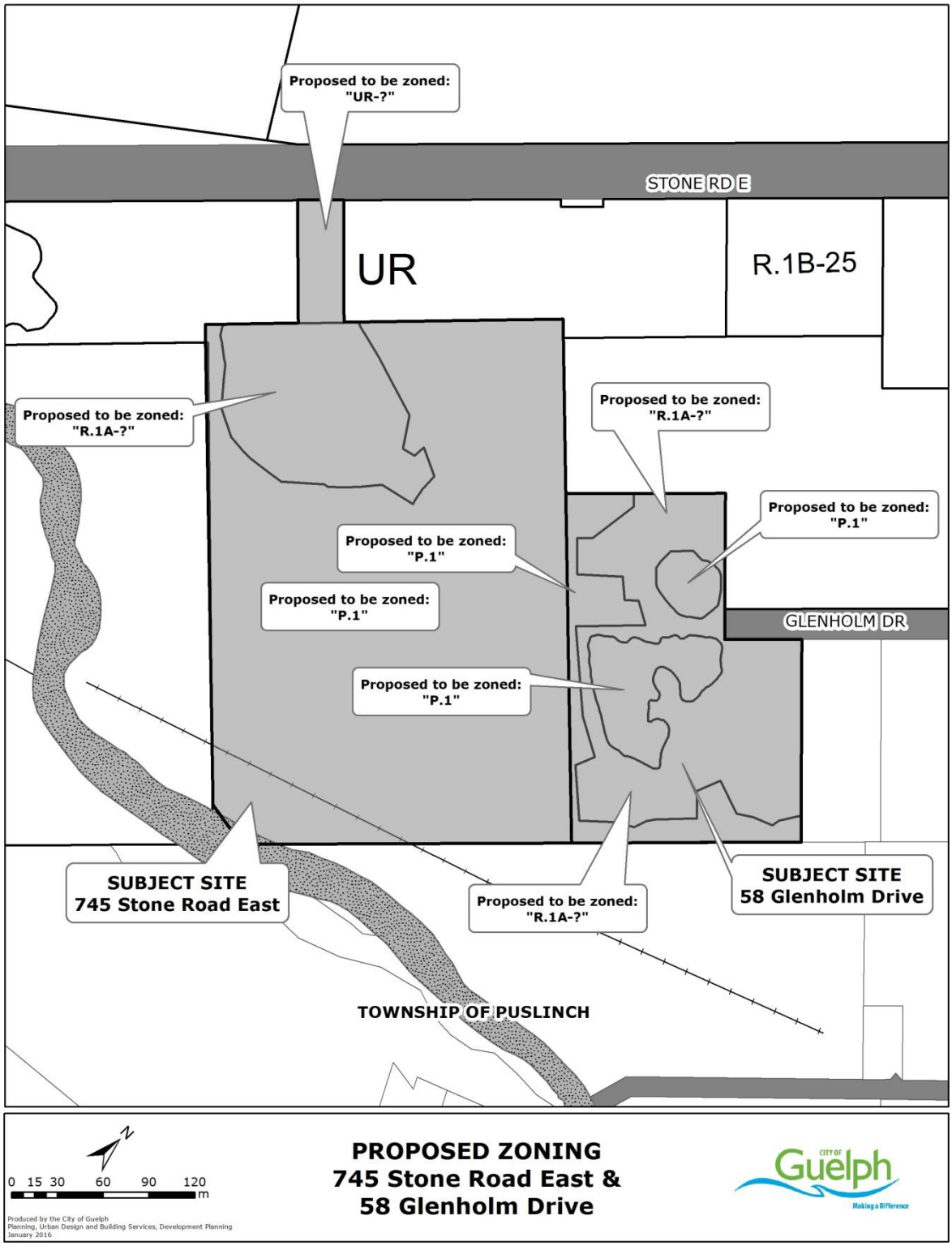
- ***An agricultural use***
- ***An intensive agricultural use***
- ***A single detached dwelling***
- ***A home occupation***
- ***A retail farm sales outlet accessory to an agricultural use***
- ***Existing churches, schools, community halls and nursing homes***
- ***A wayside pit***
- ***Forestry and woodlots***
- ***Open space and conservation areas***
- ***A fish and wildlife management area***
- ***A public use***

Hazard Zone (H) (Township of Puslinch Zoning By-law 19/85)

Permitted Uses:

- ***An agricultural use***
- ***Forestry***
- ***Fish and wildlife management***
- ***A boathouse or boat dock***
- ***A public use***

Attachment 7
Proposed Zoning and Details



Attachment 7 (continued)
Proposed Zoning and Details

745 Stone Road East

"Specialized Residential Single Detached" (R.1A-?) Zone

Permitted Uses:
- Single Detached Dwellings
- Accessory apartment; and
- Home occupation

Specialized Regulations
- Minimum Lot Area of 0.4 hectares including any zoned natural heritage features located in the P.1 zone, whereas the Zoning By-law requires a minimum Lot Area of 555 square metres in the R.1A zone.
- Minimum Lot Frontage of 6.0 metres, whereas the Zoning By-law requires a minimum Lot Frontage of 18 metres.
- No Landscaped Open Space shall be required between the driveway and the lot line of the newly created lots at the westerly limit of Glenholm Drive, whereas the Zoning By-law requires a minimum area of 0.5 metres between the driveway and nearest lot line to be landscaped.
- The development of detached residential dwellings shall be permitted with private individual on-site water and wastewater services as an interim measure until full municipal services are available, whereas the Zoning By-law prohibits development within the City that is not on full municipal services.
- Accessory buildings (garages) shall be permitted to exceed 55% of the lot width, whereas the Zoning By-law permits a maximum garage width of 55% where lots have less than 12 metres of frontage.

EXCERPT FROM TABLE 5.1.2 - REGULATIONS GOVERNING R.1 *ZONES*

1	Residential Type	Single Detached Dwellings
2	Zone	**R.1A**
3	Minimum Lot Area	555 m^2
4	Minimum Lot Frontage	18 metres and in accordance with Section 5.1.2.6.
5	Maximum Building Height	3 Storeys and in accordance with Section 4.18.
6	Minimum Front Yard	6 metres and in accordance with Sections 4.6, 4.24, 5.1.2.3, 5.1.2.4 and 5.1.2.7.
6a	Minimum Exterior Side Yard	4.5 metres and in accordance with Sections 4.6, 4.24, 4.28, 5.1.2.3, 5.1.2.4 and 5.1.2.7.

7	Minimum Side Yard 1 to 2 Storeys Over 2 Storeys	 1.5 metres 2.4 metres and in accordance with Sections 5.1.2.1 and 5.1.2.2.
8	Minimum Rear Yard	7.5 metres or 20% of the *Lot Depth*, whichever is less and in accordance with Section 5.1.2.4.
9	Accessory Buildings or Structures	In accordance with Section 4.5
10	Fences	In accordance with Section 4.20.
11	Off-Street Parking	In accordance with Section 4.13.
12	Minimum Landscaped Open Space	The *Front Yard* on any *Lot*, excepting the *Driveway (Residential)* shall be landscaped and no parking shall be permitted within this *Landscaped Open Space*. Despite the definition of *Landscaped Open Space*, a minimum area of 0.5 metres between the *Driveway (Residential)* and nearest *Lot Line* must be maintained as landscaped space in the form of grass, flowers, trees, shrubbery, natural vegetation and indigenous species.
13	Garbage, Refuse and Storage	In accordance with Section 4.9.
14	Garages	For those *Lots* located within the boundaries indicated on Defined Area Map Number 66, attached *Garages* shall not project beyond the main front wall of the *Building.* Where a roofed porch is provided, the *Garage* may be located ahead of the front wall of the dwelling (enclosing *Habitable Floor Space* on the first floor) equal to the projection of the porch to a maximum of 2 metres.

"Conservation Land" (P.1) Zone

Permitted Uses:
- Conservation Area
- Flood Control Facility
- Recreation Trail
- Wildlife Management Area

<u>Regulations</u>
Within a Conservation Land (P.1) Zone, lands are to remain in their natural condition.

No construction of Buildings or Structures, removal or placement of fill, or any other development shall be permitted which could disrupt the ecology or natural features of a Wetland, and area of scientific and natural interest (ANSI's) or a significant woodlot and wildlife area.

Despite the above, Buildings or Structures existing at the time of the passing of this By-law within the P.1 Zone shall be recognized. However, any expansion, reconstruction, or extension of any existing Use shall be subject to the Floodproofing requirements of the Grand River Conservation Authority and shall require consultation with the Ministry of Natural Resources.

"Specialized Urban Reserve" (UR-?) Zone

Permitted Uses:
- Driveway to access R.1A zoned lots

58 Glenholm Drive

"Specialized Residential Single Detached" (R.1A-?) Zone

Permitted Uses:
- Single Detached Dwellings
- Accessory apartment; and
- Home occupation

Specialized Regulations
- Minimum Lot Area of 0.4 hectares including any zoned natural heritage features located in the P.1 zone, whereas the Zoning By-law requires a minimum Lot Area of 555 square metres in the R.1A zone.
- Minimum Lot Frontage of 6.0 metres, whereas the Zoning By-law requires a minimum Lot Frontage of 18 metres.
- No Landscaped Open Space shall be required between the driveway and the lot line of the newly created lots at the westerly limit of Glenholm Drive, whereas the Zoning By-law requires a minimum area of 0.5 metres between the driveway and nearest lot line to be landscaped.
- The development of detached residential dwellings shall be permitted with private individual on-site water and wastewater services as an interim measure until full municipal services are available, whereas the Zoning By-law prohibits development within the City that is not on full municipal services.
- Accessory buildings (garages) shall be permitted to exceed 55% of the lot width, whereas the Zoning By-law permits a maximum garage width of 55% where lots have less than 12 metres of frontage.

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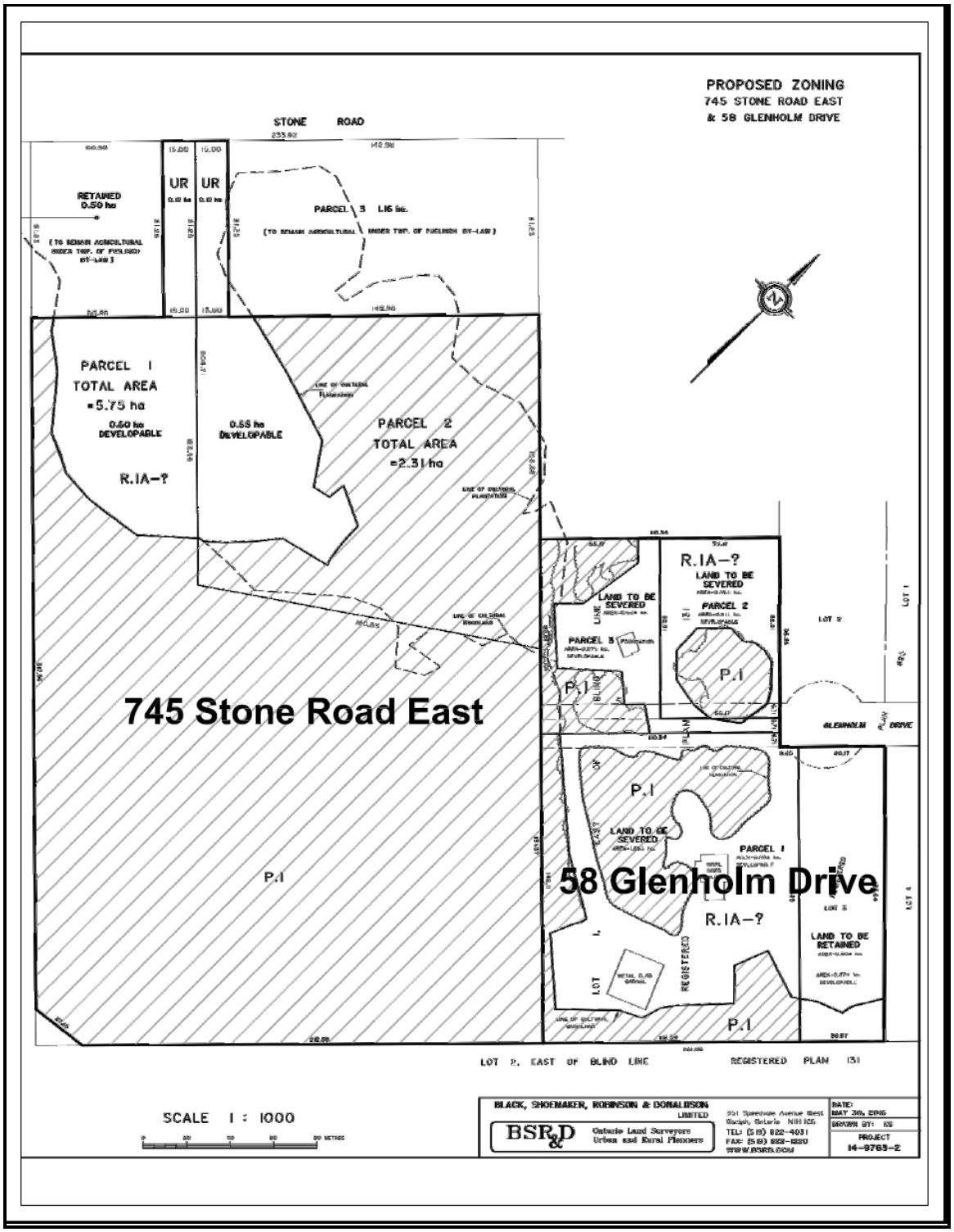
Despite the above, Buildings or Structures existing at the time of the passing of this By-law within the P.1 Zone shall be recognized. However, any expansion, reconstruction, or extension of any existing Use shall be subject to the Floodproofing requirements of the Grand River Conservation Authority and shall require consultation with the Ministry of Natural Resources.

Attachment 8
Conceptual Development Plan



STAFF REPORT

TO	City Council
SERVICE AREA	Infrastructure, Development and Enterprise
DATE	July 11, 2016
SUBJECT	**Statutory Public Meeting Report 389 Speedvale Avenue West Proposed Zoning By-law Amendment (File: ZC1603) Ward 4**
REPORT NUMBER	16-48

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide planning information on an application requesting approval of a Zoning By-law amendment to permit a self-storage facility and truck rental establishment on the property municipally known as 389 Speedvale Avenue West. This report has been prepared in conjunction with the Statutory Public Meeting for this application.

Location: 389 Speedvale Avenue West

KEY FINDINGS

Key findings will be reported in the future Infrastructure, Development and Enterprise recommendation report to Council.

FINANCIAL IMPLICATIONS

Financial implications will be reported in the future Infrastructure, Development and Enterprise recommendation report to Council.

ACTION REQUIRED

Council will hear public delegations on the application, ask questions for clarification and identify planning issues. The report is to be received and no decisions are to be made at this time.

RECOMMENDATION

1. That Report 16-48 regarding a proposed Zoning By-law amendment application (File: ZC1603) submitted by DS Lawyers LLP on behalf of U-Haul Co. (Canada) Limited to permit a self-storage facility and truck rental establishment on the property municipally known as 389 Speedvale Avenue West and legally described as Part Lot 7, Plan 599, Part 2, 61R-956, Guelph, City of Guelph., from Infrastructure, Development and Enterprise dated July 11, 2016, be received.

BACKGROUND

An application to amend the Zoning By-law has been received for the property municipally known as 389 Speedvale Avenue West from DS Lawyers LLP on behalf of U-Haul Co. (Canada) Limited. The application is a request to change the zoning from the current "Specialized Service Commercial" (SC.1-17) Zone to the "Highway Service Commercial" (SC.2) Zone to permit a self-storage facility and truck rental establishment.

The application was received on February 8, 2016 and deemed 'complete' on May 9, 2016.

Location

The subject property is located at the north-east corner of Royal Road and Speedvale Avenue West. The subject property is 2.33 hectares (5.77 acres) in size with frontage along Royal Road and Speedvale Avenue West. The subject property is developed with three (3) buildings formerly used as a building supply establishment (see Location Map in Attachment 1).

Surrounding land uses include:

- To the north: lands zoned for industrial uses;
- To the south: Speedvale Avenue West, beyond which are lands zoned for service commercial uses;
- To the east: lands zoned for industrial uses;
- To the west: Royal Road, beyond which are lands zoned for industrial uses.

Existing Official Plan Land Use Designations and Policies

The subject property is designated "Service Commercial" in the Official Plan, which permits highway-oriented and service commercial uses that do not normally locate within a downtown because of site area or highway exposure needs and which may include commercial uses of an intensive nature that can conflict with residential land uses.

The relevant policies for the "Service Commercial" land use designation are included in Attachment 3.

Official Plan Amendment 48 Designations and Policies

Official Plan Amendment 48 (OPA 48) (under appeal), a comprehensive update to the City's Official Plan, proposes to maintain the subject property's current "Service Commercial" land use designation. This designation permits highway-oriented and service commercial uses. Staff must have regard to the Council adopted policies and designations of OPA 48 even though it is currently under appeal. The relevant policies for the "Service Commercial" land use designation are included in Attachment 4.

Existing Zoning
The subject property is currently zoned "Specialized Service Commercial" (SC.1-17). The existing zoning and details are included as Attachment 5.

REPORT

Description of Proposed Zoning By-law Amendment
The purpose of the proposed Zoning By-law Amendment application is to change the zoning on the subject property from the "Specialized Service Commercial" (SC.1-17) Zone to the "Highway Service Commercial" Zone (SC.2) Zone to permit a self-storage facility and truck rental establishment.

Proposed Development
The applicant's conceptual site plan is shown in Attachment 7. The applicant is proposing to use the existing buildings for the self-storage facility and its associated retail component. Parking for the proposed truck rental establishment will be located within the existing parking lot. Redevelopment of the property is subject to site plan control.

Supporting Documents
The following reports and materials have been submitted in support of this application:

- Planning Justification Report, prepared by DS Lawyers LLP, dated February 4, 2016
- Conceptual Site Plan, prepared by J.L. Richards & Associates Limited

Staff Review
The review of this application will address the following issues:

- Evaluation of the proposal against the 2014 Provincial Policy Statement and Places to Grow: Growth Plan for the Greater Golden Horseshoe;
- Evaluate how the application conforms to the applicable Official Plan land use designations and policies including any related amendments;
- Consideration of the Planning Justification Report;
- Review of the proposed zoning, including the need for any specialized regulations;
- Review of parking and traffic geometrics;
- Confirm support for the Community Energy Initiative; and
- Address all comments and issues raised during the review of the application.

Once the proposed amendment is reviewed and all issues are addressed, a report from Infrastructure, Development and Enterprise with a recommendation will be considered at a future meeting of Council.

CORPORATE STRATEGIC PLAN
Strategic Direction 3.1: Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS

Financial implications will be reported in the future staff recommendation report to Council.

COMMUNICATIONS

The "Notice of Complete Application" was mailed on May 13, 2016 to local boards and agencies, City service areas and property owners with 120 metres of the subject property. The "Notice of Public Meeting" was mailed on June 17, 2016 to local boards and agencies, City service areas and property owners within 120 metres of the subject property and was also advertised in the Guelph Tribune on June 16, 2016. Notice of the application has also been provided by signage on the property.

ATTACHMENTS

Attachment 1 - Location Map and 120m Circulation
Attachment 2 - Orthophoto
Attachment 3 - Official Plan Land Use Designations and Policies
Attachment 4 - Official Plan Amendment #48 Land Use Designations and Policies
Attachment 5 - Existing Zoning and Details
Attachment 6 - Proposed Zoning and Details
Attachment 7 - Conceptual Site Plan

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Recommended By
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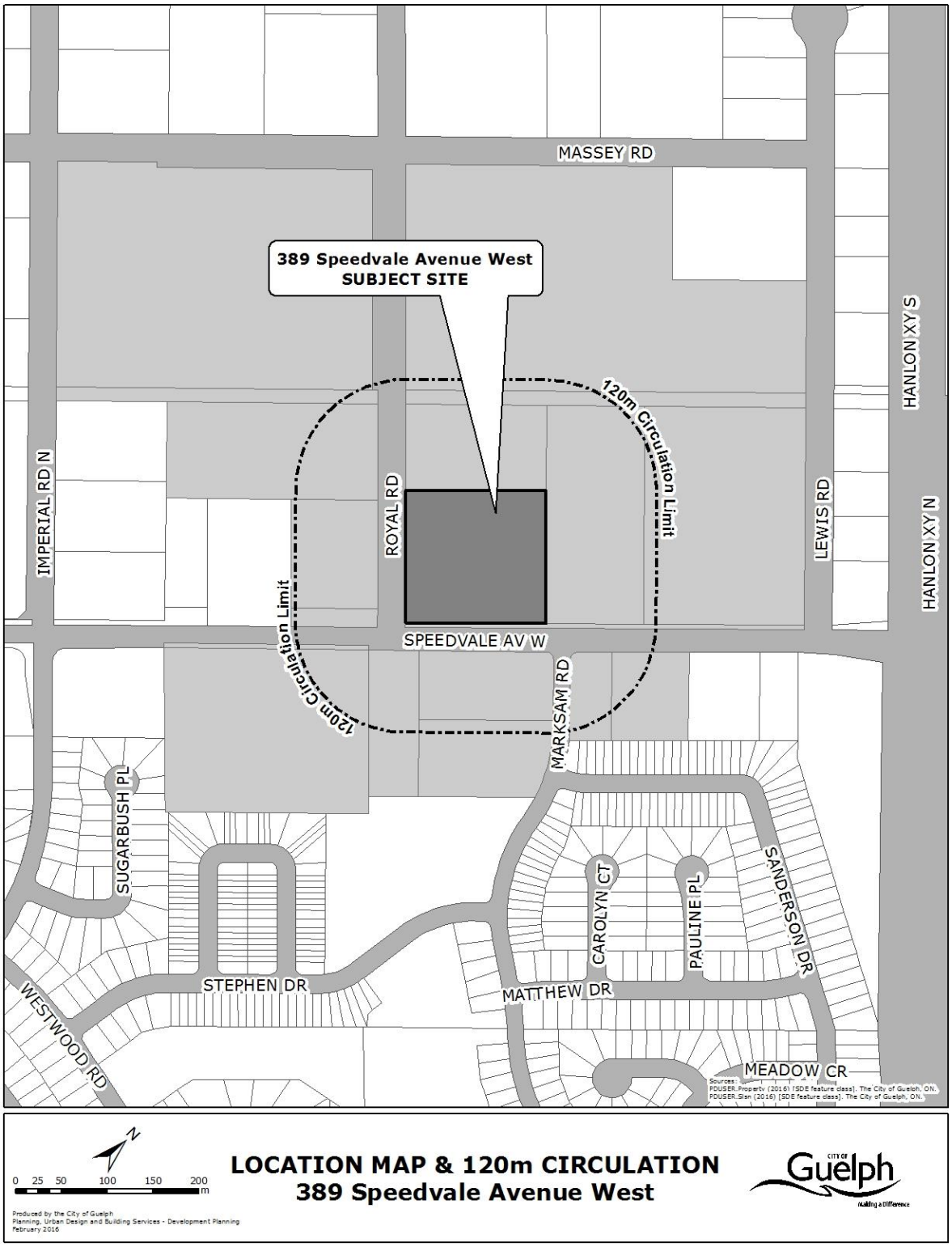
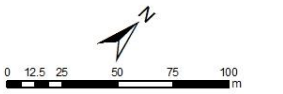
Deputy CAO
Infrastructure, Development and Enterprise
519.822.1260, ext. 3445
scott.stewart@guelph.ca

Attachment 1
Location Map and 120m Circulation



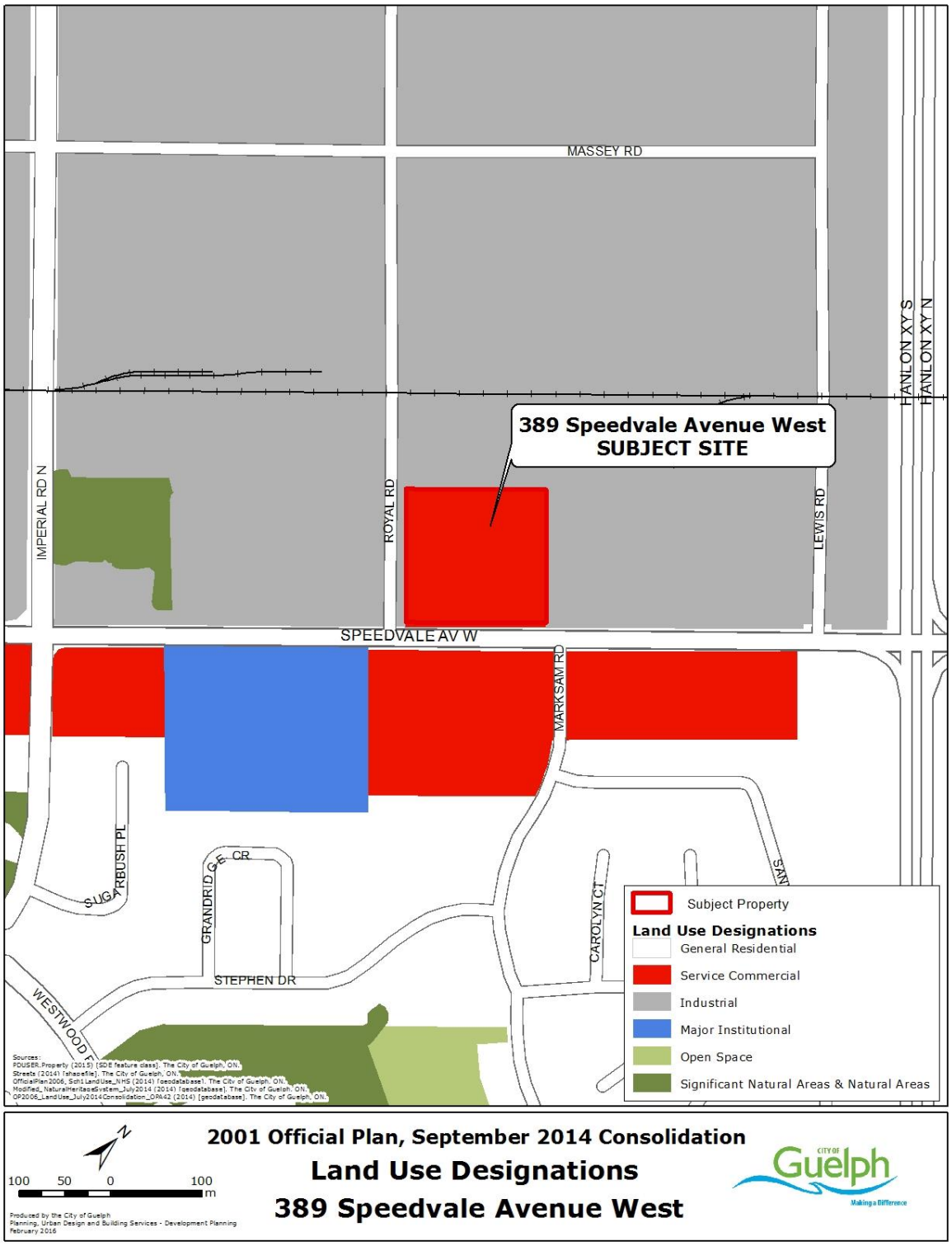
Attachment 2
Orthophoto



Produced by the City of Guelph
Planning, Urban Design and Building Services - Development Planning
February 2016

2012 Orthophoto
389 Speedvale Avenue West

Attachment 3
Official Plan Land Use Designations and Policies



Attachment 3 (continued)
Official Plan Land Use Designations and Policies

Service Commercial Land Use Designation

7.4.32 The 'Service Commercial' designation on Schedule 1 is intended to provide a location for *highway-oriented* and *service commercial* uses that do not normally locate within a downtown because of site area or highway exposure needs and which may include commercial uses of an intensive nature that can conflict with residential land uses.

7.4.33 In order to promote continued commercial viability of the City's C.B.D. (Downtown) and planned mixed use and commercial areas, the City will limit the range of *retail commercial* uses that may locate within the 'Service Commercial' designation.

7.4.34 Complementary uses may be permitted in the 'Service Commercial' designation provided they do not interfere with the overall form, function and development of the specific area for *service commercial* purposes. Complementary activities include uses such as small scale offices, *convenience* uses, institutional, multiple-unit residential and commercial recreation or entertainment uses.

7.4.35 *Development* proposals within 'Service Commercial' designations will be considered only in instances, where adequate vehicular access, off-street parking and all municipal services can be provided.

Specific *developments* within 'Service Commercial' designations may not necessarily be provided direct access to arterial roads. The City shall encourage, where feasible, the development of integrated centres between adjacent *service commercial* uses in terms of internal access roads, entrances from public streets, common parking areas, grading, open space and storm water management systems in order to minimize points of access, municipal *infrastructure* provision, parking, and to promote the efficient use of the land base.

7.4.36 The City will require the aesthetic character of site and building design to be consistent with the City's urban design objectives and guidelines and shall incorporate measures into the approval of *Zoning By-laws* and *site plans* used to regulate *development* within designated 'Service Commercial' areas to ensure such consistency.

7.4.37 Where *service commercial uses* are adjacent to designated 'Residential' areas, adequate design mechanisms shall be used to reduce potential incompatibilities. These design mechanisms will be specified in the implementing *Zoning By-law* and *site plans* and may

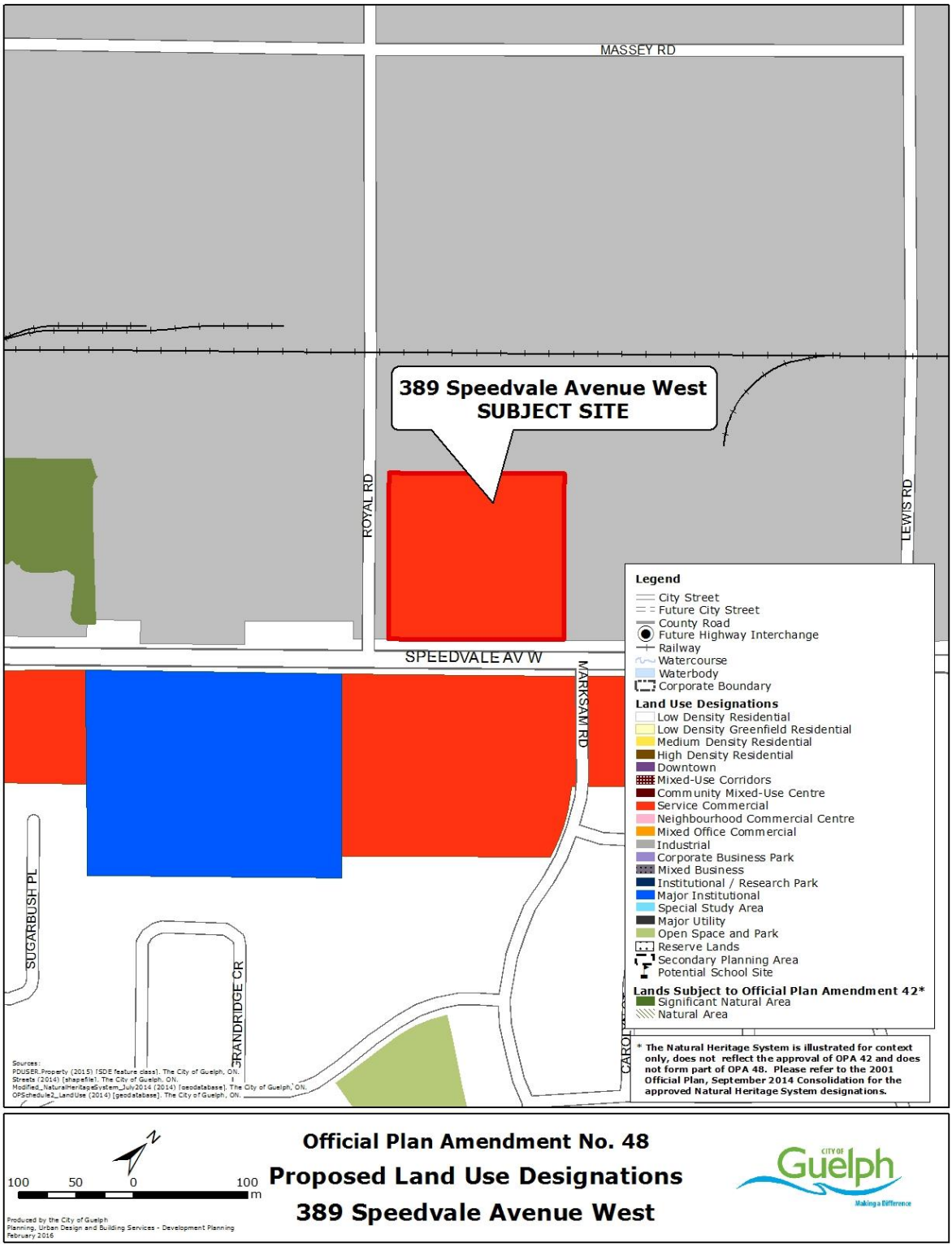
include building location, buffering, screening and landscaping requirements.

7.4.38 This Plan will promote the retention of *service commercial uses* within well-defined areas by:

7.4.38.1 Discouraging the further establishment of new commercial strips and the conversion of residential and industrial lands, located outside of those areas designated for 'Service Commercial' use on Schedule 1, to commercial use; and

7.4.38.2 Promoting the retention of 'Service Commercial' designations along only one side of arterial roads in the City.

Attachment 4
Official Plan Amendment #48 Land Use Designations and Policies



Attachment 4 (continued)
Official Plan Amendment #48 Land Use Designations and Policies

9.4.5 Service Commercial

Objectives

a) To ensure an adequate supply of service commercial uses throughout the City at appropriate locations.

b) To concentrate highway-oriented and service commercial uses within well-defined designated areas, generally along arterial roads.

c) To discourage the creation of new strip service commercial development.

d) To promote a high standard of building and landscape design for service commercial uses and to ensure that pedestrian and vehicular circulation do no conflict.

Policies

1. The 'Service Commercial' designation on Schedule 2 of this Plan is intended to provide a location for highway-oriented and *service commercial* uses that do not normally locate within Downtown because of site area or highway exposure needs and which may include commercial uses of an intensive nature that can conflict with residential land uses.

2. To promote continued commercial viability of Downtown and planned Mixed-use and Commercial areas, the City will limit the range of *retail commercial* uses that may locate within the Service Commercial designation.

3. *Development* proposals within Service Commercial designations will be considered only in instances, where adequate vehicular access, off-street parking and all municipal services can be provided.

4. In some circumstances *development* may not necessarily be provided with direct access to arterial roads. The City shall encourage integration between adjacent *service commercial* uses in terms of entrances to public streets, internal access roads, common parking areas, grading, open space, stormwater management systems and municipal *infrastructure* provision where feasible.

5. The City will require the aesthetic character of site and building design to conform to the Urban Design policies of this Plan and applicable guidelines and will incorporate measures into the approval of *Zoning By-laws* and Site Plans to ensure conformity.

6. This Plan will promote the retention of *service commercial* uses within the well-defined areas as identified on Schedule 2 by:
   i) discouraging the further establishment of new commercial strips and the conversion of lands, located outside of those areas designated Service Commercial on Schedule 2 to commercial use; and
   ii) promoting the retention of Service Commercial designations along only one side of arterial roads in the City.

7. Where *service commercial* uses are adjacent to designated residential areas, design mechanisms, including those outlined in the Urban Design policies of this Plan shall be applied to reduce potential incompatibilities. These design mechanisms may be specified in the implementing *Zoning By-law* and Site Plans and may include building location, buffering, screening and landscaping requirements.

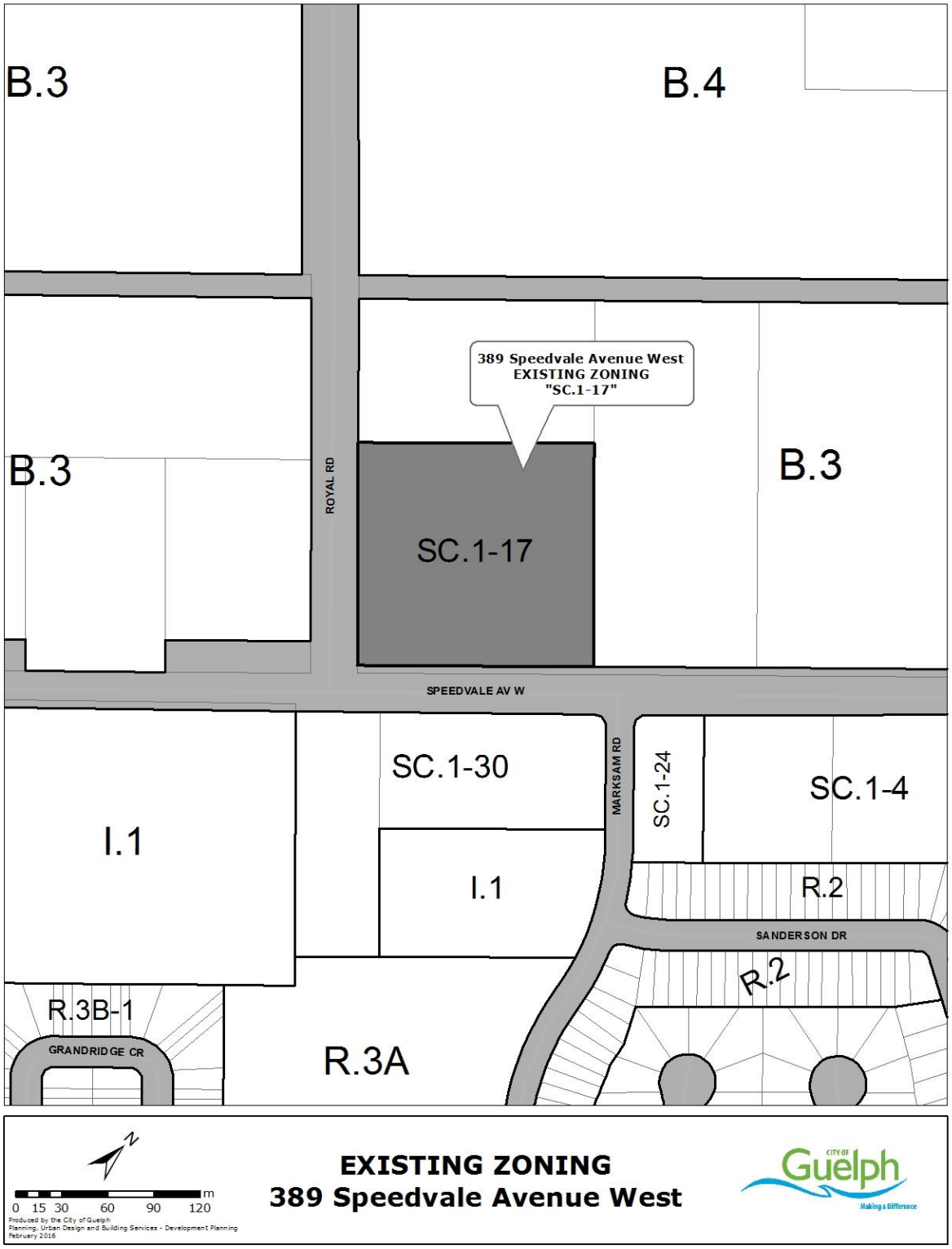
Permitted Uses

8. The following uses may be permitted within the Service Commercial designation subject to the applicable provisions of this Plan:

   i) *service commercial* uses;
   ii) complementary uses such as small-scale offices, convenience uses, institutional and commercial recreation or entertainment uses.

9. Complementary uses may be permitted provided they do not interfere with the overall form, function and development of the specific area for *service commercial* purposes.

Attachment 5
Existing Zoning and Details



Attachment 5 (continued)
Existing Zoning and Details

Existing – "Specialized Service Commercial" (SC.1-17) Zone

SC.1-17
389 Speedvale Ave. W.
As shown on Defined Area Map Number 8 of Schedule "A" of this ***By-law***.

Permitted ***Uses***
• ***Building Supply***
• ***Accessory Uses*** in accordance with Section 4.23
• ***Occasional Uses*** in accordance with Section 4.21

Regulations

Outdoor Storage
The outdoor storage of goods and materials associated with a ***Building Supply*** activity that shall be permitted in a ***Side Yard*** or ***Rear Yard*** provided that:

a) ***Outdoor Storage Areas*** shall be fenced;

b) Landscaping, consisting of trees, shrubbery and/or berms is located between the ***Outdoor Storage Area*** and any point(s) where the ***Outdoor Storage Area*** would be visible from a public ***Street***;

c) ***Outdoor Storage Areas*** shall be in addition to and separate from any required ***Parking Spaces***;

d) ***Outdoor Storage Areas*** shall be ***Used*** only for the storage of goods or products assembled or sold on-site or equipment ***Used*** in operation on, or from, the site.

Off-Street Parking

Despite Section 4.13.4, the following regulations shall apply:
a) Retail Component: 5.5 ***Parking Spaces*** per 92.9 m² of ***Gross Floor Area***.
b) ***Warehouse*** Component: 1 ***Parking Space*** per 36 m² of ***Gross Floor Area***.

Parking Space Size
Despite Section 4.13.3.2, every off-***Street Parking Space*** shall have dimensions of not less than 2.74 metres by 6.0 metres.

Accessory ***Building Height***
Despite Section 4.5.2, no accessory ***Building*** or ***Structure*** shall exceed 6.8 metres in height.

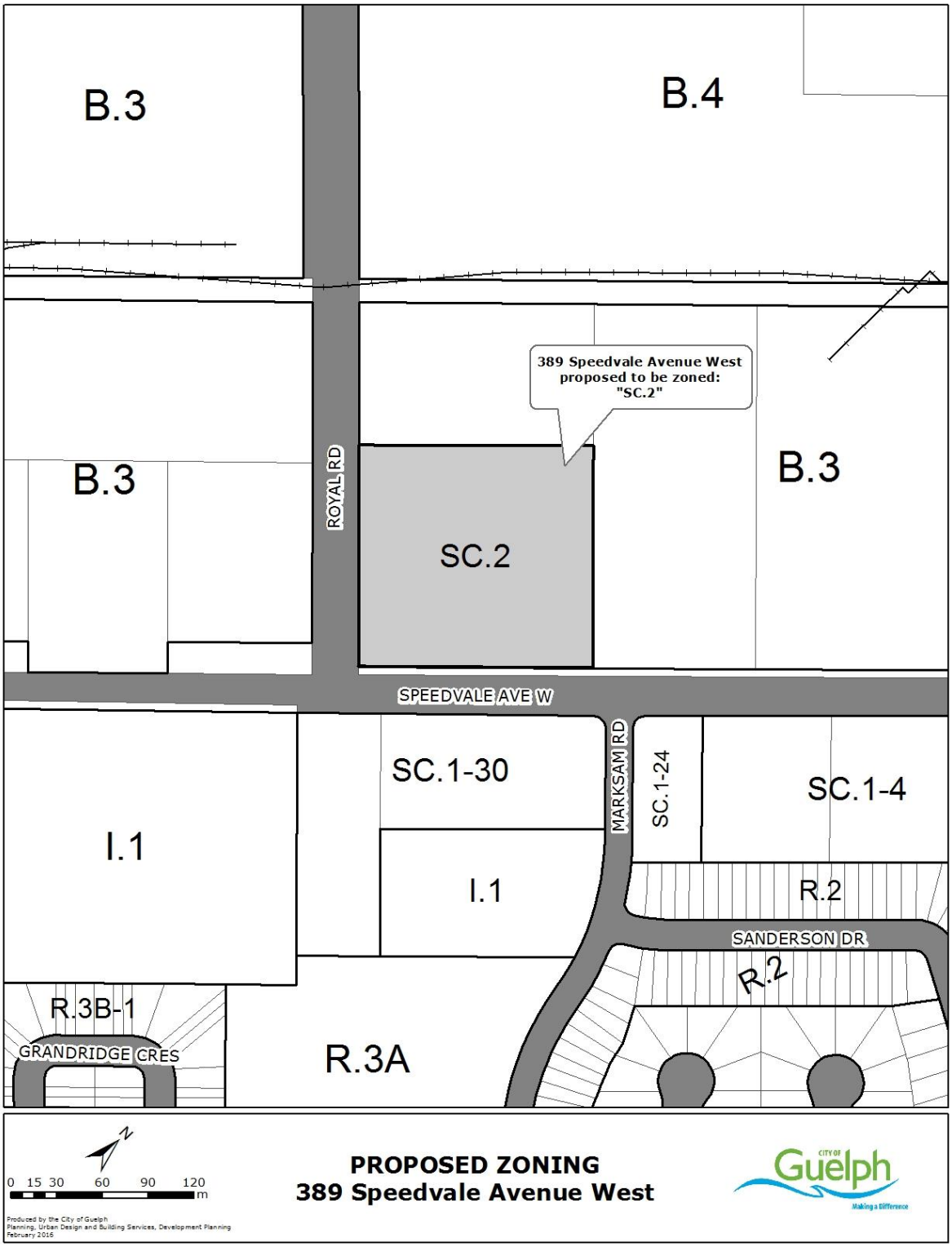
Fences

Despite Section 4.20, the following regulations shall apply to screen, boundary or security fences:

a) Screen, boundary or security fences shall be permitted in any ***Yard***.

b) Screen, boundary or security fences shall not exceed a maximum height of 2.44 metres.

Attachment 6
Proposed Zoning and Details



Attachment 6 (continued)
Proposed Zoning and Details

Proposed – "Highway Service Commercial" (SC.2) Zone

PERMITTED ***USES***
The following are permitted ***Uses*** within the Service Commercial – SC.1 and SC.2 ***Zones***:

Service Commercial – SC.1 ***Zone***:

- ***Auto-oriented Department Store***
- ***Car wash, Automatic***
- ***Car wash, Manual***
- ***Catalogue Sales Outlet***
- ***Club***
- ***Commercial School***
- ***Commercial Entertainment***
- ***Day Care Centre*** in accordance with Section 4.26
- ***Financial Establishment***
- ***Funeral Home***
- ***Group Home*** in accordance with Section 4.25
- ***Hardware Store***
- ***Hotel***
- ***Liquor Store***
- ***Medical Clinic***
- ***Office Supply***
- ***Parking Facility***
- ***Print Shop***
- ***Public Hall***
- ***Recreation Centre***
- ***Religious Establishment***
- ***Research Establishment***
- ***Restaurant***
- ***Restaurant (take-out)***
- Retail sales, service and rental of:
  electrical/lighting supplies
  electronic and audio-visual equipment
  furniture and appliances
- ***Tavern***
- ***Tourist Home***
- ***Vehicle Specialty Repair Shop***
- ***Vehicle Service Station***
- ***Vehicle Gas Bar***
- ***Veterinary Service***

Within a ***Mall***:
All ***Uses*** listed above and the following:

- ***Artisan Studio***
- ***Bake Shop***
- ***Cleaning Establishment***
- ***Convenience Store***
- ***Dry Cleaning Outlet***
- ***Florist***
- ***Laundry***
- ***Medical Office***
- ***Office***
- ***Personal Service Establishment***
- ***Pharmacy***
- ***Photofinishing Place***
- ***Postal Service***
- ***Rental Outlet***
- ***Repair Service***
- ***Taxi Establishment***
- ***Vehicle Parts Establishment***
- ***Video Rental Outlet***

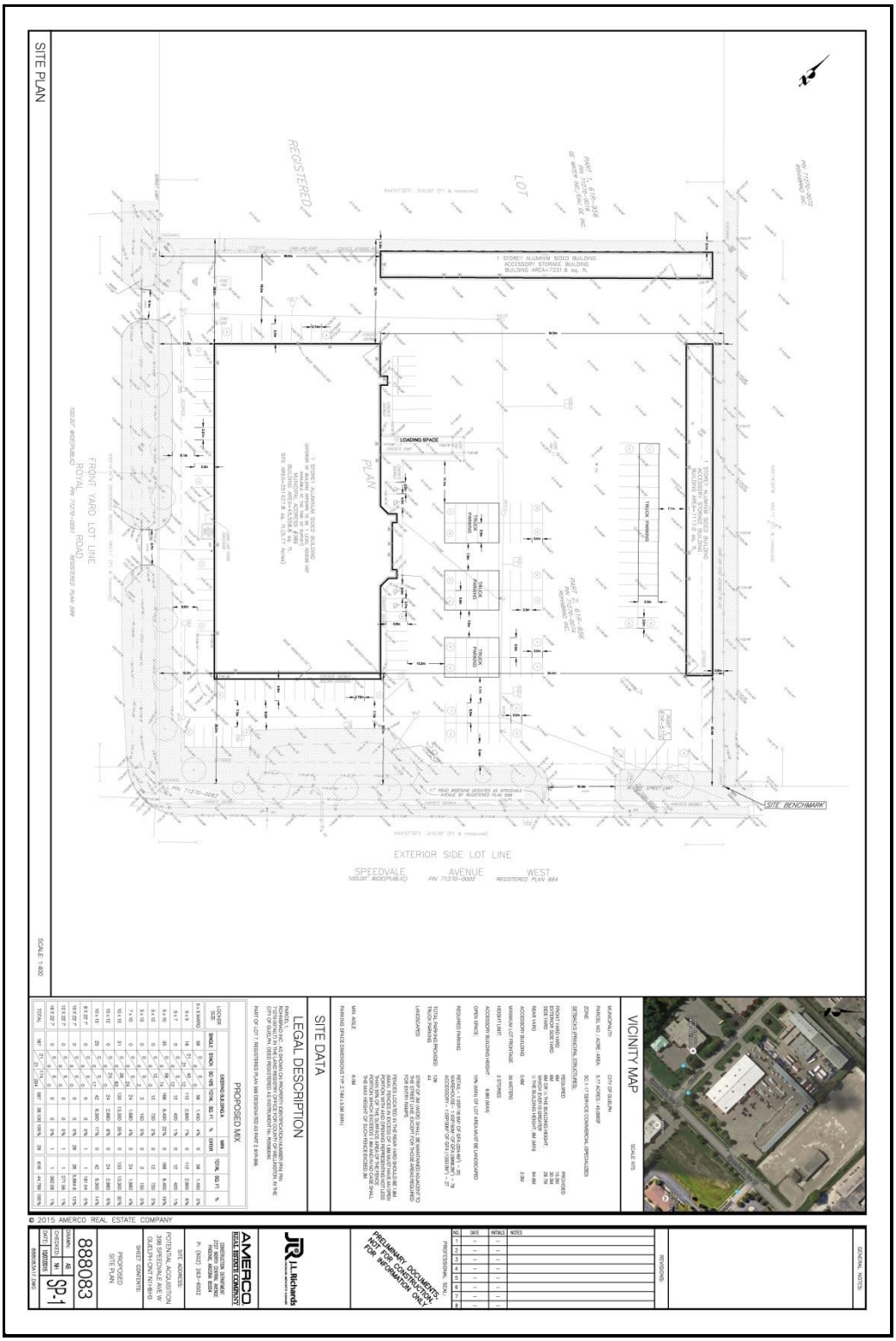
Highway Service Commercial – SC.2 ***Zone***

- Any ***Use*** permitted in the SC.1 ***Zone*** subject to the regulations of the SC.2 ***Zone*** plus the following additional ***Uses***:
- ***Amusement Park***
- ***Auction Centre***
- ***Building Supply***
- ***Catering Service***
- ***Contractor's Yard***
- ***Courier Service***
- ***Garden Centre***
- ***Kennels***
- ***Monument Sales***
- Retail sales, service and rental of: ***Recreational Vehicles,*** construction and farm equipment
  Small Motor Equipment Sales
- ***Storage Facility***
- ***Taxi Establishment***
- ***Tradesperson's Shop***
- ***Transportation Depot***
- ***Trucking Operation***
- ***Vehicle Body Shop***
- ***Vehicle Establishment***
- ***Vehicle Sales Establishment***
- ***Accessory Uses*** in accordance with Section 4.23
- ***Occasional Uses*** in accordance with Section 4.21

TABLE 6.4.2 - REGULATIONS GOVERNING SERVICE COMMERCIAL (SC) *ZONES*

Row 1	Commercial Type	Service Commercial	Highway Service Commercial
2	***Zones***	SC.1	SC.2
3	Minimum ***Lot Frontage***	30 metres	
4	Minimum ***Front*** and ***Exterior Side Yard***	6 metres and in accordance with Section 4.24.	
5	Minimum ***Side Yard***	3 metres except where adjacent to any residential ***Zones*** in which case the minimum ***Side Yard*** shall be no less than 6 metres or one half the ***Building Height***, whichever is greater.	
6	Minimum ***Rear Yard***	One-half the ***Building Height*** but not less than 6 metres.	
7	Maximum ***Building Height***	3 ***Storeys*** and in accordance with Sections 4.16 and 4.18.	5 ***Storeys*** and in accordance with Sections 4.16 and 4.18.
8	Buffer Strips	Where a SC ***Zone*** abuts any Residential, Institutional, Park, Wetland, or Urban Reserve ***Zone,*** a buffer strip shall be developed.	
9	Off-***Street*** Parking	In accordance with Section 4.13.	
10	Off-***Street*** Loading	In accordance with Section 4.14.	
11	Minimum ***Landscaped Open Space***	10% of the ***Lot Area***.	
12	Outdoor Storage	In accordance with Section 4.12.	
13	***Fences***	In accordance with Section 4.20.	
14	Accessory ***Buildings*** or ***Structures***	In accordance with Section 4.5.	
15	Enclosed Operations	In accordance with Section 4.22.	
16	Garbage, Refuse Storage and Composters	In accordance with Section 4.9.	
17	Planting Area	A landscaped strip of land, 3 metres in width shall be maintained adjacent to the ***Street Line,*** except for those areas required for entry ramps.	

Attachment 7
Conceptual Site Plan



CONSENT AGENDA

Monday, July 11, 2016

His Worship the Mayor
and
Members of Guelph City Council.

SUMMARY OF REPORTS:

The following resolutions have been prepared to facilitate Council's consideration of the various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with immediately. The balance of the Consent Agenda will be approved in one resolution.

A REPORTS FROM ADMINISTRATIVE STAFF

REPORT	DIRECTION
CON-2016.35 Affordable Housing Strategy: Recommended Strategic Actions 1. That Report 16-55 from Infrastructure, Development and Enterprise (IDE) regarding the Affordable Housing Strategy: Recommended Strategic Actions Report dated July 11, 2016 be received. 2. That Council endorses the use of the Recommended Strategic Actions Report set-out in IDE Report 16-55 for continued community engagement in the preparation of the final Affordable Housing Strategy.	Approve
CON-2016.36 Mixed-Use Nodes Urban Design Concept Plans: Gordon/Clair Community Mixed Used Node and Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor 1. That Report 16-54 from Infrastructure, Development and Enterprise titled Mixed-Use Nodes Urban Design Concept Plans: Gordon/Clair Community Mixed Used Node and Woodlawn/ Woolwich Community Mixed Use Node and Woolwich Intensification Corridor dated July 11, 2016 be received.	Approve

2. That Council endorse the Urban Design Concept Plans, Principles and Illustrative Diagrams for the Gordon/Clair Community Mixed Used Node and Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor, included as Attachments 1 and 2 to report 16-54.

3. That staff be directed to use the Urban Design Concept Plans, Principles and Illustrative Diagrams to guide the review of future development applications within these nodes and corridor.

CON-2016.37 Bristol Street Reconstruction Phase I (Edinburgh Road to East of Holliday Street) — Approve

1. That the tender from J.G. Goetz Construction Limited be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract No. 2-1614 for Bristol Street Phase I with actual payment to be made in accordance with the terms of the contract.

CON-2016.38 1229 Victoria Road South Proposed Official Plan Amendment and Zoning By-law Amendment (File: OP1501/ZC1507) - Ward 6 — Approve

1. That the application submitted by Reid's Heritage Homes Ltd. (on behalf of Westminister Woods Ltd.) for approval of an Official Plan Amendment to change the land use designation on the western portion of the lands from "General Residential" to "Neighbourhood Commercial Centre (4650 m^2)" to permit the development of a neighbourhood commercial plaza with approximately 752.7 square metres (8,102 square feet) of gross floor area in two (2) separate buildings on the property municipally known as 1229 Victoria Road South, legally described as Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph be approved in accordance with the conditions and zoning regulations contained in Attachment 4 of Infrastructure, Development and Enterprise Report 16-36 dated July 11, 2016.

2. That the application submitted by Reid's Heritage Homes Ltd. (on behalf of Westminister Woods Ltd.) for approval of a Zoning By-law Amendment to change the zoning from the "Agricultural" (A) Zone under the former Township of Puslinch Zoning By-law No. 19/85 to the specialized "General Apartment Zone" (R.4A-51(H)) with a holding symbol on the eastern portion of the lands to permit a four (4) storey, 101-unit apartment building and to the "Neighbourhood Commercial" (NC(H)) Zone with a holding symbol on the western portion of the lands to permit a neighbourhood commercial plaza with approximately 752.7 square metres (8,102 square feet) of gross floor area in two (2) separate buildings at the property municipally known as 1229 Victoria Road South, legally described

as Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph be approved in accordance with the conditions and zoning regulations contained in Attachment 4 of Infrastructure, Development and Enterprise Report 16-36 dated July 11, 2016.

CON-2016.39 Proposed Demolition of Church Manse at 47 Arkell Road, Ward 6 | Approve

1. That Report 16-41 regarding the proposed demolition of one (1) single detached dwelling at 47 Arkell Road, legally described as Part Lot 7, Concession 8, Part 2 RP 61R11921; City of Guelph, from Infrastructure, Development and Enterprise dated July 11, 2016, is received.

2. That the proposed demolition of one (1) detached dwelling at 47 Arkell Road be approved.

3. That the applicant erect protective fencing at one (1) metre from the dripline of any existing trees to be retained on the property, or on adjacent properties, which may be impacted by demolition.

4. That the applicant contact the City for inspection of the tree protection fence prior to demolition.

5. That the applicant be requested to contact the Plant Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

Attach.

Affordable Housing Strategy: Recommended Strategic Actions

Council Planning – July 11, 2016

Background

- City's Official Plan Update (OPA 48)
  - Full range of housing, including affordable housing
  - Affordable Housing Target:
    - 30% of new residential development city-wide per year
    - Separate target for accessory apartments of 90 units per year
- Complement Ten-Year Housing and Homelessness Plan

2

Affordable Housing Strategy Reports

- Background Report
  - Scope is affordable ownership and rental market housing
- State of Housing Report
  - Targets and benchmarks, housing issues
- Draft Directions Report
  - Tools and potential responses

3

What is Affordable Housing?

2015 (2013)	Ownership	Rental
Market Based	$327,000 ($295,000)	$1,003 ($944)
Income Based	$339,329 ($316,000)	$1,194 ($1,153)

4

Problem Statement & Issues

The range of housing options available in Guelph is not fully meeting the affordability needs of low and moderate income households.

1. There are not enough small units to rent or buy to meet the affordability needs of all smaller households.
2. A lack of available primary rental supply makes it difficult for people to find affordable rental housing.
3. The secondary rental market provides choice of affordable dwelling types but the supply is not as secure as the primary rental market.

5

Recommended Strategic Actions

1. Address the problem statement and issues
2. Derived from the 24 draft directions
   - community consultation
   - staff assessment

6

Strategic Action Areas

- Targets and benchmarks
- Planning regulations and processes
- Financial incentives
- Development charges
- Partnerships
- Implementation and Monitoring

7

Targets and Benchmarks

- Maintain 30% target: 27% ownership and 3% rental
- Monitor and review target at Official Plan review
- Measure rental as five year annual average
- Explore and monitor purpose built secondary rental for potential inclusion

8

Planning Regulations and Processes

- Maintain accessory apt. size limits
- Consider zoning by-law changes: parking; accessory apts. in townhouses; prezone medium and high density sites
- Continue monitoring inclusionary zoning
- Affordable housing lens on development standards
- Guidelines for affordable housing report and Section 37 height and density bonusing

9

Financial Incentives

- Develop Community Improvement Plan to incent private sector
- Provide variety of financial incentives
- Informed through additional research on cost of development and “tipping point” for affordability

10

Development Charges

- Consider exemptions or reduced development charges at next Development Charges By-law review in 2019
- Consider offsetting charges through financial incentives

11

Partnerships

- Leverage opportunities with County and housing providers
- Participate in County incentive toolkit and coordinate communication materials
- Where appropriate assist with increasing affordable housing units on existing County and housing provider sites

12

Implementation and Monitoring

- 30% implemented city-wide through development application process
- Monitor indicators including number of bedrooms per unit in apts. and stacked townhouses
- Monitor accessory apts. by number of bedrooms
- Explore secondary rental: identify purpose built through development process; survey accessory apartments on five year cycle; advocate for CMHC data collection

13

Directions not Recommended

- Establish and fund a housing development corporation
- Use of municipal lands and land banking
- Social financing
- Innovative housing research document
- Demonstration project

14

Summary

Overall Approach

- Clear purpose, scope and needs
- Data driven: review of tools; municipal practices
- Community engagement

Recommended Actions

- Respectful of roles and responsibilities
- Connect with other relevant corporate projects
- Build on current practices

15

Next Steps

- Public Release of Recommended Strategic Actions requesting comments by Wednesday August 3, 2016
- Key Stakeholder Consultation
- Final Affordable Housing Strategy to Council Q4 2016

16

Report Recommendations

- Report be received
- Endorse the use of the Report for continued community engagement in the preparation of the final Affordable Housing Strategy

17

STAFF REPORT

TO	City Council
SERVICE AREA	Infrastructure, Development and Enterprise
DATE	July 11, 2016
SUBJECT	**Affordable Housing Strategy: Recommended Strategic Actions**
REPORT NUMBER	16-55

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To present the Recommended Strategic Actions Report that provides recommendations for a final strategy that will make an impactful difference on the City's affordable housing needs. The report also presents the community engagement results on the draft directions.

KEY FINDINGS

This report and the Recommended Strategic Actions Report (Attachment 1) present recommended strategic actions to:

- support achievement of the city-wide 30% affordable housing target (27% ownership and 3% rental);
- monitor achievement of the target; and
- address affordable housing issues on the market end of the housing continuum.

The affordable housing issues identified include: a lack of small units; primary rental supply and; security of tenure within the secondary rental market. In the City of Guelph the housing market has met the annual 27% affordable housing ownership target each year over the past seven years. However the annual 3% affordable housing rental target has not been except in 2012 when one rental housing project for seniors was developed. It is of note that the affordable rental units that were created in 2012 benefited from financial incentives and were targeted towards the senior population.

The City's Affordable Housing Strategy is positioned to address land use planning requirements for a full range and mix of housing including affordable housing for low to moderate income households. It serves to complement the County's Ten-year Housing and Homelessness Plan with its homelessness and assisted non-market housing focus by focusing on the market end of the housing continuum. The Strategy is not meant to duplicate the roles and/or responses from the County/non-profit housing providers rather it serves to

complement the activities of other providers by informing, influencing and assisting the market with meeting our community's ownership and rental housing needs. The recommended actions are mindful of removing barriers, facilitating and measuring desired outcomes, and incenting where necessary.

The preferred approach for the strategy is to build on current tools/approaches, connect with relevant corporate projects and propose actions that are respectful of roles and responsibilities of the City and its potential partners prior to the introduction of new tools. The strategy that shows the best potential for addressing the City's affordable housing target and issues, combines fifteen of the draft directions into the following six areas:

1. Targets and Benchmarks
2. Planning Regulations and Processes
3. Financial Incentives
4. Development Charges
5. Partnerships; and
6. Implementation/Monitoring

The City is undertaking further research on the costs of development to help determine the financial "tipping point" for creating affordable market ownership and rental housing that meets the City's benchmark prices. This will help inform the amount and types of financial incentives that could have a meaningful impact on identified affordable housing issues. This will be reported in the final Affordable Housing Strategy and inform the concurrent work to develop a contemporary Affordable Housing Reserve policy and sustainable funding model.

City staff continues to monitor changes underway at the Provincial and Federal levels of government that impact affordable housing such as the Province of Ontario's update to the Long-Term Affordable Housing Strategy (LTAHS) that includes affordable market housing recommendations. Implementation of the Province's update to the LTAHS is proposed to be achieved through provincial legislative changes introduced on May 18, 2016 in the *Promoting Affordable Housing Act*, 2016.

The final Affordable Housing Strategy is scheduled to be presented to Council for approval in Q4 2016. Once approved staff will begin implementing the strategic actions and monitoring outcomes. Successful outcomes will result in an increase in the amount of smaller units, creation of affordable rental housing units, and increased security of tenure for rental households. The final strategy will consider timing and resource needs for the recommended actions informed by the additional work underway.

FINANCIAL IMPLICATIONS

The development of the Affordable Housing Strategy is funded through approved capital funding. Financial implications will be addressed in the final strategy with respect to potential costs related to implementation

ACTION REQUIRED
To receive the Affordable Housing Strategy: Recommended Strategic Actions Report and endorse the recommended actions to proceed with the final phase of the project.

RECOMMENDATION

1. That Report 16-55 from Infrastructure, Development and Enterprise (IDE) regarding the Affordable Housing Strategy: Recommended Strategic Actions Report dated July 11, 2016 be received.

2. That Council endorses the use of the Recommended Strategic Actions Report set-out in IDE Report 16-55 for continued community engagement in the preparation of the final Affordable Housing Strategy.

BACKGROUND

The provision of a full range of housing, including affordable housing, to meet the changing needs of all types of households is a fundamental component of Guelph's sustainable community vision. The City's Official Plan Update (OPA 48) established a city-wide target of 30% of all new housing to be affordable with 27% of all new housing being affordable ownership housing and 3% of all new housing being affordable rental housing. In 2015, this equates to approximately 304 ownership units priced at $327,000 or below and 34 rental units priced at $1,003/month or below (2013 benchmarks were $295,000 and $944).

The Affordable Housing Strategy is intended to address municipal land use planning requirements under the Provincial Growth Plan and Provincial Policy Statement regarding planning for a range of housing types and densities by establishing and implementing minimum targets for the provision of affordable rental and ownership housing.

It serves to compliment the County's Ten-year Housing and Homelessness Plan with its homelessness and assisted non-market housing focus and the private market place. The Strategy is not meant to duplicate the roles and/or responses from the County/non-profit housing providers rather it serves to make some changes as per the executive summary to inform, influence and assist the market with meeting our community's housing needs. The work is at a pivotal point where the purpose and market scope of the strategy are defined, issues and needs are identified, and municipal tools and draft directions have been researched and explored with the community and recommended actions have been identified.

The **Housing Strategy Background Report and Proposed Project Charter** (Staff Report 14-15) scoped the strategy to focus on market rental and ownership

housing. The Council approved scope recognizes the continued lead role of the County of Wellington as the Service Manager in the provision of social housing and homelessness services which the City supports through its funding to the County in the social services budget. The County's work includes the development and implementation of the Ten-Year Housing and Homelessness Plan for Guelph and Wellington.

The **State of Housing report** (Staff Report 15-37) presented updated benchmark affordable ownership and rental prices and an analysis of whether the City's affordable housing targets were being met. The analysis revealed that the City has met its 27% affordable ownership housing target each year from 2009-2013. However, the 3% affordable housing target has not been met except in 2012 when 12.5% of all new housing was affordable rental. No affordable rental housing units were created in the primary rental market in the other years.

The State of Housing report provided a demographic and statistical analysis of housing in the City of Guelph which identified the following three key issues facing our city:

> Issue 1: There are not enough small units to rent or buy to meet the affordability needs of all smaller households.
> Issue 2: A lack of available primary rental supply makes it difficult for people to find affordable rental housing.
> Issue 3: The secondary rental market provides choice of affordable dwelling types but the supply is not as secure as the primary rental market.

Small units are generally bachelor and one bedroom units that would be suitable for a one person household or couple (no children). There is a current disconnect between the number of bedrooms required by households and the supply available, amounting to a shortage of over 18,000 smaller units (bachelor and one bedroom). Some households may choose to occupy a larger unit; however other households do not have the financial resources to make that choice. Incidentally, one person households have the greatest level of core housing need (25% of all households and 43% of all renter households).

It is estimated that 45% of the City's rental housing market is comprised of secondary rental stock (ownership housing rented out) which may not offer security of tenure since the owner may choose to remove it from the rental market. Incidentally, in general accessory apartments were the most affordable units followed by primary rental housing (purpose built). The rental of condominium apartments and townhouses, were the most expensive.

The **Draft Directions Report** (Staff Report 15-101) described a number of affordable housing tools, including current City of Guelph practices and a review of the practices of other municipalities with a focus on comparator municipalities. The

review identified 24 draft directions organized by the following categories of tools available:

1. Regulatory
2. Policies and Procedures
3. Financial
4. Partnerships
5. Advocacy

City staff included an initial assessment of the potential of each draft direction to address the three identified affordable housing issues. Council received the draft directions and approved their use as the basis of community engagement to further develop the recommendations for the Affordable Housing Strategy.

REPORT

This report presents the staff recommendations on the use of the draft directions in the recommended strategy along with the results of the community engagement work. The community engagement work helped build the community's awareness and understanding of affordable housing issues and potential responses. The results also helped staff gauge community views on how important they felt the directions were in addressing affordable housing issues in Guelph.

The initial staff assessment and community engagement results were supplemented by additional research that helped City staff to determine which draft directions to not move forward on, which directions to continue and which directions to incorporate into the Affordable Housing Strategy.

Initial Staff Assessment of Draft Directions

The Draft Directions Report included an initial assessment of the potential of each draft direction to address the City's identified housing issues. The initial assessment was based on the degree of city control, impact on the affordable housing issues and ease of implementation. The majority of the 24 draft directions were initially assessed as having medium potential. Social financing (draft direction 3.2) and identifying and reserving lands for affordable housing as part of the development approval process (draft direction 1.8) were both identified as having low potential. Draft direction 1.8 is reliant on changes to provincial legislation.
The following four draft directions were initially assessed as having high potential in addressing the identified affordable housing issues:

1.1 Incent new rental housing construction by maintaining a "New Multi-residential" property tax rate equalized to the rate for Residential properties;
2.1 Monitor affordable housing targets and indicators to measure the effectiveness of affordable housing directions and ensure policies and funding are appropriately directed;

3.1 Provide direct financial incentives (e.g. reserve, grants, Add a Unit Program, etc.) for smaller rental units (bachelor and one bedroom) and primary rental housing; and

5.1 Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units.

Community Engagement Results

Community engagement on the draft directions included a key stakeholder session, two public meetings and an online survey with a total of approximately 60 participants. Looking at the combined results, all of the draft directions were rated as important/very important by a majority of respondents. Social financing (draft direction 3.2) was the least understood with 45% of respondents rating it as neutral or not important/less important.

The following seven (7) draft directions received the most amount of support with at least 80% of respondents rating them as very important/important:

1.4 Develop an Implementation Plan to meet the Official Plan affordable housing targets;

1.5 Review regulations and by-laws to identify unnecessary barriers/disincentives to the creation of affordable housing, in particular smaller units (e.g. tiny houses, bachelor, one bedroom units) and primary rental housing units and make recommendations for changes to policy and regulations;

1.7 Provide financial incentives for affordable housing through the development of a Community Improvement Plan (CIP) and/or modification of the Downtown Community Improvement Plan;

2.1 Monitor affordable housing targets and indicators to measure the effectiveness of affordable housing directions and ensure policies and funding are appropriately directed;

2.4 Establish a policy to increase the utilization of municipal lands for affordable housing where appropriate and make housing providers aware of lands being disposed of by the City;

4.1 Work with the County as Service Manager on the development of the County's incentive toolkit and promote any affordable housing programs provided by all levels of government; and

5.1 Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units.

Overall the directions recommended by City staff were all supported with the majority of the high ranking directions being carried forward into the recommended strategic actions.

Review of Draft Directions

The initial staff assessment and community engagement results were supplemented by additional research that helped City staff to determine which draft directions to incorporate into the Affordable Housing Strategy.

The preferred approach for the strategy is to build on current tools/approaches, connect with relevant corporate projects and propose actions that are respectful of roles and responsibilities of the City and its potential partners.

Fifteen draft directions are recommended for inclusion in the affordable housing strategy. Two of the draft directions reflect current City practices which should continue and seven of the draft directions are not recommended for inclusion in the Affordable Housing Strategy.

Directions Recommended for Inclusion in the Strategy
The Affordable Housing Strategy will provide the implementation framework for the Official Plan's affordable housing objectives and policies. The strategy will advance the Official Plan policies by providing concrete actions to be implemented by the City to support achievement of the city-wide 30% affordable housing target along with a mechanism to monitor development activity against the target. The strategy will also recommend approaches to address affordable housing issues on the market end of the housing continuum which include a lack of: small units, primary rental supply and security of tenure within the secondary rental market. The integrated recommended strategic actions presented below will facilitate and support the achievement of the City's affordable housing target and respond to identified needs to support a full range and mix of housing including affordable housing.

Staff recommends developing a strategy that shows the best potential for addressing the City's affordable housing issues involving fifteen of the draft directions that revolve around the following areas:

1. Targets and Benchmarks (1.3)
2. Planning Regulations and Processes (1.5, 1.6, 1.8, 2.2, 2.3, 5.1)
3. Financial Incentives (1.7, 3.1)
4. Development Charges (1.9)
5. Partnerships (4.1, 4.4); and
6. Implementation/Monitoring (1.4, 2.1, 2.6)

The proposed actions are respectful of roles and responsibilities, connect with relevant corporate projects and build on current practices. The recommended actions are mindful of removing barriers, facilitating and measuring desired outcomes, and incenting the development of new affordable housing units where significant positive outcomes will be achieved. The following provides a brief summary while Attachment 1 includes a fulsome discussion of the affordable housing strategy recommended actions. Attachment 2 provides a summary of each recommended strategic action.

1. Targets and Benchmarks
It is recommended that the Official Plan target be maintained with modifications to the timeframes for measuring the achievement or development of affordable rental

housing. It is important that an affordable rental target be maintained to recognize the importance of acknowledging and responding to the increased challenges rental households face. In addition it is recommended that the rental housing target be measured as a five year annual average to recognize the variability of rental housing construction. Purpose built secondary rental housing units, excluding accessory apartments, are recommended to be included where known.

2. Planning Regulations and Processes

It is recommended that a number of zoning regulations be reviewed as part of the City's comprehensive review of its Zoning By-law to assist with the creation of affordable housing. For example, consideration of regulations for accessory apartments in townhouse units; consideration of pre-zoning appropriate sites for medium and high density residential uses; and exploration of a flexible low density residential zoning category that would permit both single and semi-detached dwelling units. The unit size and cap limits of accessory apartments (i.e. 45% of total Building Floor Area and 80 m^2 of Floor Area) are recommended to be maintained to ensure smaller unit sizes are available. Development standards should also be reviewed with an affordable housing lens.

3. Financial Incentives

It is recommended that a wide variety of financial assistance be provided for the development of affordable housing that recognizes the site specific needs of development proposals and potential partners. A Community Improvement Plan for affordable housing would allow the City to extend financial assistance to a broader range of potential recipients.

Affordable small rental units in particular are not being developed and may require financial incentives. The City is undertaking further research on the costs of development to help determine the financial "tipping point" for creating affordable market ownership and rental housing that meets the City's benchmark prices. This work will help inform the amount of financial incentive needed to support affordable housing which will be reported in the final Affordable Housing Strategy and inform the concurrent work to develop a contemporary Affordable Housing Reserve policy and sustainable funding model.

4. Development Charges

It is recommended that changes to the Development Charges By-law in 2019 be considered to provide exemptions or reduced rates for affordable housing in light of a contemporary financial incentive policy. The changes would involve exploring Development Charge exemptions or reduced rates for affordable housing, or providing offsetting grants through other financial incentive programs. The next Development Charges By-law review will be the time to fully consider implications of proceeding with this action, although off-setting grants could be examined prior to 2019 as part of an incentives program.

5. Partnerships

It is recommended that a partnership approach be taken with the County and housing providers to help coordinate and increase the impact of our responses to affordable housing issues. In addition, where appropriate the City could provide assistance to the County and housing providers with increasing the yield of affordable housing units on their properties. Taking a partnership approach supports coordinated responses that minimize unnecessary overlap and maximize leverage opportunities.

6. Implementation/Monitoring

It is recommended that the City's 30% affordable housing target be implemented city-wide. Affordable housing opportunities are to be identified city-wide through the development application process with a focus on development within the Urban Growth Centre, Intensification Corridors and Community Mixed Use Nodes and larger scale greenfield developments. The City will develop a Terms of Reference for an Affordable Housing Report (AHR) to assist the development industry in submitting an AHR stating how the proposed development would help meet the City's affordable housing targets. The City's Official Plan Update (OPA 48), 2012 allows the City to request an AHR as part of a complete application.

Implementing the City's affordable housing target is largely dependent upon designating a suitable amount and density of land for residential use, including mixed use developments. There is a high correlation between the City's growth management policies and the ability to meet the City's affordable housing targets. Affordable housing tends to be located within medium and high density developments (i.e. townhouse and apartment units). Medium and high density development is supported throughout the City, especially within the Urban Growth Centre, Intensification Areas and Community Mixed Use Nodes. The added benefit of these areas is that they also support an affordable lifestyle by supporting transit services and a mix of uses that include important community amenities. In addition development within the greenfield area will be planned and designed to include affordable housing.

It is recommended that the City investigate the feasibility of annual monitoring including a breakdown of the number of bedrooms in new residential units, including accessory apartments as this information is not currently available. In addition data on the secondary rental market is recommended to be researched on a five year cycle, including a survey of registered accessory apartments to understand the number of accessory apartments rented and rental rates.

Implementing the proposed actions and monitoring results is essential to supporting achievement of desired outcomes and allows for the identification of the need for changes to actions if desired outcomes are not met.

The monitoring work will also assist the development industry in completing an Affordable Housing Report by providing current ownership and rental benchmark prices and advising them of current needs and measures.

Existing City Practices
Draft directions, reflecting current City practices, were included as part of the Draft Directions Report to provide a full description of tools available to the City. It is recommended that the City continue with the following two draft directions:

1.1 Incent new rental housing construction by maintaining a "New Multi-residential" property tax rate equalized to the rate for Residential properties; and
5.2 Develop a corporate advocacy strategy related to affordable housing.

Directions not Recommended to Proceed
Following the community engagement work and further review by City staff, the following seven draft directions are not recommended for inclusion in the draft affordable housing strategy:
1.2 Develop/acquire and operate affordable housing using a Municipal Service Corporation, i.e. Guelph Municipal Holding Inc;
1.10 Explore the inclusion of affordable housing/social housing as a general service during the next update of the Development Charges By-law to be completed March 2019.
2.4 Establish a policy to increase the utilization of municipal lands for affordable housing where appropriate and make housing providers aware of lands being disposed of by the City;
2.5 Explore the feasibility of developing a City land banking program to acquire and protect lands for affordable housing;
3.2 Explore social financing as a means of funding affordable housing units, especially smaller units (bachelor and one bedroom units) and primary rental housing;
4.2 Research innovative housing with partners to create a resource document that could be used with other tools to support the development of affordable housing e.g. pocket housing; and
4.3 Initiate or support a demonstration project with partners showcasing affordable housing, especially smaller units (bachelor and one bedroom units).

The above draft directions largely represent new approaches that require significant resources and funding to proceed or are dependent upon other actions proceeding. The exclusion of the draft direction in the Affordable Housing Strategy does not mean the City would not take advantage of opportunities that may arise. For example if suitable lands and/or new federal and provincial funding opportunities become available for affordable housing the City could look towards supporting their development in a manner that could serve as a demonstration project. Further information is available in the Recommended Strategic Actions Report. See Attachment 1, Section 3.5.

Provincial Long-Term Affordable Housing Strategy Linkages

On March 14, 2016 the government of Ontario released the update to the Long-Term Affordable Housing Strategy (LTAHS). The LTAHS updated vision is: "Every person has an affordable, suitable, and adequate home to provide the foundation to secure employment, raise a family, and build strong communities". One of the themes of the LTAHS is around an appropriate and sustainable supply of housing which encompasses more affordable market housing. Affordable market housing is supported by enhancing land use planning and municipal finance tools and by supporting small landlords through legislative changes.

Implementation of the Province's update to the LTAHS is proposed to be achieved through provincial legislative changes introduced on May 18, 2016 in the *Promoting Affordable Housing Act*, 2016. If passed the *Promoting Affordable Housing Act,* 2016 would amend four provincial acts including the *Planning Act*. The proposed legislation would set out an enabling framework for inclusionary zoning that would allow municipalities to offer incentives such as reduced parking, waived or reduced fees and faster approval processes. In addition appeals of inclusionary zoning official plan policies and zoning by-laws to the Ontario Municipal Board would not be permitted, except by the Minister of Municipal Affairs and Housing. The intent of the changes is to address potential issues related to the economic profitability of development proposals. Details on the legislative change remain subject to provincial consultation with key stakeholders to help the province develop a framework.

Next Steps

The City's final Affordable Housing Strategy will present the recommended strategic actions based on findings from the Background Report, State of Housing report, Draft Directions Report and Recommended Strategic Actions Report. The final strategy will consider timing and resource needs including staffing and financial costs. Some of the recommended actions are independent and can be implemented with existing resources while others will be accomplished as part of upcoming processes, e.g. comprehensive review of the Zoning By-law. There will also be recommended actions that will require additional financial and staff resources, e.g. development of a Community Improvement Plan for affordable housing. Council approval of the final affordable housing strategy will represent a commitment to move forward on the actions, which may involve subsequent budget requests.

City staff will consult with the key stakeholders group, including representatives from the County of Wellington, University of Guelph, Wellington Guelph Housing Committee and Guelph District Homebuilders Association, on the Strategic Actions Report prior to presenting the final Affordable Housing Strategy to Council.

The City is undertaking further research on the costs of development to help determine the financial "tipping point" for creating affordable housing that meets the City's benchmark prices. This will help inform the amount of financial incentive needed to support affordable housing which will be reported in the final Affordable

Housing Strategy and inform the concurrent work to develop a contemporary Affordable Housing Reserve policy and sustainable funding model.

City staff continues to monitor changes underway at the Provincial and Federal levels of government that impact affordable housing such as the Province of Ontario's update to the Long-Term Affordable Housing Strategy (LTAHS) that includes affordable market housing recommendations. Implementation of the Province's update to the LTAHS is being achieved through provincial legislative changes introduced on May 18, 2016 in the *Promoting Affordable Housing Act*, 2016.

The final Affordable Housing Strategy is scheduled for completion in Q4 2016.

CORPORATE STRATEGIC PLAN:

2.2 Innovation in Local Government – Deliver public services better.
3.1 City Building – Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS:

Council approved funding in the capital budget is available for completion of the Affordable Housing Strategy. The budget has been used for data acquisition and analysis, community engagement and expertise on the cost of developing housing under various scenarios involving structure types, conditions (i.e. vacant lot, redevelopment), tenure (i.e. rental, ownership), location (i.e. greenfield, built-up area) and unit sizing.

DEPARTMENTAL CONSULTATION:

The Recommended Strategic Actions Report was developed with the assistance of a cross departmental team with representatives from Planning, Urban Design and Building Services; and Intergovernmental Relations, Policy and Open Government. Legal, Realty and Risk Services; Finance; Business Development & Enterprise; Engineering & Capital Infrastructure Services were consulted on specific directions as required.

COMMUNICATIONS:

A Community Engagement Plan has been developed in coordination with Community Engagement and Communications staff. The public and key stakeholders will be consulted throughout this process in accordance with the Community Engagement Plan. The key stakeholders include representatives from the County of Wellington, University of Guelph, Wellington Guelph Housing Committee, Poverty Task Force, Chamber of Commerce, Canada Mortgage and Housing Corporation, Landlord/Property Manager, Habitat for Humanity, Older Adult Strategy (COALT) and Guelph District Homebuilders Association.

ATTACHMENTS

ATT-1 Affordable Housing Strategy: Recommended Strategic Actions Report

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Attachment 1

Affordable Housing Strategy: Recommended Strategic Actions

Prepared by
City of Guelph
Planning, Urban Design and Building Services
(July 2016)

Affordable Housing Strategy: Recommended Strategic Directions

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1 Introduction

This report provides recommendations with respect to the 24 draft directions released in December 2015 to address the City's affordable housing problem statement and issues. The report begins with background information including summaries of the Background, State of Housing and Draft Direction reports which provide the basis for this report. Council directed staff to use the Draft Directions Report as the basis for community engagement to develop the recommended strategic actions. Both the initial assessment of the draft directions completed by staff and the results of the community consultation work are presented as part of this report. Each of the 24 draft directions was further assessed and have either been recommended or are not recommended to be further pursued at this time.

The City's final Affordable Housing Strategy will provide concrete recommendations regarding how to best support achievement of the city-wide 30% affordable housing target, along with mechanisms to monitor achievement of the target. The strategy will also recommend approaches to address affordable housing issues on the market end of the housing continuum. The final strategy will consider timing and resource needs including staffing and financial costs. Some of the recommended actions are independent and can be implemented with existing resources while others will be accomplished as part of upcoming processes, e.g. comprehensive review of the Zoning By-law. There will also be recommended actions that will require additional financial and staff resources, e.g. development of a Community Improvement Plan for affordable housing. Council approval of the final affordable housing strategy will represent a commitment to move forward on the actions, which may involve subsequent budget requests.

2 Background

The provision of a full range and mix of housing to meet the changing needs of all types of households is a fundamental component of Guelph's sustainable community vision. Provincial policy and legislation sets out a framework for municipalities to address housing needs through their role as land use planning authorities and also sets out the requirement for Service Managers (County of Wellington) to develop Housing and Homelessness Plans (HHP) in collaboration with stakeholders, including the City.

The City's Affordable Housing Strategy is positioned to address land use planning requirements for a full range and mix of housing including affordable housing for low to moderate income households. It serves to complement the County's Ten-year Housing and Homelessness Plan with its homelessness and assisted non-market housing focus by focusing on the market end of the housing continuum. The Strategy is not meant to duplicate the roles and/or responses from the County/non-profit housing providers rather it serves to complement the activities of other providers by informing, influencing and assisting the market with meeting our community's ownership and rental housing needs. The recommended actions are mindful of removing barriers, facilitating and measuring desired outcomes, and incenting where there is significant potential for incentives to meaningfully impact key identified issues.

Figure 1 presents a housing continuum split into non-market and market housing with homelessness at one end of the spectrum and home ownership at the other end.

Figure 1 - The Housing Continuum

source: MMAH, Municipal tools for affordable housing, summer 2011

The City's Official Plan Update (Official Plan Amendment 48) establishes a land use policy framework that plans for a full range and mix of housing types and densities, and commits the City to undertaking a Housing Strategy to support implementation of this policy framework. The policies include an annual target of 30% of all new residential development to be affordable (27% ownership and 3% rental) which equates to approximately 338 annual units (304 ownership and 34 rental units) based on current population forecasts to 2031. The creation of approximately 90 accessory apartment units annually is encouraged and supported but is not included as part of the annual affordable housing target.
City staff continues to monitor changes underway at the Provincial and Federal levels of government that impact affordable housing. On March 14, 2016 the Province of Ontario released the update to the Long-Term Affordable Housing Strategy (LTAHS) that includes affordable market housing recommendations. The Province is proposing to consult on a number of initiatives including:

- inclusionary zoning;
- mandated reduced parking requirements;
- mandated reduced planning application fees;
- Development Charge exemptions and Building Code changes for second units in new homes; and
- Ontario Municipal Board revisions.

On May 18, 2016 the Province introduced the *Promoting Affordable Housing Act*, 2016, that if passed, would amend four provincial acts including the *Planning Act*. The proposed *Planning Act* changes would allow municipalities to implement inclusionary zoning. Details on the legislative change remain subject to provincial consultation with key stakeholders to help the province develop a framework and final approval of the legislation.

The City is also undertaking further research on the costs of development to help determine the financial "tipping point" for creating affordable housing that meets

the City's benchmark prices. This will help inform the amount and types of financial incentives that could have a meaningful impact on identified market ownership and rental housing issues. This will be reported in the final Affordable Housing Strategy and inform the concurrent work to develop a contemporary Affordable Housing Reserve policy and sustainable funding model.

The Affordable Housing Strategy work has been an iterative process building on progressive project phases. A brief summary of each project phase is presented below.

2.1 Background Report

The Housing Strategy Background Report and Proposed Project Charter (Staff Report 14-15) was approved by Council in April 2014. The approved project charter scoped the City of Guelph Housing Strategy to focus on affordable market housing. This approach builds on work already completed through the Official Plan Update recognizing the City's land use planning role and the City's potential to influence the market housing components of a continuum of housing (i.e. market rental and ownership housing). The project scope focused on policy drivers, roles, responsibilities and tools available to the City.

The Background Report provides a general overview of the housing continuum; definition of affordable housing; summary of various government roles, responsibilities and relationships; background policy documents; past studies and reports; and City funding initiatives.

The project scope recognizes the continued lead role of the County of Wellington as the Service Manager in implementing the HHP, and a need to coordinate our efforts with the County, where appropriate, to ensure that complementary and value-added strategies are developed. The City of Guelph has a funding and land use planning role to support affordable housing. The City budgeted $19.9M in 2016 to fund Wellington County as the Service Manager for Ontario Works and Social Housing for the provision of housing and homelessness services. This funding includes homelessness programs, emergency shelters and transitional housing. Of that amount, the County reimbursed the City $1.7M (2015) as a year-end surplus. As a community partner, the City provided support to the development of the Ten-Year Housing and Homelessness Plan for Guelph and Wellington. The approved project scope recognizes that all stakeholders must continue to work together to ensure an integrated, systemic approach to addressing the entire housing continuum.

2.2 State of Housing Report

The State of Housing report (Staff Report 15-37) was presented to IDE Committee on October 6, 2015. The report presented updated benchmark affordable ownership and rental prices and an analysis of whether the City's affordable housing targets were being met. The report also provided a demographic and statistical analysis of housing in the City of Guelph to help identify any issues.

The State of Housing report quantified the income based and market based prices for both ownership and rental housing in accordance with the PPS definition of affordable housing. For the City of Guelph the affordable housing benchmark prices in 2013 were:

Ownership	$294,000
Rental	$944/month

The State of Housing report also measured whether or not the City's new housing stock met the targets over the five year period from 2009 to 2013. The report noted that the affordable ownership target of 27% was exceeded each year. Between 2009 and 2013, a total of 3,305 new units were sold with 48% of them priced below the affordable house price. The majority of units below the affordable benchmark price (94%) were apartment or townhouse units.

In comparison, the affordable rental target of 3% was only met in 2012 with the development of 80 senior residential units at The Residences of St. Joseph's which represented 12.5% of new residential units in 2012. The seniors units were developed with financial assistance which allowed them to be geared to low to moderate income households. Between 2009 and 2013, a total of 217 purpose-built (primary) rental units were constructed with only the 80 senior residential apartment units meeting the affordable rental benchmark price, representing 2% of new housing units developed over the five year period.

The State of Housing report also quantified the City's housing stock. In the City of Guelph, an analysis of MPAC data revealed that in 2013 there were close to 53,000 total housing units in the City with 4% of the supply being non-market units, 31% private market rental units and 65% homeownership units. Within the rental supply, approximately 55% are considered primary rental units (purpose-built units) and 45% are secondary rental units (ownership units (e.g. condominium units, single detached homes and accessory apartments) being rented).

The State of Housing report identified the following problem statement for the City's affordable housing issues:

> The range of housing options available in Guelph is not fully meeting the affordability needs of low and moderate income households.

The following three issues emerged out of the data analysis and provided scope for the Draft Directions Report:

> Issue 1: There are not enough small units to rent or buy to meet the affordability needs of all smaller households.
>
> Issue 2: A lack of available primary rental supply makes it difficult for people to find affordable rental housing.
>
> Issue 3: The secondary rental market provides choice of affordable dwelling types but the supply is not as secure as the primary rental market.

Small units are generally bachelor and one bedroom units that would be suitable for a one person household or couple (no children).

The issues reflect the following:

- an aging population;
- supply and affordability challenges for smaller households;
- a lack of new primary rental units being constructed;
- a 0.6% vacancy rate reported for the primary rental market in April 2015 (1.2% vacancy rate reported for the primary rental market in October 2015) (lowest in Ontario); and
- the reliance of many households on the secondary rental market which accounts for approximately 45% of the City's rental housing stock.

2.3 Draft Directions Report

The Draft Directions Report (Staff Report 15-101) was presented to IDE Committee on December 8, 2015 for receipt and for use as the basis for community engagement to further develop the draft directions into strategic actions. The report presented 24 draft directions, based on municipal affordable housing tools, to address the three affordable housing issues identified in the State of Housing report.

The City's current use of the tools was initially reviewed to identify existing successes and areas that could benefit from further investigation. In addition strategies and tools of other municipalities were reviewed with a focus on comparator municipalities. Previous affordable housing report recommendations for the City of Guelph were also reviewed to identify directions that remain relevant to the City's current affordable housing issues.

The Draft Directions Report presents 24 draft directions organized by the following five categories of tools available:

1. Regulatory
2. Policies and Procedures
3. Financial
4. Partnerships
5. Advocacy

Regulatory responses include *Municipal Act*, *Planning Act* and *Development Charges Act* responses. Policies and procedure responses include complete application requirements, height and density bonusing procedures, and the potential use of municipal lands. Financial responses include funding programs, financial incentives and funding reserves. Partnership responses include working with other stakeholders on producing resource documents, communications materials and potential demonstration projects. Advocacy work revolves around inclusionary zoning, which would allow a municipality to request development applications to include affordable housing units, and corporate strategies dealing with increasing senior government investments and strategies.

3 Review of Draft Directions

The Draft Directions Report presented a comprehensive list of 24 draft directions that could assist the City in addressing the identified affordable housing issues. Each draft direction was initially assessed regarding its potential to address the City's affordable housing issues. Following release of the Draft Directions Report, community engagement work was undertaken to gauge how important community members felt each direction was in addressing the City's affordable housing issues.

Additional research was undertaken by City staff to help determine which draft directions to recommend for inclusion in the affordable housing strategy.
The initial assessment of the draft directions, community engagement results, and recommendations are presented below.

3.1 Initial Assessment of Potential

Each proposed draft direction was initially assessed by City staff in terms of criteria related to its potential to address the identified issues and assigned to one of the following three categories:

1. High;
2. Medium; and
3. Low.

The assessment criteria were based on the following:

- degree of city control;
- impact on the three affordable housing issues; and
- ease of implementation.

Appendix 1 presents the 24 draft directions sorted by type of tool and initial assessment of potential. The assessment served as a starting point for discussions with the public to identify directions with the greatest potential to address the identified housing issues.

The majority of draft directions were initially assessed by staff as having medium potential. The draft directions dealing with identifying and reserving lands for affordable housing as part of the development approval process (draft direction 1.8) and social financing (draft direction 3.2) were assessed as having low potential. The following four draft directions were initially assessed as having high potential in addressing the identified affordable housing issues:

1.1 Incent new rental housing construction by maintaining a "New Multi-residential" property tax rate equalized to the rate for Residential properties;

2.1 Monitor affordable housing targets and indicators to measure the effectiveness of affordable housing directions and ensure policies and funding are appropriately directed;

3.1 Provide direct financial incentives (e.g. reserve, grants, Add a Unit Program, etc.) for smaller rental units (bachelor and one bedroom) and primary rental housing; and

5.1 Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units.

3.2 Community Engagement Results

Community engagement work was conducted on the draft directions to help raise public awareness of the tools available to the City of Guelph and gauge how important each direction would be in addressing the City's affordable housing issues. In January 2016 a session was held with key stakeholders to gain insight into each draft direction from a range of interest groups including the development industry, County of Wellington, housing providers and special interest groups. This session was followed by two public meetings held in February 2016. An online survey was posted following the public meetings to reach members of the public unable to attend. Appendix 2 provides detailed results from the stakeholder consultation sessions.

In total approximately 60 people shared their views on the draft directions including 13 key stakeholders, 37 public meeting participants and 10 online survey respondents. All of the draft directions received at least a majority of people rating it as very important/important. The following seven (7) draft directions received the most amount of support with at least 80% of respondents rating them as very important/important:

1.4 Develop an Implementation Plan to meet the Official Plan affordable housing targets;
1.5 Review regulations and by-laws to identify unnecessary barriers/disincentives to the creation of affordable housing, in particular smaller units (e.g. tiny houses, bachelor, one bedroom units) and primary rental housing units and make recommendations for changes to policy and regulations;
1.7 Provide financial incentives for affordable housing through the development of a Community Improvement Plan (CIP) and/or modification of the Downtown Community Improvement Plan;
2.1 Monitor affordable housing targets and indicators to measure the effectiveness of affordable housing directions and ensure policies and funding are appropriately directed;
2.4 Establish a policy to increase the utilization of municipal lands for affordable housing where appropriate and make housing providers aware of lands being disposed of by the City;
4.1 Work with the County as Service Manager on the development of the County's incentive toolkit and promote any affordable housing programs provided by all levels of government; and
5.1 Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units.

The above draft directions were initially assessed by City staff as having high or medium potential based on the degree of city control, impact on the issues and ease of implementation.

The draft directions that were identified as having the greatest impact on the first two issues (need for smaller units and more primary rental) revolved around financial incentives, land availability and partnerships with the County. Comments

showed that trying to impact the security of the secondary rental market was the hardest of the three issues.

Financial incentives were important but stakeholders felt they would have limited impact without the involvement of other levels of government. Land purchases, development fees and charges were cited as examples of how to use financial incentives in exchange for units being smaller and meeting affordability levels. There was general concern about where the money was going to come from for the incentives. Comments focused on the need to present direct financial incentives as a value proposition, with a social return, not just as a public cost. Inclusive housing for a mix of incomes was very important along with including units for seniors and persons with disabilities.

Land supply and costs were also seen as important factors including the use of lands owned by the County and housing providers. The nature of the City's land holdings was questioned with key stakeholders feeling there was more value with the City exercising the first right of refusal on school board lands. A number of opportunities were seen with revitalizing appropriate existing social housing sites including: redeveloping/intensifying appropriate land; leveraging existing housing stock; creating smaller units; and having the City expedite the development approvals process. It was important that the County's work was not replicated but that partnerships were supported.

Responses for the following three draft directions were mixed with at least 25% of respondents rating the direction as not important/less important:

- 1.2 develop/acquire and operate affordable housing using a Municipal Service Corporation, i.e. Guelph Municipal Holding Inc.;
- 1.6 increase the supply of accessory apartments by modify the zoning by-law regulations to permit accessory apartments in townhouses; and
- 2.6 monitor secondary rental housing to ensure policies and funding are appropriately directed.

The community acknowledged that direct City involvement in developing/acquiring affordable housing could increase control over the issues and help with the acquisition of land. However, a preferred approach was to have every builder contribute to affordable housing and to use existing partners/providers, including the County, rather than creating a whole new administrative structure and business for the City.

Draft direction 3.2, which proposed social financing, was the least understood with 27% of respondents neutral to the idea and an additional 18% of respondents rating it as not important/less important. Social financing raised more questions around who might be interested in it and whether this was better suited to transitional and/or supportive housing forms. Some felt there might be some interest from a larger corporation but it was not seen as something a smaller organization might be interested in. City staff's initial assessment of the draft direction also ranked it as having low potential based on the degree of city control, impact on the issues and ease of implementation.

Overall the directions recommended by City staff were all supported with the majority of the high ranking directions being carried forward into the recommended strategic actions.

3.3 Directions Recommended for Inclusion in the Strategy

The Affordable Housing Strategy will provide the implementation framework for the Official Plan's affordable housing objectives and policies. The strategy will advance the Official Plan policies by providing concrete actions to be implemented by the City to support achievement of the city-wide 30% affordable housing target along with a mechanism to monitor development activity against the target. The strategy will also recommend approaches to address affordable housing issues on the market end of the housing continuum which include a lack of: small units, primary rental supply and security of tenure within the secondary rental market. The integrated recommended strategic actions presented below will facilitate and support the achievement of the City's affordable housing target and respond to identified needs to support a full range and mix of housing including affordable housing.

In general, the approach is to continue with the tools and actions directly connected to the City's roles and responsibilities as a land use planning authority and build on them prior to the introduction of new tools, e.g. explore planning regulations prior to directly getting involved in providing affordable housing. However, it is also important that we stay current on evolving approaches and explore new tools so that we have the opportunity to incorporate them in our approach as appropriate.

The strategy that shows the best potential for addressing the City's affordable housing target and issues, combines fifteen of the draft directions into the following six areas:

1. Targets and Benchmarks
2. Planning Regulations and Processes
3. Financial Incentives
4. Development Charges
5. Partnerships; and
6. Implementation/Monitoring.

The following section presents for each of the six areas:

- recommended action(s);
- rationale; and
- background information.

The rationale and background information includes further insight gained based on additional research undertaken by the City.

Appendix 3 presents the fifteen draft directions by the recommended strategic area. Appendix 4 presents a summary of the recommended strategic actions.

3.3.1 Target and Benchmarks

Recommended Actions

1. That the affordable housing target be maintained at 30%; 27% ownership and 3% rental.

2. That the City monitor the creation of new affordable market housing on an annual basis and review the affordable rental housing target during the next Official Plan review based on factors such as vacancy rate, success of the actions recommended in this Strategy and performance of the market sector in delivering affordable housing.

3. That the rental housing target be measured as a five year annual average and that purpose built secondary rental housing units, excluding accessory apartments, be included where known.

4. That City staff explore the potential to identify and monitor purpose built secondary rental housing units annually for inclusion in measuring the affordable rental target.

Rationale

The City's Official Plan Update (OPA 48), 2012 sets a city-wide target of 30% of all new residential development being affordable and commits the City to reviewing the target as part of the Five Year Official Plan review. The target is broken down into an annual target of 27% ownership housing and 3% rental housing, which equates to approximately 304 ownership and 34 rental units based on current population forecasts to 2031, representing the average annual number of units from the 2014 Development Charges Background Study.

The following provides the rationale of each of the recommended actions regarding targets and benchmarks.

1. **That the affordable housing target be maintained at 30%; 27% ownership and 3% rental.**

Maintaining separate ownership and rental housing targets recognizes the importance of the development of new affordable rental housing and the need to find ways of assisting the private market in delivering affordable rental housing. If the performance of the housing market was assessed against a singular 30% target, between 2009-2013, no issues would be raised since the target would likely be met, almost entirely by ownership housing. In addition, ownership housing, including condominiums, has become more accessible to households over the years which can be seen by the ownership/rental household split moving from a 60/40 split in the 1990s to a 70/30 split according to 2011 Census data. The consistent ability of the City's new ownership housing supply to meet the affordable ownership target also displays the affordability of certain types of ownership housing, e.g. apartment and townhouse units.

An affordable rental housing target is needed to provide guidance to the level of assistance required and other tools to grow our rental housing stock.

2. **That the City monitor and review the affordable rental housing target during the next Official Plan review based on factors such as vacancy rate, success of other actions such as financial incentives, and performance of the market sector in delivering affordable housing.**

Considering modifying the rental target at the next Official Plan review recognizes the affordability challenges renter households face, especially given that 26% of renter households are in core housing need in comparison to 5% of ownership households.

An affordable housing rental target that is aspirational and can guide other City affordable housing responses is essential. In particular the affordability challenge of renter households needs to be recognized. Historically, the housing market's efforts have been on ownership housing when the greater challenges reside with the state of the City's rental stock. An initial new target could be based on applying the 70/30 ownership/rental household split to the overall 30% target which would yield an affordable rental housing target of 9% primary rental (21% affordable ownership).

Monitoring the vacancy rate and creation of new rental stock through the success of other recommended strategic directions such as financial incentives will help determine the need to modify the affordable rental target at the next Official Plan review.

3. **That the rental housing target be measured as a five year annual average and that purpose built secondary rental housing units, excluding accessory apartments, be included where known.**

Measuring the affordable rental housing target as a five year average would recognize the challenge of rental housing not being constructed every year. A rental housing project is generally delivered as part of a larger development resulting in irregular levels of high and low annual unit yields.

A single development could be providing more than a year's supply of affordable rental housing (i.e. 34 rental units). Using a longer timeframe yields a more accurate measure. In comparison an annual measure of ownership housing is reasonable given the steady supply of annual units created. If an annual five year average was taken, between 2009–2013, 2% of all new primary rental housing units would be deemed affordable which still is short of the 3% affordable housing rental target (80 affordable rental units/3,955 new housing units). This result shows that a minority of new primary rental housing is actually affordable (37%, 80 affordable rental units/217 rental units). In fact the only affordable rental housing produced benefited from financial assistance programs.

4. **That City staff explore the potential to identify and monitor purpose built secondary rental housing units annually for inclusion in measuring the affordable rental target.**

Purpose built secondary rental housing units, also referred to as condominium investment units, are an emerging supply that has similar security of tenure as primary rental housing stock. However, monitoring is needed initially to determine if sufficient data is available on this form of housing. The secondary rental market has become a major form of rental stock in the City.

For example, in 2014 Solstice I was issued a building permit for 160 units offering 295 bedrooms in an assortment of three and four bedroom units as individual investment units. The bedrooms have their own bathrooms and share common spaces both within the individual units and in the building. Individual units were purchased as condominium units by a number of owners with the intent of renting the units to students. Occupancy of the building occurred in 2015. In 2015 Solstice II was issued a building permit for 77 units offering 146 bedrooms.

If the purpose built secondary rental housing stock is included as part of the target and the rental price of the Solstice units is done on a one bedroom basis, between 2011-2015, including the Solstice I units, 5.6% (240 rental units/4,298 housing units) of the new housing created would be considered affordable rental. The five year annual average of affordable rental units would be even greater for the period between 2012 – 2016 since the Solstice II units would be included. The purpose built secondary rental housing units have a higher level of security of tenure than other forms of secondary rental housing units given the nature of their design and ownership.

The impact of purpose built secondary rental housing should be monitored annually to gauge whether or not it should be included in measuring the affordable rental target.

Background

The State of Housing report presented the City's affordable housing targets and benchmarks along with an analysis of the performance of the City's housing stock against the targets and benchmarks. Benchmark prices for 2013 were calculated at $295,000 for ownership housing and $944/month for rental housing. Updated benchmarks for 2015 are $327,000 for ownership housing and $1,003/month for rental housing.

The assessment, included in the State of Housing report, showed that over the five year period of 2009–2013 the ownership target was met in each of these years. However, the annual rental target was only met in 2012 with the development of 80 affordable senior apartment units. The City's 3% affordable housing rental target is calculated on the percentage of the City's affordable primary rental stock that was newly constructed and rented at or below the affordable benchmark price in a given year, i.e. $844 in 2008. The 3% target is based on what was available within the existing housing stock at the time (at a value less than the established

benchmark price) and did not address the need for affordable housing. The 3% rental housing target was measured based on the primary (purpose built) rental housing stock built on an annual basis. Updated 2014 and 2015 data shows similar results with the ownership target being met in both years and no affordable rental units constructed.

The nature of rental housing has changed with secondary rental housing stock becoming more available. In fact 45% of the City's rental stock is considered secondary rental with purpose built secondary rental stock, also referred to as condominium investment units, emerging.

3.3.2 Planning Regulations and Processes

Recommended Actions

1. That minimum and/or maximum dwelling size limits not be incorporated into the City's Zoning By-law and that no change be made to the unit size and cap limits of accessory apartments, i.e. 45% of total Building Floor Area and 80 m^2 of Floor Area and that variance requests to increase unit size and cap limits are assessed to ensure smaller affordable units remain available in the City.

2. That the City's comprehensive review of its Zoning By-law consider:

    - reduced parking requirements for appropriate multiple residential properties and mixed-use developments that include affordable residential units;
    - regulations for accessory apartments in townhouses;
    - a combined low density residential zoning category that would permit both single and semi-detached dwelling units; and
    - pre-zone appropriate sites for medium and high density residential uses that align with the City's Official Plan's (OPA 48) residential designations.

3. That the City of Guelph continue to monitor the Province's work on inclusionary zoning. If inclusionary zoning does become available to municipalities the City of Guelph will further examine the potential to use this tool to address identified affordable market housing issues within the City of Guelph, e.g. if this tool is needed and if so under what conditions the City of Guelph would choose to pursue this tool, e.g. size and type of development and percentage of affordable housing requested, in the context of the performance and outcomes of the other recommended affordable housing strategic actions.

4. That when the City updates its development standards, changes that could impact the provision of affordable housing be considered, recognizing the impact of servicing and land requirements on housing costs. For example, consideration should be given to increased TDM measures, shared servicing for coach houses, etc.

5. That the update of development standards be coordinated with the update of the City's Zoning By-law to ensure documents are aligned where appropriate.

6. That the City establish criteria for requiring the submission of an Affordable Housing Report for private market residential and mixed-use developments (including residential units), and that the City develop a generic Terms of Reference to support the preparation of such reports.

7. That the development of height and density bonusing guidelines under Section 37 of the *Planning Act* explore how affordable housing may be delivered as a community benefit.

Rationale

A key City role in influencing the residential market lies with its land use planning responsibilities. House sizes, number of bedrooms, the number of housing units that can be supported on a piece of land, planning and development requirements and processes all add to the cost of development and the ultimate affordability of housing units. For example, restricting accessory apartments to two bedrooms with unit size limits helps to supply affordable units for smaller households.

Parking, accessory apartment regulations, flexible low density and pre-zoned medium and high density residential zones can help to increase the number of housing units on a site which in turn keeps housing costs lower. Regulation and process changes can also simplify the development process making it more predictable, faster and affordable.

The following rationale provides for each of the recommended actions regarding planning regulations and processes.

1. **That minimum and/or maximum dwelling size limits not be incorporated into the City's Zoning By-law and that no change be made to the unit size and cap limits of accessory apartments, i.e. 45% of total Building Floor Area and 80 m^2 of Floor Area and that variance requests to increase unit size and cap limits are assessed to ensure smaller affordable units remain available in the City.**

The City of Guelph does not have a minimum or a maximum unit size limitation within its Zoning By-law regulations with the exception of accessory apartments. The City enforces the minimum size requirements for dwellings under the Ontario Building Code (OBC). Under the OBC the smallest residential unit that is permitted is a bachelor apartment at 145 ft^2 plus space for a bathroom. The smallest one bedroom unit that could be built would be a 288 ft^2 open concept space, plus space for a bathroom and closet in the bedroom. There is no maximum unit size other than the result of zoning regulations regarding building type, height and lot set-backs. This provides sufficient flexibility for a range of housing sizes and types throughout the City.

The City does have size regulations for accessory apartments. Accessory apartments are limited to two bedrooms with a unit size and cap limit of 45% of total Building Floor Area or 80 m^2 of Floor Area whichever is lesser to ensure they are secondary to the principal residence and of a sufficient size to support a two bedroom unit (i.e. not a three bedroom unit). According to the Registered Accessory Apartment Survey conducted by the City during November – December 2014, 78% of accessory apartment units were rented with average one and two bedroom unit rents meeting affordable benchmark rent levels. In fact, on average registered accessory apartments offered the most affordable rents in the City.

In the City of Guelph, the most likely types of small homes that could be created appear to be: accessory apartments; coach houses; apartment units; and stacked townhouse units. Land economics favour multiple building unit types over small single detached houses. In the case of an accessory apartment, land costs would already be supported by the principal dwelling unit or, in the case of apartments and stacked townhouses, shared by other multiple dwelling units. Mobile homes would not be considered and are explicitly prohibited in the City's Zoning By-law. Mobile homes are considered vehicles and cannot be municipally serviced in an acceptable manner since they lack foundations and a permanent place for the hook-up of services. In addition the Ontario Building Code does not permit trailers to be used as a permanent dwelling unit. Appendix 5 provides a brief review of the tiny house phenomena including challenges of using this form of housing as a solution to affordable housing needs.

As noted earlier City staff should assess any variance requests to increase unit size and cap limits (i.e. 45% of total Building Floor Area and 80 m^2 – 861 ft^2) to ensure smaller affordable units remain available in the City. The cap limit of 80 m^2 continues to be appropriate providing sufficient room for a two bedroom unit while maintaining affordability. Zoning regulations regarding the siting of separate small dwellings, e.g. coach houses, on a property can be an undue burden and are discussed in the following section.

2. **That the City's comprehensive review of its Zoning By-law consider:**

    - **reduced parking requirements for appropriate multiple residential properties and mixed-use developments that include affordable residential units;**
    - **regulations for accessory apartments in townhouses;**
    - **a combined low density residential zoning category that would permit both single and semi-detached dwelling units; and**
    - **pre-zone appropriate sites for medium and high density residential uses that align with the City's Official Plan's (OPA 48) residential designations.**

Housing costs are impacted in part by the size of a dwelling unit along with zoning regulations and associated land area requirements. Zoning By-law regulations that may assist with the affordability of housing include:

- Parking

- Accessory apartments
- Flexible Low Density and Pre-zoned Higher Density Residential Zones

Parking
A number of municipalities have investigated and/or adopted alternative parking standards within their zoning by-law to assist with the provision of affordable housing. For example, parking has been reduced for smaller units (e.g. bachelor and one bedroom units), types of housing (e.g. affordable housing, seniors housing, supportive housing), blended mixed use developments (e.g. commercial/residential buildings recognizing different uses access parking at different times), and for units providing Transportation Demand Management (TDM) measures that are in proximity to existing and planned transit within higher density areas. Smaller affordable units could be treated as a community benefit and allowed a reduction in parking standards. The Province's update of the Long-Term Affordable Housing Strategy (LTAHS) released on March 14, 2016 included mandated reduced parking requirements as one of the affordable housing supply initiatives they will be consulting on. The mandated reduced parking requirement has been included in the *Promoting Affordable Housing Act*, 2016 introduced on May 18, 2016. Currently, residential parking requirements are based on residential structure type and number of units.

The City will be undertaking a comprehensive review of its Zoning By-law once the City's Official Plan Update (OPA 48) is in effect, which would be the appropriate time to study and consider changes to parking regulations that could assist with lowering development costs for affordable housing type developments in an appropriate manner that does not unduly burden service needs or impacting adjacent properties.

Accessory Apartments
The City's Zoning By-law includes regulations governing the creation of accessory apartments within single detached, semi-detached and link dwellings. Provincial legislation also requires municipalities to establish regulations for accessory apartments within townhouse units and ancillary structures (e.g. coach house). The Province's update of the Long-Term Affordable Housing Strategy (LTAHS) released on March 14, 2016 included Development Charge exemptions and Building Code changes for second units in new homes as one of the affordable housing supply initiatives they will be consulting on. These changes have been included in the *Promoting Affordable Housing Act*, 2016 introduced on May 18, 2016.

The City of Guelph has permitted accessory apartments since the Apartments in Houses legislation from the early 1990s and is considered a best practice municipality. A number of municipalities are including accessory apartment regulations as a key component of their housing strategy. The City of Guelph already has well performing policies in place that could be expanded to include regulations for townhouses. It is anticipated that relatively few existing townhouse units will be able to support an accessory apartment, with end units being the most likely to meet Ontario Building Code requirements such as egress, natural lighting and design requirements. Regulations could be established to allow new townhouse

developments to have the opportunity to be designed to accommodate accessory apartments.

Currently the establishment of a site specific zoning by-law amendment is required to permit a coach house. This can be an undue burden on property owners looking at establishing an accessory apartment in an ancillary structure. In addition, zoning regulations requiring independently serviced municipal water and sanitary services for coach houses can be cost prohibitive. The sharing of services with the principal dwelling is permissible under the Ontario Building Code and could be explored to determine if there is a suitable way to help reduce standard requirements and costs. A separate servicing lateral is requested for coach houses in part to protect servicing if a property was severed. An alternative approach may be to allow both the principal residence and coach house to use the same lateral and require a separate lateral if and when the coach house was severed from the principal residence. This approach would be in line with the servicing of second dwelling units that are within the principal dwelling.

It is recommended that regulations for accessory apartments in townhouse units and coach houses (ancillary structure) be considered as part of the City's comprehensive review of its Zoning By-law. The review of the City's Zoning By-law should also consider servicing capacity and the need for independent municipal water and sanitary services for coach houses (Zoning By-law regulation 4.5.3). The regulations established for coach houses should consider the affordability of units and property servicing requirements, etc.

Flexible Low Density and Pre-zoned Higher Density Residential Zones
Currently the City's Zoning By-law has separate residential zoning categories for single detached dwellings (R.1) and semi-detached/duplex dwellings (R.2). An accessory apartment is permitted as a second dwelling within both zoning categories.

However, a coach house is only permitted through site specific zoning, necessitating a zone change if these types of second units were desired. A zone change would add costs to the development process due to application fees, submission requirements and time resulting in higher housing costs. Creating a blended low density zoning category (R.1 and R.2) would permit two dwelling units as-of- right, subject to regulations. Individual zones and regulations could still distinguish between as-of-right secondary dwelling units (accessory apartments and coach houses), duplexes and semi-detached dwellings.

It is also recommended that the City consider pre-zoning once OPA 48 is in effect appropriate sites for medium and high density residential uses to align with the City's Official Plan's updated residential designations. This approach would help implement the City's Official Plan, provide certainty on development expectations and reduce development costs since a zoning application would not be required where proposals meet all regulations of the standard medium or high density residential zone.

The City will be undertaking a comprehensive review of its Zoning By-law once OPA 48 is in effect which would be the appropriate time to consider revisions to the residential categories including pre-zoning of appropriate properties. Other zoning revisions may surface during the comprehensive zoning by-law review that could assist with affordable housing developments.

3. **That the City of Guelph continue to monitor the Province's work on inclusionary zoning. If inclusionary zoning does become available to municipalities the City of Guelph will further examine the potential to use this tool to address identified affordable market housing issues within the City of Guelph, e.g. if this tool is needed and if so under what conditions the City of Guelph would choose to pursue this tool, e.g. size and type of development and percentage of affordable housing requested, in the context of the performance and outcomes of the other recommended affordable housing strategic actions.**

Inclusionary zoning is a new legislative tool that if enacted could allow municipalities to require development applications to include affordable housing units in appropriate locations. For example a municipality could choose to require new housing proposals of a certain size to include a certain percentage of affordable units in order to be approved. Currently municipalities do not have this authority leaving them to negotiate for affordable housing through other means such as a community benefit in exchange for additional height and density requested by a development application under Section 37 of the *Planning Act*. On March 14, 2016 the Province announced its update to the Long-Term Affordable Housing Strategy, which introduced a suite of legislative and policy measures, including a proposed legislative change to allow municipalities to use inclusionary zoning. In a Novae Res Urbis newsletter, Ted McMeekin, Minister of Municipal Affairs and Housing is quoted as saying "The private sector can play, and must play, a much larger role in providing affordable housing"[1]. Details on the legislative change remain subject to provincial consultation with key stakeholders including the development industry, affordable housing advocates and the public to help the province develop a framework for inclusionary zoning. As noted earlier, on May 18, 2016 the Province introduced the *Promoting Affordable Housing Act*, 2016, that if passed, would amend the *Planning Act* by allowing municipalities to implement inclusionary zoning. Under the proposed changes, appeals of inclusionary policies, included in municipal official plans and zoning by-laws, to the Ontario Municipal Board would not be permitted, except by the Minister of Municipal Affairs and Housing.

The City of Guelph will continue to monitor the Province's work on inclusionary zoning. If inclusionary zoning does become available to municipalities it is recommended that the City of Guelph further examine the potential to use this tool to address identified affordable market housing issues. For example, if this tool is needed and if so under what conditions the City would choose to pursue this tool, e.g. size and type of development and percentage of affordable housing requested,

[1] Leah Wong, "Province Moves on Inclusionary Zoning Affordable Housing Tool", *Novae res Urbis Greater Toronto Area Edition* (Toronto: nrupublishing, March 16, 2016), 2.

in the context of the performance and outcomes of the other recommended affordable housing strategic actions. Changes to the City's Official Plan may also be warranted depending on Council's decision on inclusionary zoning. Official Plan policy 7.2.2.2 states "As part of the *development* approval process, City Council may require the identification of lands for *affordable housing*".

The use of inclusionary zoning could reduce the pressure placed on other tools and/or work with other tools, such as financial incentives, to meet the City's affordable housing targets.

4. **That when the City updates its development standards, changes that could impact affordable housing be considered, recognizing the impact of servicing and land requirements on housing costs. For example, consideration should be given to increased TDM measures, shared servicing for coach houses, etc.; and**
5. **That the update of development standards be coordinated with the update of the City's Zoning By-law to ensure documents are aligned where appropriate.**

The City of Guelph is currently creating a development engineering manual (DEM) to provide a singular source of current engineering design standards. By transparently providing developers and consultants with updated information related to engineering design requirements, the development review process should become more consistent and require fewer submissions before approval. It is expected that this type of improvement will help reduce the overall processing time of development applications, which should ultimately impact the cost of development.

Once the initial DEM is complete, the City will continuously seek to improve the manual by introducing updates to standards, best management practices, and guidelines as they evolve in the industry. As part of continuously improving the DEM in the future, City consideration should be given to housing costs and the impacts of Transportation Demand Management (TDM) measures (e.g. bike lanes) and parking regulations. The net impact of the proposed changes on affordable housing and other corporate initiatives through both the zoning by-law and development standards review should be reviewed comprehensively where possible.

6. **That the City establish criteria for requiring the submission of an Affordable Housing Report for private market residential and mixed-use developments (including residential units), and that the City develop a generic Terms of Reference to support the preparation of such reports; and**
7. **That the development of height and density bonusing guidelines under Section 37 of the *Planning Act* explore how affordable housing may be delivered as a community benefit**.

Changes to existing City processes are also recommended to help guide the development industry in helping to deliver affordable housing units and to assist

with monitoring key indicators for affordable housing. The City's Official Plan Update (OPA 48), 2012 would allow the City to request an Affordable Housing Report as part of a complete application. In addition, the Official Plan Update includes enabling policies that permit developers to negotiate additional height and/or density in exchange for a community benefit, which could include affordable housing. The development and subsequent provision of guidelines for the development industry would provide important transparency to when reports would be required and what they need to contain. For instance development applications for the non-market end of the housing continuum (e.g. social housing) would not be required to submit an Affordable Housing Report, however a larger private market development application might need to submit a report stating how it would help meet the City's affordable housing targets. The City will develop Terms of Reference for an Affordable Housing Report including the following:

- Description of the proposal;
- Planning approvals required, e.g. Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Consent, Site Plan, etc.;
- Any relevant phasing issues, site and contextual considerations;
- Current annual rental and ownership benchmark prices (to be provided by the City);
- Anticipated number of units and structure type(s), including number of bedrooms;
- Anticipated percentage of units below and above the benchmark prices;
- Anticipated tenure, including ownership (freehold), ownership (condominium), rental, and purpose built secondary rental units;
- Planning rationale noting how the proposal is good planning and how it is addressing the City's Official Plan's affordable housing goals, objectives and policies; and
- Results of all pre-application discussions held with City staff.

Guidance on the implementation of the City's height and density bonusing policies would also be helpful by exploring how affordable housing may be delivered as a community benefit through the City's height and density bonusing permissions.

Background

The City of Guelph is responsible for establishing and enforcing land use planning regulations through vehicles such as the City's Official Plan, Zoning By-law and development engineering standards. The regulations established along with the process of reviewing development applications have an impact on the size and type of housing developed which in turn affects the affordability of units.

Some of the changes made in City's Official Plan Update (OPA 48), 2012 which could have a positive impact the affordability of housing units include:

- modified residential designations supporting a higher density and mix of residential housing types to meet forecasted households needs to 2031;
- enabling policies for height and density bonusing, with affordable housing listed as a potential community benefit; and
- enabling policies to request an Affordable Housing Report as part of a complete development application.

The City's Zoning By-law will need to be comprehensively updated to align with the City's updated residential designations (once they come into effect). In addition, provincial legislation requires municipalities to establish Official Plan policies and zoning regulations allowing secondary units in detached, semi-detached and townhouses as well as in ancillary structures (e.g. coach houses).

Inclusionary zoning, providing municipalities with the ability to require development applications to include affordable housing units in appropriate developments, is still under review and is being discussed as part of the Province's update to the Long-Term Affordable Housing Strategy released on March 14, 2016.

As noted earlier, on May 18, 2016 the Province introduced the *Promoting Affordable Housing Act*, 2016, that if passed, would amend four provincial acts including the *Planning Act*. The proposed *Planning Act* changes would allow municipalities to implement inclusionary zoning. Details on the legislative change remain subject to provincial consultation with key stakeholders to help the province develop a framework.

3.3.3 Financial Incentives

Recommended Actions

1. That the City develop a Community Improvement Plan (CIP) for affordable housing to allow financial incentives to be provided to the private sector across the City.

2. That the City provide a variety of financial assistance for the development of affordable housing.

Rationale

The economics of residential development in the private market suggests the need for financial incentives to encourage development to be offered at more affordable prices. Specifically, smaller residential units (bachelor and one bedrooms) tend to not be as profitable as larger units with more bedrooms and common amenity areas. The simple fact is that every dwelling unit requires a kitchen and bathroom, which are expensive parts of a house, given servicing needs (e.g. plumbing and electrical infrastructure). Meanwhile the addition of extra bedrooms or common amenity areas represents relatively inexpensive square footage additions that have high perceived value added in the market place. The absence of financial incentives will likely mean a continuation of building larger dwellings and/or higher end finishes based on market demand.

The State of Housing report noted that 94% of the affordable ownership units were apartments and townhouses and the only affordable primary rental units were financially subsidized one and two bedroom apartments.

An affordable housing CIP would allow the City to direct capital investments, or provide financial incentives (grants), for the construction of affordable housing to private market developers who are instrumental in producing private rental and

ownership market housing, the focus of the City's Affordable Housing Strategy. Financial incentives can take the form of tax supported grants to offset municipal fees, studies, construction costs, etc. Tax increment-based grants (TIBGs) are a type of grant used widely in CIPs. Essentially a grant is provided to developers to offset the costs of an eligible project. The value of the grant is based on the increase in municipal taxes generated by the project for a set period of time. In addition a grant equal to the amount of development charges, could be provided through a CIP without the need to modify the City's Development Charges By-law.

The City needs to cast a wide net to incent the creation of small primary rental units. Each potential development application and developer will likely involve unique circumstances. Some will have land already available since they might be intensifying a property, others may be within the Downtown or involve heritage structures allowing them access to financial incentives through those program areas. It is important that financial incentives be flexible and recognize the focus of the Affordable Housing Strategy, i.e. private market rental and ownership housing. Incentives could also help with the potential implementation of other tools, such as inclusionary zoning, that might be made available to municipalities. Given that inclusionary zoning would be a municipal choice, the City could assist developers with meeting affordable housing requirements through financial assistance, at least at the early stages of implementing the new tool.

The City is undertaking further research on the costs of development to help determine the financial "tipping point" for creating affordable housing that meets the City's benchmark prices. This work will help inform the amount and type of financial incentive needed to support affordable housing which will assist with the development of a policy for the Affordable Housing Reserve as well as its implementation. The final strategy will propose a framework of financial tools along with recommendations on the amount of financial assistance needed to help meet the City's affordable housing targets.

Background

Per section 106 of the *Municipal Act,* the City cannot provide assistance (i.e. bonus) to "any manufacturing business or other industrial or commercial enterprise" for example, by providing a grant, selling or leasing a property for below market value, or by exempting a municipal fee or charge. Community Improvement Plans established per Section 28 of the *Planning Act* provide an exemption to the restriction on municipal bonusing of commercial enterprises.

Currently financial incentives are limited to certain types of development based on *Municipal Act* regulations. Funding could be provided to individuals and not-for-profit providers since they would not be considered businesses under the *Municipal Act*. For example the City's Affordable Housing Reserve has provided assistance to a number of not-for-profit groups including Home Ownership Alternatives and Habitat for Humanity. A number of municipalities are providing assistance to individual homeowners to add accessory apartments to their properties, with an agreement that the accessory unit would be provided at an affordable rent for a guaranteed time period.

A number of other municipalities use CIPs to incent affordable housing. The table in Appendix 6 provides highlights of CIPs in Barrie, Oshawa, Peterborough, and the City of Waterloo.

3.3.4 Development Charges

Recommended Action

1. That the City consider exemptions or reduced development charge rates for affordable housing as part of the Development Charges By-law review in 2019 in light of a contemporary financial incentive policy.

Rationale

Development charges are collected from new development to recover the capital costs associated with the infrastructure required to accommodate that growth. Under the *Development Charges Act* municipalities may vary rates by type of development and provide exemptions or reduced rates to a specific geographic area or type of development. An exemption or reduced development charge rate for affordable housing would assist affordability by reducing the cost of constructing housing. This is one way the City can financially assist the private housing market outside of a Community Improvement Plan. The additional work being undertaken on the cost of development will help inform the amount and type of financial incentives needed to support affordable housing.

Background

As noted in the Draft Directions Report, the City chose not to incorporate affordable housing/social housing exemptions into its 2014 Development Charges By-law. At the time the City did not have a contemporary policy to guide its potential involvement in financially incenting or otherwise supporting the construction of affordable housing. The Affordable Housing Strategy work has not only identified key affordable housing issues but also potential tools, including the Development Charge By-law, to address the issues. The City is also working on a contemporary policy for the City's Affordable Housing Reserve.

In addition, as noted earlier the Province is consulting on Development Charge exemptions for second units in new homes as part of its update of the Long-Term Affordable Housing Strategy (LTAHS) released on March 14, 2016. Development Charge changes prohibiting municipalities from imposing development charges for second units within new residential buildings have been included in the *Promoting Affordable Housing Act*, 2016 introduced on May 18, 2016. In the City of Guelph accessory apartments do not pay development charges if the accessory unit is created as a renovation to the principal dwelling. However development charges do apply if the second dwelling unit is proposed as part of the initial build.

3.3.5 Partnerships

Recommended Actions

1. That the City leverage any partnership opportunities with the County and housing providers to help coordinate and increase the impact of our

responses to affordable housing issues while recognizing legislative roles and service area boundaries.

2. That, if the County chooses to develop an incentive toolkit that publicizes current affordable housing programs and incentives, the City participate in its development and make appropriate linkages between the County's and City's communication materials.

3. That, where appropriate, the City assists with increasing the number of affordable housing units on existing County and housing provider developments.

Rationale
Building on existing partnerships and making appropriate linkages with relevant directions of key stakeholders brings more resources to the table to address common areas of interest. However the partnership must bring value to both parties and be respectful of roles and responsibilities. Assisting our partners rather than duplicating responses is better. A common communications strategy that publicizes current affordable housing programs will help avoid community confusion on current programs and incentives and create better take-up.

Supporting the revitalization of existing social housing properties could increase the number of affordable housing units available to the community since land costs would already be absorbed by the existing development. There is the potential that the additional units could help with project operating costs, especially when operating agreements expire. The City could provide this support by leveraging other strategy elements, e.g. advising on affordable housing targets and benchmarks, planning regulation and process assistance, financial incentives, etc.

Background
In the City of Guelph, the County of Wellington is the designated Service Manager for homelessness and social housing programs. As noted earlier, the City provides funding to Wellington County as the Service Manager for Ontario Works and Social Housing for the provision of housing and homelessness services. There are common areas of interest where roles and responsibilities can be shared or at least leveraged. The City's Affordable Housing Strategy bridges these common interest areas by including a partnership strategy that echoes recommendations from the Ten-Year Housing and Homelessness Plan developed for the Guelph-Wellington Area.

3.3.6 Implementation and Monitoring

Recommended Actions
1. That the City's 30% affordable housing target be implemented city-wide.

2. Affordable housing opportunities will be provided city-wide through the development application process. Within the built-up area the focus is on the Urban Growth Centre, Intensification Corridors and Community Mixed Use

Nodes. Development within the greenfield area will be planned and designed to include affordable housing.

3. That the City annually monitor key affordable housing indicators including a breakdown of the number of bedrooms per unit in stacked townhouse and apartment developments.

4. That annual reporting of accessory apartment information be expanded to include a breakdown of the number of units created by number of bedrooms.

5. That the City continue to explore the ability to identify purpose built secondary rental housing, excluding accessory apartments, through the development review/approval process.

6. That data on secondary rental housing be researched on a five year cycle including a survey of registered accessory apartments to inform the creation of rental units.

7. That the City continue to advocate CMHC for the collection of secondary rental market data for the Guelph area.

Rationale

Implementing the City's affordable housing target is largely dependent upon designating a suitable amount and density of land for residential use, including mixed use developments. There is a high correlation between the City's growth management policies and the ability to meet both growth management and affordable housing targets. Affordable housing tends to be located within medium and high density developments (i.e. townhouse and apartment units). Medium and high density development is supported throughout the City, especially within the Urban Growth Centre, Intensification Areas and Community Mixed Use Nodes. The added benefit of these areas is that they also support an affordable lifestyle by supporting transit services and a mix of uses that include important community amenities. In addition development within the greenfield area will be planned and designed to include affordable housing.

The other key actions that will assist in meeting the City's affordable housing target, discussed earlier in this report, include policy regulation and process changes (especially those that help to reduce the cost of residential development), financial incentives and partnerships.

Monitoring results will help set priorities among the various affordable housing needs and provide valuable information that can be used to inform any Affordable Housing Report requested, as part of a complete application, to ensure consistent information is used. Plans need to be implemented and monitored to ensure that anticipated outcomes are met.

Linking annual affordable housing information to existing monitoring reports will help to present a complete picture of residential development activity, including affordable housing, in addition to residential building permit activity or growth management monitoring. The City's Official Plan Update (OPA 48), 2012 policies commit the City to developing and maintaining an affordable housing monitoring system. In light of the affordable housing issues identified in the State of Housing report, the following information should also be annually monitored:

- Number of registered accessory apartments by number of bedrooms (0-1 bedroom and 2 bedroom);
- Affordable housing information to include structure type, and number of bedrooms (0-1, 2, 3, 4+) for apartment and stacked townhouse developments; and
- Where possible new secondary rental housing supply, especially purpose built supply, should be identified including structure type, number of units and number of bedrooms.

Reporting on the number of bedrooms makes it possible to track what the housing industry has delivered and how it addresses the City's housing supply needs. In particular information on the number of bachelor and one bedroom units helps to monitor a suitable supply of units for one person households who represented the majority of household types and renters at 26% and 43% respectively. One person households also have the fastest growth rate among all household types, the lowest incomes and the highest level of core housing need. The need for bachelor and one bedroom units (based on National Occupancy Standards) is over four times the current supply, with an estimated shortfall of 18,000 bachelor and one bedroom units. Bachelor and one bedroom units are also the most affordable housing units with the shortage of supply resulting in households occupying a larger unit which can create affordability issues.

Information on the secondary rental market is also important since it is estimated to be a significant portion of the City's rental market at 45% and a source of affordable units, especially within the accessory apartment stock. Identifying purpose built secondary rental housing, where possible, as part of the development review/approval process will help gauge whether or not it should be included in measuring the affordable rental target which in turn would assist the City in meeting rental housing targets. Purpose built secondary rental housing units, also referred to as condominium investment units, are an emerging supply that has similar security of tenure as primary rental housing stock.

Given the importance and challenges of information on the secondary rental stock, research should be conducted on a five year cycle, rather than annually. Annual reporting on building activity should continue to include the number of accessory apartment registrations. However, information on the number of registered accessory apartments rented and rental rates should only be collected on a five year cycle through a survey of registered accessory apartments. The City should continue to advocate CMHC for the collection of secondary rental market data for the Guelph area.

Background
The City's Official Plan Update (OPA 48) designates sufficient lands to meet growth plan needs to 2031 and supports a range and mix of housing types. The Urban Growth Centre, Intensification Corridors and Community Mixed Use Nodes all support medium and high density residential uses that in turn support the potential for affordable housing development.

The City of Guelph has a number of annual monitoring reports that are done. The annual Building Services report provides information on building permit activity, number of residential units created by structure type, major building projects and number of completed accessory apartment registrations. The annual growth monitoring report provides information on land supply, development activity and achievement of growth plan targets, including residential growth within the built-up area and greenfield area in accordance with the City's population forecasts to 2031. Changes in the City's housing structure mix, in comparison to a forecasted housing structure mix, is also provided along with urban growth centre population and job densities.

Information on the secondary rental market is harder to monitor, with the exception of the number of accessory apartment registrations. There are no current secondary data sources available for our community, e.g. CMHC does not produce a secondary rental market survey for our market area.

The City's Official Plan Update (OPA 48), 2012 policies commit the City to developing and maintaining an affordable housing monitoring system. The monitoring is to include details on the affordable housing developments planned and constructed over the year and to set the new affordable housing benchmark prices for ownership and rental housing for the upcoming year. Policy (7.2.6.11) includes a list of the following information to be annually monitored:

i) the number and types of affordable housing produced through new residential development and intensification efforts;
ii) the number and types of affordable housing lost through demolition and condominium conversion;
iii) ownership and rental house prices;
iv) rental vacancy rates; and
v) achievement of the affordable housing targets of this Plan.

3.4 Existing City Practices to Continue

A number of draft directions, reflecting current City practices, were included as part of the Draft Directions Report to provide a full description of tools available to the City. It is recommended that the City continue with the following two draft directions:

- 1.1 maintain "New Multi-residential" property tax rate; and
- 5.2 corporate advocacy on affordable housing.

Recommended Actions

That the City maintain the "New Multi-residential" property tax rate (draft direction 1.1) and continue its advocacy work for additional tools and funding for affordable housing (draft direction 5.2).

Rationale
The "New Multi-residential" property tax rate, for properties with seven or more units under single ownership, is equalized to the rate for Residential properties. This equalization essentially means that new multi-residential properties have the same property tax rate as residential properties.

The City is undertaking further research on the costs of development to help determine the financial tipping point for creating affordable housing that meets the City's benchmark prices. This work will help inform how the "New Multi-residential" property tax rate influences the development of new affordable rental housing.

Draft direction 5.2 recognizes the City's ongoing advocacy efforts for senior level of government initiatives that could assist with the provision of affordable housing. The City often responds to public consultative opportunities provided by the federal and/or provincial governments regarding policy and program changes. Municipal incentives and tools specifically directed towards affordable housing are limited. Increasing income levels and/or funding levels for affordable housing, providing financial tax incentives and legislative changes around policy tools (e.g. inclusive zoning, OMB reform) can all help leverage the City's initiatives. This work should continue and the City will pursue appropriate advocacy opportunities through the Province's updated Long-Term Affordable Housing Strategy.

Implementation of the Province's updated LTAHS is proposed to be achieved through provincial legislative changes introduced on May 18, 2016 in the Promoting Affordable Housing Act, 2016. The proposed legislation would set out an enabling framework for inclusionary zoning that would allow municipalities to offer incentives such as reduced parking, waived or reduced fees and faster approval processes. In addition appeals of inclusionary zoning official plan policies and zoning by-laws to the Ontario Municipal Board would not be permitted, except by the Minister of Municipal Affairs and Housing. The intent of the changes is to address potential issues related to the economic profitability of development proposals. Details on the legislative change remain subject to provincial consultation with key stakeholders to help the province develop a framework.

3.5 Directions not Recommended to Proceed

Following the community engagement work and further review by City staff, seven draft directions are not recommended, at this time, for inclusion in the draft affordable housing strategy. The seven draft directions are:

- 1.2, 1.10 establish and fund a housing development corporation;
- 2.4, 2.5 use of municipal lands and land banking;
- 3.2 social financing;
- 4.2 innovative housing research document; and
- 4.3 demonstration project.

Rationale

Establish and Fund a Housing Development Corporation

Draft direction 1.2 described the potential establishment of a housing development corporation where the City would take a direct role in the development and/or operation of affordable housing. If the City chose to get directly involved in the provision of affordable housing, funding could potentially be collected by including affordable housing/social housing as a development charge (draft direction 1.10). The potential of a development corporation such as Guelph Municipal Holding Inc. (GMHI) holding the company assets was contemplated as part of the draft direction. A separate entity allows for business risks, associated with taking on real time market obligations, to be isolated from the City.

This approach would allow the City to develop and deliver affordable housing that would focus on meeting identified community needs on the market end of the housing continuum not currently addressed by the private market (e.g. affordable bachelor and one bedroom rental units). However it would involve establishing a whole new structure and business for the City instead of building on existing systems.

A business case which assesses the establishment of a development corporation for the purpose of re-positioning underperforming municipal real estate assets was presented to Council in staff report # FIN-ED-14-09. Council received this report and staff carried out Council's direction to proceed with the incorporation of a municipal development corporation as recommended in this staff report. Further work is required to fully operationalize, fund and resource this development corporation, therefore at this time it is not possible for the development corporation to assess or reposition property for the purpose of developing and/or operating affordable housing/social housing programs. This potential function could be considered as part of the work to fully operationalize the development corporation.

Use of Municipal Lands and Land Banking

Draft directions 2.4 and 2.5 involve the potential to use municipal lands for affordable housing where appropriate and exploring a City land banking program to secure and protect lands for affordable housing.

Significant challenges to developing affordable housing include land costs and locating and securing appropriate properties. The acquisition of appropriate properties for affordable housing will become increasingly difficult as the City builds out to its borders leaving opportunities only within the built-up area. A land bank is one means of securing these lands until other resources can be assembled to develop affordable housing (e.g. funding, developer, operations, etc.).

For the most part the City's real estate holdings already support an existing or proposed use within the City, e.g. administration buildings, water and waste resource facilities, parks, recreational facilities, parking lots, road infrastructure, etc. The stranded land holdings tend to be small remnant parcels and some larger brownfield sites, e.g. IMICO on Beverly Street. The City does not have large-scale

available land holdings nor does it generally acquire properties in tax arrears. The treatment of tax arrears properties is governed by the *Municipal Act* with the City never retaining ownership through the process. For these reasons it is not recommended that the City establish an explicit "housing-first" policy for the disposition of lands. The City can still assess affordable housing as an option on a case-by-case basis when disposing of lands (e.g. IMICO).

Acquiring suitable lands for affordable housing development could be achieved through the establishment of a City land bank. However the establishment of a City land bank requires an extensive amount of work and funding to implement. Given the nature of the City's existing land holdings, new properties would need to be purchased which would require funding. A land bank would be a whole new business for the City instead of building on existing systems. A governance model and policies would need to be established to hold the lands and ultimately dispose of them.

Social Financing
Draft direction 3.2 is about exploring social financing as a means of funding affordable housing units. It is not recommended that the City directly develop affordable housing so there is not a specific reason to acquire funding through social financing. In addition, as noted earlier, social financing was not well understood by respondents and the City has no current experience with this approach to funding. In comparison, the provision of direct financial incentives (draft direction 3.1) was assessed as having high potential by City staff and showed greater community support than social financing. In addition, the City has experience with direct financial assistance with funding already in place through the City's Affordable Housing Reserve. The actual resources needed to implement social financing are unknown and the need to take this approach is not readily apparent when other tools, including direct financing, show existing potential.

Innovative Housing Research Document
Draft direction 4.2 proposes conducting research on innovative housing forms and development with partners to create a research document. This work could be used with other tools and support the development of innovative affordable housing forms. Some community engagement comments received noted that this work has already been done by agencies including the Canada Mortgage and Housing Corporation (CMHC). Community comments also did not feel this was a top rated direction compared to others. CMHC has produced a number of publications, including case studies on flexible housing, housing with shared facilities, and ways to increase density through lot size and design. Since these resources can be accessed elsewhere it is not recommended that the City invest resources in this area.

Demonstration Project
Draft direction 4.3 is about initiating or supporting a demonstration project with partners to showcase affordable housing. This direction would pair well if the City chose to develop housing through a City housing development corporation and/or use lands owned and/or banked by the City. It would also benefit from current

research on innovative affordable housing forms. A partnership opportunity might surface if either the County or housing providers decide to revitalize appropriate existing non-market housing properties to include affordable market housing units. Moving forward on the direction alone would require significant financial and staff resources, similar to those required to implement the other draft directions discussed earlier that are not recommended to proceed at this time.

4 Conclusion

This Recommended Strategic Actions Report presents the results of the community engagement work along with the staff assessment of the 24 draft directions presented in the Draft Directions Report released in December, 2015. The community engagement work undertaken during January – February 2016 helped staff gauge community views on how important it is for the City to adopt each draft direction to address affordable housing issues identified for the City of Guelph. Overall the directions recommended by City staff were all supported with the majority of the high ranking directions being carried over into the recommended strategic actions.

The draft directions recommended for inclusion have been organized around the following six areas:

1. Targets and Benchmarks;
2. Planning Regulations and Processes;
3. Financial Incentives;
4. Development Costs;
5. Partnerships; and
6. Implementation/Monitoring.

The next phase of the project will consolidate findings from the Background Report, State of Housing report, Draft Directions Report and the Recommended Strategic Actions report into the Final Affordable Housing Strategy report. City staff will consult with the key stakeholders group and the Guelph District Homebuilders Association on the Strategic Actions Report prior to presenting the final Affordable Housing Strategy to Council. Further work on financial cost drivers and the monitoring of inclusionary zoning are still underway which will assist in finalizing the actions. Determining the financial "tipping point" for creating affordable housing that meets the City's benchmark prices will help inform the amount and types of financial incentives that could have a meaningful impact on identified market ownership and rental housing issues. This will also inform the concurrent work to develop a contemporary Affordable Housing Reserve policy and sustainable funding model.

The Affordable Housing Strategy will include the recommended actions from the Recommended Strategic Actions Report including implementation timeframes. Success will mean an increase in the amount of smaller units, creation of affordable rental housing units, and increased security of tenure for rental households. The City will be providing an appropriate bridge between the County's Ten-year Housing and Homelessness Plan and the private market place by informing, facilitating, incenting, monitoring and reporting on the effectiveness of the strategy and

adjusting course as needed to ensure an impactful difference on the issues is made. The final strategy will consider timing and resource needs for the recommended actions informed by the additional work underway. Some actions will stand independently and can be accomplished with existing resources while others will become part of upcoming processes, e.g. comprehensive review of the Zoning By-law and/or may require additional resources.

The Final Affordable Housing Strategy will be presented to Council in Q4 2016.

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Appendix 1
Summary of Affordable Housing Tools, December 8, 2015

	Tool/Direction	City of Guelph Status	Responds to Issue[1]			Other Municipalities	Assessment of Potential[2]	Source	Anticipated Outcome and Rationale for Assessment
			1	2	3				
1) Regulatory									
Municipal Act									
1.1	**Incent new rental housing construction by maintaining a "New Multi-residential" property tax rate equalized to the rate for Residential properties.** Property taxes are based on tax ratios applied against the assessed value of a property. Municipalities can set different tax ratios for different classes of property. Property taxes are based on ratios relative to the residential rate. Tax rates for different property classes can be either higher or lower than the residential rate. Under the Municipal Act, municipalities may create a property tax class for new multi-residential properties (7 or more units under single ownership). Typically rates for a "Multi-residential" property class are higher than the "Residential" property class, creating an operating cost disincentive. The "New Multi-residential" property tax class allows for a separate tax rate to be set for new rental multi-residential development. Properties would be classified within this "New Multi-residential" property class for a set period of time before being reclassified as a "Multi-residential" property. In the City of Guelph By-law (2002) – 16852 provides for the "New Multi-residential" property tax class which applies for 35 years from the date of construction, as per Provincial regulation. In 2015 the "Residential" and "New Multi-residential" property tax class rate for the City of Guelph is set at approximately 1.05% compared to 2.14% for the "Multi-residential" property tax class rate. Setting the tax rate for the "New Multi-residential" property tax class at the same rate as the "Residential" property tax class eliminates the disincentive for a set period of time. Over time the City could move towards a more equalized tax rate between Residential and Multi-residential property tax classes removing the long term need/benefit of a "New-residential" property tax class.	Enacted	X	X		Barrie, York Region	High	Other Municipal Practice Review	**Outcome:** With this approach the City would continue to incent new multi-residential rental development (7 or more apartment units). Maintaining a new multi-residential property tax rate could increase the number of rental properties and smaller units, which historically have accounted for over 20% of new primary rental housing stock. This could address the need for smaller units since apartment buildings tend to deliver smaller unit sizes than other housing forms such as a single detached dwelling. **Rationale for Assessment:** This approach shows high potential since the City has direct control for setting property tax class rates and has already set a "New Multi-residential" property tax rate. Property tax rates have a direct impact on the cost of housing and the approach is easy to implement. In addition there is little risk if the property tax approach does not produce additional rental units. Depending on the level of up-take on this, it could burden other property tax classes. Other municipalities also use this approach. **Other:** Since its inception in 1998, 302 primary rental units have been created in total with the largest percentage of known unit sizes being one bedroom units. 3 - bachelor units (1%) 66 - one bedroom (22%) 35 - two bedroom (12%) 4 - three bedroom (1%) 194 unknown bedrooms (64%) – includes student housing at Chancellor's Way It is unknown whether or not the above rental stock would have been created without the "New Multi-residential" property tax class.
1.2	**Develop/acquire and operate affordable housing using a Municipal Service Corporation, i.e. Guelph Municipal Holding Inc.** Under the Municipal Act, the City could take a direct role in the development and/or operation of housing or use a Municipal Service Corporation. The City could create a separate housing corporation using Guelph Municipal Holding Inc. (GMHI) to hold	Enabled	X	X	X	Hamilton (Community Land Trust), London	Medium	2015 Council Workshop on Affordable Housing, Other Municipal Practice Review	**Outcome:** This approach would allow the City to develop and deliver affordable housing that could focus on meeting identified community needs (e.g. bachelor and one bedroom rental units). If this direction is pursued, a cost and benefit analysis of funding a portfolio in addition to, or instead of, financially incenting an experienced/established party to

	Tool/Direction	City of Guelph Status	Responds to Issue[1]			Other Municipalities	Assessment of Potential[2]	Source	Anticipated Outcome and Rationale for Assessment
			1	2	3				
	the company assets. GMHI was created as a for-profit corporation to create value for the community by providing oversight of City assets. At the present time, GMHI provides oversight to Guelph Hydro and Envida Community Energy. The housing assets could be directed specifically to the rental market and offer a specific unit size and type (e.g. bachelor and one bedroom rental units). This approach would bring the needed resources to develop/acquire and or operate affordable housing, along with City oversight of the assets through GMHI. **Linkages:** Could develop lands that might become available through directions 1.8, 2.4 and/or 2.5. Could demonstrate the research concepts developed in direction 4.2 and/or with the development of a demonstration project through partnerships, as per direction 4.3.								develop and potentially operate affordable housing would be completed. This approach could impact any one or combination of issues depending on the established direction and role for the Municipal Service Corporation. **Rationale for Assessment:** The approach shows medium potential. The approach would allow the City to directly target household types in need, i.e. smaller rental households. It would be a transparent means of how the City could directly address affordable housing needs. Other municipalities are taking this approach, however they tend to be Service Managers. Further review is needed to understand the resources needed and other options available. The approach would require significant financial resources, especially if financial support is not available from senior levels of government. **Other:** Assessment of this approach would benefit from discussions with municipalities who have taken this approach to develop a recommendation/business case. Would need to consider the City's role and potential overlap with the County as the Service Manager.
Planning Act									
1.3	**Increase the City's affordable rental housing target by modifying the tenure split of the 30% affordable housing target included in the City's Official Plan.** The City's Official Plan Update (OPA 48) includes an annual target of 30% of new residential development for affordable housing which is divided into an annual target of 27% affordable ownership units and 3% affordable rental housing units. The tenure split of the affordable housing target would be modified to better reflect the need for rental housing and provide additional support for other City directions to focus on meeting rental housing needs. Changing the target alone will not increase the supply of affordable rental housing. However it will recognize the need to strive for a greater amount of affordable housing units to be directed towards the rental market which in turn could change how other directions are prioritized and/or implemented. The rental housing target could also provide direction for the supply of secondary rental market units, which are currently	Enabled		X			Medium	State of Housing Report	**Outcome:** This approach would provide revised or modified targets to direct future housing development to reflect current issues, i.e. the need for more primary rental housing. The approach would impact the rental housing issue by increasing the portion of affordable housing targeted for rental. **Rationale for Assessment:** This approach shows medium potential. The City has a legislative requirement and direct control for setting affordable housing targets. Inclusion of an appropriate target in the OP is key to providing direction to other responses. **Other:** The approach is included to reflect the challenge in meeting rental housing target in comparison to ownership target.

	Tool/Direction	City of Guelph Status	Responds to Issue[1]			Other Municipalities	Assessment of Potential[2]	Source	Anticipated Outcome and Rationale for Assessment
			1	2	3				
	excluded.								
1.4	**Develop an Implementation Plan to meet the Official Plan affordable housing targets.** An implementation plan is necessary to provide a framework to assist with the review and approval of development applications in a manner that provides direction and encouragement to the development industry to help meet the affordable housing targets. Could include regulatory, policy and procedure, financial and other directions. **Linkages:** A number of other directions could be included in the implementation plan, e.g. Direction 2.4, increasing utilization of municipal lands and/or direction 4.3 undertaking a demonstration project for affordable rental housing units.			X			Medium		**Outcome:** This approach would provide clear guidelines for implementing the affordable housing targets, bring clarity to the process for development application review and assist in achievement of targets. **Rationale for Assessment:** This approach shows medium potential. The City has a responsibility to develop an implementation plan to meet affordable housing targets and the implementation plan will include elements that directly impact the issues. However some elements of the implementation plan will require further review, other partners and potentially enabling legislation.
1.5	**Review regulations and by-laws to identify unnecessary barriers/disincentives to the creation of affordable housing, in particular small units (e.g. tiny houses, bachelor, one bedroom units) and primary rental housing units and make recommendations for changes to policy and regulations.** Reviewing the City's regulations and by-laws, with an affordable housing lens, may identify barriers to the creation of smaller units and primary rental housing units. Overcoming these barriers could lead to the creation of a greater range of housing types. In addition the review of alternative development standards, as per OP policy 7.2.2.4 could reduce the amount of land required for affordable housing, leading to reduced development and operational costs. e.g. less parking, reduced road widths, etc. **Linkages:** Direction 1.6, which deals with regulating accessory apartments in townhouses, has been separately identified as a barrier to the creation of affordable housing. Direction 4.2, which deals with innovative housing formats, might identify some regulations and by-laws that are barriers.	Enabled	X	X	X	Barrie, Kingston	Medium	OP Policy 7.2.2.4, 2015 Council Workshop, HHP, 2009 AHDP, 2002 Affordable, Housing Action Plan (AHAP), Other Municipal Practice Review	**Outcome:** Revised regulations that reduce/remove barriers/disincentives for the development of affordable housing. Reduced development standards could also lead to reduced land costs that would impact housing development costs. Could help with any one or combination of issues depending on the nature of the restrictions identified for change. **Rationale for Assessment:** This approach shows medium potential. The City has a high level of control with this direction. It is anticipated that a few barriers still exist that could be reduced or eliminated, e.g. zoning and engineering requirements for coach houses. There is also policy support in the City's Official Plan to establish alternative development standards. Other municipalities are taking this direction. This approach has been included as a recommendation in two previous affordable housing plans, the 2015 Council Workshop and HHP. The work would best be approach through the upcoming Comprehensive Zoning By-law Review. It is difficult to determine at this point the impact of the direction on the issues and the ease of implementation. **Other:** The impact of reduced/alternative development standards on the delivery of municipal services would have to be assessed.
1.6	**Increase the supply of accessory apartments by modifying the zoning by-law regulations to permit accessory apartments in townhouses.**	Enabled	X		X	Barrie, Halton Region, Kingston, York	Medium	Other Municipal Practice Review	**Outcome:** This approach would allow accessory apartments to be supported in townhouses if regulations (still to be

	Tool/Direction	City of Guelph Status	Responds to Issue[1]			Other Municipalities	Assessment of Potential[2]	Source	Anticipated Outcome and Rationale for Assessment
			1	2	3				
	The Planning Act requires municipalities to establish Official Plan policies and zoning provisions allowing accessory apartments in detached, semi-detached and townhouse dwellings. The City's Official Plan Update (OPA 48) supports the creation of accessory apartments in low density residential designations and directs the City's Zoning By-law to provide specific regulations for accessory apartments. The current Zoning By-law recognizes accessory apartments in single detached, semi-detached and linked dwellings but not in townhouses. Appropriate zoning regulations (e.g. parking and building requirements) for accessory apartments in townhouses would need to be developed.					Region			developed) were met. This would require a public process under the Planning Act but there are no appeal rights. Permitting accessory apartments in townhouses could increase the secondary rental housing supply, including the supply of smaller units since current regulations limit accessory apartments to two bedrooms. **Rationale for Assessment:** This approach shows medium potential. The City is required to modify the zoning regulations to permit accessory apartments in townhouses to conform to Provincial legislation. Anticipate that regulations will have a limited impact on rental supply since only a few existing townhouses will likely support an accessory apartment (e.g. end units with three exterior walls) and potentially new builds that are specifically designed to meet the regulations developed. **Other:** The City has an established accessory apartment program and has been a best practice in this area. This is a modification to existing practices that have been successful.
1.7	**Provide financial incentives for affordable housing through the development of a Community Improvement Plan (CIP) and/or modification of the Downtown Community Improvement Plan.** Municipalities may create Community Improvement Plans (CIP) in accordance with Ontario's Planning Act to facilitate improvements within targeted areas. These plans allow municipalities to create financial or other types of tools, or direct capital investments – such as tax increment-based grants – towards achieving community goals. For example, a tax increment based grant involves increasing property taxes in increments instead of immediately after the increase in property value. Providing tax relief serves as an incentive for enhancing the value of a property. The Downtown CIP has successfully used tax increment-based grants to support the construction of new residential development. However the Downtown CIP's mandate does not include the provision of affordable housing. Some municipalities implement tax increment financing approaches without the need for upfront financing. Any other financial incentives proposed through the CIP would likely require upfront funding. Would either add an affordable housing lens to the Downtown CIP and/or financial incentives (e.g. tax increment financing) or	Enabled	X	X	X	Barrie, Halton Region, Oshawa, York Region	Medium	Other Municipal Practice Review	**Outcome:** A Community Improvement Plan would allow for the creation of new units by providing a mechanism for investing in new affordable housing units. The CIP and corresponding financial programs could be directed to any one or combination of issues. **Rationale for Assessment:** This approach shows medium potential. The City has the authority to create a CIP and has successfully used this approach to facilitate improvements in other areas, i.e. brownfields and downtown development. In addition, the use of financial incentives through the CIP would have a direct impact on identified affordable housing issues. However, the implementation of a CIP requires further research in comparison to other potential draft directions, including an assessment of financial resources.

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	create a CIP specifically about affordable housing, similar to the specific approach taken on Brownfield redevelopment. The Affordable Housing Strategy work would serve as part of the background work required for a CIP.								
1.8	**Explore having a requirement to identify and reserve lands for affordable housing as part of the development approval process.** A significant component of the cost of housing is attributed to land costs. The cost and availability of lands within the City also influence the location of affordable housing. Currently the City cannot require development applications to identify lands for affordable housing. However, if the Province of Ontario instituted inclusionary zoning the City would have the legislative authority to require development applications to identify and reserve lands for affordable housing. This direction has been included in the City's Official Plan Update (OPA 48). However Provincial legislation still needs to be enacted. Currently the City can and has designated lands for medium and high density development to meet forecasted growth through the Official Plan Update (OPA 48). This supports, but does not guarantee, the development of affordable housing. **Linkages:** Direction 5.1, which deals with advocating for inclusionary zoning, is essential to enabling this direction. In addition if lands are acquired through the development application process it could help implement direction 2.5, which deals with land banking.	Enabled	X	X			Low	OP Policy 7.2.2.2	**Outcome:** Would create a supply of land for the future development of affordable housing if the proposed development did not include affordable housing. This would be examined as a potential outcome of Section 37 amendments for height and density bonusing or of an Affordable Housing Report requested as part of a complete application. Might address small unit sizes and primary rental housing issues. **Rationale for Assessment:** This approach currently shows low potential. The approach has policy support in the City's Official Plan. However current legislation does not permit this and enabling legislation is required.
Development Charges Act									
1.9	**Explore Development Charge exemptions or reduced rates for affordable housing during the next update of the Development Charges By-law to be completed March 2019.** Development charges are charged to new development to recover the capital costs associated with the infrastructure required to accommodate that growth. Development charge rates may vary by type of development and exemptions or reduced rates, may be applied to a specific area or type of development. This approach could be used to encourage a particular type of development to occur, in a particular area. Setting appropriate development charge rates, including exemptions or reduced rates, are challenging since they could either be an incentive or disincentive for different forms of development.	Enabled	X	X	X	Barrie, Hamilton, Peel Region, Waterloo Region, York Region	Medium	2002 AHAP, Other Municipal Practice Review	**Outcome:** Exempting or reducing affordable housing projects from development charges could encourage the construction of new units without using funds from the Affordable Housing Reserve, which has been used to cover Development Charge costs for some affordable housing developments. This could leave Affordable Housing Reserve funds available for other affordable housing development costs and incentives. However the cost of the Development Charge exemptions would have to be budgeted from other tax supportive sources. **Rationale for Assessment:** This approach shows medium potential. The City has the authority to set development charges. However, the City's current development charges by-law was updated in 2014 and does not need to be updated until March 2019. During the development of the 2014 Development Charges By-law, staff recommended that affordable housing projects

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									continue to be encouraged through other corporate programs and policy development. A number of municipalities are using this approach and the 2002 AHAP included it as an action which predates the latest review. **Other:** If certain types of new development have reduced rates, other types of development will need to compensate for the loss in revenue to cover the projected capital cost of development. Despite requests for exemptions, during the last review of the Development Charges By-law in 2014, the City decided to not reduce development charges for affordable housing and continue to support affordable housing projects through other corporate programs such as grants and early/late payment agreements. At the time the City did not have a contemporary policy to guide its potential involvement in financially incenting or otherwise supporting the construction of affordable housing. The City's Development Charge By-law needs to be updated by March 2019.
1.10	**Explore the inclusion of affordable housing/social housing as a general service during the next update of the Development Charges By-law to be completed March 2019.** Affordable housing and social housing are eligible services under the Development Charges Act, 1997, if the municipality has an existing level of service. The money collected can then be directed to the capital cost of creating new affordable housing/social housing.	Enabled	X	X		Barrie, Halton Region, Kingston, Ottawa, Peel Region, York Region	Medium	2015 Council Workshop, Other Municipal Practice Review	**Outcome:** This approach would collect development charges for the development of housing, leading to the construction of new units. **Rationale for Assessment:** This approach shows medium potential. Affordable housing/social housing are eligible services under the Development Charges Act, 1997. However the City cannot currently use this approach since we do not have an existing level of service, i.e. we do not develop affordable/social housing, and the City has no planned 'intent' to invest in affordable housing projects. The City's current development charges by-law was updated in 2014 and does not need to be updated until March 2019. During the development of the 2014 Development Charges By-law, staff recommended that affordable housing projects continue to be encouraged through other corporate programs and policy development. A number of municipalities, which are typically Service Managers, are using this approach. The City of Barrie, is not a Service Manager, but has developed and funded social housing with the assistance of development charges. **Other:**

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									During the development of the 2014 Development Charges By-law, public submissions were received requesting that affordable housing/social housing be services supported by development charges. Staff recommended not including charges for these services due to: • The role of the County as the Service Manager and their ability/interest in absorbing additional units and expanding the program; • Lack of proven "intent" for social housing projects given no plan in place to develop social housing or homes for the elderly which could leave the City open to DC By-law appeal; and • Existence of a significant waiting list for social housing implying that new units would provide benefit to the existing population and not new development. Program scoping and policy development is required if these services are to be considered as part of the next DC By-law.
2)	**Policies and Procedures**								
2.1	**Monitor affordable housing targets and indicators to measure the effectiveness of affordable housing directions and ensure policies and funding are appropriately directed**. The City would collect and analyze data on how housing targets are being met and on housing indicators (e.g. rental vacancy rates) to inform the targets, and adjust the implementation plan accordingly, including financial incentives. Information could also feed into Affordable Housing Report (AHR) requests as part of a complete application by informing what applications need to include an AHR and by providing current data to be included in the AHR. This could lead to improved results from other directions, e.g. financial incentives and AHRs addressing current needs. **Linkages:** Direction 3.1 and 3.2, which deal with financial incentives, could be informed by monitoring efforts. Direction 2.2, which deals with guidelines regarding the submission of a complete development application, could benefit by including indicators and monitoring results.	Enabled	X	X	X	Barrie, Halton Region, Kingston, London, York Region	High	OP Policy 7.2.6.9, 7.2.6.10, 7.2.6.11, 2015 Council Workshop, HHP, Other Municipal Practice Review	**Outcome:** Would provide up to date information on how targets and needs are being met and allow annual activity to be measured and gauged against desired outcomes. This information could also serve as an input to height and density bonusing requests and assist with drafting and reviewing the content of Affordable Housing Reports requested as part of a complete development application. Monitoring would inform all three issues. **Rationale for Assessment:** This approach shows high potential. The approach has policy support in the City's Official Plan, with the 2015 Council Workshop and HHP also recommending the approach. A number of municipalities are monitoring housing targets and indicators. **Other:** The Affordable Housing Strategy work provides a baseline for future monitoring.
2.2	**Develop guidelines for the submission of an Affordable Housing Report as part of a complete development application.** The City's Official Plan Update (OPA 48) allows the City to request that an Affordable Housing Report be completed as part of a complete development application. The report would need to demonstrate, to the satisfaction of the City, how the proposed development and/or change in land use is consistent	Enabled	X	X			Medium	OP Policy 7.2.2.8	**Outcome:** Would provide guidance to the City and development industry when an Affordable Housing Report (AHR) would be requested and the information to be included adding clarity and potentially reducing costs for applications. Would also ensure AHR were completed with an acceptable standard where required.

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	with the Provincial Policy Statement, conforms to the Official Plan and any Provincial Plans in effect, and provides an integrated approach to land use planning. The development of guidelines would provide clarity to the development approval process by helping to determine when to request an Affordable Housing Report and what information to include. The current Official Plan contains enabling policies but procedures and guidelines need to be developed.								The development of guidelines could help address small unit sizes and primary rental housing issues. **Rationale for Assessment:** This approach shows medium potential. The approach has policy support in the City's Official Plan. The presence of guidelines would not directly ensure the creation of additional affordable housing. However the completion of an AHR, using guidelines would offer a means of assessing need and lead to implementing how to address the need on a development application basis. **Other:** The completion of an AHR report with guidelines would ensure consistency in the application of requirements and reporting.
2.3	**Develop height and density bonusing guidelines that would prioritize affordable housing as a community benefit, where appropriate, in exchange for additional height and/or density.** The City's Official Plan Update (OPA 48) allows the City to permit additional height and/or density in exchange for a community benefit, which could include affordable housing. As part of the City's Downtown Secondary Plan policies, in areas with maximum height limits of 8, 10 or 12 storeys, the City may in a by-law permit a maximum of two additional storeys above the identified maximum and/or additional density. In considering community benefits, the City may, under the OPA 48 policies, give priority to identified community needs, any identified issues in the area and the objectives of this Plan. Affordable housing has been identified as a community need and the development of height and density bonusing guidelines should include when and how to prioritize affordable housing as the community benefit. The development of guidelines would help streamline the development approval process by helping to determine when to prioritize affordable housing over other community benefits and assist in determining appropriate community benefit (e.g. amount and type of affordable housing) for height and density bonus requests. OPA 48 contains enabling policies however procedures and guidelines need to be developed.	Enabled	X	X		Barrie, Kingston, York Region	Medium	OP Policy 10.7, 11.1.8.4, Other Municipal Practice Review	**Outcome:** Would provide guidance to the City and the development industry when considering a request for additional height and density adding clarity to the process. Might also reduce development and application processing costs. Would also ensure equity and level of transparency when dealing with requests. The amount and nature of the benefit and bonusing would be site specific. Community benefit could be directed to either smaller housing units and/or rental housing stock. **Rationale for Assessment:** This approach shows medium potential. The City has a high level of control on this direction. Enabling OP policies are already in place and affordable housing is recognized as a community benefit. However there are other community benefits recognized in the OP policy and appropriate in areas. A number of municipalities either have or plan to develop guidelines and there is the potential to directly request affordable housing as a community benefit. Impact limited to areas where a developer wants to increase height and density beyond zoning regulations.
2.4	**Establish a policy to increase the utilization of municipal lands for affordable housing where appropriate and make housing providers aware of lands being disposed of by the City.**	Enabled	X	X		Barrie, Cambridge, Durham Region, Halton Region,	Medium	OP Policy 7.2.2.5 2009 AHDP Other Municipal Practice Review	Would allow the suitability of surplus lands to be assessed for affordable housing and potentially result in lands being set aside for affordable housing development, potentially reducing the costs of housing.

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	Properties that are in tax arrears for four years can be tendered or put to auction by the City to dispose of with a minimum bid set to cover all municipal costs. The City never retains ownership of the property through the process. However, if there is no bidder the City may vest in the property. The City cannot give an advantage to any potential land purchaser, however the City could make affordable housing providers aware of properties being tendered or auctioned. Prior to being declared surplus or being sold, municipal properties are circulated to determine if there is any internal need for the property pursuant to the City's Surplus Lands Policy. The City Surplus Lands Policy could be modified to ensure that an affordable housing lens is included in some circumstances as part of this circulation process. Surplus lands may not be suitable for affordable housing for reasons such as size, configuration and/or location. However the City could make affordable housing providers aware of properties being sold that might be suitable for affordable housing. The City owns land for its own facilities, e.g. parks and recreational facilities. There might be potential for a portion of City lands to be used for affordable housing purposes provided they are not necessary to meet other needs and would be suitable for housing. **Linkages:** Potential connection with Direction 1.2 creation of an affordable housing corporation using a Municipal Service Corporation.					Hamilton, Kingston, London, Ottawa, Peel Region, York Region		Kingston (land inventory to include public and privately held lands)	Medium ranking – City OPA 48 policy supports this approach and a number of municipalities are using or plan to use this approach. Unknown at this point how much suitable surplus land might be available for affordable housing development. Anticipate that lands would not be directed to secondary rental stock but rather issues 1 and 2 (smaller units and/or primary rental housing).
2.5	**Explore the feasibility of developing a City land banking program to acquire and protect lands for affordable housing.** The City could develop a program to acquire suitable sites for affordable housing. This could include City owned sites, properties acquired through Affordable Housing Reserve funds, lands/funding acquired through the development approval process (e.g. community benefit as part of height and density bonusing, inclusive zoning if enabled), etc. **Linkages:** Potential connection with direction 1.2 creation of an affordable housing corporation using a Municipal Service Corporation, direction 2.5 financial incentives (using financial incentives to purchase land) and direction 5.1 inclusionary zoning.		X	X			Medium	OP Policy 7.2.6.5	**Outcome:** A land banking program would lead to suitable sites being held by the City and made available for the development of affordable housing. Land costs are a significant portion of the cost of housing and having lands available could potentially reduce the costs of housing. A land bank could not be directed to secondary rental housing stock but could assist with issues 1 and 2. **Rationale for Assessment:** This approach shows medium potential. The approach has policy support in the City's Official Plan. Land availability and cost is a significant factor in the provision of affordable housing. However, this approach requires further research and it is anticipated that relatively few appropriate municipal parcels are currently available. Inclusionary zoning, which could yield additional lands has yet to be enabled by the Province.
2.6	**Monitor secondary rental housing to ensure policies and**	Enabled			X		Medium	OP Policy 7.2.6.11	**Outcome:**

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	funding are appropriately directed. Continue to collect information on size (number of units) and nature of secondary rental housing stock (e.g. vacancy rate, rental rate) at least once every five years. Information will allow us to modify policies as necessary and direct funding (as applicable). **Linkages:** Potential connection with direction 1.3 if secondary rental housing is included as part of rental housing target.								Would provide the City with current information about the size and nature of the secondary rental market and its role as a significant supply of affordable housing. The approach has policy support in the City's Official Plan. Under this direction, monitoring would be specific to issue 3. **Rationale for Assessment:** This approach shows high potential. The Affordable Housing Strategy work provides baseline data that updates previous data collected on secondary rental housing. Current data is foundational to identifying issues, targeting directions and measuring outcomes.
3) Financial									
3.1	**Provide direct financial incentives (e.g. reserve, grants, Add a Unit Program, etc.) for smaller rental units (bachelor and one bedroom) and primary rental housing.** Provide financial incentives for affordable housing through grants and low or no interest loans. The financial incentives could offset the development costs of housing, e.g. cover building permits costs, development charges, etc. in exchange for the development of affordable housing. Currently financial incentives are funded through the Affordable Housing Reserve and dealt with on a case by case basis. Historically the City of Guelph had an Add a Unit Program that provided a grant/loan for creating a housing unit(s) on upper floors of downtown properties. There was little, if any interest, in the program likely due to the limited amount of funding available. **Linkages:** Would complement financial incentives provided through direction 1.7 which deals with establishing a Community Improvement Plan (CIP) for affordable housing and/or modifying the Downtown CIP.	Enacted	X	X	X	Barrie, Hamilton, Kingston, London, Ottawa, Waterloo Region	High	2015 Council Workshop 2009 AHDP HHP Other Municipal Practice Review	**Outcome:** Funding would be used to create affordable housing through reduced development costs. The City could target specific housing types that the market is not providing such as smaller units and primary rental housing. The Add a Unit Program would support the creation of additional units on upper floors of downtown properties. Could also look into using it in areas with the potential to have residential units on upper floors (e.g. mixed use buildings in nodes and corridors, shopping centres, etc.). This could be incorporated into a CIP approach. Financial incentives could be directed to any one or combination of the issues. The creation of smaller units and primary rental housing would be a first priority. **Rationale for Assessment:** This approach shows high potential. The City has historically provided financial incentives for affordable housing and to help address other key community needs. There is also an Affordable Housing Reserve in place with funding. A key reason for the lack of affordable housing is that it is not financially profitable so incentives are needed and funding would produce affordable housing designed to meet specific needs, e.g. smaller units for smaller households. **Other:** The Add a Unit Program historically had little interest but this could have been due to administrative requirements and the limited financial incentive. Need to assess the action in the context of the HHP

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									and role of the Service Manager.
3.2	**Explore social financing as a means of funding affordable housing units, especially smaller units (bachelor and one bedroom units) and primary rental housing.** Social financing involves investing financially with a social dividend/return established. The investment approach is meant to solve social or environmental challenges while generating financial returns creating a key relationship where a positive social impact is sought as well as modest financial returns. Grants and loans are based on outcomes which account for risk, return and social impact. Can include community investing, social impact bonds and social enterprise lending. The approach is meant to complement other existing funding and support approaches and can be used by for-profit as well as not-for-profit sectors. Socially responsible businesses, co-operatives and enterprising arms of a charity lend themselves to these type of investments.		X	X	X		Low	2015 Council Workshop HHP	**Outcome:** A funding program would be created and tied to social outcome such as provision of affordable housing. The success of the outcome could impact the level of funding provided. Financing could be directed to any one or combination of the issues. **Rationale for Assessment:** This approach has low potential since the City has no current experience in this area and it requires further research. The impact on the affordable housing issues is also unknown, especially since even if the approach is taken, funding would be tied to social outcomes. In addition, there were no other municipalities identified using this approach to deal with affordable housing issues.
4) Partnerships									
4.1	**Work with the County as Service Manager on the development of the County's incentive toolkit and promote any affordable housing programs provided by all levels of government.** The toolkit involves the creation of a listing of incentives for affordable housing that publicizes current affordable housing programs (e.g. website listing of current programs).		X	X	X	Kingston Waterloo Region	Medium	OP Policy 7.2.2.7 2009 AHDP HHP Other Municipal Practice Review	**Outcome:** Would create a coordinated listing of incentives available in the City of Guelph with the County and make stakeholders aware of current programs available in one location. Offers a means of showcasing available programs and incentives for affordable housing. Could lead to program uptake and the creation of affordable housing if programs are available. Incentives could touch on any one or combination of the issues. **Rationale for Assessment:** This approach has medium potential. It would be a partnership opportunity for the City with the County as Service Manager. The approach has policy support in the City's Official Plan and is a recommendation of the 2009 AHDP and HHP. The direction would be relatively easy to implement if the County proceeds with the HPP recommendation.
4.2	**Research innovative housing with partners to create a resource document that could be used with other tools to support the development of affordable housing e.g. pocket housing.** Research different housing formats especially smaller units such as single room occupancy buildings (SRO), tiny houses, pocket housing and/or pocket neighbourhoods to create a resource document which could be used by housing providers/developers.		X	X	X	Hamilton Barrie (Task Force), Durham Region, Kingston, York Region	Medium	Other Municipal Practice Review Hamilton Community Land Trust used pocket housing as a case study York Region held a Make Rental Happen Challenge	**Outcome:** Would identify innovative housing types, site plan and/or building design ideas for affordable housing and determine which of these would be appropriate to meet community needs, e.g. smaller units. The focus of this would be on smaller units (issue 1). **Rationale for Assessment:** This approach has medium potential. Site and building design is a key means of supporting the

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	A SRO typically houses one or two people in individual rooms within a multiple-tenant building. SRO tenants typically share bathrooms and/or kitchens, however some may include kitchenettes, bathrooms, or half-baths. They are often comparable to hotel rooms. Tiny houses are generally around 400 ft^2 or less. Pocket housing is an alternative to single room occupancy units (SRO). Pocket houses look like a regular detached house, however there may be four to eight individual units typically with each unit containing a kitchenette, washroom and living space with its own entrance and front door. Units are around 210 ft^2. In comparison, under the City of Guelph Zoning By-law, a lodging unit within a lodging house does not have exclusive use of both a kitchen and a bathroom. Pocket neighbourhoods are small individual units sharing open space and parking. This could involve the City hosting a gathering of stakeholders and/or a public challenge, including the development industry and the County as a co-host to develop/assess affordable housing ideas (e.g. tiny houses, pocket housing and pocket neighbourhoods). The focus would be on concepts that could work in Guelph, ideally with future development sites/lands identified as a case study. **Linkages:** Could help inform direction 1.5, review of regulations and by-laws for unnecessary barriers. Could also provide support to directions 1.2, 4.3 and 4.4 which deal with the provision of affordable housing.								development of smaller units which could be in both the primary and secondary rental market. Developing designs that are also affordable is essential. This can help lead to future partnerships, buy in to directions/actions, new ideas surfacing, input to other approaches, e.g. demonstration project.
4.3	**Initiate or support a demonstration project with partners showcasing affordable housing, especially smaller units (bachelor and one bedroom units).** The City would support the development of an affordable housing project that could be replicated elsewhere, e.g. pocket housing, tiny houses, etc. This could involve other stakeholders as partners. **Linkages:** Could demonstrate the research concepts developed in direction 4.2 and/or use lands identified through directions 2.4, 2.5, and/or 4.4.		X	X	X	Cambridge, Waterloo Region	Medium	2002 AHAP Other Municipal Practice Review	**Outcome:** This would result in the creation of an affordable housing project that could demonstrate an innovative development and/or site/building design approach. The project could demonstrate a means of addressing any one or combination of the issues. **Rationale for Assessment:** This approach has medium potential. It would be a partnership opportunity for the City with other stakeholders. The direction results in the development of an affordable housing project that meets the needs of at least one household. Could serve as a link between a number of directions, e.g. use of surplus land, intensification of social housing site and development of innovative ideas and concepts with partners. At least one municipality has developed a demonstration project and the 2002 AHAP included this approach as a recommendation.
4.4	**Work with the County and housing providers to identify the potential to revitalize as appropriate existing social housing properties and assist with implementation**		X	X	X	Durham Region, Halton Region,	Medium	Other Municipal Practice Review	**Outcome:** This would result in the creation of additional housing units on existing lands, potentially reducing the costs

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	where appropriate. The County and housing providers own and operate social housing units on lands that may have the capacity to support additional units. Supporting additional units on these lands could be a means of increasing the supply of affordable housing stock without having to find and financially pay for other land. Additional units could include accessory apartments within the existing dwelling, a coach house on the existing site and/or redevelopment of the site to a higher density. Each property and housing provider/owner would need to be assessed separately to determine suitability and interest. **Linkages:** If appropriate lands were identified could make connections with direction 4.3, initiate or support a demonstration project.					Hamilton, Kingston, York Region			of housing. Additional housing stock through intensification could address any one or combination of the issues. **Rationale for Assessment:** This approach has medium potential. It would be a partnership opportunity for the City with the County as Service Manager and potentially other housing providers. It is unknown at this point how many additional units could be supported. The current social housing stock includes a range of housing types including single detached, townhouses and apartment units. Other municipalities are recommending this approach.
5) Advocacy									
5.1	**Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units.** Municipalities cannot currently require development applications to include affordable housing units. The exception would be negotiating the provision of affordable housing as a community benefit in exchange for additional height and density requested by a development application. The City could request the Province to enact legislation empowering municipalities to require that a given share of new development be affordable to low to moderate income households. This would be a means of acquiring lands or having affordable units constructed for affordable housing as development applications are approved.		X	X		Hamilton (Social Planning and Research Council), Kingston, London, Ottawa	High	2015 Council Workshop 2009 AHDP Other Municipal Practice Review	**Outcome:** This would be a means of showing support/need for additional tools that ultimately would permit the City to require affordable housing as part of a development application directly adding to the supply of affordable housing. The approach could support the development of smaller units and rental housing units. **Rationale for Assessment:** This approach has medium potential. The City currently responds to proposed legislative changes and supports advocacy efforts by other groups, e.g. Association of Municipalities of Ontario, Regional Planning Commissioners of Ontario, etc. Inclusionary zoning is a key tool to advocate for since this would be a means of requiring affordable housing as development applications are approved. The approach is supported by the results of the 2015 Council Workshop on affordable housing and recommendations from the 2009 AHDP. Other municipalities are advocating for inclusionary zoning.
5.2	**Develop a corporate advocacy strategy related to affordable housing.** A corporate advocacy strategy for affordable housing could include the following components: • increasing senior government investment, securing ongoing flexible funding for construction and operation of affordable housing and providing incentives such as income tax and other tax breaks (e.g. GST); • increasing income levels and/or establish a Housing Benefit; and/or		X	X	X	Barrie, Durham Region, Halton Region, Hamilton, Kingston, London, York Region	Medium	OP Policy 7.2.6.8 2015 Council Workshop 2005 Wellington and Guelph Housing Strategy Other Municipal Practice Review	**Outcome:** This would be a means of showing support/need for: increased investment; provision of incentives beyond those available to a local municipality; higher (minimum) income levels; and/or housing allowances so households can afford suitable housing. Would be a means of showing support/need for a National Housing Strategy and securing funding that is flexible for the construction and operation of affordable housing. The strategy would highlight the

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		1	2	3				
• establishing a National Housing Strategy. Municipal incentives and tools are limited. Additional funding for affordable housing and financial tax incentives from senior levels of government could help leverage municipal incentives to increase the supply of affordable housing. Increasing income levels (e.g. minimum wage) and/or establishing a universal housing benefit for people on social assistance and the working poor would increase the ability of households to pay for housing. A National Housing Strategy would identify the nation's interest in housing and actions to support those interests that should include support for affordable housing.								significance of the issue and present a planned approach. Funding is essential to create a range of affordable housing to meet community needs across the entire housing continuum. The advocacy work would align with efforts of the Poverty Elimination Task Force and the Guelph Wellington Housing Committee, strengthening the community's response for additional support from senior levels of government to deal with meeting affordable housing needs. The approach could support any one or combination of the issues. Increasing income levels and/or a housing benefit could support the affordability of housing for lower income households. However it might not increase the supply of smaller and/or primary rental housing or the security of the secondary rental market. **Rationale for Assessment:** This approach has medium potential. The City currently supports advocacy efforts by other groups, e.g. Association of Municipalities of Ontario, Regional Planning Commissioners of Ontario, Federation of Canadian Municipalities, etc. Advocating for assistance from senior levels of government is within the City's role and experience. City OP policy support and recommendation from 2015 Council Workshop on affordable housing and 2005 housing strategy. Other municipalities are advocating for increased investment and incentives from senior levels of government and for a National Housing Strategy.

[1]Issues
Issue 1: Not enough smaller units to rent or buy (bachelor and one bedroom)
Issue 2: Lack of primary rental housing supply
Issue 3: Secondary rental market provides choice but not as secure as primary rental market

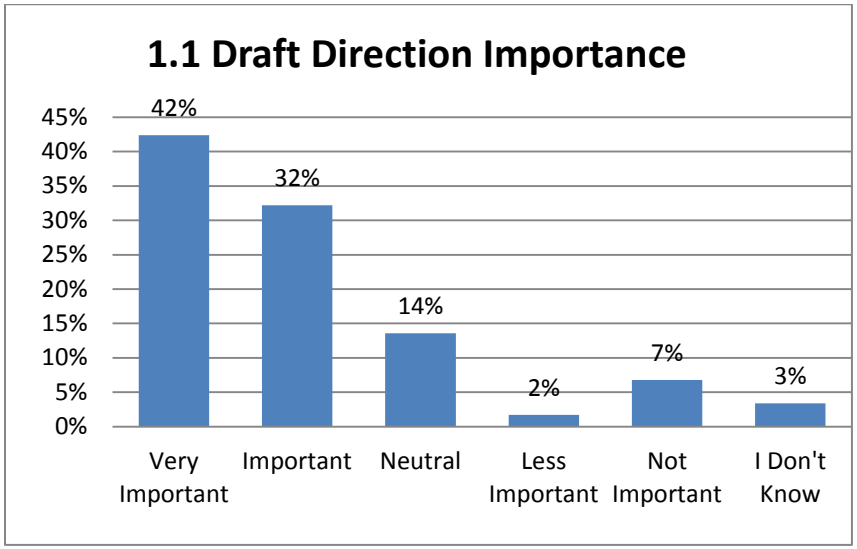
[2] Assessment of Potential Categories

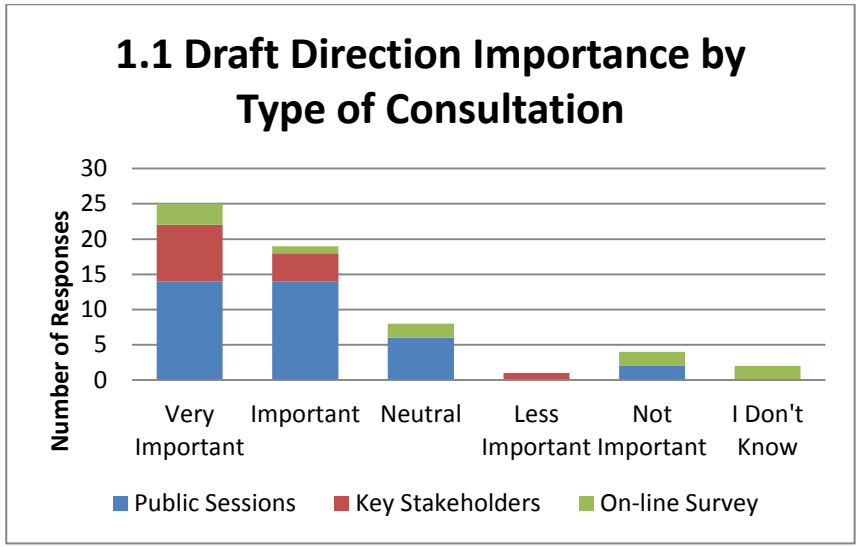
Assessed each direction on the degree of city control, impact on the issues and ease of implementation

H – High potential items are directions where the City has control (focus on private market housing and land use planning), will show a significant impact in terms of outcomes on the issues and is relatively easy to implement (already in budget, workplan, etc.)
M – Medium potential items are directions where the City has control, impact on issues is anticipated and implementation is reasonable. The directions show promise since they have a level of support (e.g. included in City documents – Official Plan, previous housing study, Council Workshop on affordable housing)
L – Low potential items are directions where the City does not have direct control, impact on the issues is minimal or requires further review and implementation is complex or requires further review since there is not much information available on success of outcomes. In addition directions may require enabling legislation and/or multiple partners

Appendix 2
Affordable Housing Strategy Draft Directions
Community Engagement Results
January – February, 2016

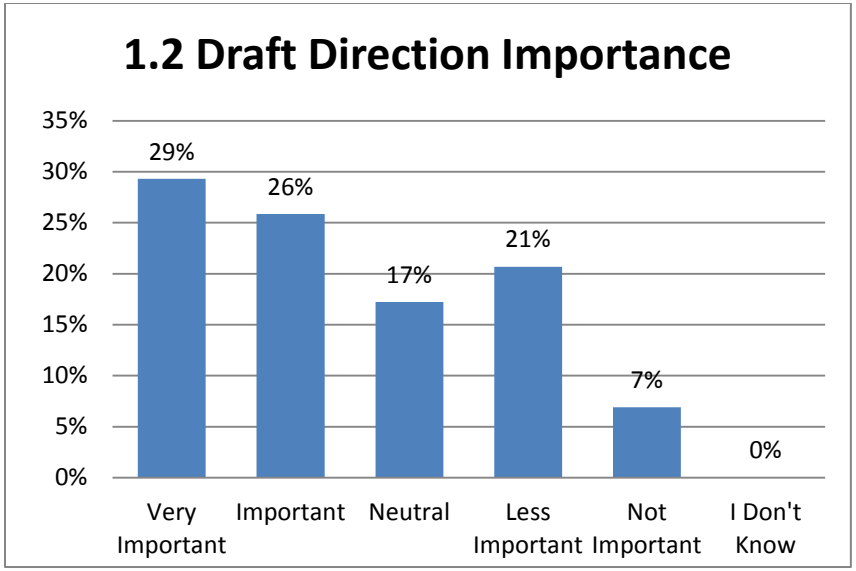
1.1.1 Incent new rental housing construction by maintaining a "New Multi-residential" property tax rate equalized to the rate for Residential properties. How important is this? (Multiple Choice)

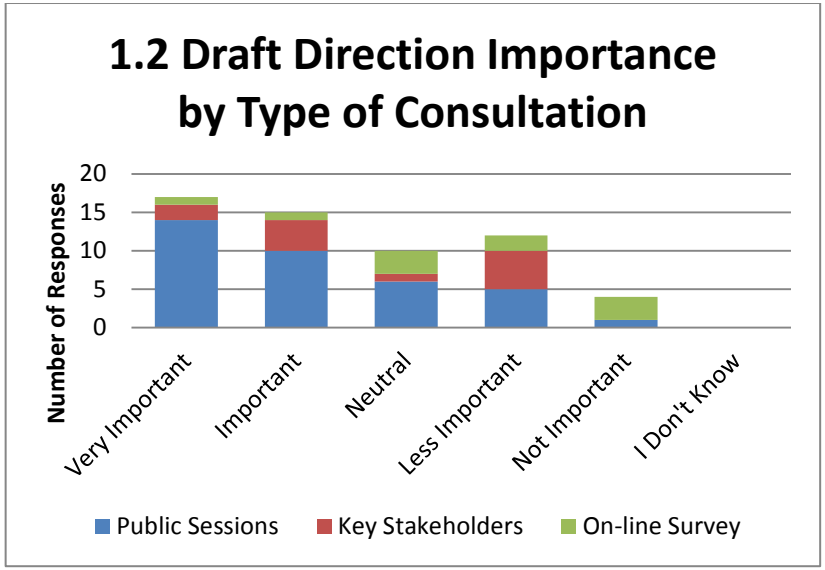




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	14	8	3	25	42.37%
Important	14	4	1	19	32.20%
Neutral	6	0	2	8	13.56%
Less Important	0	1	0	1	1.69%
Not Important	2	0	2	4	6.78%
I Don't Know			2	2	3.39%
Totals	**36**	**13**	**10**	**59**	**100%**

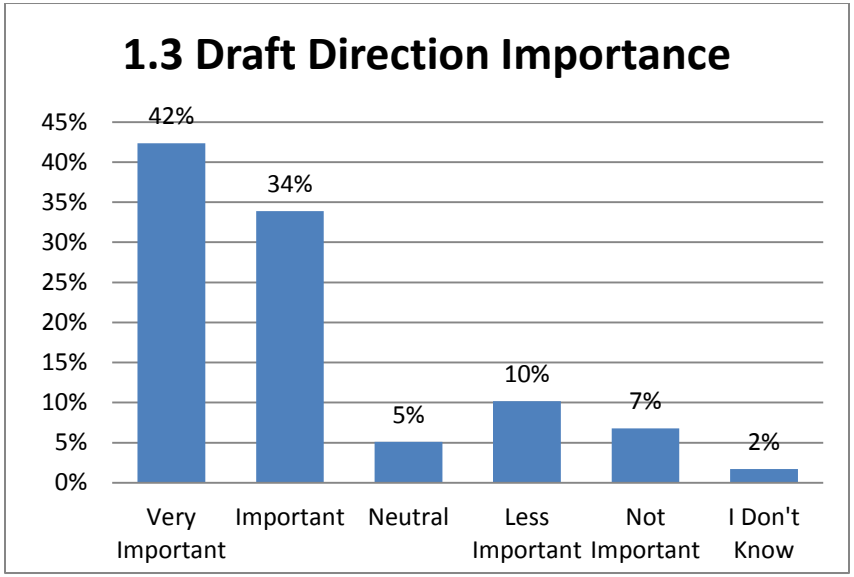
2. 1.2 Develop/acquire and operate affordable housing using a Municipal Service Corporation, i.e. Guelph Municipal Holding Inc. How important is this? (Multiple Choice)

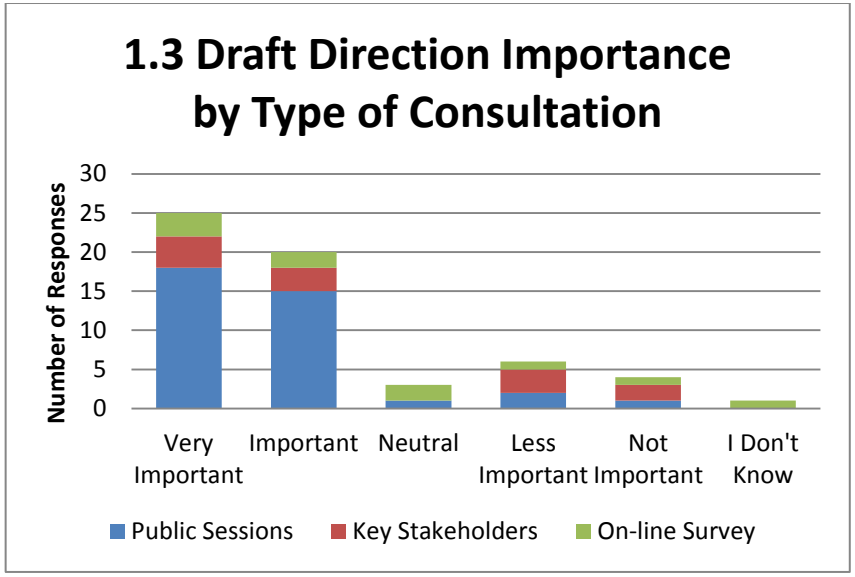




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	14	2	1	17	29.31%
Important	10	4	1	15	25.86%
Neutral	6	1	3	10	17.24%
Less Important	5	5	2	12	20.69%
Not Important	1	0	3	4	6.90%
I Don't Know				0	0.00%
Totals	**36**	**12**	**10**	**58**	**100%**

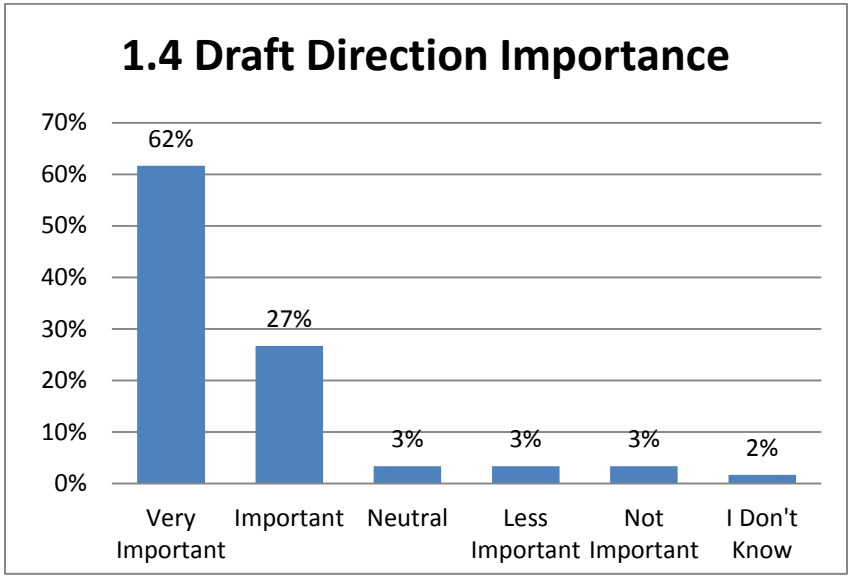
3. 1.3 Increase the City's affordable rental housing target by modifying the tenure split of the 30% affordable housing target included in the City's Official Plan. How important is this? (Multiple Choice)

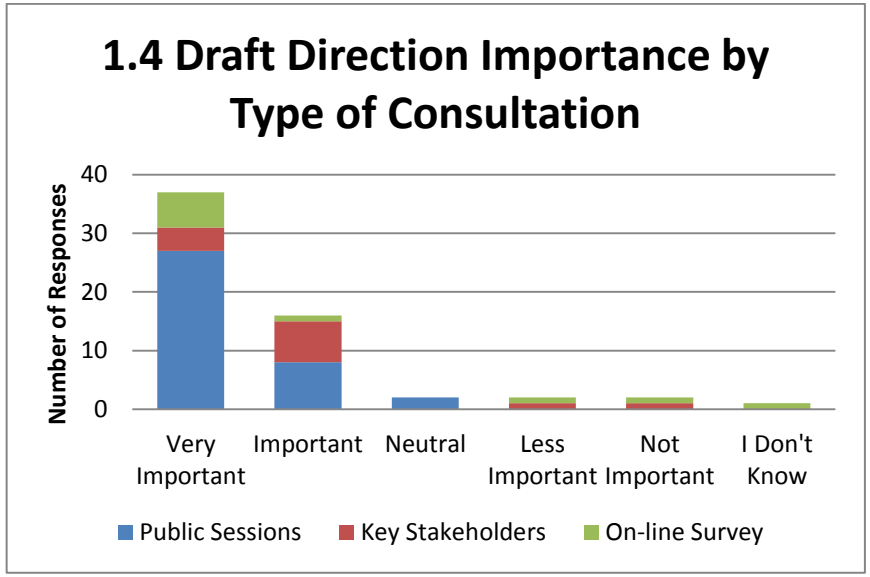




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	18	4	3	25	42.37%
Important	15	3	2	20	33.90%
Neutral	1	0	2	3	5.08%
Less Important	2	3	1	6	10.17%
Not Important	1	2	1	4	6.78%
I Don't Know			1	1	1.69%
Totals	**37**	**12**	**10**	**59**	**100%**

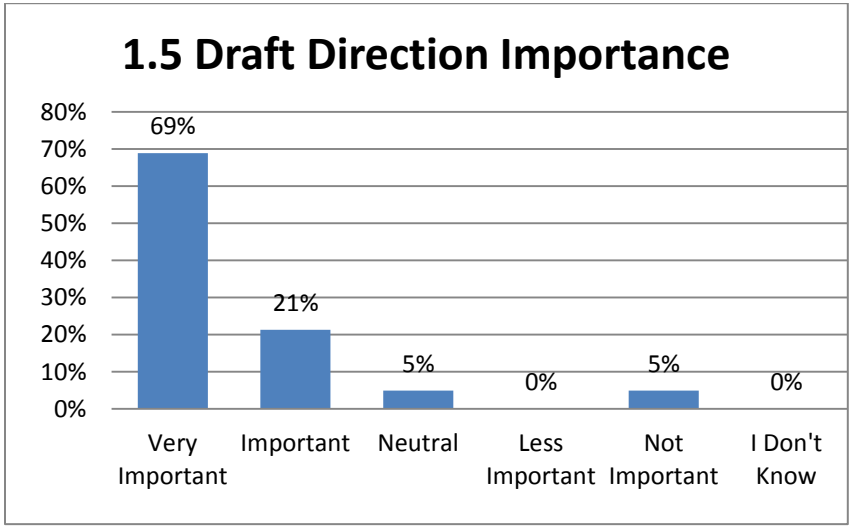
4. 1.4 Develop an Implementation Plan to meet the Official Plan affordable housing targets. How important is this? (Multiple Choice)

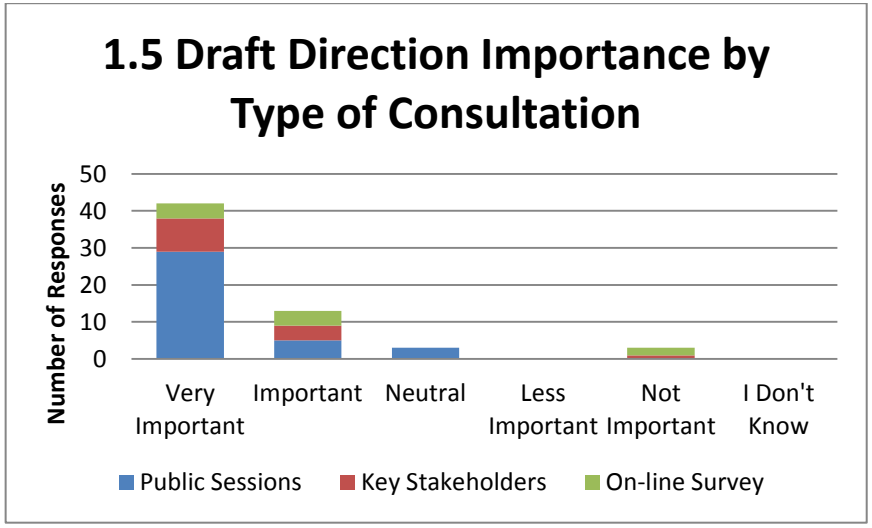




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	27	4	6	37	61.67%
Important	8	7	1	16	26.67%
Neutral	2	0		2	3.33%
Less Important	0	1	1	2	3.33%
Not Important	0	1	1	2	3.33%
I Don't Know			1	1	1.67%
Totals	**37**	**13**	**10**	**60**	**100%**

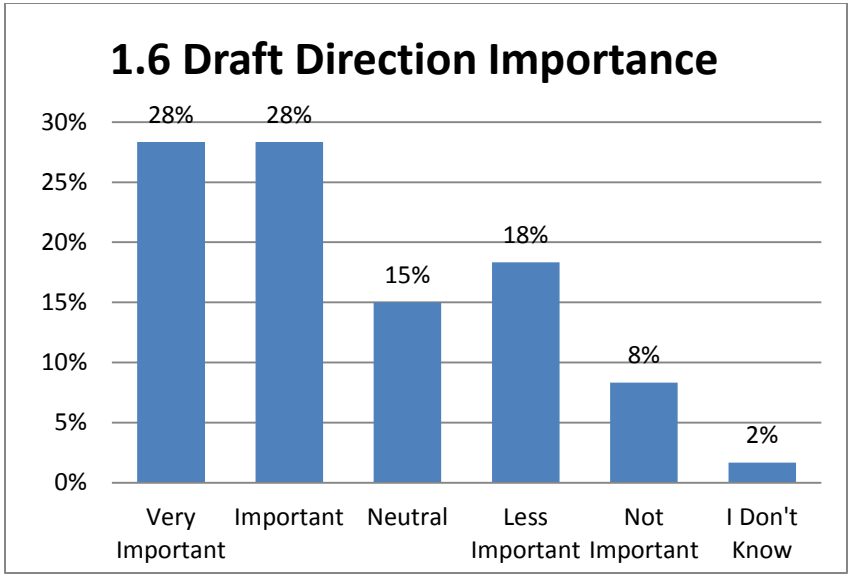
5. 1.5 Review regulations and by-laws to identify unnecessary barriers/disincentives to the creation of affordable housing, in particular smaller units (e.g. tiny houses, bachelor, one bedroom units) and primary rental housing units and make recommendations for changes to policy and regulations. How important is this? (Multiple Choice)

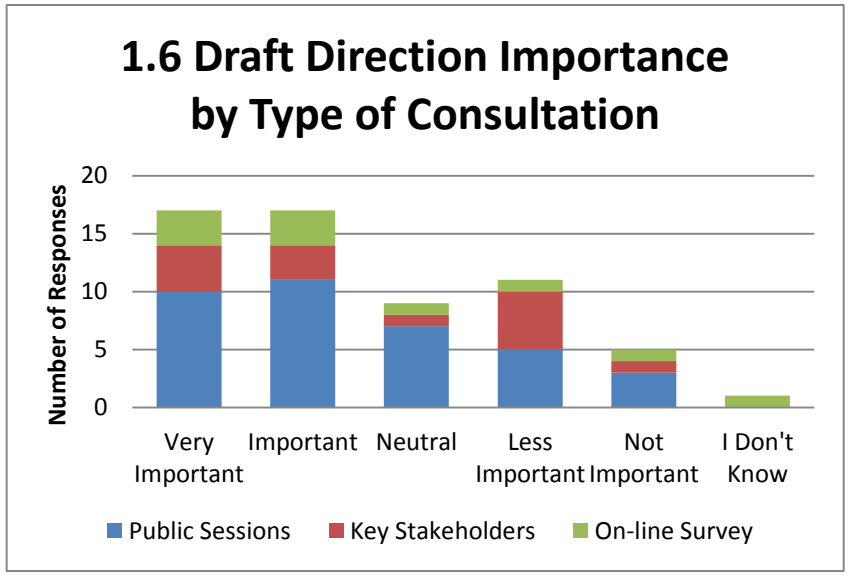




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	29	9	4	42	68.85%
Important	5	4	4	13	21.31%
Neutral	3	0		3	4.92%
Less Important	0	0		0	0.00%
Not Important	0	1	2	3	4.92%
I Don't Know				0	0.00%
Totals	**37**	**14**	**10**	**61**	**100%**

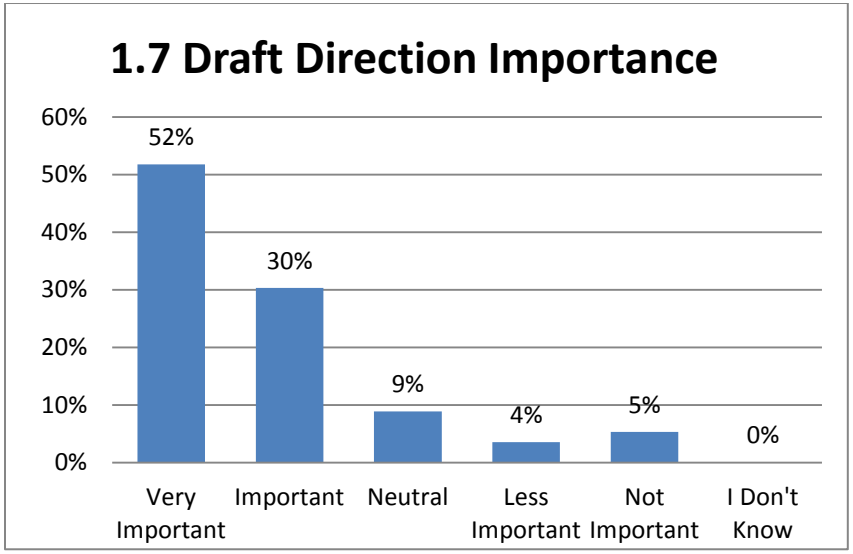
6. 1.6 Increase the supply of accessory apartments by modifying the zoning by-law regulations to permit accessory apartments in townhouses. How important is this? (Multiple Choice)

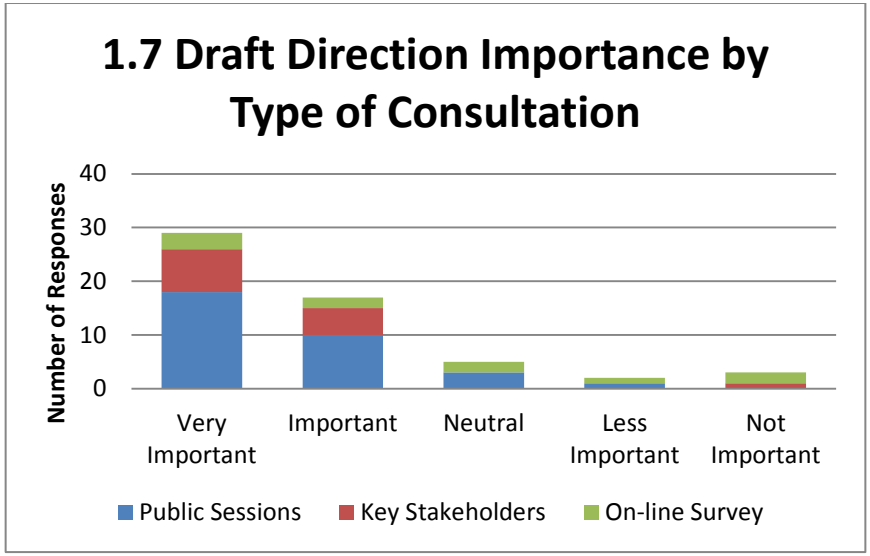




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	10	4	3	17	28.33%
Important	11	3	3	17	28.33%
Neutral	7	1	1	9	15.00%
Less Important	5	5	1	11	18.33%
Not Important	3	1	1	5	8.33%
I Don't Know			1	1	1.67%
Totals	**36**	**14**	**10**	**60**	**100%**

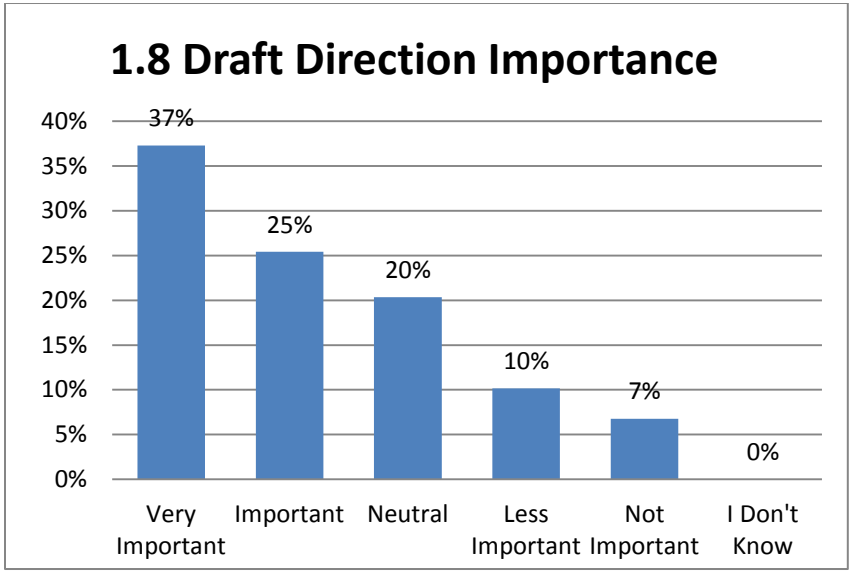
7. 1.7 Provide financial incentives for affordable housing through the development of a Community Improvement Plan (CIP) and/or modification of the Downtown Community Improvement Plan. How important is this? (Multiple Choice)

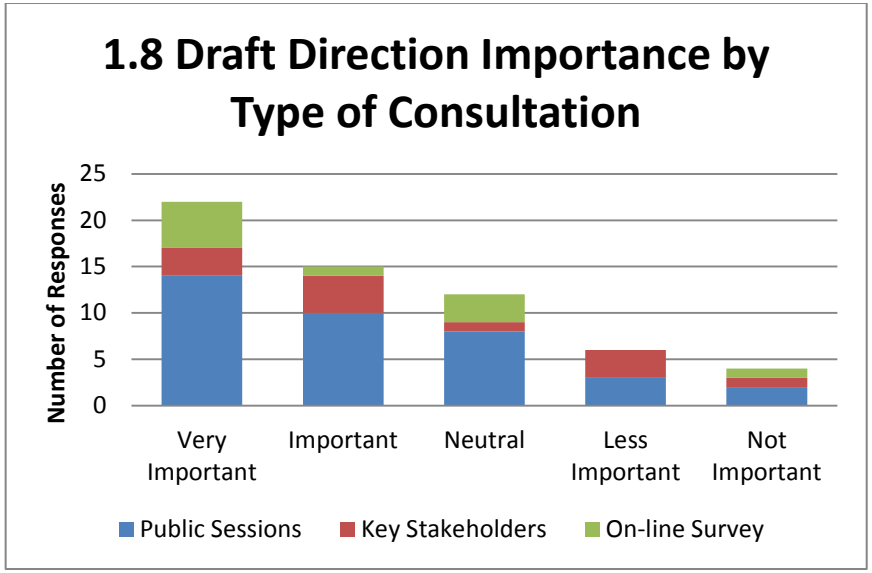




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	18	8	3	29	51.79%
Important	10	5	2	17	30.36%
Neutral	3	0	2	5	8.93%
Less Important	1	0	1	2	3.57%
Not Important	0	1	2	3	5.36%
I Don't Know				0	0.00%
Totals	**32**	**14**	**10**	**56**	**100%**

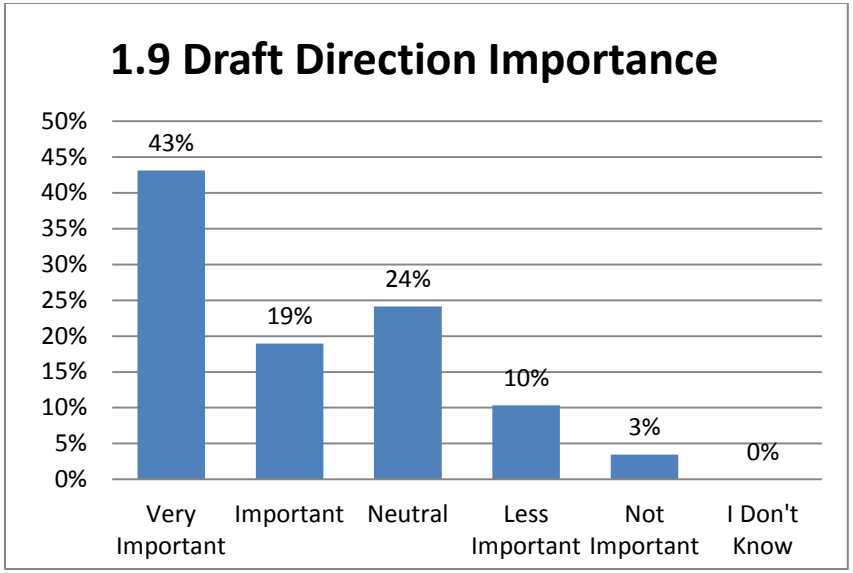
8. 1.8 Explore having a requirement to identify and reserve lands for affordable housing as part of the development approval process. How important is this? (Multiple Choice)

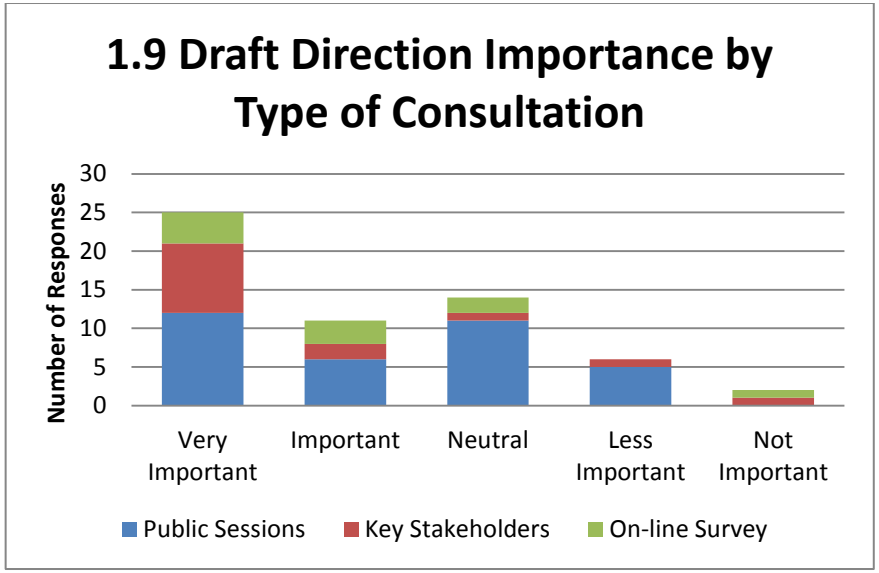




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	14	3	5	22	37.29%
Important	10	4	1	15	25.42%
Neutral	8	1	3	12	20.34%
Less Important	3	3		6	10.17%
Not Important	2	1	1	4	6.78%
I Don't Know				0	0.00%
Totals	**37**	**12**	**10**	**59**	**100%**

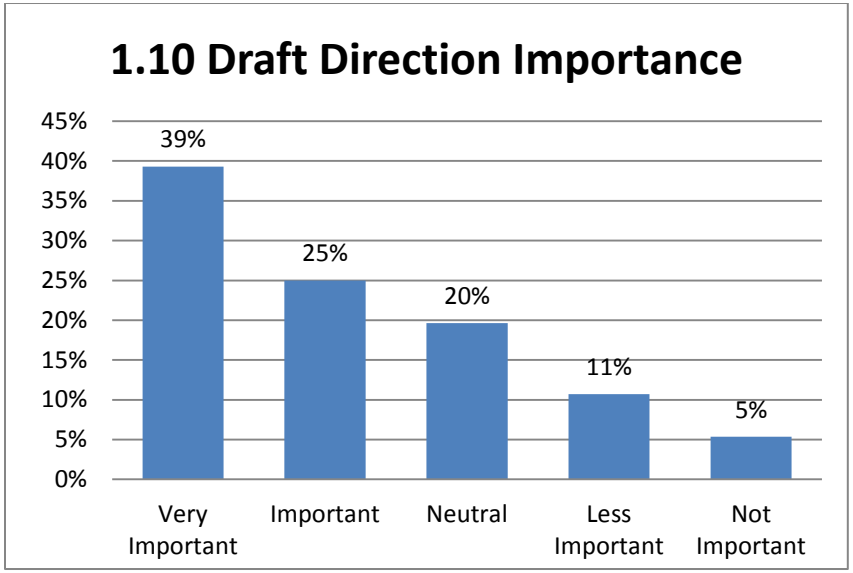
9. 1.9 Explore Development Charge exemptions or reduced rates for affordable housing during the next update of the Development Charges By-law to be completed March 2019.How important is this? (Multiple Choice)

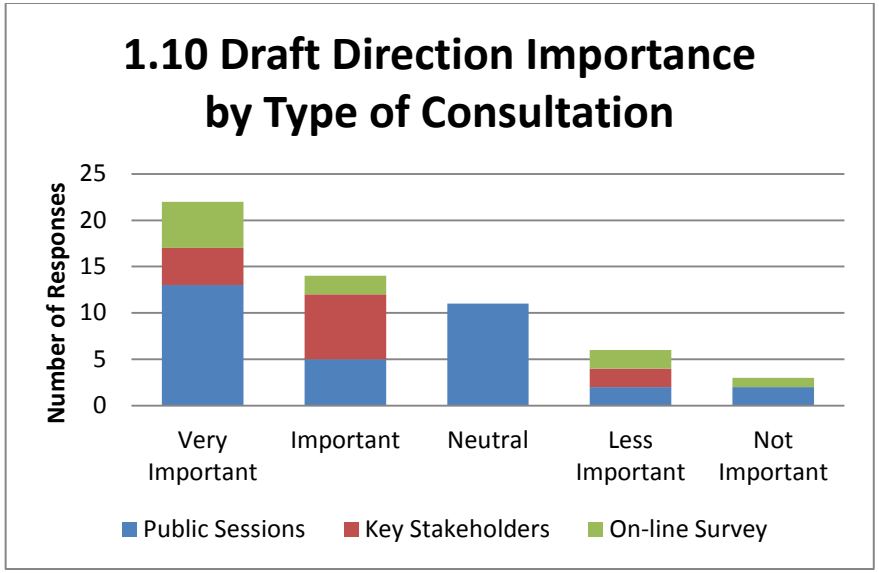




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	12	9	4	25	43.10%
Important	6	2	3	11	18.97%
Neutral	11	1	2	14	24.14%
Less Important	5	1		6	10.34%
Not Important	0	1	1	2	3.45%
I Don't Know				0	0.00%
Totals	**34**	**14**	**10**	**58**	**100%**

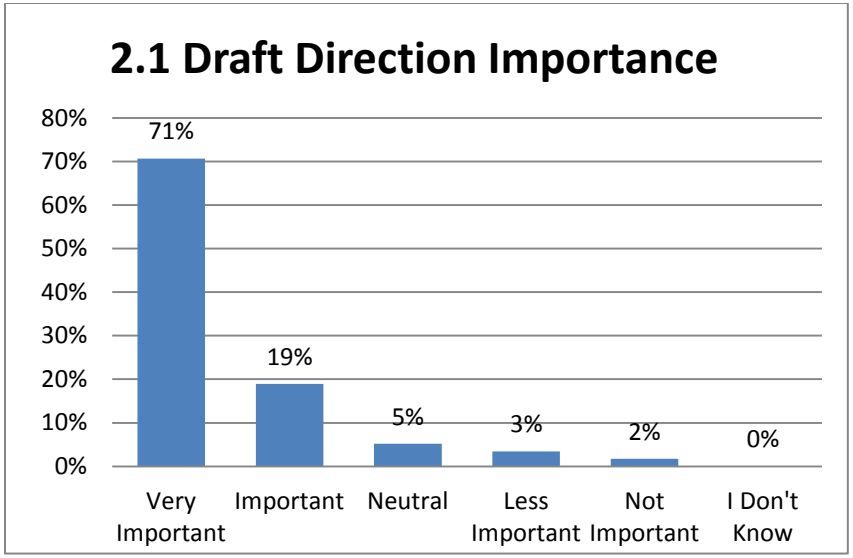
10. 1.10 Explore the inclusion of affordable housing/social housing as a general service during the next update of the Development Charges By-law to be completed March 2019.How important is this? (Multiple Choice)

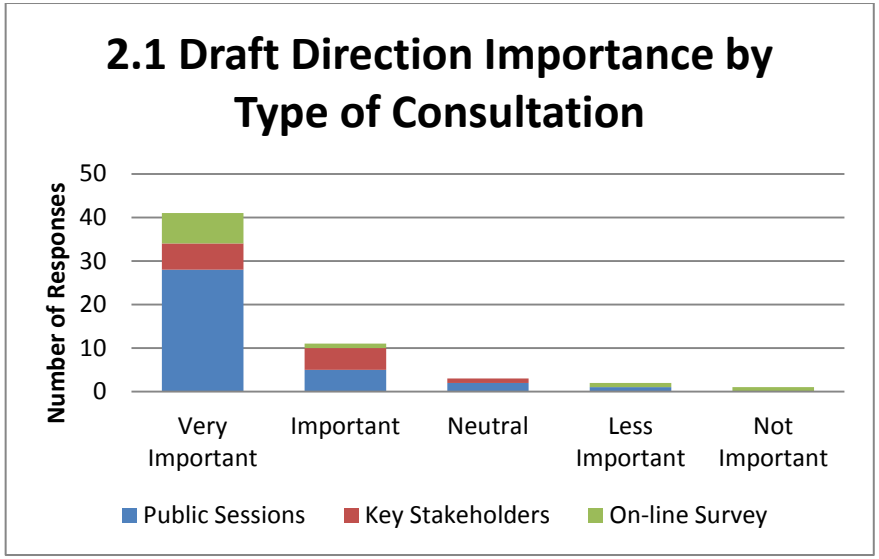




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	13	4	5	22	39.29%
Important	5	7	2	14	25.00%
Neutral	11	0	0	11	19.64%
Less Important	2	2	2	6	10.71%
Not Important	2	0	1	3	5.36%
I Don't Know				0	0.00%
Totals	**33**	**13**	**10**	**56**	**100%**

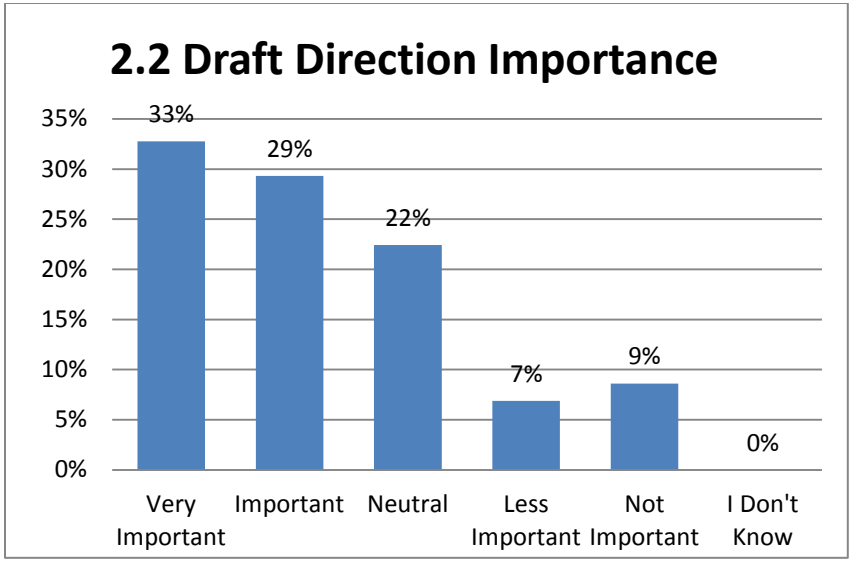
11. 2.1 Monitor affordable housing targets and indicators to measure the effectiveness of affordable housing directions and ensure policies and funding are appropriately directed. How important is this? (Multiple Choice)

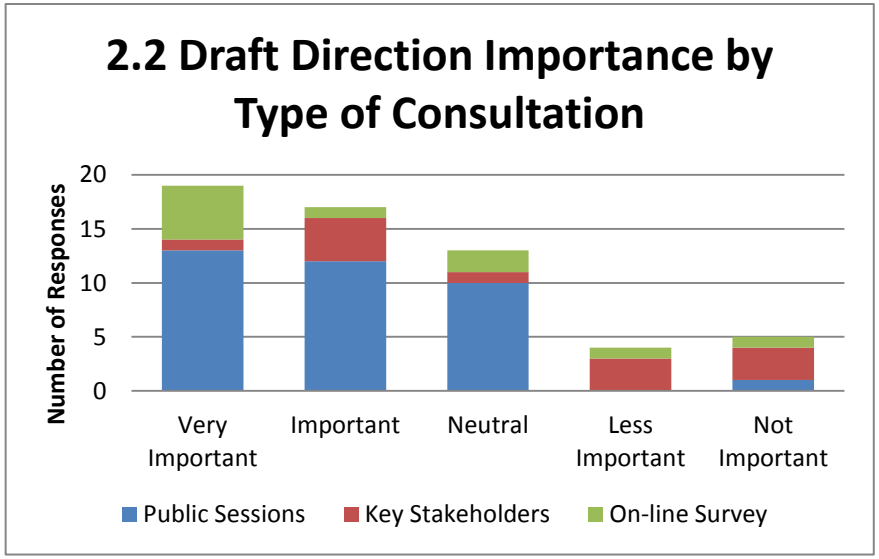




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	28	6	7	41	70.69%
Important	5	5	1	11	18.97%
Neutral	2	1	0	3	5.17%
Less Important	1	0	1	2	3.45%
Not Important	0	0	1	1	1.72%
I Don't Know				0	0.00%
Totals	**36**	**12**	**10**	**58**	**100%**

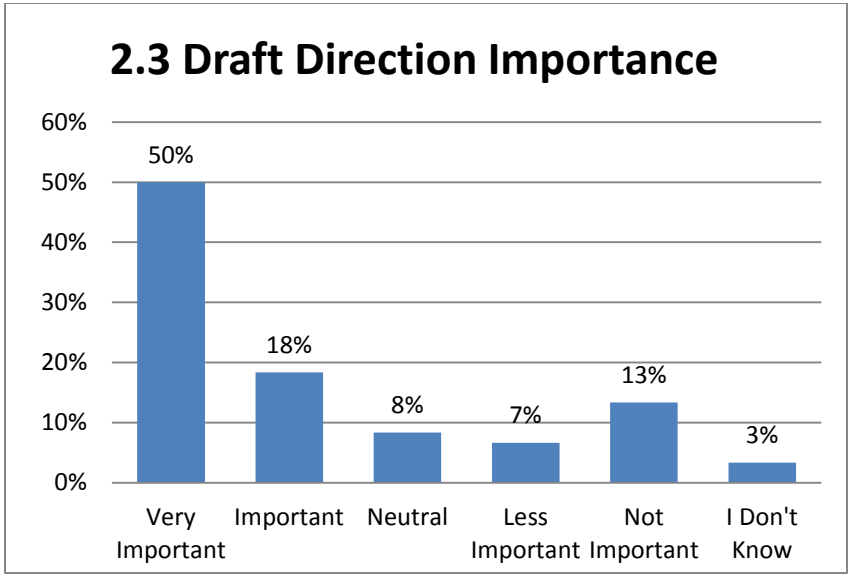
12. 2.2 Develop guidelines for the submission of an Affordable Housing Report as part of a complete development application. How important is this? (Multiple Choice)

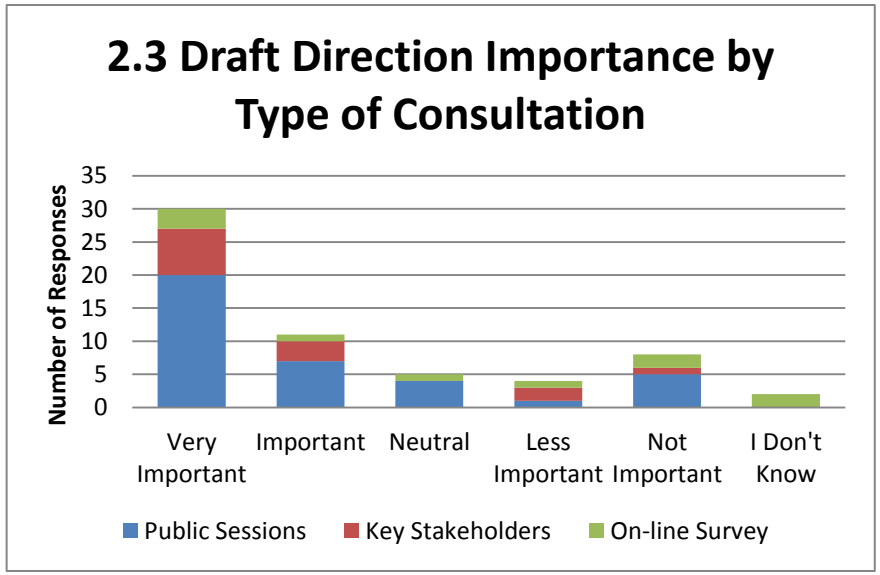




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	13	1	5	19	32.76%
Important	12	4	1	17	29.31%
Neutral	10	1	2	13	22.41%
Less Important	0	3	1	4	6.90%
Not Important	1	3	1	5	8.62%
I Don't Know				0	0.00%
Totals	**36**	**12**	**10**	**58**	**100%**

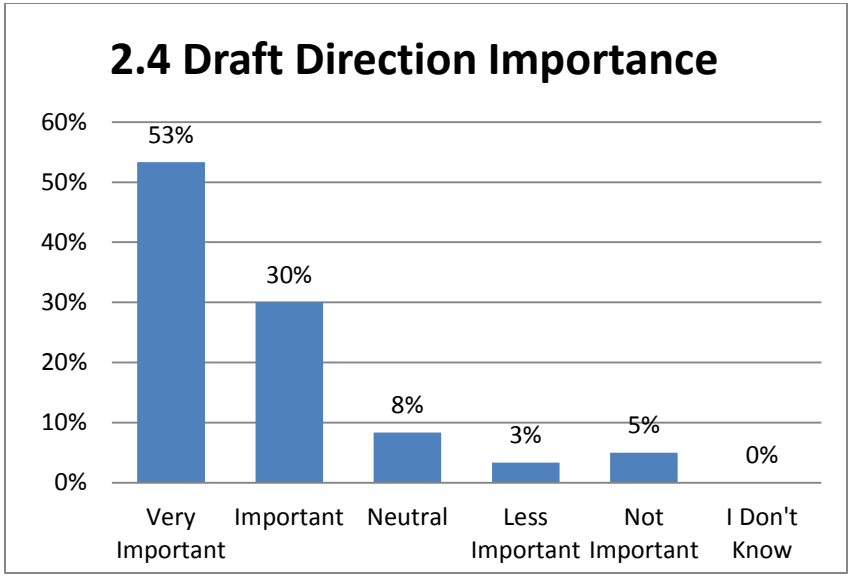
13. 2.3 Develop height and density bonusing guidelines that would prioritize affordable housing as a community benefit, where appropriate, in exchange for additional height and/or density. How important is this? (Multiple Choice)

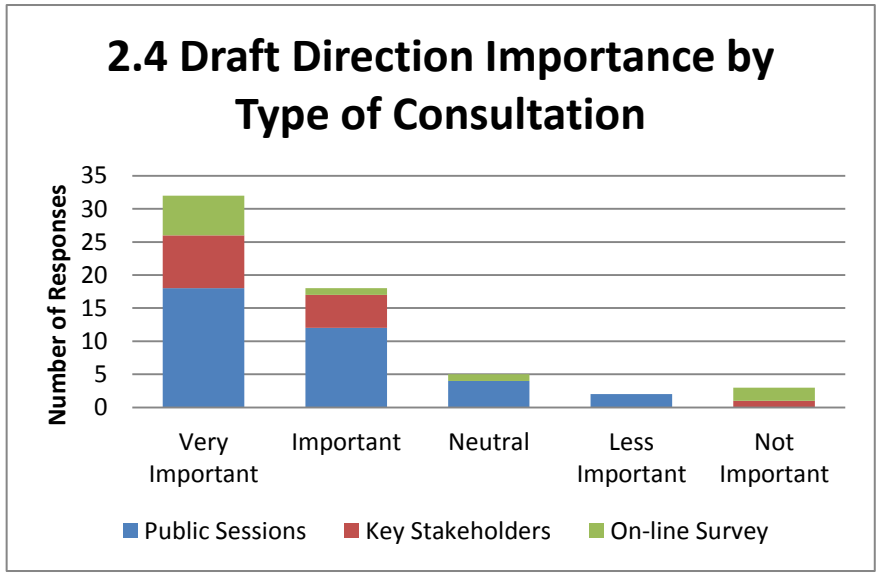




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	20	7	3	30	50.00%
Important	7	3	1	11	18.33%
Neutral	4	0	1	5	8.33%
Less Important	1	2	1	4	6.67%
Not Important	5	1	2	8	13.33%
I Don't Know			2	2	3.33%
Totals	**37**	**13**	**10**	**60**	**100%**

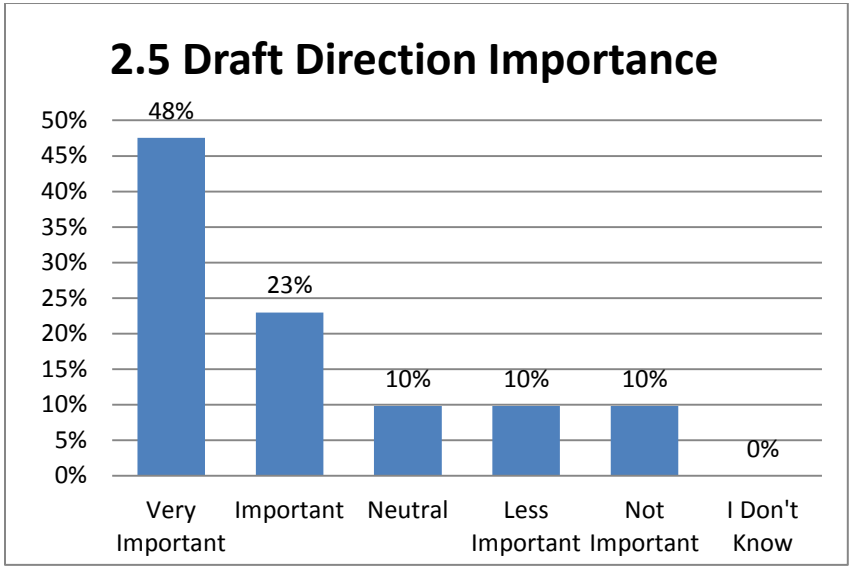
14. 2.4 Establish a policy to increase the utilization of municipal lands for affordable housing where appropriate and make housing providers aware of lands being disposed of by the City. How important is this? (Multiple Choice)

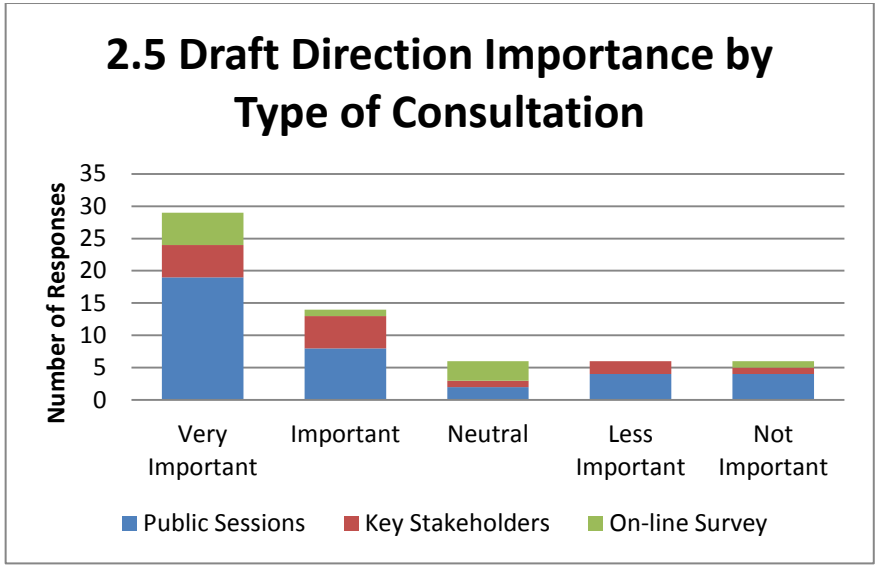




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	18	8	6	32	53.33%
Important	12	5	1	18	30.00%
Neutral	4	0	1	5	8.33%
Less Important	2	0		2	3.33%
Not Important	0	1	2	3	5.00%
I Don't Know				0	0.00%
Totals	**36**	**14**	**10**	**60**	**100%**

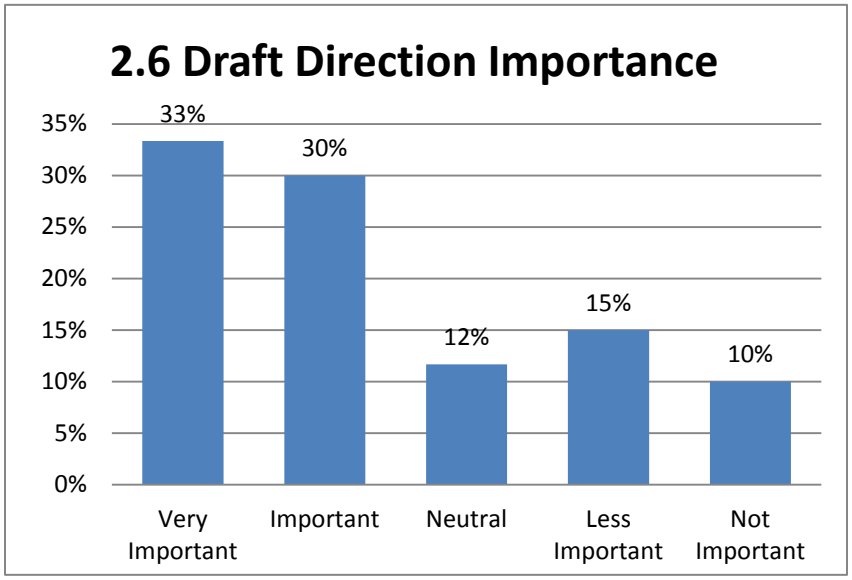
15. 2.5 Explore the feasibility of developing a City land banking program to acquire and protect lands for affordable housing. How important is this? (Multiple Choice)

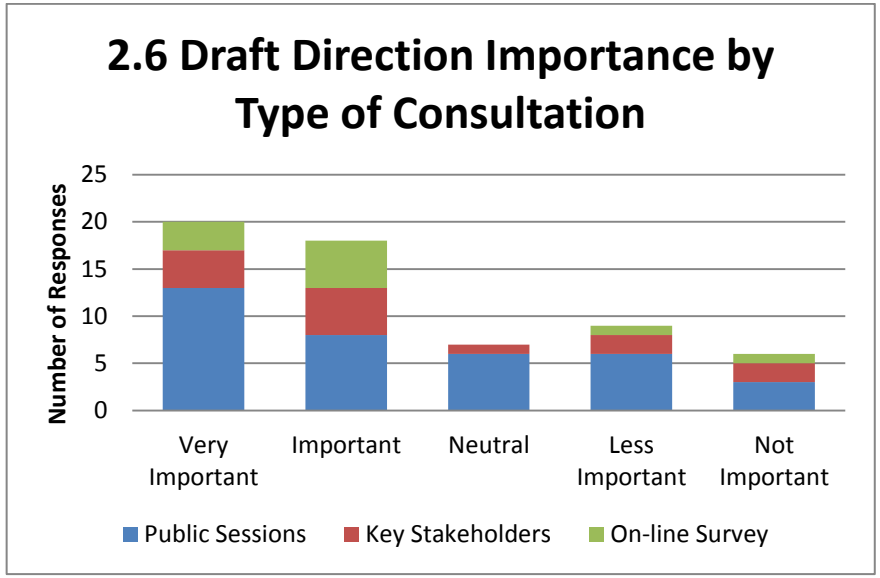




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	19	5	5	29	47.54%
Important	8	5	1	14	22.95%
Neutral	2	1	3	6	9.84%
Less Important	4	2		6	9.84%
Not Important	4	1	1	6	9.84%
I Don't Know				0	0.00%
Totals	**37**	**14**	**10**	**61**	**100%**

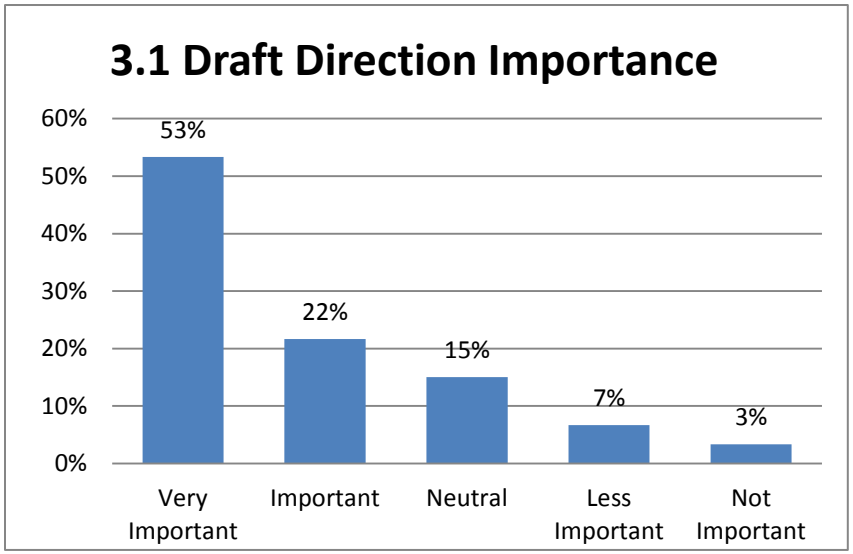
16. 2.6 Monitor secondary rental housing to ensure policies and funding are appropriately directed. How important is this? (Multiple Choice)

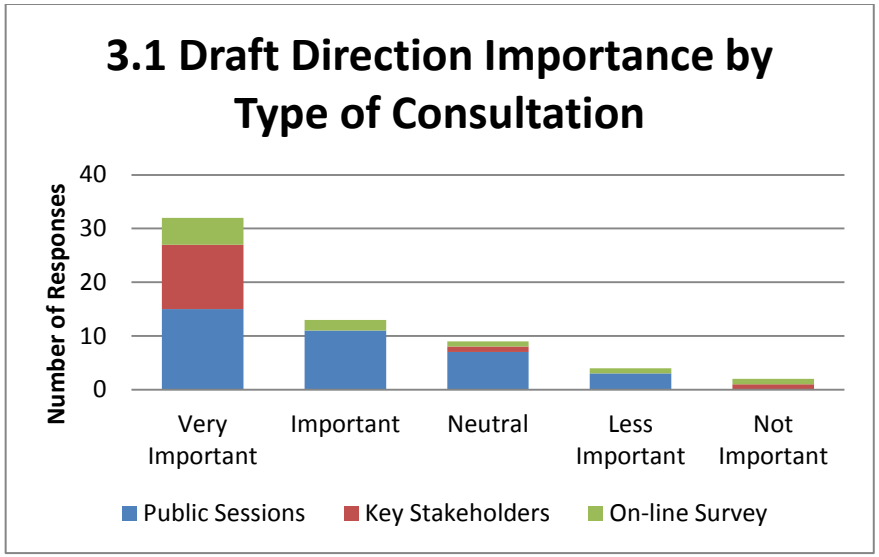




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	13	4	3	20	33.33%
Important	8	5	5	18	30.00%
Neutral	6	1		7	11.67%
Less Important	6	2	1	9	15.00%
Not Important	3	2	1	6	10.00%
I Don't Know				0	0.00%
Totals	**36**	**14**	**10**	**60**	**100%**

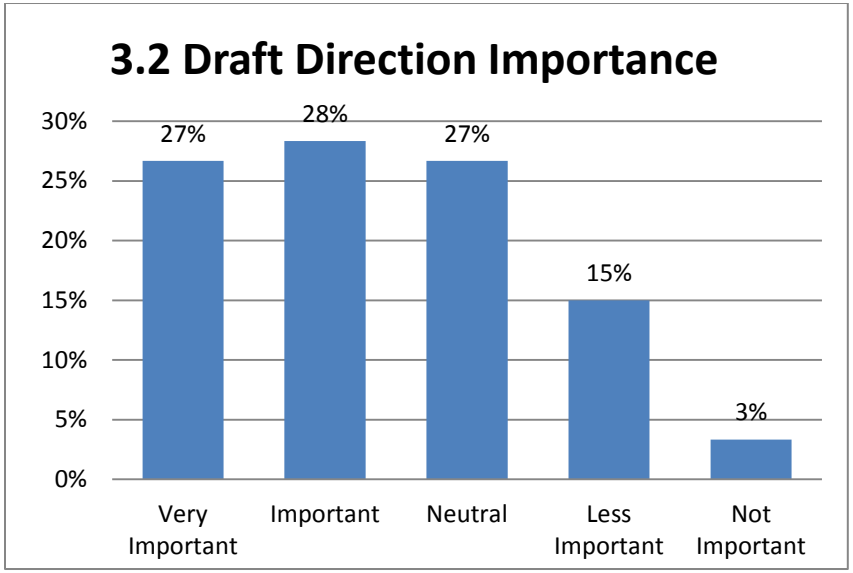
17. 3.1 Provide direct financial incentives (e.g. reserve, grants, Add a Unit Program, etc.) for smaller rental units (bachelor and one bedroom) and primary rental housing. How important is this? (Multiple Choice)

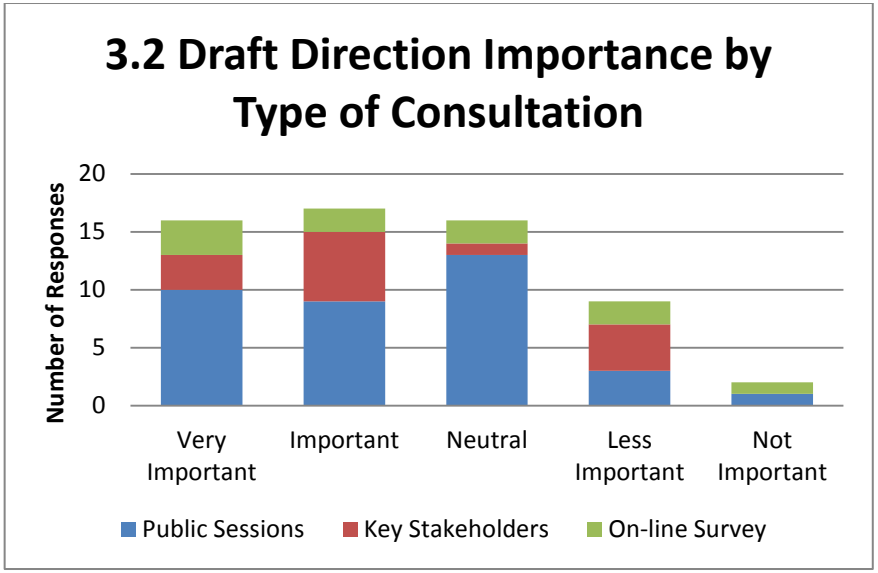




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	15	12	5	32	53.33%
Important	11	0	2	13	21.67%
Neutral	7	1	1	9	15.00%
Less Important	3	0	1	4	6.67%
Not Important	0	1	1	2	3.33%
I Don't Know				0	0.00%
Totals	**36**	**14**	**10**	**60**	**100%**

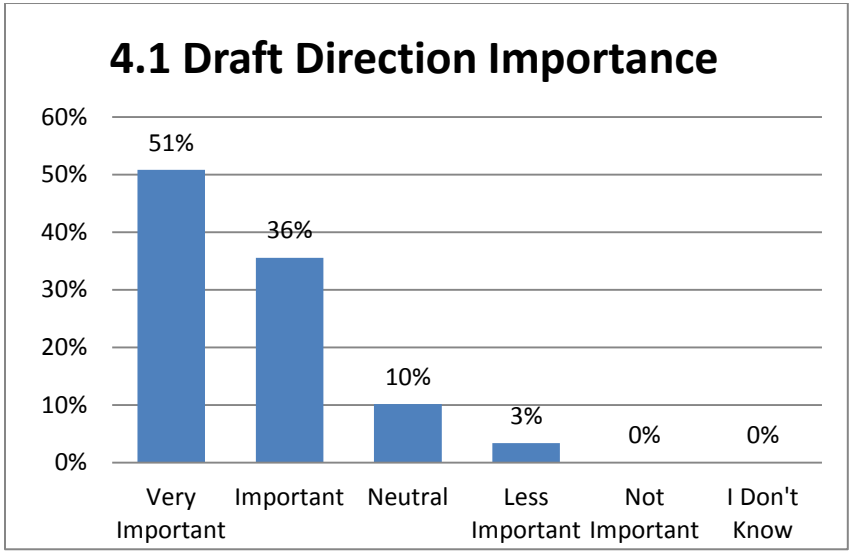
18. 3.2 Explore social financing as a means of funding affordable housing units, especially smaller units (bachelor and one bedroom units) and primary rental housing. How important is this? (Multiple Choice)

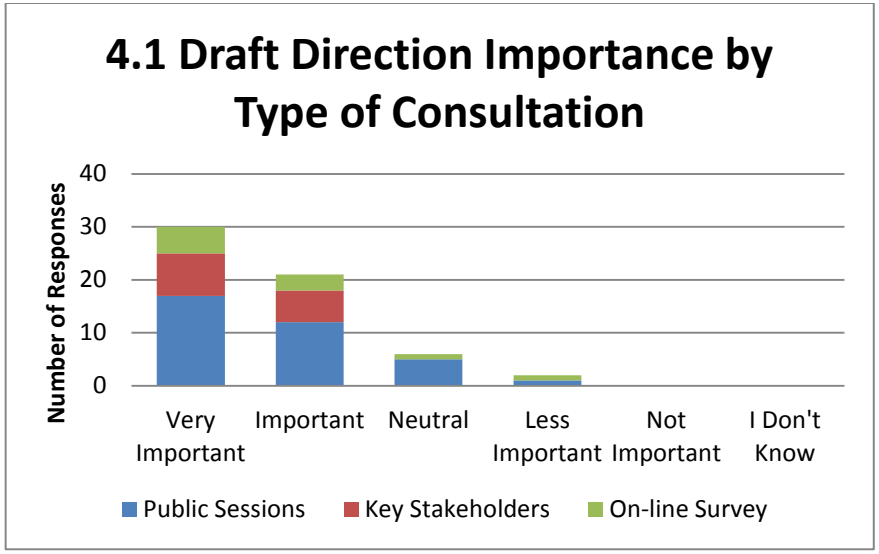




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	10	3	3	16	26.67%
Important	9	6	2	17	28.33%
Neutral	13	1	2	16	26.67%
Less Important	3	4	2	9	15.00%
Not Important	1	0	1	2	3.33%
I Don't Know				0	0.00%
Totals	**36**	**14**	**10**	**60**	**100%**

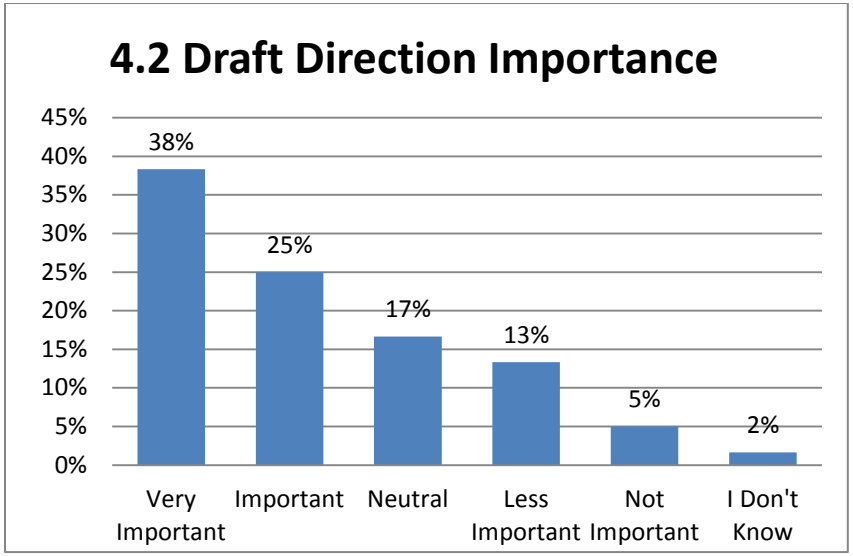
19. 4.1 Work with the County as Service Manager on the development of the County's incentive toolkit and promote any affordable housing programs provided by all levels of government.How important is this? (Multiple Choice)

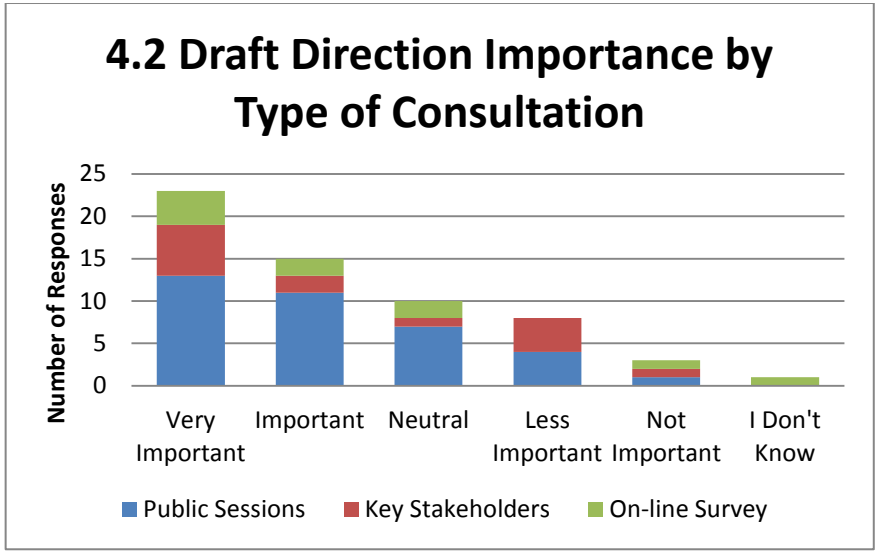




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	17	8	5	30	50.85%
Important	12	6	3	21	35.59%
Neutral	5	0	1	6	10.17%
Less Important	1	0	1	2	3.39%
Not Important	0	0		0	0.00%
I Don't Know				0	0.00%
Totals	**35**	**14**	**10**	**59**	**100%**

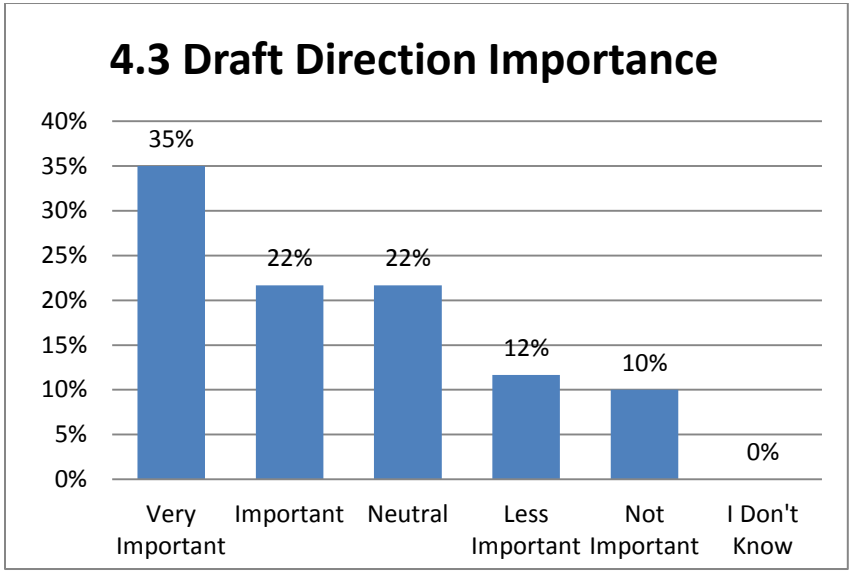
20. 4.2 Research innovative housing with partners to create a resource document that could be used with other tools to support the development of affordable housing e.g. pocket housing. How important is this? (Multiple Choice)

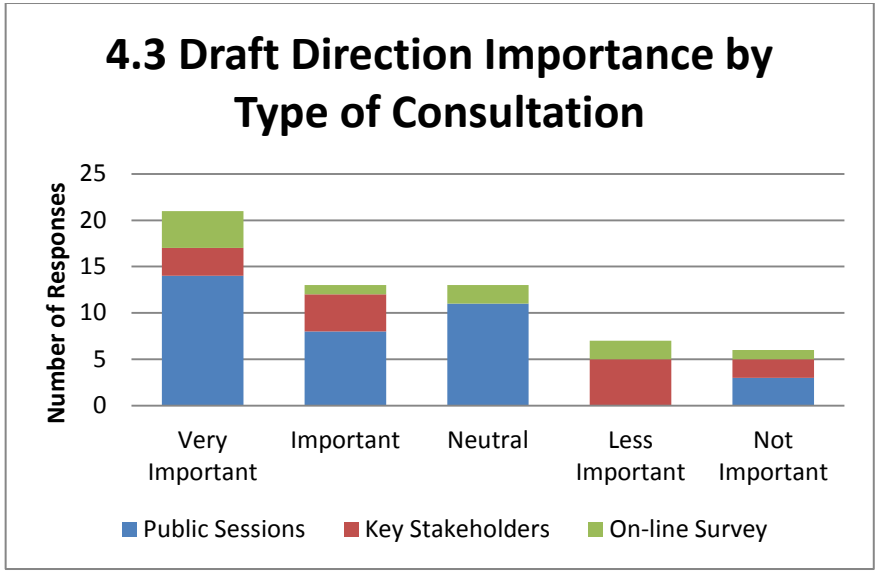




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	13	6	4	23	38.33%
Important	11	2	2	15	25.00%
Neutral	7	1	2	10	16.67%
Less Important	4	4		8	13.33%
Not Important	1	1	1	3	5.00%
I Don't Know			1	1	1.67%
Totals	**36**	**14**	**10**	**60**	**100%**

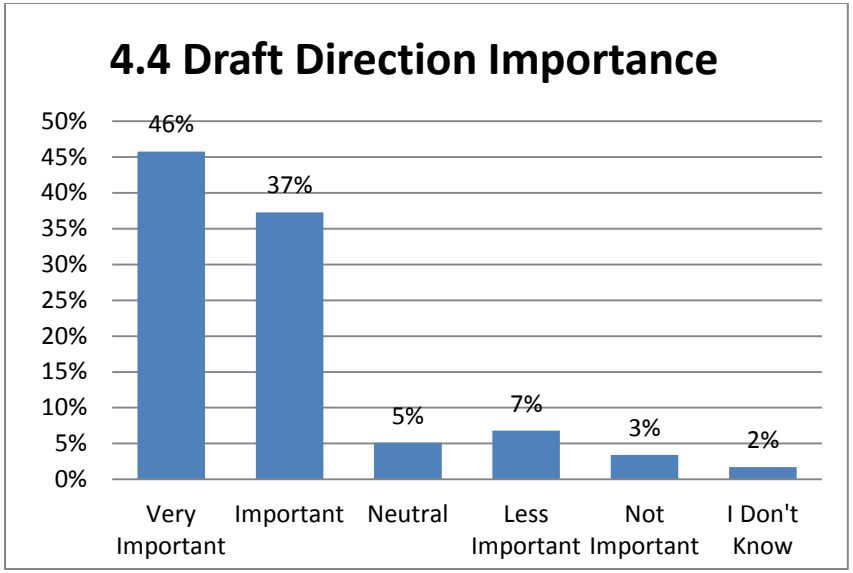
21. 4.3 Initiate or support a demonstration project with partners showcasing affordable housing, especially smaller units (bachelor and one bedroom units). How important is this? (Multiple Choice)

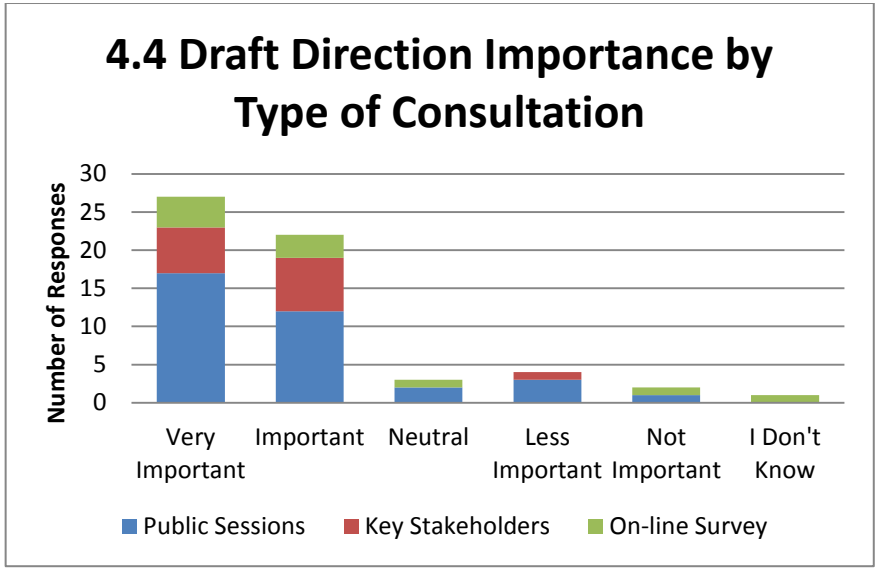




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	14	3	4	21	35.00%
Important	8	4	1	13	21.67%
Neutral	11	0	2	13	21.67%
Less Important	0	5	2	7	11.67%
Not Important	3	2	1	6	10.00%
I Don't Know				0	0.00%
Totals	**36**	**14**	**10**	**60**	**100%**

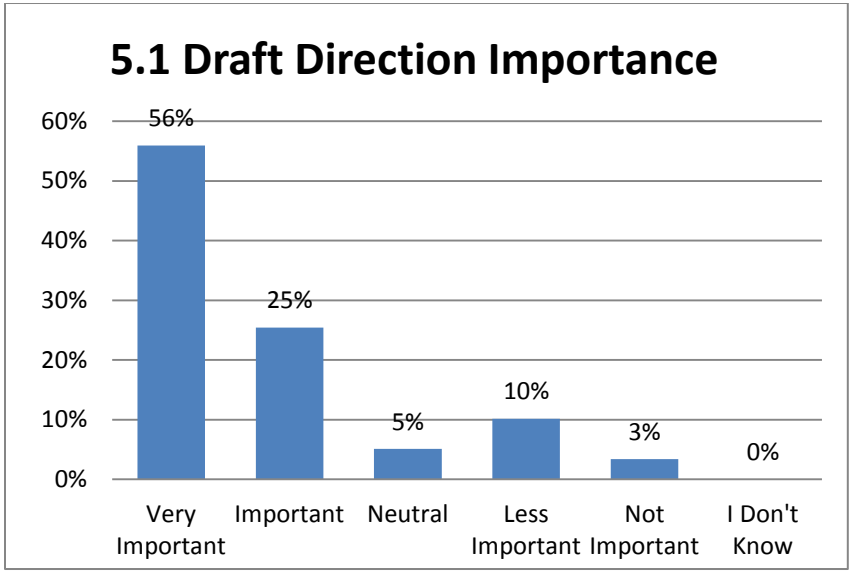
22. 4.4 Work with the County and housing providers to identify the potential to revitalize as appropriate existing social housing properties and assist with implementation where appropriate. How important is this? (Multiple Choice)

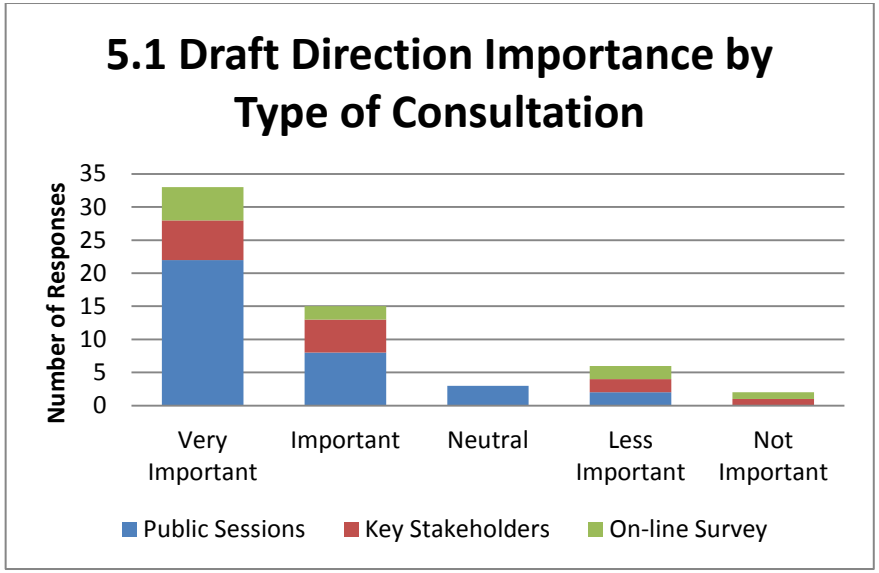




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	17	6	4	27	45.76%
Important	12	7	3	22	37.29%
Neutral	2	0	1	3	5.08%
Less Important	3	1		4	6.78%
Not Important	1	0	1	2	3.39%
I Don't Know			1	1	1.69%
Totals	**35**	**14**	**10**	**59**	**100%**

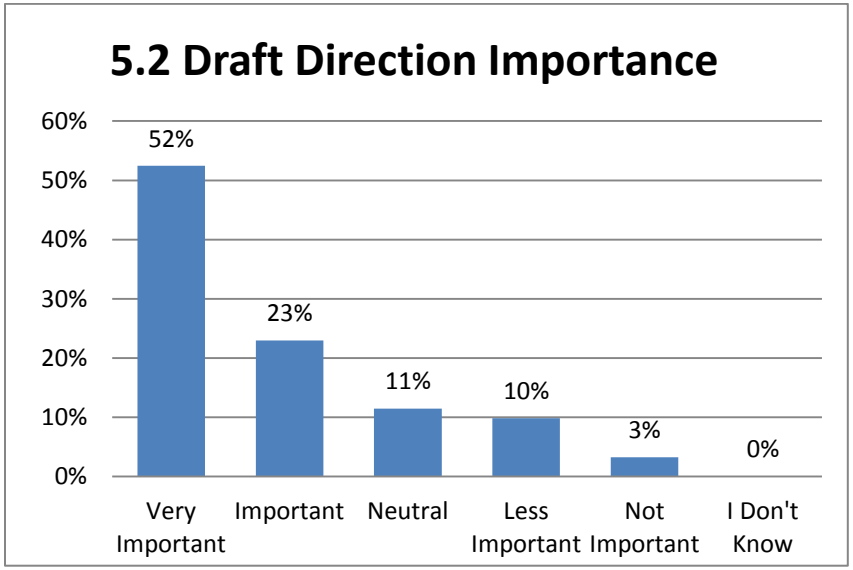
23. 5.1 Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units. How important is this? (Multiple Choice)

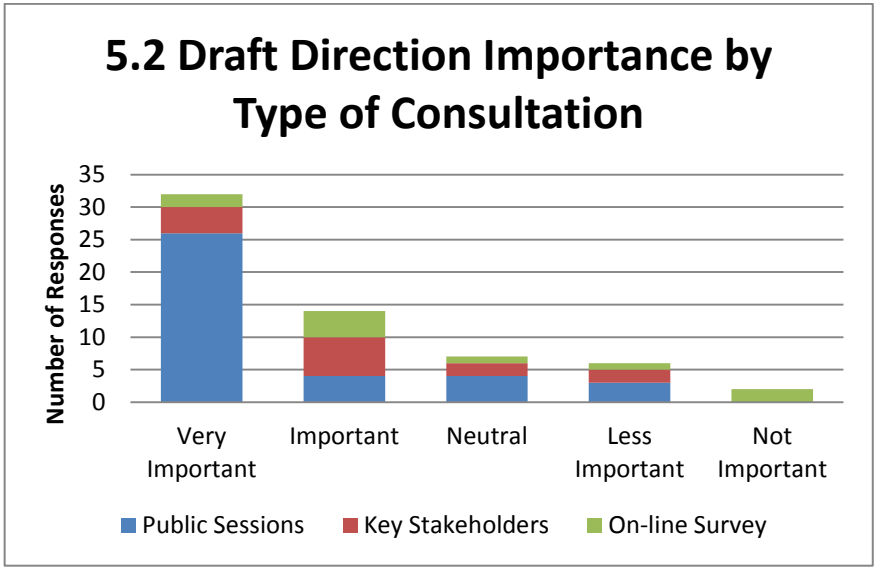




	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	22	6	5	33	55.93%
Important	8	5	2	15	25.42%
Neutral	3	0		3	5.08%
Less Important	2	2	2	6	10.17%
Not Important	0	1	1	2	3.39%
I Don't Know				0	0.00%
Totals	**35**	**14**	**10**	**59**	**100%**

24. 5.2 Develop a corporate advocacy strategy related to affordable housing. How important is this? (Multiple Choice)





	Responses				
	Public Sessions	**Key Stakeholders**	**On-line Survey**	**Total**	**Percent**
Very Important	26	4	2	32	52.46%
Important	4	6	4	14	22.95%
Neutral	4	2	1	7	11.48%
Less Important	3	2	1	6	9.84%
Not Important	0	0	2	2	3.28%
I Don't Know				0	0.00%
Totals	**37**	**14**	**10**	**61**	**100%**

Key Stakeholder Comments

Key stakeholders recommended including fewer directions in the strategy that combined some of the draft directions to increase their impact.

Financial incentives were important but stakeholders felt they would have limited impacted without the involvement of other levels of government. Any incentives provided should focus on smaller units and include the secondary rental market. Land purchases, development fees and charges should be waived for a set period of time in exchange for units being smaller and meeting affordability levels. A minimum financial incentive of $20,000 per unit was suggested which would help a proponent contribute 25% of project costs, a requirement of previous funding programs. Social financing might have some interest from a larger corporation but was not seen as something a smaller organization might be interested in.

The nature of the City's land holdings was questioned with key stakeholders feeling there was more value with the City exercising the first right of refusal on school board lands. A number of opportunities were seen with revitalizing appropriate existing social housing sites including: redeveloping/intensifying appropriate land; leveraging existing housing stock; creating smaller units; and having the City expedite the development approvals process. A demonstration project was also viewed as having many benefits including showing how other directions such as revised policies and procedures and financial incentives can be leveraged, publicity and the creation of an innovative mixed project including ownership, rental and social housing units.

The City getting directly involved in the housing business through a Municipal Service Corporation, i.e. GMHI had mixed views. This direction could increase control over the issue and could help with the acquisition of land. However key stakeholders felt that it should involve a partnership with the County and could remove the provision of incentives to the private sector.

There was little support for the creation of a resource document on innovative housing forms. Key stakeholders felt that best practice documents were already available through agencies such as Canada Mortgage and Housing Corporation (CMHC).

1.1.1 Public Meeting Comments

At the public meetings comments focused on the importance of direct financial incentives, including accessory apartments and presenting it as a value proposition, with a social return, not just a public cost. However social financing raised more questions around who might be interested in it and whether this was better suited to transitional and/or supportive housing forms. Inclusive housing for a mix of incomes was very important along with including units for seniors and persons with disabilities. The need to focus on rental housing was clearly expressed since it was felt that the resale value of housing could not be controlled. However there was some support to also include ownership housing, regulate tiny homes and/or potentially support rent to own models. Land supply and costs were seen as important factors including the use of lands owned by the County and

housing providers. It was important that the County's work was not replicated but that partnerships were supported. The City's influence on the primary rental market was viewed as limited.

1.1.2 Online Survey Comments

Comments from the online survey showed that trying to impact the security of the secondary rental market was the hardest of the three issues. The draft directions with the greatest impact on the other two issues, need for smaller units and more primary rental, revolved around land availability, financial incentives and partnerships with the County. There was general concern about where the money was going to come from for the incentives, the importance of creating more new affordable rental units rather than ownership "Tricar" type buildings, having every builder contribute to affordable housing and using existing partners/providers rather than creating new administrative structures.

Appendix 3

Draft Directions by Strategic Area

#	Strategic Area/Draft Direction
1.	**Target and Benchmarks**
1.3	Increase the City's affordable rental housing target by modifying the tenure split of the 30% affordable housing target included in the City's Official Plan.
2.	**Planning Regulations and Processes**
1.5	Review regulations and by-laws to identify unnecessary barriers/disincentives to the creation of affordable housing, in particular small units (e.g. tiny houses, bachelor, one bedroom units) and primary rental housing units and make recommendations for changes to policy and regulations.
1.6	Increase the supply of accessory apartments by modifying the zoning by-law regulations to permit accessory apartments in townhouses.
1.8	Explore having a requirement to identify and reserve lands for affordable housing as part of the development approval process.
2.2	Develop guidelines for the submission of an Affordable Housing Report as part of a complete development application.
2.3	Develop height and density bonusing guidelines that would prioritize affordable housing as a community benefit, where appropriate, in exchange for additional height and/or density.
5.1	Advocate for inclusionary zoning as a tool for municipalities to require development applications to include affordable housing units.
Note	Draft direction 1.8, identify and reserve units (lands) for affordable housing as part of the development approval process, is reliant on inclusionary zoning being incorporated into the *Planning Act*.
3.	**Financial Incentives**
1.7	Provide financial incentives for affordable housing through the development of a Community Improvement Plan (CIP) and/or modification of the Downtown Community Improvement Plan.
3.1	Provide direct financial incentives (e.g. reserve, grants, Add a Unit Program, etc.) for smaller rental units (bachelor and one bedroom) and primary rental housing.
Note	Draft direction 3.1 is about providing direct financial incentives for smaller rental units and primary rental housing. The recipients of direct financial incentives would be limited to individuals and not-for-profit housing providers in the absence of a CIP. Draft direction 1.7 is about developing a CIP that would expand potential recipients of financial incentives to include private businesses.
4.	**Development Charges**
1.9	Explore Development Charge exemptions or reduced rates for affordable

	housing during the next update of the Development Charges By-law to be completed March 2019.
5.	**Partnerships**
4.1	Work with the County as Service Manager on the development of the County's incentive toolkit and promote any affordable housing programs provided by all levels of government.
4.4	Work with the County and housing providers to identify the potential to revitalize as appropriate existing social housing properties and assist with implementation where appropriate.
6.	**Implementation and Monitoring**
1.4	Develop an Implementation Plan to meet the Official Plan affordable housing targets.
2.1	Monitor affordable housing targets and indicators to measure the effectiveness of affordable housing directions and ensure policies and funding are appropriately directed.
2.6	Monitor secondary rental housing to ensure policies and funding are appropriately directed.

Appendix 4

Summary of Recommended Strategic Actions

#	Recommended Strategic Action
1.	**Target and Benchmarks**
1	That the affordable housing target be maintained at 30%; 27% ownership and 3% rental.
2	That the City monitor the creation of new affordable market housing on an annual basis and review the affordable rental housing target during the next Official Plan review based on factors such as vacancy rate, success the actions recommended in this Strategy and performance of the market sector in delivering affordable housing.
3	That the rental housing target be measured as a five year annual average and that purpose built secondary rental housing units, excluding accessory apartments, be included where known.
4	That City staff explore the potential to identify and monitor purpose built secondary rental housing units annually for inclusion in measuring the affordable rental target.
2.	**Planning Regulations and Processes**
1	That minimum and/or maximum dwelling size limits not be incorporated into the City's Zoning By-law and that no change be made to the unit size and cap limits of accessory apartments, i.e. 45% of total Building Floor Area and 80 m^2 of Floor Area and that variance requests to increase unit size and cap limits are assessed to ensure smaller affordable units remain available in the City.
2	That the City's comprehensive review of its Zoning By-law consider: • reduced parking requirements for appropriate multiple residential properties and mixed-use developments that include affordable residential units; • regulations for accessory apartments in townhouses; • a combined low density residential zoning category that would permit both single and semi-detached dwelling units; and • pre-zone appropriate sites for medium and high density residential uses that align with the City's Official Plan's (OPA 48) residential designations.
3	That the City of Guelph continue to monitor the Province's work on inclusionary zoning. If inclusionary zoning does become available to municipalities, the City of Guelph will further examine the potential to use this tool to address identified affordable market housing issues within the City of Guelph, e.g. if this tool is needed and if so under what conditions the City of Guelph would choose to pursue this tool, e.g. size and type of development and percentage of affordable housing requested, in the context of the performance and outcomes of the other recommended affordable housing strategic actions.
4	That when the City updates its development standards, changes that could impact the provision of affordable housing be considered, recognizing the impact of servicing and land requirements on housing costs. For example

	consideration should be given to increased TDM measures, shared servicing for coach houses, etc.
5	That the update of development standards be coordinated with the update of the City's Zoning By-law to ensure documents are aligned where appropriate.
6	That the City establish criteria for requiring the submission of an Affordable Housing Report for private market residential and mixed-use developments (including residential units), and that the City develop a generic Terms of Reference to support the preparation of such reports.
7	That the development of height and density bonusing guidelines under Section 37 of the *Planning Act* explore how affordable housing may be delivered as a community benefit.
3.	**Financial Incentives**
1	That the City develop a Community Improvement Plan (CIP) for affordable housing to allow financial incentives to be provided to the private sector across the City.
2	That the City provide a variety of financial assistance for the development of affordable housing.
4.	**Development Charges**
1	That the City consider exemptions or reduced development charge rates for affordable housing as part of the Development Charges By-law review in 2019 in light of the contemporary financial incentive policy.
5.	**Partnerships**
1	That the City leverage any partnership opportunities with the County and housing providers to help coordinate and increase the impact of our responses to affordable housing issues while recognizing legislative roles and service area boundaries.
2	That, if the County chooses to develop an incentive toolkit that publicizes current affordable housing programs and incentives, the City participate in its development and make appropriate linkages between the County's and City's communication materials.
3	That, where appropriate, the City assists with increasing the number of affordable housing units on existing County and housing provider developments.
6.	**Implementation and Monitoring**
1	That the City's 30% affordable housing target be implemented city-wide.
2	Affordable housing opportunities will be provided city-wide through the development application process. Within the built-up area the focus is on the Urban Growth Centre, Intensification Corridors and Community Mixed Use Nodes. Development within the greenfield area will be planned and designed to include affordable housing.
3	That the City annually monitor key affordable housing indicators including a breakdown of the number of bedrooms per unit in stacked townhouse and apartment developments.
4	That annual reporting of accessory apartment information be expanded to include a breakdown of the number of units created by number of bedrooms.
5	That the City continue to explore the ability to identify purpose built secondary rental housing, excluding accessory apartments, through the

	development review/approval process.
6	That data on secondary rental housing be researched on a five year cycle including a survey of registered accessory apartments to inform the creation of rental units.
7	That the City continue to advocate CMHC for the collection of secondary rental market data for the Guelph area.

Appendix 5

Tiny House Review

The Tiny House Movement is a neo-traditional movement in that smaller homes have been built in the past and can be built today. The Tiny House Movement, Small House Society, Not So Big House are all responses to go back to basics and live within our means both financially, environmentally and socially. It is not just a response to escalating house prices in prime urban markets like Toronto or Vancouver, but also a response to households that desire a different lifestyle and smaller footprint. There are various definitions of tiny/small houses that generally range in size from 100 ft^2 to 1,500 ft^2. In British Columbia a research study has quantified the size of small dwellings to household needs, specifically approximately 500 ft^2 for a one to two person household and approximately 750 ft^2 for a household of three or more people.

During the 1800s houses were generally one room, one storey structures (450 ft^2). Lot and house sizes grew in the 1900s with one or one and a half storey homes offering 600 – 800 ft^2. In the 1940s lots grew to around 60 by 100 feet with post war homes being built. By the 1950s bungalows, on park like lots, supported 1,000 ft^2 homes with room to expand later. Additional separate rooms (e.g. recreation/family rooms) came in during the 1960s increasing houses to around 1,500 ft^2 growing to 2,000 ft^2 in the 1970s which brought with it additional storeys to support the increased floor space. In the 1990s houses grew and lots shrunk. A peak was reached around 2006 with homes supporting 1,900 ft^2 to 2,300 ft^2. According to Craig Alexander, chief economist of TD Bank Financial Group "We've gone from land rich and house poor to land poor and house rich." [1]Brian Johnston, COO of Mattamy Corporation adds that "In 2006, the market peaked and everybody got back to the idea of "We've got to make houses smaller and we've got to make them more affordable[2]."

A few existing small houses do exist in Guelph. According to MPAC data there are approximately 40 dwelling units, including apartments, which fall below 500 ft^2 in the City of Guelph. Even a single detached house at 250 ft^2 can be found. However the small single detached dwellings were generally constructed between 1870 to 1960, which predates current zoning by-law regulations. The newer smaller units are apartments. The City of Guelph does not have minimum or maximum unit size limitations within its regulations with the exception of accessory apartments. Accessory apartments are limited to two bedrooms with a unit size and cap limits of 45% of total Building Floor Area and 80 m^2 of Floor Area.

The City enforces the minimum size requirements for dwellings under the Ontario Building Code (OBC). Under the OBC the smallest residential unit that is permitted

[1] Tristin Hopper, "The incredible shrinking home: Why Canada's houses are getting smaller", *National Post*, July 13, 2012.
[2] Ibid.

is a bachelor apartment at 145 ft^2 plus space for a bathroom. The smallest one bedroom unit that could be built would be a 288 ft^2 open concept space, plus space for a bathroom and closet in the bedroom.

Not only have house sizes changed over the years but so have household sizes. In 1945 the average Canadian home was 800 ft^2 and typically housed a family of four or more. In 2010, the average house under construction was more than twice that size at 1,950 ft^2 and housed an average family of 2.5 persons.

Rising housing costs and shrinking household sizes have helped fuel the interest in tiny houses. The Homelessness Hub, a web based research library and information centre of Canadian homelessness information, published a series of blog posts in April 2016 regarding the use of tiny houses to assist with homelessness, social housing and affordable housing needs. A number of challenges have been identified including:

- land costs and its availability within urban areas;
- area bylaws;
- unit costs, especially to deal with Canada's climate; and
- suitability.

Living in a tiny house is often a lifestyle choice that tends to be temporary and does not suit many households on a permanent basis. Households wanting to pare down and simplify their lifestyle often try out a tiny house and move back into bigger spaces according to an article by Erin Anderssen published in The Globe and Mail on January 6, 2016. On the other end of need, tiny houses don't have the room to deal with household members with mobility issues, health complications and larger households. Some people just do not deal well living in small spaces. The Globe and Mail article also noted that "a lack of space has been linked to depression, alcoholism and poor school performance in children[3]". Michael Stewart in rabble.ca on January 28, 2015 noted that "there is …something deeply troubling about holding up a rarefied, consumer-driven living experience as some kind of 'solution' to a deep-seated social problem[4]".

In an urban setting, the preferred approach to supplying small units would be in higher density housing forms or in accessory apartments either within a dwelling unit or as an ancillary structure on the same property. Generally land economics do not make the provision of small single detached dwellings on an individual lot a cost effective option.

[3] Erin Anderssen, "Teeny house, big lie: Why so many proponents of the tiny-house movement have decided to upsize", *The Globe and Mail* (Toronto: The Globe and Mail, January 6, 2016).
[4] Michael Stewart. "Tiny houses no solution to the unaffordability crisis", rabble.ca, January 28, 2015.

Appendix 6

Municipal Community Improvement Plans Supporting Affordable Housing

Municipality	Date	Purpose/Scope	Description
Barrie (Single tier, County of Simcoe Service Manager)	April 2016 (Draft)	• Built Boundary CIP • Brownfield redevelopment, mixed use buildings, construction of affordable housing	• Grant all or part of municipal fees – development charges, building permits, planning application and cash-in-lieu of parkland • Grant varies by position on housing continuum, e.g. emergency housing can receive 100%, market affordable housing can receive 25% rebate
Oshawa (Durham Service Manager)	2010	• Areas surrounding educational institutions • Development of apartments and block townhouses	• Phase in tax increases • Financial incentives tied to housing form, not directly to sale prices or rents • Over 400 rental dwelling units created
Peterborough (Service Manager)	2012	• Affordable Housing – Rental or Ownership as per PPS (2014) • In 2016 only rental units with rents at or below average market rent are eligible • Allows City to revise affordable housing definition from time to time to meet current needs	• Grants to offset planning application fees, parkland fees, cash-in-lieu of parking fees • Development Charges can be offset through a separate program • Includes tax increment-based grant program can offset up to total construction cost of project • As Service Manager, bundles Federal and Provincial funding with CIP grants
Waterloo (City of, Waterloo Region Service Manager)	2016	• Uptown Core • Establishment of office employment uses and affordable rental housing (as defined by PPS	• Tax increment-based Major Activity Grant • Half of the City tax increment can be granted back to the project for six (6) years

		(2014))	• Duration of grant back extended if on a designated heritage property and/or achieves a sustainable design standard

Attachment 2

Summary of Recommended Strategic Actions

#	Recommended Strategic Action
1.	**Target and Benchmarks**
1	That the affordable housing target be maintained at 30%; 27% ownership and 3% rental.
2	That the City monitor the creation of new affordable market housing on an annual basis and review the affordable rental housing target during the next Official Plan review based on factors such as vacancy rate, success the actions recommended in this Strategy and performance of the market sector in delivering affordable housing.
3	That the rental housing target be measured as a five year annual average and that purpose built secondary rental housing units, excluding accessory apartments, be included where known.
4	That City staff explore the potential to identify and monitor purpose built secondary rental housing units annually for inclusion in measuring the affordable rental target.
2.	**Planning Regulations and Processes**
1	That minimum and/or maximum dwelling size limits not be incorporated into the City's Zoning By-law and that no change be made to the unit size and cap limits of accessory apartments, i.e. 45% of total Building Floor Area and 80 m^2 of Floor Area and that variance requests to increase unit size and cap limits are assessed to ensure smaller affordable units remain available in the City.
2	That the City's comprehensive review of its Zoning By-law consider: • reduced parking requirements for appropriate multiple residential properties and mixed-use developments that include affordable residential units; • regulations for accessory apartments in townhouses; • a combined low density residential zoning category that would permit both single and semi-detached dwelling units; and • pre-zone appropriate sites for medium and high density residential uses that align with the City's Official Plan's (OPA 48) residential designations.
3	That the City of Guelph continue to monitor the Province's work on inclusionary zoning. If inclusionary zoning does become available to municipalities, the City of Guelph will further examine the potential to use this tool to address identified affordable market housing issues within the City of Guelph, e.g. if this tool is needed and if so under what conditions the City of Guelph would choose to pursue this tool, e.g. size and type of development and percentage of affordable housing requested, in the context of the performance and outcomes of the other recommended affordable housing strategic actions.
4	That when the City updates its development standards, changes that could impact the provision of affordable housing be considered, recognizing the impact of servicing and land requirements on housing costs. For example

	consideration should be given to increased TDM measures, shared servicing for coach houses, etc.
5	That the update of development standards be coordinated with the update of the City's Zoning By-law to ensure documents are aligned where appropriate.
6	That the City establish criteria for requiring the submission of an Affordable Housing Report for private market residential and mixed-use developments (including residential units), and that the City develop a generic Terms of Reference to support the preparation of such reports.
7	That the development of height and density bonusing guidelines under Section 37 of the *Planning Act* explore how affordable housing may be delivered as a community benefit.
3.	**Financial Incentives**
1	That the City develop a Community Improvement Plan (CIP) for affordable housing to allow financial incentives to be provided to the private sector across the City.
2	That the City provide a variety of financial assistance for the development of affordable housing.
4.	**Development Charges**
1	That the City consider exemptions or reduced development charge rates for affordable housing as part of the Development Charges By-law review in 2019 in light of the contemporary financial incentive policy.
5.	**Partnerships**
1	That the City leverage any partnership opportunities with the County and housing providers to help coordinate and increase the impact of our responses to affordable housing issues while recognizing legislative roles and service area boundaries.
2	That, if the County chooses to develop an incentive toolkit that publicizes current affordable housing programs and incentives, the City participate in its development and make appropriate linkages between the County's and City's communication materials.
3	That, where appropriate, the City assists with increasing the number of affordable housing units on existing County and housing provider developments.
6.	**Implementation and Monitoring**
1	That the City's 30% affordable housing target be implemented city-wide.
2	Affordable housing opportunities will be provided city-wide through the development application process. Within the built-up area the focus is on the Urban Growth Centre, Intensification Corridors and Community Mixed Use Nodes. Development within the greenfield area will be planned and designed to include affordable housing.
3	That the City annually monitor key affordable housing indicators including a breakdown of the number of bedrooms per unit in stacked townhouse and apartment developments.
4	That annual reporting of accessory apartment information be expanded to include a breakdown of the number of units created by number of bedrooms.
5	That the City continue to explore the ability to identify purpose built secondary rental housing, excluding accessory apartments, through the development review/approval process.

6	That data on secondary rental housing be researched on a five year cycle including a survey of registered accessory apartments to inform the creation of rental units.
7	That the City continue to advocate CMHC for the collection of secondary rental market data for the Guelph area.

Mixed-Use Nodes

Clair/Gordon
Woodlawn/Woolwich

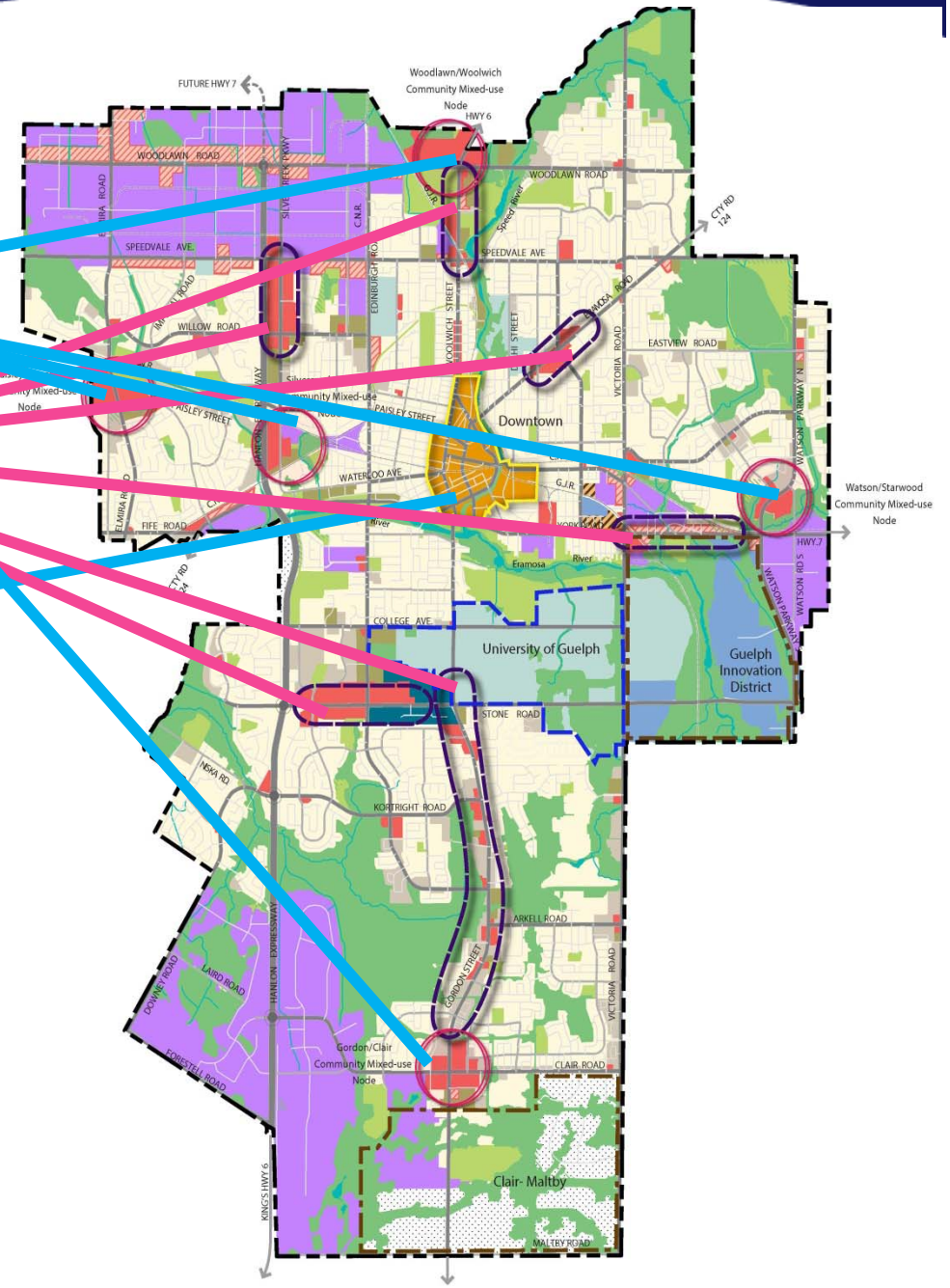
Guelph

Nodes

Corridors

Downtown

- Guelph is Growing from 127,000 to 175,000 by 2031



Achieving Mixed-Use Nodes

Today

Vision

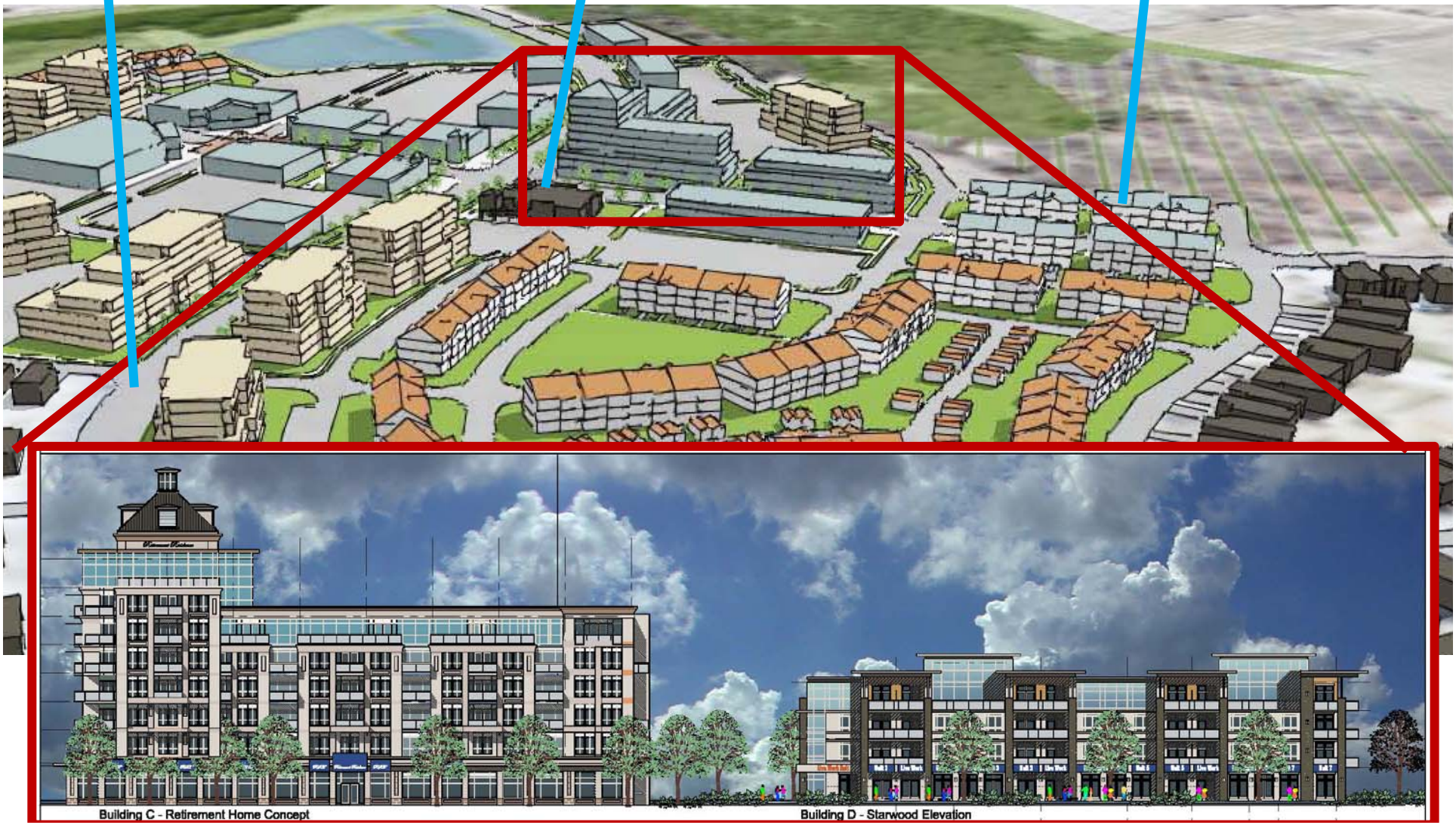
Precedents—Making it urban

Watson and Starwood

Watson

Existing Library

Starwood



OPA 48:
Urban Design Concept Plans

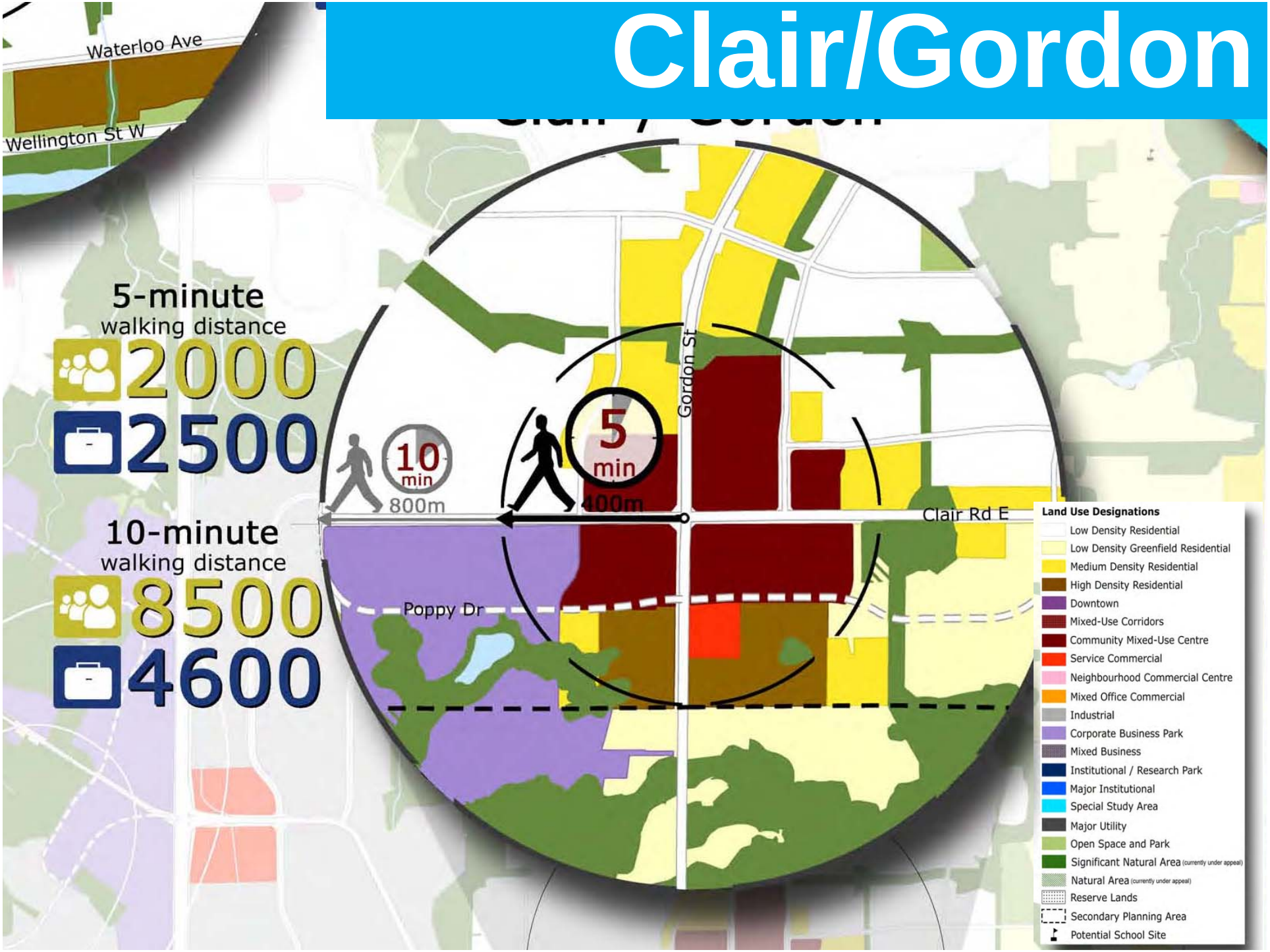
Introduction of policies to require concept plans for major development proposals within the Nodes. **Urban Design Concept Plans** to address:

- linkages between new and existing development;
- locations for public and private streets and laneways;
- general massing and location of buildings to establish transition to surrounding community;
- locations of open space.

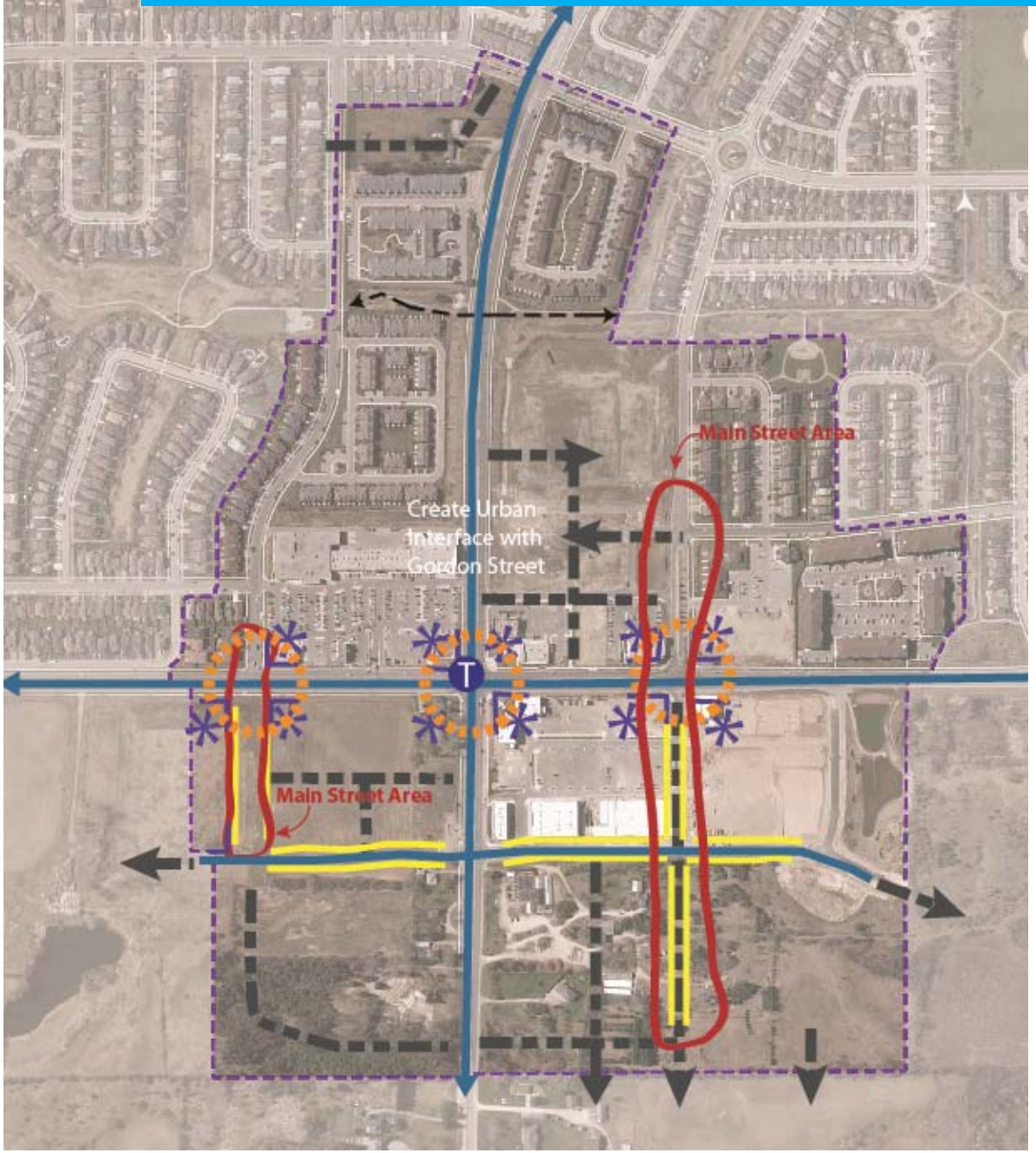
Urban Design Concept Plans

1. Urban Design Concept Plan Diagram
2. Principles
3. Illustrations

Clair/Gordon



Urban Design Concept Plan



Gordon/Clair

Community Mixed-use Node

Urban Design Concept Plan

- Proposed Transit Node
- Dedicated Cycling Facility
- On-street Parking
- Focal Point/Key Intersection
- Streetwall with Building Entrances
- Potential Mixed-use Building/Taller Building
- Proposed Road/Active Transportation Connection
- Study Area Boundary
- Main Street Area
- Existing Trail

Key Principles Summary

• Gosling Gardens (south of Clair Road) and Farley Road (south of Goodwin Drive) are the Main Street for the urban village (i.e. including on-street parking, street trees and other pedestrian amenities);

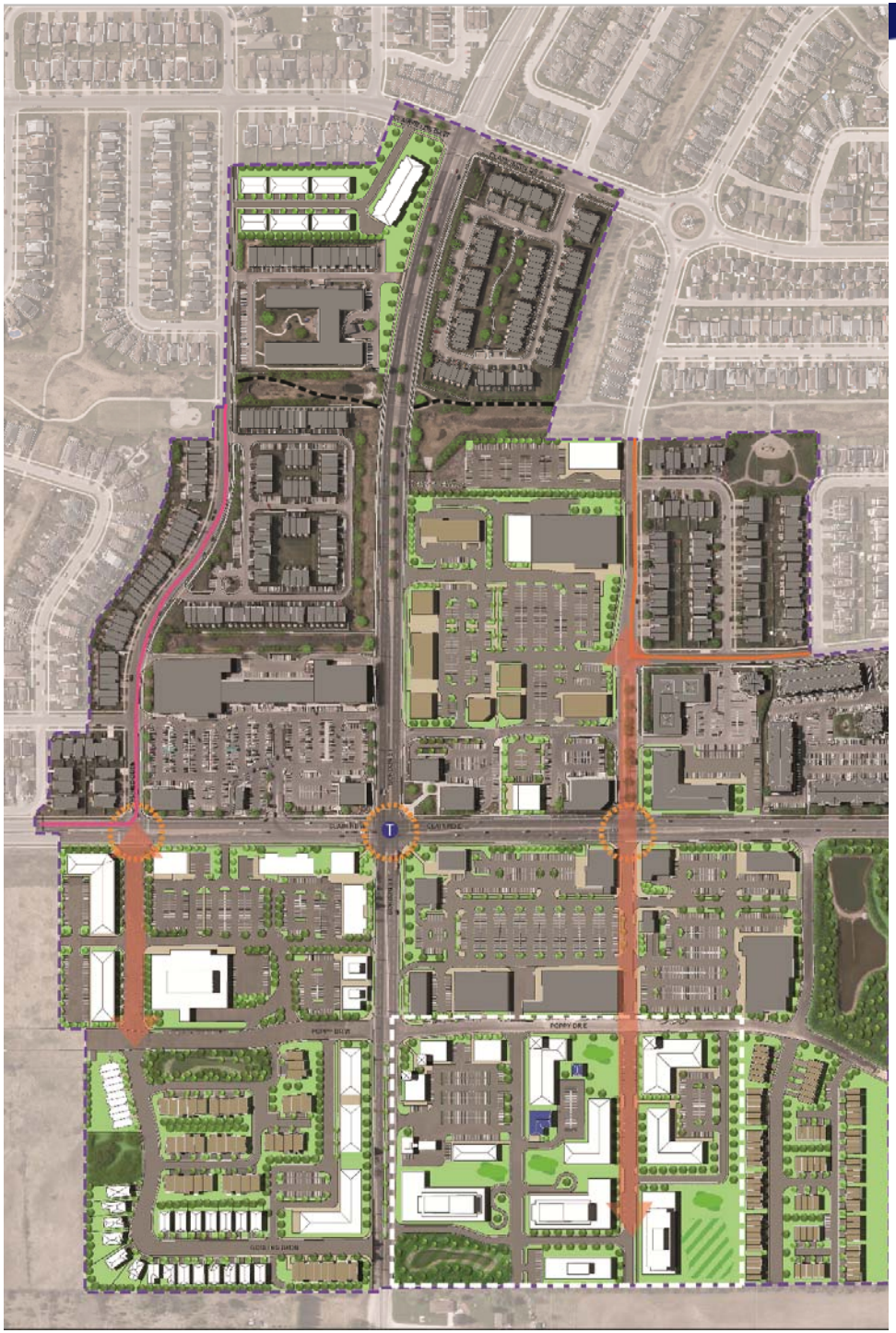
• Introduction of a modified grid road pattern that creates adaptable urban blocks and that promotes connectivity and pedestrian/cyclist movement;

• Building design should reflect the importance of Gordon Street,

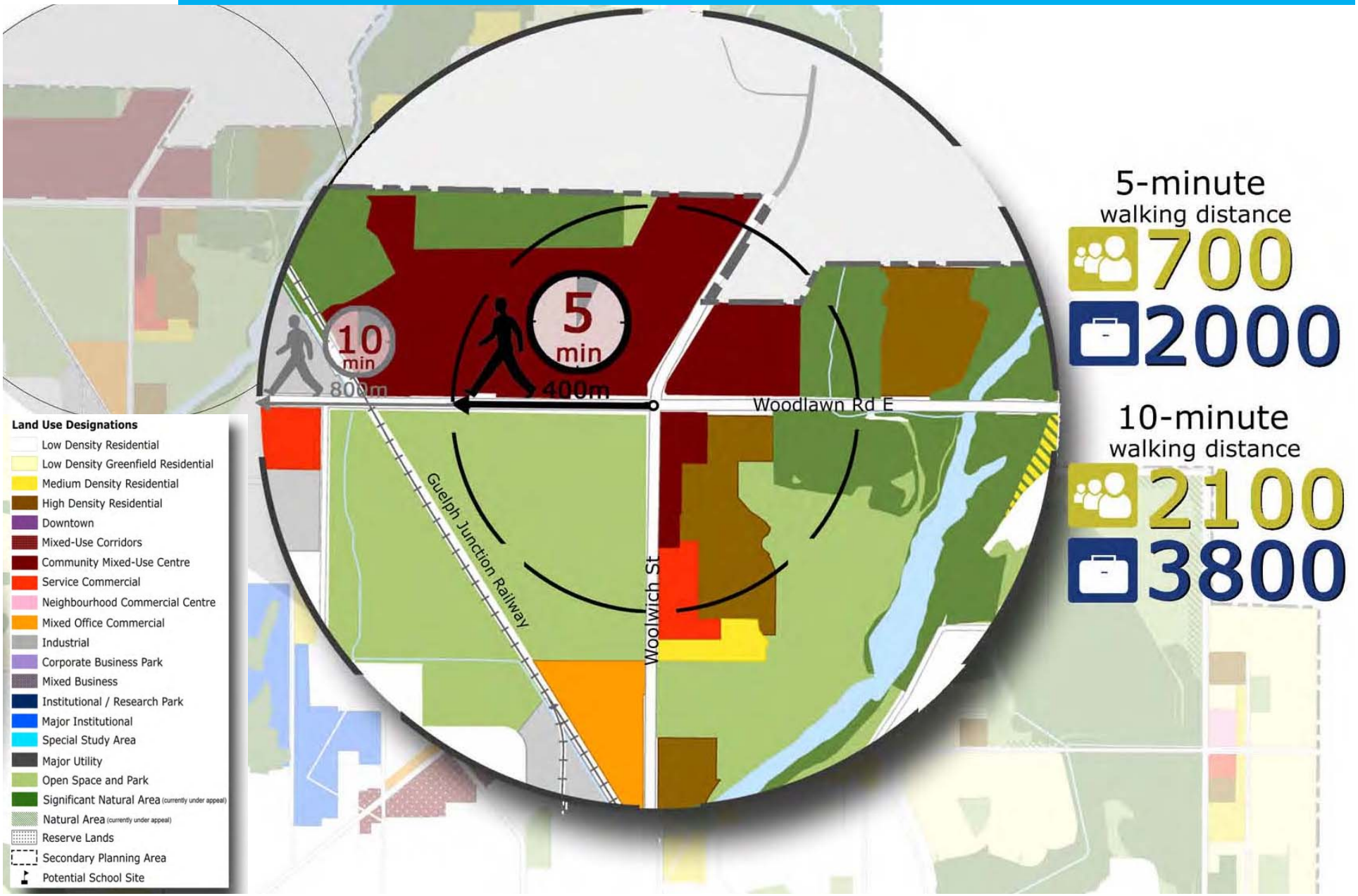
• Create connections to the Clair-Maltby Secondary Plan area

•Establish additional cycling facilities along Gordon, Clair and Poppy.

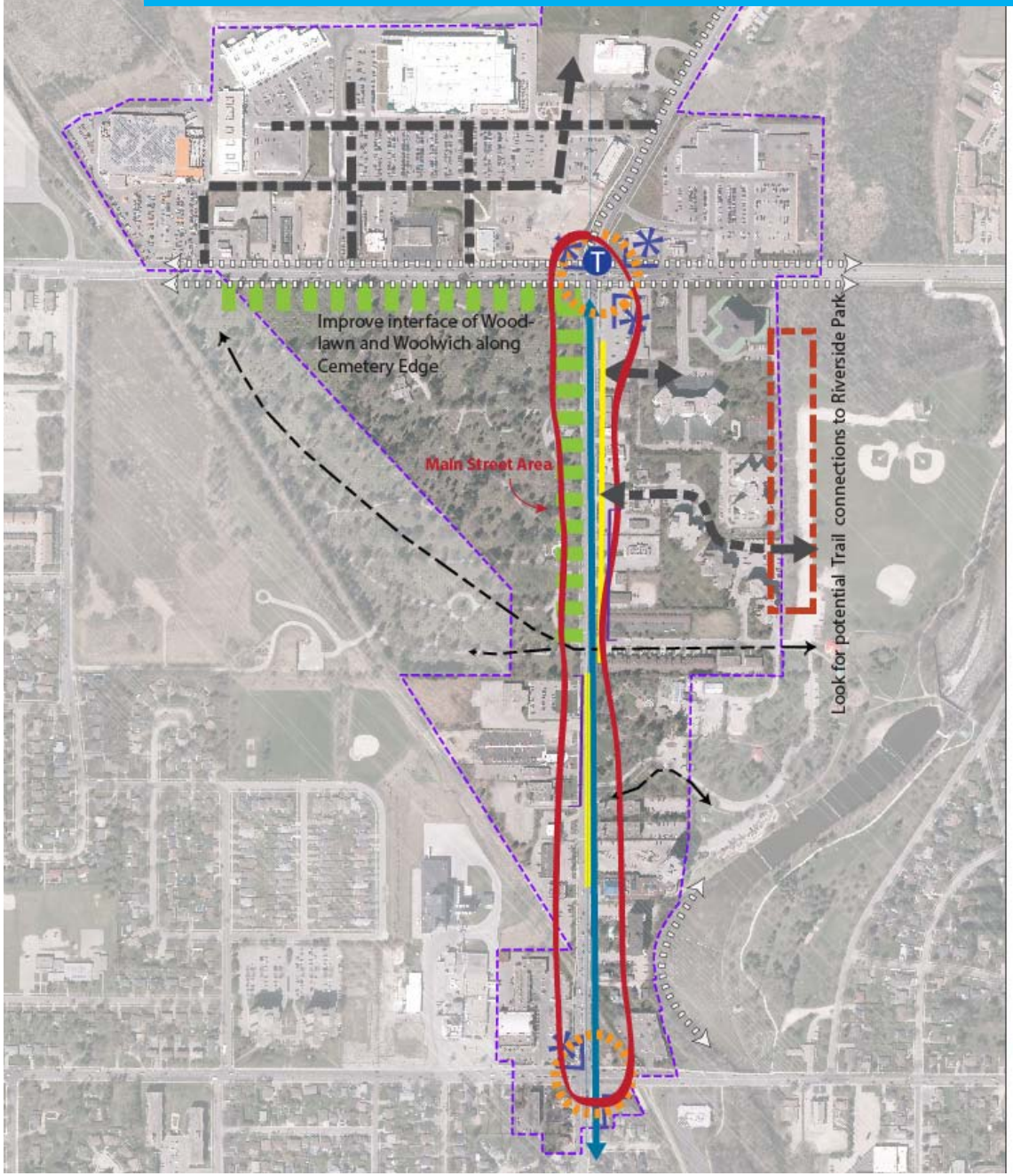
Illustrations



Woodlawn/Woolwich



Urban Design Concept Plan



Woodlawn/Woolwich

Mixed-use Node and
Intensification Corridor
Urban Design Concept Plan

- Proposed Transit Node
- Dedicated Cycling Facility
- On-street Parking
- Focal Point/Key Intersection
- Streetwall with Building Entrances
- Potential Mixed-use Building/Taller Building
- Potential Road/Active Transportation Connection
- Study Area Boundary
- Main Street Area
- Existing Trail
- Proposed Multi-Use Path/Trail

Key Principles Summary

• Woolwich Street (south of Woodlawn Road) as the Main Street for the urban village (i.e. including on-street parking, street trees and other pedestrian amenities);

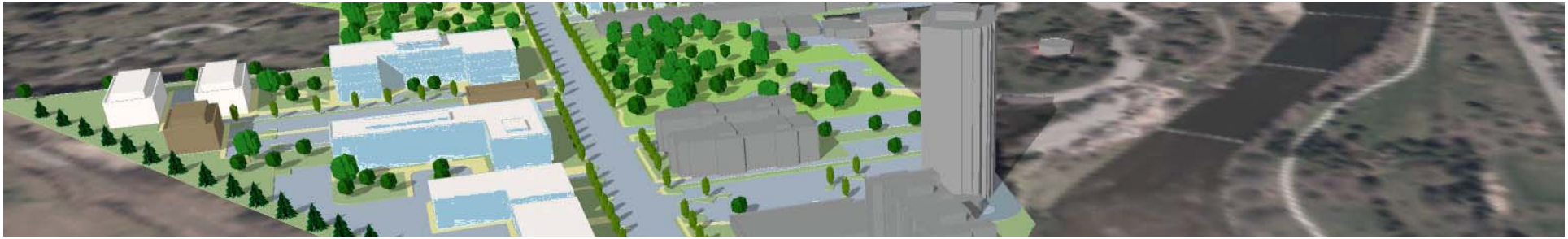
• Introduction of a modified grid road pattern that creates adaptable urban blocks and that promotes connectivity and pedestrian/cyclist movement;

• Consolidate access driveways and properties,

•Improve active transportation connection to Riverside Park.

•Focus commercial activity along Woodlawn Road

•Establish additional cycling facilities along Woodlawn and Woolwich.



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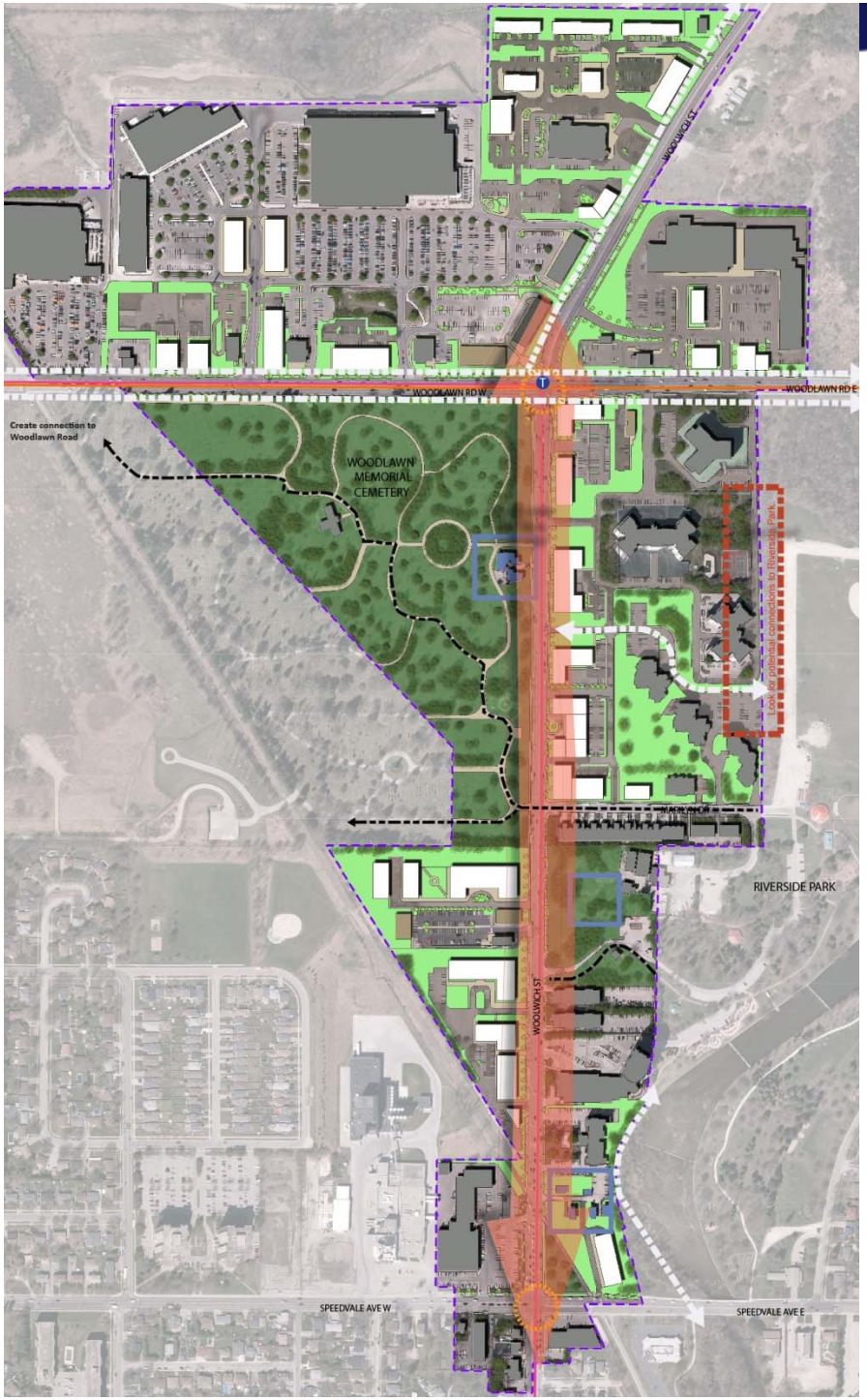

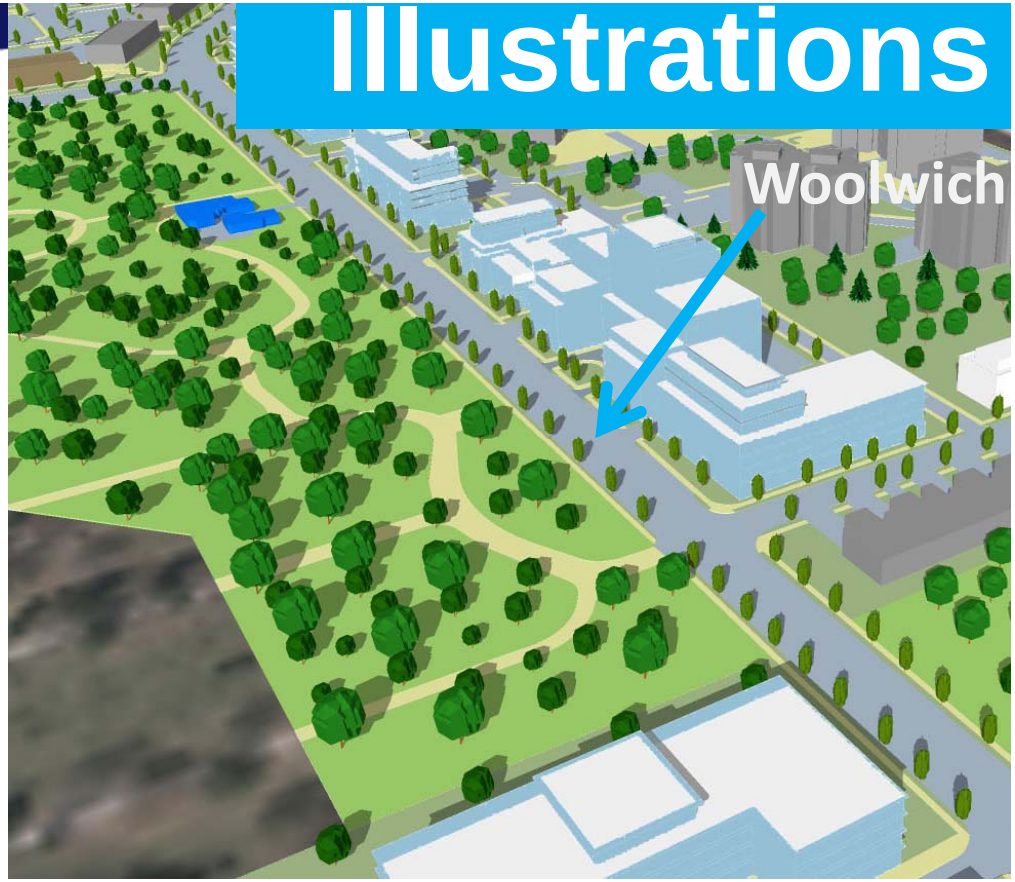

Illustrations

Illustrations

1. That Report 16-54 from Infrastructure, Development and Enterprise titled Mixed-Use Nodes Urban Design Concept Plans: Gordon/Clair Community Mixed Used Node and Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor dated July 11, 2016 be received.

2. That Council endorse the Urban Design Concept Plans, Principles and Illustrative Diagrams for the Gordon/Clair Community Mixed Used Node and Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor, included as Attachments 1 and 2 to report 16-54.

3. That staff be directed to use the Urban Design Concept Plans, Principles and Illustrative Diagrams to guide the review of future development applications within these nodes and corridor.

STAFF REPORT

TO	City Council
SERVICE AREA	Infrastructure, Development and Enterprise
DATE	July 11, 2016
SUBJECT	**Mixed-Use Nodes Urban Design Concept Plans: Gordon/Clair Community Mixed Used Node and Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor**
REPORT NUMBER	16-54

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To provide an overview of the Mixed-Use Nodes Urban Design Concept Plan policies and a recommended approach to implementation with a focus on the:

- Gordon/Clair Community Mixed Used Node; and,
- Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor.

KEY FINDINGS

As part of the City's Urban Design Action Plan work, this report outlines the staff approach to achieving the Council-adopted Official Plan vision in regard to Community Mixed-Use Nodes through the creation and implementation of Urban Design Concept Plans.

This report presents Urban Design Concept Plans for the Gordon/Clair Community Mixed Used Node; and, Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor that will provide staff and developers with additional guidance regarding the preparation and review/evaluation of future development applications within these areas.

This work provides a thoughtful and consistent approach to urban design in these areas and will be incorporated into an Urban Design Manual which is currently being developed.

FINANCIAL IMPLICATIONS

The Urban Design Concept Plans are being developed "in-house" by City Staff using approved Capital funding.

STAFF REPORT

ACTION REQUIRED
To receive the report, endorse the concept plans and direct that the concept plans be used to guide future development applications within these nodes and corridor.

RECOMMENDATION

1. That Report 16-54 from Infrastructure, Development and Enterprise titled Mixed-Use Nodes Urban Design Concept Plans: Gordon/Clair Community Mixed Used Node and Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor dated July 11, 2016 be received.

2. That Council endorse the Urban Design Concept Plans, Principles and Illustrative Diagrams for the Gordon/Clair Community Mixed Used Node and Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor, included as Attachments 1 and 2 to report 16-54.

3. That staff be directed to use the Urban Design Concept Plans, Principles and Illustrative Diagrams to guide the review of future development applications within these nodes and corridor.

BACKGROUND

The purpose of this report is to provide background information regarding the evolution of two of the City's Mixed-Use Nodes and provide an update as to how the Council-adopted Official Plan policies will be implemented through the development applications.

This report will discuss the Council-adopted Official Plan policies regarding Urban Design Concept Plans and provide these documents for Council consideration for the:

- Gordon/Clair Community Mixed Used Node; and,
- Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor.

This work builds on the 2009 Urban Design Action Plan, and the City's Official Plan updates (OPA 39 and OPA 48) in using urban design to implement "place-making" principles in these nodes through the technical city-building procedures and tools available to the City.

In 2012, staff brought forward concept plans for two other mixed-use nodes (Paisley/Imperial and Watson/Starwood) which Council endorsed and staff has been using in the review of development applications within these nodes.

This work will provide a thoughtful and consistent approach to urban design in these areas and will be incorporated into an Urban Design Manual which is currently being developed. A report regarding the larger Urban Design Manual project (16-24: the Urban Design Action Plan Update and Urban Design Manual Project) was brought forward to Council on April 20, 2016 which outlined how and why the Urban Design Manual is being developed.

REPORT

Policy Context: Mixed Use Node Policies

Existing Official Plan

The policy context of the Mixed Use Nodes and Intensification Corridors has evolved since its inception through the Official Plan Amendment that implemented the 2005 Commercial Policy review.

The 2009 Urban Design Action Plan and subsequent Official Plan Amendment 39, identified nodes and corridors as part of the structuring elements of the City containing multiple land use designations such as high density residential designations in combination with permitting shopping and service uses.

The existing Official Plan contains Mixed Use Node land use policies that:

- Define the role of the nodes as serving both the needs of residents living and working in nearby neighborhoods and employment districts and within the wider City as a whole;
- Permit a variety of commercial uses as well as residential uses and small-scale office uses;
- Direct large format retail uses to this designation while capping the total amount of retail development; and,
- Contain a number of detailed urban design policies.

Five Mixed Use Nodes are identified: (see Attachment 3 for general locations)

- Woodlawn/Woolwich Street Node;
- Paisley/Imperial Node (Urban Design Concept Plan completed);
- Watson Parkway/ Starwood Node (Urban Design Concept Plan completed);
- Gordon/Clair Node; and,
- Silvercreek Node.

The existing Official Plan also includes Intensification Corridor policies that:

- Plan for increased densities to support existing and planned transit levels; and,
- Permit a mix of residential, office, institution and commercial uses, as well as a range of local services.

The vision articulated in the 2009 Urban Design Action Plan is to transform, over time, the city's five major Community Nodes into distinct "urban villages"—mixed-use, transit and pedestrian oriented places that provide focal points for civic life, higher-density housing, office and retail employment, and live-work opportunities.

Official Plan Amendment (OPA) 48

OPA 48 finalized the Five Year Update to the Official Plan and, among other items, updated the land use designations. OPA 48 was adopted by Council on June 5, 2012 and is currently under appeal.

OPA 48 provides additional direction regarding implementing the vision for the Mixed Uses Nodes over the long-term. It makes a distinction between Community Mixed-Use Nodes (a City-wide structuring element) and the Community Mixed-Use Centre land use designation. The land use designations on Schedule 2 of the Official Plan provide the range and mix of permitted uses that together would achieve the vision of pedestrian-oriented and transit-supportive development with amenities and commercial uses in proximity to residential neighbourhoods (see Attachment 3 which shows jobs and residents in proximity of the nodes).

Medium and high density residential uses are designated within walking distance of the designated commercial centres. While market and economic conditions will ultimately determine the timing for the full build-out of the permitted uses, OPA 48 also formalizes the use of Urban Design Concept Plans as a key tool for implementing the policies. Urban Design Concept Plans are further discussed below.

In addition to policies for nodes, the OPA 48 contains policies for Intensification Corridors, which also have been referenced.

<u>The Nodes Today</u>

The five Community Mixed-Use Nodes at the periphery of the City were each intended to contain a range of commercial and residential uses. Today, some Nodes contain less development while others are almost completely built out. Historically, they have been developed as typical single-storey retail plazas served by large surface parking lots however this is beginning to change and evolve. For example, multi-storey buildings have been recently approved or are under construction in the Paisley/Imperial Node (e.g. south of Paisley Road between Elmira Road and

Imperial Road) and Watson Parkway/ Starwood (e.g. approved re-zoning applications along Starwood and Watson).

As stated in the Council-adopted 2009 Urban Design Action Plan:

> "Changing the nature of the Community Nodes will require strong urban design and land use policies and a development industry willing to take an alternative approach. It may also require public investments in the form of civic open spaces, institutions or community facilities to complement other uses and attract residential and employment uses."

Furthermore, the UDAP identified a number of specific challenges to their evolution that will need to be addressed through implementation:

- Bulk of available commercial lands used for low-density, single-storey retail uses and surface parking;
- Function and design of primary roads generally not conducive to walking and pedestrian-oriented development—no on-street parking to calm or buffer traffic;
- Existing development generally not structured to accommodate intensification due to the large land parcels;
- Active public uses (e.g., parks, community and recreation centres, libraries) generally not integral or well-connected to existing development; and,
- Consumer demand and the nature of the development market in Guelph makes achieving design excellence and getting developments to adopt alternative standards a challenge in new development areas.

Moving Forward: Implementing the Vision

Purpose and Content of Urban Design Concept Plans

One of the key implementation mechanisms identified in OPA 48 (Section 3.11) is the creation of Urban Design Concept Plans to help articulate how these nodes will evolve, address the challenges identified, and plan for the long-term evolution of the nodes in support of the vision for higher density mixed-use areas.
OPA 48 requires Urban Design Concept Plans to be developed for major development proposals within the Community Mixed-use Nodes. The policies allow for the planning work to be led by staff or a development proponent.

Further, the policies (section 3.11.6) provide direction as to what the concept plan should include, namely:

> i) linkages between properties, buildings and uses of land both within and adjacent to the node;

ii) identification of an appropriate location for a Main Street area;

iii) locations of new public and/or private streets and laneways;

iv) locations of open space on the site such as urban squares;

v) general massing and location of buildings that establish a transition to the surrounding community;

vi) pedestrian, cycling and transit facilities; and

vii) *heritage attributes* to be retained, conserved and/or rehabilitated.

The Urban Design Concept Plans will generally include the following components:

1. Urban Design Concept Plan showing a high-level illustration of the main principles and structure of the Node.
2. Associated principles underlying the Urban Design Concept Plan
3. A series of Illustrations showing how the concept plan could be implemented.

How Staff Develops Urban Design Concept Plans for the Nodes

In developing the Urban Design Concept Plans staff reviewed Council-adopted Official Plan policies and reviewed active development applications. Planning staff also co-ordinated with other departments (e.g. Engineering, Parks and Transit) in order to develop the concept plans and associated illustrations attached. In addition, staff informed area landowners about the project and held meetings with interested landowners to discuss the purpose of the concept plans and receive their input. Comments from landowners and City departments were incorporated into the concept plans as appropriate. Further information is contained in the Departmental Consultation and Communications sections of this report.

How Staff Implements Urban Design Concepts for the Nodes

The Urban Design Concept Plans establish the general principles for the development of the node. Once endorsed by Council, they will be used to provide guidance for staff to evaluate development applications within the area. The concept plans are intended to provide greater guidance to development proponents and enhance clarity and consistency regarding the City's urban design policies in these areas. The intent is to allow for more timely approvals for development applications that are in keeping with the Urban Design Concept Plans.

Development proposals within the area will be required to demonstrate how the proposal is generally consistent with and reflect the Urban Design Concept Plans to the satisfaction of staff. Furthermore, the principles established will guide the development of implementation tools (e.g. Zoning By-law Amendments or updates). This being said, the Concept Plans, Principles and Illustrations are by their nature conceptual and issues such as building size/placement may be refined and changes proposed through the development process so long as the development is generally consistent with the Urban Design Concept and principles.

Gordon/Clair Community Mixed Used Node (Attachment 1)

The Gordon/Clair Community Mixed Use Node currently contains existing and planned commercial development near the intersection of Gordon Street and Clair Road. Generally south of Poppy Drive, new residential development has occurred and there are also lands that are envisioned to develop over the planning horizon of the Official Plan.

Lands in the Gordon/Clair Community Mixed Use Node area are designated as (as shown in OPA 48): Community Mixed-Use Centre, High Density Residential (generally south of Poppy Drive), Service Commercial (at the intersection of Poppy Drive and Gordon Street) and Medium Density Residential (near the periphery of the area).

Active Official Plan, zoning, and subdivision development applications in the node are outlined below:

Address	Application#	Summary	Status
132 Clair Road West	23T-15501 and ZC1510	To subdivide and zone the lands for: a corporate business park block, a commercial block, a future development block, a stormwater management block and a road widening block	Public Meeting: December 7, 2015

Overview of Concept

As articulated and shown in Attachment 1, the following key ideas are proposed as part of the Urban Design Concept Plan:

- Establishing the sections of Farley Drive (generally south of Goodwin Drive) and Gosling Gardens (south of Clair Road) as Main Streets for the surrounding neighbourhoods (i.e. including on-street parking, street trees and other pedestrian amenities);

- Introduction of a modified grid road pattern that creates adaptable urban blocks and that promotes connectivity and pedestrian/cyclist movement; and,
- Generally, locate taller residential buildings south of Poppy Drive within the High Density Residential designation and within walking distance of Gordon Street.

Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor (Attachment 2)

Currently this area contains a number of large-format retail stores north of Woodlawn Road (e.g. Home Depot, Walmart and Canadian Tire). There are also smaller commercial pads and commercial developments along Woolwich Street and adjacent to Woodlawn Road. Two major green spaces are located in the area: the Woodlawn Memorial Cemetery; and, Riverside Park to the east of Woolwich Street. Existing higher density residential development is located east of Woolwich Street.

Lands within the Woodlawn/Woolwich Community Mixed Use Node and the Woolwich Street Corridor are designated as (as shown in OPA 48): Community Mixed-Use Centre, High Density Residential (north of Woodlawn Road and near the intersection of Woodlawn Road and Woolwich Street), Service Commercial, High Density Residential, Neighbourhood Commercial (near Speedvale Avenue and Woolwich Street), Mixed Office Commercial and Medium Density Residential.

In creating the concept plan and in discussions with landowners it became evident that the Service Commercial designation within the Intensification Corridor along Woolwich Street should be further reviewed from a market perspective and given the long term vision/policies for the Intensification Corridor. Therefore, through the upcoming Commercial Policy Review staff will review this designation to consider how best to facilitate more intense development as shown in the massing model and in keeping with the long-term vision and policies for Intensification Corridors which identifies these areas for mixed-use development at increased densities.

Active Official Plan, zoning, and subdivision development applications in the node and intensification corridor are outlined below:

Address	Application#	Summary	Status
816 Woolwich Street	ZC1402	Proposed Zoning Amendment to change the zoning on the subject property from the existing Specialized SC.2-3 (Highway Service Commercial) Zone, to a new Specialized CC (Community Shopping Centre) Zone, to implement the existing Official Plan land use designation "Mixed Use Node" on the subject site.	Public Meeting: May 12, 2014

41 Woodlawn Road West	ZC1508	Zoning By-law Amendment to change the zoning to permit a broader range of commercial uses on the property. The Zoning By-law Amendment changes the zoning on the Site from the Specialized Service Commercial (SC.1-31) zone to the Specialized Community Shopping Centre (CC) zone to provide flexibility for the future use of the site.	Approved by Council on May 9, 2016

Overview of Concept

As articulated and shown in Attachment 2, the following key ideas are proposed for future development of the area as part of the Urban Design Concept Plan:

- The creation of a Main Street for the node (i.e. including on-street parking, street trees and other pedestrian amenities) along Woolwich Street south of Woodlawn Road;
- Introduction of a modified grid road pattern that creates adaptable urban blocks and that promotes connectivity and pedestrian/cyclist movement;
- Generally, locate taller buildings near the intersection of Woodlawn Road and Woolwich Street;
- Look for opportunities to reduce and consolidate vehicular access points along Woolwich Street
- Improve on the active transportation connections in the area, especially between the Woodlawn Memorial Cemetery and Riverside Park.

STAFF RECOMMENDATION/NEXT STEPS

The Urban Design Concept Plans reflect and build upon the work completed to date including: OPA 48, OPA 39 and the 2009 Urban Design Action Plan. Staff has already completed concept plans for two other mixed use nodes, which were endorsed by Council in 2012. These plans have proven to be valuable in communicating the vision for planned development in the area and in the review of applications for example, in the Watson Parkway/ Starwood Node the plans helped guide recently approved development applications in the area.

Staff recommends that the attached Urban Design Concept Plans, Principles and associated Illustrative Diagrams be endorsed by Council and used in staff's evaluation of future development applications to ensure that future development applications are generally consistent. As this work reflects inputs from different City departments, it will also be used by Staff to guide future infrastructure and public realm design projects. In addition, staff will be including this work as part of the Urban Design manual project.

CORPORATE STRATEGIC PLAN:

Strategic Direction 3.1: Ensure a well-designed, safe, inclusive, appealing and sustainable City.
Strategic Direction 3.2: Be economically viable, resilient, diverse and attractive for business.
Strategic Direction 3.3: Strengthen citizen and stakeholder engagement and communications.

FINANCIAL IMPLICATIONS:

The Urban Design Concept Plans are being developed "in-house" by City Staff using approved capital funding.

DEPARTMENTAL CONSULTATION:

In the preparation of the attachments, staff has consulted with affected departments including Planning, Urban Design and Building Services; Public Services (Parks and Recreation); Communications; Engineering Services; Realty Services and Transit. The recommended Urban Design Concept Plan reflects inputs of these departments and illustrates current or potential public realm/infrastructure improvements.

COMMUNICATIONS:

A Communications Plan for the larger Urban Design Action Plan Update/Urban Design Manual has been developed in collaboration with Corporate Communications and is in the process of being implemented. A Community Engagement Plan has also been developed in coordination with Community Engagement staff. Community engagement will be undertaken through this project in accordance with the Community Engagement Plan.

In regards to developing the Urban Design Concept Plan specifically, staff sent a notice to all affected landowners in the area at the beginning of the project where change was anticipated informing them of the initiative and inviting them to engage in the project. Staff has been meeting with interested landowners within the study areas to discuss their comments and discuss the project. Staff also released a draft version of the materials on May 5, 2016 for public review and sent it to landowners who requested to be kept informed regarding the project. Comments received have been incorporated, as appropriate, into the documents.

ATTACHMENTS

Attachment 1: Urban Design Concept Plan—Gordon/Clair Community Mixed Used Node

Attachment 2: Urban Design Concept Plan— Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor

Attachment 3: Mixed Use Nodes 2031 Population and Jobs

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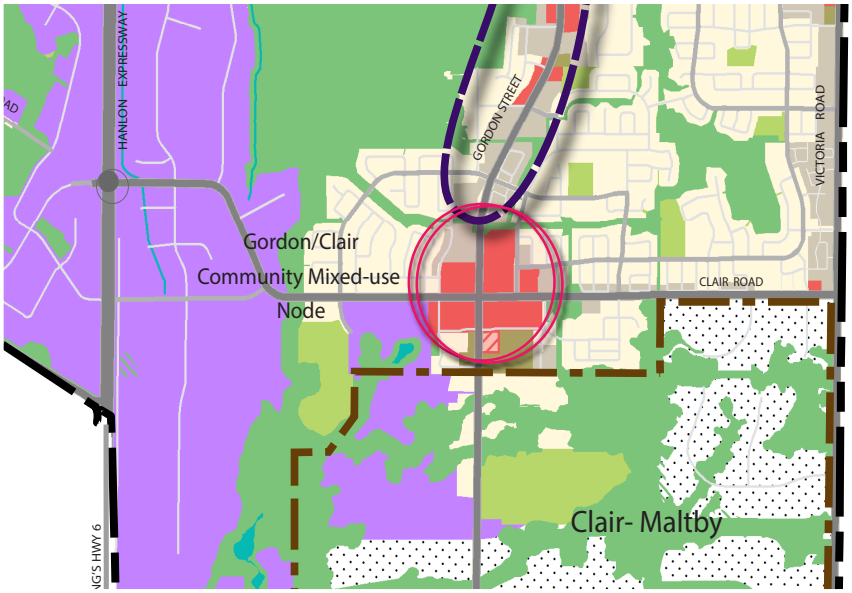
Attachment 1

Gordon/Clair Urban Design Concept Plan

June 2016



Urban Design Concept Plan Principles: Gordon/Clair Community Mixed Use Node

1. Create and reinforce a Main Street Area* (see policy 9.4.2.6 of OPA 48) along Gosling Gardens (south of Clair Road) and Farley Road (south of Goodwin Drive).
2. Develop an attractive intermodal Transit Node (i.e. generally bus bays) on-street including upgraded amenities for transit users near the intersection of Gordon Street and Clair Road.
3. Locate signature and taller buildings at focal points/key intersections and within walking distance of Gordon Street.
4. Introduce a modified grid road pattern that creates adaptable urban blocks and that promotes connectivity and pedestrian/cyclist movement. Design road cross-sections to ensure comfort for cyclists/pedestrians.
5. Design, site and orient buildings along Gordon Street to reflect the importance of Gordon Street as a main north-south connector, and its role as a key transit route. Along “Main Street Areas” and Gordon Street create pedestrian-friendly edges (e.g. active doors, clear glazing and limited surface parking).
6. Create connections (e.g. road, cycling infrastructure and trail) to the Clair-Maltby Secondary Plan area.
7. Establish cycling facilities along Gordon Street, Clair Road and Poppy Drive.

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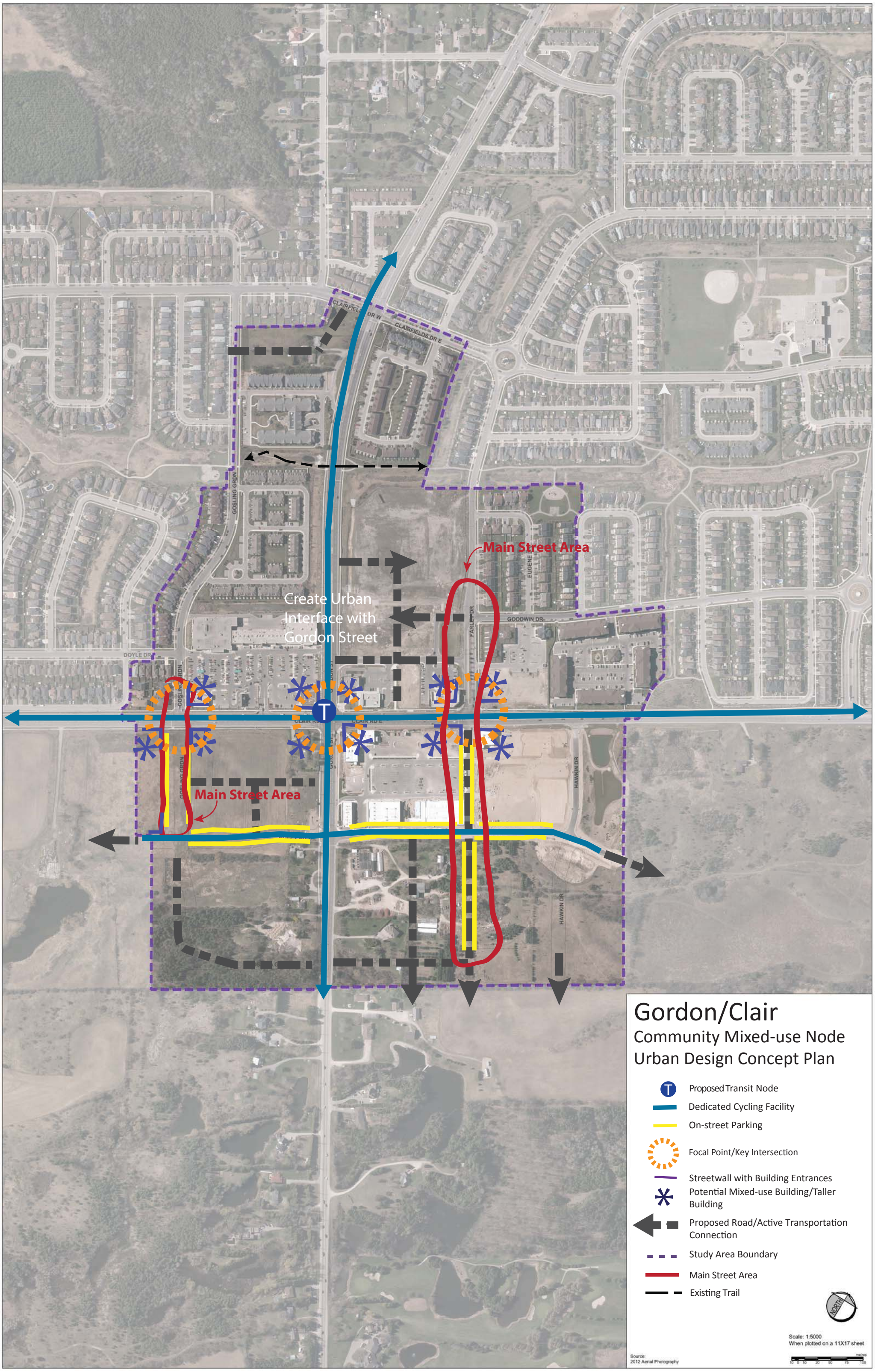
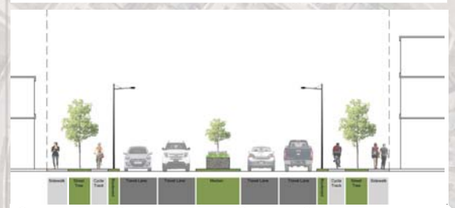
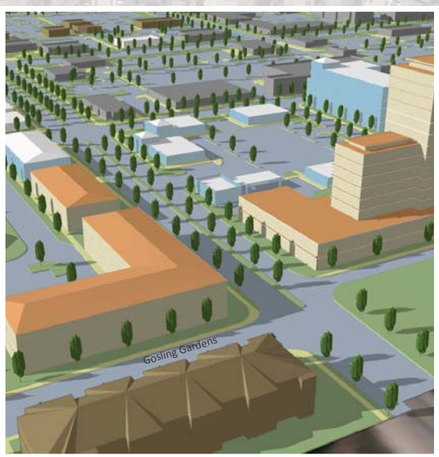
* Main Street Area – a pedestrian oriented commercial or mixed-use area centred on a public or private street that provides a focal point for surrounding neighbourhoods.


Main Street Area
Create Urban Interface with Gordon Street
Main Street Area
CLAIRFIELDS DR E
GOSLING GRDN
EUGENE
GOODWIN DR
DOYLE DR
HAWKIN DR
Gordon/Clair
Community Mixed-use Node
Urban Design Concept Plan
Proposed Transit Node
Dedicated Cycling Facility
On-street Parking
Focal Point/Key Intersection
Streetwall with Building Entrances
Potential Mixed-use Building/Taller Building
Proposed Road/Active Transportation Connection
Study Area Boundary
Main Street Area
Existing Trail
NORTH
Scale: 1:5000
When plotted on a 11X17 sheet
Source:
2012 Aerial Photography

Urban Design Concept Illustrative Diagrams —Gordon/Clair Community Mixed Use Node



Conceptual Cross-section--Gordon Street
(South of Poppy Drive)



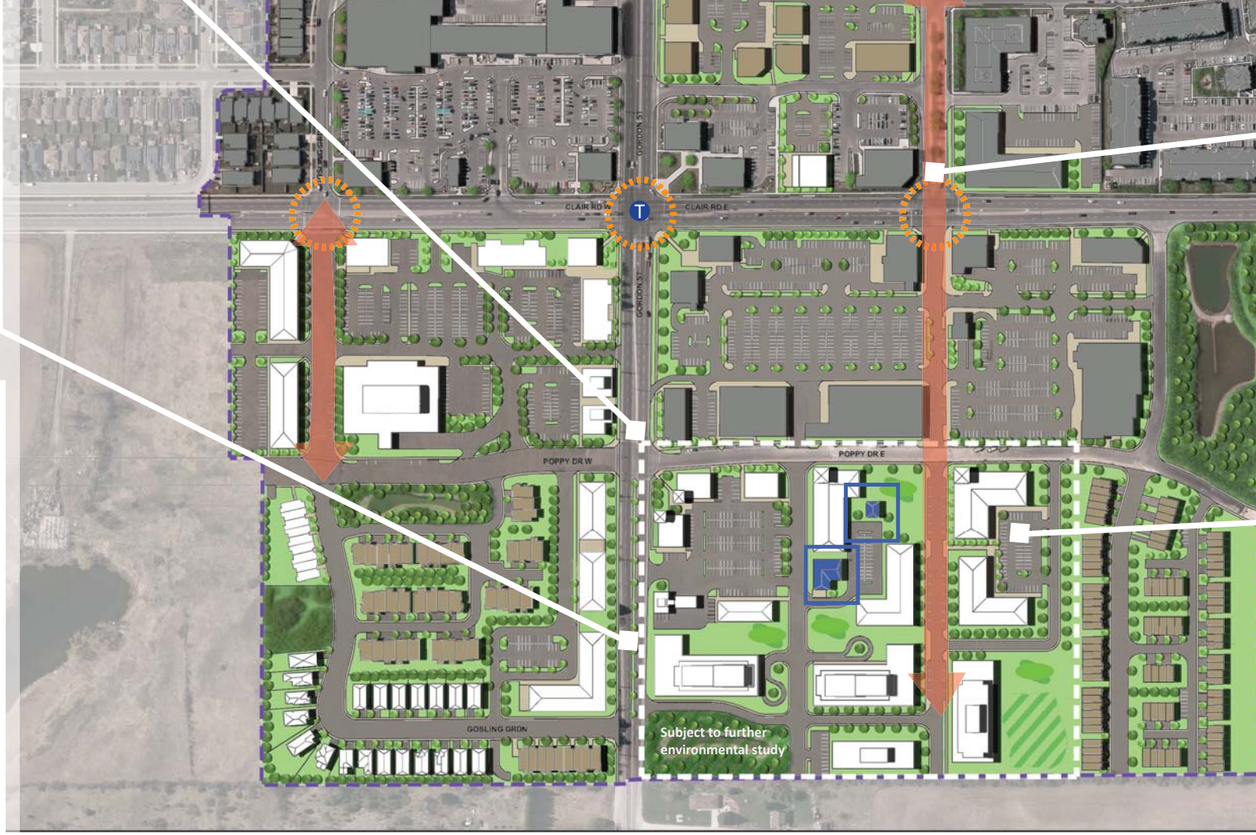
Conceptual Massing Model--Gordon Street
(Looking north of Gosling Gardens)

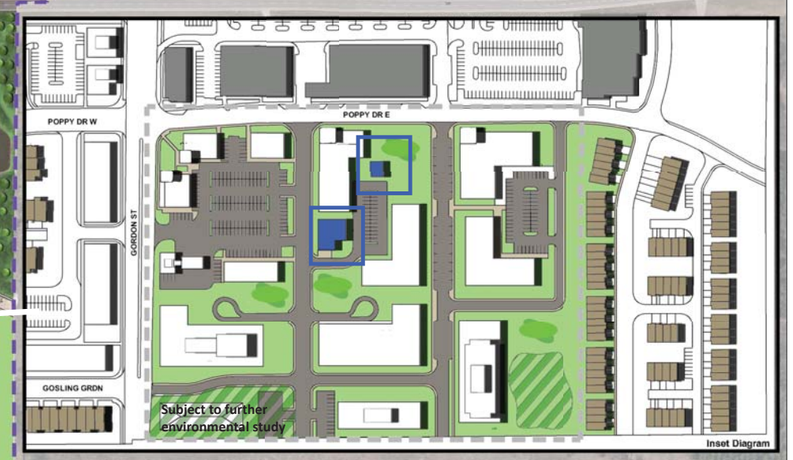
Conceptual Massing Model--Gordon Street
(Looking north of Clairfields Drive)

Conceptual Massing Model--Main Street Area
(Looking south of Clair Road at Farley Drive)

Legend

- Proposed Transit Node
- Existing Trail
- Ground floor commercial
- Site Plan Approved Buildings
- Existing Building
- Potential New Building
- Properties Containing Listed, Non-designated Heritage Buildings and Features
- Focal Point/Key Intersection
- Residential Building
- Main Street Area





Illustrative Model: The images and three dimensional forms are only intended to illustrate policy concepts. Nothing in this image should be construed to represent City of Guelph support or approval for any individual project, building, or use that is illustrated. All individual proposals will be assessed on a case-by-case basis, based on the policy framework and policies outlined in the City of Guelph Official Plan.

Attachment 2

Woodlawn/ Woolwich Urban Design Concept Plan

June 2016

Urban Design Concept Plan Principles: Woodlawn/Woolwich Community Mixed Use Node and Woolwich Intensification Corridor

1. Create and reinforce a Main Street Area* (see policy 9.4.2.6 of OPA 48) along Woolwich Street (south of Woodlawn Road).
2. Generally focus commercial activity along Woodlawn Road.
3. Develop an attractive intermodal Transit Node (i.e. generally bus bays) near the northwest corner of Woodlawn Road and Woolwich Street including upgraded amenities for transit users.
4. Locate signature and taller buildings at or near the intersection of Woodlawn Road and Woolwich Street.
5. Introduce a modified grid road pattern that creates adaptable urban blocks and that promotes connectivity and pedestrian/cyclist movement. Design road cross-sections to ensure comfort for cyclists/pedestrians.
6. Improve active transportation connections to Riverside Park including connecting the Main Street Area and high density residential land uses between Woolwich Street and Riverside Park.
8. Establish cycling facilities along Woodlawn Road and Woolwich Street and create strong connections to the multi-use paths along the river and Woodlawn Road.
9. Look for opportunities to reduce and consolidate vehicular access points along Woolwich Street in order to reduce potential conflicts with other modes and create a more urban street wall.

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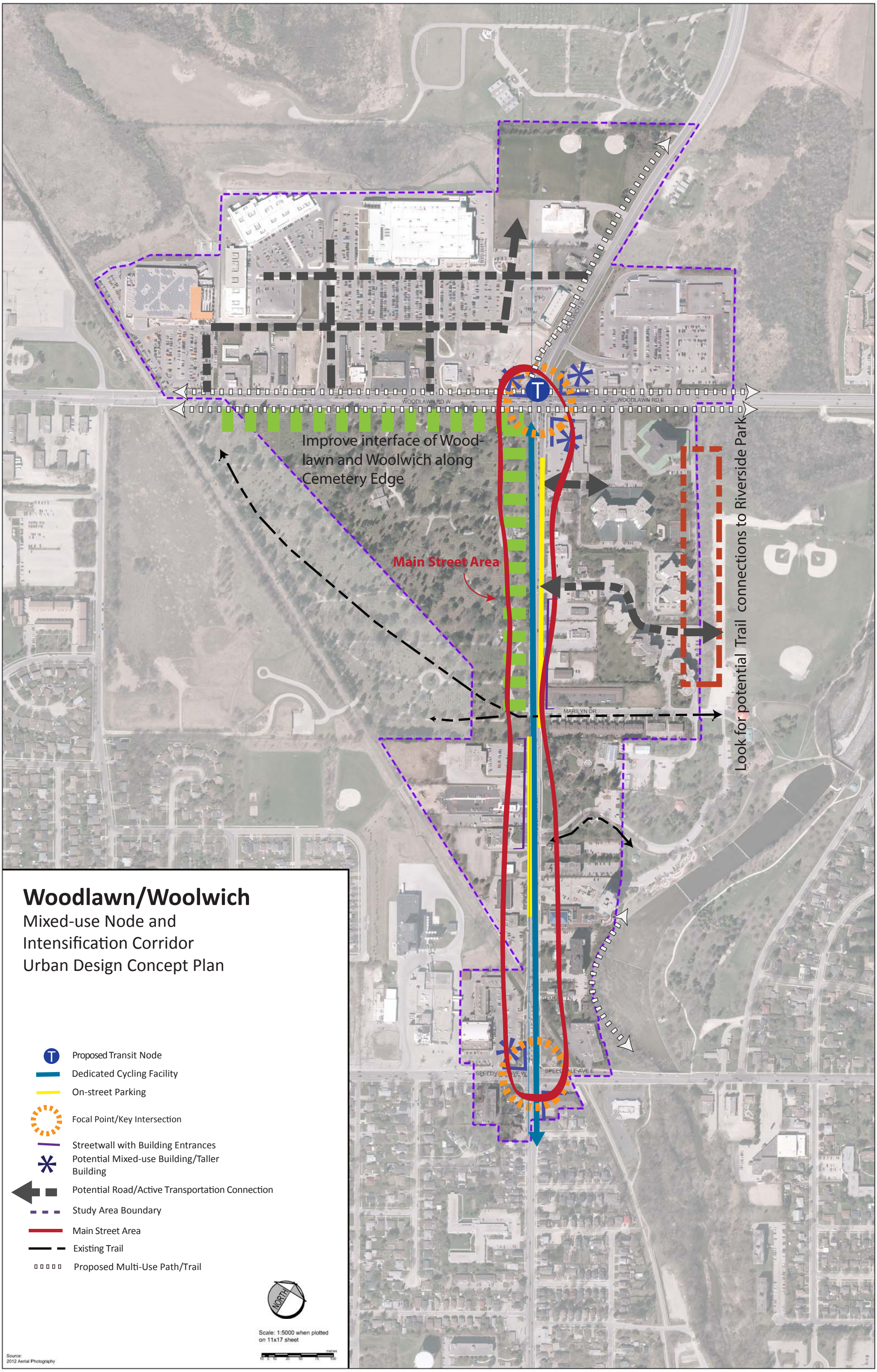
* Main Street Area – a pedestrian oriented commercial or mixed-use area centred on a public or private street that provides a focal point for surrounding neighbourhoods.



Woodlawn/Woolwich

Mixed-use Node and Intensification Corridor Urban Design Concept Plan

Urban Design Concept Illustrative Diagrams —Woodlawn/Woolwich Mixed Use Node and Corridor

Conceptual Massing Model--Woodlawn and Woolwich
(Looking east along Woodlawn Road)

Conceptual Woodlawn Cross-section

Conceptual Massing Model--Main Street Area
(Looking north near Marilyn Drive)

Conceptual Massing Model--Main Street Area
(Looking north from Speedvale Avenue)

WOOLWICH ST

WOODLAWN RD W

WOODLAWN RD E

Create connection to Woodlawn Road

WOODLAWN MEMORIAL CEMETERY

Look for potential connections to Riverside Park

MARILYN DR

RIVERSIDE PARK

WOOLWICH ST

SPEEDVALE AVE W

SPEEDVALE AVE E

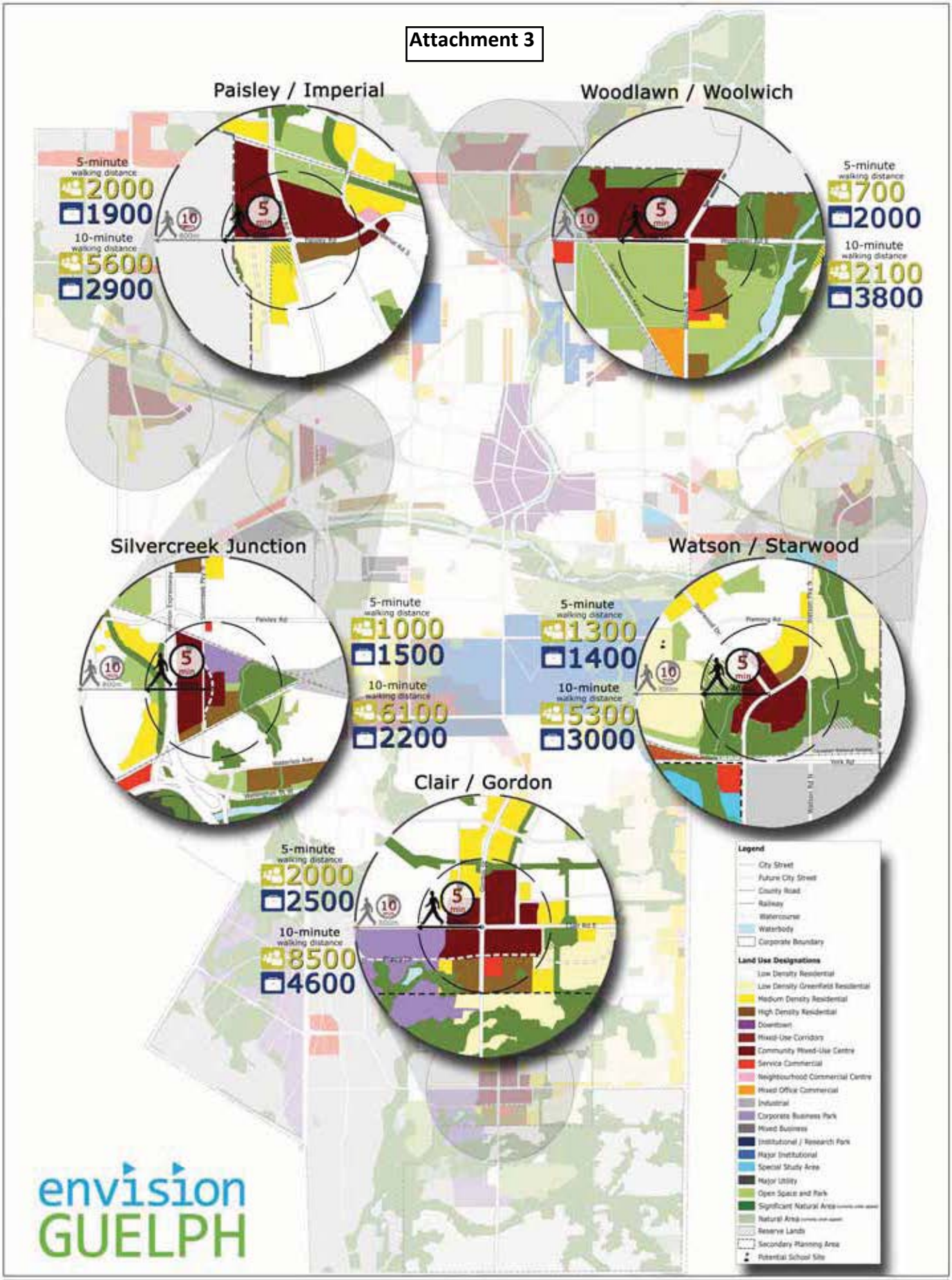
Conceptual Woolwich Cross-section

Legend

- Proposed Transit Node
- Existing Trail
- Proposed Multi-Use Path/Trail
- Ground floor commercial
- Site Plan Approved Buildings
- Existing Building
- Potential New Building
- Properties Containing Listed, Non-designated Heritage Buildings and Features
- Focal Point/Key Intersection
- Residential Building
- Main Street Area

Illustrative Model: The images and three dimensional forms are only intended to illustrate policy concepts. Nothing in this image should be construed to represent City of Guelph support or approval for any individual project, building, or use that is illustrated. All individual proposals will be assessed on a case-by-case basis, based on the policy framework and policies outlined in the City of Guelph Official Plan.

Attachment 3



Mixed Use Nodes
2031
Population and Jobs

N.T.S.

Produced by the City of Guelph
Planning Services
February 2012

City of Guelph
Making a Difference

STAFF REPORT

TO	City Council
SERVICE AREA	Infrastructure, Development and Enterprise
DATE	July 11, 2016
SUBJECT	**Bristol Street Reconstruction Phase I (Edinburgh Road to East of Holliday Street)**
REPORT NUMBER	

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To award the tender from J.G. Goetz Construction Limited and to authorize the Mayor and Clerk to sign the agreement for Contract 2-1614 for the reconstruction of Bristol Street from Edinburgh Road to 40m east of Holliday Street as Phase 1 of the Bristol Street reconstruction from Edinburgh Road to Wellington Street.

KEY FINDINGS

- The Speed Trunk sewer consists of two sanitary sewers located within Bristol Street.
- The Speed Trunk sewer has been recently replaced and upgraded to the intersection of Bristol Street and Wellington Street. The next stage of the Bristol Street reconstruction will include upgrading the Speed Trunk sewer to Edinburgh Road with future phases required west of Edinburgh Road.
- Traffic calming measures in the form of curb narrowing have been incorporated in the proposed design to address resident concerns regarding vehicle speeds through the project.
- The existing 100mm watermain on Bristol Street will be replaced with a 150mm watermain.
- Existing storm infrastructure will be replaced and upgraded to provide improved drainage and reduced risk of localized flooding.
- Sidewalks are proposed on both sides of Bristol Street throughout the project limits.
- Due to the size of the project and downstream upgrades that are also required on Holliday and Raymond Street to connect to the storm outlet, the project was divided into two phases.
- Phase I construction is anticipated to start mid-July subject to approvals from the MOECC. Phase 2 (From Wellington Road to East of Holliday Street) is anticipated to start in the spring of 2017.

FINANCIAL IMPLICATIONS
Funding for this project will be from the approved Capital budgets as set out in the attached Budget and Financial Schedule.

ACTION REQUIRED
City Council to approve the award of the tender for Bristol Street Phase I Contract No. 2-1614.

RECOMMENDATION

1. That the tender from J.G. Goetz Construction Limited be accepted and that the Mayor and Clerk be authorized to sign the agreement for Contract No. 2-1614 for **Bristol Street Phase I** with actual payment to be made in accordance with the terms of the contract.

BACKGROUND

The City of Guelph completed a Hydraulic Modeling Update for the 2013 DC Study that resulted in recommended upgrades to the City of Guelph water and wastewater networks. As part of that study, replacement of the Speed Trunk sewer was recommended.

The Speed Trunk sewer has been recently replaced and upgraded to the intersection of Bristol Street and Wellington Street. The next phase of the Bristol Street reconstruction will include upgrading the Speed Trunk sewer to Edinburgh Road with further phases required west of Edinburgh Road.

Storm infrastructure will be replaced and, where required, increased in size to provide adequate servicing for a 5-year return period to reduce localized flooding potential.

Water services are to be replaced and upgraded to a 150mm diameter main. A 300mm diameter watermain connection from Holliday Drive to Yorkshire Road is proposed in the design as well as corridor for a future 600mm diameter trunk watermain required to connect the existing 600mm diameter trunk main near the speed river to the Verney Tower.

Traffic calming measures in the form of curb narrowing have been incorporated in the proposed design to address resident concerns regarding vehicle speeds through the project area. Sidewalks will be provided along both sides of Bristol Street at a minimum width of 1.5m.

An Arborist was retained and has reviewed the proposed design drawings. For this phase of the project only one tree will be removed. The tree to be removed is not due to construction activities, but rather because it is already dead. Care will be taken through construction techniques to maintain the health of existing trees.

MMM/WSP group were awarded the design for this project which was originally to be tendered as a single project. However, due to the size of the project and downstream upgrades that are also required on Holliday and Raymond Street to connect to the storm outlet, the project was divided into two phases.

Construction for Phase I is anticipated to start Mid-July subject to approvals from the MOECC. Phase 2 is anticipated to start in the spring of 2017.

REPORT

Tenders for the above mentioned project were received on June 20th, 2016 as follows (prices exclude 13% HST). All tenders were verified for legal and arithmetic accuracy. The following is the list of the contractors that submitted acceptable tenders:

1.	J.G. Goetz Construction Limited	$1,658,809.25
2.	Regional Sewer and Watermain Ltd	$1,754,446.16
3.	Drexler Construction Limited	$1,775,013.49
4.	Terracon Underground Ltd	$2,185,101.16
5.	Sierra Infrastructure Inc.	$2,264,419.00
6.	Network Sewer and Watermain Ltd	$2,423,981.13

J.G. Goetz Construction Limited has successfully completed previous sewer and water main construction contracts for the City and the price agrees with the Engineers estimate of $1,824,632.50 excluding HST. We, therefore, recommend that the contract be awarded to this firm.

The following is a summary of the project schedule and details:

- Construction is scheduled to begin mid- to late July 2016 and is expected to be completed by November 2016. Opportunities to minimize impacts on the existing tree canopy have been incorporated in the design and construction methods.
- Tree removal has been minimized through the project design. One tree will be removed from the project area as it is no longer alive.
- Due to the significant number of multi-family dwellings in the area, care will be taken by the contractor to ensure continued access to all properties throughout the project.
- Bristol Street will be closed to all but local traffic with Guelph Transit Route 8, which currently travels on Bristol Street from Edinburgh Road to Yorkshire Street, being re-routed on Wellington Road for the duration of the project.

CORPORATE STRATEGIC PLAN:

3.1 Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS:

Funding for this project will be from the approved Capital budgets as set out in the attached Budget and Financial Schedule.

DEPARTMENTAL CONSULTATION:

Several City of Guelph departments have been consulted throughout the design of this project. All concerns have been addressed with the exception of the final location of the proposed trail crossing from Yorkshire Street to Holliday Street. Staff from Parks and Recreation have acknowledged support for the proposed work noting that the curb narrowing between Bristol Street and Holliday Street will assist in the future placement and design of the trail crossing.

COMMUNICATIONS:

A Public Information Centre was held at City Hall on May 10, 2016 to inform the local residents about the proposed construction work and to answer questions from the public. In addition, letters were hand delivered to all dwellings and businesses anticipated to be directly affected by the construction. Feedback from the PIC and calls received from the mailings were generally positive with tree canopy, traffic calming and driveway access being the main concerns.

ATTACHMENTS

Appendix A - Budget and Financial Schedule
Appendix B - Construction area and staging map
Appendix C – WSP/MMM Group Tender Analysis and Recommendation Letter

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Project Engineer

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Recommended By
For: Scott Stewart, C.E.T.
Deputy CAO
Infrastructure, Development and Enterprise
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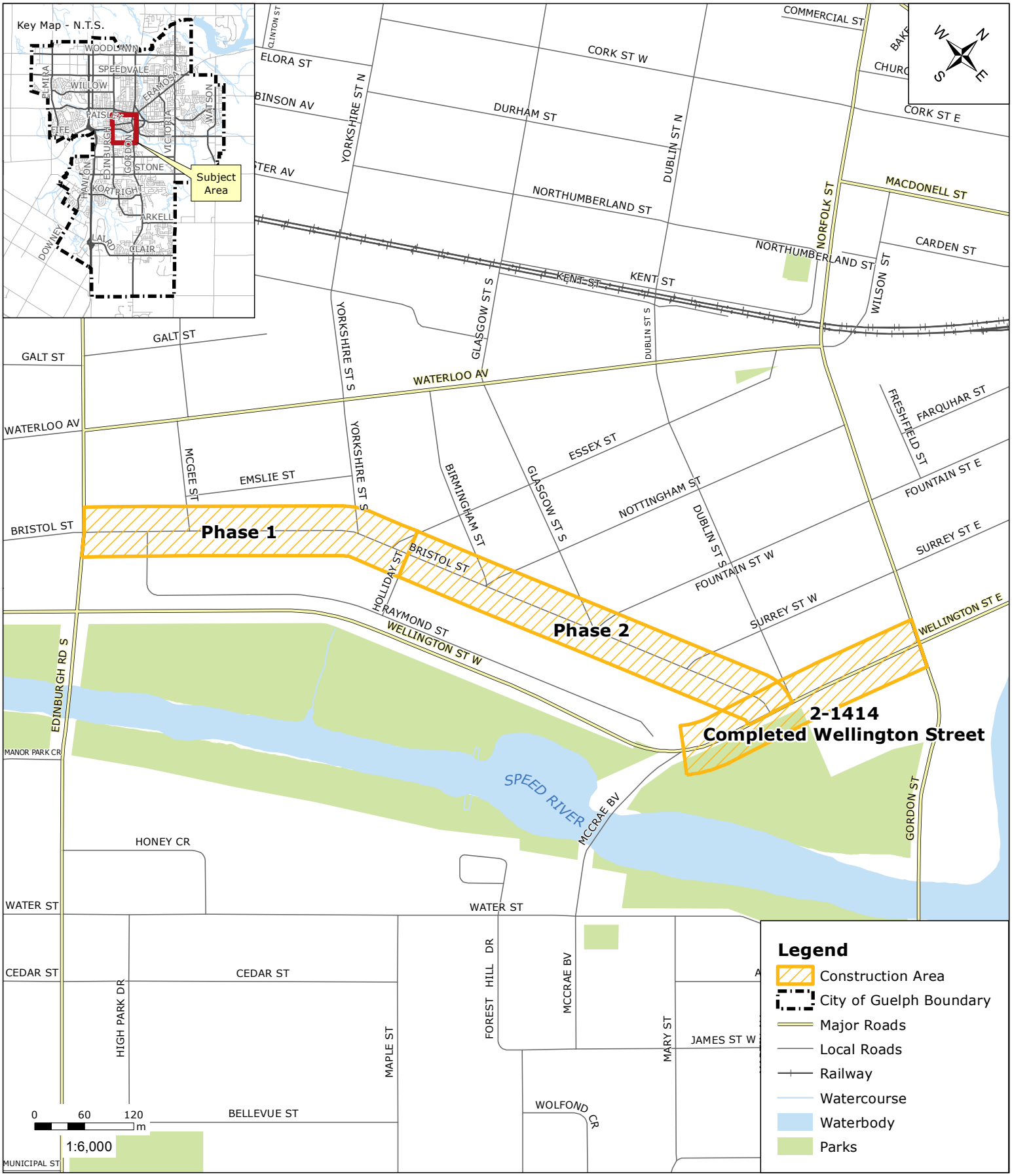
scott.stewart@guelph.ca

Budget and Financing Schedule

JDE Project number: RD0280/WD0024/SC0014/SW0063
Project name: **Bristol street Reconstruction Phase I (Edinburgh Road to East of Holiday Street)**
Prepared by: Jenny chang
Contract #: 2-1614
Date: June 20, 2016

		External Financing			Internal Financing		
	Total Cost	**Development Charge**	**Eng Srvc Agrmt Recoveries**	**Federal Gas Tax**	**Current Revenues**	**City Reserves**	**Debt**
A. Budget Approval & Additional Funding							
RD0280 Major Road Reconstruction	7,830,000	0	0	4,869,000	0	2,011,000	950,000
WD0024 Watermain Replacement	5,655,580	0	0	0	0	5,655,580	0
SC0014 Sewer Repl Various	8,123,090	0	0	0	0	8,123,090	0
SW0063 Strom System Upgardes	2,400,000	0	0	1,400,000	0	1,000,000	0
Budget Approval	**24,008,670**	**0**	**0**	**6,269,000**	**0**	**16,789,670**	**950,000**
B. Budget Requirement							
Tender Price: J.G.Goetz Construction Limited (exl HST)	1,658,809	0	0	433,138	0	1,160,033	65,637
Add: HST Payable (calculated at 1.76%)	29,195	0	0	7,623	0	20,417	1,155
City Share	**1,688,004**	**0**	**0**	**440,762**	**0**	**1,180,450**	**66,793**
plus: Expenditures to Date							
RD0280 Major Road Reconstruction	5,827,866	0	0	3,623,995	0	1,496,787	707,085
WD0024 Watermain Replacement	2,981,194	0	0	0	0	2,981,194	0
SC0014 Sewer Repl Various	5,113,446	0	0	0	0	5,113,446	0
SW0063 Strom System Upgardes	1,584,290	0	0	924,169	0	660,121	0
Sub-total	**15,506,796**	**0**	**0**	**4,548,164**	**0**	**10,251,547**	**707,085**
plus: Committed Work on Exisiting POs & Contracts							
RD0280 Major Road Reconstruction	1,338,266	0	0	832,186	0	343,710	162,369
WD0024 Watermain Replacement	898,068	0	0	0	0	898,068	0
SC0014 Sewer Repl Various	178,282	0	0	0	0	178,282	0
SW0063 Strom System Upgardes	57,839	0	0	33,740	0	24,100	0
Sub-total	**2,472,455**	**0**	**0**	**865,926**	**0**	**1,444,160**	**162,369**
plus: Contingency							
RD0280 Major Road Reconstruction	42,200	0	0	26,242	0	10,838	5,120
WD0024 Watermain Replacement	42,200	0	0	0	0	42,200	0
SC0014 Sewer Repl Various	42,200	0	0	0	0	42,200	0
SW0063 Strom System Upgardes	42,200	0	0	24,617	0	17,583	0
Sub-total	**168,800**	**0**	**0**	**50,858**	**0**	**112,822**	**5,120**
plus: Geotechnical Testing							
RD0280 Major Road Reconstruction	8,440	0	0	5,248	0	2,168	1,024
WD0024 Watermain Replacement	8,440	0	0	0	0	8,440	0
SC0014 Sewer Repl Various	8,440	0	0	0	0	8,440	0
SW0063 Strom System Upgardes	8,440	0	0	4,923	0	3,517	0
Sub-total	**33,760**	**0**	**0**	**10,172**	**0**	**22,564**	**1,024**
plus: Engineering							
RD0280 Major Road Reconstruction	8,440	0	0	5,248	0	2,168	1,024
WD0024 Watermain Replacement	8,440	0	0	0	0	8,440	0
SC0014 Sewer Repl Various	8,440	0	0	0	0	8,440	0
SW0063 Strom System Upgardes	8,440	0	0	4,923	0	3,517	0
Sub-total	**33,760**	**0**	**0**	**10,172**	**0**	**22,564**	**1,024**
plus: Inspection							
RD0280 Major Road Reconstruction	22,923	0	0	14,254	0	5,887	2,781
WD0024 Watermain Replacement	22,923	0	0	0	0	22,923	0
SC0014 Sewer Repl Various	22,923	0	0	0	0	22,923	0
SW0063 Strom System Upgardes	22,923	**0**	**0**	13,372	0	51,733	2,781
Sub-total	**91,691**	0	0	**57,017**	**0**	**23,549**	**11,125**
plus: Waterworks							
RD0280 Major Road Reconstruction	4,220	0	0	2,624	0	1,084	512
WD0024 Watermain Replacement	4,220	0	0	0	0	4,220	0
SC0014 Sewer Repl Various	4,220	0	0	0	0	4,220	0
SW0063 Strom System Upgardes	4,220	0	0	2,462	0	1,758	0
Sub-total	**16,880**	**0**	**0**	**5,086**	**0**	**11,282**	**512**
plus: Future Work							
RD0280 Major Road Reconstruction	155,644	0	0	96,786	0	39,975	18,884
WD0024 Watermain Replacement	1,268,094	0	0	0	0	1,268,094	0
SC0014 Sewer Repl Various	2,323,138	0	0	0	0	2,323,138	0
SW0063 Strom System Upgardes	249,647	0	0	145,627	0	104,019	0
Sub-total	**3,996,523**	**0**	**0**	**242,413**	**0**	**3,735,226**	**18,884**
TOTAL BUDGET REQUIREMENT	**24,008,670**	**0**	**0**	**6,230,569**	**0**	**16,804,166**	**966,255**
C. Surplus / (Deficit)	0	0	0	0	0	0	0
D. Revised project budget	**24,008,670**	**0**	**0**	**6,230,569**	**0**	**16,804,166**	**966,255**

Summary	**Budget**	**Expenses**	**This request**	**Balance**
RD0280 Major Road Reconstruction	7,830,000	7,166,132	508,224	155,644
WD0024 Watermain Replacement	5,655,580	3,879,262	508,224	1,268,094
SC0014 Sewer Repl Various	8,123,090	5,291,728	508,224	2,323,138
SW0063 Strom System Upgardes	2,400,000	1,642,129	508,224	249,647
Total	**24,008,670**	**17,979,251**	**2,032,896**	**3,996,523**



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Produced by the City of Guelph
Infrastructure, Development & Enterprise
Engineering Services
May 26, 2016

Appendix B
Bristol Street
Construction Area

I:\gis_staging\Engineering\GIS Requests\16\018\16-018(01) Bristol Street - Construction Area and Staging.mxd

MMM Group Limited
582 Lancaster Street West
Kitchener, ON Canada N2K 1M3
t: 519.743.8777 | f: 519.743.8778

www.mmmgrouplimited.com

June 21, 2016

City of Guelph
1 Carden Street
Guelph, Ontario N1H 3A1

Attention: Ken VanderWal, P.Eng.
Project Coordinator

Re: Bristol Street Reconstruction, T16-014
Edinburgh Road to East of Holliday Street, City of Guelph
Tender Analysis and Recommendation

We have reviewed the tender submissions for the above referenced project as submitted to the City on June 17, 2016.

There were six (6) tender submissions for the project. All of the tender submissions were complete and proper information and/or forms supplied by the bidders.

The six submissions were reviewed for correct pricing and sums, and any discrepancies in the unit pricing or total pricing were determined. No mathematical errors were identified in the review of the submitted pricing and as such the bid prices stand as the actual pricing with no corrections;

Company Name	Total Bid Price	Rank
J.G. Goetz Construction Ltd.	$1,658,809.25	1
Regional Sewer and Watermain Ltd.	$1,754,446.16	2
Drexler Construction Ltd.	$1,775,013.49	3
Terracon Underground Ltd.	$2,185,101.16	4
Sierra Infrastructure Inc.	$2,264,419.00	5
Network Sewer and Watermain Ltd.	$2,423,981.13	6

The low bid was J.G. Goetz Construction Ltd. with a price of $1,658,809.25. This price is $95,636.91 lower than the next lowest bid by Drexler Construction Ltd.

The low bid is consistent with the Engineers Estimate of $1,684.362.50 submitted to the City prior to the bid opening (within 1.5%).

As such, we recommend award of this project to the low bidder, J.G. Goetz Construction Ltd. for the price of **$1,658,809.25 + HST.**

If you have any other questions or concerns regarding our bid evaluation, please do not hesitate to contact the undersigned.

Yours truly,
MMM Group

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STAFF REPORT

TO	City Council
SERVICE AREA	Infrastructure, Development and Enterprise
DATE	July 11, 2016
SUBJECT	**Decision Report** **1229 Victoria Road South** **Proposed Official Plan Amendment and Zoning By-law Amendment** **(File: OP1501/ZC1507)** **Ward 6**
REPORT NUMBER	16-36

EXECUTIVE SUMMARY

PURPOSE OF REPORT

This report provides a staff recommendation to amend the Official Plan and Zoning By-law to permit the development of a four (4) storey, 101-unit apartment building as well as a neighbourhood commercial plaza with approximately 752.7 m^2 (8,102 square feet) of gross floor area in two (2) separate buildings on the property municipally known as 1229 Victoria Road South.

Location: 1229 Victoria Road South

KEY FINDINGS

Planning staff support the proposed Official Plan Amendment and Zoning By-law Amendment, subject to the regulations and conditions set out in Attachment 4.

FINANCIAL IMPLICATIONS

Estimated Development Charges: *Residential Component* – With 101 units, estimated to range from $1,382,993 to $1,900,719; *Commercial Component* – With a proposed GFA of 752.7 m^2, estimated to be $76,172.23.

Estimated Annual Tax Levy: *Residential Component* – $292,450 (with 101 dwelling units at an estimated average assessment of $275,000); *Commercial Component* – $28,000 to $30,000 (with an estimated lease rate at $15 per square foot and a cap rate at 8%).

ACTION REQUIRED

Council is being asked to approve the Official Plan Amendment and Zoning By-law Amendment with a holding ('H') symbol for the subject lands.

RECOMMENDATION

1. That the application submitted by Reid's Heritage Homes Ltd. (on behalf of Westminister Woods Ltd.) for approval of an Official Plan Amendment to change the land use designation on the western portion of the lands from "General Residential" to "Neighbourhood Commercial Centre (4650 m^2)" to permit the development of a neighbourhood commercial plaza with approximately 752.7 square metres (8,102 square feet) of gross floor area in two (2) separate buildings on the property municipally known as 1229 Victoria Road South, legally described as Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph be approved in accordance with the conditions and zoning regulations contained in Attachment 4 of Infrastructure, Development and Enterprise Report 16-36 dated July 11, 2016.

2. That the application submitted by Reid's Heritage Homes Ltd. (on behalf of Westminister Woods Ltd.) for approval of a Zoning By-law Amendment to change the zoning from the "Agricultural" (A) Zone under the former Township of Puslinch Zoning By-law No. 19/85 to the specialized "General Apartment Zone" (R.4A-51(H)) with a holding symbol on the eastern portion of the lands to permit a four (4) storey, 101-unit apartment building and to the "Neighbourhood Commercial" (NC(H)) Zone with a holding symbol on the western portion of the lands to permit a neighbourhood commercial plaza with approximately 752.7 square metres (8,102 square feet) of gross floor area in two (2) separate buildings at the property municipally known as 1229 Victoria Road South, legally described as Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph be approved in accordance with the conditions and zoning regulations contained in Attachment 4 of Infrastructure, Development and Enterprise Report 16-36 dated July 11, 2016.

BACKGROUND

Applications for an Official Plan Amendment (File OP1501) and a Zoning By-law Amendment (File ZC1507) have been received for the property municipally known as 1229 Victoria Road South from Reid's Heritage Homes Ltd. on behalf of Westminister Woods Ltd.

The Official Plan Amendment application is requesting to amend the land use designation on the western portion of the property only (approximately 25% of the property) from the current "General Residential" land use designation to the "Neighbourhood Commercial Centre (4650 m^2)" land use designation to permit a neighbourhood commercial plaza with approximately 752.7 square metres of gross floor area allocated in two (2) separate buildings proposed to be accessed off Samuel Drive.

The Zoning By-law Amendment application is requesting to amend the zoning from the current "Agricultural" (A) Zone under the former Township of Puslinch Zoning

By-law No. 19/85 to the specialized "General Apartment Zone" (R.4A-51(H)) with a holding symbol on the eastern portion of the lands to permit a four (4) storey, 101-unit apartment building, and to the "Neighbourhood Commercial" (NC(H)) Zone with a holding symbol on the western portion of the lands to permit the neighbourhood commercial plaza described above.

Planning staff are recommending that a holding symbol ('H') be added to the specialized R.4A-51(H) and NC(H) zoning to allow time for the City and developer to ensure the road upgrades are constructed at the developer's expense or that an agreement securing payment to the City from the developer for their portion of the road improvements is executed and registered on title, prior to the zoning coming into force and effect (See Attachment 9).

In this report, the proposed Official Plan land use mapping can be found in Attachment 6, the proposed Zoning By-law mapping can be found in Attachment 9, and a Conceptual Site Plan and Renderings of the development in Attachment 10.

The applications were received on May 7, 2015 and deemed to be complete pursuant to the *Planning Act* on June 5, 2015. The statutory Public Meeting for these applications was held before City Council on October 13, 2015. At the Public Meeting, report 15-67 from Infrastructure, Development and Enterprise provided background information related to the proposed Official Plan and Zoning By-law Amendment applications.

Location

The property that is subject to the Official Plan Amendment and Zoning By-law Amendment applications has a total area of 1.44 hectares, is generally rectangular in shape and is located at the northwest corner of Victoria Road South and Clair Road East in a neighbourhood commonly referred to as Westminster Woods (see Location Map in Attachment 1 and Orthophoto in Attachment 2). The subject lands are legally described as Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph. The subject property is currently vacant, and was most recently used as a construction staging area with a topsoil stockpile for the development of previous phases of the Westminster Woods subdivision. Generally the subject property is surrounded by low and medium density housing to the north, west and south, as well as agricultural lands to the east.

Existing apartment buildings, cluster townhouses and single detached dwellings are to the north in the Westminster Woods neighbourhood. Additional single detached dwellings are found to the west and are also within the same Westminster Woods neighbourhood. Single detached dwellings on estate residential zoned lots are to south across Clair Road in the Rolling Hills neighbourhood. Finally, agricultural lands are to the east across Victoria Road, outside the City of Guelph in the neighbouring Township of Puslinch.

Existing Official Plan Land Use Designations and Policies
The current Official Plan land use designation that applies to the subject property is "General Residential", which permits a range of housing types including single, semi-detached residential dwellings and multiple unit residential buildings subject to meeting certain criteria (See Attachment 5). The City's Natural Heritage System policies in the Official Plan do not identify any Significant Natural Area on or immediately adjacent to the subject lands.

Schedule 1B of the Official Plan also identifies the subject property as being within the "Greenfield Area" of the City. Lands within the designated "Greenfield Area" in the Official Plan must accommodate a minimum density of 50 people and jobs per hectare. The relevant Official Plan policies are included in Attachment 5.

Official Plan Amendment No. 48: Land Use Designations and Policies
Official Plan Amendment #48 (known as OPA 48 - currently under appeal), a comprehensive update to the City's Official Plan, proposes to designate the subject property as "Medium Density Residential" at the east along Victoria Road South, and "Neighbourhood Commercial Centre" to the west along Samuel Drive. If the "Neighbourhood Commercial Centre" land use designation in OPA 48 were to currently be in effect on the subject lands, it would have enabled this development to proceed without an Official Plan Amendment. However, as OPA 48 is currently under appeal in its entirety, a site specific Official Plan Amendment is required to enable the proposed neighbourhood commercial component.

Although the applications are being processed under the 2001 Official Plan, Staff must have regard to the Council adopted policies and designations of OPA 48. The land use designations and policies contained in OPA 48 are included in Attachment 7.

Existing Zoning
The subject property is currently zoned 'A' (Agricultural Zone) under the former Township of Puslinch Zoning By-law No. 19/85. This agricultural zoning was in place when the subject lands were annexed into the City of Guelph in 1993 from the Township of Puslinch. This zone permits agricultural uses as well as one (1) single detached dwelling per property. Details of the existing zoning are included in Attachment 8.

REPORT

Westminster Woods Background
The large-scale Westminster Woods Subdivision has been developing in phases from west to east over the past 16 years (See Attachment 12). A draft plan of subdivision for the Westminster Woods East Subdivision was initially submitted to the City in May 2002 as draft plan number 23T02502. This draft plan of subdivision has been revised several times since this time, with the most recent draft plan revision received in October 2010 as Phase 5 to 23T02502. Phase 5 of the draft

plan covers the subject lands in the most southeasterly part of Westminster Woods. However the subject lands were never registered as a lot or block within the subdivision and are now being developed alone as vacant land outside of Phase 5 of draft plan 23T02502. The proposed development would substantially complete the Westminster Woods neighbourhood.

Description of Proposed Official Plan Amendment
The applicant is requesting an Official Plan Amendment to redesignate a portion (approximately 0.36 hectares or 25%) of the subject lands from the existing "General Residential" land use designation to the "Neighbourhood Commercial Centre (4650 m^2)" land use designation. The portion of the site proposed for the 101-unit residential apartment building (approximately 1.08 hectares) is not included in the Official Plan Amendment. The applicant is requesting to retain the existing "General Residential" designation for this portion of the property. The proposed amendment is known as Official Plan Amendment No. 64 (OPA 64).

OPA 48 proposes to redesignate a portion of the subject lands to "Neighbourhood Commercial Centre" on the west, and the other portion to "Medium Density Residential" on the east (See Attachment 7). However, as OPA 48 is currently under appeal in its entirety, an Official Plan Amendment is required at this time to enable the commercial portion of the proposed development. The applicant's proposed limits of the Neighbourhood Commercial Centre designation are similar to the Neighbourhood Commercial Centre designation boundary in OPA 48.

The "Neighbourhood Commercial Centre (4650 m^2)" land use designation in the current 2001 Official Plan (September 2014 Consolidation) is to apply to lands that are intended to serve the shopping needs of residents living and working in nearby neighbourhoods and employment districts. New Neighbourhood Commercial Centres are to be no larger than 4,650 square metres (50,000 square feet) and are to have a minimum separation distance of 0.5 kilometres from other designated Neighbourhood Commercial Centre nodes. The applicant has indicated that based on a conceptual site plan, the commercial portion of the proposed development is to be approximately 807 square metres (8,686 square feet).

The proposed Official Plan Amendment (OPA 64) is included in Attachment 3. The relevant policies of the "Neighbourhood Commercial Centre (4650 m^2)" land use designation that is proposed for the western portion of the property is included in Attachment 6.

Description of Proposed Zoning Bylaw Amendment
The applicant is proposing to rezone the subject property from the current 'A' (Agricultural) Zone under the former Township of Puslinch Zoning By-law No. 19/85 to an 'R.4A-51' (Specialized General Apartment) Zone for the residential block and to the 'NC' (Neighbourhood Commercial) Zone for the commercial block.

The applicant has requested to develop the proposed residential portion of the subject lands in accordance with the permitted regulations of the standard R.4A zone, with the following exceptions:

- To permit a minimum rear year setback of 7.5 metres; whereas the Zoning By-law requires a minimum rear yard setback of 21.52 metres;
- To permit a setback of 1.0 metres from a parking area to a property line; whereas a minimum setback of 3.0 metres is required; and
- Despite Section 4.1 of the Zoning By-law, access from a Building to a public Street may be provided by way of a private Street.

No specialized or site specific provisions are being requested for the commercial block proposed to be zoned 'NC(H)' (Neighbourhood Commercial). This portion of the lands is proposed to be developed in accordance with the permitted regulations of the standard NC zone.

Under the authority of Section 36 of the *Planning Act* and Section 9.10.7.1 a) of the Official Plan, Staff are recommending that a Holding Symbol ('H') be placed on both the specialized R.4A-51(H) and NC(H) Zoning due to the requirement to construct or secure funding for necessary road improvements in the area that are influenced by the proposed development. Engineering staff have requested that any required road upgrades be constructed at the developer's expense prior to development of the subject lands proceeding, or that the developer enter into an agreement to secure a financial contribution for their share of future construction. Once the road improvements are constructed or an agreement to pay for the actual cost to design and construct the road improvements is executed, the developer can apply to the City to amend the zoning to have the Holding Symbols lifted.

The existing zoning details are provided in Attachment 8, and the proposed zoning details are provided in Attachment 9.

Proposed Development Concept

The proposed development is for a four (4) storey, 101-unit apartment building with approximately 9,530 square metres (102,580 square feet) on the eastern two-thirds of the property. The apartment building is proposed to be "L" shaped, and be situated directly at the northwest corner of Victoria Road South and Clair Road East. For the residential component, a total of 134 off-street parking spaces are proposed, and the building will be accessed through extending existing private roads (with associated right-of-way easements) from the Kingsbury Square condominium development to the north.

A neighbourhood commercial plaza is also proposed as part of the development on the western third of the property, and will have approximately 807 square metres (8,686.5 square feet) of gross floor area allocated to two (2) separate commercial buildings. The two commercial buildings are each similar in size (floor area) and

would both be directly along and accessed off Samuel Drive, with 48 off-street parking spaces situated to the rear of the buildings. The most current (April 2016) proposed site plan and renderings can be found in Attachment 10.

Supporting Documents
The applications are supported by the following:

- Planning Justification Report, Prepared by GSP Group Inc., April 2015
- Urban Design Brief, Prepared by BJC Architects, March 2015; *Revised March 2016;*
- Conceptual Site Plan (Commercial – 'Option 2'), Prepared by BJC Architects, April 2015; *Revised February 2016;*
- Functional Servicing Report, Prepared by Stantec, March 2015; and
- Traffic Impact Study, Prepared by Stantec, March 2015.

Staff Review and Planning Analysis
The staff review and planning analysis for these applications is provided in Attachment 13. Planning staff's analysis addresses the issues and questions that were raised during the public review of the applications, including any issues raised by Council at the statutory Public Meeting held on October 13, 2015. Comments received from internal departments and external agencies are included in Attachment 15. The staff review and planning analysis addresses the following:

- Evaluation of the proposal against the 2014 Provincial Policy Statement and Places to Grow: Growth Plan for the Greater Golden Horseshoe;
- Evaluate how the applications conform to the applicable Official Plan land use designations and policies, including any related amendments
- Consideration of the merits of the Official Plan Amendment;
- Review of the proposed zoning, specialized regulations and recommended Holding symbol (H) provisions;
- Review of the proposed site design and building elevations;
- Review of servicing and traffic issues;
- Environmental and natural heritage review;
- Confirm support for the Community Energy Initiative (CEI); and
- Questions raised by Council and members of the public at the October 13, 2015 Public Meeting including privacy to adjacent properties, source water protection requirements, and the use of low impact development measures for stormwater management.

CORPORATE STRATEGIC PLAN
Strategic Direction 3.1: Ensure a well-designed, safe, inclusive, appealing and sustainable City.

Planning Staff Recommendation
Planning staff support the proposed Official Plan Amendment and Zoning By-law Amendment applications subject to a Holding symbol (H) being applied to both the R.4A-51(H) and NC(H) zoning, and the recommended permitted uses, regulations and conditions in Attachment 4. The applications are consistent with the 2014 Provincial Policy Statement (PPS) and conform to the Growth Plan for the Greater Golden Horseshoe. The Official Plan Amendment to redesignate a portion of the subject site to the "Neighbourhood Commercial Centre (4650 m^2)" designation is appropriate, as the application meets the criteria in Section 9.3 of the Official Plan for the consideration of Official Plan Amendments.

FINANCIAL IMPLICATIONS
For the residential component, development charges are $13,693 for bachelor and 1 bedroom units and $18,819 for 2+ bedroom units. With 101 apartment units proposed, the total residential development charges for this development are estimated to range from $1,382,993 to $1,900,719, depending on the apartment unit types selected by the developer. Commercial development charges are $101.02 per square metre of gross floor area (GFA). With a proposed commercial GFA of 752.7 square metres in the development, total commercial development charges are estimated to be $76,172.23. The total development charges for the residential and commercial component combined are estimated to range from $1,459,165.23 to $1,976,891.23.

Based on assumptions and information available at this time, total annual property taxes are estimated to be approximately $292,450 for the residential portion and between $28,000 and $30,000 for the commercial portion. It should be noted that this number may differ significantly from the final assessment and taxation based on the ultimate development of the subject properties.

DEPARTMENTAL CONSULTATION
Comments received from Agencies and City Departments during the review of the applications as well as associated recommended conditions are included as well as summarized in Attachment 15.

COMMUNICATIONS
The Notice of Complete Application was mailed on June 19, 2015 to local boards and agencies, adjacent municipalities, City service areas, and property owners within 120 metres of the subject site for comments. Notice was also provided by signage on the site, which was posted on June 18, 2015. The Notice of Public Meeting was mailed to local boards and agencies, adjacent municipalities, City service areas and property owners within 120 metres of the subject site for comments on September 14, 2015 and also advertised in the *Guelph Tribune* on September 22, 2015. All material received with the applications was made available to the public for review at City Hall and on the City's website on June 19, 2015, and was updated accordingly as information and drawings were revised. Notification of Council's scheduled decision meeting was mailed on June 27, 2016 to all individuals

who provided comments on the development applications or who requested notification.

Key dates for the public process regarding this planning application are included in Attachment 16.

ATTACHMENTS

Attachment 1 – Location Map and 120 m Circulation Area
Attachment 2 – Orthophoto
Attachment 3 – Proposed Official Plan Amendment No. 64
Attachment 4 – Recommended Conditions and Zoning Regulations
Attachment 5 – Existing Official Plan Land Use Designations and Policies
Attachment 6 – Proposed Official Plan Designation and Policies
Attachment 7 – Official Plan Amendment No. 48 Land Use Designations and Policies
Attachment 8 – Existing Zoning and Details
Attachment 9 – Proposed Zoning and Details
Attachment 10 – Proposed Site Plan and Renderings
Attachment 11 – Sightline Analysis
Attachment 12 – Westminster Woods Development Progression, 2000-2014
Attachment 13 – Staff Review and Planning Analysis
Attachment 14 – Community Energy Initiative Commitment
Attachment 15 – Agency and City Department Comments
Attachment 16 – Public Notification Summary

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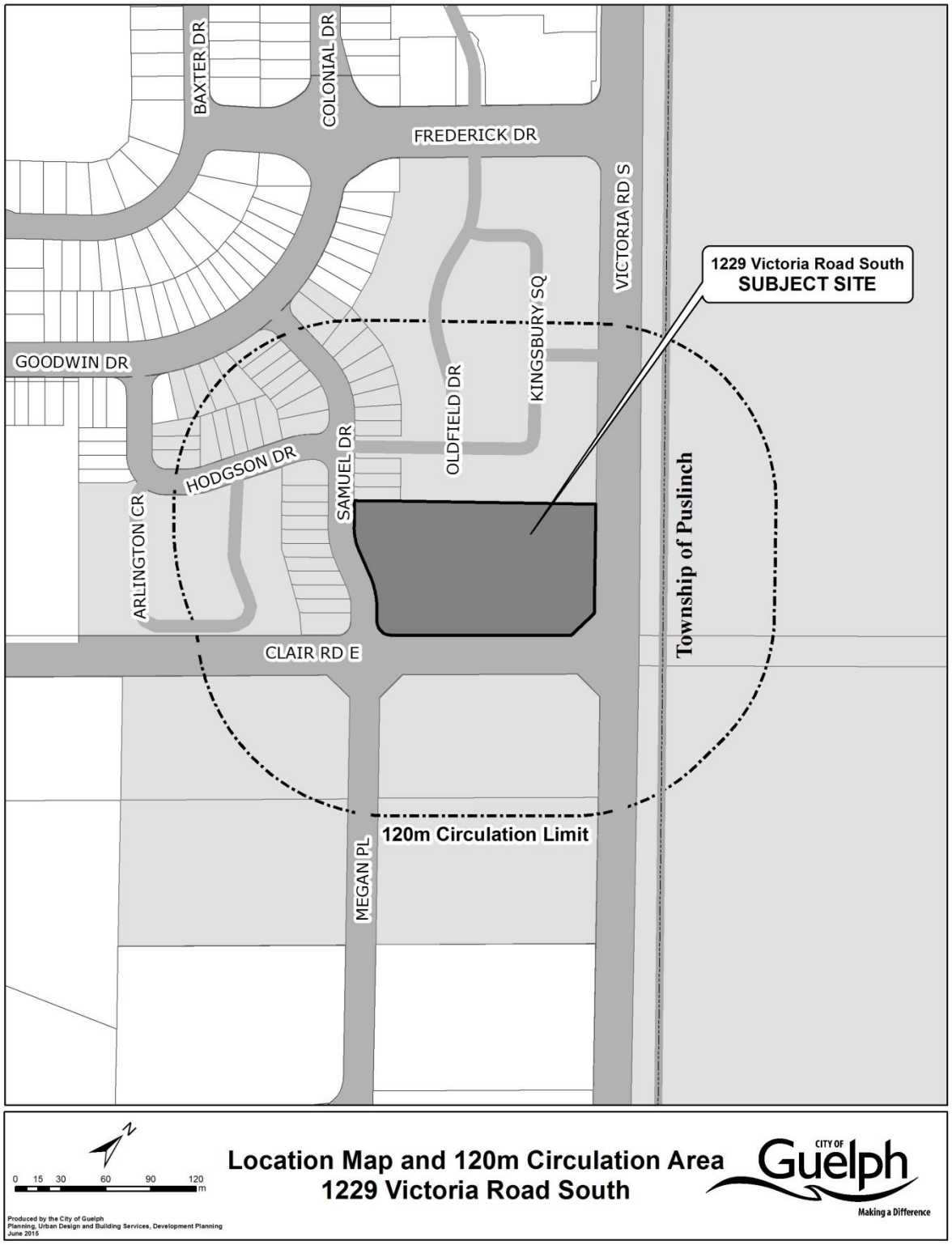
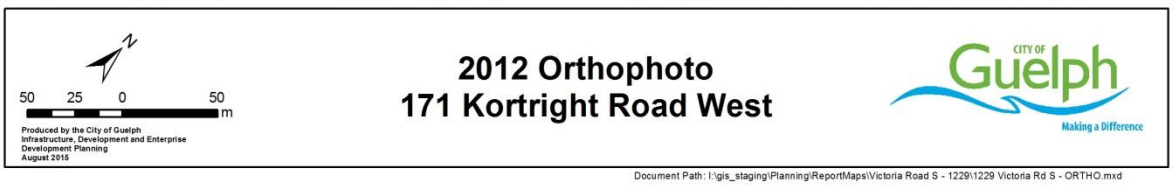
Attachment 1
Location Map and 120 m Circulation Area



Attachment 2
Orthophoto



Attachment 3
Proposed Official Plan Amendment No. 64

O.P.A. 64:

The purpose of Official Plan Amendment #64 is to amend Schedule 1: Land Use Plan by changing the land use designation of a 0.349 hectare portion of the property municipally known as 1229 Victoria Road South and legally described as Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph from the "General Residential" designation to the "Neighbourhood Commercial Centre (4650 m^2)" designation to permit the development of a neighbourhood commercial mall.

Attachment 4
Recommended Conditions and Zoning Regulations

PART A: PROPOSED CONDITIONS:

The following conditions are provided as information to Council and will be imposed through a development agreement and/or site plan approval with the City, registered on title for the subject lands.

1. That the Developer shall submit to the City, in accordance with Section 41 of The Planning Act, a fully detailed **site plan**, indicating the location of the building, building design, landscaping, parking, traffic circulation, access, lighting, grading and drainage on the said lands to the satisfaction of the General Manager of Planning, Urban Design and Building Services and the City Engineer, prior to any construction or grading on the lands.
2. The Developer acknowledges and agrees that ensuring the **suitability of the land from an environmental engineering** perspective, for the proposed use(s) is the responsibility of the Developer/Landowner.
3. Prior to the site plan approval or prior to any construction or grading on the lands, the Consultant shall certify that all properties to be developed and/or conveyed to the City pose **no risks to public health and safety and to the environment** and can be developed for proposed uses.
4. Prior to site plan approval and prior to the City accepting any real property interests, if contamination is found, the applicant shall:
    i. Submit all **environmental assessment** reports prepared in accordance with O. Reg. 153/04 or CSA Z768-00 standard, describing the current conditions of the land to be developed and/or conveyed to the City to the satisfaction of the City; and
    ii. Complete any **necessary remediation/risk assessment work** and submit certification from a Qualified Person (QP) that the lands to be developed and/or conveyed to the City meet the applicable standard(s) of the intended land use.
5. Prior to site plan approval and prior to any construction or grading on the lands, the Developer shall provide to the City, to the satisfaction of the General Manager/City Engineer, any of the following **studies, plans and reports** that may be requested by the General Manager/City Engineer:
    i. A **stormwater management report** and plans certified by a Professional Engineer in accordance with the City's Guidelines and the latest edition of the Ministry of the Environment's "Stormwater Management Practices Planning and Design Manual", which addresses the quantity and quality of stormwater discharge from the site together with a monitoring and maintenance program for the stormwater management facility to be submitted;

Attachment 4 (continued)
Recommended Conditions and Zoning Regulations

ii. A **geotechnical report** certified by a Professional Engineer that analyzes the permeability and hydraulic conductivity of the soils and recommends measures to ensure that they are not diminished by the construction and development;

iii. A **grading, drainage and servicing plan** prepared by a Professional Engineer for the site; and

iv. A detailed **erosion and sediment control plan**, certified by a Professional Engineer that indicates the means whereby erosion will be minimized and sediment maintained on-site throughout grading and construction.

6. The Developer shall, to the satisfaction of the General Manager/City Engineer, address and be responsible for **adhering to all the recommended measures contained in the plans, studies and reports** outlined in subsections 5 i) to 5 iv) inclusive.

7. The Developer shall pay to the City the actual cost of the construction of the **new driveway entrance and required curb cut and/or curb fill**. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the construction of the new driveway entrance and required curb cut and/or curb fill.

8. That the Developer **grades, develops and maintains the site including the storm water management facilities** designed by a Professional Engineer, in accordance with a Site Plan that has been submitted to and approved by the General Manager/City Engineer. Furthermore the Developer shall have the Professional Engineer who designed the storm water management system certify to the City that he/she supervised the construction of the storm water management system and that the storm water management system was built as it was approved by the City and that it is functioning properly.

9. That the Developer will ensure that any **existing domestic wells** as well as all boreholes and monitoring wells installed for environmental, hydrogeological or geotechnical investigations are properly decommissioned in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer, prior to site plan approval and prior to any construction or grading on the lands.

10. The Developer acknowledges that the City does not allow **retaining walls** higher than 1.0-metre abutting existing residential properties without the permission of the General Manager/City Engineer.

Attachment 4 (continued)
Recommended Conditions and Zoning Regulations

11. The Developer agrees to obtain and register all necessary **access easements** over any adjacent provide property to provide legal access to future residents and users of the property, to the satisfaction of the General Manager of Planning, Urban Design and Building Services, and prior to site plan approval.
12. Prior to site plan approval, the **City's Risk Management Official** shall be circulated the site plan drawing/documents, including a salt management plan, for review and comment.
13. The Developer shall deed at no cost the City, free of all encumbrances, any **road widenings** necessary to accommodate the turning lanes on Clair Road East from Victoria Road to west of the Samuel Drive and Megan Place intersection prior to final site plan approval.
14. That all **electrical services** to the lands are underground and the Developer shall make satisfactory arrangements with Guelph Hydro Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or

    rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.
15. The Developer agrees to maintain an unobstructed setback of 3.0 metres between any dwelling unit and **pad-mounted transformers** and an unobstructed setback of 1.5 metres between any driveways or entrances and street light poles or pad-mounted transformers and further that any relocations would be at the Developer's expense.
16. The developer agrees to reserve a 6.5 metre by 5.0 metre area for a three-phase, **pad-mounted transformer** on the commercial property to service the proposed commercial buildings to the satisfaction of Guelph Hydro Electric Systems Inc.
17. The developer agrees to reserve a 6.5 metre by 5.0 metre area for a three-phase, **pad-mounted transformer** on the residential property to service the proposed apartment building to the satisfaction of Guelph Hydro Electric Systems Inc.
18. That the developer agrees to supply and erect a sign affixed to the permanent development sign, to the **Upper Grand District School Board's** specifications and satisfaction, that advises prospective residents about schools in the area.

AND

PART B: ZONING REGULATIONS

The portion of the property affected by Official Plan Amendment No. 64 and Zoning By-law Amendment No. ZC1507 is municipally known as 1229 Victoria Road South,

Attachment 4 (continued)
Recommended Conditions and Zoning Regulations

and is legally described as Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph.

That the Zoning By-law Amendment application be approved and that City Staff be instructed to prepare the necessary amendment to Zoning By-law (1995)-14864, as amended, to transfer the subject lands from the "Agricultural" (A) Zone in the former Township of Puslinch Zoning By-law No. 19/85 to the following:

East Portion (Residential)

PROPOSED ZONING: "Specialized General Apartment Zone with Holding Provision" - R.4A-51(H)

In accordance with Section 5.4 of Zoning By-law (1995)-14864, as amended, with the following site specific exceptions:

Rear Yard

- Despite Table 5.4.2, Row 9, the minimum Rear Yard shall be 7.5 metres, whereas the Zoning By-law requires a minimum Rear Yard of 21.52 metres.

Parking Area Setback

- Despite Section 4.13.2.2, every Parking Space shall be located in the Side or Rear Yard provided that no Parking Space is located within 1 metre of any Lot Line, whereas the Zoning By-law requires no Parking Space to be located within 3 metres of any Lot Line.

Frontage on a Street

- Despite Section 4.1, access from a Building to a public Street may be provided by way of a private Street.

Holding Provision (H)
Purpose:

- To ensure that the development of the lands does not proceed until the Owner has met certain conditions to the satisfaction of the City of Guelph.

Holding Provision Conditions:

i. The developer shall design and construct traffic control signals and a southbound right turn lane at the Victoria Road South and Frederick Drive intersection, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the

actual cost for design and construction, secured in a manner satisfactory to the City taking into account all previous contributions to these works.

ii. The developer shall design and construct a back to back left turn lane on Clair Road East between Victoria Road South and Samuel Drive/Megan Place, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual cost for design and construction, secured in a manner satisfactory to the City.

iii. The developer shall design and construct turning lanes on Clair Road East at the intersection of Samuel Drive/Megan Place, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual costs for design and construction, secured in a manner satisfactory to the City.

West Portion (Commercial)

PROPOSED ZONING: "Neighbourhood Commercial with Holding Provision" - NC(H)

In accordance with Section 6.2.1.1 of Zoning By-law (1995)-14864, as amended, with the following:

Holding Provision (H)
Purpose:

- To ensure that the development of the lands does not proceed until the Owner has met certain conditions to the satisfaction of the City of Guelph.

Holding Provision Conditions:

i. The developer shall design and construct traffic control signals and a southbound right turn lane at the Victoria Road South and Frederick Drive intersection, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual cost for design and construction, secured in a manner satisfactory to the City taking into account all previous contributions to these works.

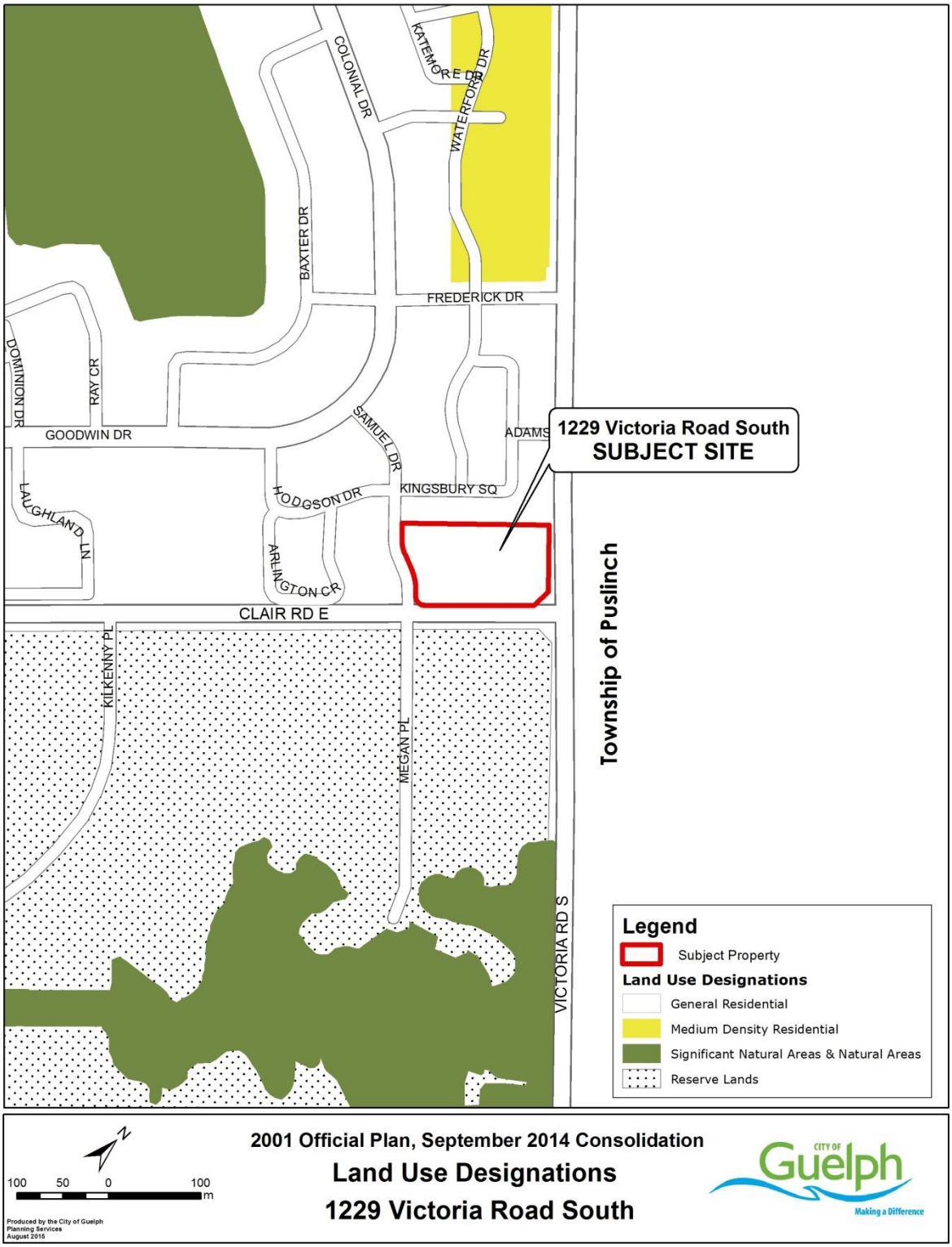
ii. The developer shall design and construct a back to back left turn lane on Clair Road East between Victoria Road South and Samuel Drive/Megan Place, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the

Attachment 4 (continued)
Recommended Conditions and Zoning Regulations

actual cost for design and construction, secured in a manner satisfactory to the City.

iii. The developer shall design and construct turning lanes on Clair Road East at the intersection of Samuel Drive/Megan Place, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual costs for design and construction, secured in a manner satisfactory to the City.

Attachment 5
Existing Official Plan Land Use Designations and Policies



Attachment 5 (continued)
Existing Official Plan Land Use Designations and Policies

General Residential / Housing Policies

7.2.1 In order to provide an adequate amount of residential *development* and *redevelopment* lands for projected demographic and housing market requirements, the City will endeavour to do the following:

a) Maintain at all times at least a 10 year supply of *designated and available* residential lands;

b) Maintain at all times at least a 3 year supply of residential land that has allocated servicing capacity.

7.2.2 The City shall encourage and assist, where possible, in the production of an adequate supply and mix of affordable housing by:

a) Expediting the *development* approval process and other administrative requirements;

b) Partnering with the private sector and other government levels to implement housing programs;

c) Encouraging the provision of *affordable housing* in plans of subdivision that are designed for moderate and lower income households, and, more particularly, for large subdivisions requiring this housing form to be provided to a minimum 25% of the total potential units.

d) Encouraging the use of alternative development techniques that can assist in lowering development costs and potentially lower housing costs;

e) Promoting a 3 percent vacancy rate for rental housing;

f) Encouraging the provision of additional rental housing;

g) Promoting the provision of *affordable housing*, located near transit, shopping, parks and other community facilities, in order to meet the needs of lower income and senior citizen households;

h) Supporting student housing developments conveniently accessible to the University of Guelph;

i) Supporting the provision of specialized housing facilities to meet the needs of persons with disabilities.

Attachment 5 (continued)
Existing Official Plan Land Use Designations and Policies

7.2.3 In order to provide for the housing needs of a wide array of socio-economic groups, the City will encourage the development of a variety of housing types and forms in large plans of subdivision.

7.2.4 The City shall provide for the creation of accessory apartments and other alternative, low impact housing forms for the lower density residential areas of the City. Regulations promoting compatibility of this housing form will be outlined in the *Zoning By-law*.

7.2.5 The City will encourage the conversion of suitable non-residential structures to residential accommodation, provided other non-residential land uses in the vicinity would not pose an *adverse effect.*

7.2.6 The conversion of a residential building and the *conversion* or *redevelopment* of existing non-residential buildings for *multiple unit housing* will be encouraged, where appropriate. Where the proposed *conversion* or *redevelopment* is of a building previously used for industrial, or other use having the potential to have resulted in environmental contamination, the provisions of subsection 5.6 will also apply to the building as well as the property. Such *conversions* or *redevelopment* shall require an amendment to the Zoning By-law and satisfy the criteria outlined in policy 7.2.7.

7.2.7 Multiple unit residential buildings, such as townhouses, row dwellings and apartments, may be permitted within designated areas permitting residential uses. The following development criteria will be used to evaluate a *development* proposal for *multiple unit* housing:

a) That the building form, massing, appearance and siting are compatible in design, character and orientation with buildings in the immediate vicinity;

b) That the proposal can be adequately served by local convenience and neighbourhood shopping facilities, schools, parks and recreation facilities and public transit;

c) That the vehicular traffic generated from the proposal can be accommodated with minimal impact on local residential streets and intersections and, in addition, vehicular circulation, access and parking facilities can be adequately provided; and

d) That adequate municipal *infrastructure*, services and amenity areas for the residents can be provided.

7.2.8 The development criteria of policy 7.2.7 will be used to assess the merits of a rezoning application to permit new multiple unit residential buildings on sites that are presently not zoned to permit these particular housing forms.

Attachment 5 (continued)
Existing Official Plan Land Use Designations and Policies

7.2.9 The implementing *Zoning By-law* will contain a number of residential zone categories based on the form and density of residential development.

7.2.10 In spite of the maximum residential densities that are specified for various land use designations of this Plan, *development* projects designed exclusively for occupancy by *senior citizens* may be permitted to exceed the maximum unit density allowed provided that the overall size, height and impact on the adjacent areas is consistent with that which would be associated with a standard multiple residential building that would be permitted.

7.2.11 The City will encourage the upgrading and rehabilitation of existing housing, particularly in the older residential neighbourhoods.

7.2.12 The City will consider alternative development standards that promote City environmental responsiveness and, at the same time, assist in reducing development costs. In addition, innovative and energy-efficient housing designs and subdivision plans will be encouraged.

7.2.13 The City will implement and periodically update the policies and targets of its approved "Municipal Housing Statement".

'General Residential' Land Use Designation

7.2.31 The predominant use of land in areas designated, as 'General Residential' on Schedule 1 shall be residential. All forms of residential *development* shall be permitted in conformity with the policies of this designation. The general character of development will be low-rise housing forms. *Multiple unit residential buildings* will be permitted without amendment to this Plan, subject to the satisfaction of specific development criteria as noted by the provisions of policy 7.2.7. Residential care facilities, *lodging houses, coach houses* and garden suites will be permitted, subject to the development criteria as outlined in the earlier text of this subsection.

7.2.32 Within the 'General Residential' designation, the *net density* of *development* shall not exceed 100 units per hectare (40 units/acre).

1. In spite of the density provisions of policy 7.2.32 the *net density* of *development* on lands known municipally as 40 Northumberland Street, shall not exceed 152.5 units per hectare (62 units per acre).

7.2.33 The physical character of existing established low density residential neighbourhoods will be respected wherever possible.

7.2.34 Residential lot *infill*, comprising the creation of new low density residential lots within the older established areas of the City will be encouraged, provided that the proposed *development* is compatible with the surrounding residential environment. To assess compatibility, the City will give consideration to the existing predominant zoning of the particular area as well as the general design

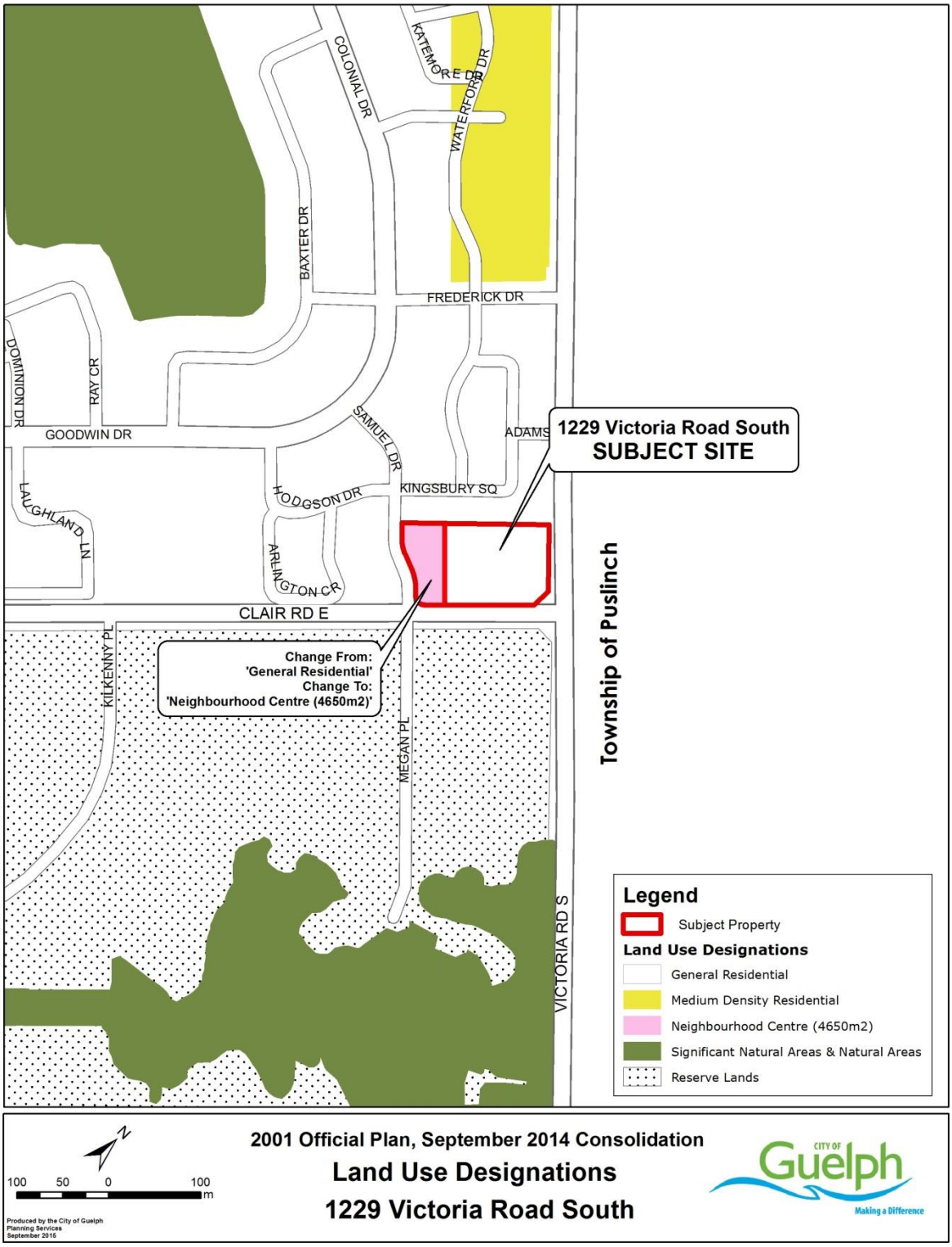
Attachment 5 (continued)
Existing Official Plan Land Use Designations and Policies

parametres outlined in subsection 3.6 of this Plan. More specifically, residential lot *infill* shall be compatible with adjacent residential environments with respect to the following:

a) The form and scale of existing residential development;
b) Existing building design and height;
c) Setbacks;
d) Landscaping and amenity areas;
e) Vehicular access, circulation and parking; and
f) Heritage considerations.

7.2.35 Apartment or townhouse *infill* proposals shall be subject to the development criteria contained in policy 7.2.7.

Attachment 6
Proposed Official Plan Designation and Policies



Attachment 6 (continued)
Proposed Official Plan Designation and Policies

The following policies in the Official Plan would apply if the subject lands as shown on Page 24 of this report are redesignated to "Neighbourhood Commercial Centre (4650 m^2)":

Neighbourhood Commercial Centre

7.4.22 A 'Neighbourhood Commercial Centre', comprised of one or several commercial buildings on one or more properties within a compact "node", is intended to primarily serve the shopping needs of residents living and working in nearby neighbourhoods and employment districts. In addition, institutional and small scale office uses may also be permitted where these uses are compatible with the particular surroundings. Medium density multiple unit residential buildings and apartments in accordance with Section 7.2 may also be permitted provided the principle commercial function is maintained.

7.4.23 The 'Neighbourhood Commercial Centre' designations on Schedule 1 recognize the existing centres within the City and identify the general location of new 'Neighbourhood Commercial Centres'.

7.4.24 Proposals to designate new 'Neighbourhood Commercial Centres' or to expand an existing designation beyond the area indicated on Schedule 1 shall require an amendment to this Plan and the implementing Zoning By-law.

7.4.25 In order to prevent the creation of "strip commercial" development comprising a series of 'Neighbourhood Commercial Centres' located adjacent to one another along a major traffic street, it is a general requirement of this Plan that designated nodes have a minimum distance separation from one another of 0.5 kilometres.

7.4.26 Applications for the purpose of establishing or expanding a 'Neighbourhood Commercial Centre' designation will satisfy the following criteria:

a) Located with direct access to an arterial or collector road, preferably at an arterial or collector road intersection;
b) The location will contribute to the creation of a compact, well-defined node oriented to a major intersection and does not promote the creation of 'strip commercial' development along a major street;
c) Designed in a manner that is compatible with the building design and use of surrounding properties;

Attachment 6 (continued)
Proposed Official Plan Designation and Policies

d) The location shall minimize the impact of traffic, noise, signs and lighting on adjacent residential areas;
e) Adequate site area will be provided for parking, loading and all other required facilities;
f) Adequate landscaping, screening and buffering will be provided to preserve the amenities and appearance of surrounding properties;

7.4.27 This Plan intends that a 'Neighbourhood Commercial Centre' shall not be extended or enlarged to provide more than 4,650 square metres (50,000 square feet) of gross leasable floor area.

7.4.27.1 Notwithstanding policy 7.4.27, the existing 'Neighbourhood Commercial Centres' listed below shall be permitted to provide a maximum of 10,000 square metres (108,000 square feet) of gross leasable floor area:

- Speedvale Avenue at Stevenson Street
- Victoria Road at Grange Avenue
- Victoria Road at York Street
- Kortright Road at Edinburgh Road
- Harvard Road at Gordon Street
- Kortright Road at Gordon Street
- Wellington Road at Imperial Drive.

7.4.28 A 'Neighbourhood Commercial Centre' as listed in 7.4.27.1 shall only be extended or enlarged to provide more than 10,000 square metres (108,000 square feet) of gross leasable floor area by amendment to this Plan and shall require an impact study.

7.4.29 The maximum gross leasable floor area of an individual retail use within the node shall be 3,250 square metres (35,000 square feet).

7.4.29.1 Notwithstanding policy 7.5.29, the existing 'Neighbourhood Commercial Centre' located at Kortright Road and Edinburgh Road shall be permitted to provide an individual retail use of a maximum of 5,200 square metres (55,000 square feet).

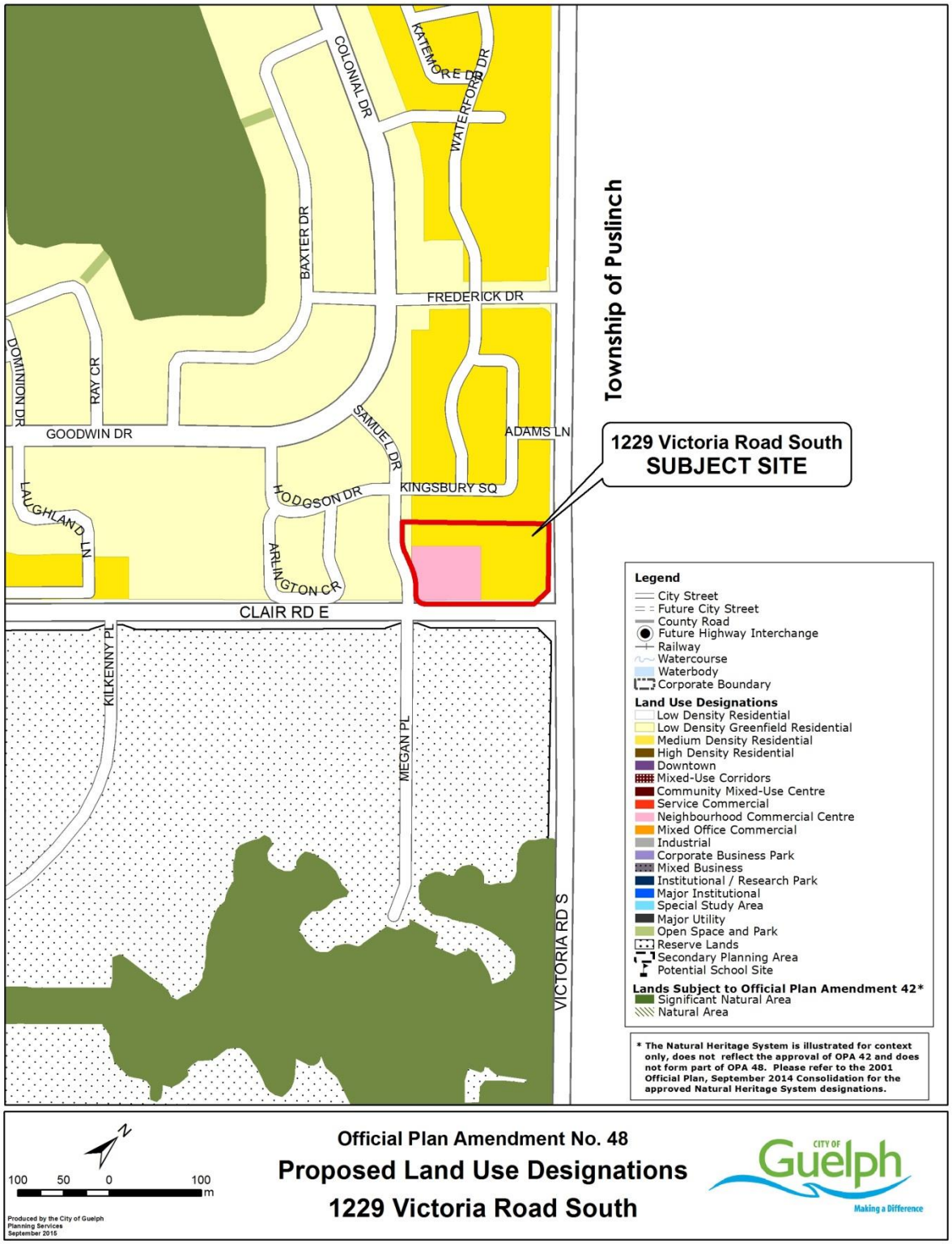
7.4.30 The City will require the aesthetic character of site and building design to be consistent with the City's urban design objectives and guidelines and shall incorporate measures into the approval of Zoning By-laws and site plans used to regulate development within the

Attachment 6 (continued)
Proposed Official Plan Designation and Policies

'Neighbourhood Commercial Centre' designation to ensure such consistency.

7.4.31 It is intended that where there are adjacent properties within the node that as new development occurs the lands will be integrated with one another in terms of internal access roads, entrances from public streets, access to common parking areas, grading, open space and storm water management systems. Furthermore, it is intended that individual developments within the Neighbourhood Commercial Centre designation will be designed to be integrated into the wider community by footpaths, sidewalks and bicycle systems and by the placement of buildings in close proximity to the street line near transit facilities.

Attachment 7
Official Plan Amendment No. 48 Land Use Designations and Policies



Attachment 7 (continued)
Official Plan Amendment No. 48 Land Use Designations and Policies

9.3.4 Medium Density Residential

The use of land within the Medium Density Residential Designation will be medium density housing forms.

Permitted Uses

1. The following uses may be permitted subject to the applicable provisions of this Plan:

   i) multiple unit residential buildings, such as townhouses and apartments.

Height and Density

2. The minimum height is two (2) storeys and the maximum height is six (6) storeys.

3. The maximum *net density* is 100 units per hectare and not less than a minimum *net density* of 35 units per hectare.

4. Increased height and density may be permitted in accordance with the Height and Density Bonus policies of this Plan.

9.4.4 Neighbourhood Commercial Centre

Neighbourhood Commercial Centres are identified on Schedule 2 of this Plan.

Objectives

a) To establish local convenience and neighbourhood commercial uses within a convenient walking distance of residential areas.

b) To ensure Neighbourhood Commercial Centres are developed in a cohesive and coordinated manner that is *compatible* with the surrounding residential neighbourhood.

c) To primarily serve the shopping needs of residents living and working in nearby neighbourhoods and employment districts.

d) To be connected to surrounding neighbourhoods through the City's pedestrian trails, walkways and by transit.

Attachment 7 (continued)
Official Plan Amendment No. 48 Land Use Designations and Policies

Policies

1. The Neighbourhood Commercial Centre designations on Schedule 2 recognize the existing centres within the City and identify the general location of new Neighbourhood Commercial Centres.

2. To prevent the creation of strip commercial development comprising a series of Neighbourhood Commercial Centres located adjacent to one another along a major street, it is the general requirement of this Plan that designated Neighbourhood Commercial Centres have a minimum distance separation from one another of 500 metres.

3. This Plan intends that a Neighbourhood Commercial Centre shall not be extended or enlarged to provide more than 4,650 square metres (50,000 square feet) of *gross floor area*.

4. Notwithstanding policy 9.4.4.3, the existing Neighbourhood Commercial Centres listed below will be permitted to provide a maximum of 10,000 square metres (108,000 square feet) of ***gross floor area***:

   - Speedvale Avenue at Stevenson Street
   - Victoria Road at Grange Street
   - Victoria Road at York Road
   - Kortright Road at Edinburgh Road
   - Harvard Road at Gordon Street
   - Kortright Road at Gordon Street
   - Wellington Road at Imperial Road.

5. A Neighbourhood Commercial Centre as listed in policy 9.4.4.4 shall only be extended or enlarged to provide more than 10,000 square metres (108,000 square feet) of *gross floor area* by amendment to this Plan and shall require a Market Impact Study.

6. The maximum *gross floor area* of an individual retail use within a Neighbourhood Commercial Centre shall be 3,250 square metres (35,000 square feet).

7. The City will require the aesthetic character of site and building design to conform to the Urban Design policies of this Plan and applicable guidelines, and will incorporate measures into the approval of *Zoning By-laws* and *Site Plans* to ensure conformity.

8. Where new *development* occurs within a Neighbourhood Commercial Centre, adjacent lands will be integrated in terms of internal access roads, entrances from public streets, access to

common parking areas, open space, urban squares, grading and stormwater management systems.

9. *Development* within the Neighbourhood Commercial Centre designation will be designed to be connected to the wider community by footpaths, sidewalks and bicycle systems and by the placement of buildings in close proximity to the street line near transit facilities.

10. Applications for the purpose of establishing or expanding a Neighbourhood Commercial Centre designation will be required to satisfy the following criteria:

    i) located with direct access to an arterial or collector road, preferably at an arterial or collector road intersection;
    ii) the location will contribute to the creation of a compact, well-defined node oriented to a major intersection and does not promote the creation of 'strip commercial' development along a major street;
    iii) designed in a manner that is *compatible* with the building design and use of surrounding properties;
    iv) the location shall minimize the impact of traffic, noise, signs and lighting on adjacent residential areas;
    v) adequate site area will be provided for parking, loading and all other required facilities; and
    vi) adequate landscaping, screening and buffering will be provided to preserve the amenities and appearance of surrounding properties.

Permitted Uses

11. The following uses may be permitted in Neighbourhood Commercial Centres, subject to the applicable provisions of this Plan:

    i) commercial, retail and service uses;
    ii) small-scale offices;
    iii) community services and facilities;
    iv) *live/work*;
    v) multiple unit residential within mixed-use buildings; and
    vi) urban squares.

12. Vehicle sales and vehicle repair uses shall not be permitted.

13. *Development* will be planned and designed to maintain the principle commercial function through the following:

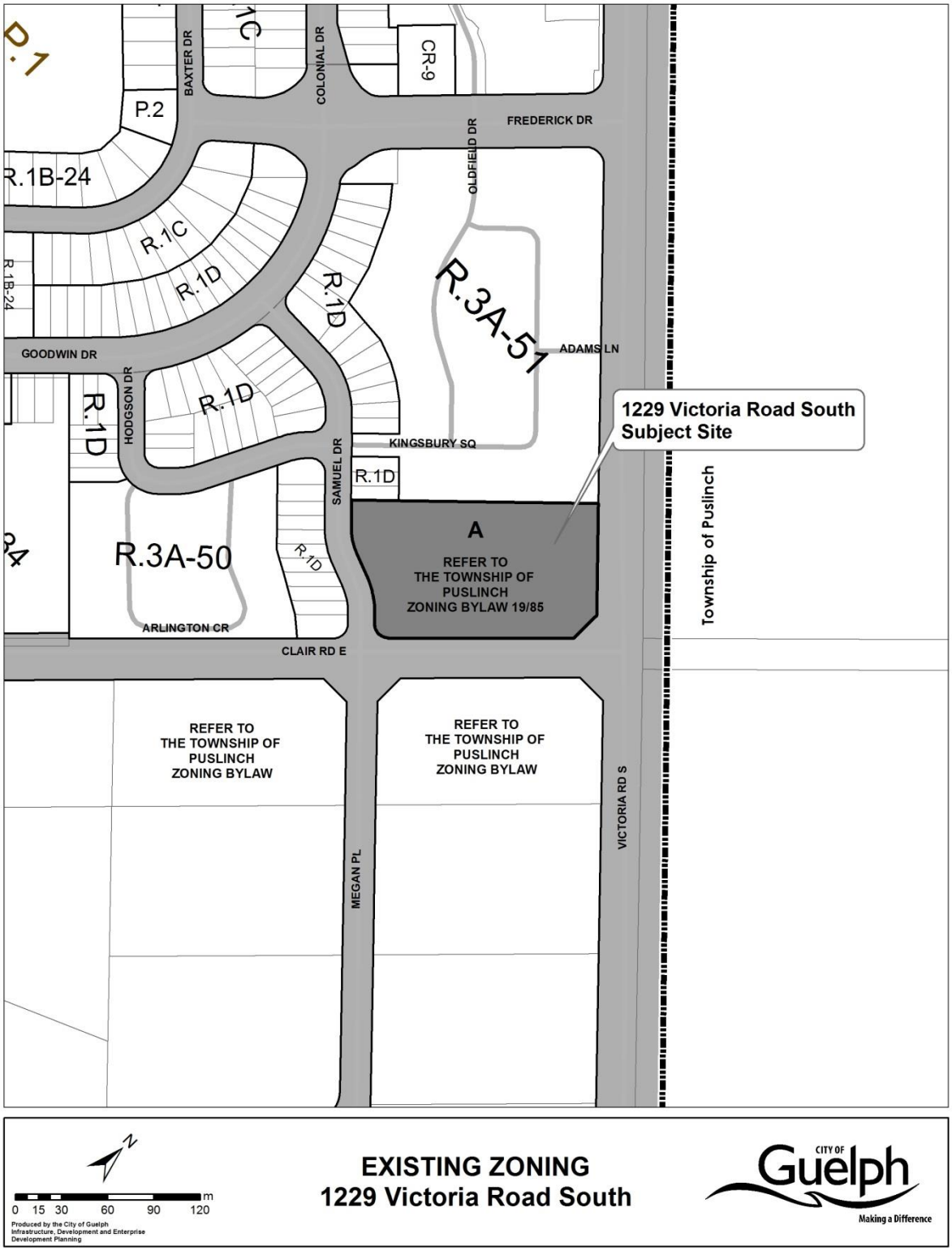
i) commercial, retail and office uses situated on the ground floor; and
ii) residential uses only provided on upper floors.

Height and Density

14. The maximum height is six (6) storeys.

15. Additional building height and density may be considered subject to the Height and Density Bonus provisions of this Plan.

Attachment 8
Existing Zoning and Details



Attachment 8 (continued)
Existing Zoning and Details

SECTION 5 - A ZONE - AGRICULTURAL ZONE

(1) SCOPE

The provisions of this Section shall apply in all Agricultural (A) Zones except as otherwise provided in the Special Provisions Subsection hereto.

(2) USES PERMITTED

No person shall, within any A Zone, use any lot or erect, alter or use any building or structure for any purpose except one or more of the following A uses, namely:

(a) an agricultural use;
(b) an intensive agricultural use;
(c) a single detached dwelling;
(d) a home occupation;
(e) a retail farm sales outlet accessory to an agricultural use;
(f) existing churches, schools, community halls and nursing homes;
(g) a wayside pit;
(h) forestry and woodlots;
(i) open space and conservation areas;
(j) a fish and wildlife management area;
(k) a public use.

(3) ZONE REQUIREMENTS

No person shall, within any A Zone, use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

(a) LOT AREA (MINIMUM) 9.88 acres - 4.0 ha

(b) LOT FRONTAGE (MINIMUM) - 121.9 m

(c) SIDE YARD (MINIMUM) EACH SIDE

(i) Residences - 3.0 m

(ii) Other Permitted Uses - Equal to one-half building height but not less than 4.5 m.

(d) REAR YARD (MINIMUM) - 7.6 m

Attachment 8 (continued)
Existing Zoning and Details

REDUCED LOT REQUIREMENTS

Notwithstanding anything contained in this Section, the minimum lot requirement may be reduced when:

(i) Such lot is contained within a plan of subdivision which was registered after the 27th day of March, 1946; or

(ii) The lot is a parcel of land created by a conveyance pursuant to the provisions of the Planning Act, 1983.

A lot so created may only be used for a use permitted under Section 5(2) and shall be subject to the following provisions:

(iii) LOT AREA (MINIMUM) - 1 394.0 m^2

(iv) LOT WIDTH (MINIMUM) - 24.3 m

(v) SIDE YARD (MINIMUM) EACH SIDE

1. Residences:
   1 storey - 1.8 m
   1 1/2 or 2 storeys - 2.4 m
   More than 2 storeys - Equal to 1/2 building height but in no case less than 3 metres.

   If a garage is not provided either attached to or forming an integral part of the main building, a minimum side yard of not less than 3 metres shall be provided.

2. Other Permitted Uses - Equal to 1/2 building height but in no case less than 3 metres.

(vi) REAR YARD (MINIMUM) - 7.6 m

(f) LIQUID MANURE STORAGE

No facility for the storage of liquid manure in association with a permitted or existing intensive agricultural use shall hereafter be erected or altered except where such facility:

(i) is constructed of masonry, metal, pressure-treated timber or other impervious and durable material;

(ii) is of sufficient size to accommodate the total amount of manure generated by the intensive agricultural use in any six-month period;

Attachment 8 (continued)
Existing Zoning and Details

(iii) is sealed to prevent surface drainage or ground water from gaining entrance; and

(iv) is erected not closer than 15 metres to any watercourse or lot line and is not located within a required yard.

(4) SPECIAL PROVISIONS

(a) A-l (SHOOTING RANGE/SPORTSMEN'S CLUB)

Notwithstanding any provisions of this By-Law to the contrary, within any area designated A-l on Schedule "A" hereto, the following special provisions shall apply:

(i) Uses Permitted
- a shooting range;
- a hall for meetings and banquets;
- a sportsmen's private club;
- 20 seasonal tourist trailers;
- any use permitted in an A Zone.

(b) A-2 (KENNEL)

Notwithstanding any provisions of this By-Law to the contrary, within any area designated A-2 on Schedule "A" hereto, the following special provisions shall apply:

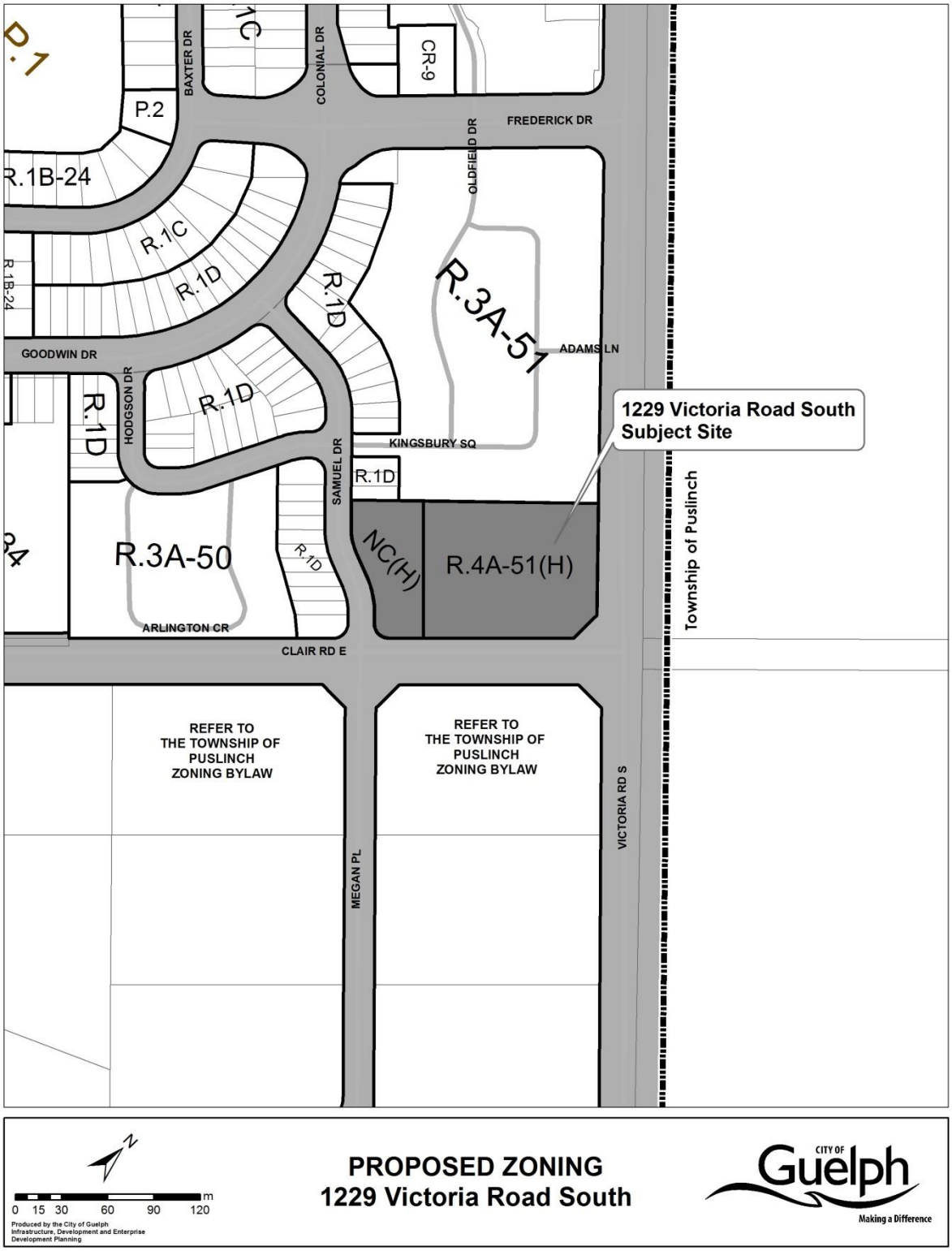
(i) Uses Permitted
- a kennel;
- any use permitted in an A Zone.

(c) A-3 (NURSING HOME)

Notwithstanding any provisions of this By-Law to the contrary, within any area designated A-3 on Schedule "A" hereto, the following special provisions shall apply:

(i) Uses Permitted
- a nursing home;
- a single dwelling unit.

Attachment 9
Proposed Zoning and Details



Attachment 9 (continued)
Proposed Zoning and Details

PROPOSED ZONING: "Specialized General Apartment Zone with Holding Provision" - R.4A-51(H)

In accordance with Section 5.4 of Zoning By-law (1995)-14864, as amended, with the following site specific exceptions:

Rear Yard

- Despite Table 5.4.2, Row 9, the minimum Rear Yard shall be 7.5 metres, whereas the Zoning By-law requires a minimum Rear Yard of 21.52 metres.

Parking Area Setback

- Despite Section 4.13.2.2, every Parking Space shall be located in the Side or Rear Yard provided that no Parking Space is located within 1 metre of any Lot Line, whereas the Zoning By-law requires no Parking Space to be located within 3 metres of any Lot Line.

Frontage on a Street

- Despite Section 4.1, access from a Building to a public Street may be provided by way of a private Street.

Holding Provision (H)

Purpose:

- To ensure that the development of the lands does not proceed until the Owner has met certain conditions to the satisfaction of the City of Guelph.

Holding Provision Conditions:

i. The developer shall design and construct traffic control signals and a southbound right turn lane at the Victoria Road South and Frederick Drive intersection, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual cost for design and construction, secured in a manner satisfactory to the City taking into account all previous contributions to these works.

ii. The developer shall design and construct a back to back left turn lane on Clair Road East between Victoria Road South and Samuel Drive/Megan Place, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual cost for design and construction, secured in a manner satisfactory to the City.

iii. The developer shall design and construct turning lanes on Clair Road East at the intersection of Samuel Drive/Megan Place, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual costs for design and construction, secured in a manner satisfactory to the City.

Attachment 9 (continued)
Proposed Zoning and Details

The following is the full excerpt of the R.4A Zone. With the exception of the three (3) provisions above and Holding Symbol, the following uses would be permitted and regulations would apply to the residential component of the development:

5.4 RESIDENTIAL ***APARTMENT*** (R.4) ***ZONES***

5.4.1 PERMITTED ***USES***

The following are permitted ***Uses*** within the Residential ***Apartment*** R.4 ***Zones***:

5.4.1.1 R.4A - General ***Apartment Zone***

- ***Apartment Building***
- ***Nursing Home***
- ***Home for the Aged***
- ***Retirement Residential Facility***
- ***Maisonette***
- ***Accessory Uses*** in accordance with Section 4.23
- ***Home Occupation*** in accordance with Section 4.19.

5.4.2 REGULATIONS

Within the ***Apartment*** R.4 ***Zones***, no land shall be ***Used*** and no ***Building*** or ***Structure*** shall be erected or ***Used*** except in conformity with the applicable regulations contained in Section 4 - General Provisions, the regulations set out in Table 5.4.2, and the following:

5.4.2.1 Minimum ***Side Yard*** - R.4A and R.4B ***Zones***

Despite Row 8 of Table 5.4.2, where windows of a ***Habitable Room*** face on a ***Side Yard***, such ***Side Yard*** shall have a minimum width of not less than 7.5 metres.

5.4.2.2 Minimum Distance Between ***Buildings*** - R.4A and R.4B ***Zones***

Where two or more ***Buildings*** are located on any one ***Lot***, the following regulations shall apply:

Attachment 9 (continued)
Proposed Zoning and Details

5.4.2.2.1 The distance between the face of one ***Building*** and the face of another ***Building*** either of which contains windows of ***Habitable Rooms***, shall be one-half the total height of the two ***Buildings***, and in no case less than 15 metres.

TABLE 5.4.2 - REGULATIONS GOVERNING R.4 ZONES

Row 1	Residential Type	General ***Apartment***	High Density ***Apartment***	Central Business District ***Apartment***	Infill ***Apartment***
2	***Zones***	R.4A	R.4B	R.4C	R.4D
3	Minimum ***Lot Area***	650 m^2			
4	Minimum ***Lot Frontage***	15 metres			
5	Maximum Density (units/ha)	100	150	200	100
6	Minimum ***Front*** and ***Exterior Side Yard***	6 metres and as set out in Section 4.24.		3 metres and in accordance with Section 4.24.	
7	Maximum ***Front*** and ***Exterior Side Yard***	----------		6 metres	
8	Minimum ***Side Yard***	Equal to one-half the ***Building Height*** but not less than 3 metres and in accordance with Section 5.4.2.1.		Equal to one-half the ***Building Height*** but in no case less than 3 metres, except where adjacent to any other R.4, Commercial, Industrial or Institutional ***Zone***. In these circumstances, a minimum of 3 metres is required.	
9	Minimum ***Rear Yard***	Equal to 20% of the ***Lot Depth*** or one-half the ***Building Height***, whichever is greater, but in no case less than 7.5 metres.		Equal to 20% of the ***Lot Depth*** or one-half the ***Building Height***, whichever is greater, but in no case less than 7.5 metres, except where adjacent to Commercial, Industrial or Institutional ***Zones***. In these circumstances, a minimum of 7.5 metres is required.	
10	Maximum ***Building Height***	8 ***Storeys*** and in accordance with Sections 4.16, 4.18 and Defined Area Map No. 68.	10 ***Storeys*** and in accordance with Sections 4.16, 4.18, 5.4.2.5 and Defined Area Map No. 68.	6 ***Storeys*** and in accordance with Sections 4.16, 4.18, 6.3.2.3 and Defined Area Map No. 68.	4 ***Storeys*** and in accordance with Sections 4.16, 4.18 and Defined Area Map No. 68.

Attachment 9 (continued)
Proposed Zoning and Details

11	Minimum Distance Between ***Buildings***	See Section 5.4.2.2.		See Section 5.4.2.3.	
12	Minimum ***Common Amenity Area***	See Section 5.4.2.4.		None required.	
13	Minimum ***Landscaped Open Space***	20% of the ***Lot Area*** for ***Building Heights*** from 1 - 4 ***Storeys*** and 40% of the ***Lot Area*** for ***Buildings*** from 5 - 10 ***Storeys.***		The ***Front Yard*** of any ***Lot***, excepting the ***Driveway***, shall be landscaped. In addition, no parking shall be permitted within this ***Landscaped Open Space***.	
14	Off-***Street*** Parking	In accordance with Section 4.13.			
15	Buffer Strips	Where an R.4 ***Zone*** abuts any other Residential ***Zone*** or any Institutional, Park, Wetland, or Urban Reserve ***Zone***, a Buffer Strip shall be developed.			
16	Accessory ***Buildings*** or ***Structures***	In accordance with Section 4.5.			
17	Garbage, Refuse Storage and Composters	In accordance with Section 4.9.			
18	***Floor Space Index*** (F.S.I.)	1	1.5	2	2
19	Fences	In accordance with Section 4.20.			

Attachment 9 (continued)
Proposed Zoning and Details

PROPOSED ZONING: "Neighbourhood Commercial with Holding Provision" - NC(H)

In accordance with Section 6.2.1.1 of Zoning By-law (1995)-14864, as amended, with the following:

Holding Provision (H)
Purpose:

- To ensure that the development of the lands does not proceed until the Owner has met certain conditions to the satisfaction of the City of Guelph.

Holding Provision Conditions:

i. The developer shall design and construct traffic control signals and a southbound right turn lane at the Victoria Road South and Frederick Drive intersection, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual cost for design and construction, secured in a manner satisfactory to the City taking into account all previous contributions to these works.
ii. The developer shall design and construct a back to back left turn lane on Clair Road East between Victoria Road South and Samuel Drive/Megan Place, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual cost for design and construction, secured in a manner satisfactory to the City.
iii. The developer shall design and construct turning lanes on Clair Road East at the intersection of Samuel Drive/Megan Place, to the satisfaction of the City Engineer/General Manager of Engineering and Capital Infrastructure Services or pay the actual costs for design and construction, secured in a manner satisfactory to the City.

Attachment 9 (continued)
Proposed Zoning and Details

6.2 COMMERCIAL SHOPPING CENTRE ***ZONES***

6.2.1 PERMITTED ***USES***

The following are permitted ***Uses*** within the Commercial Shopping Centre (NC, CC, and RC) ***Zones***:

6.2.1.1 Neighbourhood Shopping Centre - NC ***Zone***

Dwelling Units with permitted commercial ***Uses*** in the same ***Building*** in accordance with Section 4.15.2

- ***Art Gallery***
- ***Artisan Studio***
- ***Club***
- ***Day Care Centre*** in accordance with Section 4.26
- ***Dry Cleaning Outlet***
- ***Financial Establishment***
- ***Group Home*** in accordance with Section 4.25
- ***Laundry***
- ***Library***
- ***Medical Clinic***
- ***Medical Office***
- ***Office***
- ***Personal Service Establishment***
- ***Religious Establishment***
- ***Restaurant***
- ***Restaurant (take-out***)
- ***Retail Establishment***
- ***Vehicle Gas Bar***
- ***Veterinary Service***
- ***Accessory Uses*** in accordance with Section 4.23
- ***Occasional Uses*** in accordance with Section 4.21

6.2.2 REGULATIONS

Within the Commercial Shopping Centre ***Zones***, no land shall be ***Used*** and no ***Building*** or ***Structure*** shall be erected or ***Used*** except in conformity with the applicable regulations contained in Section 4 - General Provisions, the regulations as set out in Table 6.2.2, and the following:

6.2.2.1 Maximum ***Gross Floor Area*** Per Unit - NC ***Zone***

625 m^2.

Attachment 9 (continued)
Proposed Zoning and Details

6.2.2.2 Special Regulations for ***Vehicle Gas Bars***:

6.2.2.2.1 Minimum ***Setback*** of Pump Islands - 7.5 metres from the curbing of the pump islands to the ***Street Line*** or the designated ***Street Line*** as set out in Section 4.24.

Despite the above, canopies over pump islands and underground storage tanks are allowed to project up to 1.5 metres from the ***Street Line***.

6.2.2.2.2 Entry Ramps
There shall be no more than one entry ramp for each 15 metres of ***Street*** frontage and the width of any entry ramp shall not exceed 9 metres at the ***Street Line***.

6.2.2.2.3 Minimum ***Front*** or ***Exterior Side Yard***
Despite Row 5 of Table 6.2.2, the minimum ***Front*** or ***Exterior Side Yard*** for a ***Vehicle Gas Bar*** shall be 15 metres and as set out in Section 4.24.

6.2.2.2.4 Minimum ***Rear Yard***
Despite Row 7 of Table 6.2.2, the minimum ***Rear Yard*** for a ***Vehicle Gas Bar*** shall be 1.5 metres.

6.2.2.2.5 Surfacing
The surfaces of all ramps, ***Driveways***, service areas, and off-***street*** loading areas shall be surfaced with a capped, hard top substance such as asphalt, or other stable surface treated to prevent the raising of dust and/or loose particles.

6.2.2.3 Regulations Governing ***Car washes, Automatic*** and ***Car washes, Manual***

6.2.2.3.1 Entry Ramps
There shall be no more than one entry ramp for each 15 metres of ***Street*** frontage and the width of any entry ramp shall not exceed 9 metres at the ***Street Line***.

6.2.2.3.2 Number of ***Vehicle*** Standing Spaces - in accordance with Section 4.13.4.2.

6.2.2.3.3 Surfaces
The surfaces of all ramps, ***Driveways***, service areas, and off-***street*** loading areas shall be surfaced with a capped, hard top

substance such as asphalt, or other stable surface treated to prevent the raising of dust and/or loose particles.

6.2.2.3.4 Enclosed Operations
Despite Section 4.22, the following shall apply to car wash establishments in the CC and RC ***Zones***:

6.2.2.3.4.1 All of the operations of a ***Car wash, Automatic*** or ***Car wash, Manual*** shall be conducted within an enclosed ***Building*** except for the moving and storage of ***Vehicles***.

6.2.2.3.4.2 Despite Section 6.2.2.3.4.1, on-site vacuuming devices, and wiping or drying areas, where provided may be located outside the ***Main Building***

6.2.2.3.5 ***Vehicle*** Storage Space
A minimum of 2 ***Vehicle*** storage spaces per bay shall be provided.

6.2.2.3.6 ***Vehicle*** Standing Space Dimensions
Each ***Vehicle*** standing space shall have minimum dimensions of not less than 6 metres by 2.4 metres.

6.2.2.3.7 Location of ***Vehicle*** Area

6.2.2.3.7.1 Despite the provisions of Section 4.13.2.3, required ***Vehicle*** standing spaces and ***Vehicle*** storage spaces may be located ahead of the ***Setback*** line.

6.2.2.3.7.2 ***Vehicle*** standing spaces shall be arranged in a continuous line or lines leading into the washing bay or bays in such a way so as not to interfere with the movement of traffic on public ***Streets*** and the normal functioning of the site.

6.2.2.3.7.3 ***Vehicle*** storage, standing, loading and wiping areas shall not be permitted within 3 metres of any public ***Street***.

6.2.2.3.7.4 Public ***Streets***, lanes and other public places shall not be ***Used*** for the storage, standing, wiping and maneuvering of motor ***Vehicles*** in any manner as if they were part of the car wash premises.

Attachment 9 (continued)
Proposed Zoning and Details

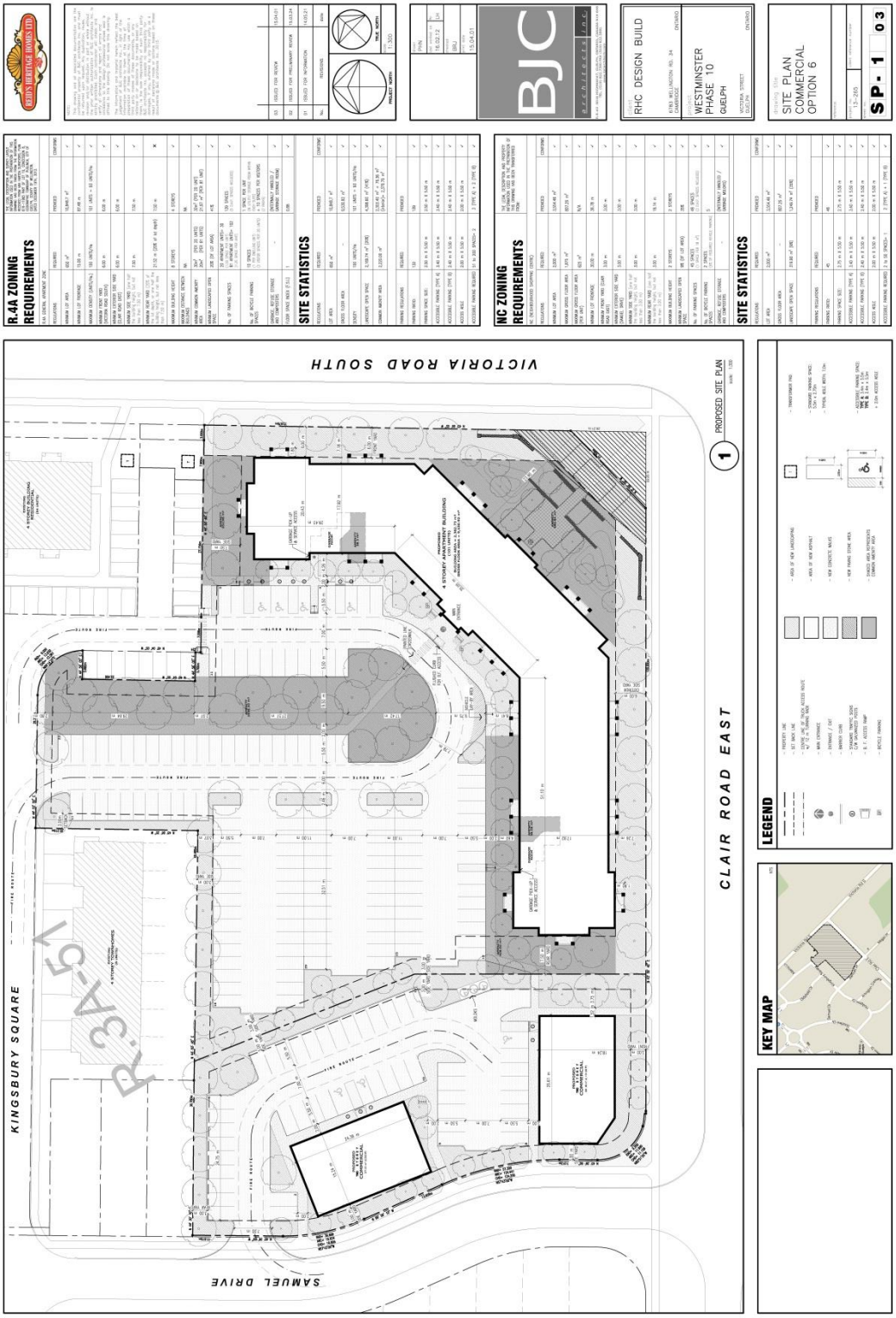
TABLE 6.2.2 - REGULATIONS GOVERNING COMMERCIAL SHOPPING CENTRES

Row 1	Commercial Type	Neighbourhood (NC) Shopping Centre	Community (CC) Shopping Centre	Regional (RC) Shopping Centre
2	Minimum ***Lot Area***	2,000 m^2	7,500 m^2	100,000 m^2
3	Maximum ***Lot Area***	7,500 m^2	50,000 m^2	--
4	Minimum ***Lot Frontage***	30 metres	50 metres	100 metres
5	Minimum ***Front*** and ***Exterior Side Yard***	3 metres and in accordance with Section 4.24.		
6	Minimum ***Side Yard***	One-half the ***Building*** Height but not less than 3 metres.		10 m or twice the ***Building Height*** whichever is greater, but not less than 15 metres where a ***Side Yard*** abuts a Residential or Urban Reserve ***Zone***.
7	Minimum ***Rear Yard***	One-half the ***Building*** Height but not less than 3 metres.		10 m or twice the ***Building Height*** whichever is greater, but not less than 15 metres where a ***Side Yard*** abuts a Residential or Urban Reserve ***Zone***.
8	Maximum ***Building Height***	2 ***Storeys*** to a maximum of 10 metres and in accordance with Sections 4.16 and 4.18.	3 ***Storeys*** to a maximum of 15 metres and in accordance with Sections 4.16 and 4.18.	8 ***Storeys*** to a maximum of 30 metres and in accordance with Sections 4.16 and 4.18.
9	Minimum ***Gross Floor Area***	--	1,875 m^2	31,250 m^2
10	Maximum ***Gross Floor Area***	1,875 m^2 and in accordance with Section 6.2.2.1.	12,500 m^2	75,000 m^2

Attachment 9 (continued)
Proposed Zoning and Details

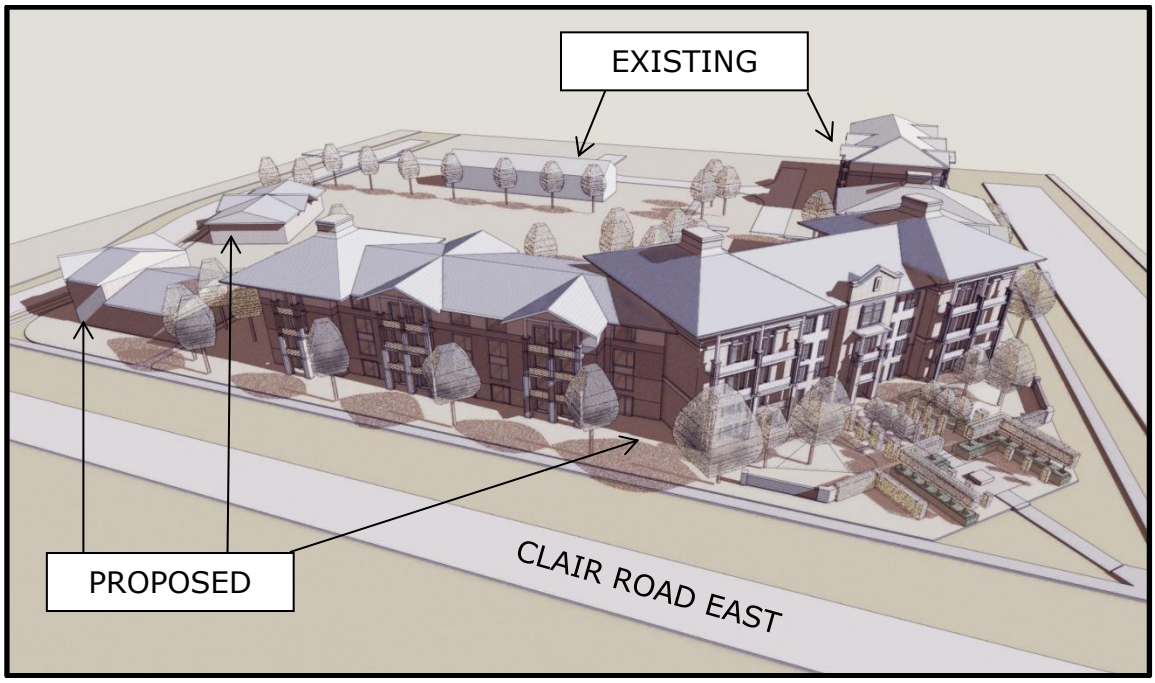
11	Minimum ***Landscaped Open Space***	9% of the ***Lot Area.***
12	Planting Area	A landscaped strip of land, 3 metres in width shall be maintained adjacent to the ***Street Line***, except for those areas required for entry ramps.
13	Buffer Strips	Where a NC, CC, or RC ***Zone*** abuts any Residential, Institutional, Park, Wetland, or Urban Reserve ***Zone***, a Buffer Strip shall be developed.
14	Off-***Street*** Parking	In accordance with Section 4.13.
15	Off-***Street*** Loading	In accordance with Section 4.14.
16	Enclosed Operations	In accordance with Section 4.22.
17	Accessory ***Buildings*** or ***Structures***	In accordance with Section 4.5.
18	Garbage, Refuse Storage and Composters	In accordance with Section 4.9.
19	Fences	In accordance with Section 4.20.

Attachment 10
Proposed Site Plan and Renderings



(Received from Reid's Heritage Homes, June 2016)

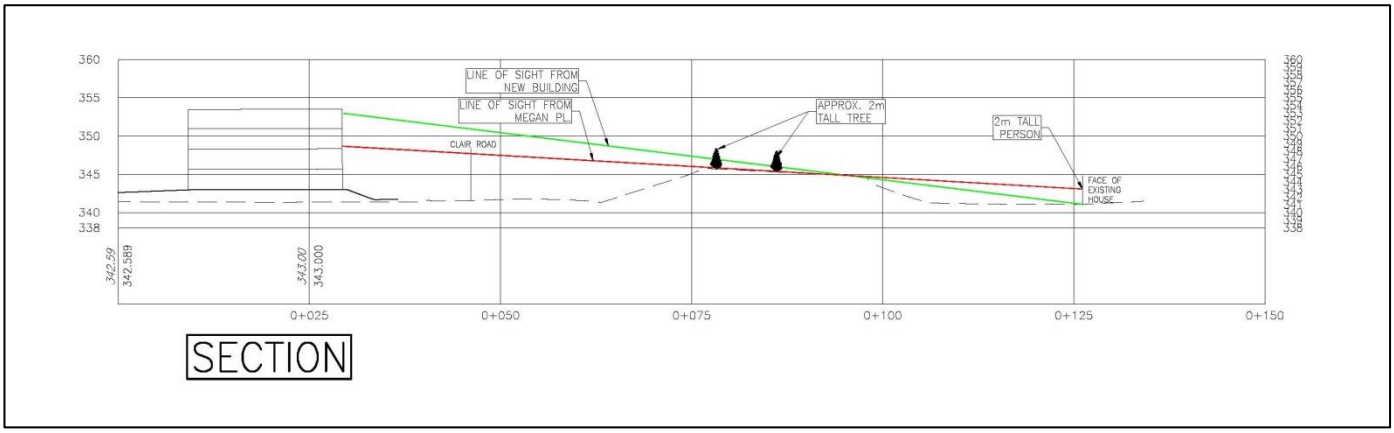
Attachment 10 (Continued)
Proposed Site Plan and Renderings



Attachment 10 (Continued)
Proposed Site Plan and Renderings

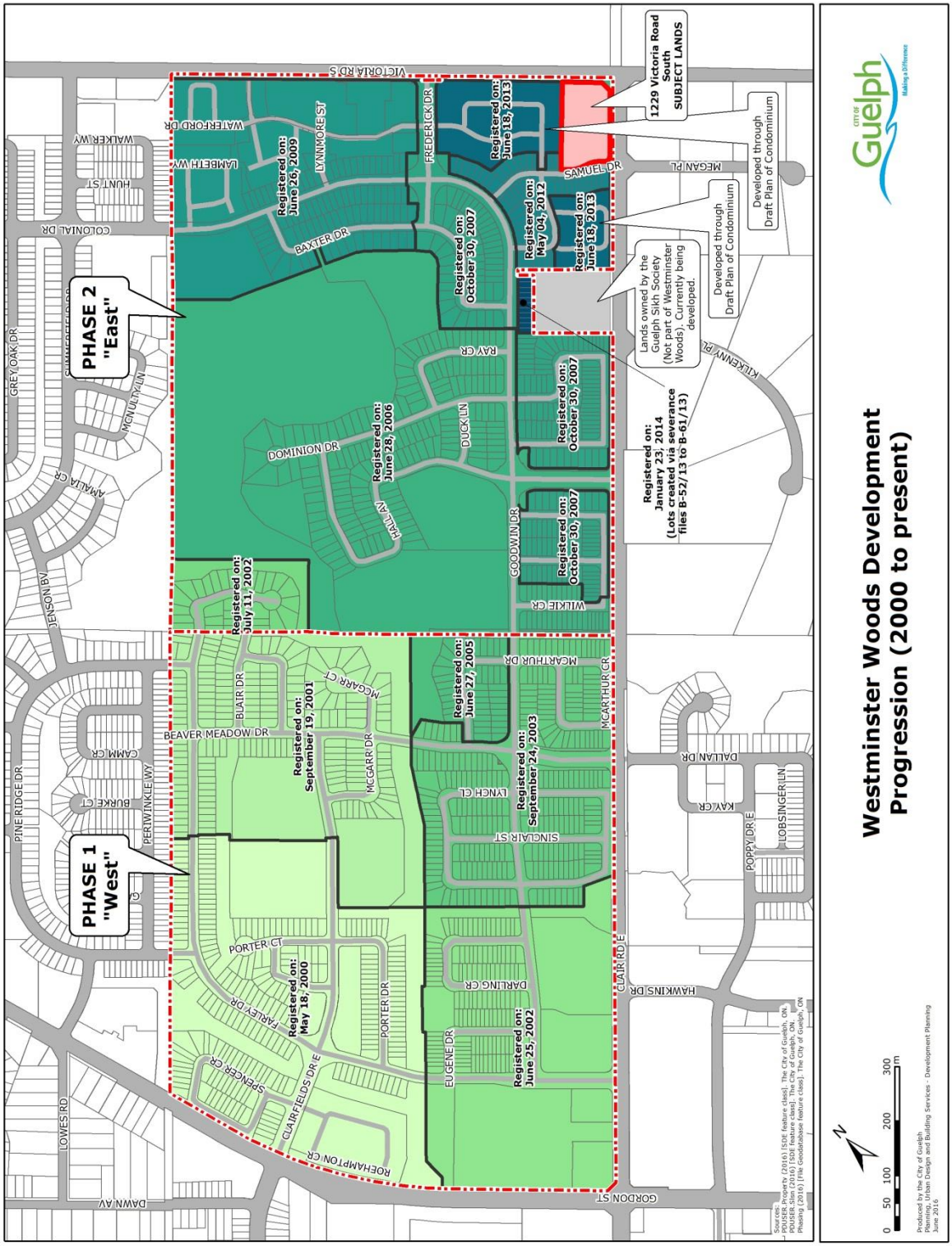
(From revised Urban Design Brief, prepared by GSP Group, March 2016)

Attachment 11
Sightline Analysis



(Prepared by Stantec for Reid's Heritage Homes, April 2016)

Attachment 12
Westminster Woods Subdivision Phasing Map



Attachment 13
Staff Review and Planning Analysis

2014 Provincial Policy Statement
The 2014 Provincial Policy Statement (PPS) provides direction on matters of provincial interest related to land use planning and development and is issued under the authority of Section 3 of the *Planning Act*. In general, the PPS promotes efficient use of land and development patterns and addresses matters of provincial interest in land use planning. As per section 4.2, all planning decisions shall be consistent with the PPS. Policy Section 1.0 – Building Strong Healthy Communities speaks to efficient land use and development patterns to support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.

Policy 1.1.1 of the PPS promotes creating and sustaining healthy, liveable and safe communities. This is achieved in part by promoting efficient development and land use patterns with an appropriate range and mix of residential and employment (including commercial) and other uses to meet long term needs [1.1.1 a), b)]. Also, development must avoid land use patterns that may cause environmental concerns, and be cost-effective, ensuring the necessary infrastructure is in place to meet the projected needs [1.1.1 c), e), g)].

Policy 1.1.3 requires development in settlement areas to use land and resources wisely, considering opportunities for intensification and redevelopment. Specifically, densities are to be appropriate for and efficiently utilize the infrastructure and public service facilities that are planned or available. In addition, land use and development patterns in settlement areas are to be efficient, transit supportive and take into account existing building stock [1.1.3.1, 1.1.3.2 a), b), 1.1.3.3]. New growth within designated growth areas should occur next to the built up area and have a compact form and mix of uses and densities [1.1.3.6].

Economic development shall be promoted through encouraging compact, mixed-use development incorporating compatible and appropriately scaled employment uses to support liveable and resilient communities [1.3.1 c)]. With the proposed Official Plan and Zoning By-law Amendment, development of the subject lands will be contributing to providing an appropriate mix of residential and commercial uses within the larger Westminster Woods neighbourhood.

Section 1.6.6 of the PPS outlines policies for planning for sewage, water and stormwater services. Particularly for stormwater, changes in water balance should be minimized, and stormwater best management practises such as low-impact development (LID) should be promoted [1.6.6.7 e)]. The proposed development will be on full municipal services, and Engineering staff have confirmed that capacity is available to fully service the proposed development [1.6.6.2] (See Engineering staff comments in Attachment 15). Detailed Stormwater management design will be reviewed through site plan approval.

To summarize the above, the proposed development will provide a mix of residential and commercial uses in a greenfield area at a transit supportive density. The development will make more efficient use of land through developing a vacant and underutilized parcel that is designated for development. Further, the development of the subject lands will significantly complete the full build out of the Westminster Woods neighbourhood, which has been gradually developed over the past 15 years (See Attachment 12).

Policy Section 2.0 of the PPS – Wise Use and Management of Resources speaks to long-term prosperity, environmental health and social well-being. With any development, the City must protect the quality and quantity of water. This is achieved by identifying water sources and implementing restrictions on development and site alteration to protect municipal drinking water supplies and ground water along with associated hydrologic functions, thereby minimizing any potential negative impacts [2.2.1 b) c), e) 1. 2.]. Also, stormwater management (SWM) practises are to be implemented that minimize volumes and contaminant loading [2.2.1 h)].

Policy Section 2.6 speaks to cultural heritage and archaeology. Development and site alteration is not permitted on lands containing archaeological resources or on areas of archaeological potential unless the significant archaeological resources have been conserved [2.6.2]. Archaeological clearance has been satisfied in earlier phases of the Westminster Woods subdivision.

In Planning staff's opinion, the proposed Official Plan Amendment and Zoning By-law Amendment are consistent with the 2014 Provincial Policy Statement. As the City's Official Plan is to be the main instrument for implementation of the PPS in Guelph [4.7], a more detailed review on how the proposed Official Plan and Zoning By-law Amendments are consistent with the above PPS policies as well as policies in the City's Official Plan will be outlined below in this analysis.

Places to Grow: Growth Plan for the Greater Golden Horseshoe

The *Growth Plan for the Greater Golden Horseshoe* (the Growth Plan) issued under the *Places to Grow Act* contains policies to direct development to settlement areas. The Growth Plan aims to plan and build compact, vibrant and complete communities. The subject lands are within the City of Guelph settlement area and are designated and available in the City's Official Plan for urban development.

Specifically, the property is within the City's Designated Greenfield Area (DGA). Within the City's entire DGA, the minimum density is to be 50 people and jobs per hectare [2.2.7.2, 2.2.7.3]. In accommodating new growth, communities will be planned to be compact, transit supportive and have easy access to stores and services [2.2.2 c), 2.2.2 h)].

New development within the DGA is to be planned, designated, zoned and designed to contribute to creating complete communities. New development is to provide a diverse mix of land uses that include residential and employment to support vibrant neighbourhoods [2.2.7.1].

The proposed development for the subject site will combine a new multiple residential development with an associated walkable neighbourhood commercial component that will assist in serving the day-to-day needs of the surrounding Westminster Woods and Rolling Hills residents. The proposed development is compact, mixed use, and transit supportive and will contribute to the City's required DGA density targets. Overall, the proposed development is an efficient use of land and conforms with and meets the objectives of the *Growth Plan for the Greater Golden Horseshoe*.

Official Plan (September 2014 Consolidation)
The portion of property subject to the Official Plan Amendment (to be known as OPA 64) and Zoning By-law Amendment applications is currently designated as "General Residential" in the Official Plan (See Attachment 5).

Policy 9.4.2 of the Official Plan provides eight (8) criteria to evaluate when considering an application to amend the Official Plan. The proposed Official Plan Amendment to change the land use designation on a portion of the subject lands from "General Residential" to "Neighbourhood Commercial Centre (4650 m^2)" satisfies the eight (8) criteria in Policy 9.4.2 of the Official Plan, as outlined below.

a) *The conformity of the proposal to the goals and objectives of the Official Plan.*

   Staff Comment: The proposed Official Plan Amendment satisfies the goals and objectives of the Official Plan. The Major Goals of the Official Plan are within Section 2.3. Goal 2.3.2 is to promote a compact and staged development pattern to maintain a distinct urban/rural separation and to avoid sprawl and premature development. The commercial component of the proposed development that is subject to the Official Plan Amendment application places neighbourhood scale commercial development at the northeast corner of Clair Road East and Samuel Drive, and is within walking distance of existing low rise residential developments within the Westminster Woods neighbourhood. The commercial development is integrated closely within the surrounding residential uses, and provides an appropriate transition to rural lands further to the east across Victoria Road South. Comments on the Official Plan's Staging of Development (Schedule 4) policies will be provided later in this report.

   Goal 2.3.4 is to direct development to areas where municipal services and related physical infrastructure are most readily or can be made available, considering existing land uses and other related factors. Engineering staff have confirmed that adequate municipal services are in place to support the proposed development. Engineering staff are still working with the applicant's Engineering consultants to determine the extent of any required area road improvements required such as the addition of new turning lanes and traffic signals. If these improvements are determined to be required as a result of

the proposed development and are influenced by the overall development of the Westminster Woods Community, they will be at the developer's expense and can be easily modified into the existing road network.

Section 3.3 of the Official Plan establishes the urban form policies of the City. This builds upon the major goals discussed above in Section 2.3. Policy 3.3.1 of the Official Plan requires the City to promote a compact urban form and a gradual expansion of existing urban development. Specifically, this will be achieved by several measures, such as promoting mixed use development in appropriate locations to provide residents with the opportunity to live, work and shop in close proximity [3.3.1 e)].

Commercial land uses in the City also have a set of objectives in Section 7.4 of the Official Plan. These objectives include encouraging the distribution of local convenience and neighbourhood commercial uses to locations within convenient walking distance of residential areas and to promote their development in a manner that is compatible with the residential environment [7.4 d)]. Approximately 807 square metres (8,686 square feet) of commercial gross floor area is proposed in two (2) separate buildings. These commercial buildings are situated directly across from existing single detached dwellings on Samuel Drive, and is within short walking distance to a mix of residential uses such as additional single detached dwellings, cluster townhouses and apartment buildings in Westminster Woods. The proposed scale and placement of the commercial buildings is appropriate and compatible with the surrounding residential environment (see proposed site plan and renderings in Attachment 10).

The proposed Official Plan Amendment will contribute to creating a complete community in the surrounding area and Westminster Woods neighbourhood, and in providing a range commercial uses to surrounding residents. The development will create a mix of commercial and residential land uses on the subject lands. The variety of small scale commercial uses in close proximity to residential uses will contribute to reducing the need for and length of vehicular trips.

The Official Plan does not identify any designated Significant Natural Areas on or immediately adjacent to the surrounding lands. As such, the natural environment is being adequately protected.

b) *Suitability of the site or area for the proposed use, especially in relation to other sites or areas of the City.*

Staff Comment: The portion of the subject lands proposed to be redesignated to "Neighbourhood Commercial Centre (4650 m^2)" are appropriate and suitable for a neighbourhood commercial development.

The proposed neighbourhood commercial lands are within the southeast corner of the Westminster Woods neighbourhood, with close access to two (2) arterial roads being Clair Road East and Victoria Road South. The opposite southwest corner of the neighbourhood contains the Clair/Gordon Mixed Use Community Node with commercial uses that are intended to serve the residents living and working in the nearby neighbourhoods and the wider City as a whole. The northwest and northeast corners of the larger neighbourhood bound by Arkell Road, Victoria Road South, Clair Road East and Gordon Street also have designated neighbourhood commercial lands in the current Official Plan. Although the north two corners are not within the Westminster Woods neighbourhood, they are within the larger major block outlined above that contains a significant residential population in the City's south end.

In Planning staff's opinion, permitting additional neighbourhood commercial in the southeast quadrant of the larger neighbourhood block will continue the practise to anchor each of the major corners with an appropriately scaled commercial development. The neighbourhood commercial uses proposed for the subject lands will be similar to the neighbourhood commercial development and uses that currently exists in the northeast corner of the block at Victoria Road South and Arkell Road (Arkell Crossing commercial mall/plaza).

Through site plan control, staff will ensure that the design of the commercial buildings is compatible with and compliments the existing single detached dwellings along the west side of Samuel Drive. This will include appropriate building façade material treatments, landscaping, exterior lighting, signage and pedestrian connections. Further, all off-street parking for the commercial buildings will be situated to the rear of the commercial buildings, accessed by a new driveway to Samuel Drive. Engineering staff have expressed no operational concerns with the proposed new driveway to Samuel Drive, but have indicated that Clair Road East will require a dedicated eastbound left-turn lane to the existing intersection with Samuel Drive. Any portions of the off-street parking that is visible from Samuel Drive will be screened from view through appropriate landscaping treatments. The design of the site will also encourage pedestrian connectivity into the site and commercial unit entrances directly from a future public sidewalk along the east side of Samuel Drive.

c) *Compatibility of the proposed use with adjacent land use designations.*

Staff Comment: The proposed neighbourhood commercial component to the proposed development is compatible with the predominantly low and mid-rise residential development that surrounds it in the Westminster Woods neighbourhood.

In the City's commercial land use hierarchy within the Zoning By-law, the Neighbourhood Commercial Zone is the second least intensive zoning category of the four (4) main commercial uses, before the Convenience Commercial Zone. The more intensive commercial categories in the Zoning By-law include the Community Shopping Centre Zone and the Regional Shopping Centre Zone. In the Neighbourhood Commercial Zone, uses that would not be compatible with the predominantly low rise residential surroundings of the subject property are not permitted as of right, such as a carwash (automatic or manual), a garden centre, a tavern, and a funeral home. Components of a commercial development that are not compatible adjacent to residential developments will also be restricted, such as prohibiting outdoor patios. Outdoor patios are prohibited as of right in the Zoning By-law for any property with more than one (1) lot line that adjoins lands in any residential zone.

A minimum three (3) metre wide buffer strip with appropriate landscaping and fencing will be provided along the northerly property line to mitigate any impacts from the proposed commercial development on the townhouse units directly to the north.

In Planning staff's opinion, there will be no adverse impact on surrounding properties with the proposed development and associated commercial land uses established by the proposed Official Plan Amendment. Detailed design of the commercial component will be further refined through site plan control to ensure a suitable transition and interaction to the existing low rise residential uses in the neighbourhood, while meeting the urban design policies of the Official Plan.

d)-e) *The need for and the market feasibility of the proposed use, in light of projected population and employment targets.*

Staff Comment: The proposed Neighbourhood Commercial component of the development will introduce a range of commercial uses to the largely built out Westminster Woods Neighbourhood. The applicant's request for an Official Plan Amendment is responding to local market demand as well as the ultimate development of these lands as envisioned by the City through proposing to designate a similar portion of the property "Neighbourhood Commercial" through OPA 48. The scale and nature of the proposed neighbourhood commercial development is considered appropriate and viable to continue to introduce a greater mix of land uses to serve the surrounding residential communities. The proposed commercial uses will provide area residents with convenient access to day-to-day goods and services. The proposed development will not have an adverse impact on other commercial or employment lands within the City as at a neighbourhood scale and intended to serve multiple smaller businesses rather than a large single commercial use development.

f) *The extent to which the existing areas of the City designated for the proposed use are developed or are available for development.*

Staff Comment: The majority of other areas of the City designated "Neighbourhood Commercial Centre (4650 m^2)" that are vacant and available for development are adjacent to recent and ongoing residential developments, similar to the subject site. The areas of the City designated "Neighbourhood Commercial Centre (4650 m^2)" within the built up areas of the City are predominantly occupied by commercial developments. The proposal to add additional Neighbourhood Commercial lands to the Westminster Neighbourhood is consistent with this pattern.

In addition, OPA 48 proposes to redesignate a portion of the subject lands as "Neighbourhood Commercial". Planning staff completed a review of commercial lands within this area of the City through OPA 48. It was determined at this time that additional Neighbourhood Commercial intended to serve the daily needs of residents in the surrounding neighbourhoods was desirable and consistent with the City's policy goals of creating complete and compact communities with a variety and mix of uses.

In Planning staff's opinion, the addition of smaller scale commercial uses into this area of the City would not detract from other existing or planned commercial areas. Commercial uses that will occupy the proposed development would be at a neighbourhood scale and mainly draw residents and employees from the neighbourhoods immediately surrounding the subject site as opposed to functioning on a City-wide or regional scale.

g) *The impact of the proposed use on sewage, water and solid waste management systems, the transportation system, community facilities and the natural environment.*

Staff Comment: The proposal represents a cost-effective and compact form of development that will make efficient use of existing services and infrastructure. During previous phases of the Westminster Woods subdivision (See Attachment 12), municipal services were extended to the subject lands in anticipation of future development. Engineering staff have confirmed that adequate water and sanitary capacity exists to service the proposed development (Attachment 15).

Through the site plan review process, staff will evaluate solid waste management requirements, and will require the applicant to submit a Waste Management Plan.

Engineering staff have reviewed a Traffic Impact Study (TIS) provided by the applicant. Upon review and discussions with the applicant's Engineering consultant, Engineering staff have identified several required improvements to the existing road network that are influenced by the proposed development.

First of all, the future requirement for new traffic control signals at Victoria Road South and Frederick Drive will need to be determined by Engineering staff. A southbound right turn lane on Victoria Road South is currently required and must be provided as peak hour volumes have exceeded the threshold. All costs associated with future traffic control signals and new turning lanes at this intersection are to be the responsibility of the developer as the required improvements are triggered exclusively by traffic travelling to and from Frederick Drive and into the Westminster Woods neighbourhood.

An eastbound left turn lane on Clair Road East to Samuel Drive to accommodate traffic into the Westminster Woods Subdivision and proposed development and a matching westbound left turn lane on Clair Road East to Megan Place to maintain a consistent road alignment were identified in the TIS. A road widening on the south side of Clair Road East will be required to accommodate the addition of new turning lanes. Due to the short distance on Clair Road East between Samuel Drive/Megan Place and Victoria Road South, the TIS recommended that a back-to-back left turn lane between the two intersections be provided. Engineering staff have determined that the cost of the new turning lanes at the intersection of Clair Road East and Samuel Drive/Megan Place as well as any land acquisition for the road widening on the south side of Clair Road East will be the responsibility of the developer.

Finally, the future need for a southbound right turn lane at Victoria Road South and Clair Road East will be determined by Engineering staff. However, the cost for both design and construction of this turning lane will be borne by the City as the right turn traffic from Victoria Road South to Clair Road East consists of primarily background traffic.

Discussions regarding the required road improvements as a result of the proposed development are still ongoing between Engineering staff and the applicant. Engineering staff have indicated that when the final improvements are known and agreed upon by all parties, a development agreement shall be entered into and registered on title prior to any construction commencing to ensure payment of the estimated value of the road works. Planning staff are recommending that a Holding Symbol (H) be added to both Zoning categories until such time that the final road improvements are determined and if necessary, a development agreement to ensure payment is entered into.

The Upper Grand District School Board did not object to the proposed development. Further, an extensive trail and park system has been constructed within previous phases of Westminster Woods. The developer will also be required to provide parkland dedication as per Section 42 of the *Planning Act*.

The Official Plan does not identify any significant natural heritage features on or immediately adjacent to the subject lands.

Considering the above, Planning staff are of the opinion and conclude that the Official Plan Amendment meets this requirement. Subject to further and ongoing review of required improvements as a result of the proposed development, through the inclusion of a Holding Symbol (H) on the proposed zoning, this will ensure that development is not able to proceed until appropriate road upgrades to support the development are committed to and financed by the developer.

h) *The financial implications of the proposed development.*

Staff Comment: Planning staff have reviewed the proposed development with Finance staff, and the proposed development is estimated to generate between $1,382,993 and $1,900,719 in residential development charges and $76,172.23 in commercial development charges (2016 rates). For the entire development, development charges will range from between $1,459,165.23 and $1,976,891.23. The range in development charges is dependent on the type of residential units ultimately chosen for the apartment building. Bachelor and one (1) bedroom units have a lower development charge rate than apartment dwelling units with two (2) or more bedrooms. As of March 2, 2016, residential development charge rates are $13,693 for bachelor and 1 bedroom units; $18,819 for 2+ bedroom units, and $101.02 per square metre of gross floor area (GFA) for commercial developments.

Upon reviewing the proposed development concept, Finance staff have estimated the annual tax levy of the commercial component to be $28,000 to $30,000. This estimation is based off each commercial unit in the development having an average rent of $15 per square foot, and a cap rate of 8%. Finance staff have estimated the annual tax levy of the residential component to be $292,450. This estimation is based off each unit having a uniform assessment ratio of $275,000. These figures are based off 2016 final property tax rates.

As discussed previously, Engineering staff are recommending that a Holding symbol ("H") be included in the Zoning By-law that if necessary, requiring the developer to enter either construct prior to development commencing or into a development agreement with the City in regards to paying for improvements to the local road system that is influenced by the proposed development. These improvements would not be triggered by background traffic that would otherwise exist whether the proposed development proceeded or not. Proportionate payment for other minor works within the municipal right of way, such as new curb cuts and the extension of a sidewalk along the east side of Samuel Drive will also need to be made by the developer prior to approval of any site plan application. Engineering staff's full assessment of these payments and financial implications can be found in Attachment 15.

In summary, the proposed Official Plan Amendment will provide neighbourhood commercial opportunities that are intended to serve the daily needs of residents living in close proximity to the subject lands. The introduction of neighbourhood commercial lands in the southeast quadrant of the Westminster Woods neighbourhood will contribute to building a complete community with a variety and mix of land uses. Smaller scale commercial uses on the subject lands will not detract from other existing and future commercial areas of the City. The design of the commercial component will be further refined through site plan control to ensure compatibility with existing low rise residential uses that directly abut the subject lands. There is adequate servicing capacity available for the development of the subject lands, and the cost of any necessary improvements to existing roads to support the development will be the responsibility of the developer. Overall, the Official Plan Amendment conforms to the goals and objectives of the City's Official Plan, and the site is suitable for the proposed neighbourhood commercial uses. The proposed amendment satisfies all of the criteria required to be evaluated when considering an amendment to the Official Plan [Section 9.4].

Official Plan "Neighbourhood Commercial Centre" Land Use Designation

Section 7.4.22 of the Official Plan outlines the policies that apply to lands designated "Neighbourhood Commercial Centre". Lands that are designated "Neighbourhood Commercial Centre" are comprised of one or several commercial buildings forming a compact node. Commercial uses found in this designation are intended to primarily serve the shopping needs of residents living and working in nearby neighbourhoods and employment districts. Small scale offices may also be permitted.

To prevent the creation of "strip commercial" development of multiple "Neighbourhood Commercial Centres" located directly adjacent to one another along major traffic streets such as Clair Road East, designated Neighbourhood Commercial nodes are to have a minimum separation distance of 0.5 kilometres from one another [7.4.25]. There are no other Neighbourhood Commercial nodes within 0.5 kilometres from the subject lands.

Policy 7.4.26 of the Official Plan contains a set of six (6) criteria that must be satisfied when establishing a new "Neighbourhood Commercial" designation. They are as follows:

a) *Located with direct access to an arterial or collector road, preferably at an arterial or collector road intersection.*

   Staff Comment: Although the proposed driveway will be located off a local road (Samuel Drive), the driveway is located 73 metres north of the intersection of Samuel Drive and Clair Road East. Clair Road East is designated in the Official Plan as an arterial road. The commercial block will be situated directly at the northeast corner of Clair Road East and Samuel Drive. Due to the spacing on Clair Road East between the intersections with

Victoria Road South and Samuel Drive/Megan Place, adding a second driveway off Clair Road East would not be appropriate from a traffic operations perspective. It is important to note that a similar portion of the subject lands is proposed to be redesignated Neighbourhood Commercial through OPA 48. As the Official Plan Amendment is being considered together with a Zoning By-law Amendment to rezone the east portion of the subject lands to a specialized General Apartment Zone and the commercial portion to the Neighbourhood Commercial Zone, the development of the subject lands should be considered and interpreted together. Considering the above, Planning staff are of the opinion that it is appropriate to establish a new Neighbourhood Commercial in the proposed location, and feel that the location meets the intent of this first criterion.

b) *The location will contribute to the creation of a compact, well-defined node oriented to a major intersection and does not promote the creation of 'strip commercial' development along a major road.*

Staff Comment: The location of the lands proposed to be redesignated "Neighbourhood Commercial" will create a minor, compact and well-defined node within the Westminster Woods neighbourhood. The proposed development of the commercial component of the subject lands is a part of a larger development containing a 101-unit residential apartment building that is situated directly at the northwest corner of Victoria Road South and Clair Road East – two designated arterial roads in the Official Plan. As indicated previously, there are no other Neighbourhood Commercial lands within 0.5 kilometres of the subject lands, and the proposed development will therefore not contribute to the creation of 'strip commercial' development. The Neighbourhood Commercial component of the development also needs to be considered in the whole context of the gradual progression of the Westminster Woods community over the last 15 years (See Attachment 12). The Official Plan Amendment meets this criteria.

c) *Designed in a manner that is compatible with the building design and use of surrounding properties.*

Staff Comment: The placement of the two (2) commercial buildings are proposed directly along Samuel Drive, with off-street parking located to the rear of the buildings. The one commercial building is proposed to be located directly at the northeast corner of Clair Road East and Samuel Drive (See Attachment 10). Since the submission of the Official Plan Amendment application in May 2015, Planning staff have worked closely with the applicant on their supporting Urban Design Brief, specifically ensuring the project's design goals correspond and are consistent with the Urban Design Goals of the Official Plan. As per Urban Design Planning's memo (see Attachment 15), the revised Urban Design Brief submitted in March 2016 is acceptable. Once a site plan application is submitted, detailed design of the proposed commercial buildings will be completed while referring to the Urban

Design Brief. Materials, landscaping treatments, and pedestrian connections will be further explored at this time so ensure the site's design elements are compatible with the building design and use of surrounding properties. The Official Plan Amendment therefore satisfies this criteria.

d) *The location shall minimize the impact of traffic, noise, signs and lighting on adjacent residential areas.*

Staff Comment: Engineering staff have reviewed the Traffic Impact Study (TIS) submitted by the applicant. The extent and scope of any required improvements to the existing transportation network need to be further explored such as the addition of turning lanes at Clair Road East and Samuel Drive/Megan Place and a traffic control signal at Victoria Road South and Frederick Drive. Should it be determined that such improvements are required, the developer will be required to enter into an agreement to secure proportionate payment prior to development of the lands proceeding.

Further, any noise concerns will be controlled through the City's Noise By-law. Components of commercial uses with a tendency to generate excessive noise such as outdoor patios will not be permitted, and loading areas will be small scale and designed to minimize noise impact on adjacent properties.

Signs and lighting will be further evaluated following the submission of a site plan application, and it will need to be demonstrated at this time that there will be no light trespass on adjacent private properties. Planning staff will continue to work with the developer through the site plan process to ensure the sign type and design and lighting proposed has minimal impact on adjacent residential areas.

e) *Adequate site area will be provided for parking, loading and all other required facilities.*

Staff Comment: The applicant is proposing to meet or exceed all Zoning By-law requirements for the Neighbourhood Commercial zone. This includes off-street parking provisions and loading.

f) *Adequate landscaping, screening and buffering will be provided to preserve the amenities and appearance of surrounding properties.*

Staff Comment: A minimum three (3) metre buffer is proposed adjacent to all adjacent properties. This buffer will be appropriately landscaped. Further, sections of the proposed off-street parking will be screened by landscaping. Final landscaping design will be determined during review of a site plan application.

In addition, more broad objectives that apply to any commercial land use designation in the Official Plan are found at the beginning of Section 7.4. Objective

d) is to encourage the distribution of local convenience and neighbourhood commercial uses to locations that are within convenient walking distance of residential areas. Further, their development is to be promoted in a manner that is compatible with the natural environment. In Planning staff's opinion, the Official Plan Amendment achieves this goal.

Official Plan "General Residential" Land Use Designation

The General Residential land use designation permits all forms of residential development, with the general character of development being low-rise, ground oriented housing forms. As per Section 7.2.32 of the Official Plan, the net density of development within the General Residential designation is not to exceed 100 units per hectare (40 units/acre).

Section 7.2.7 of the Official Plan permits apartment buildings within the General Residential designation, subject to four (4) criteria – that the building form, massing, appearance and siting are compatible in design, character and orientation with the buildings in the immediate vicinity; that the proposal can be adequately served by shopping, schools, parks and recreation facilities; that vehicular traffic generate can be accommodated with minimal impact on area roads and intersections; and finally that adequate municipal infrastructure, services and amenity areas can be provided.

In Planning staff's opinion, each of these four (4) criteria are met. An Urban Design Brief has been prepared by the applicant and was revised in March 2016 after discussions with Planning staff. In Planning staff's opinion, the revised Urban Design Brief sufficiently demonstrates how townhouses will fit within to the existing neighbourhood. For the remaining three (3) criteria, Planning staff have consulted with other City departments and external agencies and are satisfied that they are also met. Specific details on how they are met, such as traffic impacts, servicing capacity and infrastructure requirements have been previously summarized in this report.

Growth Management Strategy

Section 2.4 of the Official Plan has policies regarding the City's Growth Management Strategy. An objective of the City's Growth Management Strategy as it pertains to developing in greenfield areas is to have a diverse mix of land uses at transit supportive densities [2.4.2 c)]. The DGA must collectively be developed to a minimum density of 50 people and jobs per hectare [2.4.10.1 a)]. Developments within the DGA will provide for a diverse mix of land uses to support vibrant neighbourhoods and have high quality urban design [2.4.10.1 d), e)]. The subject site is located within the DGA and proposes development at a density of approximately 136 persons and jobs per hectare, which will contribute towards meeting the Growth Plan's Greenfield density requirement of 50 persons and jobs per hectare.

Overall the proposed development consisting of 101 apartment dwelling units and 752.7 square metres of neighbourhood commercial will contribute to making

Westminster Woods a vibrant and complete neighbourhood, and will be well integrated with the existing development that surrounds the site. The proposed development is consistent with and conforms to the Growth Management policies in the Official Plan.

Staging of Development

The subject lands are subject to the City's staging of development policies in Section 4.2 of the Official Plan. These policies are intended to guide the rate and direction of new development in greenfield areas by the City's ability to extend municipal services and by the City's ability to meet the financial obligations for the provision of the required services. New development is to be staged in accordance with the sequence of staging areas as per Schedule 4 of the Official Plan.

Schedule 4 of the Official Plan identifies the subject lands as within 'Stage 2'. As per Section 4.2.2 b), development proposals within Stage 2 will be considered as services become available and as Council indicates that the City is prepared to provide the required trunk sewer services.

The subject lands are further identified as "Stage 4" on Schedule 4B of the Official Plan. Schedule 4B identifies phasing for lands within the South Guelph Secondary Plan area. Similar to the city-wide phasing policies discussed above, the secondary plan phasing policies also require a review of the treatment capacities of the City's water, wastewater and waste management systems to determine the adequacy of the facilities and any required improvements to the systems [4.2.5].

The provision of municipal services to accommodate the anticipated development of the subject lands was designed through the approval of the Westminster Woods East draft plan of subdivision. Engineering staff have also reviewed the proposal, and supporting studies provided by the applicant such as the Functional Servicing Report (FSR), and have confirmed that adequate and full municipal services are available (See Engineering comments in Attachment 15). With regards to the South Guelph Secondary Plan phasing policies, the subject lands are proposed to be removed from "Stage 4" through Official Plan Amendment No. 48 (OPA 48).

Community Energy Initiative

The applicant has provided a letter summarizing how their proposed development will meet the goals and objectives and support the City's Community Energy Initiative (CEI) through the implementation of several conservation measures and construction techniques (Attachment 14). This is consistent with Section 6 of the Official Plan.

In conclusion, the proposed Official Plan Amendment and Zoning By-law Amendment conforms with the Official Plan.

Official Plan Amendment #48

On June 5, 2012, the City adopted Official Plan Amendment No. 48 (OPA 48), a comprehensive update to the Official Plan. The Minister of Municipal Affairs and Housing approved OPA 48 with modifications on December 13, 2013. OPA 48 is currently under appeal and not yet in effect. However, consideration must be given to the policies of OPA 48 since these they provide current guidance for development within the City and within the context of the Provincial Growth Plan.

OPA 48 proposes to designate the commercial block as "Neighbourhood Commercial Centre" and the residential block as "Medium Density Residential".

The Neighbourhood Commercial Centre designation permits commercial, retail and service uses, small-scale offices and community services and facilities that are compatible with and within a convenient walking distance of residential areas [9.4.4]. These areas are intended to serve the day-to-day shopping needs of residents living and working in nearby communities. In keeping with the current Official Plan, OPA 48 also requires Neighbourhood Commercial areas to have a minimum separation distance between other lands designated Neighbourhood Commercial to avoid strip commercial development. Further, the maximum gross floor area is to be 4,650 square metres of GFA, with a maximum building height of six (6) stories. The proposed commercial development meets these policies, and is well below the maximum GFA and height.

As OPA 48 is under appeal and not yet in effect, the proposal to redesignate the commercial portion to Neighbourhood Commercial at this time necessitates the submission of this Official Plan Amendment. If OPA 48 were to be in effect, an Official Plan Amendment would not be required to permit the commercial portion of the proposed development.

The Medium Density Residential designation permits multiple unit residential buildings such as townhouses and apartments. The minimum height of residential buildings in the Medium Density Residential designation is to be two (2) storeys and the maximum height is (6) stories. The density range for the Medium Density Residential designation is between 35 and 100 units per hectare. The density of the proposed 101-unit apartment building development is 93 units per hectare, which is within the density range of the Medium Density Residential designation.

Overall, the proposed mixed use commercial development conforms to the goals and objectives of OPA 48.

Review of Proposed Zoning

The requested rezoning of the subject site to the R.4A-51(H) on the eastern two thirds, and to NC (H) on the western third is appropriate to accommodate the development of an apartment building and neighbourhood commercial mall.

Holding Provision/Symbol

Under the authority of Section 36 of the *Planning Act* and Section 9.10.7.1 a) of the

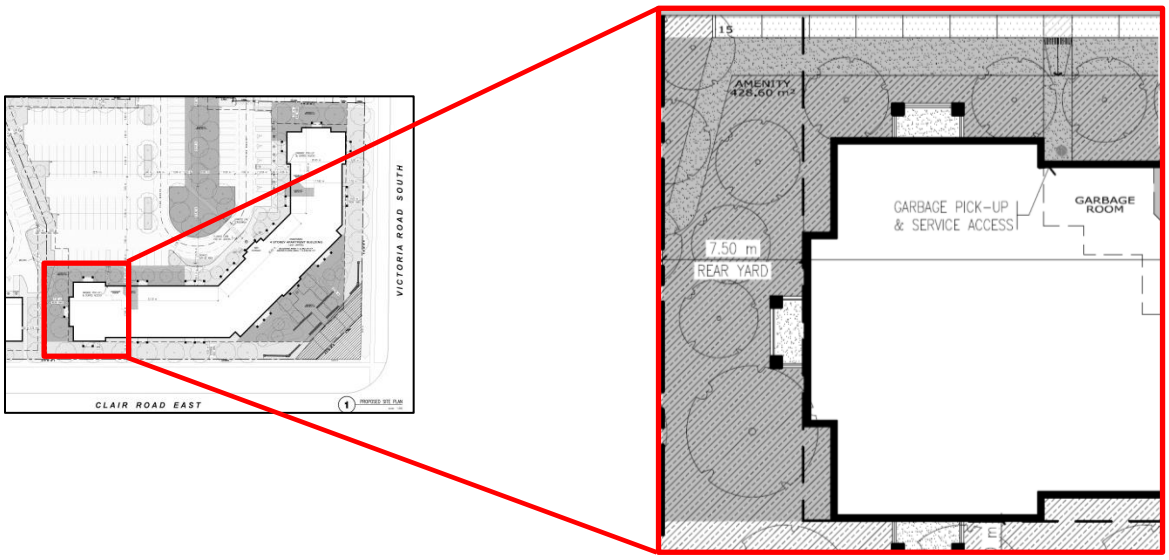
Official Plan, Staff are recommending that a Holding Symbol ('H') be placed on both the specialized R.4A-51(H) and NC(H) Zoning due to the requirement to construct or secure funding for necessary road improvements in the area that are influenced by the proposed development. Engineering staff have requested that any required road upgrades be constructed at the developer's expense prior to development of the subject lands proceeding, or that the developer enter into an agreement to secure a financial contribution for their share of future construction. Once the road improvements are constructed or an agreement to pay for the actual cost to design and construct the road improvements is executed, the developer can apply to the City to amend the zoning to have the Holding Symbols lifted.

The wording and conditions of the proposed Holding symbol can be found in Attachment 4.

Rear Yard Setback

As a specialized provision to the proposed R.4A-51(H) Zone, the applicant has requested a reduced rear yard setback of 7.5 metres whereas the Zoning By-law requires the rear yard setback of any apartment development within the R.4A Zone to be 20% of the lot depth or one-half of the building height, whichever is greater but in no case less than 7.5 metres. Using this provision being 20% of the lot depth, the required rear yard setback in this case would be 21.52 metres.

The subject lands are bound on three (3) sides by public roads and on the north side by a private road. Where a property abuts more than one public road, as per the definition of Front Yard Line in the Zoning By-law, the Front Yard Line is the shortest of the lines. As the shortest road frontage is along Victoria Road South, the rear yard would be between the west façade of the proposed apartment building and the future lot line dividing the residential component and the commercial component of the development. The diagram from the proposed site plan below shows the location rear yard, and identifies the requested specialized rear yard setback of 7.5 metres.



While the location outlined above is the technical rear yard as per the definition in the Zoning By-law, by design, this location will not function as the rear yard for the development. Rather, it will function and appear more as a side yard from Clair Road East. By design, the rear yard will appear to be on the north side of the proposed apartment building and contain the surface parking area as well as amenity space. The requested rear yard setback also meets the minimum 7.5 metres recommended in the Zoning By-law. Planning staff are therefore supportive of this specialized provision to reduce the technical rear yard setback to 7.5 metres.

Access from Private Road

The residential portion of the development proposes to use existing private roads in the Kingsbury Square condominium development to the north to obtain vehicular access. As per Section 4.1 of the Zoning By-law, no building or structure shall be built on any lot unless the said lot abuts a public street. For the purposes of this section, private lanes shall not be considered to be streets.

Planning staff are supportive of the requested specialized provision to the R.4A-51(H) Zone to permit access to a private street. Similar provisions exist in the site specific zoning for the Kingsbury Square development to the north, and would extend similar provisions onto the site of the proposed apartment building. The apartment building will also function as a continuation of the Kingsbury Square development to the north. Prior to site plan approval, the applicant would need to demonstrate to Planning staff that all necessary access easements are in place and registered to permit residents and users of the residential lands to access and travel over private roads.

Parking Space Setback

The off-street and surface parking area for the proposed apartment development is proposed to be an extension of and integrated with the existing parking area for the Kingsbury Square development to the north. As such, a standard 3.0 metre setback is not required for most of the parking spaces, especially along the northern lot line.

From the current site plan (See Attachment 10), several parking spaces along the future lot line between the residential and commercial portion and lot line to the existing townhouses in Kingsbury Square are also less than the required three (3) metre setback. This modification to the parking design was made following the Public Meeting in October 2015 and in response to Planning staff's concerns regarding placement of common amenity areas, green space in the parking lot and walkway connections. Due to the addition of a central landscaped walkway through the parking lot to better connect the residential component to the Kingsbury Square development to the north, some of the parking spaces needed to be shifted further east. The specialized provision would also recognize these parking spaces to permit them to be a minimum of one (1) metre to the future and existing eastern lot lines. Planning staff are supportive of this specialized provision.

Comments from Statutory Public Meeting
The following additional matters were raised by Council and members of the public before and during the statutory Public Meeting in October 2015.

Privacy to Existing Residential Development
Concerns were raised by members of the public regarding privacy of existing estate residential on Megan Place, directly south of the subject site. The concerns were primarily regarding impacts from the four (4) storey apartment to rear yards of the estate residential dwellings across Clair Road East.

In response to these concerns and following discussions with Planning staff, the applicant prepared a sightline analysis (see Attachment 11). This sightline analysis shows that residents from the fourth floor of the proposed apartment building may at times be able to see into the immediate rear yards of the single detached dwellings across Clair Road East on Megan Place. An existing vegetated berm with a mix of coniferous and deciduous trees is located on the south side of Clair Road East, and will provide significant screening. As the existing vegetation on the berm continues to mature, the naturalized screening will improve and expand over time, ultimately screening full views.

It should be noted that the City's intention for medium density residential as well as commercial on the subject lands was identified through Council's adoption of OPA 48 in June 2012. As per the Land Use Schedule of OPA 48 (See Attachment 7), the subject lands have been identified as "Medium Density Residential" on the east portion and "Neighbourhood Commercial on the west portion.

Agricultural Zoned Lands
Questions were raised at the Public Meeting as to where existing zoned agricultural lands were located. Referring to the existing Zoning Map in Attachment 8, the subject lands are currently zoned Agricultural (A) from the former Township of Puslinch Zoning By-law No. 19/85. The City inherited this zoning from the Township of Puslinch when the subject lands were annexed into the City's boundaries in 1993 from the Township of Puslinch. The Agricultural zoning has remained the same since this time.

Additional Agricultural lands exist further to the east, across Victoria Road South, however these lands are outside of the City of Guelph's corporate boundary in the Township of Puslinch.

Commercial Policy Review
The need for additional commercial land was questioned during the Public Meeting, and whether a full Commercial Policy Review was required. While Policy Planning staff will be commencing a full, city-wide Commercial Policy Review in the coming year, additional Neighbourhood Commercial uses on a portion of the subject lands was already identified through Council's adoption of OPA 48 in June 2012.

Source Water Protection

Permeable Pavers

The City's Risk Management Official (RMO - Peter Rider) for source water protection planning has reviewed the discussion that took place at the Public Meeting in October 2015 regarding the use of permeable pavers and porous pavement materials. The City's RMO has determined that the decision to use porous pavement materials is up to the individual property owners. In addition, the City is currently reviewing the advantages and disadvantages of using permeable pavers, and as such, they will be evaluated on a site-by-site basis.

Salt Management Plan

Under the *Clean Water Act* and associated regulations, the application of road salt and the handling and storage of road salt are prescribed drinking water threats. The City's Source Protection Plan came into effect July 1, 2016 and City of Guelph Source Protection Plan policies CG-MC-29 and CG-MC-32.1 requires new development to be designed based on best management practices for the handling and storage of salt and best management practices for the storage of snow and the management of associated meltwater. This requires proponents to prepare a Salt Management Plan as part of their submission for new developments in the City. The City's RMO will review the applicant's Salt Management Plan to ensure that the report is satisfactory at the subsequent site plan approval stage.

Urban Design

The City's Urban Design Planning staff have reviewed the proposed Official Plan Amendment and Zoning By-law Amendment and has also been reviewing the site plan submission for the 101-unit apartment building (File SP15A049) with the applicant, and has provided a memo summarizing their comments and recommended zoning provisions (Attachment 15). Specifically, Urban Design Planning staff suggested specialized provisions be added to the NC(H) zoning that require a consistent setback along Clair Road East and Victoria Road South. An additional specialized provision for a minimum building height for the commercial building immediately at corner of Clair Road East and Samuel Drive was also suggested. Upon further discussion, Planning staff have determined that this will be further addressed through site plan approval, while referring to the Urban Design Brief, rather than through specialized zoning provisions.

Attachment 14
Community Energy Initiative Commitment

REID'S HERITAGE HOMES
Modern Thinking. Timeless Values.™

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April 26, 2016

City of Guelph
Planning, Urban Design and Building Services | Infrastructure, Development and Enterprise
1 Carden Street
Guelph, ON N1H3A1
Attention: Michael Witmer, Development Planner II

RE: ZC1507/OP1501 (1229 Victoria Road South) - Community Energy Initiative

Michael,

Please accept this letter outlining Reid's Heritage Homes Ltd. ("Reid's Heritage") commitment to the City's Community Energy Initiative.

Reid's Heritage has a long history of building energy efficient homes and advancing sustainable building practices. Notably, in 2012, Reid's Heritage was the first home builder in Canada to receive the ENERGY STAR® Participant Award from the federal Ministry of Natural Resources.

Reid's Heritage has also been a leader in championing the Blue Built Home program within the City of Guelph, and recently received the City's 2013 Water Conservation and Efficiency Award. In addition to these recognitions, Reid's Heritage built the first LEED (and LEED Platinum) home in Canada, the first Built Green home in Ontario (also Built Green Platinum), and developed the first fully certified pilot LEED Neighbourhood Development in Canada.

Reid's Heritage is also one of the five Canadian home builders selected to participate in the national Net Zero Energy (NZE) homes demonstration project which aims to build houses which produce as much energy as they consume on an annual basis. To date, we have constructed five (5) Net Zero Homes and were recently awarded recently awarded EnerQuality's 2015 Net Zero Builder of the Year Award.

The proposed development at 1229 Victoria Road South will continue to support the City's Community Energy Initiative through the implementation of the following conservation measures:

- All dwellings will be equipped with low flow faucets and showerheads and low volume flush toilets;
- All dwellings will incorporate Low VOC (volatile organic compounds) emitting and recycled materials wherever possible;
- All dwellings will be equipped with triple glazed low emissivity windows to reduce heat loss and heat gain;
- Each resident will have access to individual controls for the Heating, Cooling, Lighting and Ventilation;

Attachment 14 (continued)
Community Energy Initiative

- The project will incorporate light fixtures which utilize energy efficient bulbs with refractor and cut-off shields to reduce energy consumption and minimize light pollution;
- Street lights will include automated controls which will turn off when natural lighting is sufficient;
- Private waste collection will be provided and will comply with the City of Guelph's three stream system;
- Drought resistant soft landscape materials will be utilized wherever possible;
- Street trees will be planted to enhance tree canopy and eventually provide cooling to the surrounding dwellings as well as contribute to the overall urban forest canopy;
- A comprehensive erosion and sediment control plan will be implemented on the site for the duration of the construction.

In addition, during construction, a construction waste management plan will be implemented and local materials will be sourced in order to reduce the environmental impact on the transportation system. There are also a number of transit routes and multi-use trails serving the Westminster Woods East community which provide residents with alternative transportation options. We believe these measures will help contribute to the City's target to reduce transportation energy use by 25%.

With this in mind, we believe the proposed development continues to demonstrate Reid's Heritage commitment to building energy efficient homes and advancing sustainable building practices. We would be happy to discuss further if you have any questions.

Regards,

Reid's Heritage Homes Ltd.
Matthew Robson
Land Development Project Manager

cc: Hugh Handy, GSP Group (by e-mail only)
Alfred Artinger, Reid's Heritage Homes Ltd. (by e-mail only)

reidsheritagehomes.com

Attachment 15
Agency and City Department Comments

Respondent	No Objection or Comment	Conditional Support	Issues /Concerns
Planning (including Urban Design)*		√	Subject to conditions in Attachment 4
Engineering*		√	Road improvements to be determined, Holding Provision Recommended; Subject to conditions in Attachment 4
Parks Planning*	√		
Environmental Planning*		√	LID stormwater management elements recommended
Zoning	√		
Source Water Protection*		√	Wellhead Protection Area (WHPA) B with a vulnerability score of 8, therefore the Dense, Non-Aqueous Phase Liquid (DNAPL) policies of Source Water Protection Plan Apply, Risk Management Plan Required
Guelph Transit*	√		
Guelph Hydro*		√	Underground hydro service provisions; Locational provisions for transformers, Subject to conditions in Attachment 4
Upper Grand District School Board*		√	Placement of school notice sign, Subject to conditions in Attachment 4
Wellington Catholic District School Board	√		
Guelph Police Service	√		
Guelph Fire	√		
Grand River Conservation Authority	√		
Guelph Wellington Development Association	√		
Union Gas Ltd.	√		

* letter/email attached

Attachment 15 (continued)
Agency and City Department Comments

MEMO

FILE: 16.131.001

TO: Michael Witmer
FROM: Development and Environmental Engineering
DEPARTMENT: Engineering Services
DATE: May 19, 2016
SUBJECT: 1229 Victoria Road South - Zoning By-law and Official Plan Amendment (OP1501/ZC1507) *REVISED*

The application is for a Zoning By-law and Official Plan Amendment to permit the development of a four storey apartment with 101 units as well as a commercial plaza with approximately 807 m^2 in two buildings. The current zoning is Agricultural with a land designation of General Residential.

The comments below are in response to the review of the following plans & reports:

- Site Plan Commercial Option 2 – BJC Architects Inc. (April 1, 2015)
- Functional Servicing Report – Stantec Consulting Ltd. (March 2015)
- Traffic Impact Study – Stantec Consulting Ltd. (March 2015)

1. Road Infrastructure:

Victoria Road South abutting the subject property is designated as a two (2) lane arterial road with asphalt pavement, curb and gutter and concrete sidewalk on the west side of the street.

Clair Road East abutting the subject property is designated as a two (2) lane arterial road with asphalt pavement, curb and gutter and concrete sidewalk on both the north and south side of the street.

Samuel Drive abutting the subject property is designated as a two (2) lane local road with asphalt pavement, curb and gutter and concrete sidewalk on the east side of the street.

2. Traffic Study, Access, Parking and Transportation Demand Management

The highlights of the traffic analysis and subsequent discussions with the applicant include the following;

- The future need for a southbound right turn lane at the Victoria Road South and Clair Road East intersection will be determined by the City of Guelph. The cost for both the design and construction of this project will be borne by the City as the right turn traffic primarily consists of background traffic.
- The future need for traffic control signals at the Victoria Road South and Frederick Drive intersection will also be determined by the City of Guelph. A southbound right turn lane at this intersection must be provided as the peak hour volumes have exceeded the threshold. Costs for the design and construction for both the turning lanes and the future traffic signals at this intersection are to be borne by the Developer as the improvements are triggered exclusively by the traffic travelling to and from Frederick Drive.
- The eastbound traffic on Clair Road East at Victoria Road intersection can be accommodated in the current lane configuration without road widening. The study indicates that an eastbound left turn lane will be required on Clair Road East to Samuel Drive to accommodate traffic to Westminister Woods Subdivision

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Attachment 15 (continued)
Agency and City Department Comments

MEMO

and a westbound left turn lane on Clair Road East to Megan Place to maintain the road lane alignment. As such, a road widening will be required on the south side of Clair Road East to accommodate the necessary inclusion of the turning lanes. Due to the short distance on Clair Road East between Samuel Drive/Megan Place and Victoria Road, the study recommended a back-to-back left turn lane between these two intersections. The cost of the design and construction of the back-to-back left turn lane on Clair Road East and the turn lanes at the intersection of Samuel Drive & Megan Place as well as any required land acquisition for the road widening on the south side of Clair Road East will be the sole expense of the Developer.

All of the identified costs or land acquisitions are to be included in a Development Agreement so that suitable securities can be received by the City of Guelph to construct the required work. The City does acknowledge receipt of $100,000.00 towards the cost of the traffic control signals located at Victoria Road and Frederick Drive that was secured during the development of Westminister Woods East, Phase 3 – refer to subdivision agreement dated March 15, 2007 (receipted as WC172409). This amount will be reflected in future accounting. Please note that parking demand and supply for the site is to be reviewed by Planning/Zoning staff.

3. Municipal Services:

Samuel Drive
Existing servicing stubs within the right-of-way of Samuel Drive were provided during the subdivision construction of Westminister Woods East, Phase 5 and have been paid by the Developer. The service sizes are as follows:

- 200mm diameter sanitary sewer approximately 3.1 metres in depth;
- 450mm diameter storm sewer approximately 1.8 metres in depth;
- 150mm diameter watermain approximately 2.0 metres in depth.

It has been confirmed that adequate sanitary and water capacities are available to service the proposed development. However the Developer shall be advised that there is potential for marginal water supply pressures under certain conditions such as peak hour demand scenario at locations with elevation greater than 347 m height above mean sea level (AMSL) and average day demand scenario at locations with elevation greater than 341 m height AMSL in the existing water system. Any means to mitigate this water pressure scenario to meet current Ontario Building Code standards on site, is the responsibility of the Developer.

3. Storm Water Management:

The site has been pre-serviced during the Westminister Woods East, Phase 5 subdivision to include a storm sewer connection. The Functional Servicing Report (FSR) mentions the potential for on-site infiltration of clean roof runoff with the overflow being directed to the provided municipal connection. As such, a storm water management report will be required at the time of site plan application to ensure that the discharge from the site complies with an allowable outlet rate determined by City Engineering staff. Also, a site specific geotechnical report will be required at the time of site plan submission to support the proposed use of the infiltration galleries.

The cost of all the storm water management works and quality controls will be the responsibility of the owner. A grading, erosion/sedimentation control and servicing plan will also have to be submitted for review and approval as part of the site plan application.

Engineering Services
Infrastructure, Development & Enterprise

T 519-837-5604
F 519-822-6194
engineering@guelph.ca

Attachment 15 (continued)
Agency and City Department Comments

MEMO

4. Environmental:

The Developer shall submit a Phase 1 Environmental Site Assessment in accordance with O. Reg. 153/04 or CSA Z768-00 standard, describing the current conditions of the subject property to the satisfaction of the City. If contamination is found, the consultant will determine its nature and indicate any necessary measures to manage the contamination at the Developer's expense.

The Developer will also be required to ensure that all boreholes and monitoring wells installed for environmental, hydrogeological or geotechnical investigations are properly decommissioned prior to site grading and servicing in accordance with current MOE regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer.

5. Staff Recommendations:

The following conditions are recommended to be included in a Development Agreement that is registered on title and executed prior to presentation of the Zoning By-law to City Council. Should the time associated with the execution of the agreement be a hindrance to the Developer, Engineering Services is amenable to instead recommend that the following conditions be provisions of a Holding Zone (H) until such time as the Development Agreement can be finalized and executed;

1. The Developer shall pay to the City the actual cost of the design and construction of **traffic control signals and a southbound right turn lane at the Victoria Road South and Frederick Drive intersection**. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer for the design and construction of traffic control signals and a southbound right turn lane.
2. The Developer shall pay to the City the actual cost of the design and construction of **the back-to-back left turn lane on Clair Road East between Victoria Road South and Samuel Drive/Megan Place**. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer for the design and construction of the back-to-back left turn lane on Clair Road East between Victoria Drive South and Samuel Drive/Megan Place.
3. The Developer shall pay to the City the actual cost of the design and construction of the **turning lanes on Clair Road East at the intersection of Samuel Drive/Megan Place**. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer for the design and construction of the turning lanes on Clair Road East at the intersection of Samuel Drive/Megan Place.
4. The Developer shall deed at no cost the City, free of all encumbrances, any **road widenings** necessary to accommodate the turning lanes on Clair Road East from Victoria Road to west of the Samuel Drive and Megan Place intersection prior to final site plan approval.

The following conditions are provided as information to Council and will be imposed through site plan approval unless noted otherwise.

Engineering Services
Infrastructure, Development & Enterprise

T 519-837-5604
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engineering@guelph.ca

Attachment 15 (continued)
Agency and City Department Comments

MEMO

1. That the Developer shall submit to the City, in accordance with Section 41 of The Planning Act, a fully detailed site plan, indicating the location of the building, building design, landscaping, parking, traffic circulation, access, lighting, grading and drainage on the said lands to the satisfaction of the General Manager of Planning and the General Manager/City Engineer, prior to any construction or grading on the lands.
2. The Developer acknowledges and agrees that ensuring the suitability of the land from an environmental engineering perspective, for the proposed use(s) is the responsibility of the Developer/Landowner.
3. Prior to the site plan approval or prior to any construction or grading on the lands, the Consultant shall certify that all properties to be developed and/or conveyed to the City pose no risks to public health and safety and to the environment and can be developed for proposed uses.
4. Prior to site plan approval and prior to the City accepting any real property interests, if contamination is found, the applicant shall:
   i. Submit all environmental assessment reports prepared in accordance with O. Reg. 153/04 or CSA Z768-00 standard, describing the current conditions of the land to be developed and/or conveyed to the City to the satisfaction of the City; and
   ii. Complete any necessary remediation/risk assessment work and submit certification from a Qualified Person (QP) that the lands to be developed and/or conveyed to the City meet the applicable standard(s) of the intended land use.
5. Prior to site plan approval and prior to any construction or grading on the lands, the Developer shall provide to the City, to the satisfaction of the General Manager/City Engineer, any of the following studies, plans and reports that may be requested by the General Manager/City Engineer:
   i. a stormwater management report and plans certified by a Professional Engineer in accordance with the City's Guidelines and the latest edition of the Ministry of the Environment's "Stormwater Management Practices Planning and Design Manual", which addresses the quantity and quality of stormwater discharge from the site together with a monitoring and maintenance program for the stormwater management facility to be submitted;
   ii. a geotechnical report certified by a Professional Engineer that analyzes the permeability and hydraulic conductivity of the soils and recommends measures to ensure that they are not diminished by the construction and development;
   iii. a grading, drainage and servicing plan prepared by a Professional Engineer for the site;
   iv. a detailed erosion and sediment control plan, certified by a Professional Engineer that indicates the means whereby erosion will be minimized and sediment maintained on-site throughout grading and construction.
6. The Developer shall, to the satisfaction of the General Manager/City Engineer, address and be responsible for adhering to all the recommended measures contained in the plans, studies and reports outlined in subsections 5 i) to 5 iv) inclusive.
7. The Developer shall pay to the City the actual cost of the construction of the new driveway entrance and

Engineering Services
Infrastructure, Development & Enterprise

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Attachment 15 (continued)
Agency and City Department Comments

MEMO

required curb cut and/or curb fill. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Developer shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the construction of the new driveway entrance and required curb cut and/or curb fill.

8. That the Developer grades, develops and maintains the site including the storm water management facilities designed by a Professional Engineer, in accordance with a Site Plan that has been submitted to and approved by the General Manager/City Engineer. Furthermore the Developer shall have the Professional Engineer who designed the storm water management system certify to the City that he/she supervised the construction of the storm water management system and that the storm water management system was built as it was approved by the City and that it is functioning properly.
9. That the Developer will ensure that any existing domestic wells as well as all boreholes and monitoring wells installed for environmental, hydrogeological or geotechnical investigations are properly decommissioned in accordance with current Ministry of the Environment regulations (O.Reg. 903 as amended) and to the satisfaction of the General Manager/City Engineer, prior to site plan approval and prior to any construction or grading on the lands.
10. The Developer acknowledges that the City does not allow retaining walls higher than 1.0-metre abutting existing residential properties without the permission of the General Manager/City Engineer.
11. That all electrical services to the lands are underground and the Developer shall make satisfactory arrangements with Guelph Hydro Electric Systems Inc. for the servicing of the lands, as well as provisions for any easements and/or rights-of-way for their plants, prior to site plan approval and prior to any construction or grading on the lands.

Terry Gayman, P. Eng.
Manager, Infrastructure, Development & Environmental Engineering

Allister McILveen
Manager, Transportation Services

Michelle Thalen, C.Tech
Development Technologist

Engineering Services
Infrastructure, Development & Enterprise

T 519-837-5604
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engineering@guelph.ca

Attachment 15 (continued)
Agency and City Department Comments

INTERNAL MEMO

DATE	April 12, 2016
TO	**Michael Witmer**
FROM	Rino Dal Bello, Planner – Urban Design
DIVISION	Planning Services
DEPARTMENT	Infrastructure, Development and Enterprise
SUBJECT	**Design Comments – 1229 Westminister Woods Phase 10**

I have reviewed the revised Urban Design Brief for the Westminister Woods Phase 10 lands located at Victoria Road South and Clair Road East date February 2016. I have also reviewed the building elevations that were sent separately from the Design Brief by email on March 11, 2016.

I am satisfied with the revised Urban Design Brief and the revised elevations that were sent separately. The Design brief has addressed the comments and concerns that were provided to the applicant and the elevations are satisfactory.

The Zoning by-law could consider including regulations that address creating a consistent building setback along Clair Road and Victoria Road. A minimum building height could be included for the commercial building at the corner of Clair Road and Samuel Drive.

I have provided some site plan comments that should be addressed at time of Site Plan submission. We would also be asking for an updated Urban Design Brief that would reflect the site plan comments below and the brief should include the elevations that were provided.

Site Plan Comments:

As part of the site plan process further detailed comments will be discussed including:

- Building length fronting both roads heavily impacts this design and should be revisited and/or further mitigated through detailed design.
- Consider breaking up the building into two separate buildings and have an opening/view from the intersection to the rear of the parking area or place an amenity area to the rear.
- Principal entrances including lobby entrances should be adjacent to the surrounding streets.
- Look for opportunities to integrate the balconies into the building massing and floor plate rather than having them appear as an element that has been affixed to the facade.
- Principal entrances and front doors for the commercial uses should be provided along adjacent streets.
- Review and finalization of building materials, landscaping materials and other site plan-level design elements will be completed through the site plan process. This includes:
    - Lighting fixtures
    - Hardscape materials

Attachment 15 (continued)
Agency and City Department Comments

Michael WitmerDe Groot
April 7, 2016
RE: 1229 Westminister Woods Phase 10
Page 2 of 2

- Brick and Stone types, colours
- Siding materials, colour and type
- Railing materials and type
- Type and material of benches
- Type of bicycle parking feature

Thanks

Rino Dal Bello, BES, MCIP, RPP
Planner - Urban Design

Development Planning
Planning, Urban Design & Building Services
Location: City of Guelph, City Hall

T 519-822-1260 x 2780
F 519-822-4632
E Rino.dalbello@guelph.ca

Attachment 15 (continued)
Agency and City Department Comments

INTERNAL MEMO

DATE	September 29, 2015
TO	**Michael Witmer**
FROM	Prachi Patel
SUBJECT	OP1501/ZC1507 – 1229 VICTORIA ROAD SOUTH – ENVIRONMENTAL PLANNING COMMENTS

I have reviewed the proposed Official Plan Amendment (OP1501) and Zoning By-law Amendment for 1229 Victoria Road South and offer the following comment:

1. In accordance with the Hanlon Creek Subwatershed Studies recommendations please ensure infiltration best management practices are incorporated through the stormwater management approach to maintain pre-development hydrologic regime. A treatment train approach and vegetative best management practices should be explored. I defer to City Engineering for detailed requirements on Stormwater Management.

Please let me know if you have any questions,

Thanks,

Prachi Patel
Environmental Planner - Development

Planning Services
Infrastructure, Development and Enterprise
Location: City Hall

T 519-822-1260 x 2563
E prachi.patel@guelph.ca

Attachment 15 (continued)
Agency and City Department Comments

INTERNAL MEMO

DATE	June 8, 2016
TO	**Michael Witmer**
FROM	Helen White
DIVISION	Parks and Recreation
DEPARTMENT	Community and Social Services
SUBJECT	**1229 Victoria Road South – Proposed Zoning By-Law Amendment ZC1507 and Official Plan Amendment OP1501 (Westminster Woods East Phase 10) – revised comments**

Park Planning has reviewed the Notice of Complete Application dated June 19, 2015, Public Meeting Notice dated September 15, 2015, Concept Plan dated April 2015 and Planning Justification Report dated April 2015 for the above noted Proposed Zoning By-Law and Official Plan Amendment and offers the following comments:

Zoning Bylaw Amendment:

Park Planning and Development has no objection to the proposed Zoning By-Law and Official Plan Amendment to rezone the property from 'A' (Agricultural) to R4.A-? (Specialized General Apartment) Zone and 'NC' (Neighbourhood Commercial) Zone and to change the Official Plan designation on the west side from 'General Residential' to 'Neighbourhood Commercial'.

Development Concept Plan

Parkland Dedication:

The Parkland dedication requirement for the subject lands has been satisfied by the previous land dedications for Westminster Woods East subdivision.

Trails, Open Space:

There are no existing or planned trail routes through the subject lands. There are no existing or planned open spaces on or adjacent to the subject lands.

Attachment 15 (continued)
Agency and City Department Comments

Michael Witmer
June 8, 2016
RE: 1229 Victoria Road South - Proposed Zoning By-Law and Official Plan Amendment
Page 2 of 2

Summary:

The above comments represent Park Planning & Development's review of the proposed development. Based on the current information provided I would support the development as proposed.

Regards,

Helen White
Park Planner

Parks and Recreation
Community and Social Services
Location: City Hall

T 519-822-1260 x 2298
F 519-763-9240
E helen.white@guelph.ca

C Janet Sperling, Mary Angelo

File # P:\CommunityServices\Riverside_Park Planning\PLANNING\SOUTH DISTRICT\Zoning By-Law & Official Plan Amendments\1229 Victoria Rd S (Westminster East Ph10)\1229 Victoria Rd S.docx

Attachment 15 (continued)
Agency and City Department Comments

Michael Witmer

From:	Peter Rider
Sent:	September 16, 2015 5:01 PM
To:	Michael Witmer
Subject:	1229 Victoria Road South Proposed OP and Zoning By-Law Amendment
Attachments:	ProvincialTable2_CW8S.pdf; ProvincialTable9_DWAS.pdf; What are the Prescribed Threats.docx

Hi Michael:

As discussed, I have had a look at the proposed development site located at 1229 Victoria Road South. Based on the notice dated September 15, 2015, I understand that the proposed OPA and ZBL is being filed to permit:

- A 4 storey , 101 unit apartment building and well as a neighbourhood commercial plaza with approximately 807 m^2 of gross floor area in 2 separate buildings.

I have the following comments from a Source Water Protection Program perspective:

1. The site and proposed development is located within WHPA B.
2. The vulnerability score for the subject property is 8
3. The site is not located within an Issues Contributing Area

Once the Source Protection Plan is approved and in effect (estimate Q1 2016), the subject property will be subject to DNAPL policies (as will be any other properties in the City within a WHPA A through WHPA C). As such, it would be helpful to the RMO if the proponent could advise the City as to what DNAPL products (if any) (or other potentially significant drinking water threats-see attached) will be stored or handled on the property.

If DNAPL products (in any quantity) will be handled or stored, a risk management plan would have to be negotiated with the person engaged in the activity to ensure that such products are handled and stored in a safe and environmentally secure manner.

I have attached information that is available from the Lake Erie Source Protection Region website: Source Water Protection - Lake Erie Region

It is anticipated that the proponent would consider implementing a variety of best available technology and management practices for the proposed land use to minimize potential impacts to the groundwater and environment.

There will be opportunities for the RMO to comment on the proposed design(s) at a later stage in the Planning process.

Trusting this is sufficient. If there are any questions, please contact me.

Thanks,

Peter G. Rider, P. Geo., Risk Management Official
Engineering and Capital Infrastructure Services | Source Protection Planning
City of Guelph
T 519-822-1260 x 2368 | F 519-822-6194 | C 226-820-3608
E peter.rider@guelph.ca

1

Attachment 15 (continued)
Agency and City Department Comments

Michael Witmer

From: Peter Rider
Sent: June 9, 2016 6:20 PM
To: Michael Witmer
Cc: Kristin Pressey; April Nix
Subject: RE: 1229 Victoria Rd S - Whiteley Comments

Hi Michael:

Based on the 3 points raised by Dr. Whiteley, I offer the following responses in bold text below:

1. Clearance is required from the City's RMO under provisions of the Clean Water Act. He is looking for a clear protocol in this regard, and source water protection should be considered as part of an EIS.

Dr. Whitely is correct in that the proposed development requires a review by the RMO, however, the Source Protection Plan for the City of Guelph is not in effect until July 1, 2016. Accordingly, in the interim, the RMO has been meeting with proponents during the development review and site plan review stages to advise them of what specific policies would apply, once the plan is in effect. This process has been underway for over a year now and is independent of the EIS process. Preliminary comments on the subject development were provided by the Risk Management Official on September 16, 2015 (attached).

2. The use of road salt and other de-icing materials are toxic substances. He wants to see a commitment to a salt management plan for this development 'with substance'.

Under the Clean Water Act and associated regulations, the application of road salt and the handling and storage of road salt are prescribed drinking water threats. Once the Source Protection Plan is in effect, City of Guelph Source Protection Plan policies CG-MC-29 and CG-MC-32.1 will require new development to be designed based on best management practices for the handling and storage of salt and best management practices for the storage of snow and the management of associated meltwater. This will require proponents to prepare a Salt Management Plan as part of their submission for new developments in the City of Guelph. The Risk Management Official will review the applicant's Salt Management Plan to ensure that the report is satisfactory.

3. Advocated for the use of porous pavement materials, and indicated technology available so that they can reduce salt in infiltration by 75%.

The decision to use porous pavement materials is up to the proponent. The City of Guelph is reviewing the advantages and disadvantages of using such materials. As such, they will be evaluated on a site-by-site basis.

Trusting the above is sufficient. Please contact me if further clarification is required.

Peter G. Rider, P. Geo., Risk Management Official
Engineering and Capital Infrastructure Services | Source Protection Planning
City of Guelph
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E peter.rider@guelph.ca

guelph.ca

1

Attachment 15 (continued)
Agency and City Department Comments

Michael Witmer

From: Darren Gowing
Sent: September 24, 2015 9:32 AM
To: Michael Witmer
Cc: Nancy Button; Darron Glasgow
Subject: 1229 Victoria Road South

Good Morning Michael.

Transit has reviewed the Official Plan Amendment for 1229 Victoria Rd South and has the following comments:

We do not have any planned, or existing routes that travel by this property. Access to current and planned transit services and bus stops will involve pedestrian access to Goodwin Dr.

Sincerely,

Darren Gowing | Route Performance & Scheduling Specialist | Guelph Transit
T 519.822.1260 x2523 | E darren.gowing @guelph.ca

1

Attachment 15 (continued)
Agency and City Department Comments

UPPER GRAND DISTRICT SCHOOL BOARD
500 Victoria Road North, Guelph, Ontario N1E 6K2
Phone: (519) 822-4420 Fax: (519) 822-2134

Martha C. Rogers
Director of Education

July 17, 2015

PLN: 15-49
File Code: R14
Sent by: mail & email

Michael Witmer, MCIP RPP
Planning, Urban Design and Building Services
City of Guelph
1 Carden Street
Guelph, Ontario N1H 3A1

Dear Mr. Witmer;

Re: **Notice of Complete Application**
1229 Victoria Road South, Reid's Heritage Homes Ltd, Guelph

Planning staff at the Upper Grand District School Board has received and reviewed the above notice of complete application for an Official Plan and Zoning Bylaw amendment to permit a four storey, 101 unit apartment building as well as a neighbourhood commercial plaza.

The Planning Department at the Upper Grand District School Board **does not object** to the application, subject to the following conditions:

- Education Development Charges shall be collected prior to the issuance of a building permit;
- That adequate sidewalks, lighting and snow removal (on sidewalks and walkways) is provided to allow children to walk safely to school or to a designated bus pickup point;
- The developer and the Upper Grand District School Board reach an agreement regarding the supply and erection of a sign (at the developer's expense and according to the Board's specifications) affixed to the permanent development sign advising prospective residents about schools in the area.

Thank you for the opportunity to comment on this application. Should you require additional information, please feel free to contact me at (519) 822-4420 ext. 824.

Sincerely,

Heather Imm, MCIP, RPP
Senior Planner

Attachment 15 (continued)
Agency and City Department Comments

Guelph Hydro
Electric Systems Inc.

395 Southgate Drive
Guelph, ON N1G 4Y1
Tel: 519-837-4719
Fax: 519-822-4963
Email: mwittemund@guelphhydro.com
www.guelphhydro.com

August 24, 2015

Michael Witmer
Infrastructure, Development and Enterprise
City of Guelph
1 Carden Street
Guelph, ON N1H 3A1

Dear Sir:

Re: 1229 Victoria Road South (File No. OP1501/ZC1507)

We would like to submit the following comments concerning this application:

Given the existing site plan, dated April 1, 2015:

1. Hydro supply for the proposed one-storey Commercial buildings will be from Clair Road East.
2. Hydro supply for the 4-storey Apartment Building will be from Victoria Road South.
3. The hydro services for this development should be underground except for pad-mounted transformers.
4. A minimum distance of 3.0 metres must be maintained between any dwelling units and pad-mounted transformers.
5. A minimum distance of 1.5 metres must be maintained between any driveways/entrances and street light poles or pad-mounted transformers. Any relocations required would be done at the owner's expense.

Attachment 15 (continued)
Agency and City Department Comments

-2-

6. An area of 6.5 metres by 5.0 metres will be required for a three-phase, pad-mounted transformer on the property containing the one-storey Commercial buildings to service the Commercial buildings.

7. An area of 6.5 metres by 5.0 metres will be required for a three-phase, pad-mounted transformer on the property containing the 4-storey Apartment building.

8. Locations of pad-mounted transformers must be arranged with Guelph Hydro Electric Systems Inc.'s Technical Services Department.

Sincerely,

GUELPH HYDRO ELECTRIC SYSTEMS INC.

for Michael Wittemund, P.Eng.
Director of Engineering

MW/gc

Attachment 15 (continued)
Agency and City Department Comments

GWDA

September 15, 2015

Mr. Michael Witmer
Development Planner II
Planning, Urban Design and Building Services
City of Guelph
1 Carden Street
GUELPH, Ontario N1H 3A1

Dear Mr. Witmer:

Re: 1229 VICTORIA ROAD SOUTH: Proposed Official Plan and Zoning By-law Amendment (Files: OP1501/ ZC1507)

The Guelph and Wellington Development Association is in receipt of the June 19, 2015 notice of complete application for the above-noted property.

The subject application proposes an Official Plan Amendment to recognize a "Neighbourhood Commercial" designation on the northeast corner of Samuel Drive and Clair Road and a Medium Density designation for the lands located on the northwest corner of Clair Road and Victoria Road. These designations would support a neighbourhood commercial plaza and a 4-storey apartment building accommodating 101 residential units.

Our association views this project as being consistent with the City's long range plans as expressed in OPA 48 for development of the final phase of the Westminster Woods community. This project will assist in bringing neighbourhood convenience commercial uses to this area, while also providing additional housing opportunities at a transit supportive density, focused on the intersection of two major arterial roads in the City. The proposed design of the project also serves as an enhanced gateway to this area, while the buildings have been scaled to provide a pedestrian friendly streetscape .

The Guelph and Wellington Development Association encourages the City to support this Official Plan Amendment and Zone Change and to expedite the processing of the application.

Yours truly

Mr. Carson Reid
President

GUELPH AND WELLINGTON DEVELOPMENT ASSOCIATION • BOX 964 • GUELPH, ONTARIO N1H 6N1
TEL: 519-822-8511 FAX: 519-837-3922

Attachment 16
Public Notification Summary

May 7, 2015	Applications received by the City of Guelph
June 5, 2015	Applications Deemed Complete
June 18, 2015	Notice Sign Placed on Property
June 19, 2015	Notice of Complete Applications mailed to prescribed Agencies and surrounding property owners within 120 metres
September 14, 2015	Notice of Public Meeting mailed to prescribed Agencies and surrounding property owners within 120 metres
September 22, 2015	Public Meeting Notice advertised in the *Guelph Tribune*
October 13, 2015	Statutory Public Meeting of City Council
June 27, 2016	Notice of Decision Meeting sent to parties that commented on applications or requested notice
July 11, 2016	City Council Meeting to consider staff recommendation

STAFF REPORT

TO	City Council
SERVICE AREA	Infrastructure, Development and Enterprise
DATE	July 11, 2016
SUBJECT	**Proposed demolition of church manse at 47 Arkell Road, Ward 6**
REPORT NUMBER	16-41

EXECUTIVE SUMMARY

PURPOSE OF REPORT
To provide background and a staff recommendation related to a request for demolition approval of one (1) single detached dwelling.

ADDRESS: 47 Arkell Road

KEY FINDINGS
The demolition of one (1) existing single detached dwelling is proposed. The dwelling functioned as a manse for the Arkell Bible Church and has been vacant for a few years. Due to the building's function and association with the church, the demolition will result in no net loss of housing stock. The property is currently part of a Site Plan application for an extension to the church.

FINANCIAL IMPLICATIONS
None.

ACTION REQUIRED
Council is being asked to approve the demolition request.

RECOMMENDATION

1. That Report 16-41 regarding the proposed demolition of one (1) single detached dwelling at 47 Arkell Road, legally described as Part Lot 7, Concession 8, Part 2 RP 61R11921; City of Guelph, from Infrastructure, Development and Enterprise dated July 11, 2016, is received.
2. That the proposed demolition of one (1) detached dwelling at 47 Arkell Road be approved.
3. That the applicant erect protective fencing at one (1) metre from the dripline of any existing trees to be retained on the property, or on adjacent properties, which may be impacted by demolition.
4. That the applicant contact the City for inspection of the tree protection fence prior to demolition.

5. That the applicant be requested to contact the Plant Manager of Solid Waste Resources, within Infrastructure, Development and Enterprise regarding options for the salvage or recycling of all demolition materials.

BACKGROUND

The City received an application to demolish one (1) single detached dwelling at 47 Arkell Road on April 29, 2016 through Infrastructure, Development and Enterprise.

The subject building is located on Arkell Road and is part of the Arkell Road Bible Chapel complex. The building sits at the front of the property and was once the manse for the chapel but has since been unoccupied for the last few years. The property is subject to a Site Plan application and the development of the property, which includes an extension to the chapel and future parking, requires the demolition of the former manse.

The subject property is composed of a rectangular shaped lot that is orientated in a north south direction. Gordon Street is to the west, Malvern Crescent is to the east and Arkell Road is to the north. The subject property is zoned Institutional Land I.1, which permits an *Art Gallery, Day Care Centre, Group Home, Library, Museum, Outdoor Sportsfield Facilities, Religious Establishment and School*. Residential or Single Detached Dwellings are not a permitted use on this property.

REPORT

The City's Demolition Control By-law was passed under the authority of Section 33 of the *Planning Act*. The By-law is intended to help the City "...retain the existing stock of residential units and former residential buildings in the City of Guelph." Section 33 of the *Planning Act* allows that Council's decision may be appealed by the applicant to the Ontario Municipal Board. In addition, an applicant may appeal if there is no decision within 30 days of filing the application.

Cultural Heritage Resources

47 Arkell Road is not designated under the Ontario Heritage Act and it has not been listed (as non-designated) in the City of Guelph's *Municipal Register of Cultural Heritage Properties* according to Section 27 of the Ontario Heritage Act. As the property was not included in the Couling Inventory it is not recognized as a potential built heritage resource according to Guelph's Official Plan. Heritage Planning has no objection to the proposed demolition of buildings within the property known as 47 Arkell Road.

Tree Protection

The subject property is more than 0.2 hectares in size and is regulated by the Private Tree Protection By-law (2010)-19058. If tree removals are proposed City staff will require a separate Tree Permit to be applied for and issued prior to any tree removals occurring.

It should be noted that if the demolition is to occur during breeding bird season (approximately May 1 to July 31), and trees are proposed to be removed or

disturbed as part of the demolition, a nest search must be undertaken by a wildlife biologist prior to demolition so as to protect the breeding birds in accordance with the Migratory Birds Convention Act (MBCA).

Recommendation

The staff recommendation is to approve this demolition report, as the existing dwelling is not a potential built heritage resource, is part of a Site Plan Review application to increase the size of the church, is uninhabited and does not meet the zoning 'use' requirements for the site. The demolition of this dwelling will have no impact on the City's Residential Housing Stock.

CORPORATE STRATEGIC PLAN

City Building – Strategic Directions 3.1:
Ensure a well-designed, safe, inclusive, appealing and sustainable City.

FINANCIAL IMPLICATIONS

None

DEPARTMENTAL CONSULTATION

The City's Senior Heritage Planner, Zoning Manager and Environmental Planner were consulted regarding the proposed demolition permit.

COMMUNICATIONS

A sign is posted on the subject property advising that a demolition permit has been submitted and that interested parties can contact Building Services for additional information.

ATTACHMENTS

Attachment 1 - Location Map
Attachment 2 - Aerial Photograph
Attachment 3 - Site Photographs

Prepared By:
Douglas McGlynn
Planning Technician II
Planning Technical Services

Approved By:
Sylvia Kirkwood
Manager of Development Planning

Approved By
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General Manager
Planning, Urban Design and Building Services
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Recommended By
Scott Stewart, C.E.T.
Deputy CAO
Infrastructure, Development and Enterprise
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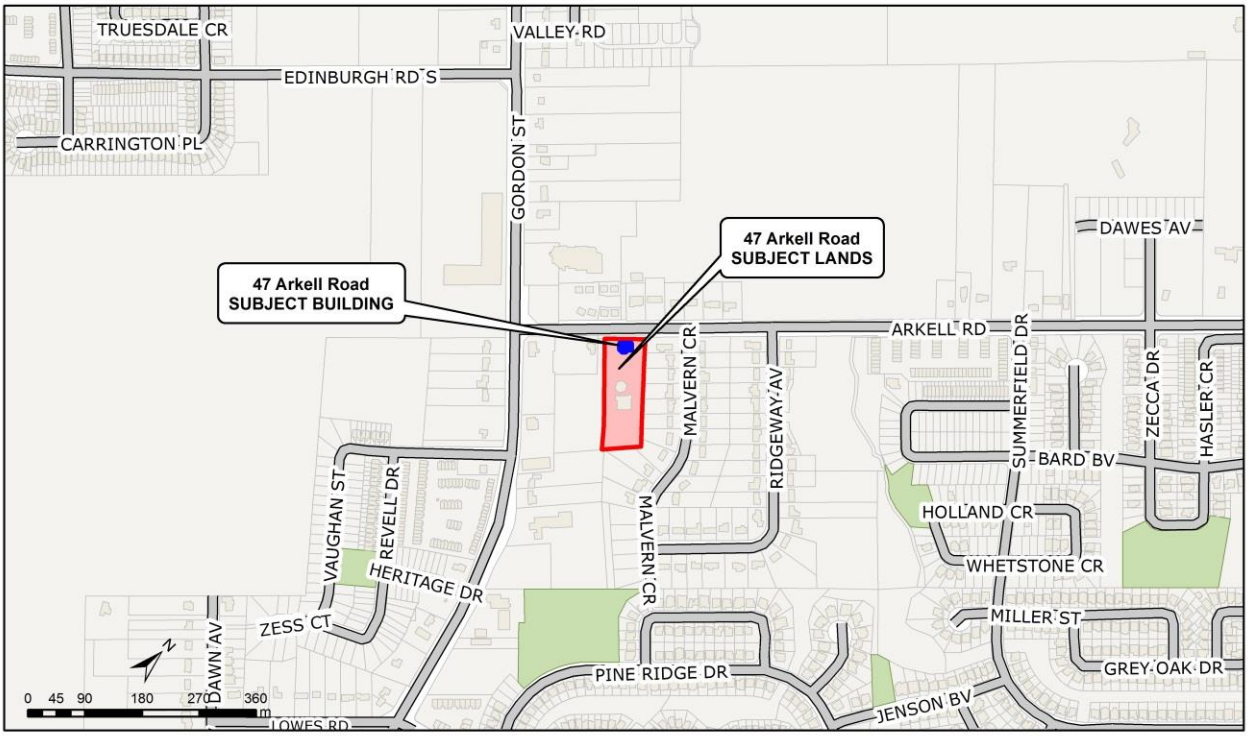
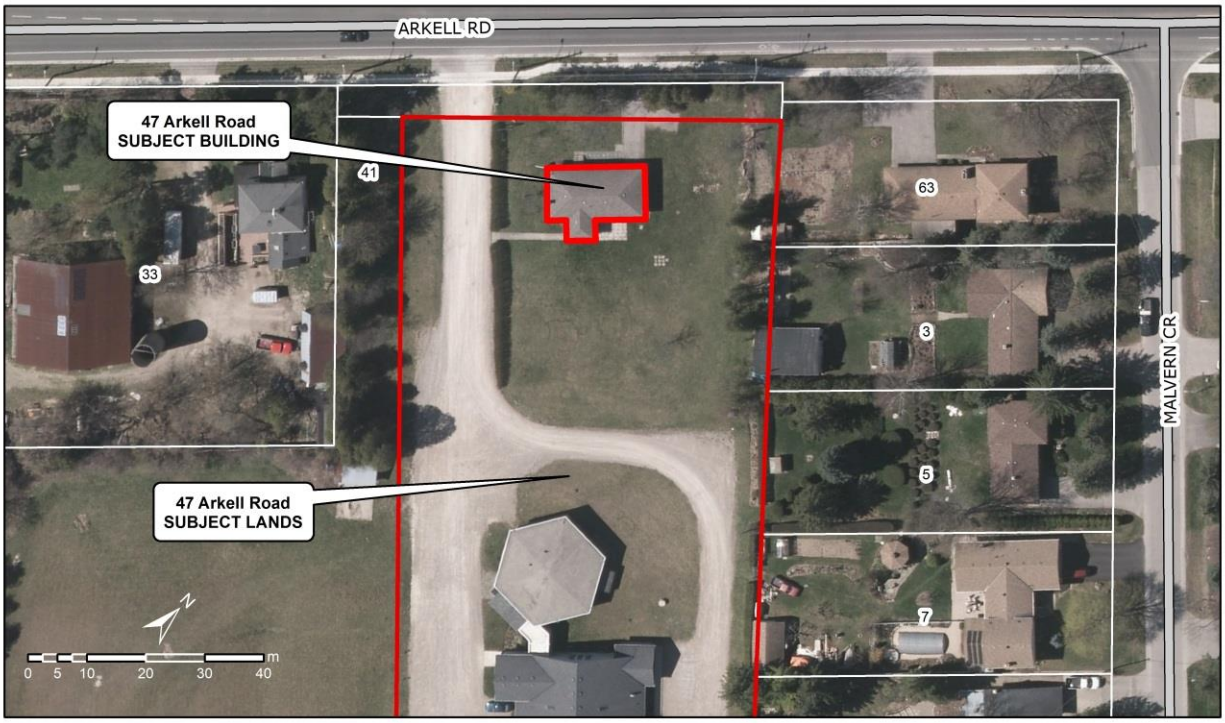
scott.stewart@guelph.ca

ATTACHMENT 1 – Location Map



ATTACHMENT 2 - Aerial Photograph



ATTACHMENT 3 – Site Photographs

Photographs of 47 Arkell Road

(Photographs taken by D. McGlynn, June 2016)

- BYLAWS –

- July 11, 2016 –	
By-law Number (2016)-20076 A By-law to authorize the conveyance to 1651807 Ontario Inc. of the lands described as Part Block 36, Plan 61M169, designated as Parts 2 and 3, Reference Plan 61R20338, City of Guelph.	To authorize a conveyance.
By-law Number (2016)-20077 A by-law to remove: Block 91, Plan 61M182 designated as Parts 1 to 9, Reference Plan 61R20549 in the City of Guelph from Part Lot Control. (to create separate parcels for townhouse dwelling units known municipally as 1,3,5,7,9,11,13, and 15 Jeffrey Drive)	To remove lands from Part Lot Control to create separate parcels for townhouse dwelling units known municipally as 1,3,5,7,9,11,13 and 15 Jeffrey Drive.
By-law Number (2016)-20078 A by-law to amend the Official Plan for the Corporation of the City of Guelph as it affects property municipally known as 1229 Victoria Road South (the 'subject land') and legally described as Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph to redesignate the western quarter portion of the subject land from the "General Residential" land use designation to the "Neighbourhood Commercial Centre (4650 m^2)" land use designation to permit the development of a neighbourhood commercial plaza with approximately 752.7 square metres (8,102 square feet) of gross floor area on the property (File: OP1501).	To amend the Official Plan with respect to the property municipally known as 1229 Victoria Road South, as approved by Council as Official Plan Amendment No. 64 (OPA 64).
By-law Number (2016)-20079 A by-law to amend By-law Number (1995)-14864, as amended, known as The Zoning By-law for the City of Guelph as it affects property municipally known as 1229 Victoria Road South (the 'subject land') and legally described as	To amend the Zoning By-law with respect to the property municipally known as 1229 Victoria Road South, as approved by Council.

Part of Lot 10, Concession 8, Geographic Township of Puslinch, City of Guelph to permit the development of a four (4) storey, 101-unit apartment building and a neighbourhood commercial plaza with approximately 752.7 square metres (8,102 square feet) of gross floor area on the property (File: ZC1507).	