SHAPING GREAT COMMUNITIES

July 2nd, 2026 File No. 26024

Development Planning, Integrated Planning & Public Works
100 Regina Street South
Waterloo, ON
N2J 4A8

Attn: Kaitlyn Bisch, BLA, MA
Development Planner

Re: Zoning By-law Amendment – Holding Provision Removal
725 Bridge Street West

On behalf of Manju Gupta Investments Inc. (the "Owner"), we are pleased to submit the enclosed Zoning By-law Amendment application to remove the Holding (H) Provision for the lands municipally known as 725 Bridge Street West (the "Subject Property").

The Subject Property is currently zoned Business Employment One (E1-27) with Site Specific Exception C198. A Child Care Centre is permitted as an ancillary use within the E1-27 Zone, however the use is subject to the removal of the Holding (H) Provision.

The Holding (H) Provision may be removed once the following matters have been addressed:

- Verification from the Region and/or Province of Ontario that a Record of Site Condition (RSC) has been completed;
- Verification through the Site Plan Control process that the proposed development conforms with the City of Waterloo Official Plan, the Region of Waterloo Official Plan, and the City's Urban Design Manual, including the Accessibility Guidelines; and,
- Demonstration of compliance with the Provincial D-6 Guideline – Compatibility Between Industrial Facilities and Sensitive Land Uses, where applicable.

Following receipt of the Notice of Incomplete Application dated October 28, 2025, GSP Group has worked closely with City staff to obtain the information necessary to satisfy the Holding (H) removal requirements. Through discussions with staff, it was confirmed that a Planning Justification Report is not required, and that a Land Use Compatibility Study addressing the Provincial D-6 Guideline is acceptable in its place.

The proposed child care centre will utilize the existing building, with only minor site modifications proposed to accommodate a new outdoor play area. A Site Plan Amendment application addressing these changes and demonstrating conformity with the applicable Site Plan Control requirements will be submitted to the City under separate cover shortly.

In support of this Holding Removal application, please find enclosed the following materials:

- Record of Site Condition (RSC) and acknowledgement letter from the Ministry of the Environment;
- Air & Noise Land Use Compatibility Study;
- Site Plan;
- Completed Permission to Enter Form;
- AODA Compliance Acknowledgement;
- Completed Owner Authorization Letter.

A cheque representing the required application fee will be delivered to the City by the Owner.

Please do not hesitate to contact the undersigned should you have any questions or require additional information.

Sincerely,
GSP Group Inc.

Jenna Wenzel

Jenna Wenzel, CPT
Planner