



July 7, 2025

Ms. Natalie Hardacre, MCIP, RPP
Manager of Planning Approvals
City of Waterloo
100 Regina Street
Waterloo, ON N2A 4J8

Dear Ms. Hardacre:

**RE: Application for Minor Zoning By-law Amendment
325 Northfield Drive East, Waterloo
325 Northfield Drive East Inc.
OUR FILE 0709G**

On behalf of our client, 325 Northfield Drive East Inc., MHBC Planning is pleased to submit a Minor Zoning By-law Amendment application to broaden the permitted employment uses on the subject lands.

The subject lands are located on the south side of Northfield Drive East, between Bridge Street and University Avenue. The lands are currently vacant, but are planned for employment uses, with an approved site plan for two employment buildings. Surrounding land uses are primarily commercial and employment, including office uses to the east and the GRT bus maintenance facility to the north.

Minor Zoning By-law Amendment

The subject lands are zoned Business Employment-27 (E1-27), which permits a range of employment uses, including 'Light Industrial Manufacturing', 'Light Industrial Assembly' and 'Light Industrial Processing'. Warehouse is permitted as a complementary use. No change to the zone category is proposed. An amendment to the Zoning By-law is proposed to add three new land uses:

- Light Pharmaceutical Industry
- Light Laboratory
- Small Scale Warehouse

Enclosed Items

In support of our application, please find enclosed or submitted through the City's online portal, the following materials:

- Application form for Zoning By-law Amendment;

- Signed Permission to Enter Form;
- Signed Owner Authorization Form;
- A copy of the approved Site Plan; and
- A Planning Justification Brief;

We look forward to working with staff on the review of this application. Should you have any questions pertaining to the submission, please do not hesitate to contact the undersigned.

Yours truly,

MHBC

A handwritten signature in black ink, appearing to read "Trevor Hawkins". The signature is fluid and cursive, with the first name "Trevor" written in a larger, more prominent script than the last name "Hawkins".

Trevor Hawkins, M.PL, MCIP, RPP
Partner

cc. 325 Northfield Drive East Inc.