October 27, 2026

Amanda Wyszynski
Senior Development Planner & Site Plan Committee Chair, Development Planning
Integrated Planning and Public Works, City of Waterloo
100 Regina Street South
PO Box 337, Station Waterloo
Waterloo, ON, N2J 4A8

Re: Minor Zoning By-law Amendment at 251 Hazel Street

On behalf of 251 Hazel Inc., The Planning Partnership ("TPP") is pleased to submit the enclosed Zoning By-law Amendment ("ZBA") application for the property at 247-251 Hazel Street ("Subject Site").

The proposed ZBA is primarily seeking to modestly increase the maximum permitted density to accommodate an updated unit mix, thereby permitting the conversion of 30 one-bedroom units into two-bedroom units. In the interests of future administration, the ZBA will also consolidate recently approved Minor Variances into the proposed new site-specific exception zone. The Minor Variance ("MV") application was formerly approved at the Committee of Adjustment meeting held on August 18, 2026 under Submission No. A-08/26.

The following materials are enclosed as part of this Minor ZBA application:

- Planning Justification Letter prepared by The Planning Partnership
- Architectural Drawing Set by NDGWave
- Functional Servicing & Stormwater Management Report prepared by GRIT Engineering
- Transportation Impact Study Addendum Letter prepared by Paradigm
- Owner's Authorization Letter
- Section 59 Notice (unchanged from previous Site Plan submission)
- Zoning Matrix
- Draft Zoning By-law Amendment

We trust that the enclosed submission is complete and addresses all requirements for the proposed application. Please contact the undersigned at bsimon@planpart.ca if you have any questions or require any additional information.

Sincerely,

Brandon Simon, BES, MCIP, RPP, Partner

Maria Gudova, BURPl, Planner