

October 19, 2025

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**Re: Applications for Official Plan Amendment and Zoning By-law Amendment to
Permit a Grocery Store in the Existing Building
388 Phillip Street, Waterloo**

On behalf of 388 Phillip Inc. (the “Owner”), The Planning Partnership (“TPP”) is pleased to submit the enclosed Official Plan Amendment (“OPA”) and Zoning By-law Amendment (“ZBA”) applications to permit a grocery store within the existing building located at 388 Phillip Street (“Subject Site”).

As detailed in the enclosed Planning Rationale Report, the existing building has sat vacant for the past eight years, despite active leasing efforts and a significant investment to modernize the space for potential industrial and office tenants. As such, the Owner recently expanded their leasing efforts to other commercial uses, and subsequently reached an agreement with a grocery store tenant to occupy 7,657 square metres within the existing building. In our view, this constitutes an excellent re-use of the building, as it will create new employment opportunities where none currently exist, efficiently make use of the existing building as well as existing parking and loading facilities and municipal infrastructure, and provide for a vitally important community-serving commercial use in a central location within the Research & Technology MTSA.

The MTSA and surrounding area are currently seeing an influx of high density residential and mixed use development proposals, with over 7,000 residential units either recently constructed, approved or proposed in proximity to the Subject Site. The grocery store will support the day to day needs of these residents, as well as of employees who work in the surrounding area.

In addition to the grocery store, the remainder of the existing building is proposed to be used as a data centre owned and operated by the Owner (2,810 square metres), with Alectra having already committed the required electrical supply, and an office/co-working space, which may also be owned by the Owner or may be leased to another tenant(s). Both of these uses are already permitted as-of-right under the existing E2-40 zoning. As such, the OPA and ZBA applications are only required to permit the grocery store, and to allow it to occupy the slight majority of the overall building floor area.

This proposed re-use represents an immediate and interim strategy that will make efficient use of the existing building and infrastructure in the short-term. This is the quickest possible way to



create new employment opportunities and provide for the community-serving grocery store use. The existing building and associated site areas that provide supporting parking and loading areas occupy just 3 hectares of the Subject Site, with the remaining 7 hectares to remain vacant/unused, and representing a much larger scale, short-term redevelopment opportunity. The existing building itself also represents another redevelopment opportunity over the medium to longer term.

The future, larger-scale redevelopment of the Subject Site will be subject to a comprehensive master planning exercise that will determine opportunities for multi-modal transportation connectivity, the locations and built forms of proposed buildings, distribution of proposed uses, inclusion of landscaped open space, and potential inclusion of private and/or public open space areas. By contrast, the proposed re-use of the existing building is an immediate and interim strategy that is intended to be implemented expeditiously, in order to meet timing requirements of the lease agreement with the grocery store tenant, and to fast-track the creation of new employment opportunities.

In accordance with the Record of Consultation, the following materials are enclosed within this application submission package:

- Letter of Authorization and Permission to Enter from the Owner
- Section 59 Notice
- Existing Building Site Plan
 - *Note: Building Elevation drawings have not been included as the existing building is proposed to be maintained without any exterior changes. This is also the case for the existing parking, loading and landscaped areas. If any changes are required or proposed in the future, they would be captured through a Site Plan Amendment application*
- Proposed Floor Plan
- Planning Rationale Report
- Draft OPA
- Draft ZBA
- Functional Servicing Report
 - *Note: A Preliminary Grading Plan has not been include as the existing site grading is proposed to be maintained without any changes.*
- Transportation Impact Brief

In addition to the above, confirmation of the committed electrical allocation from Alectra will be provided under separate cover, and a cheque to pay the total \$41,654.64 in application fees will be delivered to City Hall early this week.



We trust that this reflects a full and complete application submission, and look forward to working with City staff to advance the applications expeditiously. Please contact the undersigned at bsimon@planpart.ca if you have any questions or require any additional information.

The Planning Partnership

A handwritten signature in blue ink that reads 'Brandon Simon'.

Brandon Simon, BES, MCIP, RPP
Partner

A handwritten signature in black ink that reads 'Lama Saidoun'.

Lama Saidoun, BURPI
Plan

