



January 30, 2026

John Scarfone
24 Church Street West
Elmira, ON N3B 2A7

Dear Mr. Scarfone:

**RE: Proposed Official Plan Amendment – Gateway Employment Lands
730 King Street North, 58 Regional Road 15, and 985 Bridge Street West, Woolwich
OUR FILE: 21207D**

On behalf of our client, 'the Cook Group', we are pleased to submit the proposed Official Plan Amendment (OPA) application for the lands municipally known as 730 King Street North, 58 Regional Road 15, and 985 Bridge Street West in the Township of Woolwich (the 'subject lands'), which are also referred to as the Gateway Employment Lands.

The subject lands are located east of King Street North, north of Bridge Street West, and the urban area of the City of Waterloo. The subject lands are comprised of three (3) contiguous land parcels, totalling approximately 43 hectares (107 acres) located adjacent to the northeast boundary of the City of Waterloo. The subject lands have approximately 408 metres of frontage along Bridge Street West and 30 metres of frontage along King Street North. The lands are currently comprised of one residential dwelling, agricultural fields, environmental features (i.e., wetland and floodplain), and an inactive gravel pit. The surrounding land uses include Martin Creek to the north, Stockyards employment area and residential area to the west, existing commercial and residential uses to the south, and an existing aggregate operation, residential and rural businesses to the east.

The subject lands are designated as 'Prime Agricultural Area' on Map 1 – Regional Structure of the Regional Official Plan and are adjacent to lands designated for employment on Map 3 – Employment Areas. The subject lands are further designated by the Township of Woolwich Official Plan as 'Prime Agricultural' on Map 6.1 – The Countryside. The lands are identified as 'The Countryside' on Map 5.1 – Planned Township Structure and Map 5.2 – Land Use Location Plan.

Proposed Official Plan Amendment

The Gateway Employment Lands are envisioned to provide a mix of prestige employment uses while respecting and protecting the natural area to the north, achieving quality design and architecture and creating a new employment cluster in the Township of Woolwich that builds on surrounding employment lands.

An Official Plan Amendment is proposed to include the lands as part of the Township's Settlement Area by introducing a new land use designation and Site-Specific Policy Area referred to as 'Gateway Employment Lands – Urban Area'. The Official Plan Amendment proposes to identify the lands as a new 'Urban

Employment Area' and designate the developable portion of the lands as 'Employment Lands I' with site-specific policies.

The proposed Official Plan Amendment is summarized below:

- Amend Section 5 of the Official Plan to add Urban Employment Area as a land use designation and describe the planned function of the subject lands;
- Amend Maps 5.1, 5.2 and 5.3 to identify the Urban Employment Area and a new Special Policy Area 7.30 for the 'Gateway Employment Lands – Urban Area' as Special Policy Area #30 as a land use;
- Amend Section 7 of the Official Plan to include the new 'Section 7.30 - Gateway Employment Lands – Urban Area' land use designation with site-specific policies pertaining to the specific function of the subject lands, which includes Schedules associated with the land uses and transportation network.

Proposed Development Concepts

The Gateway Employment Lands are intended to introduce a mix of employment uses while preserving the environmental features to the north associated with Martin Creek. A total of approximately 138,500m² of building floor area is proposed with approximately 4.5 hectares reserved for natural features and buffers. The proposed grid road network provides an opportunity for active transportation and transit connections.

The Official Plan Amendment submission includes two (2) potential development options for the lands as the basis for the preparation of supporting studies. While these concepts provide a general intent for development, it is noted that the proposed development concept may evolve as the development moves forward with more detailed planning applications (i.e., zoning and plan of subdivision or site plan). Through discussions with the Township of Woolwich, it was determined the preferred concept for the review of the proposed Official Plan Amendment includes the realignment of Bridge Street West through the southwest corner of the lands ('Concept Plan 2'). A rendering of Concept Plan 2 is included at the end of this letter for reference.

Concept Plan 2 proposes a realignment of Bridge Street West to ultimately improve the existing road network and minimize impacts to the Highway 85 interchange located northwest of the subject lands. A portion of Bridge Street West that currently intersects King Street North is proposed to be closed, while the remaining portion of Bridge Street West to the east is proposed to be redirected through the subject lands as Street 'A' and connect to the signalized intersection at King Street North. Two secondary access streets, Street 'B' and Street 'C' provide access to the Gateway Employment Lands. An additional street, Street 'D', which is isolated from the subject lands generated traffic, provides local access to Martin Grove Road. A total of four (4) vehicular accesses are provided in this design. Concept Plan 2 also proposes a park block between Street 'A' and Street 'D' where Martin Grove Road meets King Street North.

A Zoning By-law Amendment and Plan of Subdivision/Site Plan will be required to implement the proposed policy framework and will be submitted at a later date.

A Pre-Consultation Comment Report was provided by the Township of Woolwich on December 10, 2025, which identified the list of required plans and studies for a complete application and further discussion occurred with Township staff on the scoping of requirements for the submission of the Official Plan Amendment, without the Zoning By-law Amendment and Plan of Subdivision.

A Comment Response Matrix has been included in the Planning Justification Report as Appendix G.

Submission Materials

In support of the proposed Official Plan Amendment, we are please to enclose the following materials:

- An executed copy of the Official Plan Amendment Application Form;
- An executed copy of the Environmental Site Screening Questionnaire;
- Two Concept Plans, prepared by MHBC Planning, dated January 22, 2026;
- Conceptual Master Plan, prepared by MHBC Planning, dated January 2026;
- Planning Justification Report, prepared by MHBC Planning, dated January 30, 2026, which includes the Draft Official Plan Amendment;
- Urban Design Guidelines, prepared by MHBC Planning, dated January 30, 2026;
- Stage 2 Archaeological Assessment, prepared by Irvine Heritage Inc., dated September 19, 2024;
- Environmental Impact Study Report, prepared by GHD Limited, dated January 30, 2026;
- Geological, Hydrogeological and Geotechnical Assessment Report, prepared by GHD Limited, dated January 30, 2026;
- Dry Utility Service Availability Report, prepared by GHD Limited, dated January 30, 2026;
- Traffic Impact Study and Feasibility Study Report, prepared by GHD Limited, dated January 30, 2026;
- Functional Servicing Report, prepared by Walter Fedy, dated January 30, 2026;
- Stormwater Management Report, prepared by WalterFedy, dated January 30, 2026;
- Hydrologic/Hydraulic Modeling Floodplain Analysis Report, prepared by WalterFedy, dated January 30, 2026;
- Land Use Compatibility Study – Air Quality, Noise, and Vibration, prepared by SLR, dated January 30, 2026;
- A copy of a cheque for \$22,650.00, payable to the Township of Woolwich, representing the Township Planning Application fee;
- A copy of a cheque for \$30,000.00, payable to the GRCA, representing the GRCA Planning Application fee;
- A copy of a cheque for \$7,000.00, payable to the Region of Waterloo, representing the Regional Planning Application fee; and,
- A copy of a cheque for \$500.00, payable to the Region of Waterloo, representing the Regional Peer Review fee.

We trust that the above items are sufficient to deem the application as 'complete' and circulate for review and comment. We respectfully request confirmation of receipt of a complete application.

Please don't hesitate to contact the undersigned should you require any additional information.

Yours truly,

MHBC



Dave Aston, MSc, MCIP, RPP
Vice President, Partner

cc. Ian Cook & Ed Roberts, The Cook Group



CONCEPTUAL MASTER PLAN

GATEWAY EMPLOYMENT LANDS
TOWNSHIP OF WOOLWICH

JANUARY 2026



PLANNING
URBAN DESIGN
& LANDSCAPE
ARCHITECTURE