



2024-12-19

Town of East Gwillimbury
19000 Leslie Street
Sharon, ON
LOG 1V0

Dear Nichole Shroder,

**Re: Basic Site Plan Approval Application, Costco Retail Warehouse Retrofit at 18182 Yonge Street, East Gwillimbury
Pre-consultation File No.: PRE-C010/24**

On behalf of Costco Wholesale (“the Client”), WSP Canada Inc. (“WSP”) is pleased to provide this first submission for a Basic Site Plan Application for the development of a Costco Business Centre facility, and gas bar located at the home of the existing Costco Wholesale Membership Club located at 18182 Yonge Street, in the Town of East Gwillimbury.

A Pre-Consultation meeting was held on September 12, 2024 to discuss the proposal and submission requirements. This first submission is being made in accordance with the submission requirements provided by the Town. A copy of the Pre-consultation Checklist has been included with this submission.

Site Location and Description

The subject site is located at 18182 Yonge Street, southwest of the Green Lane intersection. The subject site is currently home to an existing Costco Wholesale retail store and gas bar. The existing facility has a gross floor area of 12,767 m², and 651 parking stalls, inclusive of 13 accessible parking stalls.

The subject site is surrounded by other retail uses within the Green Lane Centre, including a Real Canadian Superstore, Bulk Barn, PetSmart and Michaels.

Project Description

Costco is intending to convert their existing retail concept to a Costco Business Centre. With the impending opening of a new Costco retail store approximately 5 kilometres away in the Town of Newmarket, the existing Costco retail facility is proposed to be converted to a Costco Business Centre. Costco Business Centres, are open to all members, but have a different product concept catering more to businesses, and offer deliveries to their customers. In Ontario, there are currently 3 operating Costco Business Centres, located in Gloucester (Ottawa), Scarborough (Toronto), and St. Catharines.

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As part of this proposed conversion, the GFA of the existing building will remain the same. There will be slight changes to the building elevations to update signage to reflect the Business Centre as well as a reconfiguration of the parking area at the southwest corner of the site to accommodate a fenced compound including 13 new delivery truck stalls. These delivery trucks deliver goods to their customers throughout the local area. The converted facility will provide a total of 574 parking stalls, including 13 accessible parking stalls. This exceeds the Zoning By-law requirement which requires 571 parking stalls, based on a requirement of 5 stalls per 100 m² of net floor area. The gas bar on site will remain. The majority of changes at this location would occur within the existing building to accommodate the new merchandising concept.

Reports, Drawings and Submission Materials

In accordance with the comments received following the pre-consultation (File No. PRE-C010/24), a list of materials enclosed within this submission are provided below.

Landscape Drawings:

1. One (1) copy of Landscape Plan (Landscape Plan LA-1), prepared by WSP Canada Inc., dated November 2024;
2. One (1) copy of Landscape Plan (Landscape Plan LA-2), prepared by WSP Canada Inc., dated November 2024;
3. One (1) copy of Landscape Plan (Landscape Plan LA-3), prepared by WSP Canada Inc., dated November 2024;
4. One (1) copy of the Landscape Details (Landscape Details and Notes LA-4), prepared by WSP Canada Inc., dated November 2024;
5. One (1) copy of the Arborist Report (Arborist Report), prepared by WSP, dated December 12, 2024;
6. One (1) copy of the Tree Protection Plans (Tree Protection Plans), prepared by WSP, dated December 12, 2024;

Architectural Drawings:

1. One (1) copy of the Egress Plan and Code Data (Egress Plan and Code Data G101), prepared by Ware Malcomb, dated December 3, 2024;
2. One (1) copy of the Elevation Plans (Exterior Elevations A301), prepared by Ware Malcomb, dated December 3, 2024;
3. One (1) copy of the Floor Plan (Floor Plan A101), prepared by Ware Malcomb, dated December 3, 2024;
4. One (1) copy of Site Plan Drawing SP-13 (Site Plan SP-13), prepared by WSP, dated September 25, 2024;

Civil Drawings:

1. One (1) copy of the Construction Management Plan, Erosion and Sediment Control Plan (Construction Management and Erosion & Sediment Plan Control Plan EC1), prepared by WSP Canada Inc., dated November 24;
2. One (1) copy of the Site Grading Plan (Site Grading Plan SG1), prepared by WSP Canada Inc., dated November 2024;
3. One (1) copy of the Site Servicing Plan (Site Servicing Plan SS1), prepared by WSP Canada Inc., dated November 2024;

Other Submission Materials:



1. One (1) copy of the Plan of Survey (Plan 65R-25067), prepared by Lloyed and Purcell Ltd., dated July 12, 2002;
2. One (1) copy of the Transportation Memo (Costco East Gwillimbury BC Transportation Memo), prepared by Kittelson & Associates. Dated September 24, 2024;
1. One (1) copy of the Application Form (Site Plan Application Costco EG Business Centre), dated November 29, 2024;
2. One (1) copy of the Pre-Consultation Checklist (Pre Con Checklist - Costco EG Business Centre); and
3. One (1) copy of the Cost Estimate (Cost Estimate for Securities), prepared by WSP, dated November 29, 2024.

We trust this is satisfactory and that the submitted documentation will suffice to support the requested applications. Should you have any questions please contact the undersigned at 289-982-4351, or Katelyn Martin at katelyn.martin@wsp.com/289-982-4432.

Yours sincerely,

A handwritten signature in black ink that reads "Darryl Bird". The signature is written in a cursive, flowing style.

Darryl Bird, MCIP, RPP
Senior Director of Operations

DB/km

Encl.