



**TOWN OF MINTO**

**MEETING DATE:** March 19, 2024  
**REPORT TO:** Mayor Turton and Members of Council  
**SERVICE AREA:** Building Department  
**SUBJECT:** PLN 2024-009 – B105/23 and B106/23: Larry Stever  
33 & 37 Nelson St. W.

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**RECOMMENDATION**

THAT the Council of the Town of Minto recommends that the County of Wellington Land Division Committee approve Consent Applications B105/23 and B106/23: Larry Stever, for land legally described as PLAN CLIFFORD PT PARK LOT 6 RP 61R10860 PART 5 with a municipal address of 37 Nelson St. W. and PLAN CLIFFORD PT PARK LOT 6 RP 61R10860 PART 6 with a municipal address of 33 Nelson St. W., in the Town of Minto, and that the following conditions be considered:

1. **THAT** the owner/applicant satisfies all the requirements of the Town of Minto, financial and otherwise, which the Town of Minto may deem to be necessary for the proper and orderly development of the subject lands, including but not limited to, the payment of any monies owed to the Town of Minto including Frontage Fees, and that all accounts are in good standing; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. **THAT** the owner/applicant confirms they are aware that an Entrance Permit issued/authorized by the road authority with jurisdiction must be obtained for any new entrances created; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. **THAT** the owner/applicant confirms they are aware that all newly created lots are required to connect to municipal water and sanitary services, including any associated Public Works Servicing Fees at the sole expense of the owner by an Pre-Qualified Contractor and that the existing and proposed services are shown on the Grading, Drainage and Servicing Plan, prior to the issuance of a Building Permit; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. **THAT** the owner/applicant obtain approval or clearance from the Source Water Protection Department with the County of Wellington; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

5. **THAT** zoning compliance be achieved to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
6. **THAT** the owner/applicant install the streetlights within the Nelson Street Road Allowance, as per the provisions within the Plan of Subdivision, to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

## BACKGROUND

Consent applications B105/23 and B106/23 are being considered before the County of Wellington Land Division Committee to sever approximately 0.03 ha (0.08 ac) of vacant land from Part 5 that will merge with a 0.03 ha (0.08 ac) portion from Part 6 to create a building lot. The two retained parcels, each approximately 0.18 ac (0.07 ha), and the parcels will have a frontages ranging between 14.9m (48.88 ft) and 14.6m (47.90 ft).



Figure 1 – Aerial Photo

Source: County of Wellington GIS (2020)

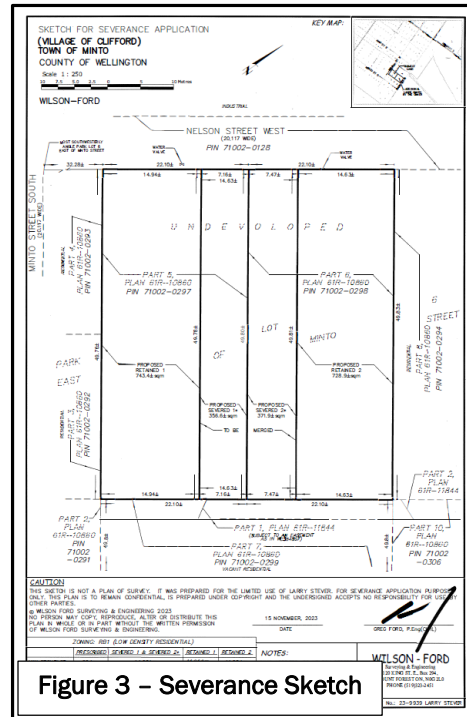


Figure 3 – Severance Sketch

Source: Wilson-Ford Surveying (2023)

## COMMENTS

The subject lands are located within the Clifford Urban Boundary and are currently zoned Residential (R1B). The Official Plan designation is Residential.



Source: County of Wellington GIS (2020)



Source: County of Wellington GIS (2020)

### Town of Minto Zoning By-Law

A new lot will be created by two consent applications, with B105/23 severing a portion of the portion of Part 5 and B106/23 severing off a same size parcel from Part 6 and merging the two severed parcels to create a new building lot.

The proposed use for the severed and retained lots is residential, with one single-family dwelling on each of the three lots. Zoning relief will be required for all three final lots, as well as a minor variance for each one, since the R1B zone requires a minimum lot frontage of 15 meters (49.2 feet).

Town Staff and our Consulting Engineer met and reviewed the application and there are no concerns with the subject proposal. Town staff have the following comments:

Department	Conditions/Comment(s)
Building	<ul style="list-style-type: none"><li>Owner obtains a written statement confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town.</li><li>Zoning compliance obtained</li></ul>
Clerks & Treasury	<ul style="list-style-type: none"><li>Owner satisfies all requirements of the Town, financial and otherwise, including the payment of any monies owed, and that all accounts are in good standing.</li></ul>

<b>Public Works</b>	<ul style="list-style-type: none"> <li>• Owner confirms there is satisfactory access for both the severed and retained parcels.</li> <li>• The retained lots are currently serviced by municipal water and sanitary services.</li> <li>• The severed lot will be required to connect to municipal services at the sole cost of the owner</li> </ul>
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The above comments will be addressed through the Town of Minto's recommended conditions.

#### **Saugeen Valley Conservation Authority**

The subject land has been reviewed by SVCA staff, and they have no concerns about it.

#### **FINANCIAL CONSIDERATION**

There are no financial implications for the Town of Minto.

#### **STRATEGIC PLAN**

##### **Goal 1: Manage Our Infrastructure**

Maintain, renew, and expand our municipally owned infrastructure to enhance healthy growth and our environment.

**PREPARED BY:** Sama Haghighi, Planning Coordinator

**RECOMMENDED BY:** Chris Harrow, Interim Chief Administrative Officer  
Mark Potter, Interim Chief Administrative Officer