



PLANNING REPORT for the TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: November 8th, 2024
TO: Annilene McRobb, Clerk
Town of Minto
FROM: Curtis Marshall, Manager of Development Planning
County of Wellington
SUBJECT: **Public Meeting Report**
File Name: Clifford (Park St) Developments Inc.
Official Plan Amendment (OPA 2024-03), Zoning By-law Amendment (ZBA 2024/09) & Draft Plan of Subdivision (23T-24003)
Part Lot 61, Concession D, 41 Park Street W, Clifford

Planning Summary

The Town of Minto and the County of Wellington have received applications for an official plan amendment, a draft plan of subdivision, and a zoning by-law amendment to facilitate a proposed residential subdivision in Clifford. The proposed development includes 189 residential dwellings including single detached and townhouses.

The purpose of the official plan amendment is to redesignate the subject lands from Prime Agricultural and Future Development to Residential in the County of Wellington Official Plan.

The purpose of this zoning amendment is to rezone the subject lands from Agricultural site specific (A-1) and Future Development (FD) Zones to Residential site specific (R2-x), Residential site specific (R3-x) and Open Space (OS) Zones to facilitate the proposed Draft Plan of Subdivision (23T-20202). Site specific zoning standards are also being proposed including a reduced lot area, reduced lot frontages, reduced side and rear yard setbacks, and increased lot coverage.

The proposed draft plan of subdivision includes 117 single detached dwellings, 72 street townhouse dwellings, a park block, a walkway block and a stormwater management block.

This report provides the Town with an overview of the proposed applications and facilitates the public meeting. Further, the statutory public meeting will provide the opportunity for the community and area residents to ask questions and seek more information from the applicant. It will also provide an opportunity for the applicant to address any concerns that have been raised through the notification process.

Following the public meeting, Planning staff will consider any comments that are received and will prepare a final report(s) which will include seeking endorsement on the Official Plan amendment, draft plan of subdivision and a draft zoning by-law amendment for Council's consideration.

INTRODUCTION

The property subject to the proposed amendment is described as Part of Lot 61, Concession D and municipality know as 41 Park Street W, Clifford, Town of Minto. The subject property has a total area of 10.65 ha (26.3 ac) in size and is currently in agricultural production. The location of the property is shown on Figure 1.

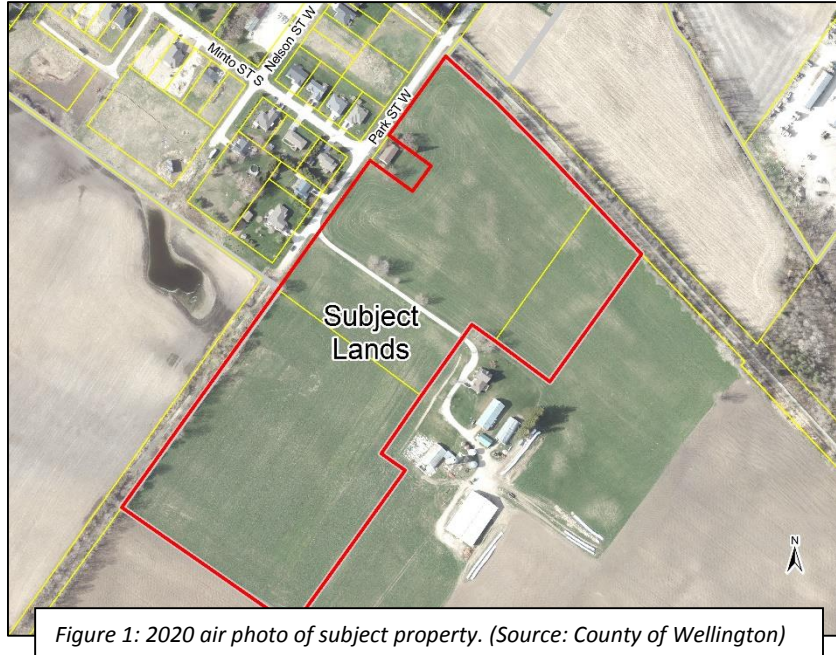
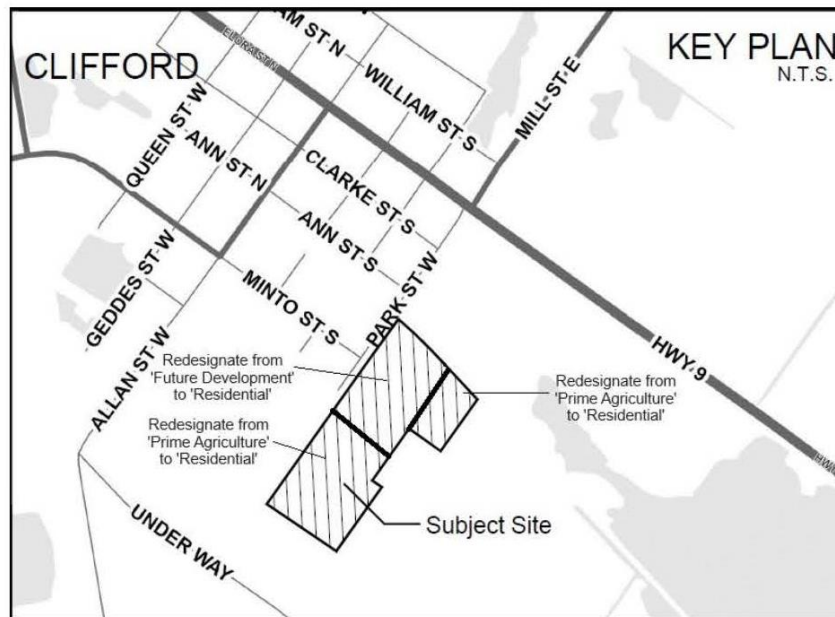


Figure 1: 2020 air photo of subject property. (Source: County of Wellington)

PROPOSED OFFICIAL PLAN AMENDMENT

An official plan amendment has been filed with the County of Wellington to redesignate the subject lands from Prime Agricultural and Future Development to Residential in the County of Wellington Official Plan. A copy of the proposed official plan amendment schedule is provided below as Figure 2.

Figure 2: Proposed Official Plan Schedule



PROPOSED DRAFT PLAN OF SUBDIVISION

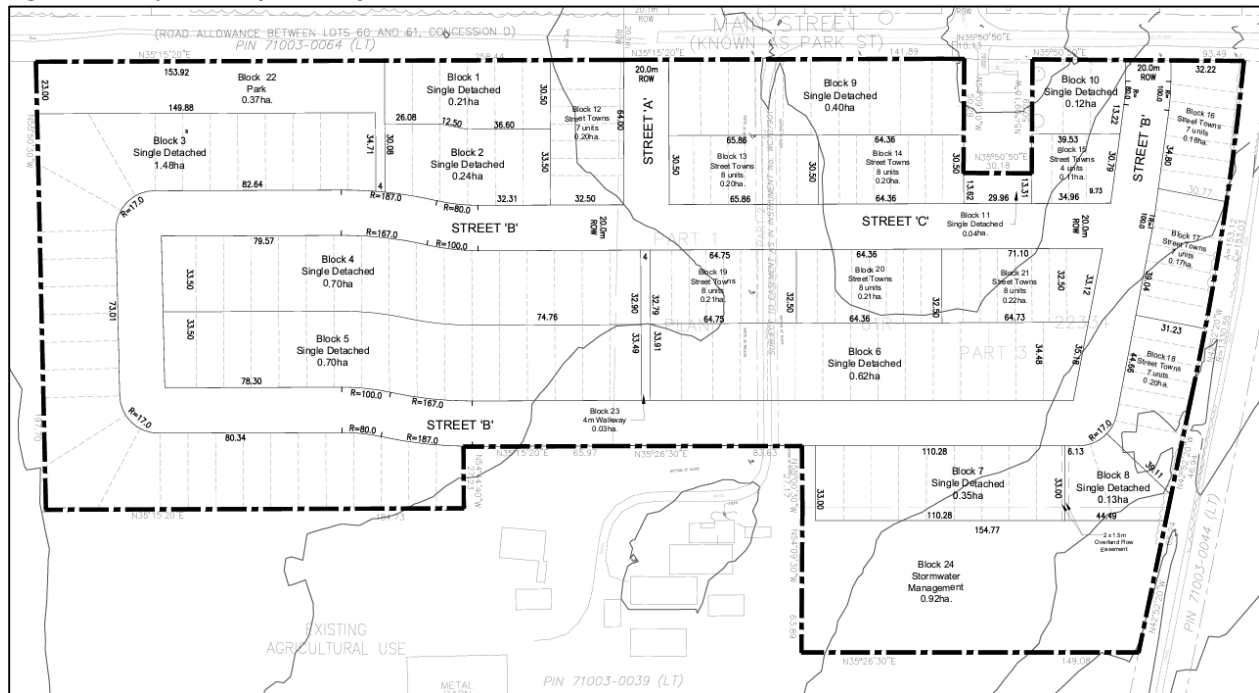
A draft plan of subdivision application has been submitted to the County of Wellington for approval which creates the following lots/blocks:

Table 1: Land Use Schedule

Land Use	Lots/Blocks	Units	Area (Ha.)
Single Detached Dwellings	1-11	117	5.1
Street Townhouses	12-21	72	1.9
Park	22		0.37
Walkway	23		0.03
Stormwater Management	24		0.92
Roads			2.33
TOTAL UNITS/AREA		189	10.65

The proposed draft plan of subdivision includes 117 single detached dwellings, 72 street townhouse dwellings, a park block, a walkway block and a stormwater management block. The draft plan also includes a proposed extension of Park St. W. to provide frontage and access to proposed single detached lots. A copy of the proposed draft plan of subdivision is provided below in Figure 3. A larger full version of the draft plan of subdivision is attached to this report as Schedule 1.

Figure 3: Proposed Draft Plan of Subdivision 23T-20202



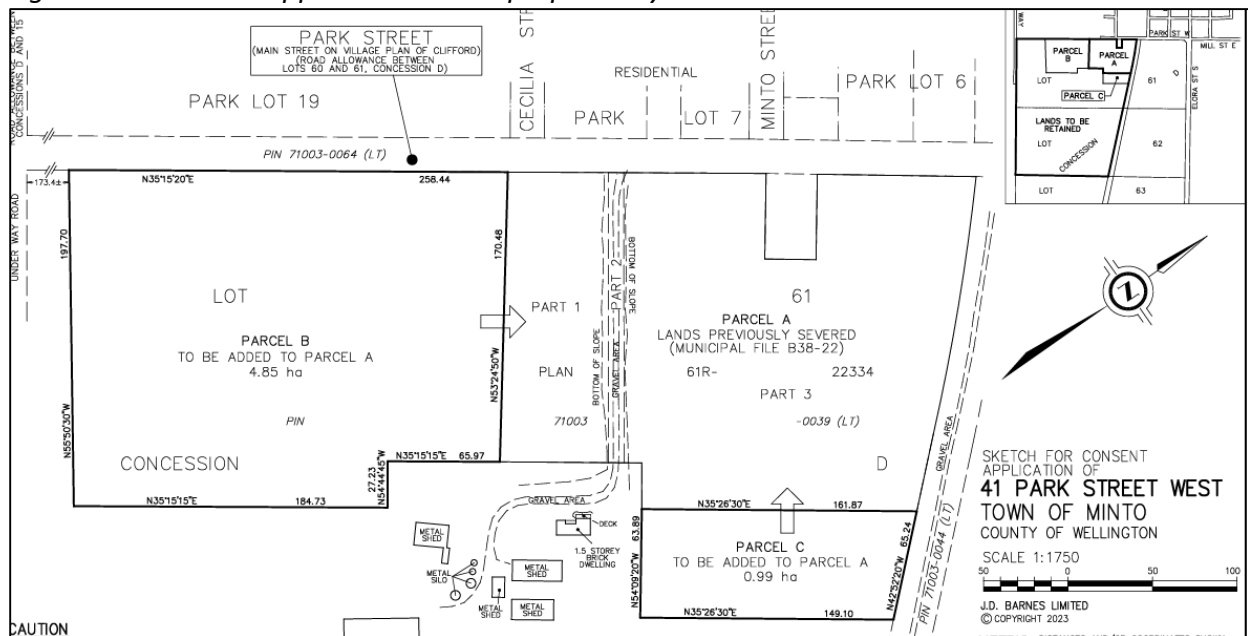
PROPOSED ZONING BY-LAW AMENDMENT

The purpose of this zoning amendment is to rezone the subject lands from Agricultural site specific (A-1) and Future Development (FD) Zone to Residential site specific (R2-x), Residential site specific (R3-x) and Open Space (OS) Zone to facilitate the proposed Draft Plan of Subdivision (23T-20202). Site specific zoning standards are also being proposed including a reduced lot area, reduced lot frontages, reduced side and rear yard setbacks, and increased lot coverage. A further discussion of the proposed site specific standards is provided later in the report.

RELATED CONSENT APPLICATIONS

Two consent applications (B38-22 & B71-23) have been approved which serve to separate the lands proposed for development (which are located within the Clifford settlement area) from the larger farm parcel (which is outside of Clifford). A copy of the most recent severance sketch (B71-23) is provided below as Figure 4.

Figure 4: Severance application sketch prepared by J.D. Barnes Limited



SUPPORTING STUDIES

The applicant has completed the following technical reports and studies in support of the proposed applications:

- A Planning Justification Report, prepared by GSP Group Inc. dated August 2024
- A Functional Servicing Report, prepared by Urbtech Engineering Inc. dated June 2024
- A Transportation Impact Study, prepared by C.F. Crozier & Associates Inc. dated August 2024
- A Stage 1-2 Archaeological Assessment, prepared by Amick Consultants Limited dated April 2024
- Draft official plan and zoning by-law amendments prepared by GSP Group Inc. dated August 2024

PROVINCIAL PLANNING STATEMENT (PPS) 2024

The Provincial Planning Statement provides policy direction on matters of provincial interest related to land use planning and development. Under section 3 of the Planning Act, decisions affecting planning matters shall be consistent with policy statements issued under the Act.

Section 2.2.1 of the PPS states that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active Transportation.

Section 2.3 of the PPS states that settlement areas shall be the focus of growth and development. Land use patterns within settlement areas should be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are transit-supportive, as appropriate; and
- e) are freight-supportive.

WELLINGTON COUNTY OFFICIAL PLAN

The subject lands are designated FUTURE DEVELOPMENT and PRIME AGRICULTURAL and are within the Primary Urban Centre of Clifford. The property is located within the “greenfield” area of Clifford. A summary of relevant Official Plan polices are provided below:

General Strategy - Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to encourage more efficient use of land through increased densities in designated Greenfield areas of urban centres.

Greenfield Housing

Section 4.4.3 of the Official Plan encourages intensification in urban centres and further states in subsection a) that the plan supports increased densities in newly developing greenfield areas with a broad mix of housing types.

Section 4.4.4 of the Official Plan encourages increased density and a broader mix of housing in greenfield areas. New developments are to achieve densities which promote the overall density target of 40 persons and jobs per hectare and specifically strive to achieve at least 16 units per gross hectare (6.5 units per gross acre) in newly developing subdivisions.

The proposed subdivision has a density of 18 units per hectare and meets the targeted density of the policy.

The introduction of medium density housing types in new subdivisions is also encouraged by the policies of the Official Plan.

Urban Centres

Section 7.4.1 of the County Official Plan provides details on land use compatibility in Urban Centres “Urban Centres are expected to provide a full range of land use opportunities. Residential uses of various types and densities, commercial, industrial and institutional uses as well as parks and open space uses will be permitted where compatible and where services are available.”.

Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, e) to ensure that an adequate level of municipal services will be available to all residential areas”, and g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighborhoods.

The policies of Section 8.3.11 of the Official Plan encourage development of “vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks”.

Medium Density Development - Compatibility

Section 8.3.5 of the County Official Plan identifies that medium density development such as townhouses may be allowed in areas designated RESIDENTIAL subject to the requirements of the zoning by-law and further provided that the following criteria are satisfactorily met:

Policy Requirement:	Response:
a) Development should not exceed 35 units per hectare (14 units per acre) for townhouses	The townhouse blocks are proposed at 38 units per hectare. The individual blocks range from 35 to 40 units per hectare each.
b) The design is compatible with existing or future development on adjacent properties	Adjacent land uses include existing residential uses and vacant lands which are proposed for residential development.
c) The site has a suitable size and shape to accommodate the development and required infrastructure	The site has been identified for residential development. The draft plan of subdivision is currently under review by the Town’s engineer to ensure that adequate servicing, drainage and grading can be achieved.
d) Adequate services are available	The proposed draft plan includes the extension of servicing to the development. Water and sewage

	allocation will have to be obtained in accordance with the Towns sewage allocation process.
e) In the built boundary, medium density townhouses are encouraged to locate on major roadways and arterial roads	The property is located in a greenfield area.
f) Appropriate zoning is provided	A zoning by-law amendment has been filed which propose to zone the townhouse blocks as R3 which is appropriate for the use. Site specific standards have also been proposed and are under review.

OPA 123

On October 31, 2024, County Council adopted OPA 123 which redesignates the subject lands as Residential. This amendment was undertaken as part of the County’s Official Plan Review and serves to ensure that sufficient land is available for residential development in urban centres including Clifford. This amendment has been submitted to the Province for final approval.

The timing of the Province’s approval of the amendment is unknown at this time. If OPA 123 is approved by the Province (as adopted by the County in respect to the subject lands) the proposed official plan amendment application filed by the applicant would not be necessary.

MINTO ZONING BY-LAW

The subject lands are zoned Agricultural site specific (A-1) and Future Development (FD) Zone. The applicant is seeking to rezone to Residential site specific (R2-x), Residential site specific (R3-x) and Open Space (OS) Zone to facilitate the proposed Draft Plan of Subdivision (23T-20202).

Site specific zoning standards are also being proposed including: a reduced minimum lot area for select single detached lots, reduced lot frontage for corner townhouse lots, reduced side and rear yard setbacks, 8 townhouse units in a row per block, and an increase in maximum lot coverage for single detached dwellings on lots.

The proposed zoning and associated site-specific criteria is provided below:

R2 Zone Single Detached	Permitted	Proposed	Difference
Minimum Lot Area (12.2.1.1)	371.6 m ² (4,000 ft ²)	332.0 m ² (3573.65 ft ²)	39.6 m ² (426.2 ft ²)
Front Yard, Minimum (12.2.1.3)	6 m (19.7 ft)	6 m (19.7 ft) (to garage) 4 m (13.1 ft) (to front wall)	2.0 m (6.6 ft)
Interior Side Yard, Minimum (12.2.1.4)	1.2 m (3.9 ft)	1.2 m (3.9 ft) and 0.6 m (1.96 ft) (split)	0.6 m (1.96 ft)
Exterior Side Yard, Minimum (12.2.1.5)	6 m (19.7 ft)	3 m (9.8 ft)	3 m (9.8 ft)
Rear Yard, Minimum	7.6 m (24.9 ft)	7 m (22.96 ft)	0.6 m (1.96 ft)

(12.2.1.6)			
Building Height, Maximum (12.2.1.7)	10.5 m (34.5 ft)	11 m (2 storeys) (36 ft) (perimeter units only)	0.5 m (1.6 ft)
Lot Coverage, Maximum (12.2.1.8)	40%	60%	20%
Landscaped Area, Minimum (12.3)	50% of front yard and exterior side yard	35%	15%

R3 Zone Townhouse	Permitted	Proposed	Difference
Lot Frontage, Minimum Corner Lot (13.2.1.2)	14.0 m (46.0 ft)	8.97 m (29.4 ft)	5.03 m (16.5 ft)
Front Yard, Minimum (13.2.1.3)	6 m (19.7 ft)	6 m (19.7ft) (to garage) 4 m (13.1 ft) (to front wall)	2.0 m (6.6 ft)
Exterior Side Yard, Minimum (13.2.1.5)	6 m (19.7 ft)	3 m (9.8 ft)	3 m (9.8 ft)
Rear Yard, Minimum (13.2.1.6)	7.6 m (24.9 ft)	6 m (19.7 ft)	1.6 m (5.2 ft)
Building Height, Maximum (13.2.1.7)	10.5 m (34.5 ft)	11 m (2 storeys) (36 ft) (perimeter units only)	0.5 m (1.6 ft)
Maximum number of units attached in a row (13.2.1.9)	6	8	2

Additional relief is also being requested from the general provisions of the zoning by-law to allow for: yard encroachments for bay windows, no buffer strips between R2 and R3 zones (no buffers between single detached house and townhouses), reduced daylight (sight) triangles for corner lots, and alternative locations for air conditioner units.

CIRCULATION

The applications were circulated to commenting agencies. The following comments have been received to date:

Agency	Position	Comments
Maitland Valley Conservation (MVCA)	No objection	No comment as there are not regulated features within the subject property.
Source Water Protection (SWP)	No objection	In comments dated October 30, 2024, SWP has provided a list of requirement and conditions and does not object to the proposed development. The following plans, reports and/or documents are required: <ul style="list-style-type: none"> a) Completion of a hydrogeological assessment for the property; b) A Salt Management Plan to manage winter maintenance activities until the roads are assumed by the Town; c) A liquid fuel handling / storage and spill response procedure for construction; d) Implementation of best management practices, such as LID measures, with the goal to maintain pre-development recharge; e) That the 3 existing, unused, wells are decommissioned as per Ontario Regulation 903 and that this documentation is submitted; f) Documentation of the ECA for future sanitary sewer servicing, once available.
Upper Grand District School Board (UGDSB)	No objection	In comments dated October 31 st , 2024, UGDSB has provided a list of standard conditions and does not object to the proposed development.

PLANNING DISCUSSION

Functional Servicing Report

A Functional Servicing Report, prepared by Urbtech Engineering Inc. dated June 2024 has been submitted in support of the application. The report is currently being reviewed by the Town's Engineer.

The Function servicing report included an assessment on the proposed storm drainage and stormwater management design. Sanitary and water connections are available from Park Street W. Sanitary connection will need to be extended further along Park Street W. as they currently end at Ann St. A stormwater management pond will be constructed for active storage, featuring a controlled release outlet into the existing ditch adjacent to the CN rail trail, with final discharge through an existing culvert under the trail into Raccoon Creek.

A final detailed design will be required which will be reviewed by the Towns Engineer prior to final approval and construction of the proposed development.

Traffic Impact Study

A Transportation Impact Study, prepared by C.F. Crozier & Associates Inc. dated August 2024 has been submitted in support of the application.

The Transportation Impact Study (TIS) concluded that all unsignalized intersections within the area network will continue to operate at acceptable levels through 2034, accounting for background traffic. Traffic signals were deemed unnecessary for the intersection of Elora Street South and Park Street West/Mill Street East under 2034 future total conditions. The additional traffic generated by the proposed development is expected to have minimal impact on the surrounding road network's operations and can therefore be supported from a traffic operations standpoint.

Planning staff note that the study is being reviewed by the Town's Engineer, Towns Fire Department and the County of Wellington Roads Department.

Archaeological Assessment

A Stage 1-2 Archaeological Assessment, prepared by Amick Consultants Limited dated April 2024 has been completed and submitted to the Ministry of Citizenship and Multiculturalism where it was confirmed that no archaeological sites or resources were found during the assessment on the subject lands.

Planning Comments

Subdivision Design and Park Location

Planning staff recommend that the Town should review the proposed layout of the streets, lot fabric and the location of the proposed park to ensure that the needs and requirements of the Town are met. Council should ultimately be satisfied with the proposed final draft plan and will need to advise the County of such.

In regard to the proposed park on the draft plan of subdivision, Planning Staff note that consideration should be given to relocating the park to a more centralized location within the development. A central location would improve accessibility and integration of the park into the neighbourhood. The proposed park has a long and narrow design that may not be ideal in terms of functionality and usability. Planning staff understand that the park is proposed in its current location by the applicant due to servicing constraints and costs (this area may need a sewage pump station). Alternatively, the Town could take cash in lieu of parkland for all or a portion of the park.

Proposed Zoning Relief

Planning Staff and Towns Staff are currently reviewing the requested site-specific zoning standards for the development. Planning staff have some initial concerns with the proposed reductions to setbacks and increased lot coverage without additional information and justification from the applicant why they are needed and appropriate.

It is important that minimum setbacks and maximum lot coverages be established which ensure that there is sufficient access to rear yards, room to maintain the sides of dwellings, allowance for sunlight between dwellings, room for parking, drainage, grading, landscaping, lawns and snow storage, and sufficient rear yard sizes for amenity and building separation. Planning Staff are requesting that the applicant prepare site plans showing the typical buildout of the units on the lots to assist with the review of the proposed new standards.

REVIEW OF DRAFT PLAN OF SUBDIVISION

The proposed draft plan of subdivision and supporting materials are currently being reviewed by Town Staff and the Town's Consulting Engineer. Once Town Staff and the Town Engineer have completed their review and are satisfied that all technical matters have been addressed (or can be addressed as conditions of draft approval) and no additional resubmission are required, Planning Staff will prepare a follow up recommendation report to Council. A list of proposed draft plan conditions which address the requirements of the Town financial and otherwise will be included as part of the report. The conditions of draft approval will have to be satisfactorily addressed prior to the development receiving final approval from the County of Wellington.

NEXT STEPS

Following the public meeting, Planning Staff will consider any comments that are received and will prepare a final recommendation report(s) which will ultimately:

1. Seek Town Council endorsement of the proposed official plan amendment (endorsement to be forwarded to County of Wellington);
2. Seek Town Council approval in principle of the proposed zoning by-law amendment (final amending by-law to be considered by Council later once official plan amendment is in force and effect); and,
3. Seek Town Council endorsement of the draft plan of subdivision (endorsement to be forwarded to County of Wellington). Proposed draft plan conditions to be included in report for Council's consideration.

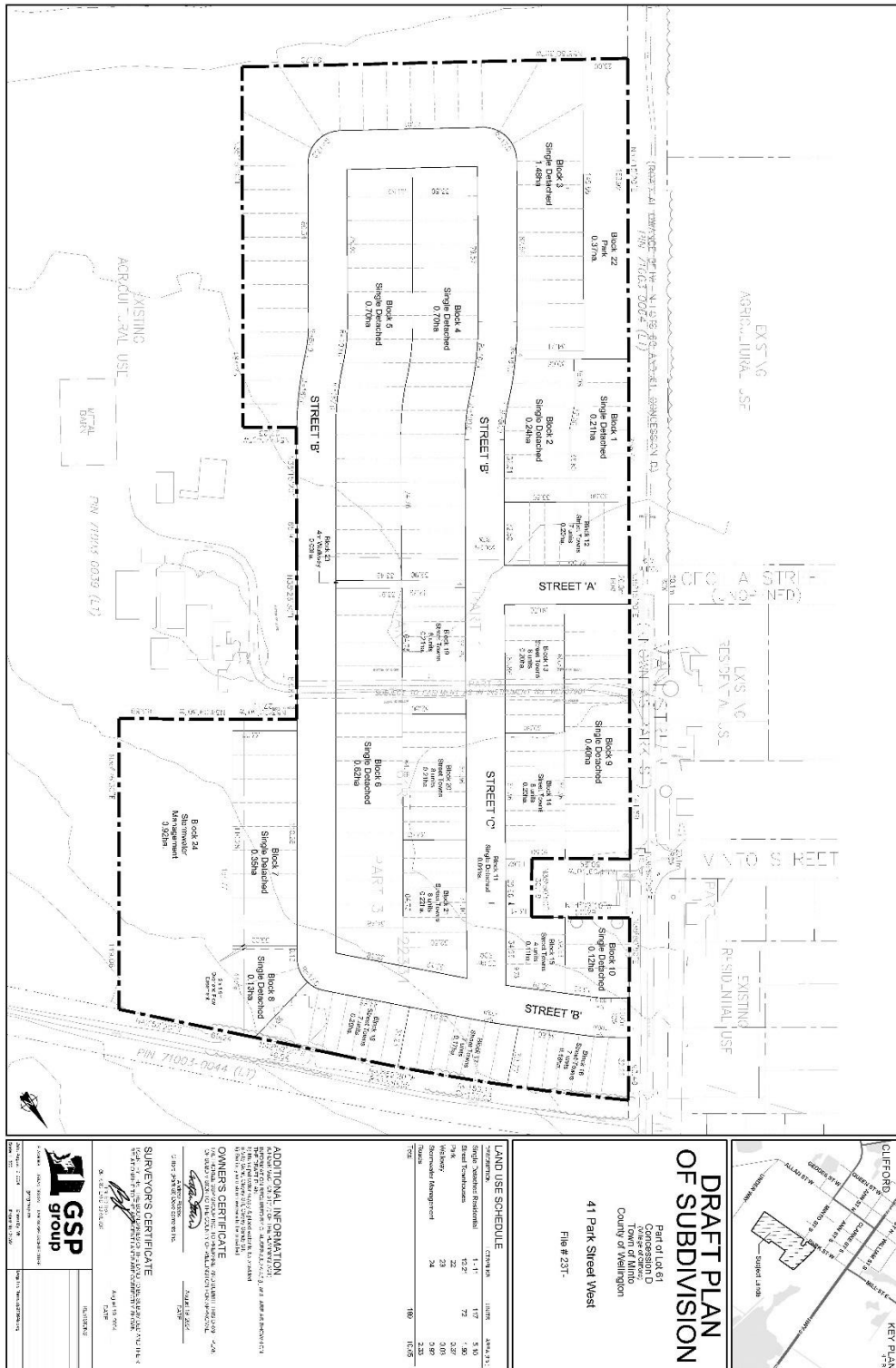
Respectfully submitted

County of Wellington Planning and Development Department



Curtis Marshall, MCIP RPP
Manager of Development Planning

Schedule 1: Proposed Draft Plan of Subdivision



DRAFT PLAN OF SUBDIVISION

Part of Lot 61
 Concession D
 Town of Minto
 County of Wellington

41 Park Street West

File # 231-

LAND USE SCHEDULE

PROPOSED	CHANGES	EXISTING	AREA (A/C)
Single Detached Residential	1-11	117	3.30
Single Detached	12-22	72	3.30
Medium Density Residential	23	0	0.00
General Management	24	24	3.97
TOTAL		180	10.57

ADDITIONAL INFORMATION:
 A plan filed under the Planning Act, 2008, in accordance with the provisions of the Act and the Regulations thereunder, is hereby certified to be a true and correct copy of the original plan as filed with the Registrar of Plans and the Registrar of Titles.

OWNERS CERTIFICATE:
 I, the undersigned, being the owner of the land described in the above plan, hereby certify that the plan is a true and correct copy of the original plan as filed with the Registrar of Plans and the Registrar of Titles.

SURVEYOR'S CERTIFICATE:
 I, the undersigned, being a duly qualified and licensed Surveyor, hereby certify that the plan is a true and correct copy of the original plan as filed with the Registrar of Plans and the Registrar of Titles.

APPROVED:
 [Signature]
 Surveyor

DATE: 2024-11-01

INCORPORATED:
 [Signature]
 Registrar of Plans

INCORPORATED:
 [Signature]
 Registrar of Titles