



TOWN OF MINTO

MEETING DATE: May 20th, 2025
REPORT TO: Mayor Turton and Members of Council
SERVICE AREA: Building Department
SUBJECT: PLN 2024-007 – B9/25 – 1998050 Ontario Ltd. c/o
Robert Harris (Severance urban residential)
167 Margaret St, Harriston
LOT 7 PT LOT 8,

RECOMMENDATION

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee approve Consent Application B9/25 – 1998050 Ontario Ltd. c/o Robert Harris, for land legally described as LOT 7 PT LOT 8, with a municipal address of 167 Margaret St, Harriston, 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 of the following:
 - Financial and otherwise, which the Town of Minto may deem 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, and ensuring that all accounts are in good standing;
 - Parkland dedication as provided for in the Planning Act, R.S.O. 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or as specified in the applicable policy of the Town;
 - Frontage fees, where applicable and as required by the Town, have been paid to the satisfaction of the Town;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 of the following:
 - That development costs of the parcel(s) are solely the responsibility of the developer.
 - That servicing and right-of-way works required for any future development of the parcels must be completed in conformance with The Town of Minto Procurement By law and in accordance with the Town's Service Extension & Connection Policy and Municipal Servicing & Design Standards;
 - That there is satisfactory access for both the severed and retained parcels, an Entrance Permit can be obtained from the road authority with jurisdiction, 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.
3. **THAT** a satisfactory Grading, Drainage & Servicing Plan, in accordance with the Town's Building By-law, is submitted and approved by the Town; 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 obtains a Building Permit for the newly created lots from the Town of Minto and pay the associated fees; 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.

BACKGROUND

Consent application B9/25 is being considered by the County of Wellington Land Division Committee for the proposed severance of approximately 613.7m² (+/- 6,608 ft²) parcel with a +/- 15.2m (+/- 50 ft) of frontage on Margaret St S within the urban boundary of Harriston. The retained parcel is approximately 800 m² (+/- 8,611 ft²) with 19.9m (+/- 65.3 ft) of frontage on Margaret St S as well, which currently contains a 2-storey detached dwelling that will be demolished to allow for the construction of 2 new Single Family Detached residential buildings.



Figure 1 – Aerial Photo

Source: County of Wellington GIS (2020)

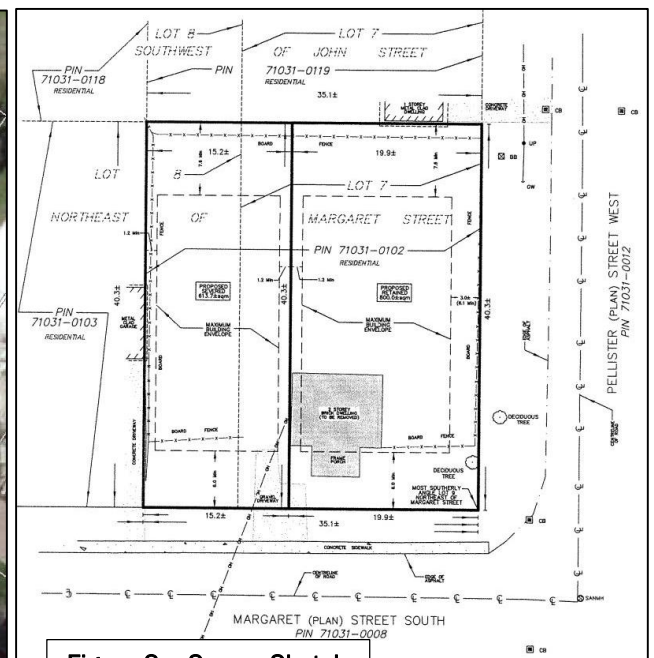


Figure 2 – Survey Sketch

Source: Wilson Ford Surveying & Engineering (2025)

County of Wellington Official Plan	
Designation(s):	Residential
Policy Section:	<p>Section 10.1.3 outlines general policies for the creation of new lots. It emphasizes that new lots must adhere to both Official Plan and Zoning regulations. Additionally, considerations include ensuring adequate servicing, proper stormwater management, drainage, fire protection, roads, utilities, and solid waste disposal, all meeting municipal standards. Moreover, all lots must have safe driveway access to a publicly maintained road throughout the year, and proposed lots and their intended uses must harmonize with the surrounding area.</p> <p>Section 10.6.2 of the Official Plan states that lots may be created within Urban Centres provided that the lands are appropriately zoned.</p>

Town of Minto Zoning By-law	
Zone(s):	Low Density Residential (R1B)
Permitted Use(s):	A range of uses is permitted, including one single detached residential dwelling unit, an accessory Bed and Breakfast establishment (Class 1), a home occupation, accessory uses, buildings and structures, and an additional dwelling unit, provided that all zoning provisions can be met.

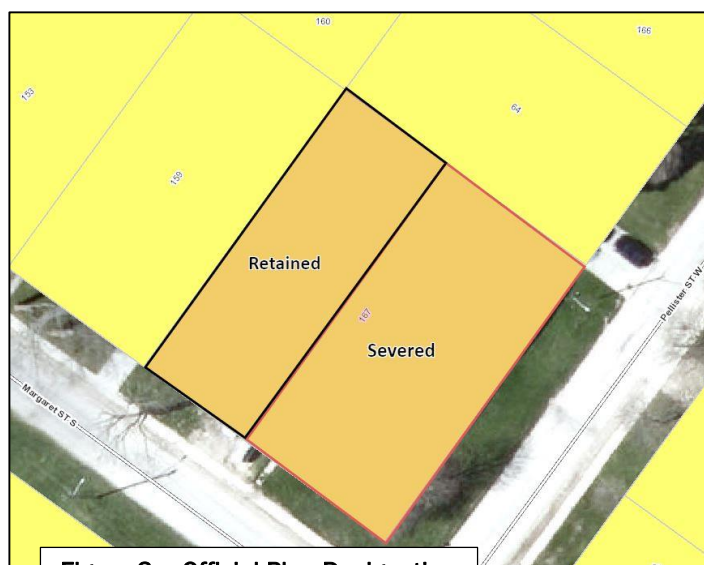


Figure 3 – Official Plan Designation

Source: County of Wellington GIS (2020)



Figure 4 – Zoning

Source: County of Wellington GIS (2020)

COMMENTS

Council may recall that a public meeting for a minor variance application was held on May 6th, 2025, to seek relief for a decreased exterior side yard setback of 3.0m (6.0m required) and an increased lot coverage of 45% (40% permitted) to permit the construction of a new

residential building on the retained land, which was approved with two conditions outlined in the Notice of approval.

Town staff are satisfied that the parcel meets the zoning requirements, such as lot area and frontage, based on the severance sketch provided for review.

Town staff have recommended that the following conditions be applied to the approval:

Department	Condition(s)
Clerks & Treasury	<ul style="list-style-type: none">The 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.
Building	<ul style="list-style-type: none">The owner obtains a written statement confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town, including the forementioned zoning relief.The owner submits a Grading, Drainage & Servicing Plan to the satisfaction of the Town as a Condition of approval of the consent application.
Public Works	<ul style="list-style-type: none">Due to the extent of the work required within the Town's Right-of-Way to provide access and servicing for both the retained and severed parcels, Public Works requires that all the servicing and right-of-way restoration works be done as one job, designed, and built in accordance with Town standards and procedures, with construction in conformance with The Town of Minto Procurement Bylaw. This is to ensure this works can be completed under one road closure to minimize impacts to the community.The applicant is required to obtain a Building Permit from the Town of Minto for the newly created lots and pay the associated fees, as a condition of severance.

The above comments will be addressed through the Town of Minto's recommended conditions.

STRATEGIC PLAN

N/A

PREPARED BY: Sama Haghighi, Planning Coordinator

RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer