



## PLANNING REPORT FOR THE TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

**DATE:** May 9<sup>th</sup>, 2025  
**TO:** Annilene McRobb, Clerk  
Town of Minto  
**FROM:** Zach Prince, Senior Planner  
County of Wellington  
**SUBJECT:** **ZBA Progress Report**  
**2396584 Ontario Inc (Doug Taylor)**  
**Part Lot 114, Concession D**  
**6739 Wellington RD 109, Teviotdale**  
**Draft Plan of Subdivision (23T-24005) & Zoning By-law Amendment (ZBA 2024-10)**  
**ATTACHMENTS: 1 – Updated proposed zoning by-law**

### Planning Summary

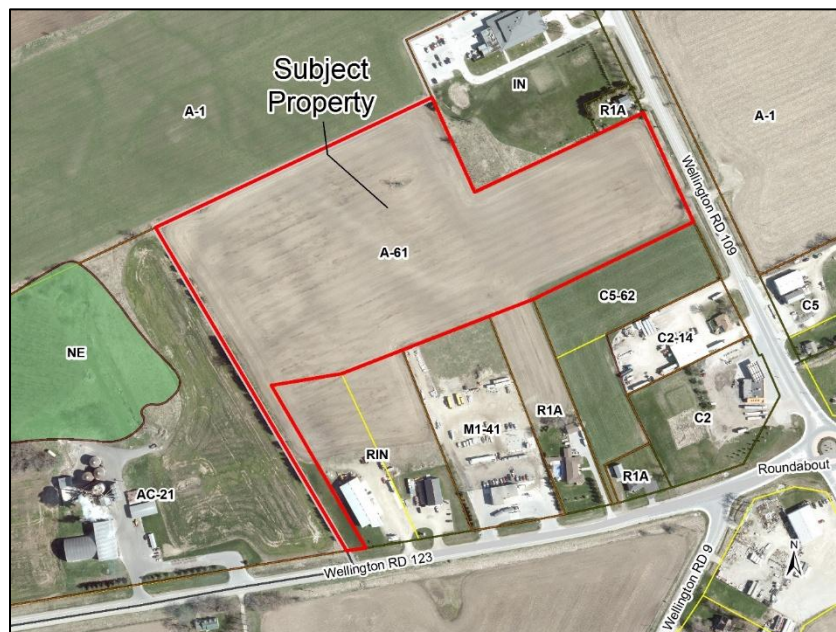
The Town of Minto and County of Wellington have received applications for a draft plan of subdivision, and zoning by-law amendment to facilitate a proposed industrial subdivision in Teviotdale.

The intent of this report is to update council on the progress of the review to date for the above subdivision and zoning by law amendment including expected next steps for the applications.

A public meeting was held for the in December 2024 since that time staff have provided the applicant with a full set of comments and the applicant has resubmitted revised and additional materials which are being reviewed by staff and agencies.

### INTRODUCTION

The property subject to the proposed amendment is shown in Figure 1. The proposed development includes 12 lots between 1-2 acres in size, a future development block and municipal road (26m). The applicant and neighbouring landowner (Chalmers Fuels) has provided additional materials and a revised zoning by-law to staff.



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

## **PUBLIC MEETING COMMENTS**

A public meeting was held on December 17<sup>th</sup>, 2024. Comments on the zoning by law and draft plan were received from 2 adjacent land owners.

- The fuel storage and handling business (Chalmers Fuels) at 6630 Wellington RD 123 raised concerns related to introducing new uses adjacent to the existing business which could conflict with the existing business and future expansions. Chalmers also raised concerns related to public safety and the location/proximity of the proposed lots/buildings to the existing propane storage tanks.
- Concerns were also raised by the owner of 6733 Wellington RD 109 which is located to the North of the development. Comments included introducing industrial uses adjacent to the residential use and the possible removal of existing trees on or near the properties. Comments and discussion also occurred around the possibility of screening or buffering. Planning staff note that a design solution may be able to address some of the concerns with the implementation of a buffer area (Tree planting and/or fencing).

## **PROPOSED ZONING**

Planning staff can provide the following update on the review of the application discussions:

- Considering concerns from Chalmers Fuels, several meetings between the developer, Chalmers and Town/County have taken place. Discussions have been related to safety and conflicting uses proposed. Chalmers Fuels has expressed an interest to expand their use in the future and the proposed development could impact an expansion.
- A revised list of proposed uses has been provided within the highest risk area adjacent to Chalmers Fuels, the revised proposed zoning by-law is included in Attachment 1.
- The updated proposal seeks to mitigate some of the issues raised by the neighbouring fuel storage use by limiting the types of uses proposed within a defined area.
- The applicant has revised their proposed zoning since the public meeting to address comments raised. Since the revised proposing has been provided to staff the applicant has agreed to reducing the accessory office area to 250m<sup>2</sup>.
- The proposed zoning by-law would create 2 areas which restrict different uses on the site to address compatibility concerns with neighbouring land uses.

## **DRAFT PLAN OF SUBDIVISION**

- Comments from Triton have not been fully addressed by the applicant to date. Triton has requested the stormwater management report be updated to assess the impacts of the Main Drain (Drain No.59) prior to draft approval.
- It is anticipated that a response matrix will be provided by the applicant indicating how comments raised have been addressed.
- Staff have requested a cross section of the road ROW indicating the approximate area that could be provided for buffering to 6733 Wellington RD 109.
- The Province has guidelines for locating industrial facilities and setbacks between uses. Planning staff will provide an assessment of these guidelines with the final recommendation report including locating adjacent industrial uses.

**CONCLUSION/NEXT STEPS**

Staff and agencies are continuing to review the application and will bring forward a recommendation report which may include draft plan conditions and a final zoning by-law for council's consideration when comments and conditions have been received.

I trust that these comments will be of assistance to Council in their consideration of this matter.

Respectfully submitted,  
County of Wellington Planning and Development Department

A handwritten signature in black ink, appearing to read 'Zach Prince', written in a cursive style.

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Zach Prince MCIP RPP  
Senior Planner