



TOWN OF MINTO

MEETING DATE:

May 20th, 2025

REPORT TO:

Mayor Turton and Members of Council

SERVICE AREA:

Building Department

SUBJECT:

PLN 2024-005 – Zoning By-law Amendment (ZBA

2024-09) – Cachet Homes Inc

41 Park St W, Clifford

PART OF LOT 61, CONESSION D (VILLAGE OF

CLIFFORD), TOWN OF MINTO, COUNTY OF WELLINGTON

RECOMMENDATION

THAT the Council of the Town of Minto hereby receives report PLN 2024-005 for the proposed Zoning By-Law Amendment ZBA 2024-09 – Cachet Homes Inc, for lands legally described as PART OF LOT 61, CONESSION D (VILLAGE OF CLIFFORD), TOWN OF MINTO, COUNTY OF WELLINGTON, with municipal addresses of 41 Park St W, Clifford, for information purposes;

AND FURTHER THAT the Council of the Town of Minto considers passing a By-law at a subsequent Council Meeting.

BACKGROUND

The subject lands are legally described as Part of Lot 61, Concession D, Clifford, Town of Minto, County of Wellington, with a municipal address of 41 Park St W, Clifford. The total size of the property is approximately 10.65 ha (26.3 ac). The subject lands consist of three parcels to be merged. Parcel A (4.81 ha) was created by severance (File No. B38-22), while Parcels B (4.85 ha) and C (0.99 ha) were recently approved (File No. B71-23) to be added to Parcel A. Parcels B and C were also included in the Clifford Urban Centre settlement area through Official Plan Amendment No. 119.

An Official Plan Amendment was approved and came into effect on February 26, 2025, redesignating the lands from *Prime Agricultural* and *Future Development* to *Residential*, to permit a new subdivision.



Figure 1 – Aerial Photo

Source: Wellington County GIS (2020)

The subject lands are currently under review for the following applications:

1. Draft Plan of Subdivision

The proposed 10.65-hectare subdivision includes up to 189 units, consisting of single-detached homes and street townhouses. This application is currently under review.

2. Zoning By-law Amendment

Council may recall that a public meeting was held on November 19, 2024, regarding a Zoning By-law Amendment to rezone the lands from A-1 and FD to site-specific *Residential* and *Open Space*. The proposal included 117 single-detached dwellings and 72 townhouse units, with site-specific exceptions for reduced lot sizes and setbacks, increased townhouse units per block, and higher lot coverage.

PURPOSED ZONING REVISION

During the public meeting, the Town received comments regarding the requested exceptions, which raised concerns related to snow storage and adequate parking availability due to the initial proposal.

Town staff met with the applicant to discuss these concerns.

As a result, a revised zoning proposal has been submitted to the Town to address these issues, as outlined in the tables below:

R2 Zone Single Detached	Permitted	Initial Proposal	Revised Proposal
Minimum Lot Area (12.2.1.1)	371.6 m ² (4,000 ft ²)	332.0m ² (3573.65 ft ²)	332 m 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)	6 m (garage), 4.5 m (wall), 1.5 m encroachment.
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)	1.2 m (both sides)
Exterior Side Yard, Minimum (12.2.1.5)	6 m (19.7 ft)	3 m (9.8 ft)	3 m, no further encroachments
Rear Yard, Minimum (12.2.1.6)	7.6 m (24.9 ft)	7 m (22.96 ft)	7 m
Building Height, Maximum (12.2.1.7)	10.5 m (34.5 ft)	11 m (2 storeys) (36 ft) (perimeter units only)	11 m
Lot Coverage, Maximum (12.2.1.8)	40%	60%	50% (2 storeys), 60% (<2 storeys)
Landscaped Area, Minimum (12.3)	50% of front yard and exterior side yard	35%	36.5% (45% if porch included)

R3 Zone	Permitted	Initial Proposal	Revised Proposal
Townhouse			
Lot Frontage, Minimum Corner Lot (13.2.1.2)	14.0 m (46.0 ft)	8.97 m (29.4 ft)	10.5 m
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)	6 m (garage), 4.5 m (wall), 1.5 m encroachment.
Exterior Side Yard, Minimum (13.2.1.5)	6 m (19.7 ft)	3 m (9.8 ft)	3 m, no further encroachments
Rear Yard, Minimum (13.2.1.6)	7.6 m (24.9 ft)	6 m (19.7 ft)	7 m (2 storeys), 6 m (<2 storeys)
Building Height, Maximum (13.2.1.7)	10.5 m (34.5 ft)	11 m (2 storeys) (36 ft) (perimeter units only)	11 m
Maximum number of units attached in a row (13.2.1.9)	6	8	8



Figure 2 – R2 Proposed Zoning Revision

Source: GSP Group (2025)

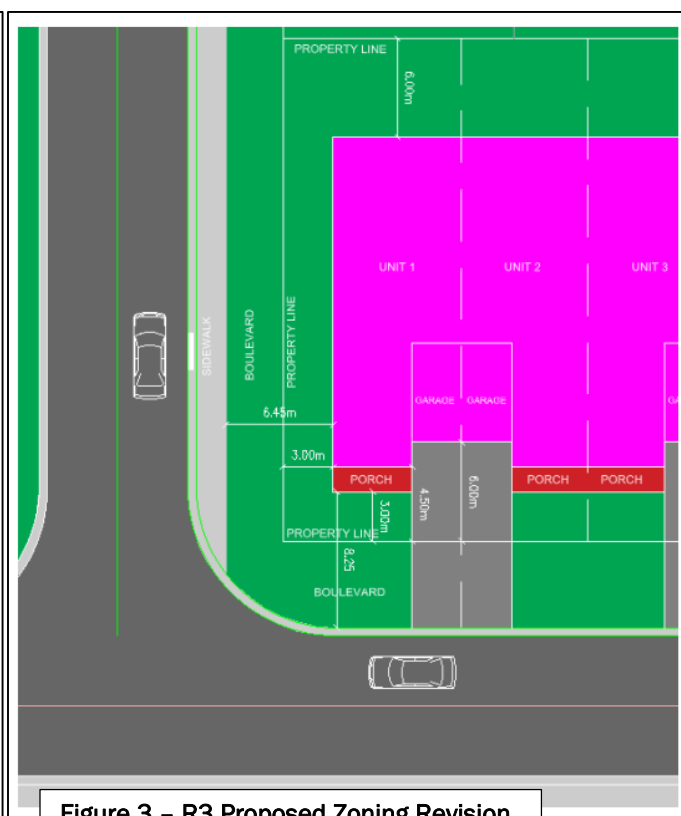


Figure 3 – R3 Proposed Zoning Revision

Source: GSP Group (2025)

In response to concerns about setbacks, the revised site plan now proposes a minimum interior side yard of 1.2 metres, which complies with the Town of Minto's Zoning By-law. For

the front yard, a setback of 6 metres from the face of the garage and 4.5 metres from the building wall is proposed, allowing a 1.5-metre encroachment to improve snow storage capacity. No additional encroachments are proposed for the 3-metre exterior side yard. In the R2 Zone, the revised lot coverage has been reduced to 50% for two-storey dwellings and 60% for single-storey dwellings.

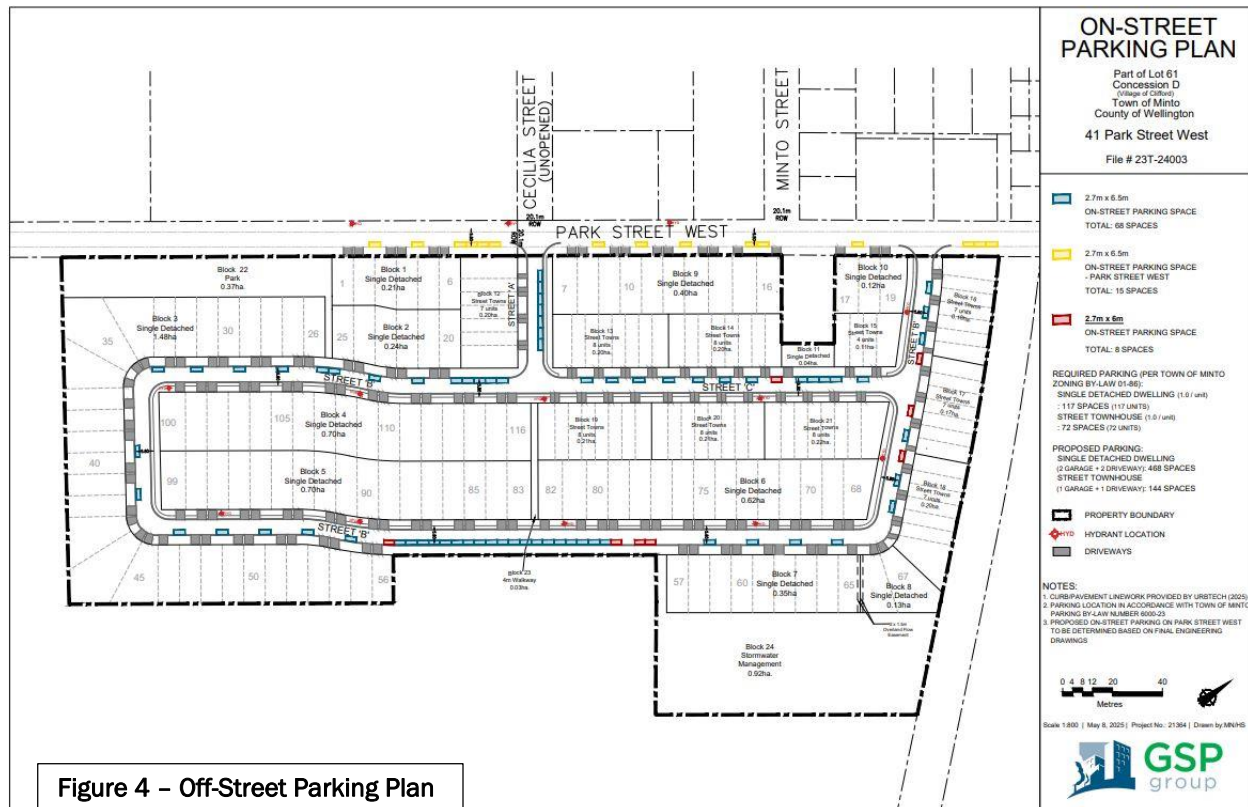


Figure 4 – Off-Street Parking Plan

Source: GSP Group (2025)

A parking plan has also been submitted to address concerns about parking availability, showing a total of 91 on-street parking spaces—76 within the site and 15 on Park Street West.

COMMENTS

Wellington County's Planning Department

Planning staff at the County have provided a report in support of the revised zoning and are continuing to review the application. A recommendation report will be brought forward, which will include draft plan conditions and a final zoning by-law for Council's consideration once all comments and required conditions have been received. Please refer to the attached report by the County of Wellington for additional information.

Town of Minto Staff

Town staff have received and reviewed the County's report and also support the revised zoning request. The revised proposal addresses key concerns previously raised by the councillors and staff, including adequate snow storage, and improved parking availability. As a result, staff are satisfied that the proposed zoning changes are appropriate and consistent

with the Town's planning objectives.

STRATEGIC PLAN

Goal 1:

N/A

PREPARED BY: Sama Haghighi, Planning Coordinator

RECOMMENDED BY: Gregg Furtney, Chief Administrative Officer (CAO), Deputy Clerk