



PLANNING REPORT FOR THE TOWN OF MINTO

Prepared by the County of Wellington Planning and Development Department

DATE: May 9th, 2025
TO: Annilene McRobb, Clerk
Town of Minto
FROM: Zach Prince, Senior Planner
County of Wellington
SUBJECT: **ZBA Progress Report**
Clifford (Park St) Developments Inc.
Part Lot 91, Concession D
41 Park St W, Clifford
Zoning By-law Amendment (File 2024-09)
ATTACHMENTS: **1 – Subject property map**
2 - Revised zoning chart provided by the applicant

Planning Summary

The Town of Minto and County of Wellington have received applications for an official plan amendment, draft plan of subdivision, and zoning by-law amendment to facilitate a proposed residential subdivision in Clifford. The Official Plan amendment OPA #128 has been adopted by County council which redesignates the lands from Future Development to Residential. The OPA came in to effect on February 26th, 2025.

The intent of this report is to update council on the progress of the review to date for the above subdivision and outline the expected next steps for the submitted applications.

A public meeting was held for the in November 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 proposed development includes 189 residential dwellings including single detached and townhouses. The applicant has resubmitted supporting materials for the development and the draft plan has remained the same. The purpose of the 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-4003). 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. An image of the subject property is included as attachment 1.

PUBLIC MEETING COMMENTS

A public meeting was held November 19th, 2024. Planning staff provided comments on the zoning and draft plan including the location of the park block, and concerns with reduced side yard setbacks and increased lot coverage proposed. Comments arising from the public meeting included parking availability and concerns regarding the proposed reductions in setbacks.

PROPOSED ZONING BY-LAW

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

- The applicant has revised their proposed zoning since the public meeting to address comments raised. Some of the proposed changes provided by the applicant are included in attachment 2.
- Changes include maintaining the existing side yard setback requirements, adding lot coverage provisions for one storey and two storey dwellings, and clarifying that no encroachments would be permitted within the exterior side yard where it is being reduced to 3m.

DRAFT PLAN OF SUBDIVISION

- The applicant resubmitted supporting materials in April 2025 which have been recirculated for review by staff and agencies.
- A conceptual parking plan has been provided to provide an indication of the amount of on street parking that may be available for the development.
- Engineering details related to the pond outlet and off-site work/impacts or Drainage Act improvements may be need to be captured in a draft plan condition and/or with detailed design of the subdivision.
- Two consent applications have been conditionally approved to create the subject property, prior to issuing draft plan approval these consents will need to be finalized to reflect the legal parcel fabric. Alternatively, the draft plan would need to be amended to reflect the accurate property boundaries.
- Discussions with the applicant and Town has been on going regarding the reconstruction of Park Street which may result in draft plan conditions related to the design/construction.

CONCLUSION

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



Zach Prince MCIP RPP
Senior Planner

Attachment 1 – Subject property map



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

Attachment 2 – Revised zoning chart provided by the applicant

R2 ZONES (SINGLES)	Original Proposal	Revised Proposal	Notes
Lot Area, minimum	332m ²	332m ²	
Front Yard, minimum	6.0m to garage 4.0m to front wall	6.0m to garage 4.5m to front wall Further encroachments shall be limited to 1.5m into the front yard	
Interior Side Yard, minimum	0.6m on one side, 1.2m on the other side	1.2m on both sides (eliminates the requirement for this variance)	
Exterior Side Yard, minimum	3.0m	3.0m, provided that no further encroachments into the minimum exterior side yard shall be permitted.	Please see document titled "R2 Zone - Exterior Side Yard and Landscaped Area" for further explanation and visuals.
Rear Yard, minimum	7.0m	7.0m	
Building Height, maximum	11.0m	11.0m	
Lot Coverage, maximum	60%	50% (2 storeys) 60% (less than 2 storeys)	
Landscaped Area (front and exterior side yard), minimum	35%	36.5%	Please see document titled "R2 Zone - Exterior Side Yard and Landscaped Area" for further explanation and visuals.

R3 ZONE (TOWNHOMES)	Original Proposal	Revised Proposal	Notes
Lot Frontage, minimum (corner lot)	8.9m	10.5m	
Front Yard, minimum	6.0m to garage 4.0m to front wall	6.0m to garage 4.5m to front wall Further encroachments shall be limited to 1.5m into the front yard	
Exterior Side Yard, minimum	3.0m	3.0m, provided that no further encroachments into the minimum exterior side yard shall be permitted.	Please see document titled "R3 Zone - Exterior Side Yard and Rear Yard" for further explanation and visuals.
Rear Yard, minimum	6.0m	7.0m (2 storeys) 6.0m (less than 2 storeys)	Please see document titled "R3 Zone - Exterior Side Yard and Rear Yard" for further explanation and visuals.
Building Height, maximum	11.0m	11.0m	
Maximum number of attached units in a row	8	8	