

**For Office Use Only:**

File Number	BNPL2023019	Application Fee	\$2886.00
Related File Number	ZNPL2022265	Conservation Authority Fee	
Pre-consultation Meeting	-	Well & Septic Info Provided	N/A
Application Submitted	August 19, 2022	Planner	Hanne Yager
Complete Application	January 16, 2023	Public Notice Sign	-

**Check the type of planning application(s) you are submitting.**

- ☐ Consent/Severance/Boundary Adjustment
- ☐ Surplus Farm Dwelling Severance and Zoning By-law Amendment
- ☐ Minor Variance
- ☒ Easement/Right-of-Way

**Property Assessment Roll Number:** 33401031801**A. Applicant Information****Name of Owner** 101 Chapman Investments Inc. (c/o Helene Larochelle)

It is the responsibility of the owner or applicant to notify the planner of any changes in ownership within 30 days of such a change.

**Address** 348 Main Street**Town and Postal Code** Port Dover, ON N0A1N0**Phone Number** 647-210-4355**Cell Number****Email** helene@prettysmart.ca**Name of Applicant** Same as owner**Address****Town and Postal Code****Phone Number****Cell Number****Email**

**Name of Agent** G. Douglas Vallee Limited - c/o Scott Puillandre  
**Address** 2 Talbot St N  
**Town and Postal Code** Simoce ON N3Y 3W4  
**Phone Number** 519-426-6270  
**Cell Number** \_\_\_\_\_  
**Email** scottpuillandre@gdvallee.ca

Please specify to whom all communications should be sent. Unless otherwise directed, all correspondence and notices in respect of this application will be forwarded to the owner and agent noted above.

☐ Owner ☒ Agent ☐ Applicant

**Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:**

Private mortgage - MCHP Investments, 2 Hillside Ave., Pointe-Claire, H9S 5E2

**B. Location, Legal Description and Property Information**

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

PDOV PLAN 207 BLK 39 PT LOT12

**Municipal Civic Address:** 327 St George St

**Present Official Plan Designation(s):** Urban Residential

**Present Zoning:** IN

2. Is there a special provision or site specific zone on the subject lands?

☐ Yes ☒ No If yes, please specify:

3. Present use of the subject lands:

Vacant Church Building

4. Please describe **all existing** buildings or structures on the subject lands and whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

Existing Church - to be retained

---

---

5. If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

No addition proposed. Additional bathrooms have been constructed but not connected until capacity allocated

---

6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

No construction proposed at this time

---

---

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes ☐ No ☒

If yes, identify and provide details of the building:

---

---

8. If known, the length of time the existing uses have continued on the subject lands:

Decades

---

9. Existing use of abutting properties:

Residential and Downtown

---

10. Are there any easements or restrictive covenants affecting the subject lands?

☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

---



### C. Purpose of Development Application

Note: Please complete all that apply. Failure to complete this section will result in an incomplete application.

#### 1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage	20m				
Lot depth	49m				
Lot width	20m				
Lot area	1000m <sup>2</sup>				
Lot coverage					
Front yard	existing				
Rear yard	existing				
Height	existing				
Left Interior side yard	existing				
Right Interior side yard					
Exterior side yard (corner lot)	existing				
Parking Spaces (number)	5 spaces existing				
Aisle width	6.4m existing				
Stall size	10mx5.8m				
Loading Spaces					
Other					



2. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law:

Existing zoning does not permit proposed uses

---

---

3. **Consent/Severance/Boundary Adjustment:** Description of land intended to be severed in metric units:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Proposed final lot size (if boundary adjustment): \_\_\_\_\_

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added: \_\_\_\_\_

---

---

Description of land intended to be retained in metric units:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Buildings on retained land: \_\_\_\_\_

4. **Easement/Right-of-Way:** Description of proposed right-of-way/easement in metric units:

Frontage: 12m

Depth: 20.1m

Width: 12m  
Area: 241 sq m  
Proposed Use: Access to parking at the rear of 323 St George St

**5. Surplus Farm Dwelling Severances Only:** List all properties in Norfolk County, which are owned and farmed by the applicant and involved in the farm operation

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

Owners Name: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Total Acreage: \_\_\_\_\_  
Workable Acreage: \_\_\_\_\_  
Existing Farm Type: (for example: corn, orchard, livestock) \_\_\_\_\_  
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built \_\_\_\_\_  
Date of Land Purchase: \_\_\_\_\_

**Note: If additional space is needed please attach a separate sheet.**

**D. All Applications: Previous Use of the Property**

1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☒ No ☐ Unknown

If yes, specify the uses (for example: gas station, or petroleum storage):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? ☐ Yes ☒ No ☐ Unknown

3. Provide the information you used to determine the answers to the above questions:

\_\_\_\_\_  
\_\_\_\_\_



4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? ☐ Yes ☒ No

**E. All Applications: Provincial Policy**

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*? ☒ Yes ☐ No

If no, please explain:

---

---

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? ☒ Yes ☐ No

If no, please explain:

---

---

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? ☐ Yes ☒ No

If no, please explain:

**Not in WHPA**

---

---

Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. All Applications: Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

**Livestock facility or stockyard (submit MDS Calculation with application)**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Wooded area**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Provincially significant wetland (class 1, 2 or 3) or other environmental feature**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Floodplain**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Non-operating mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Industrial or commercial use (specify the use(s))**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Active railway line**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Seasonal wetness of lands**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Erosion**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_

**Abandoned gas wells**

☐ On the subject lands or ☐ within 500 meters – distance \_\_\_\_\_



## F. All Applications: Servicing and Access

### 1. Indicate what services are available or proposed:

#### Water Supply

- ☒ Municipal piped water  
☐ Individual wells

- ☐ Communal wells  
☐ Other (describe below)

#### Sewage Treatment

- ☒ Municipal sewers

- ☐ Communal system

- ☐ Septic tank and tile bed in good working order ☐ Other (describe below)

#### Storm Drainage

- ☒ Storm sewers

- ☐ Open ditches

- ☐ Other (describe below)

### 2. Existing or proposed access to subject lands:

- ☒ Municipal road

- ☐ Provincial highway

- ☐ Unopened road

- ☐ Other (describe below)

Name of road/street:

St George St and Chapman St West

## G. All Applications: Other Information

### 1. Does the application involve a local business? ☒ Yes ☐ No

If yes, how many people are employed on the subject lands?

We intend to build a local business on the site, but currently zero people are employed on the subject lands

### 2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

---

---

---



#### **H. Supporting Material to be submitted by Applicant**

In order for your application to be considered complete, folded hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Existing and proposed easements and right of ways
4. Parking space totals – required and proposed
5. All dimensions of the subject lands
6. Dimensions and setbacks of all buildings and structures
7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
8. Names of adjacent streets
9. Natural features, watercourses and trees

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Environmental Impact Study
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Record of Site Condition

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

**All final plans must include the owner's signature as well as the engineer's signature and seal.**

## I. Transfers, Easements and Postponement of Interest

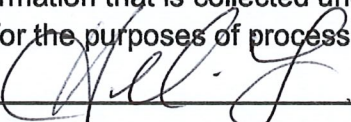
The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

### Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

### Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.

  
\_\_\_\_\_  
Owner/Applicant/Agent Signature

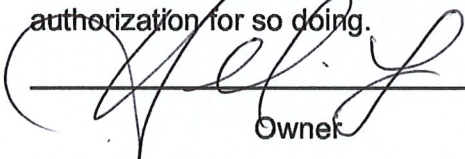
July 18, 2022  
\_\_\_\_\_  
Date

## J. Owner's Authorization

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner must complete the authorization set out below.

I/We 101 Chapman Investments Inc. c/o Helene Lavoche am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

  
\_\_\_\_\_  
Owner

July 18, 2022  
\_\_\_\_\_  
Date

Owner

Date

**\*Note:** If property is owned by an Ontario Ltd. Corporation, Articles of Incorporation are required to be attached to the application.

**K. Declaration**

I, Helene Larochelle of Port Dover

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

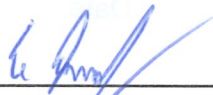
NORFOLK COUNTY

  
Owner/Applicant/Agent Signature

In TOWN OF PEMCOE

This 19<sup>TH</sup> day of July

A.D., 2022

  
A Commissioner, etc.

**ELDON FRASER DARBYSON,**  
a Commissioner, etc., Province of Ontario,  
for G. Douglas Vallee Limited.  
Expires March 28, 2025.





# Knox Hall – Port Dover Planning Justification Report

**G. Douglas Vallee Limited on behalf of  
101 Chapman Investment Inc. – Helene Larochelle**

Application for Zoning Bylaw Amendment and  
Easement

**AUGUST 19**

---

**G. Douglas Vallee Limited**

**Authored by: Scott Puillandre, CD, MSc**

**Reviewed by: Eldon Darbyson, BES, MCIP, RPP**



**vallee**

*Consulting Engineers,  
Architects & Planners*

# Table of Contents

<b>1.0 Introduction .....</b>	<b>1</b>
Figure 1.1 – Subject Lands .....	2
<b>2.0 Purpose.....</b>	<b>3</b>
Table 2.1: Zoning By-law Amendment for Parcel A .....	3
Table 2.2: Zoning By-law Amendment for Parcel B .....	4
<b>3.0 Site description .....</b>	<b>5</b>
Figure 3.1 – Air Photo.....	6
<b>4.0 Surrounding Uses .....</b>	<b>6</b>
Figure 4.1 – Area Zoning.....	6
<b>5.0 Supporting Studies.....</b>	<b>9</b>
<b>6.0 Planning Review.....</b>	<b>9</b>
6.1 Planning Act .....	9
6.1.1 Matters of Provincial Interest .....	9
6.2 Provincial Policy Statement 2020 .....	11
6.2.1 Summary of PPS Review.....	12
6.3 Norfolk County Official Plan (NCOP) .....	12
6.3.1 Summary of Official Plan review.....	13
6.3.2 Summary of Lakeshore Special Policy Area Secondary Plan (LSPA) Review .....	13
6.4 Norfolk County Zoning Bylaw .....	13
6.4.1 – Parking Review.....	14
6.4.2 – 327 St George Street (Parcel A) – Special Provision .....	15
6.4.3 – 323 St George Street (Parcel B) – Special Provision .....	16
6.4.4 – Summary of Zoning Bylaw Review .....	16
<b>7.0 Land Use Compatibility .....</b>	<b>17</b>
<b>8.0 Servicing .....</b>	<b>17</b>
<b>9.0 Conclusion .....</b>	<b>18</b>
<b>List of Appendices.....</b>	<b>19</b>

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**

**Appendix A – Concept Site Plan .....20**

**Appendix B – Provincial Policy Statement 2020 – Policy Compliance .....21**

**Appendix C – Norfolk County Official Plan Policy Compliance .....28**

**Appendix D – Norfolk County Lakeshore Special Policy Area Secondary Plan – Policy Compliance Table. ....34**





## 1.0 Introduction

G. Douglas Vallee Limited has been retained by 101 Chapman Investments Inc. to make application for a Zoning Bylaw Amendment and Easement (consent) application to permit the following:

- **327 St George St – Roll# 33401031801 (Parcel A)**
  - Zoning Bylaw Amendment to add a site-specific provision to the existing Neighbourhood Institutional (IN) Zone to permit a 'Place of Assembly' and 'Place of Entertainment' in the form of an Event Hall with accessory uses and future roofed accommodation in the form of a 'Hotel'. As outlined below the proposed definitions of each use will clearly define the permitted uses.
- **323 St George St – Roll# 33401031900 (Parcel B)**
  - Zoning Bylaw Amendment to update the existing site-specific provision (14.974) to redefine the permitted use of 'Rooming House' to 'Hotel'. The current zoning permits a rooming house with a maximum of four bedrooms. The proposed amendment will update Special Provision 14.974 with the definition of a 'Hotel' with a maximum of four bedrooms in lieu of a 'Rooming House'. This housekeeping exercise is required in order to provide clarity to other regulatory licensing processes.
- **327 St George St – Roll# 33401031801 (Parcel A)**
  - Consent application to register an easement over the rear of this parcel to permit access to parking spaces at the rear of Parcel B.

The lands are located southwest of the intersection of St George Street and Chapman Street West in Port Dover, Norfolk County. The existing Official Plan designation and zoning of each property is as follows:

- **Parcel A**
  - Official Plan: Urban Residential
  - Zoning: Neighbourhood Institutional
- **Parcel B**
  - Official Plan: Urban Residential with Site-specific Policy Area 7.7.3.17
  - Zoning: Urban Residential Type 2 with Special Provision 14.974

Appendix A provides a detailed concept site plan for the proposed application. It is important to note that at this time no physical construction is being proposed.

The proposed amendment for Parcel A is seeking to establish the necessary planning approvals to permit an alternative use of the former place of worship building in the form of an event hall, with accessory uses. The amendment also proposes to permit a future hotel in the long-term. At this time, construction of the hotel has not yet been planned and would require site plan approval in compliance with zoning provisions at the time of application.

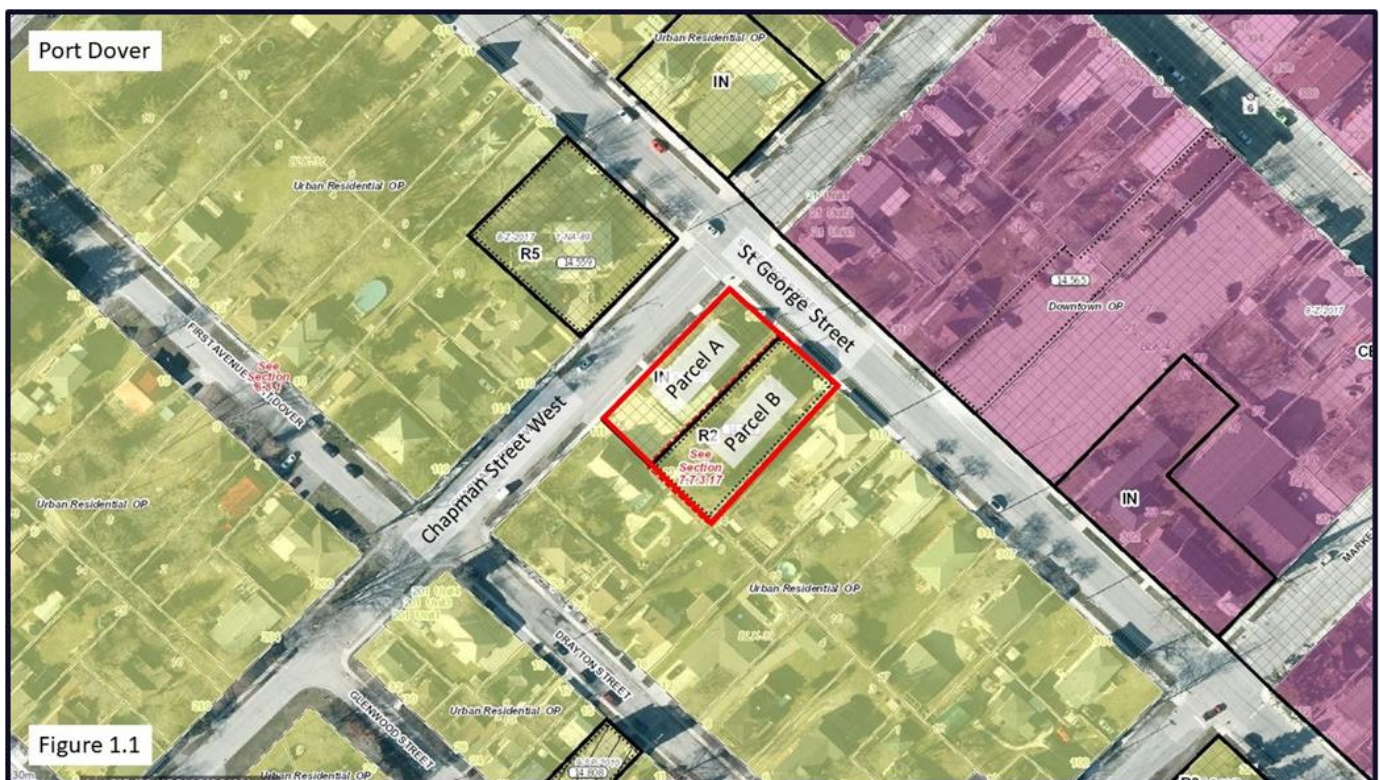
The proposed amendment for Parcel B is seeking to address a housekeeping issue as the parcel underwent the necessary planning approvals to permit a rooming house in 2019. Due to how the use was defined during the original zoning approval, the applicants have been unable to obtain a business license to effectively run / maintain their business. The updated special provision would permit roofed

accommodations in the form of a four-room hotel with specified accessory uses. There are no proposed changes to the primary use of this property.

This application:

- Is an appropriate scale in an established residential area;
- Is consistent with the Provincial Policy Statement;
- Maintains the general intent and purpose of the Norfolk County Official Plan;
- Implements the policies of the Lakeshore Special Policy Area Secondary Plan;
- Provide much needed event space and overnight accommodation in Norfolk County;
- Will be appropriately serviced by municipal infrastructure including water and sanitary services at the appropriate time;
- Represents good planning.

**Figure 1.1 – Subject Lands**



**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

## 2.0 Purpose

The purpose of this planning justification report is to provide planning support to Norfolk County staff, Committee of Adjustment and Council when considering the applications for a Zoning Bylaw amendment and Easement (Consent) applications on the subject lands.

As outlined above, the proposed Zoning bylaw amendment would permit a 'Hotel' and Event Hall ('Place of Assembly' and 'Place of Entertainment') on Parcel A and an updated definition for the permitted rooming house on Parcel B. As shown on Appendix A, the proposed consent application would permit access to parking spaces on Parcel B through Parcel A through the registration of an easement. Table 2.1 below provides an outline of the zoning requested for each property. A full zoning review is provided below in Section 6 of this report.

**Table 2.1: Zoning By-law Amendment for Parcel A**

Zone	Existing	Proposed
<b>Neighborhood Institutional (IN)</b>	<b>Permitted Uses:</b> a) cemetery b) community centre c) crematorium d) day care nursery e) dwelling, single detached f) dwelling, semi-detached g) dwelling, duplex h) dwelling unit in any permitted building – maximum one (1) i) dwelling units in any permitted non-residential building – maximum two (2) j) elementary school k) home occupation l) library m) long-term care facility n) place of worship and accessory dwelling unit.	<b>Permitted Uses:</b> In addition to the uses permitted in the IN Zone, the following uses shall also be permitted: - Hotel; - Place of Assembly; and - Place of Entertainment.  <b>Hotel:</b> Shall mean one (1) or more buildings providing temporary sleeping accommodation, within individual rental units, with or without cooking facilities, mainly for the travelling or vacationing public. A hotel may include as secondary (accessory) uses restaurants (including licensed dining facilities), recreational facilities, spa, gift shop / tourist retail establishment and conference and convention facilities. This definition does not include a motel, traveler's motel and a motor hotel.  <b>Place of Assembly:</b> Shall mean a building or part of a building used for meetings, banquets and assembly which may include an

**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners



		<p>auditorium, assembly hall or banquet hall used for the conduct of social gatherings including weddings, private functions, community events / festivals, religious gatherings, business conferences, live music performances, etc.</p> <p><b>Place of Entertainment:</b> Shall mean a building or part of a building wherein facilities are provided for entertainment or amusement which may include, without limitation, an arcade, a theatre, a music or dance hall, or other cultural activity.</p> <p>The following secondary (accessory) uses shall NOT be permitted: -Adult Live Entertainment Facility; -Bar or Nightclub; -Convenience store; -Pool hall; -Bowling alley. -Private Club.</p>
--	--	--

**Table 2.2: Zoning By-law Amendment for Parcel B**

Zone	Existing	Proposed
<b>Urban Residential Type 2 (R2) with Special Provision 14.974</b>	<p><b>Permitted Uses:</b></p> <ul style="list-style-type: none"> <li>a) dwelling, single detached</li> <li>b) dwelling, semi-detached</li> <li>c) dwelling, duplex</li> <li>d) bed &amp; breakfast, subject to Subsection 3.4</li> <li>e) day care nursery</li> <li>f) home occupation</li> <li>g) accessory residential dwelling unit, subject to Subsection 3.2.3.</li> </ul> <p><b>Special Provision 14.974</b> In addition to the uses permitted in the R2 Zone, a rooming house having a maximum of four bedrooms shall also be permitted. [59-Z-2019]</p>	<p><b>Permitted Uses:</b> In addition to the uses permitted in the R2 Zone, a Hotel having a maximum of 4 rooms shall also be permitted. The Hotel shall be permitted in lieu of the rooming house.</p> <p><b>Hotel:</b> Shall mean one (1) or more buildings providing temporary sleeping accommodation, within individual rental units, with or without cooking facilities, mainly for the travelling or vacationing public. A hotel may include as secondary (accessory) uses restaurants (including licensed dining facilities), recreational facilities,</p>

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**

		spa, gift shop / tourist retail establishment and conference and convention facilities. This definition does not include a motel, traveler's motel and a motor hotel.
--	--	---

### 3.0 Site description

The lands (Parcel A and B) are combined approximately 2000m<sup>2</sup> in area, and located within the urban settlement area of Port Dover. Both parcels have frontage along St George Street with access to Parcel A provided off of Chapman Street West. The lands are located in the Lakeshore Special Policy Area.

#### Parcel A

- Approximately 1000m<sup>2</sup> in area;
- Currently occupied by the former Knox Presbyterian Church.
- The church was sold to its current owner in 2020 due to declining membership.

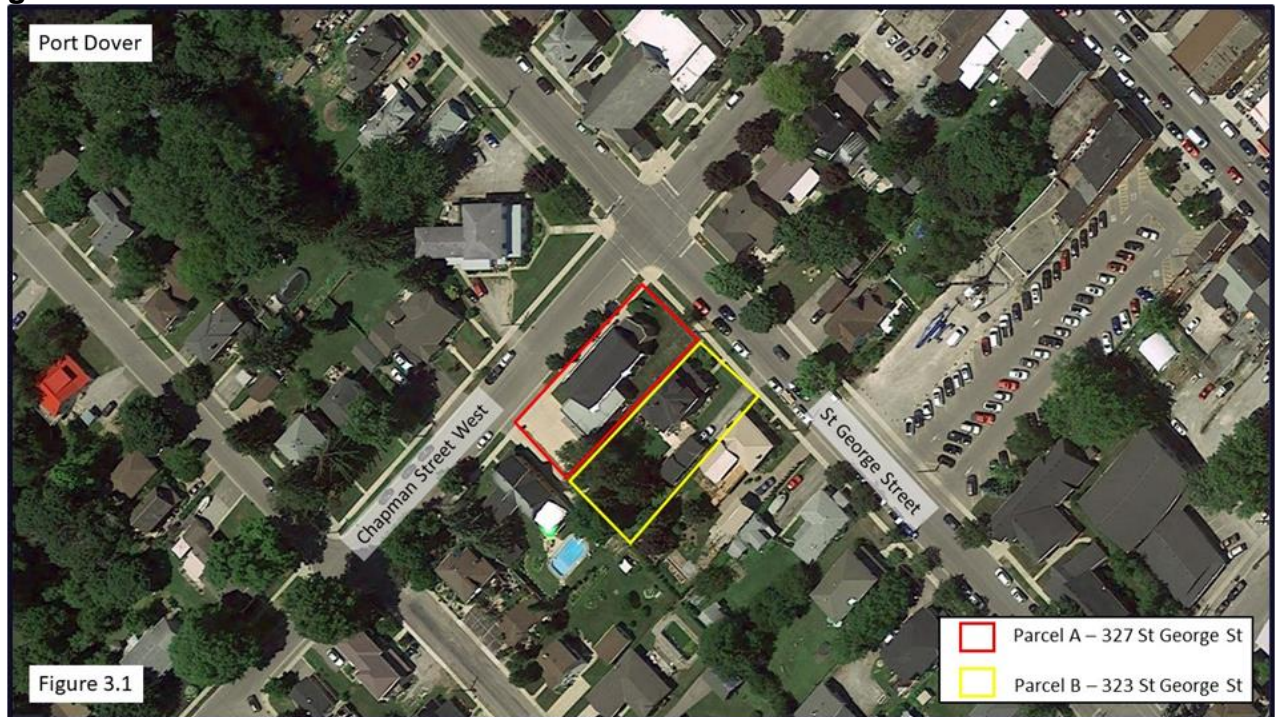
#### Parcel B

- Approximately 1000m<sup>2</sup> in area;
- Currently occupied by the Dover George, a four-bedroom rooming house which provides much needed roofed accommodations within Norfolk County.

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**



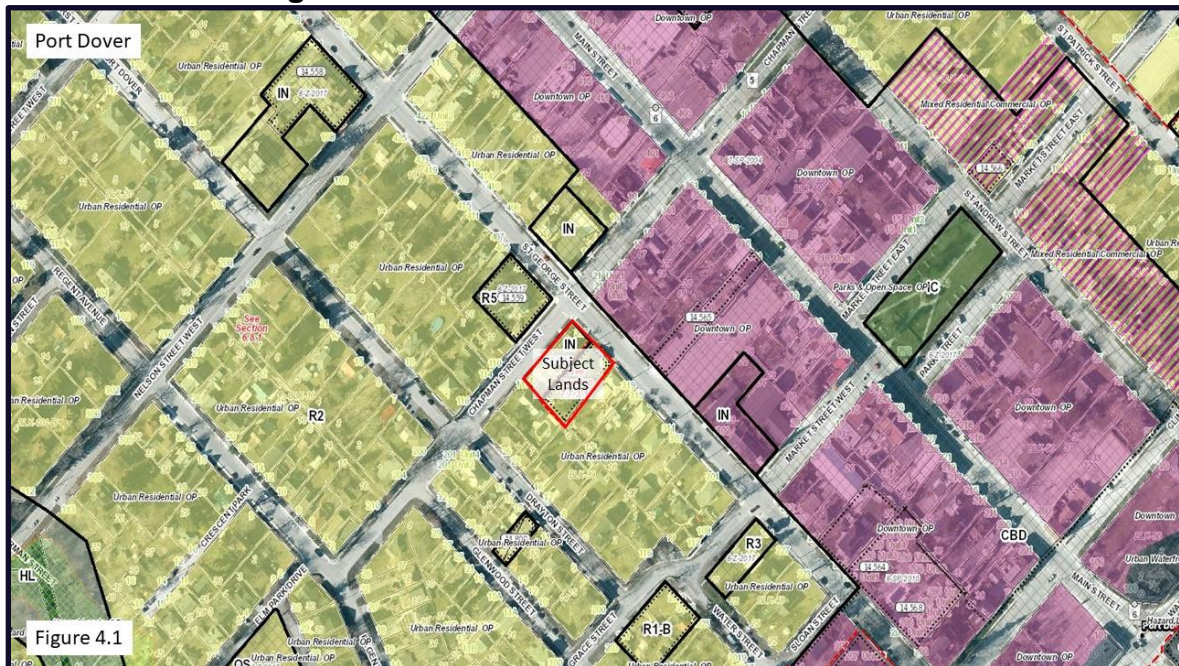
**Figure 3.1 – Air Photo**



## 4.0 Surrounding Uses

Figure 4.1 below provides a view from the Norfolk County GIS of the existent zoning and official plan designation of properties with the surrounding area of the subject lands.

**Figure 4.1 – Area Zoning**



**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners



Northwest: The lands located to the Northeast of the intersection of St George Street and Chapman Street West are used for residential purposes. The lands are predominately low-density residential uses in the form of single detached dwellings within Urban Residential Type 2 (R2) zone. Located immediately across the road is a multi-unit residential dwelling within the R5 zone.



Northeast: The lands located to the Northeast of the intersection of St George Street and Chapman Street West are used for a mix of commercial, institutional and residential purposes. Located diagonally across the intersection is a community church with low density and commercial uses further north. The downtown designation and central business district located along Main Street run perpendicular to St George Street.



**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

**Southeast:** The lands located to the Southeast of the intersection of St George Street and Chapman Street West are zoned and designated for commercial purposes. While the intended future use of the properties to the southeast is intended for commercial use, a review of the current uses would indicate that some of these properties are being used for low – medium density residential purposes. It is important to note that a large municipal lot and Ride Norfolk Stop currently exists less than 50m from the subject lands.



**Southwest:** The lands located to the Southwest are used for residential purposes. The lands are predominately low-density residential uses in the form of single detached dwellings within Urban Residential Type 2 (R2) zone.



**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**



## 5.0 Supporting Studies

As there is no proposed construction on the site, no supporting technical studies have been submitted with this report.

Given only minor internal renovations are proposed at this time, the requirement for more detailed supporting information (water and sanitary modelling, photometric plan, stormwater management report, siltation/erosion control plan) will be presented at the site plan approval process when construction or site alterations are being made.

Appendices to this report include the following:

- Appendix A – Concept Site Plan
- Appendix B – Provincial Policy Statement 2020 Policy Compliance
- Appendix C – Norfolk County Official Plan Policy Compliance
- Appendix D – Lakeshore Special Policy Area Compliance

## 6.0 Planning Review

### 6.1 Planning Act

Section 2	Lists matters of provincial interest to have regard to.
Section 3	Requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.
Section 34	Allows amendments to the Zoning By-law.
Section 53	Permits a Committee of Adjustment to make decisions on applications for the creation of an easement by way of Consents.

#### 6.1.1 Matters of Provincial Interest

Section 2 of the Planning Act establishes matters of provincial interest. The Minister, the council of a municipality, a local board, a planning Room and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest. These matters are reviewed in the table below:

Matter	Comment	Complies
(a) the protection of ecological systems, including natural areas, features and functions;	The proposes development is located in an established urban area. There are no impacts on any natural areas.	✓
(b) the protection of the agricultural resources of the Province;	The proposes development is located in an established urban area. There are no impacts on agricultural resources.	✓

**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners



(c) the conservation and management of natural resources and the mineral resource base;	The proposed development is located in an established urban area.	✓
(d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;	The proposed development is located in an established urban area and will utilize the existing architecture of the buildings. No site alterations are required.	✓
(e) the supply, efficient use and conservation of energy and water;	The proposed amendment would encourage modernization of an existing building with energy efficient and low water use fixtures.	
(f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;	The development will utilize existing municipal infrastructure.	✓
(g) the minimization of waste;	The adaptive reuse of the existing buildings will eliminate the need for demolition of the buildings.	✓
(h) the orderly development of safe and healthy communities;  (h.1) the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;	This development is taking place within an established urban area on an existing lot of record. The approval of these proposal will encourage modernization of the existing building to include accessibility requirements under the building code.	✓
(i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;	This proposal will provide much needed recreational and event facilities in Norfolk County.	✓
(j) the adequate provision of a full range of housing, including affordable housing;	This matter is not applicable in this instance.	✓
(k) the adequate provision of employment opportunities;	The proposal would provide additional local employment opportunities within the small rural community.	✓
(l) the protection of the financial and economic well-being of the Province and its municipalities;	This development would provide economic income to residents and increased tax revenue to the local and provincial governments.	✓
(m) the co-ordination of planning activities of public bodies;	The applications will be circulated to all applicable public bodies and agencies for comments as determined by Norfolk County.	✓
(n) the resolution of planning conflicts involving public and private interests;	This will be achieved through the planning approvals process.	✓
(o) the protection of public health and safety;	The subject lands are not located within an area of natural hazard,	✓
(p) the appropriate location of growth and development;	The subject lands are an existing lot of record within an urban area with connection to full municipal services.	✓

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**

(q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;	This development is located within 60m or a Ride Norfolk Transit Stop and amenities in the downtown and within 200m of the Lake Erie Waterfront Trail to encourage active transportation	✓
(r) the promotion of built form that, (i) is well-designed, (ii) encourages a sense of place, and (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;	This development would provide much need event space as an adaptive reuse of an existing building. This proposal would foster a sense of place by encouraging safe and accessible social gatherings.	✓
(s) the mitigation of greenhouse gas emissions and adaptation to a changing climate.	This development will not require significant construction and will encourage walkability and active transportation to help reduce its carbon footprint.	✓

## 6.2 Provincial Policy Statement 2020

The PPS provides policy direction for appropriate land use planning and development patterns to achieve healthy, livable, and resilient communities that will protect resources of provincial interest, public health and safety, the quality of the natural and built environment, and will facilitate economic growth.

The Provincial Policy Statement recognizes the diversity of Ontario and that local context is important. Under the 'Geographic Scale of Policies' the PPS states,

*"Policies are outcome-oriented, and some policies provide flexibility in their implementation provided that provincial interests are upheld.*

*While the Provincial Policy Statement is to be read as a whole, not all policies will be applicable to every site, feature or area. The Provincial Policy Statement applies at a range of geographic scales.*

*Some of the policies refer to specific areas or features and can only be applied where these features or areas exist. Other policies refer to planning objectives that need to be considered in the context of the municipality or planning area as a whole, and are not necessarily applicable to a specific site or development proposal."*

The subject lands are within a Settlement Area as defined by the Provincial Policy Statement, 2020 (PPS). It is recognized that settlement areas are critical to the long-term economic prosperity of communities across the province. The PPS requires settlement areas to be focus of growth and development through the efficient use of land while encouraging a mix of densities and land uses.

Appendix B represents a policy analysis of the PPS and demonstrates that the proposed development:

- Represents an adaptive reuse and redevelopment of an existing lot of record;
- Provides local employment opportunities within an urban settlement area;

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**

- c) Contributes to the long-term economic needs of the community;
- d) Encourages active transportation and healthy lifestyles;
- e) Takes advantage of existing municipal infrastructure; and
- f) Helps contribute to a healthy, livable, and safe community.

### 6.2.1 Summary of PPS Review

The proposed development will permit much needed event space and roofed accommodations in the form of small-scale hotels within the Port Dover Settlement area. These current and future uses will diversify and contribute to the economic base of the tourism industry within Norfolk County and Port Dover. The subject lands are ideally located in close proximity (less than 200m) to the vibrant Port Dover downtown and the Lake Erie Waterfront Trail to encourage walkability and active transportation. The development will contribute to the long-term economic needs of the community.

A decision by Council and Committee of Adjustment to approve the Zoning Bylaw amendment and consent (easement) application will be consistent with the PPS, 2020. Full details describing the applicable Provincial policies and how the applications are consistent with the PPS are included in Appendix B.

### 6.3 Norfolk County Official Plan (NCOP)

As outlined in Section 1.0 of this report the existing designation of the subject lands is as follows:

- **Parcel A** – Urban Residential
- **Parcel B** – Urban Residential with Site-specific Policy Area 7.7.3.17

Several sections of the Official Plan apply when considering zoning by-law amendments and are discussed in detail under Appendix C. From a high level, details of the Official Plan policies are captured by the overarching Goals and Objectives. Section 2.2 of the Official Plan set out six “Goals and Objectives” to which the following five are applicable to the proposed residential development:

- Protecting and Enhancing the Natural Environment;
- Maintaining and Enhancing the Rural and Small-Town Character;
- Maintaining a High Quality of Life;
- Upgrading and Expanding Infrastructure; and
- A Well Governed, Well Planned and Sustainable County.

The current Official Plan designates the lands as Residential. The Downtown area designation is located directly across St. George Street. The public consultation of the Port Dover Secondary Plan envisions the subject lands within the Port Dover Downtown designation. The proposed event hall with accessory is an adaptive reuse of the former place of worship and potentially may facilitate roofed accommodations in the form of a hotel. The proposed amendment to Parcel B is only to redefine the permitted use of a ‘rooming house’ to a ‘hotel’ which will permit the owners to obtain the necessary business licenses. There is no change to the primary use proposed with the amendment to Parcel B.

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**



### 6.3.1 Summary of Official Plan review

The proposed zoning by-law amendment and use of the subject lands are encouraged by the 'Goals and Objectives' of the Official Plan as demonstrated in Appendix C. Promoting and encouraging tourism development within Port Dover is strongly encouraged by the policies of the Norfolk County Official Plan and the Lakeshore Special Policy Area Secondary Plan as shown in Appendix D. This application seeks to provide the land use approvals to permit a 'Place of Assembly' and 'Place of Entertainment' in the form of an Event Hall in the near term, while providing the potential for future roofed accommodations in the form of a 'Hotel' in the future.

At this time the requirement for on-site parking will result in no increased demand for parking from the current use of Parcel A as a 'place of worship'. It is important to note, there is an existing municipal parking lot located across St George Street in the event additional parking is required. Potential future construction of the "hotel" will be required to undergo site plan approval. At that time, a full review of parking requirements and mitigation for the hotel portion can be undertaken to avoid potential negative impacts.

In this instance, a decision by Council and Committee to approve the proposed Zoning Bylaw Amendment and Consent (easement) applications are considered appropriate.

### 6.3.2 Summary of Lakeshore Special Policy Area Secondary Plan (LSPA) Review

The proposed zoning bylaw amendment and consent (easement) applications are supported by the policies of the LSPA Secondary plan. The policies of the LSPA seek to support and promote tourism and recreation opportunities within the Lakeshore area. The proposed applications would provide much needed event space and potential roofed accommodations within Port Dover. The subject lands are ideally located within walking distance of the Port Dover Downtown area, the Lakeshore Trail and the waterfront itself.

The proposed event hall would provide a safe and modern space for social gatherings including weddings, community events, and conferences. These applications would provide economic and social benefits as an adaptive reuse of a vacant building. Approval of this development proposal would eliminate the need to demolish the existing building, while encouraging the inclusion of modern and energy efficient fixtures and accessibility features under the building code.

In this instance, a decision by Council and Committee to approve the proposed Zoning Bylaw Amendment and Consent (easement) applications would be consistent with the policies of the LSPA Secondary Plan.

## 6.4 Norfolk County Zoning Bylaw

As outlined in Section 1.0 of this report the existing zoning of the subject lands is as follows:

- **Parcel A** – Neighbourhood Institutional (IN)
- **Parcel B** – Urban Residential Type 2 with Special Provision 14.974

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**

The proposed amendment for Parcel A is seeking to add 'Place or Assembly', 'Place of Entertainment' and potential future 'Hotel' as a permitted uses within the existing zoning. At this time construction of the hotel has not yet been planned. Any future construction or site alterations would be subject to site plan control.

The proposed amendment for Parcel B is seeking to redefine the permitted use of a 'rooming house' to a 'Hotel' which will permit the owners to obtain necessary business licenses. The updated special provision would permit the existing roofed accommodations in the form of a four-room hotel with specified secondary (accessory) uses. The proposed definition of a 'Hotel' for Parcel B does include additional accessory uses. However, these accessory uses are subordinate the primary use and do not result in a change of land use.

The proposed consent (easement) application would permit access to parking on Parcel B through the registration of an easement over the rear of Parcel A.

At this time there are no proposed site-alterations or construction on the subject lands. As this is an existing building, a review of zoning provisions for setbacks, heights, etc. is not required. Should future construction of the hotel portion take place, the application will be required to submit for site plan approval. At that time a full zoning review will be required.

As the proposed uses on Parcel B is not changing, a parking analysis will only be completed for Parcel A. Table 1 below provides a detailed parking analysis for Parcel A only.

#### 6.4.1 – Parking Review

Provision	Requirements	Required	Provided
4.9 hh) place of worship	1 parking space for every 8 seats or 5 metres of pew space or every 10 square metres of usable floor area where there are no seats or pews	590m <sup>2</sup> / 10 59 spaces	5 spaces
4.9: p) dance hall / Banquet Hall or ii) private club or jj) restaurant	p) / ii) / jj) 1 parking space for every 10 square metres of usable floor area  OR oo) 1 parking space for every 30 square metres of usable floor area	590m <sup>2</sup> / 10 59 spaces  OR 590m <sup>2</sup> / 30 20 spaces	5 spaces
oo) retail store / merchandise service shop	OR	OR	
uu) other non-residential uses	uu) 1 parking space for every 35 square metres of usable floor area	590m <sup>2</sup> / 35 17 spaces	

**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

As shown in the Table above, the existing church was deficient in parking as required by the Norfolk County Zoning Bylaw. Parking requirements for an 'Place of Assembly' or 'Place of Entertainment' are not provided in the bylaw. However, a review of similar uses indicates that parking requirements are equal to (1 space per 10m<sup>2</sup>) or less (1 space per 30m<sup>2</sup> or 35m<sup>2</sup>) than the parking requirements for a place of worship. While it is clear the parking requirement for the proposed use are deficient, the proposed use does not further reduce compliance with the bylaw. Further, it is important to note there is an existing municipal parking lot located immediately across St George Street. The close proximity of this parking lot will provide additional parking options to patrons of both properties.

It should be noted that the parking requirements for a 'Hotel' were not reviewed at this time. The proposed amendment to Parcel A would permit the 'Hotel' as a land use for future consideration. When the applicants are prepared to undertake construction, site plan approval will be required. Parking requirements can be reviewed at that time in order to address any deficiencies and implement the necessary mitigations. It is likely that a new designation and zoning classification will apply to the lands should the Hotel move forward in the future.

#### 6.4.2 – 327 St George Street (Parcel A) – Special Provision

In addition to the uses permitted in the IN Zone, the following uses shall also be permitted:

- Hotel;
- Place of Assembly; and
- Place of Entertainment.

The following definitions shall apply:

*Hotel:* Shall mean one (1) or more buildings providing temporary sleeping accommodation, within individual rental units, with or without cooking facilities, mainly for the travelling or vacationing public. A hotel may include as secondary (accessory) uses, restaurants (including licensed dining facilities), recreational facilities, spa, gift shop / tourist retail establishment and conference and convention facilities.

*Place of Assembly:* Shall mean a building or part of a building used for meetings, banquets and assembly which may include an auditorium, assembly hall or banquet hall used for the conduct of social gatherings including weddings, private functions, community events / festivals, religious gatherings, business conferences, live music performances, etc.

*Place of Entertainment:* Shall mean a building or part of a building wherein facilities are provided for entertainment or amusement which may include, without limitation, an arcade, a theatre, a music or dance hall, or other cultural activity.

The following secondary (accessory) uses shall NOT be permitted:

- Adult Live Entertainment Facility;
- Bar or Nightclub;
- Convenience store;

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**



- Pool hall;
- Bowling alley.
- Private Club.

#### 6.4.3 – 323 St George Street (Parcel B) – Special Provision

In addition to the uses permitted in the R2 Zone, a Hotel having a maximum of 4 rooms shall also be permitted. The Hotel shall be permitted in lieu of the rooming house.

The following definitions shall apply:

*Hotel:* Shall mean one (1) or more buildings providing temporary sleeping accommodation, within individual rental units, with or without cooking facilities, mainly for the travelling or vacationing public. A hotel may include as secondary (accessory) uses, restaurants (including licensed dining facilities), recreational facilities, spa, gift shop / tourist retail establishment and conference and convention facilities.

#### 6.4.4 – Summary of Zoning Bylaw Review

##### Parcel A

In the near term, this application seeks to provide the land use approvals to permit a 'Place of Assembly' and 'Place of Entertainment' in the form of an Event Hall, which is similar in nature to uses currently permitted in the existing zoning (community centre / place of worship). In the long term the amendment would also permit the potential for future roofed accommodations in the form of a 'Hotel' in the future. Incompatible secondary (accessory) uses have been clearly limited from the site, including a private club or nightclub, etc.

While secondary uses such as a spa, gift shop / tourist retail establishment, have been proposed, the use of the accessory uses is subordinate to the event hall and hotel. As shown in Table 6.4.1, the current parking requirements for a place of worship are equal to or less than that of the proposed event hall and accessory uses.

The adaptive reuse of the former church on Parcel A will provide much needed event space in the near term and potential roofed accommodations in the long term. These requirements will help meet the needs of the tourism industry which is encouraged by the policies of the Official Plan and LSPA secondary plan as an important economic goal of Norfolk County.

The easement over the rear of Parcel A is intended to provide access to parking at the rear of Parcel B.

##### Parcel B

The proposed amendment on Parcel B will not change the permitted use, but rather redefine a "rooming house" to 'Hotel'. While the proposed definition of a 'Hotel' does include additional accessory uses, they are subordinate to the primary use. As such the accessory uses are fully contained within the primary use, therefore do not result in a change of land use. The clearly defined definitions are to

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**

enable proper operation and oversight of the business as they provide clarity for other regulator bodies (business licensing, health unit, AGCO, etc.)

In this instance, a decision by Council and the Committee of Adjustment to approve the proposed Zoning Bylaw Amendments and Consent (easement) is considered appropriate.

## 7.0 Land Use Compatibility

The surrounding land uses are reviewed above in Section 4 of this report.

The amendment to Parcel B will not result in a land use change but is required as part of a house keeping exercise in order for the applicant to receive business licenses. Parcel B will continue to operate as the same use but redefine the permitted use from 'rooming house' to 'hotel' in order to provide greater clarity to regulatory bodies. The proposed definition of a 'Hotel' for Parcel B does include additional accessory uses. However, the accessory uses are subordinate and fully contained within the primary use, therefore the proposed amendment does not result in a change of land use.

The amendment to Parcel A will result in a change in land use as it is proposing to add three additional uses to the existing zoning of the property (Hotel, Place of Assembly, and Place of Entertainment). It is important to note that the existing Neighbourhood Institutional (IN) zoning permits the following uses:

- Community Centre; and
- Place of worship.

Both a Community Centre and Place of Worship are uses that would see social gatherings for various reasons (weddings, worship, social functions, etc.). These uses would be permitted to serve food and alcoholic beverages after undergoing the necessary licensing approvals. The proposed Event Hall is seeking to be used for many of the same reasons in order to support local tourism and community at large. Given the nature of some of the existing permitted uses under the bylaw, the proposed uses ('Place of Assembly and 'Place of Entertainment') are in character with the existing zoning. The future proposed 'Hotel' will be limited by zoning requirements at the time of construction in order to ensure compatibility with the surrounding land uses.

## 8.0 Servicing

Building permits (no connection permit) have been issued for the construction of additional washrooms within the proposed Event Hall. However, these new fixtures will remain disconnected from municipal services until such time as sufficient water allocation has been provided by the County.

As there are no proposed changes to the site at this time, the servicing demand for both properties remain unchanged. A servicing brief and servicing modeling are not required. Should future construction of the 'Hotel' move forward, site plan approval would be required. At that time a full servicing review can be completed to ensure sufficient capacity exists within the respective systems.

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**

## 9.0 Conclusion

The proposed Zoning Bylaw Amendment and Consent (easement) applications are consistent with the policies of the PPS and the Norfolk County Official Plan. The proposed development is permitted by and will help implement the policies of the Lakeshore Special Policy Area Secondary Plan through the provision of much need event space and potential roofed accommodations.

These applications will help Norfolk County meet an economic goal by contributing to the tourism industry and the community at large. As an adaptive reuse of a former church on an existing lot of record, this development will provide local employment opportunities to residents of Norfolk County.

The analysis of these applications is supportive. The proposal is consistent with Provincial and County planning policies. Accordingly, it is our opinion that the applications:

- model good planning;
- facilitate a development with the most appropriate land use; and
- ensures efficient land use and compatibility with the surrounding area.

As such it is requested that Staff Council and Committee of Adjustment, consider a favourable recommendation and decision to amend the Zoning Bylaw and approve the Consent (easement) for the subject lands.

Report prepared by:




---

Scott Puillandre, CD, MSc  
Planner  
**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planner

Report reviewed by:




---

Eldon Darbyson, BES, MCIP, RPP  
Director of Planning  
**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

H:\Projects\2021\21-255 Knox Hall\Agency\Zoning\2022.07.19-Complete Application.docx

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**



## List of Appendices

Appendix A – Concept Site Plan

Appendix B – Provincial Policy Statement 2020 Policy Compliance

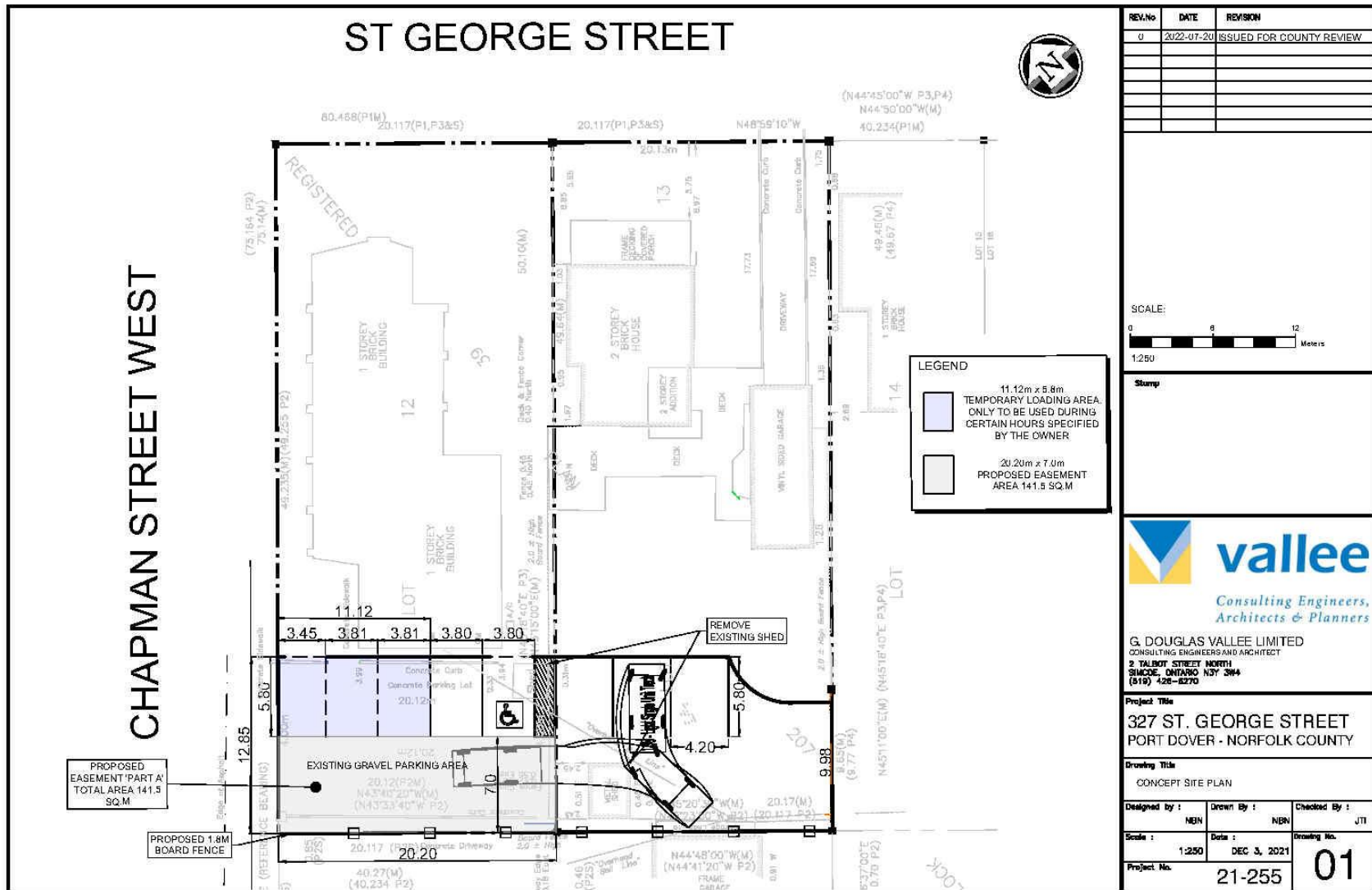
Appendix C – Norfolk County Official Plan Policy Compliance

Appendix D – Norfolk County Lakeshore Special Policy Area Compliance

---

**G. DOUGLAS VALLEE LIMITED**  
**Consulting Engineers, Architects & Planners**

## Appendix A – Concept Site Plan



**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

## Appendix B – Provincial Policy Statement 2020 – Policy Compliance

This appendix demonstrates how the proposed application is consistent with those applicable policies of the Provincial Policy Statement 2020.

Section	Policy	Comments	Complies
1.1.1	<p>Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns</p> <p>Policy 1.1.1 outlines that healthy, liveable, and safe communities are sustained by:</p> <ul style="list-style-type: none"> <li>a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;</li> <li>b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;</li> <li>c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;</li> <li>d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;</li> <li>e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;</li> </ul>	<ul style="list-style-type: none"> <li>a) This development provides tourism and income opportunities to help sustain the local community and county.</li> <li>b) This development provides much needed event space and overnight accommodations which will meet the long-term economic needs of the community.</li> <li>c) The proposed development is for a hotel and event hall. This will not cause environmental or public health and safety concerns.</li> <li>d) N/A</li> <li>e) The proposed development is seeking to revitalize a vacant church property within the serviced urban area of Port Dover on an existing lot of record. The location of the development is located within 60m of a Ride Norfolk Transit stop.</li> </ul>	✓



	<p>f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;</p> <p>g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;</p> <p>h) promoting development and land use patterns that conserve biodiversity; and;</p> <p>i) preparing for the regional and local impacts of a changing climate.</p>	<p>f) A sidewalk network is available in the area to provide patrons with increased accessibility around Port Dover.</p> <p>g) Infrastructure and various services exist in the area.</p> <p>h) N/A</p> <p>i) N/A</p>	✓
<b>1.1.3</b>	Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available. The vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.	This proposed development will help promote economic vitality and regeneration within the Port Dover Settlement area.	✓
<b>1.1.3.1</b>	States that settlement areas shall be the focus of growth and development.	The subject lands are within the urban settlement area of Port Dover.	✓
<b>1.1.3.2</b>	<p>States that land use patterns within settlement areas shall be based on densities and a mix of land uses which:</p> <p>a) efficiently use land and resources;</p> <p>b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;</p>	<p>a) The proposal will better utilize the existing lot of record.</p> <p>b) Municipal services are available to this development with no requirement for extension.</p>	✓

	<p>c) minimize negative impacts to air quality and climate change, and promote energy efficiency;</p> <p>d) prepare for the impacts of a changing climate;</p> <p>e) support active transportation;</p> <p>f) are transit-supportive, where transit is planned, exists or may be developed; and</p> <p>g) are freight-supportive.</p>	<p>c) N/A</p> <p>d) N/A</p> <p>e) The location of the development provides easy access (within 200m) to the Lake Erie Waterfront Trail in accordance with Schedule I-3 of the Official Plan. The lands are connected a network of sidewalks.</p> <p>f) This development is well situated within 60m of the Ride-Norfolk transit stop.</p> <p>g) N/A</p>	✓
	Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.	This development will add a much-needed use (roofed accommodations and event space) within the community. The proposal intends to redevelop an underused property.	✓
<b>1.1.3.3</b>	Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.	N/A	✓
<b>1.1.3.4</b>	Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.	The proposal is for the redevelopment of an urban property that is not within an area of where risks to public health and safety are present.	✓
<b>1.1.3.5</b>	Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions. However, where provincial targets are established through provincial plans, the provincial target shall represent the minimum target for affected areas.	This proposal will redevelop an old church property within the built-up area of Port Dover.	✓

1.3.1	<p>Planning authorities shall promote economic development and competitiveness by:</p> <p>a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;</p> <p>b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;</p> <p>c) facilitating the conditions for economic investment by identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;</p> <p>d) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities, with consideration of housing policy 1.4; and</p> <p>e) ensuring the necessary infrastructure is provided to support current and projected needs.</p>	<p>a) Provides much needed event space and roofed accommodation required for Norfolk County tourism.</p> <p>b) This unique proposal will help diversify the economic base in Port Dover to help meet the needs of existing and future businesses.</p> <p>c) N/A</p> <p>d) The proposed uses are in nature to the existing uses and compatible with the surrounding community while providing local employment opportunities for the residents of Port Dover.</p> <p>e) N/A</p>	✓
1.7.1	<p>Long-term economic prosperity should be supported by:</p> <p>a) promoting opportunities for economic development and community investment-readiness;</p> <p>b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;</p> <p>c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;</p>	<p>a) This proposal will enable current and future economic development.</p> <p>b) N/A</p> <p>c) N/A</p>	✓



	<p>d) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;</p> <p>e) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;</p> <p>f) promoting the redevelopment of brownfield sites;</p> <p>g) providing for an efficient, cost-effective, reliable multimodal transportation system that is integrated with adjacent systems and those of other jurisdictions, and is appropriate to address projected needs to support the movement of goods and people;</p> <p>h) providing opportunities for sustainable tourism development;</p> <p>i) sustaining and enhancing the viability of the agricultural system through protecting agricultural resources, minimizing land use conflicts, providing opportunities to support local food, and maintaining and improving the agrifood network;</p>	<p>d) The subject lands are located within walking distance of the vibrant Port Dover downtown area. The proposed zoning bylaw amendments and easement application will provide event space and roofed accommodation in the area. These amenities will help draw tourists to the area to further strengthen and support the Port Dover downtown.</p> <p>e) At this time, there is no proposed construction on the subject lands. The established built form will be maintained. Future construction will be required to adhere to design policies of the day and implemented through the site plan control process.</p> <p>f) While this is not a brownfield site it is considered a redevelopment of an underutilized site.</p> <p>g) N/A</p> <p>h) These applications will support local tourism and active lifestyles by encouraging walkability to amenities in Port Dover and access to Norfolk County trail system.</p> <p>i) N/A</p>	<p>✓</p>
--	---	---	----------

	j) promoting energy conservation and providing opportunities for increased energy supply;	j) N/A	
	k) minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature; and	k) N/A	
	l) encouraging efficient and coordinated communications and telecommunications infrastructure.	l) N/A	

### Summary

The proposed development will permit much needed event space and roofed accommodations within the Port Dover Settlement area. These uses will diversify and contribute to the economic base of the tourism industry within Norfolk County and Port Dover. The subject lands are ideally located within walking distance to the vibrant Port Dover downtown and the Lake Erie Waterfront Trail to encourage walkability and active transportation. The development will contribute to the long-term economic needs of the community.

### 1.5 Public Spaces, Recreation, Parks, Trails and Open Space

Section 1.5 addresses healthy communities and the provision of public spaces, recreation, parks, trails and open space. The proposed development is located in close proximity to current and proposed trail networks as identified on Schedule I-3 of the Official Plan. It will facilitate active transportation and community connectivity to local businesses and services and fosters social interaction through existing recreational activities in the area.

### 1.6 Infrastructure and Public Service Facilities

Policy 1.6 discusses the efficient use of infrastructure, utilities and green infrastructure. The subject lands are already serviced by municipal water and sanitary services. New or intensified connections to municipal water cannot occur at this time, and the County permitting process ensures same.

### 1.8 Energy Conservation, Air Quality and Climate Change

Policy 1.8.1 states that planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate through land use and development patterns which:

- b) promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;
- e) encourage transit-supportive development and intensification to improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;

The proposed development is in a location that will encourage walkability to the Port Dover Downtown and active transportation through access to the County's sidewalk network and trail system.

### **3.0 Protecting Public Health and Safety**

Policy 3.0 discusses natural and human-made hazardous lands, where development is prohibited or permitted subject to conditions addressing flooding and erosion.

The proposed development is not located within area of natural or human-made hazard lands.



## Appendix C – Norfolk County Official Plan Policy Compliance

### Norfolk County Official Plan – Policy Compliance Table

This appendix demonstrates how the proposed application is consistent with those applicable policies of the Norfolk County Official Plan.

Section	Policy	Comments	Complies
2.2	<b>Goals and Objectives</b> This section of the Official Plan sets out six “Goals and Objectives” to which the following five are applicable to the proposed residential development: <ul style="list-style-type: none"> <li>• Strong and Diversified Economy;</li> <li>• Maintaining and Enhancing the Rural and Small-Town Character;</li> <li>• Maintaining a High Quality of Life;</li> <li>• Upgrading and Expanding Infrastructure; and</li> <li>• A Well Governed, Well Planned and Sustainable County.</li> </ul>	<p>The proposed Zoning Bylaw Amendment and consent (easement) applications maintain the general purpose and intent of the Official Plan’s Goals and Objectives by contributing to the Norfolk tourism industry through the provision of much needed event space and current/future roofed accommodations. Specifically, section 2.2.1.2 e) requires the County to foster tourism potential along the lakeshore through the protection and enhancement of the County’s unique characteristics and the development of a wide range of visitor accommodations. Section 2.2.1.2 l) requires the county to encourage the improvement and revitalization of the Downtown Areas as healthy and vibrant areas for mixed commercial, residential, cultural, social, tourism and entertainment uses, while recognizing and conserving their built and cultural heritage.</p> <p>The proposed development will contribute to the tourism industry in Port Dover through the provision of roofed accommodations and event space. Exterior physical alterations to the buildings are not proposed, therefore, the existing character of the intersection will remain. The addition of landscaping will further enhance the character of the intersection</p> <p>This development provides Norfolk County with an opportunity to provide overnight accommodation in the form of low intensity Hotels in order to maintain compatibility with the existing uses in the area. The concept design will maintain and enhance the rural and small-town character of Port Dover through the improvement and redevelopment of existing buildings.</p>	✓

4.3	<p><b>Locations of Economic Activity</b></p> <p>Economic activity takes many forms. However, some types of economic activity have locational requirements that need to be met in order to provide an optimal environment for economic success.</p> <p>The following shall be the policy of the County:</p> <p>e) Tourism uses shall be encouraged in close proximity to areas of natural and recreational amenity, areas of natural heritage appreciation, the Lakeshore Area, the Downtown Areas and waterfronts of Urban Areas, where appropriate.</p>	<p>The proposed development is encouraged by the policies of this section. The subject lands are located within the Lakeshore area and in close proximity to the Port Dover Downtown area (60m) and Urban Waterfront (500m). This development will provide much need event space and roofed accommodations to support the tourism industry in the community.</p>	✓
4.5	<p><b>Tourism</b></p> <p>This Plan encourages growth in tourism and travel to the County, particularly to the Urban Areas, the Lake Erie shoreline, resort and recreation areas, and areas of agricultural, rural and natural amenity.</p> <p>The following shall be the policy of the County:</p> <p>b) The County recognizes and supports the development of tourism uses within the Urban Areas and specifically the Downtowns that will encourage visitor stops, provided such uses do not detract from the principal functions and uses of these areas. Such initiatives may include support for:</p> <p>v) tourism related projects as a component in the redevelopment or conversion of older buildings and underutilized sites in and around the Downtowns.</p> <p>j) The County supports the maintenance and improvement of accommodations for tourists, including hotels, motels, bed and breakfast establishments and camping facilities.</p>	<p>The policies of this section encourage the proposed development as it will facilitate current and future roofed accommodation and event space.</p> <p>The current Official Plan designates the lands as Residential. The Downtown area designation is located directly across St. George Street. The public consultation of the Port Dover Secondary Plan envisions the subject lands within the Port Dover Downtown designation. The proposed event space is an adaptive reuse of the former place of worship and potentially may facilitate roofed accommodations. The proposed amendment to 323 St. George Street (Parcel B) is to redefine the permitted use of a 'rooming house' to a 'hotel' which will permit the owners to obtain business licenses. There is no change of use proposed with this amendment.</p>	✓

6.4	<p><b>Urban Areas</b></p> <p>The six Urban Areas within the County have historically functioned as the focal points for growth and development activity, as well as public and private sector investment. This role will continue in the future. The Urban Areas will accommodate the greatest amount of the targeted growth throughout the planning period, and will be the focus of residential, commercial, employment, government, institutional, office, entertainment, cultural, and health and social service activities.</p> <p>The following shall be the policy of the County:</p> <p>j) While specific land uses are identified and delineated for each of the Urban Areas in Section 7 (Managing Land Use) of this Plan, the County may choose to undertake a detailed Secondary Plan for an Urban Area, in accordance with Section 9.5.1 (Secondary Plans) of this Plan. A Secondary Plan may be prepared to comprehensively address the arrangement of the urban development pattern for new development areas, to rationalize development within the existing Urban Area, to promote redevelopment or intensification within an area, or for any other reason identified by Council. A Secondary Plan may also be prepared to address specific land use issues or implement a specific planning initiative, thereby providing additional guidance to private and public sector investment in the Urban Area. At the County's discretion, a Secondary Plan may be prepared for a portion of an Urban Area, provided the Secondary Plan is comprehensive in scope and considers matters of integration with adjacent urban land.</p>	<p>The subject lands are within the defined area of the Lakeshore Special Policy Area (LSPA) Secondary Plan and the proposed Port Dover Secondary Plan.</p> <p>This proposal must be reviewed in accordance with the policies of the Official Plan and the LSPA. In accordance with Appendix D, the policies of the LSPA provides enhancing justification in support of this application.</p> <p>While still currently in draft form, the proposed Port Dover Secondary Plan envisions the expansion of the downtown designation to include the subject lands. The potential future redesignation of these lands would encourage the proposed form of development and consider significant reduction to parking requirements.</p>	✓
-----	---	---	---



6.5.2	<p>Port Dover is the second largest Urban Area in the County. The County will support and promote the continued development of Port Dover as a significant urban waterfront community and tourism node in the County. The County will support and promote Port Dover as a sustainable waterfront urban community focussed on port and lake-based activities, and containing an efficient pattern of development.</p> <p>The Port Dover Waterfront Area will continue to fulfill its multiple roles as a tourist attraction, a working commercial port, an international gateway and a recreational and cultural resource for the County. The policies of this Plan, including the Lakeshore Special Policy Area (LSPA) Secondary Plan, will enable the County to review development applications in the context of a comprehensive strategy for growth and development.</p>	<p>This section reinforces the importance of tourism within Port Dover and required development proposes to be reviewed in the context of a comprehensive strategy through the policies of the official plan and LSPA.</p>	✓
7.7	<p><b>Urban Areas</b></p> <p>The Urban Residential Designation applies to the Urban Areas of the County. The Urban Areas are expected to continue to accommodate attractive neighbourhoods which will provide for a variety of residential forms as well as neighbourhood facilities such as elementary schools, parks, places of worship and convenience commercial uses integral to and supportive of a residential environment. A variety of housing types are needed to meet the needs of a diverse population. Opportunities to provide housing for individuals or groups with special needs including the elderly and those with special physical, social or economic needs within the County will be encouraged.</p>	<p>Although this section of the official plan does not explicitly permit this type of development, all proposal must be reviewed in conjunction with the policies of the LSPA. As outlined in Appendix D, the policies of the secondary plan promote and encourage the proposed development as it supports tourism industry. Section 7.7.2 e) permits the conversion of small-scale institutional uses such as places of worship without amendment to the official plan.</p> <p>While not explicitly permitted under this section, when read in conjunction with the policies of the LSPA, the proposed hotel is encouraged within the Port Dover urban area.</p>	✓

8.2.3	<p><b>Parking</b></p> <p>Given that the automobile will continue to be the principle mode of transportation within the County, the provision of sufficient parking, in terms of size, location and quantity is an important consideration in the Plan.</p> <p>The following shall be the policy of the County:</p> <p>a) Except in Downtown Areas, all new development and redevelopment, including re-use of existing buildings, shall be required to provide adequate off-street parking and loading spaces in accordance with standards established in the Zoning By-law. Access and egress to all off-street parking or loading spaces shall be limited in number and designed to minimize danger to vehicular and pedestrian traffic.</p> <p>b) Parking needs in the Downtown Areas will be assessed in order to provide adequate and convenient on- and off-street parking.</p> <p>c) All new development or redevelopment in the Downtown Areas shall be encouraged to provide sufficient parking on-site to accommodate the proposed use. Parking in Downtown Areas shall be subject to the policies of Section 7.8.2 I) (Downtown Designation) of this Plan.</p> <p>d) Where the required parking cannot be provided on site for a proposed development within the Downtown or Urban Waterfront Designations, the County may collect a cash-in-lieu payment, pursuant to Section 40 of the Planning Act, to be used expressly for the provision of additional parking spaces in an appropriately defined area.</p>	<p>As part of the Planning Justification Report a parking assessment has been provided.</p> <p>While on-site parking requirements are not met now based on the current use, and they will continue to not meet the parking requirements of the zoning by-law, there are important mitigating factors:</p> <ul style="list-style-type: none"> <li>- The proposed use on Parcel A in the short term is for event space. This use is similar in nature to the current permitted use of a place of worship and has similar parking requirements under the Bylaw. With no proposed construction at this time, the parking of the subject lands will not be further aggravated by this amendment.</li> <li>- The future construction of the accommodation portion of Parcel A will be subject to site plan control. Parking deficiencies and mitigation measures can be reviewed at that time.</li> <li>- The proposed amendment to Parcel B will not change the parking requirements as the proposal is only seeking to clarify definitions for the purposes of obtaining business licenses. The proposed accessory uses are subordinate and self-contained within the primary use.</li> </ul>	✓
-------	---	---	---

	<p>e) The provision of off-site parking, may be considered provided that the off-site parking will be within a convenient walking distance of the proposed development and subject to the satisfaction of the County. The County may reduce the Zoning Bylaw parking requirements for affordable and senior housing projects where the development proponent is able to demonstrate, to the satisfaction of the County, that the provision of a reduced number of parking spaces will adequately.</p>		
--	---	--	--

## Appendix D – Norfolk County Lakeshore Special Policy Area Secondary Plan – Policy Compliance Table.

This appendix demonstrates how the proposed application is consistent with those applicable policies of the Lakeshore Secondary Plan.

**Notes:** The analysis provided below focuses on the main property located at 101 Chapman Street (Parcel A). Comments provided in respect to the adjacent lands located at 323 St. George Street (Parcel B) are described where necessary.

### 11.2.1.1 Growth Management Strategy

The Growth Management Strategy outlined in Section 11.3 (Growth Management Strategy) identifies the means to accommodate sustainable lakeshore-related growth and development over the planning horizon. The Growth Management Strategy planning directions include the following applicable policies:

Policy:		Comments:
a) Direct growth away from the LSPA Agricultural Area and towards the existing designated Urban Areas of Port Dover and Port Rowan, which provide sufficient designated land to accommodate the projected population over the planning horizon.	✓	The property is located within the Urban Settlement Area Boundary located away from agriculture.
c) Direct the majority of tourism and recreational uses to the settlement areas, and secondly to the tourism and recreation elements of the Secondary Plan's community structure that are intended to support such activities.	✓	Yes. The proposed change of use from a church to an event centre is encouraged to locate in the settlement area.

### 11.6 Tourism and Recreation Strategy

The Tourism and Recreation Strategy provides a planning framework for the promotion of sustainable tourism and recreation opportunities within the lakeshore. This Plan supports sustainable tourism and recreational opportunities that can be sustained over the long term and result in a net benefit to the social, economic, natural and cultural environments within the lakeshore. The Tourism and Recreation Strategy planning directions include the following applicable policies:

Policy:		Comments:
a) The County supports sustainable tourism and recreational opportunities within the LSPA to accommodate both tourists and County residents.	✓	The proposed amendments seek to permit tourism, recreation and accommodation-based uses.

**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners



c) The County shall promote tourism uses that provide for year-round tourism-related activities to create a sustainable tourism industry and support commercial businesses which historically cater to seasonal tourism activities.	✓	Yes. The proposed event space and accommodations provide a year-round tourism business.
d) The County shall promote the provision, maintenance and improvement of roofed accommodations in appropriate locations within the County, in accordance with the policies of Section 11.6.3 (Accommodations) of this Plan.	✓	The proposed accommodations are discussed further in Section 11.6.3.

#### 11.6.1.1 Urban Tourism Nodes

The Urban Areas of Port Dover and Port Rowan are identified as Urban Tourism Nodes and are intended to be the focus of tourism and economic activities within the LSPA. A range of tourism related uses, including commercial establishments, accommodations, restaurants, entertainment and recreational uses shall be encouraged and promoted in Port Dover and Port Rowan. The lands fall within the Urban Tourism Node of Port Dover. The high-level policies indicate:

Policy:		Comments:
a) The Urban Areas of Port Dover and Port Rowan are identified as Urban Tourism Nodes on Schedule “F” and shall be the focus of tourism and economic activities in the LSPA.	✓	The lands are within the Port Dover Urban Tourism Node.
b) Tourism development shall be primarily directed to the Downtown Area and within the Urban Waterfront Designation, and support a range of urban and recreational uses, including: commercial establishments, accommodations, restaurants, entertainment and recreational uses. Further tourism development shall be promoted within the Central Business District Designation and the Commercial Designation.	✓	The current Official Plan designates the lands as Residential. The Downtown area designation is located directly across St. George Street. The public consultation of the Port Dover Secondary Plan envisions the subject lands within the Port Dover Downtown designation. The proposed event centre with accessory uses is an adaptive reuse of the former place of worship and potentially may facilitate roofed accommodations. The proposed amendment to 323 St. George Street (Parcel B) is to redefine the permitted use of a ‘rooming house’ to a ‘Hotel’ which will permit the owners to obtain necessary business licenses. There is no change of use proposed with this amendment.

#### 11.6.3 Accommodations

**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

The accommodation of overnight tourists within the County is a high tourism and economic development priority of the County. This Plan supports the provision of roofed accommodations within the LSPA to provide overnight accommodations to support the County's tourism and economic development objectives. Roofed accommodations may include bed and breakfast establishments, small inns, hotels and motels, guest houses, resort-oriented condominiums or similar accommodations.

a) The County shall promote the provision, maintenance and improvement of roofed accommodations in appropriate locations within the County, where such uses are permitted by the policies of this Plan, and may include: bed and breakfast establishments, small inns, hotels and motels, guest houses, lodge-style facilities, resort-oriented condominiums, or similar accommodations.	✓	The proposal is to permit in part the potential to add roofed accommodations to the property (Parcel A). The proposed amendment to 323 St. George Street (Parcel B) is to redefine the permitted use of a 'rooming house to a 'Hotel' which will permit the owners to obtain business licenses. The use is permitted and encouraged by Norfolk County.
b) Large-scale roofed accommodations, including hotels and motels, small inns, resort-oriented condominiums, or similar accommodations, shall be directed to the Urban Areas, and to a lesser extent to the Hamlet Areas, where the services, facilities and infrastructure exist to accommodate the use, and in accordance with the policies of this Plan.	✓	Large scale roofed accommodations are not proposed; however, the lands are located within the Urban Area boundary where roofed accommodations are encouraged. The existing building on 323 St. George Street (Parcel B) is not large scale.
c) Bed and breakfast establishments shall be permitted and encouraged within an existing residence in the LSPA Agricultural Area. The specific provisions related to bed and breakfast establishments shall be established in the Zoning By-law.	✓	Noted
d) The County may utilize the community improvement policies of Section 9.5.2 (Community Improvement) of this Plan, to encourage the provision and maintenance of roofed accommodations.	✓	These policies envision the intensification of the traditional neighbourhoods over time. See Official Plan analysis for discussion on compliance with Section 9.5.2 of the Plan.
e) Proposals for roofed accommodations which are located within the Natural Heritage System Study Areas as identified on Schedule "G", shall be subject to the policies of Section 9.7.1. (Environmental Impact Study) and the policies of Section 11.5.3.1 (Scoped Environmental Impact Study) shall not apply.	✓	The lands are not within a Natural Heritage System.

## 11.8 Community Design Strategy

The community design strategy for the LSPA builds upon the community design policies of Section 7.4 (Community Design), while providing further community design direction for the County's unique lakeshore communities and waterfront character. A sustainable community design strategy is required to create and retain a physical environment that contributes to the overall health of the community and lakeshore by reinforcing the character of the existing built forms and embracing the contemporary community and building design principles and practices which promote sustainable development.

The County will support and encourage the sustainable community design strategy by providing incentives to stimulate private and/or public investment, rehabilitation and revitalization, in accordance with the Community Improvement policies of Section 9.5.2 of this Plan.

### 11.8.1 Community Design Guidelines

The Lakeshore Special Policy Area Secondary Plan Community Design Guidelines (Appendix "D") have been prepared in support of this Secondary Plan, and provide guidance with respect to the settlement area-built form characteristics, scenic routes, lookouts and gateways within the LSPA. All development applications shall be evaluated with regard to the community design strategy of this Plan and the LSPA Community Design Guidelines (Appendix "D"), and the general community design policies of Section 7.4 (Community Design) of this Plan.

### 11.8.2 Sustainable Neighbourhood and Building Design

The County shall encourage both the development of neighbourhoods and the design and construction of buildings which are based on the principles of sustainability. Sustainable neighbourhood and building design shall promote the following objectives:

a) reduce the consumption of energy, land and other non-renewable resources;	✓	The proposal is an adaptive reuse of the existing place of worship which is contained to the existing parcel of land.
b) minimize the waste of materials, water and other limited resources;	✓	The reuse of the existing place of worship allows for the minimization of wasting materials. The existing building is connected to existing municipal infrastructure. The current water supply challenge in Port Dover will delay the connection of additional internal fixtures to renovations of the building. Connections can occur at the time when water supply has been addressed by the County.
c) foster the creation of healthy and complete living environments; and	✓	The reuse of the existing vacant place of worship preserves the buildings character and presence in the neighbourhood and downtown area.
d) reduce greenhouse gases.		N/A

**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

### 11.8.2.1 Sustainable Neighbourhood Design

Leadership in Energy and Environmental Design for Neighbourhood Design (LEED ND) is a set of standards for neighbourhood location and design based on the principles of smart growth, new urbanism, and green building. It provides a rating system that is voluntary and grounded in energy and environmental principles. LEED ND, prepared by the Canadian Green Building Council, promotes numerous sustainability principles to encourage the design of sustainable neighbourhoods. LEED ND provides a tool for assessing and rewarding environmentally superior development practices within the rating framework of the LEED Green Building Rating System.

This Plan promotes air, water and energy efficiency to promote the environmental sustainability of the lakeshore, which may be achieved through land use and transportation strategies to reduce vehicle emissions, appropriate neighbourhood, building and landscape designs.

c) The following criteria should be addressed in the development of sustainable neighbourhood forms:	✓	The proposal is an adaptive reuse of the existing place of worship which is contained to the existing parcel of land.
i) the creation of more compact, walkable oriented neighbourhoods;	✓	The lands are close to the Downtown area connected through a network of sidewalks.
ii) the promotion of mixed-use developments as opposed to isolated single-use commercial or institutional complexes;	✓	The reuse of the former place of worship and the addition of policies to promote roofed accommodations on the same parcel of land aligns with the intent of this policy. The proposed amendment to 323 St. George Street is to redefine the permitted use of a 'rooming house' to a 'Hotel' which will permit the owners to obtain a business license. There is no change of use proposed with this amendment.
iii) the promotion of the creation of human scale environments;	✓	The property will be enhanced with landscaping at the human scale level and support outdoor event activities on the subject lands.
iv) the provision of opportunities for residents' daily activities to occur within walking distances;	✓	The lands are close to the Downtown area connected through a network of sidewalks which provides access to local shops, food, personal services and retail opportunities.
v) the creation of a modified grid pattern with interconnected road networks; and	✓	Port Dover has an established grid pattern road network.

**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners



vi) the continuation or extension of existing street patterns and neighbourhood forms where feasible and appropriate.	✓	The lands are within an established grid pattern.
d) The following measures shall be promoted to improve air and energy efficiency:		
i) encourage higher density uses along arterial and collector roads;	✓	St. George Street is identified as a collector road.
ii) provide bicycle facilities, particularly in combination with higher density uses and large traffic generating uses;	✓	On-site bicycle facilities will be considered.
iii) promote an interconnected street network to minimize trip lengths;	✓	The lands are within an established grid pattern.
iv) identify a strategy to accommodate public parking facilities at key locations to minimize vehicular trips;	✓	The County has provided a community parking area within 60 metres of the subject property in the form of a municipal parking lot.
v) promote the development of green roofs to improve energy efficiency;	✓	Noted
vi) promote the use of porous pavement materials to increase water infiltration;	✓	Noted. As much greenspace as possible will be preserved and/or enhanced thus allowing for sustained water infiltration.
vii) encourage the reduction of energy and residential combustion emissions through a range of approaches including the development of R-2000 homes and similar commercial construction standards such as LEED, and the incorporation of Energy Star appliances;	✓	Noted.
viii) review the layout of new developments to promote energy conservation measures;		N/A
ix) encourage landscape design that promotes the use of native species and enhancement of ecological functions; and	✓	As much greenspace as possible will be preserved and/or enhanced. The use of native species will be considered.
x) encourage the development of buildings powered by renewable energy systems, both passive and active.	✓	Noted.

### 11.8.2.2 Streetscape

While streets provide for the primary movement of traffic and pedestrians, they also facilitate the daily interactions of residents, neighbours and visitors and define our experience of the public realm. Streets are important public spaces which shape our perception of the environment, and as such, they should be carefully designed to enhance our sense of community. Streetscapes consist of various elements, including streets and public frontages and are defined by the character of the sidewalks, curbing, planters, trees, landscaping and signage.

Section 8.2.2 (Hierarchy & Classification of Roads) of this Plan establishes the hierarchy and classification of roads within the County and the functional design characteristics of the roads. The following policies provide direction with respect to the public frontages and design treatments.

a) Sidewalks shall be generally provided to ensure public safety where pedestrian traffic warrant them and they do not conflict with the rural character of the environment.	✓	The lands are adjacent to an existing sidewalk and road network.
b) Suitable lighting shall be provided for the illumination of vehicles, pedestrians and cyclists, while reducing light emissions to the sky in support of the promotion of dark sky communities.	✓	Lighting is controlled through the site planning process.
c) Street furniture, including lighting, signage, bicycle parking facilities, benches, newspaper boxes, utilities, and garbage facilities shall be designed and placed within a consistent form, pattern, shape and material to avoid clutter and facilitate readability.		Does not apply to private property.
d) Public and private utilities within the streetscape shall be grouped or clustered where possible.		Does not apply to the subject property.
e) The length of blocks shall contribute to a more pedestrian environment by encouraging short and regular block lengths to make walking efficient and allow variation in routes.	✓	The existing block and road network pattern contribute to a walkable neighbourhood.
f) The connectivity between sidewalks and trails shall be promoted.	✓	St George Street contains a sidewalk that leads towards the waterfront and is 1 block away from the Lake Erie Waterfront Trail.
g) The opportunity for cyclists to travel either on the roadway or on separated bicycle paths shall be recognized in the design of streets.	✓	The Port Dover Secondary Plan envisions bike lanes and signed routes on St. George Street and Chapman Street West. The subject lands are located at these intersecting streets.
h) The comfort of the pedestrian environment shall be considered, particularly with respect to the provision of appropriate shade, lighting and shelter		Does not apply to the subject property.

i) Provide features which contribute to the definition of public open spaces, through the framing of views and focal points, direction of pedestrian movements, and demarcation of different public spaces and functions.		Does not apply to the subject property.
---	--	---

### 11.8.2.3 Safe Community Design

This Plan promotes the design of safe communities by encouraging the implementation of the principles of Crime Prevention Through Environmental Design (CPTED) as expressed in Section 7.4 (Community Design) of this Plan.

The subject lands are not impacted by these policies as the proposal is located on an existing parcel of land which proposes an adaptive reuse of an existing place of worship building. Additional roofed accommodations may be considered in the future which would be subject to site plan and other applicable policies of the Official Plan and Lakeshore Special Policy Area (or the future Port Dover Secondary Plan).

### 11.8.2.4 Sustainable Building Forms

Leadership in Energy and Environmental Design (LEED) Canada for New Construction and Major Renovations (LEED Canada - NC) was approved in 2004, tailored specifically for Canadian climates, construction practices and regulations. LEED Canada-NC provides an industry accepted definition for “green building” and provides a set of environmental performance criteria for practices, standards, and technologies.

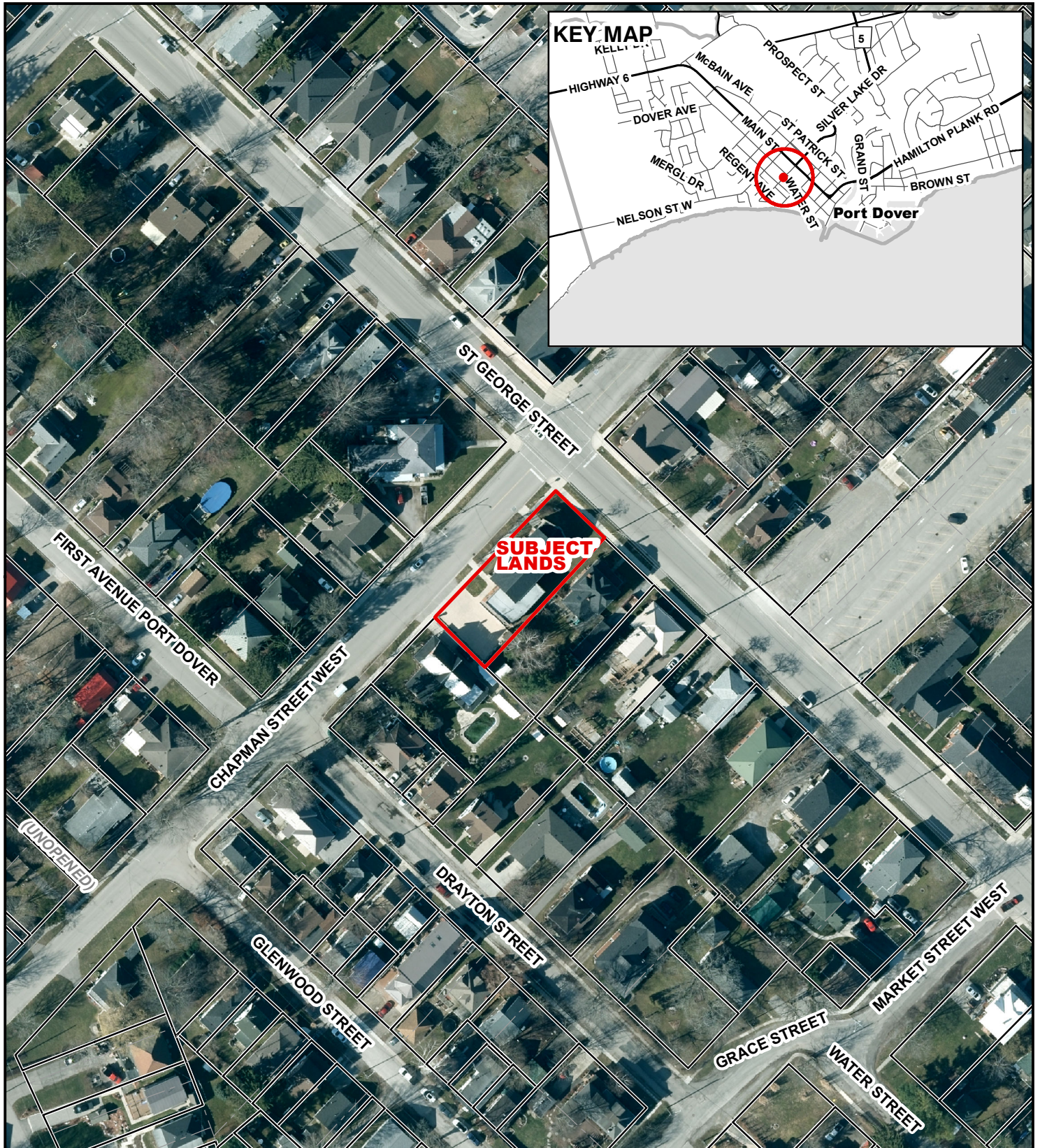
a) The County shall promote the location and orientation of buildings to provide visual interest and a cohesive and pedestrian friendly streetscape, through the following measure:		
i) buildings, structures and landscaping shall be designed to provide visual interest to pedestrians and an appropriate scale with the street. Generally, building heights should be related to road widths to create a more comfortable pedestrian environment;	✓	The proposal is an adaptive reuse of the former place of worship building. Future roofed accommodations are subject to site planning and zoning provisions that control heights. The existing building and landscaping provide visual interest to pedestrians who travel along the existing sidewalk and road network.
ii) buildings on corner lots should be sited and massed toward the intersection to provide visual interest. The rear and side elevations of buildings on corner lots should be designed to take advantage of their added visibility; and	✓	The reuse of the former place of worship does not offend these policies as the building is existing. Future roofed accommodations would be located behind the existing building. No changes are proposed for the property at 323 St. George St.
iii) residential garages should be designed so they are not the dominant feature along the streetscape, do not project into		This policy does not apply to the proposed development.

the front yard, or occupy a disproportionate area of the lot frontage.		
--	--	--




**MAP A**  
**CONTEXT MAP**  
Urban Area of PORT DOVER

BNPL2023019

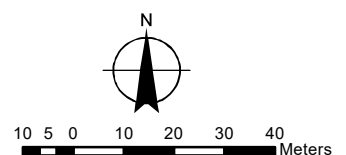


**Legend**

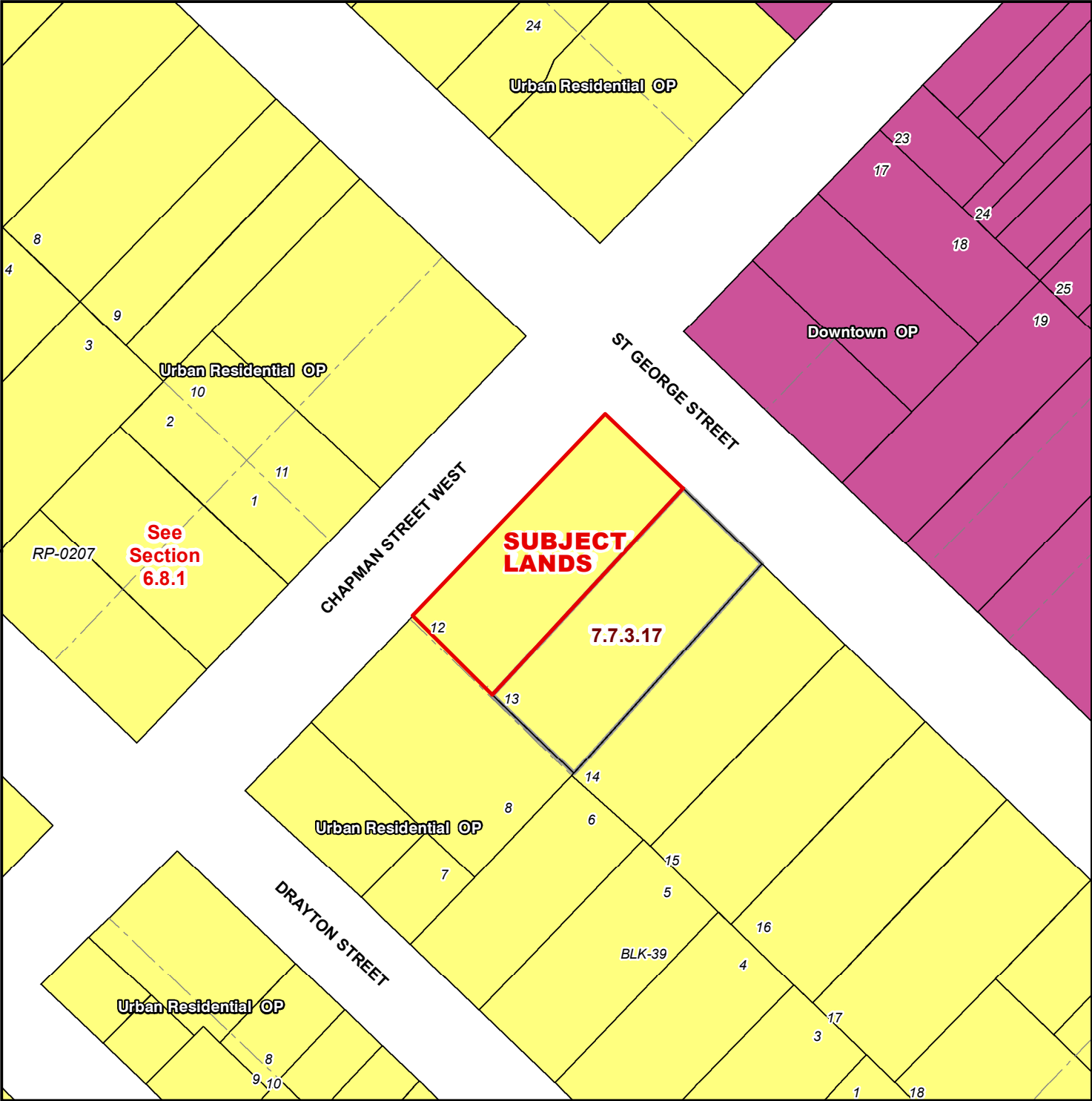
 Subject Lands

2020 Air Photo

1/18/2023








Legend


 Subject Lands

Official Plan Designations

 Urban Residential

 Downtown

 Special Policy Area

 Urban Area Boundary



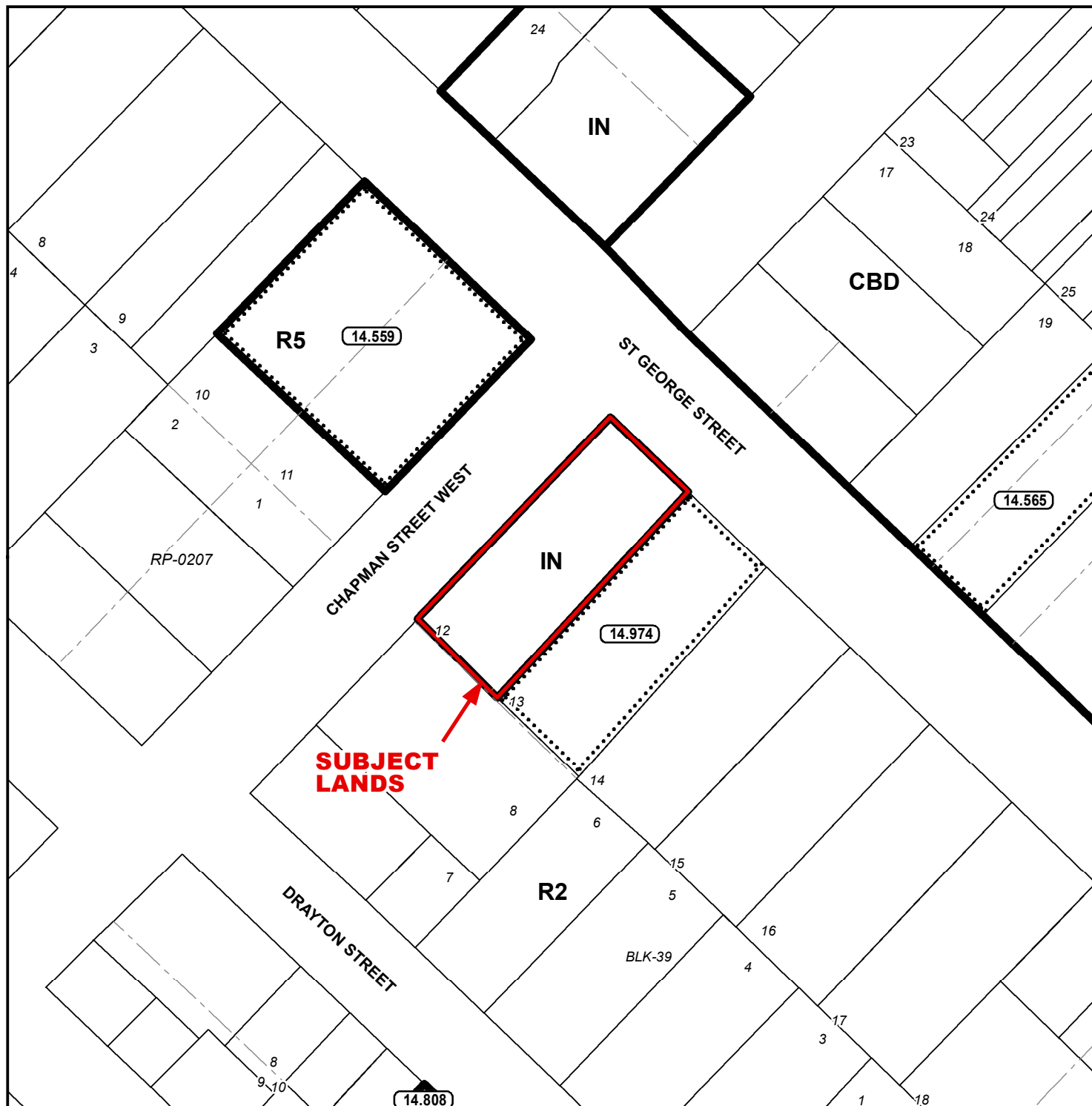
8 4 0 8 16 24 32 Meters

# MAP C

## ZONING BY-LAW MAP

Urban Area of PORT DOVER

BNPL2023019



### LEGEND

Subject Lands

ZONING BY-LAW 1-Z-2014

1/18/2023

(H) - Holding

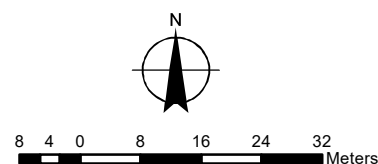
CBD - Central Business District Zone

IN - Neighbourhood Institutional Zone

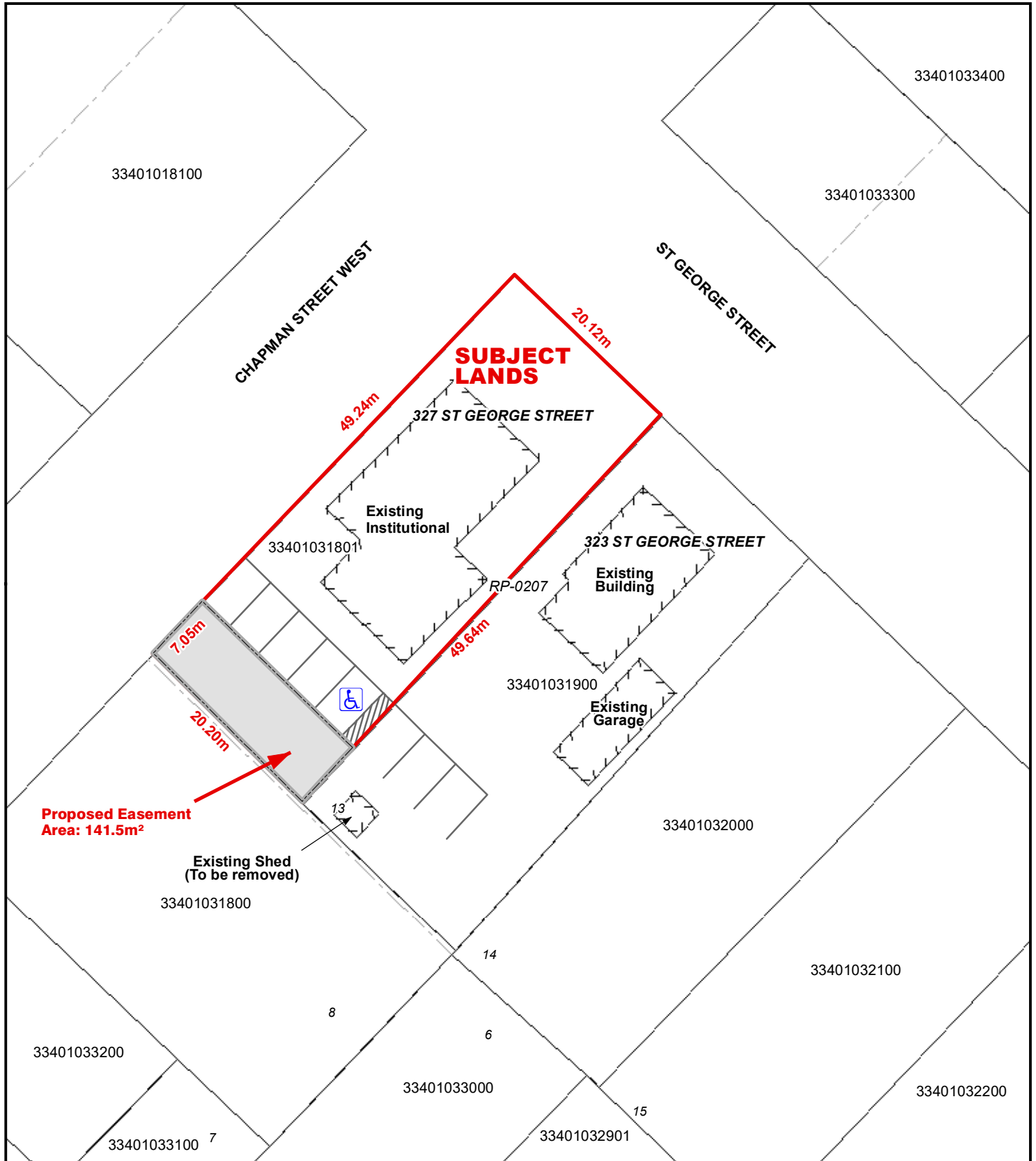
R2 - Residential R2 Zone

R3 - Residential R3 Zone

R5 - Residential R5 Zone

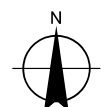


CONCEPTUAL PLAN  
Urban Area of PORT DOVER



Legend

Subject Lands

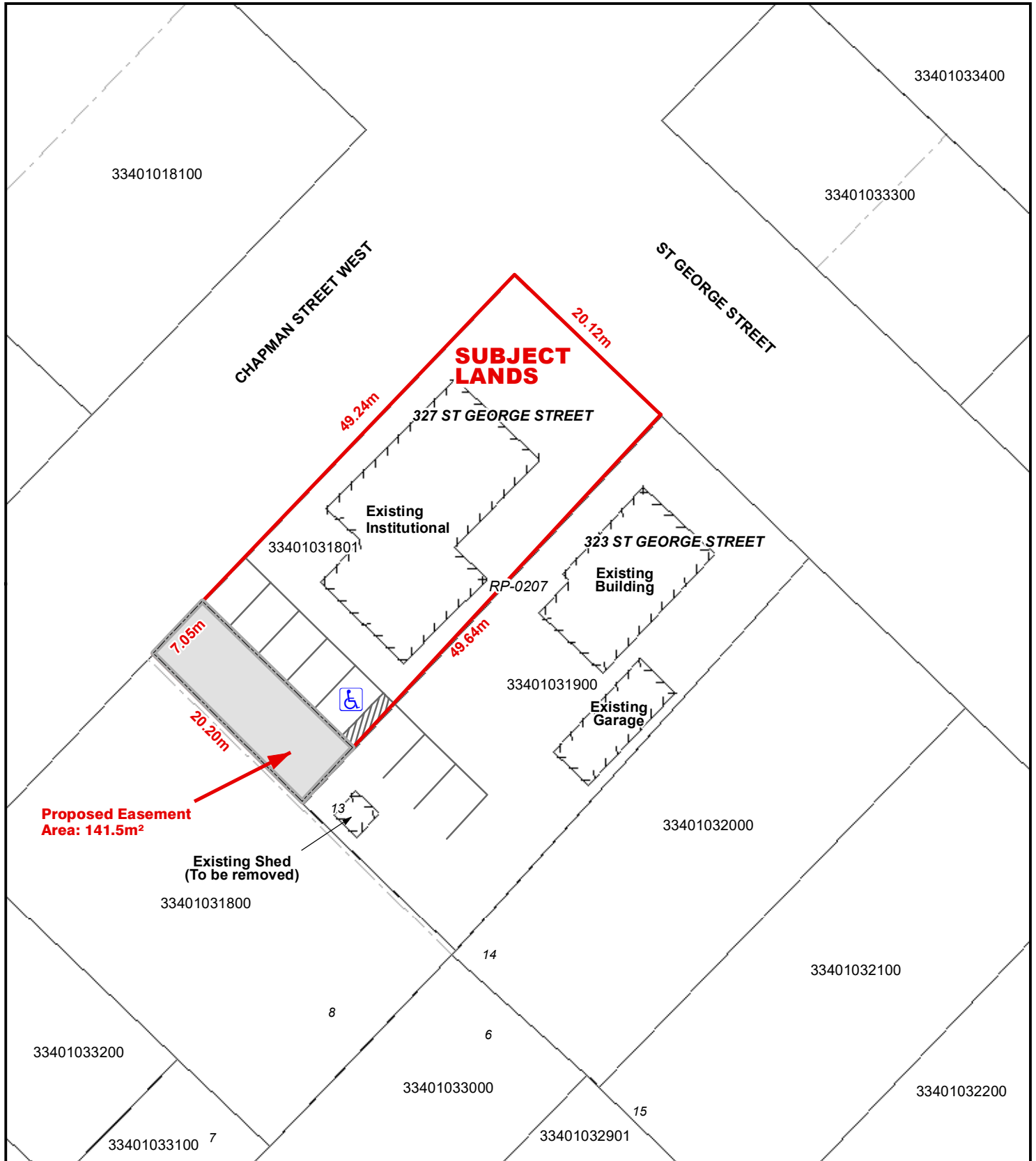


1/18/2023

4 2 0 4 8 12 16 Meters

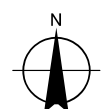


## CONCEPTUAL PLAN Urban Area of PORT DOVER



### Legend

Subject Lands



1/18/2023

4 2 0 4 8 12 16 Meters