



IBI GROUP
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August 29, 2019

Ms. Alisha Cull, BES, MCIP, RPP
Senior Planner
Planning, Development and Cultural Services Division
Norfolk County
185 Robinson Street - Suite 200
Simcoe, ON N3Y 4N5

**NORFOLK COUNTY
RECEIVED**

AUG 30 2019

**DEVELOPMENT AND
CULTURAL SERVICES**

Dear Ms. Cull:

**SUBMISSION OF OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW AMENDMENT
APPLICATION**

MARY ELGERSMA AND TONY MENDOLIA

511 NELSON STREET WEST, PORT DOVER, NORFOLK COUNTY

On behalf of our client, please accept this letter and attachments as a request for an Official Plan Amendment and Zoning By-law Amendment.

In support of their request, please find the following enclosed:

1. One (1) original Development Application together with one (1) copy of same;
2. Two (2) copies of the Planning Justification Report;
3. Two (2) copies of the Concept Plan;
4. Two (2) copies of the Architectural Drawings;
5. Two (2) copies of the Functional Servicing Report;
6. Two (2) copies of the Vegetation Management Concept Plan;
7. One (1) copy of Pre-Consultation Meeting Minutes.

A link and log-in information for an FTP site containing digital copies of the above mentioned materials will be sent to you directly via email.

Please note that our client is submitting a cheque under separate cover payable to Norfolk County representing the County's fees in the amount of \$4,310.

Please review and, if satisfied, provide the final acceptance of a "Complete Application".

Should you have any questions, please do not hesitate to contact our office.

Kind regards,

IBI GROUP

Douglas Stewart, BES, MCIP, RPP
Associate – Manager, Urban and Regional Planning

Ms. Alisha Cull – August 28, 2019


Ivana Osojnicki, BES
Planner

IO:ms

Encl.

cc: Mary Elgersma and Tony Mendolia

[https://ibigroup.sharepoint.com/sites/Projects/120317/Project Documents/02.0 Correspondence/PTL_Cull_511NelsonStW.docx](https://ibigroup.sharepoint.com/sites/Projects/120317/Project%20Documents/02.0%20Correspondence/PTL_Cull_511NelsonStW.docx) \2019-08-29\MS

For Office Use Only:

File Number	<u>OPNPL2019315</u> <u>ZNPL2019316</u>	Public Notice Sign	<u>Yes</u>
Related File Number	<u>—</u>	Application Fee	<u>\$4310</u>
Pre-consultation Meeting	<u>June 13/2018</u>	Conservation Authority Fee	<u>—</u>
Application Submitted	<u>Aug 30/2019</u>	Well & Septic Info Provided	<u>—</u>
Complete Application	<u>Sep 5/2019</u>	Planner	<u>Steve</u>

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

- ☒ Official Plan Amendment
- ☒ Zoning By-Law Amendment
- ☐ Temporary Use By-law
- ☐ Draft Plan of Subdivision/Vacant Land Condominium
- ☐ Condominium Exemption
- ☐ Site Plan Application
- ☐ Consent/Severance
- ☐ Minor Variance
- ☐ Easement/Right-of-Way
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

Please explain the desired end result of this application (for example: a special zoning provision on the subject lands, changing the zone and/or official plan designation of the subject lands, creating a certain number of lots, or similar)

The desired end result of this application is:

- 1) To amend the Official Plan to permit the development of nine (9) dwelling units on the Subject Property through a Site Specific Policy Area; and
- 2) To amend the Zoning By-law to permit the development of tourist cabins.

Property Assessment Roll Number: 334.010.08300

A. Applicant Information

Name of Owner Tony Mendolia and Mary Elgersma

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 _____
Town and Postal Code _____
Phone Number _____
Cell Number _____
Email melgersma@earthlink.net

Name of Applicant IBI Group c/o Douglas W. Stewart

Address 101-410 Albert Street
Town and Postal Code Waterloo, ON N2L 3V3
Phone Number (519) 585-2255, ext. 63212
Cell Number _____
Email douglas.stewart@ibigroup.com

Name of Agent IBI Group c/o Douglas W. Stewart

Address 101-410 Albert Street
Town and Postal Code Waterloo, ON N2L 3V3
Phone Number (519) 585-2255, ext. 63212
Cell Number _____
Email douglas.stewart@ibigroup.com

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 agent noted above.

☐ Owner

☒ Agent

☐ Applicant

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

TD Canada Trust Mortgage

B. Location, Legal Description and Property Information

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

PT Lt 9, Conc.1, Woodhouse, PT 1 37R-9506, Except PT 1 and 2, Except PT 1 37R-9704, Port Dover

Municipal Civic Address: 511 Nelson Street West, Port Dover, ON

Present Official Plan Designation(s): Urban Residential and Hazard Lands

Present Zoning: Urban Residential Type 1 (RA-1) Zone; Hazard Lands (HL) Zone

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:

One (1) residential dwelling and four (4) rental cottages

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:

All five (5) existing structures on the Subject Property will be retained. Please see attached Existing Conditions Plan. All existing buildings are single-storey.

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

N/A

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:

The proposed buildings include four (4) tourist cabins, which are 26.0 square metres each. The tourist cabins are proposed to be 5.0 metres in height. Please see the attached Concept Plans for setbacks and additional structural dimensions.

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:

N/A

8. If known, the length of time the existing uses have continued on the subject lands:
Since the 1950's

9. Existing use of abutting properties:

The abutting property to the west is used as a Water Treatment Plant, while a low-density residential use exists on the abutting property to the east.

10. Are there any existing easements or restrictive covenants affecting the subject lands?
☐ Yes ☒ No If yes, describe the easement or restrictive covenant and its effect:

Note: Please complete all that apply.

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

This application is necessary to permit the development of four (4) tourist cabins on 511 Nelson Street West. An Official Plan Amendment is required to expand the existing low-density use on the Subject Property and permit a total of nine (9) dwelling units. A Zoning By-law Amendment is required to permit tourist cabins on the Subject Property. Please review the Planning Justification Report for additional detail and justification.

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

In order to expand the existing tourist accommodation use, tourist cabins are proposed. As tourist cabins are not permitted on lands zoned Urban Residential Type 1, a Zoning By-law Amendment is required. Please review the Planning Justification Report for additional detail and justification.

3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality? ☐ Yes ☒ No If yes, describe its effect:

4. Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☒ No If yes, describe its effect:

5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?
☒ Yes ☐ No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

The request Amendment seeks to add Port Dover - Lilac Shores Cottages Site Specific Policy Area to Section 7.7.3 of the Official Plan. Please see the attached Draft Official Plan Amendment.

6. Description of land intended to be severed in metric units:

Frontage: N/A
Depth: N/A
Width: N/A
Lot Area: N/A
Present Use: N/A
Proposed Use: N/A

Proposed final lot size (if boundary adjustment): N/A

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

Description of land intended to be retained in metric units:

Frontage: 59.5 metres
Depth: 111.1 m (irregularly shaped property)
Width: 83.1 m (irregularly shaped property)
Lot Area: 7,278 square metres
Present Use: Residential
Proposed Use: Residential

Buildings on retained land: One (1) residential dwelling and four (4) cottage dwellings

7. Description of proposed right-of-way/easement:

Frontage: N/A
Depth: N/A
Width: N/A
Area: N/A
Proposed use: N/A

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

N/A

9. Site Information**Existing****Proposed**

Please indicate unit of measurement, for example: m, m² or %

Lot frontage	59.5 m	59.5 m
Lot depth	111.1 m	11.1 m
Lot width	83.1 m	83.1 m
Lot area	7,278.0 sm	7,278.0 sm
Lot coverage	6%	8%
Front yard	4.2 m	4.2 m
Rear yard	40.1 m	40.1 m
Left Interior side yard	19.4 m	2.5 m
Right Interior side yard	1.4 m	1.4 m
Exterior side yard (corner lot)	N/A	N/A
Landscaped open space	82%	80%
Entrance access width	3.5 m	3.5 m
Exit access width	3.5 m	3.5 m
Size of fencing or screening	N/A	N/A
Type of fencing	N/A	N/A

10. Building Size

Number of storeys	0	1
Building height	5.0 m	5.0 m
Total ground floor area	0.0 sm	26.0 sm
Total gross floor area	0.0 sm	26.0 sm
Total useable floor area	0.0 sm	26.0 sm

11. Off Street Parking and Loading Facilities

Number of off street parking spaces	0	8
Number of visitor parking spaces	0	0
Number of accessible parking spaces	0	1
Number of off street loading facilities	0	0

12. Residential (if applicable)

Number of buildings existing: Five (5)

Number of buildings proposed: Four (4)

Is this a conversion or addition to an existing building? ☐ Yes ☒ No

If yes, describe: N/A

Type	Number of Units	Floor Area per Unit in m ²
Single Detached	<u>N/A</u>	<u>N/A</u>
Semi-Detached	<u>N/A</u>	<u>N/A</u>
Duplex	<u>N/A</u>	<u>N/A</u>
Triplex	<u>N/A</u>	<u>N/A</u>
Four-plex	<u>N/A</u>	<u>N/A</u>
Street Townhouse	<u>N/A</u>	<u>N/A</u>
Stacked Townhouse	<u>N/A</u>	<u>N/A</u>
Apartment - Bachelor	<u>N/A</u>	<u>N/A</u>
Apartment - One bedroom	<u>N/A</u>	<u>N/A</u>
Apartment - Two bedroom	<u>N/A</u>	<u>N/A</u>
Apartment - Three bedroom	<u>N/A</u>	<u>N/A</u>

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool): Four (4) tourist cabins (26 square metres each)

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: N/A

Number of buildings proposed: N/A

Is this a conversion or addition to an existing building? ☐ Yes ☒ No

If yes, describe:

N/A

Indicate the gross floor area by the type of use (for example: office, retail, storage):

N/A

Seating Capacity (for assembly halls or similar): N/A

Total number of fixed seats: N/A

Describe the type of business(es) proposed: N/A

Total number of staff proposed initially: N/A

Total number of staff proposed in five years: N/A

Maximum number of staff on the largest shift: N/A

Is open storage required: ☐ Yes ☒ No

Is a residential use proposed as part of, or accessory to commercial/industrial use?
☐ Yes ☒ No If yes please describe:

14. Institutional (if applicable)

Describe the type of use proposed: N/A

Seating capacity (if applicable): N/A

Number of beds (if applicable): N/A

Total number of staff proposed initially: N/A

Total number of staff proposed in five years: N/A

Maximum number of staff on the largest shift: N/A

Indicate the gross floor area by the type of use (for example: office, retail, or storage):
N/A

15. Describe Recreational or Other Use(s) (if applicable)

N/A

D. 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:
Review of previous land uses and owners' knowledge.
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. 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:
Please review Planning Justification Report.
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:
Please review Planning Justification Report.

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:

Please review Planning Justification Report.

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

Storm Drainage

- ☒ Storm sewers
☐ Other (describe below)
- ☐ Open ditches

-
2. Existing or proposed access to subject lands:

- ☒ Municipal road
☐ Unopened road
- ☐ Provincial highway
☐ Other (describe below)

Name of road/street: Nelson Street West

G. Other Information

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

If yes, how many 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.

Four (4) cottages currently exist on 511 Nelson Street West, which operate as a tourism accommodation business operated by the Owners. The subject Amendments seeks to add four (4) tourist cabins, which will expand the existing use. Please review Planning Justification Report for additional review and justification.

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 properly named 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. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number
9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
19. Gross, ground and useable floor area
20. Lot coverage
21. Floor area ratio
22. Building entrances, building type, height, grades and extent of overhangs
23. Names, dimensions and location of adjacent streets including daylighting triangles
24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
25. All exterior stairways and ramps with dimensions and setbacks
26. Retaining walls including materials proposed
27. Fire access and routes
28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
29. Location of mechanical room, and other building services (e.g. A/C, HRV)
30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
31. Winter snow storage location

32. Landscape areas with dimensions
33. Natural features, watercourses and trees
34. Fire hydrants and utilities location
35. Fencing, screening and buffering – size, type and location
36. All hard surface materials
37. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
38. Business signs (make sure they are not in sight lines)
39. Sidewalks and walkways with dimensions
40. Pedestrian access routes into site and around site
41. Bicycle parking
42. Architectural elevations of all building sides
43. All other requirements as per the pre-consultation meeting

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:

- ☐ Zoning Deficiency Form
- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Architectural Plan
- ☐ Buildings Elevation Plan
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ Landscape Plan
- ☐ Photometric (Lighting) Plan
- ☐ Plan and Profile Drawings
- ☐ Site Servicing Plan
- ☐ Storm water Management Plan
- ☐ Street Sign and Traffic Plan
- ☐ Street Tree Planting Plan
- ☐ Tree Preservation Plan
- ☐ Archaeological Assessment
- ☐ Environmental Impact Study

- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Schedule
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Storm water Management Report
- ☐ Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Property Identification Number (PIN) printout

Standard condominium exemptions will require the following supporting materials:

- ☐ Plan of standard condominium (2 paper copies and 1 electronic copy)
- ☐ Draft condominium declaration
- ☐ Property Identification Number (PIN) printout

Your development approval might also be dependent on Ministry of Environment and Climate Change, 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. Development Agreements

A development agreement may be required prior to approval for site plan, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.

J. 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.

K. 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.

L. 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.

[Signature]
Owner/Applicant Signature

AUG 22, 2019
Date

M. Owner's Authorization

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

I/We Mary Elgersma and Tony Mendolia am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize IBI Group c/o Douglas W. Stewart 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.

[Signature]
Owner
Mary Elgersma
Owner

August 22, 2019
Date
August 22, 2019
Date

N. Declaration

I, Douglas W. Stewart of the City of Waterloo

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:

City of Waterloo

Douglas W. Stewart

Owner/Applicant Signature

In Region of Waterloo

This 29th day of August

A.D., 20 19

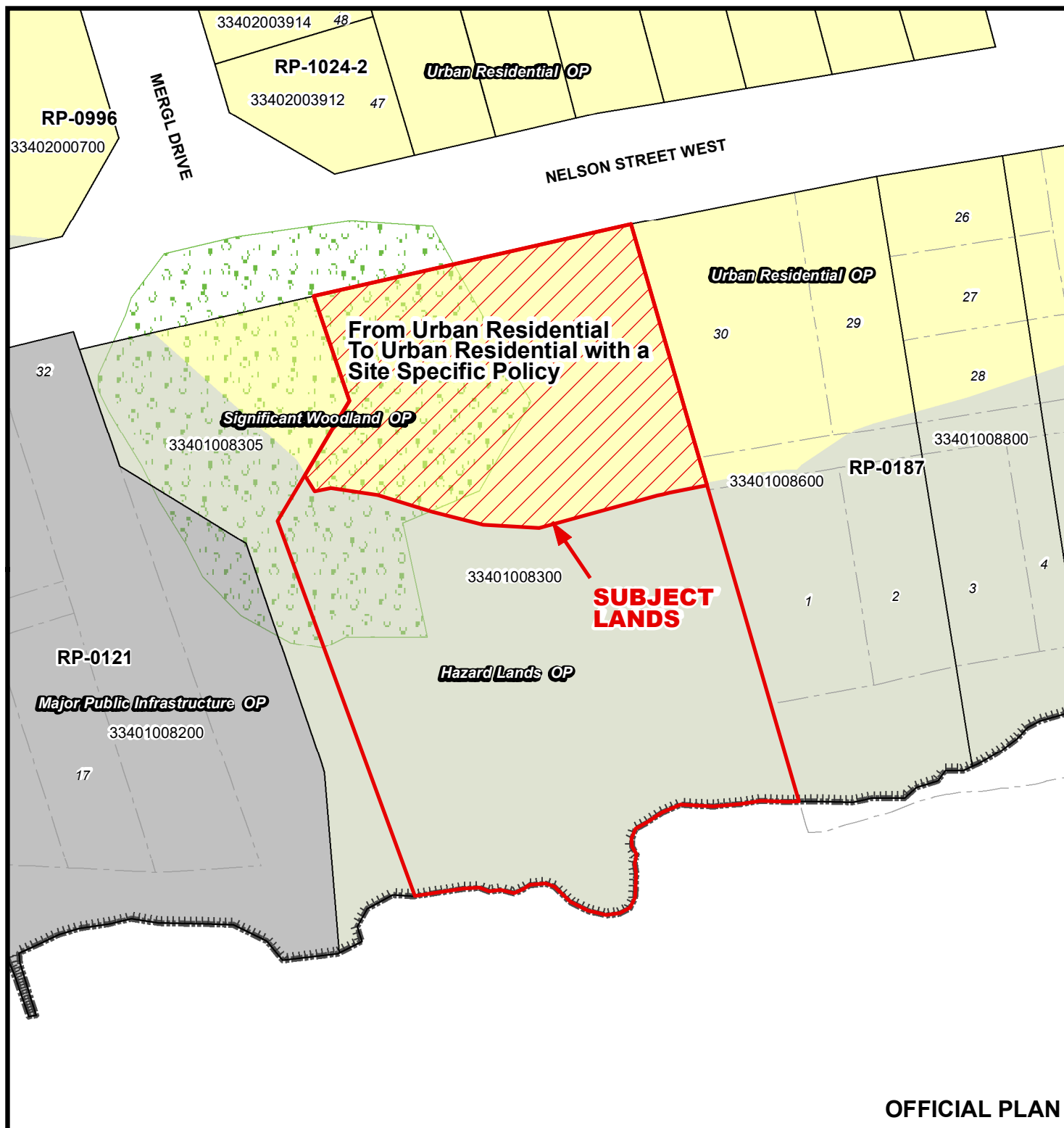
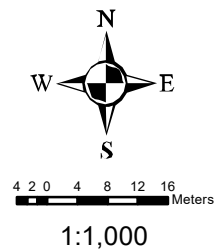
David Robert Sisco, a Commissioner, etc.,
Province of Ontario, for IBI Group
Expires October 28, 2021
A Commissioner, etc.

[Signature]

MAP 1

File Number: OPNPL2019315 & ZNPL2019316

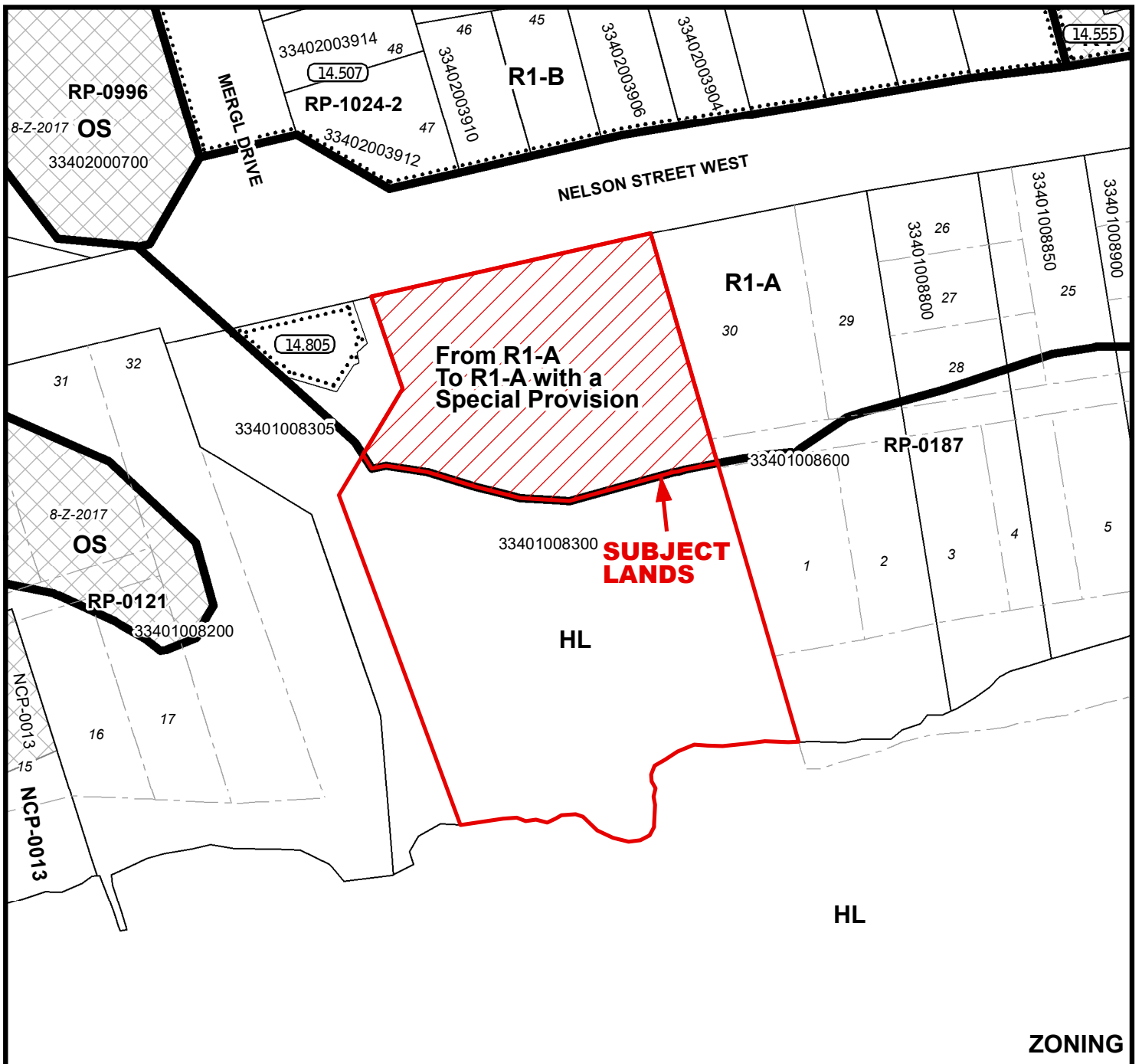
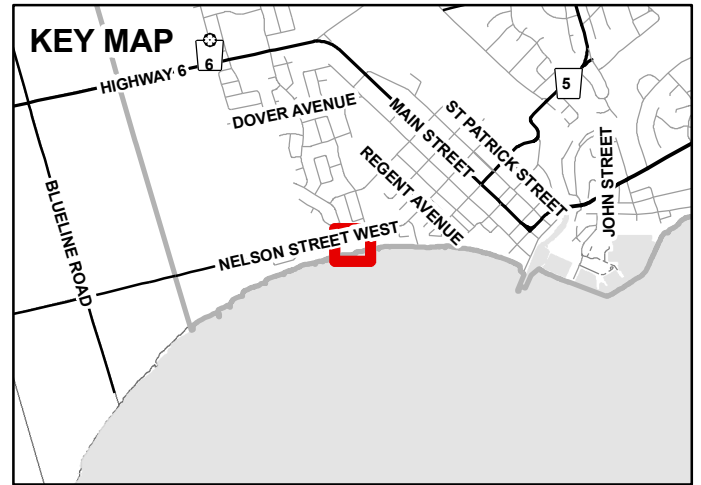
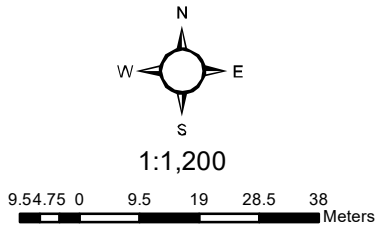
Urban Area of PORT DOVER



MAP 2

File Number: OPNPL2019315 & ZNPL2019316

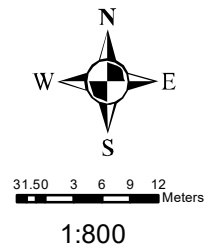
Urban Area of
PORT DOVER



MAP 3

File Number: OPNPL2019315 & ZNPL2019316

Urban Area of PORT DOVER



MAP 4

File Number: OPNPL2019315 & ZNPL2019316

Urban Area of PORT DOVER



2 1 0 2 4 6 8 Meters

1:600

