



# vallee

*Consulting Engineers,  
Architects & Planners*

May 13, 2025

Norfolk County  
Community Development Division  
12 Gilbertson Drive,  
Simcoe ON, N3Y 3N3

**Attention: Bohdan Wynnyckyj, Director of Planning**

**Reference: 2741971 Ontario Inc  
Application for Zoning By-Law Amendment  
711 Main Street, Port Dover  
Our File 24-110**

Please accept this package as our formal submission for a **Zoning By-law Amendment application for 711 Main Street, Port Dover** on behalf of Timothy (Tim) and Laura Rodger.

Included as part of our complete application package are the following documents:

1. Commissioned Zoning By-law Amendment application form
2. Planning Justification Report prepared by G. Douglas Vallee Limited, May 7<sup>th</sup>, 2025
3. Functional Servicing Report prepared by G. Douglas Vallee Limited, dated April 14<sup>th</sup>, 2025
4. Concept Plan, including Conceptual Site Plan, Elevations, and Floor Plans prepared by G. Douglas Vallee Limited, dated May 5<sup>th</sup>, 2025
5. Traffic Impact Study prepared by Paradigm, dated April 1<sup>st</sup>, 2025
6. Pre-Consultation Meeting Notes prepared by Norfolk County, dated March 27<sup>th</sup>, 2024

The submission has been made electronically through the CityView portal. Payment of fees will be made once the application has been deemed complete.

Should you have any questions or comments, please feel free to get in touch so that we can address your items in a timely manner.

Thank you in advance for your support of this project.

Best regards,

for James Canzano, BA Spec Hons.

Planning Technician

**G. DOUGLAS VALLEE LIMITED**

Consulting Engineers, Architect and Planners

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## Pre-Consultation Meeting Notes

**Date:** March 27<sup>th</sup>, 2024

**Description of Proposal:** To redevelop and rezone the subject lands to facilitate the development of a 3 storey – 6-unit apartment building.

**Property Location:** 711 Main Street, Port Dover

**Roll Number:** 33402013700

**Please read all the information in this document on the requirements for future development planning applications.** As a result of the information shared at the pre-consultation meeting dated March 27<sup>th</sup>, 2024, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the pre-submission consultation meeting.

Please note that various fees are associated with each application, and there are also costs for qualified professionals retained to complete various documents/reports. All requirements identified are minimum and determined as of the date of the pre-consultation meeting, with the information available at that time. As the proposal proceeds, more information is made public, additional applications, studies, reports, etc., may be required. The information in this document is applicable for a maximum of one (1) year from the meeting date.

**Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee. Fees will not be accepted until the submission has been reviewed and confirmed by the Planning Department.**

As part of a complete application, a signed version of these meeting notes is required.

Proponent / Agent Name	Signature	Date
Tim Rodger, Applicant		



### **Attendance List**

Proponent	Tim Rodger, Applicant
Community Development – Planning and Agreement	Mohammad Alam, Supervisor, Development Planning (Chair) Fabian Serra, Planner
Building and Zoning	Jonathan Weir, Building Inspector Roxanne Lambrecht, Zoning Administrator Tegan Meulemeester, Building Inspector
Environment & Infrastructure Services – Development Engineering	Brett Hamm, Junior Development Technologist

## Privileged Information and Without Prejudice

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### Proposal Summary:

The Applicant is proposing to rezone the subject lands to redevelop the property to facilitate the development of a 3 storey 6-unit apartment building.

### List of Application Requirements\* and General Comments

#### Planning Department

Planning application(s) required to proceed	Required
Official Plan Amendment Application	
Zoning By-law Amendment Application	x
Site Plan Application	
Draft Plan of Subdivision Application	
Draft Plan of Condominium Application	
Part Lot Control Application	
Consent / Severance Application	

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Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other - <a href="#">Click here to enter text.</a>		
<b>Planning requirements for a complete application</b> The items below are to be submitted as part of the identified Planning Application(s). <b>** electronic/PDF copies of all plans, studies and reports are required**</b>	<b>Required at OPA/ Zoning Stage</b>	<b>Required at Site Plan Stage</b>
Agricultural Impact Assessment		
Air Treatment Control Study		
Archeological Assessment		
Contaminated Site Study		
Dust, Noise and Vibration Study		
Elevation Plan	x	
Environmental Impact Study		
Geotechnical Study		
Heritage Impact Assessment		
Hydrogeological Study		
Landscaping Plan	x	
Market Impact Analysis		
Minimum Distance Separation Schedule		
MOE D-Series Guidelines Analysis		
Neighbourhood Plan		
Odour Mitigation Plan		
Parking Assessment		
Planning Justification Report/Impact Analysis	x	
Photometrics (Lighting) Plan	x	
Record of Site Condition		
Restricted Land Use Screening Form		
Site Plan/Drawing	x	
Topographical Study		
Other:		
Other:		
<b>Additional Planning Requirements</b>		<b>Required</b>
Development Agreement		
Parkland Dedication/Cash-in-lieu of Parkland		
Other:		

\* Any changes to a proposal may necessitate changes to Planning Department submission

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requirements. Reports and studies are subject to peer review.

Summary of Fees, Forms, and other information pertaining to the Planning process can found by visiting <https://www.norfolkcounty.ca/government/planning/>

See Appendix A for additional information

### **Planning Comments**

The property at 711 Main Street, Port Dover is designated Urban Residential in the Norfolk County Official Plan and is currently zoned Urban Residential Type 1 (R1-A) in the Norfolk County Zoning By-Law 1-Z-2014.

The proposed use of an apartment building is not permitted within the R1-A zone. As a result, a Zoning By-Law amendment is required to rezone to property from R1-A to Urban Residential Type 5 Zone (R5). It should be noted that any deficiencies should be addressed at this time.

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 & O. Reg. 830/21. The Act prohibits development or site alteration within areas of significant habitat for endangered or threatened species without demonstrating that no negative impacts will occur. The Ministry of Environment, Conservation and Parks provides the service of responding to species at risk information requests and project screenings. The proponent is responsible for discussing the proposed activity and having their project screened with MECP (Ministry of Environment, Conservation and Parks).

Please be advised that it is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws, or other agency approvals.

### **Assigned Planner:**

Fabian Serra

Planner

8046

[Fabian.serra@norfolkcounty.ca](mailto:Fabian.serra@norfolkcounty.ca)

### **Development Engineering**

#### **Development Engineering – 711 Main St. Port Dover**

<b>Development Engineering requirements to proceed</b>	<b>Required at OPA/ Zoning Stage</b>	<b>Required at Site Plan Stage</b>	<b>Potentially Required (See Notes Section)</b>
The below requirements are to be submitted as part of the Formal Development Planning application.			

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<b>General Requirements</b>			
Concept Plan	X		
Lot Grading Plan			X
Siltation and Erosion Control Plan			X
General Plan of Services			X
Geotechnical Report			X
Functional Servicing Report	X		
<b>Water Servicing Requirements– Section 10.0 Norfolk County Design Criteria and ISMP Section 4.0</b>			
Disconnection of Water Service(s) to Property Line			X
Water Modelling (County Consultant)	X		
Backflow Preventer (RPZ)			X
Water Allocation			X
<b>Sanitary Servicing Requirements – Section 9.0 Norfolk County Design Criteria and ISMP Section 4.0</b>			
Disconnection of Sanitary Service(s) to Property Line			X
Sanitary Modelling (County Consultant)	X		
Property Line Inspection Maintenance Hole			X
<b>Storm Water Servicing Requirements – Section 7.0 and Section 8 Norfolk County Design Criteria and ISMP Section 4.0</b>			
Storm Water Management Design Report (including calculations)			X
Establish/Confirm Legal and Adequate Outlet			X
<b>Transportation Requirements – Section 6.0 Norfolk County Design Criteria, ISMP Section 5.0, Section 6.0 and Appendix J</b>			
Traffic Impact Study	X		

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### **General Notes:**

1. All reports and drawings are to be signed and stamped by a Professional Engineer (P. Eng) and adhere to Norfolk County's Design Criteria and Integrated Sustainable Master Plan (ISMP). A copy of these criteria is available upon request.
2. Recommendations from all reports (FSR, SWM, TIS, Modelling, etc.) must be incorporated into the design and be constructed at the developer's expense.
3. As per Norfolk County By-law 2017-04 ('Being a By-Law to Regulate Lot Grading and Drainage'), a lot grading plan will be required at time of building permit application.
4. All applicable permits and inspections to be issued by Public Works
5. As per Norfolk County By-Law 2013-65, only one domestic water service pipe and one water meter shall be installed per lot.
6. As per Norfolk County By-Law 2016-32, only one entrance is permitted per residential lot.
7. All applicable permits and inspections to be issued by Environmental and Infrastructure Services department.
8. All entrances are to be shown on the plans. Entrances must conform to Norfolk County Design Criteria and By-law 2016-32.
  - a. Driveway Grades (Section 6.7.02);
  - a. Driveway Widths (Section 6.7.03);
  - b. Number of Commercial entrances (By-Law 2016-32).  
Entrance design must also encompass any recommendations from the Traffic Impact Study.

### **Required at Zoning By-Law Amendment Application Stage:**

All reports and studies are to be signed and sealed by a Professional Engineer and are to adhere to Norfolk County Design Criteria.

9. The following reports/studies will be required at time of Zoning By-law Amendment and Draft Plan of Subdivision Submission:

- c. **Concept Plan;**
  - d. **Functional Servicing Report (as per Norfolk County Design Criteria);**
  - e. **Water / Sanitary Modelling.**
  - f. **Traffic Impact Study (as per ISMP Appendix J – TIS Guidelines);**
2. **A Functional Servicing Report** will be required. The FSR will explain the type of sanitary

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and water services required for this development and explain how each service will meet the Norfolk County Water and Wastewater requirements. The Functional Servicing Report must include water /sanitary servicing and fire flow calculations. Fire Flow calculations are to be completed in accordance with "Water Supply for Public Fire Protection 2020" by Fire Underwriters Survey.

3. **Sanitary and Water modelling** will be required. This is to be completed by Norfolk County's third-party consultant. The cost to complete the modelling and any recommendations from reports are to be implemented into the design at the applicant's expense. The following information will be required to receive a quote and complete the modelling.
  - a. General Plan of Services
  - b. Functional Servicing Report;
  - i. Total Wastewater Design Flows shown in Sanitary Design Sheets;
  - ii. Total Domestic Water and Fire Flows as per Norfolk County Design Criteria Section 10.1.1Once the quote has been received, approval from the applicant will be required before proceeding.
4. A Traffic Impact Study should be required with every planning application. However, as this development is small in nature, ask that you complete a **Traffic Impact Brief**. Hence, as per Norfolk County's ISMP Appendix J - TIS Guidelines, a Traffic Impact Brief can be prepared based on the following sections of the Appendix J - TIS Guidelines:
  - a. Section A1.3 – Existing Conditions;
  - b. Section A1.4 – Study Area;
  - c. Section A1.5 – Development Land Use Type & Site Plan;
  - d. Analysis:
    - i. Sightlines;
  - e. Conclusions and Recommendations
5. Disconnection of existing water and sanitary services may be required prior to installation of the new services. Permits are required prior to any work being completed. It should be assumed that disconnection will be required earlier at the Demolition stage.
6. A Sanitary Inspection manhole will be required on Property line.
7. Per Norfolk County Design Criteria section 9.7.00, minimum size for sanitary lateral for a proposal of this nature is 150mm.

### **Potentially Required:**

1. A Testable DCVA Backflow device shall be placed in a watertight chamber at the property line for each property. Approval from the Manager of Environmental Services must be obtained as per Norfolk County Design criteria.

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Brett Hamm  
Junior Development Technologist  
[Brett.Hamm@norfolkcounty.ca](mailto:Brett.Hamm@norfolkcounty.ca)

### **Development Agreement**

If performance securities are required by the County to secure any internal and external development works, a recommended condition for your planning application approval will be to enter into a development agreement with the County. The agreement will be registered on title to the subject lands, at the owner's expense. The additional requirements for an agreement could include, but are not limited to the following:

- Engineering drawing review
- Engineer's schedule of costs for the works
- Clearance letter and supporting documentation to support condition clearance
- User fees and performance securities
- Current property identification number (PIN printout)
- Owner's commercial general liability insurance certificate
- Professional liability insurance certificate
- Postponement of interest
- Transfers and / or transfer easements along with registered reference plan

All the best with your development.

Annette Helmig  
Agreement and Development Coordinator  
[Annette.Helmig@norfolkcounty.ca](mailto:Annette.Helmig@norfolkcounty.ca)

### **Building**

#### **Zoning Administrator:**

#### **Pre Con 711 Main Street Port Dover**

#### **Zoned R1-A , proposing R5 to allow for 6 unit, 3 storey building**

2.51.10 "APARTMENT DWELLING" shall mean a dwelling containing five (5) or more dwelling units with a shared or common entrance.

#### **Urban Residential Type 5 Zone (R5)**

5.5.1 Permitted Uses In an R5 Zone, no land, building or structure shall be used except in accordance with the following uses:

- a) dwelling, apartment
- b) home occupation
- c) retirement home.



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5.5.2 Zone Provisions In an R5 Zone, no building or structure shall be erected or altered except in accordance with the following provisions:

- a) minimum lot frontage: 30 metres (meets at 40m)
- b) minimum front yard: 3 metres (meets at 12.2m)
- c) minimum exterior side yard: 3 metres (n/a)
- d) minimum interior side yard: 3 metres (meets at 3m)
- e) minimum rear yard: 9 metres (meets at 20.51m)
- f) maximum building height: five (5) storeys [6-Z-2018] (proposing 3)
- g) maximum floor area ratio: (n/a as only 3 storeys)
  - i) four (4) storey building 0.72 [6-Z-2018]
  - ii) five (5) storey building 0.79 [6-Z-2018]

Zoning table on site plan is required to ensure zoning is met

Parking as per section 4.0 of our bylaw, 1.5 parking spaces per each dwelling unit = 6 x 1.5 = 9 spaces. Isle width to be 7.3m (9 spaces provided with the 7.3m isle)  
one of the spaces has been designed for accessibility as per the parking bylaw at a width of 3.4m with signage that identifies the accessible space

Roxanne Lambrecht  
Zoning Administrator  
Extension 1839  
[Roxanne.Lambrecht@norfolkcounty.ca](mailto:Roxanne.Lambrecht@norfolkcounty.ca)

### **Building Inspector:**

The proposed construction is considered a Group C residential occupancy as defined by the Ontario Building Code (OBC). You will need to retain the services of a qualified individual with BCIN Small Buildings/Building Services, or Architect or a Professional Engineer to complete the design documentation for this application.

The Designer will need to provide a Part 9 Building Code matrix. This matrix represents selected elements from your detailed code analysis and presents a quick overview to the municipal building official of the key OBC factors concerning your design. The matrix will identify OBC review items such as occupant loads, fire separations, project description, building size, building classification, fire alarms, type of construction, barrier free requirements, plumbing fixture requirements and spatial separations.

The Designer will need to include in their submittals review of OBC Sentence 9.9.11.5. Floor Numbering and Sentence 9.8.9.6. Finish for Treads, Landings and Stairs.

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The design drawings will need to indicate locations of all rooms including service rooms, HVAC drawings will also be required.

Where a floor area does not require a barrier-free path of travel, certain barrier-free design provisions of Section 3.8. will still be applicable. These requirements can provide greater accessibility for persons with limited mobility who do not use wheelchairs or for those with sensory disabilities. People using walking aids, service animals or those with hearing and vision loss may still be able to climb stairs or use escalators. Accessibility features such as wider door openings, lever door handles and larger washroom stalls can also assist other building users. The applicable requirements include: 3.8.1.3.(6) – Headroom and walking surfaces 3.8.2.3.(6) – Non-barrier-free washrooms 3.8.3.1.(6) – Accessibility signs 3.8.3.3.(19) – Doors, door hardware and vision panels 3.8.3.8.(10) – Ambulatory water closet stalls 3.8.3.10.(4) – Urinals 3.8.3.11.(5) – Lavatories 3.8.3.15.(5) – Counters for telephones 3.8.3.16.(4) – Drinking fountains.

A demolition permit will be required to remove the existing building.

### **MORE THAN 2 DWELLINGS-PLUMBING**

The Ontario Building Code (OBC) 7.6.3.4 requires a review of water service connection size at the time of application for projects connected to a water system with more than one dwelling unit..

### **FIRE FIGHTING REQUIREMENTS PART 9 BLDGS**

OBC Article 9.10.20.3. will require fire department access to buildings by means of a street, private roadway or yard taking into account connection with public thoroughfares, weight of firefighting equipment, width of roadway, radius of curves, overhead clearance, location of fire hydrants, location of fire department connections and vehicular parking.

### **ABOVE GROUND CONDUCTORS**

The Design will need to comply with OBC Subsection 3.1.19. Above Ground Electrical Conductors, depending on the voltage, the clearances to the building will vary.

Signs proposed due to development will require a permit as part of Norfolk's Sign Bylaw and may need a Building Permit according to the OBC.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

### **Items for Building Permit**

"-Industrial Commercial Institutional (ICI)" & "Applicable Law Checklist" Step by Step Guide Building Permit Package has been attached to the minutes herein, this contains information on drawing requirements, designers, forms, contact information for Building Department etc.

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Jonathan Weir  
Building Inspector

Extension 1832  
[jonathan.weir@norfolkcounty.ca](mailto:jonathan.weir@norfolkcounty.ca)

### **Corporate Support Services – Realty Services**

If a Development Agreement is required, this will be registered on title and the County will require Postponements of any Charges/Mortgages (if any) on title to the County's Agreement. We recommend that you connect with your Lender(s) (if any) and/or your solicitor as early in the process as possible to avoid any delays.

Alisha O'Brien, Generalist,  
Realty Services  
[realty.services@norfolkcounty.ca](mailto:realty.services@norfolkcounty.ca)

### **Corporate Support Services - Accessibility for Ontarians with Disabilities Act**

Please include accessible parking space on future submission at minimum 3.4m wide equipped with a 1.5m wide access aisle. Please also include appropriate Rb-93 accessible parking sign with separate "van accessible" tab

Sam McFarlane  
Manager, Accessibility and Special Projects  
Corporate Support Services  
519-426-5870 x. 8099 [Sam.McFarlane@norfolkcounty.ca](mailto:Sam.McFarlane@norfolkcounty.ca)

### **Haldimand-Norfolk Health and Social Services**

Health and Social Services has a vested interest in new developments in Haldimand/Norfolk County from a number of perspectives that can impact the health of the community. Our comments for this proposal are as follows:

There is an acute need for purpose built rental units in Norfolk County. Provided the proposed development meets the intent and purpose of applicable policy, by-laws, codes and servicing capacity, Housing Services is supportive of the establishment of new purpose built rental units in the community.

#### **Housing Services:**

Stephanie Rice  
Director Social Services & Housing

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[stephanie.rice@hnhss.ca](mailto:stephanie.rice@hnhss.ca)

## **Appendix A: Planning Reference Materials**

Following is a summary of some land use planning reference materials. It is the requirement of the applicant to ensure compliance with applicable legislation, policies and regulations.

### **Provincial Policy Statement, 2020**

<https://www.ontario.ca/page/provincial-policy-statement-2020>

### **Norfolk County Official Plan**

<https://www.norfolkcounty.ca/government/planning/official-plan/>

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan.

Section 9.6.2 outlines requirements in relation to requests to amend the Zoning By-law.

**It is the responsibility of the proponent to review and ensure relevant Official Plan policies are addressed in any future development application.**

### **Norfolk County Zoning By-Law 1-Z-2014**

<https://www.norfolkcounty.ca/government/planning/new-zoning-by-law/>

The provisions of the Norfolk County Zoning By-Law shall apply to all lands within the boundaries of Norfolk County. No land, building or structure shall be used, erected, or altered in whole or in part except in conformity with the provisions of this By-Law. No land, building or structure shall be used or occupied except for uses that are specifically identified in the By-Law as permitted uses by the relevant zoning category.

**It is the responsibility of the proponent to review and ensure relevant Zoning By-law provisions are addressed in any future development application**



# APPLICABLE LAW CHECKLIST

**The Building Code Act** prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to the Building Division.

If the answer is **YES** to any question, the relevant approval documents must be submitted with this permit application. Where any required approval has **NOT** been obtained, the agencies listed on the back of this form must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

**Property Address:** \_\_\_\_\_ **Permit Number (office use)** \_\_\_\_\_

<b>Zoning By-Laws – Norfolk County Planning Department</b>	YES	NO
Is/was relief required to permit a minor zoning variance in your proposal?		
Is/was rezoning required to permit the proposed building or land use?		
Is a land division or subdivision required and not yet fully completed?		
Are municipal services required but not yet completed or available?		

<b>Planning Approval - Norfolk County Planning Department</b>	YES	NO
Is this property regulated by Site Plan Control under Section 41 of the Planning Act?		

<b>Heritage - Norfolk County Heritage and Culture Department</b>	YES	NO
Are you demolishing a building that is listed on the County's heritage inventory?		
Is the building designated or in the process of being designated?		
Is the property located in a heritage district or study area?		

<b>Construction and Fill Permits – Long Point Regional or Grand River Conservation Authority</b>	YES	NO
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?		

<b>Building and Land Use Permits - Ontario Ministry of Transportation</b>	YES	NO
Is the property within 45m of a highway or 180 m from any highway intersection?		
Is the property within 395m of a controlled highway intersection? (applies to Sign Permits)		
Is this a major traffic generating project located within 800m of a highway?		

<b>Clean Water Act – Public Works</b>	YES	NO
Is the property located within a Source Water Protection regulated area?		
If yes: does a Water Source Protection Plan restrict the land use you are proposing? (s.59 screening form may be required)		

**Community Development Division- Building Department**

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<b>Agriculture and Farms - Ontario Ministry of Agriculture and Food</b>	YES	NO
Is this a farm building that will house animals or manure?		
Is this a milk processing plant?		

<b>Crown Lands Work Permit – Ministry of Natural Resources</b>	YES	NO
Are you proposing to construct or place a structure or combination of structures that are in physical contact with more than 15 square meters of shore lands?		
Are you proposing to build on Crown Land?		

<b>Electrical Conductor Clearances - Electrical Safety Authority</b>	YES	NO
Are any overhead power lines located above or within 5.5 metres of the proposed building?		

<b>Environmental Approvals - Ministry of Environment, Conservation, Parks</b>	YES	NO
Is a Record of Site Condition required to be filed because of a change to more sensitive land use? Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the Environmental Protection Act?		

<b>Child Care Centres - Ministry of Education</b>	YES	NO
Is a daycare proposed in any part of the building?		

<b>Seniors Centres - Ministry of Children, Community and Social Services</b>	YES	NO
Is this a seniors project where Ontario Government funding is being sought?		

<b>Long Term Care Centres – Ministry of Health &amp; Long Term Care</b>	YES	NO
Construction, alteration or conversion of building used for a nursing home?		

<b>Education Act - Ministry of Education</b>	YES	NO
Is the project being carried out on the property of an educational facility?		
If so, is any or all building on the property being fully or partially demolished?		

DECLARATION – I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

	None of these applicable law approvals apply to this project
	Applicable laws checked 'yes' apply to this project, and approval documents are submitted with this application.
	Applicable laws checked 'yes' apply to this project; however, all approval documents have not yet been obtained

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Community Development Division- Building Department**

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application. The Building Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals. If you answer yes to any of the following question please reach out to these agencies for approvals.

#### **Zoning and Planning – Community Services Division – Norfolk County**

**Zoning** 519-426-5870 ext. 6064 or [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca)

**Planning** 519-426-5870 ext. 1842 or [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca)

##### **Planning Act, s.34, 34(5), 45, and Part VI**

Zoning By-laws restrict such things as land use, lot size, building size, and setbacks. If your project does not comply with any part of the Zoning By-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning By-laws also restrict the issuance of permits until any associated land division, subdivision, or municipal servicing is complete.

##### **Planning Act, s.41**

Site Plan Approval applies to commercial, industrial, institutional, multi-residential and intensive livestock site plans. The site plan agreement must be registered before site plans will be approved.

#### **Conservation Authority Permits**

**Grand River Conservation Authority (GRCA)** 1-866-900-4722 or [grca@grandriver.ca](mailto:grca@grandriver.ca)

**Long Point Regional Conservation Authority (LPRCA)** 1-888-231-5408 or [conservation@lprca.on.ca](mailto:conservation@lprca.on.ca)

##### **Conservation Authorities Act s. 28 (1)(c), regulation 166/06**

Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. GRCA or LPRCA will confirm if your property falls within their jurisdiction.

#### **Highway Corridor Building & Land Use Permits**

**Ministry of Transportation (MTO)** 1-800-268-4686 or

[www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml](http://www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml)

##### **Public Transportation and Highway Improvement Act, s.34, 38**

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.



## Environmental Approvals

**Ministry of the Environment, Conservation and Parks (MECP)** 1-800-461-6290 or [www.ontario.ca](http://www.ontario.ca)

**Environmental Protection Act s. 46, 47.3, 168 and the Environmental Assessment Act s 5.**

Ministry of Environment approvals are required where a property of industrial or commercial use is changed to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

## Electrical Conductor Clearances

**Electrical Safety Authority** 1-877-372-7233 or [www.esasafe.com](http://www.esasafe.com)

Subsection 3.1.19. of the Ontario Building Code prohibits buildings being located beneath or within a certain minimum distances of overhead electrical conductor wires, other than the power feed to the building.

## Source Water Protection – Environmental and Infrastructure Services – Norfolk County

**Environmental Services** – Stephanie Davis- Manager, Water & Wastewater Compliance- 519-426-5870 ext. 8037 or [Stephanie.Davis@norfolkcounty.ca](mailto:Stephanie.Davis@norfolkcounty.ca)

**Cambium Inc.** Racheal Doyle – [sourcewaterprotection@cambium-inc.com](mailto:sourcewaterprotection@cambium-inc.com)

**Clean Water Act s. 59**

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official

## Agriculture and Farms

**Ministry of Agriculture Food and Rural Affairs** 1-877-424-1300 or [www.omafra.gov.on.ca](http://www.omafra.gov.on.ca)

**Nutrient Management Act 2002 s.11 reg 267/03, Milk Act s.14**

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before a building permit can be issued.

## Child Care Centres

**Ministry of Education** (905) 895-9192 or [www.ontario.ca](http://www.ontario.ca)

**Child Care and Early Years Act, s. 14 reg 137/15**

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

## Seniors Centres

**Ministry of Children, Community and Social Services** 1-888-789-4199 or [www.mcscs.gov.on.ca](http://www.mcscs.gov.on.ca)

**Elderly Persons Centres Act s. 6 of reg 314**

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.

## Community Development Division- Building Department

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## Long Term Care Homes

**Ministry of Health & Long Term Care** 1-800-387-5559 or [www.health.gov.on.ca](http://www.health.gov.on.ca)

**Nursing Home Act s. 4, 5 reg 832**

**Homes for the Aged & Rest Homes Act s. 14**

The Long Term Health Care Act is designed to help ensure that residents of long-term care homes receive safe, consistent, high-quality, resident-centred care.

## Education

**Ministry of Education** (905) 895-9192 or [www.ontario.ca](http://www.ontario.ca)

**Education Act s. 194**

The board shall obtain approval from the Minister for the demolition of any buildings located on a school site regulated by the Education Act. App

## Crown Lands Works Permits

**Ministry of Natural Resources** [www.ontario.ca/page/crown-land-work-permits](http://www.ontario.ca/page/crown-land-work-permits)

**Ontario Regulation 239/13 s. 2, s. 5**

Ministry approval is required to construct a building on crown lands or to construct or place a structure along shorelines.

# **INDUSTRIAL COMMERCIAL INSTITUTIONAL**

## **Building Permit Package**

A step by step guide for  
making a building permit  
application



Norfolk County Building Department  
Community Development Division  
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6  
[norfolkcounty.ca](http://norfolkcounty.ca)





# Industrial, Commercial, Institutional Large Residential Permit Package

Building permits help protect you, your home, and the interests of your community by making sure the project is structurally sound and follows the Ontario Building Code, municipal zoning and other applicable laws.



There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps and provide guidance to the building permit process.

## **STEP 1: Applicable Law.**

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

## **Community Development Division - Building Department**

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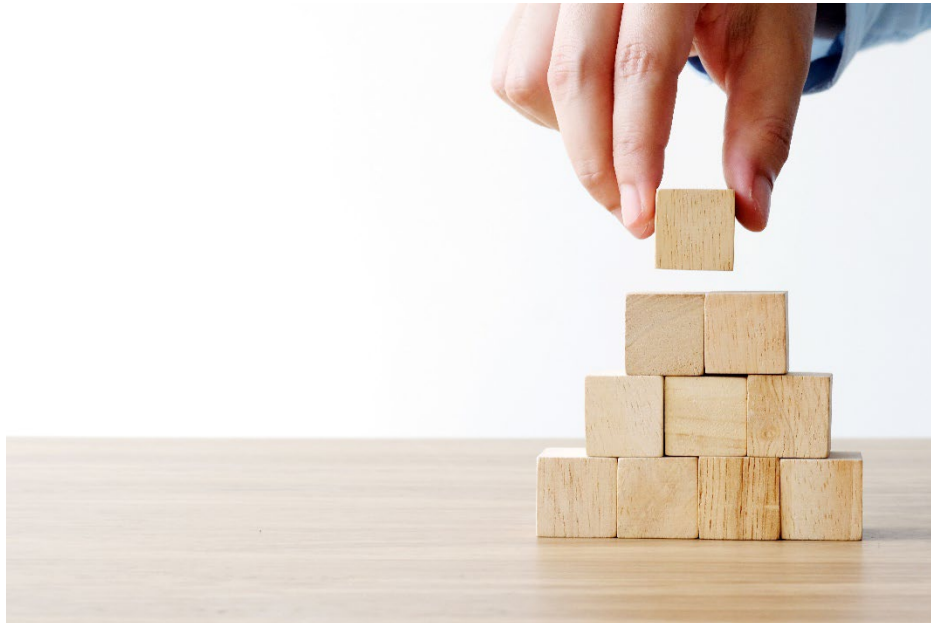
## **Pre-consultation meeting – Site plan approval.**

Most industrial, commercial and institutional buildings are located on properties where a site plan approval is required through the Planning Act. Before you submit a planning application, please contact our office about the necessity of a pre-consultation meeting.

These confidential meetings are hosted by the Planning Department with staff from various departments (and agencies, as applicable) who will provide valuable feedback on your proposal and outline what will be required as part of a complete planning application. After the meeting, you will receive a detailed summary of the meeting which will summarize the feedback from each department. The document will also include a clear list of what you need to submit as part of a complete planning application form.

To request a pre-consultation meeting, please email the Planning Department at [precon@norfolkcounty.ca](mailto:precon@norfolkcounty.ca). You can also call us at (519) 426-5870 ext. 1842.

For more information on the process, please see the [Norfolk County Planning Website](#).



## **Site Plan Control.**

Site Plan Control is a tool utilized by the County to ensure that specific development proposals meet the Official Plan and Zoning By-law objectives. Essentially, site plans approved under this process are very detailed and outline precisely how a particular property will be developed. Site Plan Approval is typically the last planning approval necessary before the Building Permit process.

A Site Plan Agreement is sometimes required for more complicated developments. Where a property has site plan control designation, but the proposed construction is deemed minor in nature, the applicant will need to provide a site plan waiver from the Planning Department as part of an Applicable Law review.

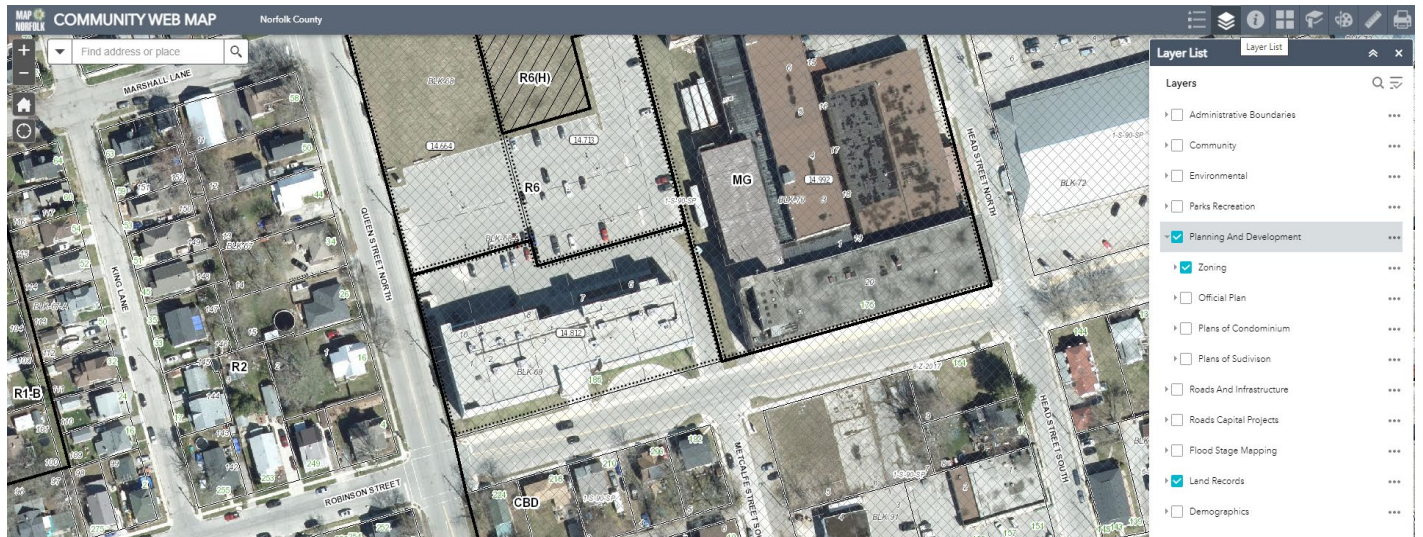
## **Community Development Division - Building Department**

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## Zoning Requirements.

Finding the zoning associated with your property is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning. [Norfolk County Zoning Bylaw](#) is available online.



To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- ☐ Property lines and lot dimension,
- ☐ Location of building and all other structures on the lot,
- ☐ Location of all steps and landings,
- ☐ Distance from dwelling to property lines,
- ☐ Parking spots with dimensions,
- ☐ Location of septic system.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca) or 519-426-5870 ext. 1842.

Zoning: [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca) or 519-426-5870 ext. 1000.



## Community Development Division - Building Department

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## Lot Grading.

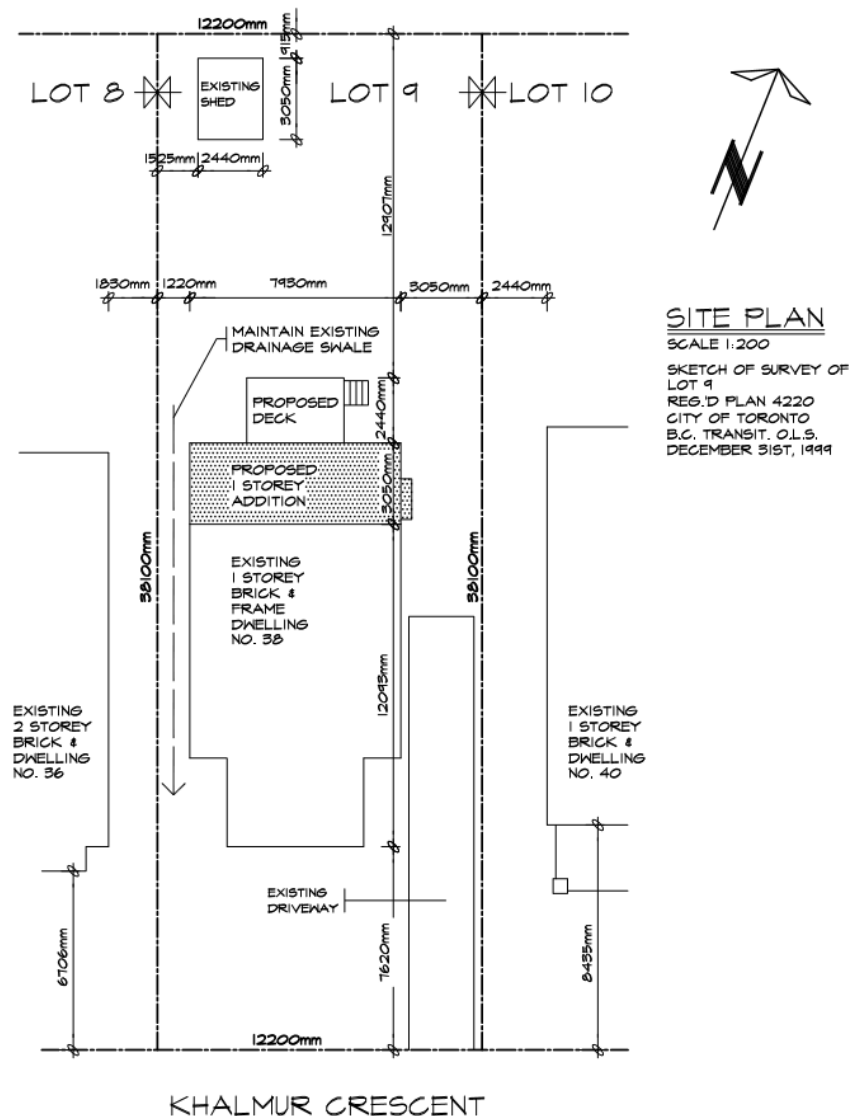
Where a property has been issued a site plan waiver, and the footprint of the building is increasing in size, a lot grading is required.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law.](#)

Proposed grading plans needs to identify:

- ☐ all surface features;
- ☐ existing and proposed structures;
- ☐ changes in grade and slopes in percent between such changes; and
- ☐ include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



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## **STEP 2: Preparing your application.**

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

### **Who can design the building?**

There are many factors to determine who can complete drawings and design documents for these types of buildings. Your design team can be made up of qualified individuals with a Building Code Identification number (BCIN), an architect, and/or Professional Engineers. If you are unsure what qualifications a designer needs for your specific project, reach out to a building inspector for more information.

Building Department staff cannot make recommendation on a specific designer or design company.

### **Drawings and Documents.**

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the 'regulations under this act' tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

### **Building Permits – Application Checklist.**

#### **Completed Forms.**

- ☐ Building Permit Application Form.
- ☐ Signed Commitment to General Review.
- ☐ Property Owner Consent Form, if application is not completed by the property owner,
- ☐ Applicable Law Checklist and supporting documents.
- ☐ Lot grading form (projects with a site plan waiver).

#### **Required Documents.**

- ☐ Approved Site Plan approval plot plan.
- ☐ Drawings of the building.
  - Architectural,
  - Structural,
  - Electrical,
  - Mechanical,
  - Plumbing.
- ☐ Building Code Matrix.
- ☐ Completed SB-10 report (energy efficiency).

## **Community Development Division - Building Department**

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- ☐ Septic System or Sewage Works.
  - Sewage system is under 10,000 litres/day daily design flow for the whole site. (separate application through Norfolk County)
  - Sewage Works is over 10,000 litres/day daily design flow for the whole site. ECA to be obtained from The Ministry of Environment, Conservation, Parks.  
Contact: *Christopher O'Connor*.  
Phone: 1-800-668-4557, Cell: 905-515-9618  
Email: [Chris.O'Connor2@ontario.ca](mailto:Chris.O'Connor2@ontario.ca)

**Fees.**

- ☐ Building Permit fee.
- ☐ Plumbing fee.
- ☐ Occupancy fee.
- ☐ Civic address (where applicable).
- ☐ Water / Sanitary / Storm Connection Permit (where applicable).
- ☐ Development charges (if applicable).

**Septic Permits - Application Checklist.**

**Completed Forms.**

- ☐ Building Permit Application Form.
- ☐ Schedule 1: Designer Information.
- ☐ Schedule 2: Sewage System Installer Information.

**Required Documents.**

- ☐ Septic System Permit Application Information Package / Worksheets.
- ☐ Percolation time ('T' time) report from a licensed testing agency.

**Fees.**

- ☐ Septic Permit fee.

### **STEP 3: Applying.**

**Online Portal:** Visit [Norfolk Permits Portal](#) and make your application online.



## **Building Department**

[Apply for a Building Permit](#)  
[Status and Fees](#)

**In Person:** Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

### **Step 4: Plans Review.**

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

### **Step 5: Inspections**

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

**Need Help?** If you have any question on the building permit process or plans required, please contact [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or 519-426-5870 ext. 6016

*Updated October 2022*

## **Community Development Division - Building Department**

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## Planning Department Development Application Form

### Complete Application

A complete development application consists of the following:

1. A completed, signed, and notarized application form
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
4. Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

### Pre-Submission Consultation:

Norfolk County requires a Pre-Consultation Meeting for all applications; however, minor applications may be exempted depending on the nature of the proposal. The purpose of a Pre-Consultation Meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the Norfolk County and Agency staff to identify the application requirements. Application requirements, as detailed in the Pre-Consultation Meeting Comments, are valid for one year after the meeting date.

### Development Application Process

Once an application has been deemed complete by a Planner, Norfolk County staff will circulate the application to adjacent landowners, public agencies, and internal departments for comment. The time involved in application processing varies depending on its complexity, acceptability to the other agencies, and statutory Planning Act decision time-frames.

Payment is required once your application is deemed complete. Pre-payments will not be accepted.

Norfolk County collects personal information submitted through this form under the Municipal Freedom of Information and Protection Act's authority. Norfolk County will use this information for the purposes indicated or implied by this form. You can direct questions about collecting personal information to Norfolk GIS Services at [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca).

Additional studies required for the complete application shall be at the applicant's sole expense. Sometimes, peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee. Full refunds are only available before Norfolk County has circulated the application.

### **Notification Sign Requirements**

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of your development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands.
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.

### **Contact Us**

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or 519-875-4485 extension 1842 or [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca). Please submit the completed application and fees to the attention of the Planning Department at 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6.

**For Office Use Only:**

File Number	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	_____
Pre-consultation Meeting	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

---

**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
- ☐ Extension of a Temporary Use By-law
- ☐ Part Lot Control
- ☐ Cash-in-Lieu of Parking
- ☐ Renewable Energy Project or Radio Communication Tower

Please summarize the desired result of this application (for example, a special zoning provision on the subject lands to include additional use(s), changing the zone or official plan designation of the subject lands, creating a certain number of lots, or similar)

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**Property Assessment Roll Number:** \_\_\_\_\_

## A. Applicant Information

**Name of Owner**

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Address

---

Town and Postal Code

---

Phone Number

---

Cell Number

---

Email

---

**Name of Applicant**

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Address

---

Town and Postal Code

---

Phone Number

---

Cell Number

---

Email

---

**Name of Agent**

---

Address

---

Town and Postal Code

---

Phone Number

---

Cell Number

---

Email

---

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both 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:

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## B. Location, Legal Description and Property Information

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

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Municipal Civic Address: \_\_\_\_\_

Present Official Plan Designation(s): \_\_\_\_\_

Present Zoning: \_\_\_\_\_

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

☐ Yes ☐ No If yes, please specify corresponding number:

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3. Present use of the subject lands:

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4. Please describe **all existing** buildings or structures on the subject lands and whether they will 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 the 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:

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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.

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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:

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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:

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

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9. Existing use of abutting properties:

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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:

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### C. Purpose of Development Application

**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:

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

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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:

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

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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):

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6. 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: \_\_\_\_\_

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Description of land intended to be retained in metric units:

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

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

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

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

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

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

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

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

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

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

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

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

Proposed use: \_\_\_\_\_

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

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**9. Site Information****Zoning****Proposed**

Please indicate unit of measurement, for example: m, m<sup>2</sup> or %

Lot frontage	_____	_____
Lot depth	_____	_____
Lot width	_____	_____
Lot area	_____	_____
Lot coverage	_____	_____
Front yard	_____	_____
Rear yard	_____	_____
Left Interior side yard	_____	_____
Right Interior side yard	_____	_____
Exterior side yard (corner lot)	_____	_____
Landscaped open space	_____	_____
Entrance access width	_____	_____
Exit access width	_____	_____
Size of fencing or screening	_____	_____
Type of fencing	_____	_____

**10. Building Size**

Number of storeys	_____	_____
Building height	_____	_____
Total ground floor area	_____	_____
Total gross floor area	_____	_____
Total useable floor area	_____	_____

**11. Off Street Parking and Loading Facilities**

Number of off street parking spaces	_____	_____
Number of visitor parking spaces	_____	_____
Number of accessible parking spaces	_____	_____
Number of off street loading facilities	_____	_____

12. Residential (if applicable)

Number of buildings existing: \_\_\_\_\_

Number of buildings proposed: \_\_\_\_\_

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

If yes, describe: \_\_\_\_\_

Type	Number of Units	Floor Area per Unit in m2
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool):

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: \_\_\_\_\_

Number of buildings proposed: \_\_\_\_\_

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

If yes, describe:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seating Capacity (for assembly halls or similar): \_\_\_\_\_

Total number of fixed seats: \_\_\_\_\_

Describe the type of business(es) proposed: \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

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:

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14. Institutional (if applicable)

Describe the type of use proposed: \_\_\_\_\_

Seating capacity (if applicable): \_\_\_\_\_

Number of beds (if applicable): \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

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

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

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#### **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):

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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:

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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:

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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:

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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:

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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

- |  |   |
|--|---|
| <input type="checkbox"/> Municipal piped water | <input type="checkbox"/> Communal wells         |
| <input type="checkbox"/> Individual wells      | <input type="checkbox"/> Other (describe below) |
- 

### Sewage Treatment

- |   |   |
|---|---|
| <input type="checkbox"/> Municipal sewers                               | <input type="checkbox"/> Communal system        |
| <input type="checkbox"/> Septic tank and tile bed in good working order | <input type="checkbox"/> Other (describe below) |
- 

### Storm Drainage

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Storm sewers           | <input type="checkbox"/> Open ditches |
| <input type="checkbox"/> Other (describe below) |                                       |
- 

2. Existing or proposed access to subject lands:

- |   |   |
|---|---|
| <input type="checkbox"/> Municipal road | <input type="checkbox"/> Provincial highway     |
| <input type="checkbox"/> Unopened road  | <input type="checkbox"/> Other (describe below) |

Name of road/street: \_\_\_\_\_

## 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.

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## **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

- ☐ Functional Servicing Report
- ☐ 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 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 site plan approval, 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, to disclose the registration of all transfer(s) of land and/or 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.

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


April 11 / 2025  
\_\_\_\_\_  
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 Timothy and Laura Rodger am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited c/o Lesley Hutton-Rhora 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

  
\_\_\_\_\_  
Owner

April 11, 2025  
\_\_\_\_\_  
Date

April 11, 2025  
\_\_\_\_\_  
Date

**N. Declaration**

I, Timothy Rodger 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:

Port Dover



Owner/Applicant Signature

In County of Norfolk

This 11 day of April

A.D., 20 25



A Commissioner, etc.

G. Shaw-Saunders  
Notary Public



**J. Transfers, Easements and Postponement of Interest**

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L Rodger  
Owner/Applicant Signature

April 11, 2025  
Date

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I/We Timothy and Laura Rodger am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited c/o Lesley Hutton-Rhora 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.

L Rodger  
Owner  
[Signature]  
Owner

April 11, 2025  
Date  
April 11, 2025  
Date

**N. Declaration**

I, Laura Rodger 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:

Port Dover

L Rodger  
Owner/Applicant Signature

In County of Norfolk

This 11 day of April

A.D., 2025

[Signature]  
A Commissioner, etc.

G. Shawn Swartz  
Notary Public





# **Zoning By-law Amendment 711 Main Street, Port Dover, Norfolk County**

## **Planning Justification Report**

May 13, 2025  
Our File: 24-110



**vallee**  
*Consulting Engineers,  
Architects & Planners*



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        Appendix D – Provincial Planning Statement Compliance

        Appendix E – Official Plan Compliance

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## Introduction

G. Douglas Vallee Limited (Vallee) has been retained by proponents Timothy (Tim) Rodger and Laura Rodger, property owners of 711 Main Street in Port Dover (Roll# 33402013700), to make an application for a Zoning By-law Amendment to facilitate the infill development of 12 stacked townhouse dwellings. The lands are currently designated Urban Residential under the Norfolk County Official Plan (NCOP) and zoned Residential R1-A. A pre-consultation meeting was held with Norfolk County on March 27<sup>th</sup>, 2024 which featured a design concept consisting of a 3-storey apartment building. Several concerns about the proposed development were identified by county staff. Accordingly, the concept has been redesigned to be a better fit for the context of the neighbourhood.

The purpose of this Planning Justification Report is to evaluate the proposed amendments in consideration of Provincial and local policy and provide planning rationale to rezone the subject lands from Residential R1-A to Residential R4 to facilitate the development of the subject lands.

This application:

- Is consistent with the policies of the Provincial Planning Statement 2024;
- Complies with the Norfolk County Official Plan and Lakeshore Special Policy Area Secondary Plan;
- Adds to the mix of housing types established in the area;
- Generates an acceptable level of traffic;
- Utilizes existing infrastructure and does not create adverse affects to water and sanitary sewer systems;
- Represents good planning.

## Site Description

The subject lands are approximately 0.19ha in area and are within the urban boundary of Port Dover. They encompass Lots 4 and 5 within Block 10 of the Port Dover registered plan 207 and are located south of Main Street (arterial road), west of Greenock's Street West (local road), and east of Alma Street (local road). They are designated Urban Residential under the Norfolk County Official Plan, are within the Lakeshore Special Policy Area, and are presently zoned Residential R1-A. The subject lands have approximately 40.3m of frontage along Main Street and the topography of the parcel is relatively flat with no discernible vegetation or water features. A municipally owned alley abuts the subject lands, which is currently used as a rear entrance by an adjacent property owner.

The surrounding area largely encompasses existing single and semi-detached dwellings and is designated Urban Residential under the Official Plan. Abutting and adjacent parcels include a range of residential zoning designations, including R1-A, R2 and Neighbourhood Commercial. There is also a group townhouse development to the north of the subject lands that is zoned R4 and consists of four townhouse buildings with five units each.

The subject lands are also approximately:

- 75m northeast of Lakewood Elementary School;
- 110m east of Port Dover Community Centre;
- 200m east of Port Dover arena;
- 262.8m northwest of the Downtown of Port Dover.



Figure 1 - Subject Lands: 711 Main Street, Port Dover

## Proposed Development

The proposed development consists of 12 stacked townhouse units, designed with internal access via a shared private driveway and off-street parking area fronting onto the south side of Main Street. The off-street parking serves all units and is designed to accommodate resident and visitor parking. The proposal includes a total of 23 parking spaces, 19 for resident parking and 4 visitor parking spaces, including one Type-A accessible parking space. However, in this configuration the development does not meet all provisions of the Zoning By-law under Sections 4.9, 5.4.2, and 5.4.4.

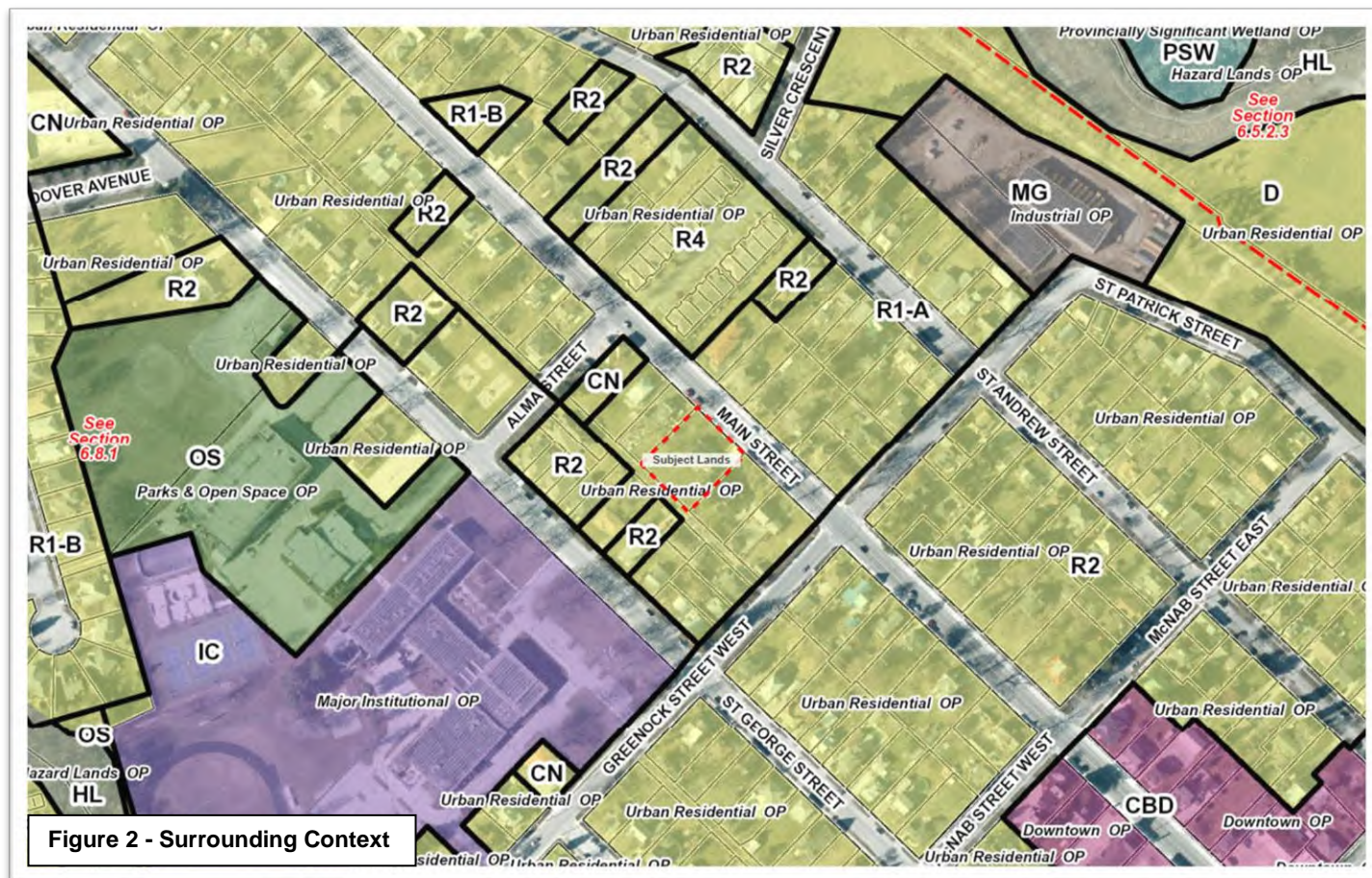
## Proposed Amendments

### Zoning By-Law Amendment

To support the proposed development, amendment to the Zoning By-law is required to change the zoning from Residential R1-A to Residential R4 to support the proposed use. Additionally, a request for further relief will be required for the following:

- a) **Section 5.4.2 a):** require min. 158 sq m of lot area per unit without garages.
- b) **Section 4.2.4 b):** reduction from 3m to 1.5m from parking area to dwelling and interior lot line.
- c) **Section 4.9 a):** reduction from 24 resident required parking spaces to 19 spaces.
- d) **Section 5.4.2 f):** reduction of rear yard setback from 7.5m to 3m.





**Section 5.4.4:** increase from maximum of eight dwelling units to twelve units.

## Studies

Supporting information and studies identified through the pre-consultation meeting with Norfolk County staff have been prepared and enclosed, including:

- Functional Servicing & Stormwater Management Report, prepared by Vallee, dated April 14, 2025
- Legal Boundary Survey Reference Plan 37R-XX prepared by Jewitt and Dixon, dated February 3, 2025
- Traffic Impact Study prepared by Paradigm Transport Solutions Limited, dated April 1, 2025

Appendices to this report include the following:

- Appendix A – Conceptual Site Plan, prepared by Vallee, dated May 5, 2025
- Appendix B – Conceptual Elevations & Floorplans, prepared by Vallee, dated May 5, 2025
- Appendix C – Provincial Interest
- Appendix D – Provincial Planning Statement Compliance
- Appendix E – Official Plan Compliance
- Appendix F – Lakeshore Special Policy Area Secondary Plan Compliance

This application was submitted to include the information and material required under Section 34 (10.1) of the Planning Act as part of a complete application.

Planning Review

The proposed Zoning By-law amendment was prepared considering several planning documents including the *Planning Act*, Provincial Planning Statement 2024, Norfolk County Official Plan, Lakeshore Special Policy Area Secondary Plan, and the Norfolk County Zoning By-law NC .

Planning Act

Table 1 - Planning Act Review	
Section	Comment
Section 2	Lists matters of provincial interest which all land use decisions in Ontario shall 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	Permits a municipal Council to amend a Zoning By-Law by way of a zoning by-law amendment application.
Section 41	Sets out the criteria pertaining to Site Plan Control, which is required for developments that will contain more than ten (10) residential units.

Provincial Planning Statement 2024

The Provincial Planning Statement, 2024 (PPS 2024) provides policy direction for appropriate land use planning and development patterns to achieve healthy, liveable, and resilient communities that will protect resources of provincial interest, public health and safety, the quality of the natural and built environment, will facilitate economic growth, and support complete communities. The policies promote economic development through the provision of a mix of employment and residential opportunities, public and recreation opportunities, and long-term prosperity through the promotion of land use compatibility, energy conservation and adaptation to climate change to achieve. The subject land is identified as being within a Settlement Area according to the PPS 2024.

Building Homes, Sustainable, Strong and Competitive Communities

Planning for People and Homes (Sections 2.1 and 2.2)

**Housing Options:** The proposed development introduces 12 stacked townhouse units, supporting a mix of housing types and contributing to attainability for a range of household incomes. This aligns with provincial objectives for housing diversity and complete communities.

**Infrastructure Capacity:** The subject site is municipally serviced with water and sanitary infrastructure. The proposal makes efficient use of existing systems, reducing the need for expansion and supporting sustainable growth.

**Transit and Active Transportation:** The development is located along Main Street, a well-connected corridor served by sidewalks and within walking distance of commercial services, schools, and recreational amenities, encouraging walkability and reduced vehicle dependence.



### Settlement Area and Land Use Compatibility (Section 2.3)

**Infill and Intensification:** The project utilizes an underused lot within the designated urban settlement area of Port Dover. The site's redevelopment supports intensification targets by adding residential units within an existing neighbourhood context.

**Land Use Efficiency:** The proposal represents compact growth that leverages existing infrastructure and services. It contributes to the County's intensification goal of accommodating 25% of new housing within the built-up area.

**Appropriate Densities:** The proposal conforms to the PPS directive that planning authorities shall identify appropriate locations and opportunities for intensification and redevelopment based on the following:

- a) **Existing Building Stock and Areas:** The subject lands are located in an established residential neighbourhood with a mix of low- and medium-density housing forms. The proposed stacked townhouse development introduces a compatible building type that complements the scale and character of the area.
- b) **Availability of Suitable Existing or Planned Infrastructure and Public Service Facilities:** The site is fully serviced by existing municipal water, sanitary, and stormwater infrastructure. Community amenities, including schools, parks, and commercial services, are located nearby, supporting residential use and minimizing infrastructure strain.
- c) **Opportunities to Support a Range and Mix of Housing Options:** The proposed 12-unit development contributes to a broader mix of housing forms in Port Dover. It provides a multi-unit housing format that addresses local housing needs and supports social and demographic diversity.
- d) **Opportunities to Support the Use of Active Transportation and Transit:** The subject site is located on Main Street, with direct sidewalk access and pedestrian connectivity to surrounding amenities. Although Port Dover does not have a fixed-route transit system, the walkable design promotes reduced dependence on automobiles and encourages non-motorized transportation options.

### Energy Conservation, Air Quality, and Climate Change (Section 2.9)

**Compact and Sustainable Development:** With a proposed density of 63 units per hectare, the development promotes efficient land use and supports a transit-supportive, walkable community form.

**Green Infrastructure and Resilience:** The project includes stormwater management features that meet municipal standards and Ontario Building Code energy efficiency requirements, contributing to long-term environmental performance.

**Active Transportation:** The location provides direct pedestrian access to surrounding residential areas, downtown Port Dover, and nearby parks and trails, reducing the need for vehicle travel and supporting non-motorized movement.

## Infrastructure and Facilities (Section 3.6 – Sewage, Water, and Stormwater)

**Servicing Efficiency:** The development will connect to existing municipal servicing infrastructure, including water and sanitary systems, optimizing capacity and supporting compact urban development.

**Stormwater Management:** On-site stormwater design will manage quality and quantity through infiltration and attenuation measures consistent with County design criteria and including onsite underground storage

## Public Spaces, Recreation, Parks, Trails, and Open Space (Section 3.9)

**Access to Public Amenities:** The site is within walking distance of public open spaces and community facilities, contributing to healthy, active lifestyles for future residents.

**Community Connectivity:** The surrounding road and sidewalk network support pedestrian movement and link the development to nearby residential, institutional, and commercial areas.

The proposed residential development at 711 Main Street is consistent with the Provincial Planning Statement (PPS) 2024, supporting intensification and sustainable land use. The project efficiently utilizes existing municipal services and infrastructure, encourages walkability and compact urban form, and integrates well with the surrounding built context. By contributing to local intensification targets, improving housing choice, and minimizing infrastructure expansion, the development supports the Province's broader objectives for community building and long-term growth management. In this instance, the proposed zoning by-law amendment is consistent with the PPS 2024.

A decision by Council to approve the Zoning By-law Amendment will be consistent with the PPS 2024.

## Norfolk County Official Plan (NCOP)

The subject lands are designated Urban Residential and located within the Lakeshore Special Policy Area Secondary Plan as identified in the Norfolk County Official Plan. The following analysis demonstrates consistency with key applicable policies of the NCOP.

The following sections of the Official Plan are applicable to this application and have been reviewed:

- |  |  |
|--|--|
| a) Section 2.2 – Goals and Objectives          | f) Section 6.5.2 – Port Dover Urban Area       |
| b) Section 5.3 – Housing                       | g) Section 7.7 – Urban Residential Designation |
| c) Section 5.4 – Community Design              | h) Section 8.0 – Networks and Infrastructure   |
| d) Section 5.3.1 – Residential Intensification | i) Section 8.9 – Water and Wastewater Services |
| e) Section 6.4 – Urban Areas                   |  |

The Official Plan encourages residential intensification and redevelopment within existing urban areas such as Port Dover. The subject property is within the designated urban boundary, is fully serviced, and is considered suitable for residential intensification. The following subsections summarize how the proposal conforms with the applicable Official Plan policies.

## Goals and Objectives (Section 2.2)

Section 2.2 of the Official Plan outlines a set of overarching Goals and Objectives intended to guide long-term land use planning in Norfolk County. The proposed development addresses several of these goals, including

maintaining and enhancing the rural and small-town character of the County, maintaining a high quality of life, upgrading and expanding infrastructure, and supporting a well-governed and sustainable community. By redeveloping an underutilized parcel within an established neighbourhood, the application promotes compact urban form and optimizes existing municipal services.

### **Housing and Residential Intensification (Sections 5.3, 5.3.1)**

The proposed development contributes directly to the County's housing objectives by providing stacked townhouse units within the built-up area of Port Dover. The Official Plan encourages the development of a range of housing types, including medium-density forms such as townhouses, and sets a target for 15% of new housing to be townhouses and 25% of total growth to be achieved through intensification. This application supports both objectives by facilitating residential growth through infill and redevelopment, using an efficient land use approach that complements surrounding residential uses. The proposal also helps address housing affordability and diversity in the local market.

### **Urban Areas (Section 6.4)**

The Norfolk County Official Plan identifies six Urban Areas as the focus for future population and employment growth, including the Urban Area of Port Dover. The proposed development is located within this designated growth area and supports the Plan's intent to direct development to lands that are already serviced by municipal infrastructure. By proposing gentle intensification within a built-up neighbourhood, the application contributes to the efficient use of existing services, reduces the pressure on rural and agricultural lands, and aligns with the County's growth management objectives.

### **Port Dover Urban Area (Section 6.5.2)**

The Port Dover Urban Area is one of the key settlement areas identified in the Official Plan where residential, commercial, recreational, and tourism-related development is expected to be directed. Section 6.5.2 highlights the importance of maintaining the small-town character of Port Dover while accommodating growth in a sustainable and context-sensitive manner. The subject lands are located within the built boundary of Port Dover and are fully serviced, making them suitable for intensification. The proposed stacked townhouse development aligns with the vision for the Port Dover Urban Area by offering medium-density housing that is compatible with adjacent development, enhances neighbourhood vitality, and supports pedestrian access to local amenities and the waterfront. As such, the proposal contributes to Port Dover's role as a vibrant, complete community.

### **Urban Residential Designation (Section 7.7)**

The subject lands are designated Urban Residential, which permits a variety of low- to medium-profile residential forms. The proposed development of stacked townhouses falls within the permitted uses and aligns with the intended residential character of this designation. While the resulting density approaches the high-density threshold, the form, scale, and location of the project are contextually appropriate and compatible with adjacent uses. Section 7.7 supports residential intensification where servicing, infrastructure, and design compatibility can be demonstrated, all of which are addressed through the accompanying technical reports and Site Plan Control.

### **Infrastructure and Servicing (Sections 8.0, 8.9)**

Sections 8.0 and 8.9 address municipal networks and water/wastewater infrastructure. The development will connect to existing municipal services and has been reviewed through a Functional Servicing Report (FSR) which confirms available capacity. The use of existing infrastructure supports cost-effective service delivery and aligns with the Plan's objective to limit unnecessary expansions. Stormwater management measures will be finalized through site design to ensure mitigation of off-site impacts, maintaining infrastructure integrity and protecting surrounding properties.

## Transportation and Parking Considerations

The Traffic Impact Brief prepared by Paradigm Transportation Solutions Limited, dated March 4, 2025, concludes that the proposed 12-unit residential development at 711 Main Street will not generate significant traffic volumes and is not anticipated to impact the function or safety of the surrounding road network. Trip generation is minimal, and sightlines at the proposed access point meet operational expectations for an arterial road within a built-up urban area. The design of the driveway is appropriate and consistent with similar local conditions, and no mitigation measures or roadway improvements are required. As such, the proposed development can be accommodated within the existing transportation infrastructure and is considered compatible with the area's transportation function.

## Urban Growth and Policy Alignment

The proposed development is consistent with the growth management framework of the Official Plan. Located within a designated Urban Area, it represents a logical and efficient form of development that leverages existing municipal infrastructure and services. The application promotes infill development, enhances housing options, and helps to achieve broader County objectives around compact growth and long-term sustainability. By avoiding the need to expand urban boundaries, the project contributes to a more resilient and fiscally responsible urban structure.

## Official Plan Summary

The proposed residential infill and redevelopment project is fully aligned with Norfolk County's Official Plan policies. It supports residential intensification, optimizes land use, and enhances housing accessibility while integrating into the existing urban environment. By leveraging existing infrastructure, ensuring compatibility with surrounding land uses, and maintaining a high standard of urban design, the project represents a well-planned and sustainable approach to growth in Norfolk County. In this instance, the proposed application meets the intent and purpose of the Official Plan and represents good planning.

## Lakeshore Special Policy Area Secondary Plan

### Policy Review:

The subject lands are located within the Lakeshore Special Policy Area Secondary Plan (LSPA) and are designated Urban Residential in the Norfolk County Official Plan. The LSPA establishes policies for sustainable development along the lakeshore, focusing on compact growth, housing diversity, and community design. The proposed development is consistent with the objectives of the Secondary Plan.

## Sustainable Strategies (Section 11.2.1)

The LSPA promotes a sustainable approach to planning in Port Dover. The proposed development complies with the Growth Management Strategy by directing housing to the Port Dover Urban Area and facilitating medium-density infill development on an existing lot. Sustainability principles are addressed through compact design, access to services, and infrastructure efficiency. Community design strategies from Section 11.8 are also addressed through active frontages, visibility, and appropriate built form, all of which support a walkable, human-scaled development.

## Population and Dwelling Projections (Section 11.3.1)

The proposed application supports Norfolk County's growth management objectives by contributing to the projected population and dwelling targets for Port Dover. While the total number of dwellings exceeded the 2021 projection, the population count and number of dwellings occupied by permanent residents remained below the



anticipated levels. This development introduces additional year-round housing units intended for permanent occupancy, thereby improving alignment with long-range growth projections and enhancing the County's housing supply.

### **Community Structure and Design Guidelines (Section 11.3.2)**

Port Dover is identified as a primary growth node in the LSPA. Development within this area must respect existing character and be evaluated using the Community Design Guidelines. The proposed townhouse development introduces a compatible built form and massing, similar to surrounding land uses, and avoids adverse impacts to views or vistas. Located outside the Waterfront Special Policy Area, the proposal is reviewed under the general Port Dover guidelines and complies with key criteria.

As demonstrated in Appendix D, the proposal represents a well-executed design strategy that responds to the existing character of the neighbourhood while improving urban form and streetscape quality. The project reinforces local identity, safety, and connectivity, and reflects the intent of Norfolk's community design framework.

### **Targeting Housing Forms and Densities (Section 11.3.3)**

The application proposes a density of approximately 63 units per hectare, which qualifies as high-density under the LSPA but remains in line with medium-density intent under the broader Official Plan. The design and location support intensification policies by utilizing existing infrastructure and being within walking distance to downtown services. The proposal satisfies the LSPA policy framework for higher-density residential through compatibility, servicing availability, and design integration.

### **Infrastructure Strategy (Section 11.7)**

The Functional Servicing Report demonstrates the development can be adequately serviced by existing water, wastewater, and stormwater systems. This is consistent with Sections 11.7.1 and 11.7.2, which emphasize using existing infrastructure to accommodate growth. No expansion of municipal systems is necessary. The stormwater approach is integrated with the development concept and will be refined during Site Plan Control.

### **Sustainable Neighbourhood Design (Section 11.8.2.1)**

The proposal advances sustainability goals by encouraging compact form, walkability, and energy-conscious planning. The subject lands are within walking distance of multiple community amenities, the Lake Erie Waterfront Trail, and schools. The proposal supports air and energy efficiency policies by encouraging active transportation, proposing bicycle facilities, and allowing for future consideration of sustainable building measures through design.

### **Safe Community Design (Section 11.8.2.3)**

The proposal incorporates key CPTED principles including natural surveillance, visible entrances, and lighting considerations. The building orientation enhances safety through natural oversight of shared spaces, while site design promotes walkability and minimizes opportunities for concealed spaces. These features contribute to the creation of a safe and livable residential environment.

### **Monitoring and Review (Section 11.9.2)**

The proposed development is consistent with population and servicing objectives of the Secondary Plan. It implements sustainability strategies by promoting intensification, utilizing existing infrastructure, and protecting agricultural areas from unnecessary conversion. As a redevelopment proposal, it complies with LSPA growth directives and contributes to the goals of efficient, compact, and environmentally conscious development.

## Lakeshore Special Policy Area Secondary Plan Summary

The proposal is consistent with the LSPA's vision and policies. It aligns with the strategic growth direction for Port Dover, supports diverse housing types, and leverages existing infrastructure in a compact urban form. The application meets the intent of sustainable development and urban design policies, while providing much-needed housing within a walkable, serviced area. As such, the project represents good planning within the context of the LSPA.

## Official Plan, LSPA and Design Guidelines Conclusion

The proposed development conforms to the Norfolk County Official Plan, the Community Design Guidelines, and the LSPA. It supports key municipal goals related to growth management, infrastructure optimization, housing variety, and sustainable development. Located in a serviced urban area, the proposal capitalizes on its central location to deliver compatible, high-quality infill that meets current and future housing needs.

In this instance, a decision by Council to approve the Zoning By-law Amendment will be consistent with the Norfolk Official Plan, Community Design Guidelines, and the LSPA.

## Norfolk County Zoning By-law

Section 5.4.2 Urban Residential Type 4 Zone (R4) Provisions			
Provision (Stacked Townhouses)	Required	Provided	Comment
a) Minimum Lot Area: iv) Provisions include Attached and Detached Garage	195 - 215m <sup>2</sup>	158m <sup>2</sup> per unit	Amendment Required
b) Minimum Lot Frontage: i) Interior lot	30m	40.23m	Complies
c) Minimum Front Yard: iv) Provisions include Attached and Detached Garage	6.0m	6.0m	Complies
e) Minimum Interior Side Yard	3.0m	3.0m	Complies
f) Minimum Rear Yard Setback: iv) Provisions include Attached and Detached Garage	7.5m	3.0m	Amendment Required
h) Maximum Building Height	11m	Max 11.0m	Complies
<u>5.4.3 Setback from Mutual Side Lot Line</u> Notwithstanding the required side yard, on a mutual side lot line separating two (2) attached townhouse units, no interior side yard is required where the walls are joined, where the walls are not joined, a 1.2 metre side yard shall be required	1.2m	N/A	N/A
<u>5.4.4 Maximum Units in a Townhouse Dwelling:</u> No more than eight (8)	8 units	12 units	Amendment Required
<u>Section 4.2.4b):</u> parking lot no closer than 3m to dwelling or interior lot line abutting another residential Zone		1.5	Amendment Required

## Parking Assessment

Section 4.9 Number of Parking Spaces			
Provision	Required	Provided	Comment
a) Townhouse Dwelling: 2 Spaces/Dwelling Unit	24 Spaces	19 Spaces	Amendment Required
Visitor Parking: 1 Space / 3 Dwelling Units	4 Spaces	4 Spaces	Complies
Total	28 Spaces	23 Spaces	Amendment Required
Section 4.3 BARRIER FREE PARKING Required: 1-25 (Visitor) Parking Spaces			
Type 'A' (3.4m Wide) Plus 1.5m Aisle	1 Space	1 Space	Complies
Type 'B' (2.4m Wide) Plus 1.5m Aisle	0 Spaces	0 Spaces	

## Analysis of Zoning Provision Amendments

**Section 4.2.4b):** reduction from 3m to 1.5m from parking area to dwelling and interior lot line.

**Section 4.9a):** reduction from 24 parking spaces to 19 spaces.

**Section 5.4.2f):** reduction from a 7.5m rear yard setback to 3 metres.

**Section 5.4.4):** maximum of eight dwelling units increased to 12 units.

**Section 5.4.1a):** minimum lot area proposed - 158m<sup>2</sup> per dwelling unit

Collectively, these modifications support residential intensification through appropriate zoning adjustments and increased unit density in the form of stacked townhouses.

## Alignment with PPS

### a) Alignment with Provincial Planning Statement (PPS) 2024

The PPS supports flexible zoning standards to accommodate a range and mix of housing options.

*“Policy 2.2.1.b.1 - Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by permitting and facilitating:*

- 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and*
- 2. all types of residential intensification, ... development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;”*

Additionally, it promotes higher densities, and mixed land uses to optimize existing infrastructure, transportation, and public service facilities. The proposed modifications to the zone provisions align with these principles by maximizing land efficiency.

In terms of the number of parking spaces, the PPS prioritizes safe, energy-efficient transportation systems and encourages active transportation to reduce reliance on private automobiles. By lowering parking

minimums, the proposed development supports sustainable growth, enhances affordability, and aligns with provincial objectives for compact, multimodal communities.

b) Efficient and Sustainable Land Use

The PPS 2024 emphasizes prioritizing growth within existing settlement areas to ensure the efficient use of land and infrastructure. Reducing parking requirements, setbacks and increasing the number of units, aligns with this objective by freeing up land for landscaping, additional residential units, and an appropriate parking configuration, thereby maximizing the site's development potential. Additionally, the PPS supports the reduction of stormwater runoff and impermeable surfaces, a goal directly linked to minimizing excessive surface parking. By implementing a lower parking standard, the proposed development promotes sustainable land use, improves environmental performance, and enhances the overall livability of the community without the loss of much needed residential units.

c) Transit and Active Transportation Considerations

The PPS encourages municipalities to plan for multimodal access to transit, including pedestrian and cycling infrastructure. The proposed development is on a public transit route that connects other areas of the municipality and beyond. Greater densities may generate a need for regular transit services thereby supporting overall intensification with the Port Dover urban area. Furthermore, the PPS encourages planning for growth transit-supportive locations, reinforcing the concept that developments near transit should require less parking.

d) Municipal Precedents and Parking Flexibility

The PPS 2024 encourages municipalities to update zoning by-laws to reflect modern planning principles, including flexibility in parking requirements. This supports context-specific approaches that better align with actual demand, land use efficiency, and housing affordability objectives. By adjusting parking standards, municipalities can facilitate more efficient development, that have less dependency on the need for multiple vehicles. The future tenants will only be afforded a space to park if parking is available. If there is no room for multiple space occupancy, then this serves to discourage certain tenancies whose families depend on multiple personal vehicles. This does not reduce the number of required visitor parking spaces.

e) Reduction of Setbacks

The reduction of the interior side setback is to make room for a parking area that complies with the size provisions of the zoning by-law. This development is large enough to ensure that Site Plan Control is required and thus the provision of mitigating physical infrastructure, such as closed board fencing and landscaping, can be implemented to prevent vehicle headlights from impacting adjacent land uses.

The reduction of the rear yard setback is to ensure that the site be utilized most efficiently and to provide reasonable parking for the 12-unit development. The laneway at the rear of the proposed building acts as a setback to other properties located to the rear of the lands.



f) Section 5.4.1a): Minimum Lot Area: proposed - 158m<sup>2</sup> per dwelling unit

This section appears to anticipate that various forms of street townhouses, group townhouses, and stacked townhouses will include either attached or detached garages. To accommodate these configurations, a minimum land area is typically required based on the presence and type of garage.

The zoning provisions for lot area either:

- Exempt minimum lot area requirements when no garage is present; or
- Are intended to apply only to developments with garages.

In this case, the proposed development does not conform to either scenario, as it proposes a communal parking area instead of attached or detached garages. Given the permissive nature of the zoning by-law, it seems that the by-law allows for the proposed stacked townhouse configuration without explicitly regulating a minimum lot area.

If a minimum lot area value is to be assigned, it is recommended that the proposed standard of 158 m<sup>2</sup> per dwelling unit be implemented.

The proposed Zoning By-law Amendment to reduce various provisions of the zoning by-law to facilitate the development of a multi-unit housing project, is reasonable, justified, and in particular, aligns with the Provincial Planning Statement (PPS) 2024 as it achieves an efficient use of lands, and facilitates active transportation to nearby services, recreation, and commercial businesses. The requested rear yard setback reduction is minimal considering that the total setback to the rear property exceeds 9 metres whereas the provisions require 7.5 metres. The reduction of the northerly side yard setback can be mitigated by fencing and landscaping. The reduction of the space between the parking area and the dwelling does not generate impacts as this space is not intended for amenity space. The proposed building and balconies comply with the provisions of the by-law. Through site plan control, improved compatibility with the southerly neighbour can be achieved through various options and/or combinations such as the provision of translucent balcony screening, property line fencing, an increased height of fencing, and planting more mature landscaping adjacent to property lines.

The parking reduction from 28 spaces to 23 spaces is also well justified under the PPS 2024, which prioritizes housing affordability, sustainable development, and efficient use of lands. With direct access to a sidewalk and road network in proximity to nearby services, recreation, and commercial businesses, this development aligns with provincial objectives by reducing automobile dependence and optimizing land use efficiency. Additionally, the PPS encourages municipal flexibility in zoning standards, reinforcing the appropriateness of the proposed adjustments.



Overall, the proposed rezoning and site-specific provisions facilitate the efficient use of land, support multi-unit housing accommodations, and promote a sustainable community, is consistent with Norfolk County's planning goals and provincial policy direction. In this instance, the proposed change in zone with 4 special provisions can be supported.

### Accessory Dwelling Units vs Stacked Townhouses

It is important to note that if this development were proposed as six primary dwelling units, each would be permitted 'as of right' to include one accessory dwelling unit (ADU). This scenario would result in the same total number of units as proposed under this application:

- **12 total dwelling units** (6 primary + 6 ADUs), consistent with the current proposal.
- **No parking deficiency** under current by-law requirements, as each primary unit requires 2 spaces and each ADU requires 1 space.
  - 6 primary units × 2 spaces = 12
  - 6 ADUs × 1 space = 6
  - **Total required parking: 18 spaces**, which the site can accommodate.
- **No site plan application would be required** under the as-of-right development scenario.

The reason for seeking a zoning by-law amendment to permit 12 stacked townhouse units is to allow for individual condominium ownership, should market conditions support it.

While the current stacked townhouse proposal is short four parking spaces under the by-law, this deficiency is only relative to the zoning for stacked townhouses. From a functional and practical perspective, the proposal provides sufficient parking, comparable to what would be required for an as-of-right development with the same number of dwelling units and parking needs.

### Land Use Compatibility

The proposed development at 711 Main Street, Port Dover introduces a 12-unit stacked townhouse building within a well-established residential neighbourhood. The subject lands are designated Urban Residential and situated within the Lakeshore Special Policy Area (LSPA), consistent with the broader growth and intensification goals of the Norfolk County Official Plan and the Provincial Planning Statement (PPS 2024). The site is surrounded by a range of residential uses, including single-detached, semi-detached, and townhouse forms, with several examples of medium-density developments nearby.

#### Contextual Fit:

The proposed stacked townhouse development is compatible with the existing character of the area, which includes similar medium-density forms. Nearby on Main Street, a multi-unit townhouse complex is present, while additional medium-density R4 developments are situated along Richardson Drive (e.g., 236–214 Richardson Drive). Although the broader area includes a predominance of low-density residential uses, there are pockets of medium-density development that establish a clear precedent for the proposed built form. In particular, the proposed density of approximately 63 units per hectare, is within the acceptable range for intensification under both the Official Plan and LSPA, and is comparable to similar townhouse and apartment clusters found within walking distance of downtown Port Dover.

#### Built Form and Transition:

The proposed building is designed to appear as a single, unified residential structure from the street, maintaining the traditional rhythm and frontage of Main Street. It incorporates landscaped setbacks, a front-facing entrance,

and façade articulation consistent with neighbourhood design patterns. The building's height is similar to surrounding dwellings, and its rear elevation is buffered by a municipally owned laneway and existing accessory structures on adjacent properties. Balconies and private amenity areas will be buffered from sensitive interfaces, with a choice of various mitigation techniques through the Site Plan Control process.

### **Functional Compatibility:**

The proposal provides 23 off-street parking spaces, including visitor and barrier-free stalls, minimizing on-street parking demand. A shared access from Main Street provides efficient site circulation and meets visibility and safety requirements, as confirmed in the accompanying Traffic Impact Brief. Weekly, waste and recycling services are available, and snow removal areas are integrated into the site layout to avoid operational impacts within the site and on neighbouring uses.

### **Active Transportation and Access to Amenities:**

The subject property is located in a walkable area with direct sidewalk access to nearby services, including Lakewood Elementary School (75 m), Port Dover Community Centre (110 m), and various commercial and recreational amenities in downtown Port Dover (approximately 260 m). This proximity supports reduced reliance on personal vehicles and enhances integration with the surrounding community fabric.

Schedule I-3 of the Norfolk County Official Plan identifies multiple active transportation routes in close proximity to the site, including:

- An off-road trail entrance at Bridge Alley (approx. 600 m);
- The Lake Erie Waterfront Trail, accessible at Nelson Street and Main Street (approx. 426.4 m); and
- A candidate cycling route at Greenock Street East and Main Street (approx. 69 m).

These existing and planned connections provide opportunities for walking, cycling, and recreational movement, supporting the goals of a healthy, complete community and consistent with the direction of the Lakeshore Special Policy Area (LSPA) and PPS 2024.

### **Compatibility Conclusion:**

The proposed stacked townhouse development fits comfortably within the surrounding neighbourhood and represents a thoughtful form of residential intensification. Its design respects the character of the area through appropriate height, massing, and setbacks. Any potential impacts on neighbouring properties can be addressed through measures such as fencing, balcony screening, and landscaping, which will be confirmed through the Site Plan process. The location offers convenient access to nearby services, parks, and local businesses, supporting walkability and reducing car dependence.

Overall, the proposed use is compatible with the surrounding land uses and contributes positively to the character, connectivity, and function of the community.

## **Supporting Studies**

### **Water and Sanitary**

The proposed development at 711 Main Street in Port Dover will connect to the existing 250mmØ watermain on Main Street, which was constructed in 2015. Water will be distributed on-site through a proposed 150mmØ watermain, with six service connections supplying the twelve stacked townhouse units, each service connection shared by a stacked pair. Domestic demand calculations show that average, maximum day, and peak hour flows from the proposed development are 0.10 L/s, 0.22 L/s, and 0.38 L/s, respectively. Fire protection will be provided





by an existing hydrant located approximately 24.6 metres from the proposed building. Fire flow requirements are calculated at 150 L/s and, based on the Norfolk County ISMP (2016), available fire flow exceeds 159 L/s, under both existing and future demand conditions. Final servicing adequacy is to be confirmed through hydraulic modelling by the County's engineering consultant.

For sanitary servicing, a 200mmØ on-site sanitary sewer will be constructed to serve the townhouse units, connecting to the 250mmØ sanitary sewer along Main Street, also installed in 2015. The sanitary design accommodates basement gravity drainage, with pairs of units sharing services. Flow calculations, based on the Draft Norfolk County Design Criteria (March 2025), estimate a peak design flow of 0.47 L/s, with the 200mmØ on-site sewer operating well below capacity (under 2% full) during peak flow. Hydraulic modeling by Norfolk County will ultimately confirm the receiving sewer's capacity to handle the new discharge.

### **Summary:**

The existing municipal water infrastructure is able to support the proposed development, with sufficient capacity for both domestic and fire flow requirements. The planned water servicing approach aligns with Norfolk County's standards and guidelines, with no anticipated constraints pending final confirmation through hydraulic modelling.

The proposed sanitary servicing strategy is achievable and consistent with current municipal design criteria. Capacity in the on-site and downstream infrastructure is expected to be adequate, and the design will be validated through the County's review process, ensuring long-term functional performance for the development.

### **Stormwater Management (SWM)**

Stormwater runoff from the development will be managed through a combination of on-site storm sewers and infiltration galleries. The internal storm system, ranging in diameter from 300mm to 375mm, connects to the 600mmØ storm sewer on Main Street. The design aims to restrict post-development runoff rates to pre-development levels for all storms up to the 100-year event, using an orifice control plate at the outlet from the site. The site includes five storm inlets located strategically throughout the swales and parking area to collect runoff. Inlets are supported by an underground storage system, including upsized storm pipes and galleries that provide volume control and water quality treatment, with one catch basin equipped with a Nyloplast Envirohood® for oil and sediment capture.

Pre-development conditions showed flow splitting between the front and rear of the site. Post-development, all drainage is collected internally by the proposed storm sewers and directed to the Main Street storm sewer, with the exception of a small area at the site entrance where surface drainage flows directly to Main Street. This runoff from this small area that is not controlled by on-site stormwater management is accounted for in the allowable release rate, as described in the Functional Servicing Report. Peak discharge is effectively controlled through a dual-orifice system (75mmØ and 95mmØ) to ensure compliance with County standards, with sufficient storage provided for storm events from 2- to 100-year levels. Detailed hydraulic calculations confirm that peak flows are within the allowable limits and ponding elevations remain within acceptable thresholds, ensuring the site does not increase downstream flooding risk.

### **Summary:**

The proposed stormwater management system is appropriately designed to meet Norfolk County's quantity and quality requirements, effectively mitigating impacts from the proposed development. The inclusion of a double-orifice control system and adequate storage ensures compliance with stormwater standards, supporting a sustainable and resilient development framework.



## Traffic

A Traffic Impact Brief (TIB) has been prepared by Paradigm Transportation Solutions Limited in support of the proposed residential development at 711 Main Street, Port Dover. The proposed development consists of 12 stacked townhouse units with a relocated access driveway to Main Street. Main Street is a County arterial road with existing pedestrian and vehicular infrastructure, including a pedestrian crossover (PXO) near the site.

The study confirms that the development will generate only five (5) trips during the AM peak and six (6) during the PM peak, based on ITE Land Use Code 220 for Multifamily Housing (Low-Rise). This level of traffic is considered negligible and represents less than 0.4% of the adjusted summer traffic volumes along Main Street. No operational concerns are anticipated as a result of the development.

Sightlines at the proposed driveway location are unobstructed in both directions, and although on-street parking exists north of the site, it reflects the prevailing conditions along Main Street and is not expected to hinder visibility. The driveway design, including a two-lane width and setback from the PXO, is consistent with nearby developments, such as the townhouse complex at 800 Main Street.

The report concludes that,

“...the subject development is a low trip generator and will have minimal impacts to the surrounding road network. A clear line of sight is available at the proposed site driveway to the north and south along Main Street. The location of on-street parking along Main Street to the north of the site driveway is not unique and is consistent with other residential developments along Main Street.”

## Conclusion

The proposed zoning by-law amendment for 711 Main Street in Port Dover supports the development of 12 stacked townhouse units as a compatible form of infill housing. The subject lands are located within the Urban Area of Port Dover and designated Urban Residential in the Norfolk County Official Plan. The proposal aligns with the long-term growth and intensification goals of the County and conforms with the applicable policies of the Lakeshore Special Policy Area (LSPA) and Provincial Planning Statement (PPS 2024).

The proposed development makes efficient use of existing infrastructure and offers walkable access to nearby schools, parks, and commercial services, supporting active transportation and compact growth. The building form reflects the scale and rhythm of the surrounding neighbourhood, with compatibility further enhanced through site plan design elements such as landscaping, fencing, or a combination thereof. Parking is considered sufficient in the context of applicable planning policy, while traffic considerations have been addressed through supporting technical studies.

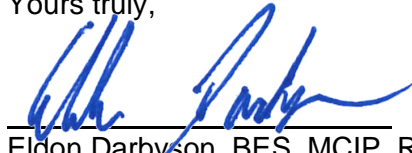
In addition, supporting engineering reports confirm that the development can be adequately serviced by existing municipal infrastructure. The Functional Servicing and Stormwater Management Report demonstrates that sufficient capacity exists within the water and sanitary systems, and that post-development stormwater flows will be effectively managed through on-site storage and controlled discharge. These findings reinforce the proposal's alignment with Norfolk County's infrastructure policies and further support its feasibility from a technical servicing perspective.

In this instance, the application represents good planning and land use management. It supports a mix of attainable housing types, contributes to complete communities, and encourages sustainable, compact urban development. A decision by Council to approve the Zoning By-law Amendment would be consistent with the



intent and purpose of the Planning Act, the Provincial Planning Statement 2024, the Norfolk County Official Plan, and the Lakeshore Special Policy Area Secondary Plan.

Yours truly,



Eldon Darbyson, BES, MCIP, RPP  
Director of Planning

**G. DOUGLAS VALLEE LIMITED**

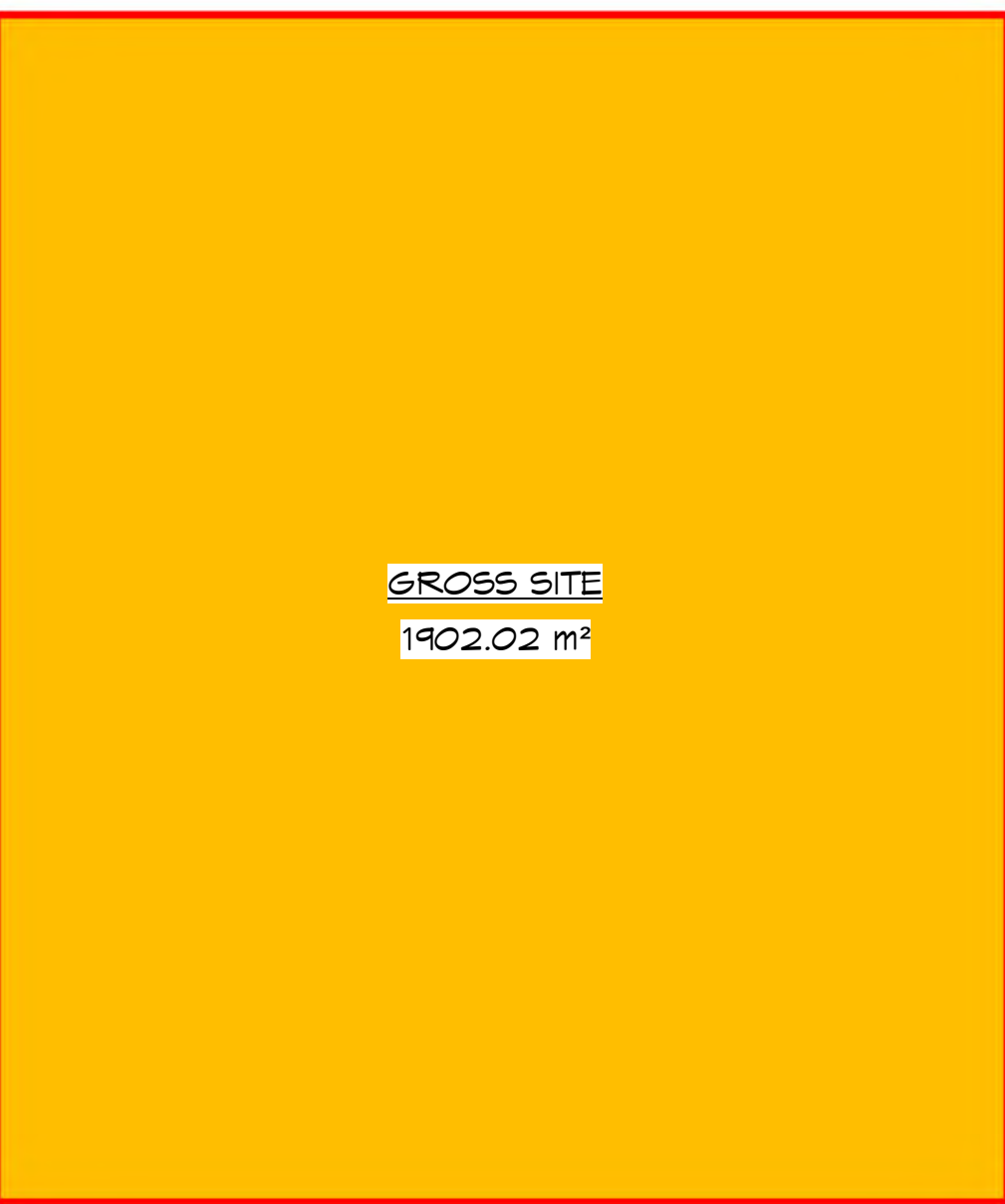
Consulting Engineers, Architects & Planners

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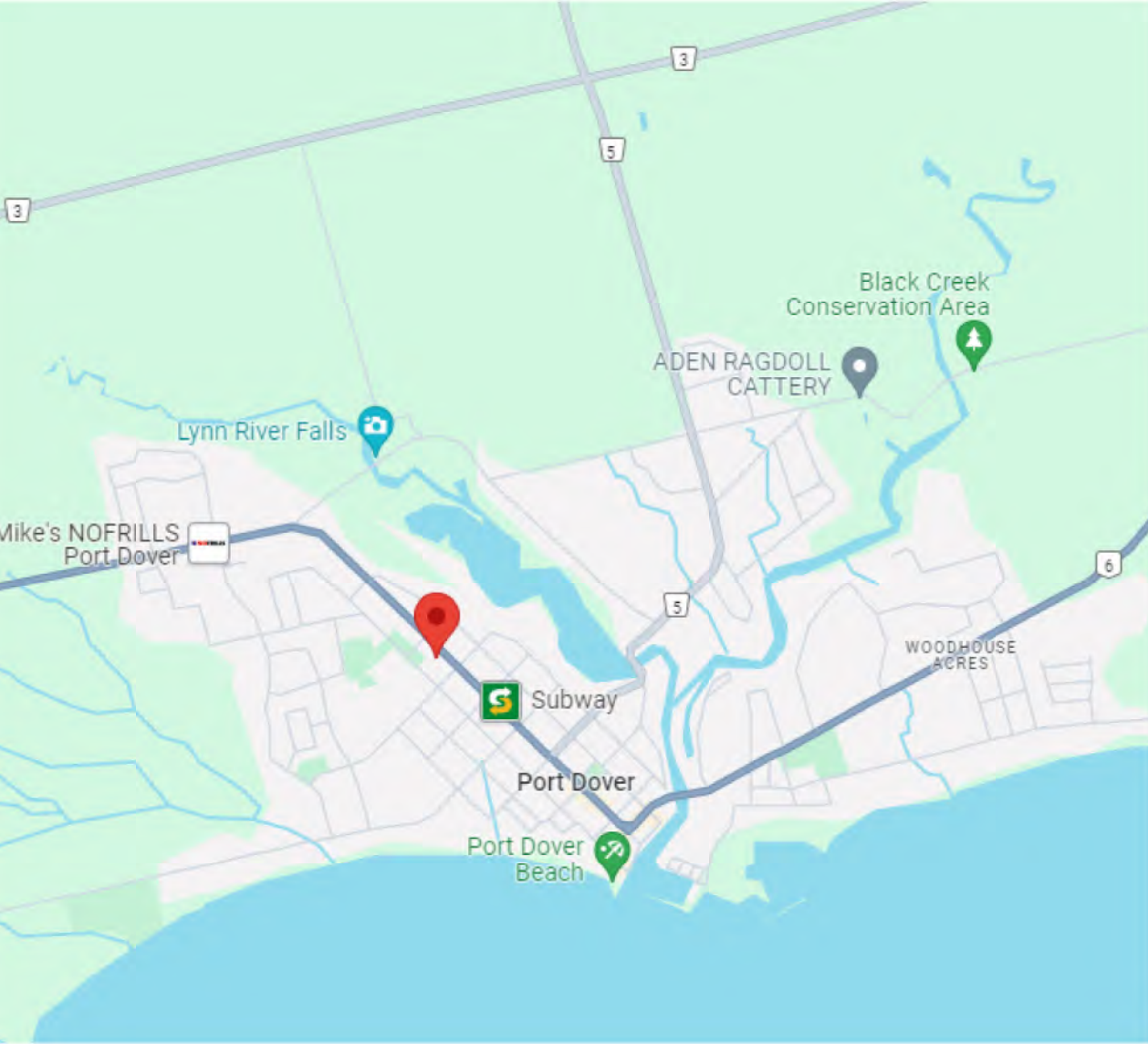


## Appendices

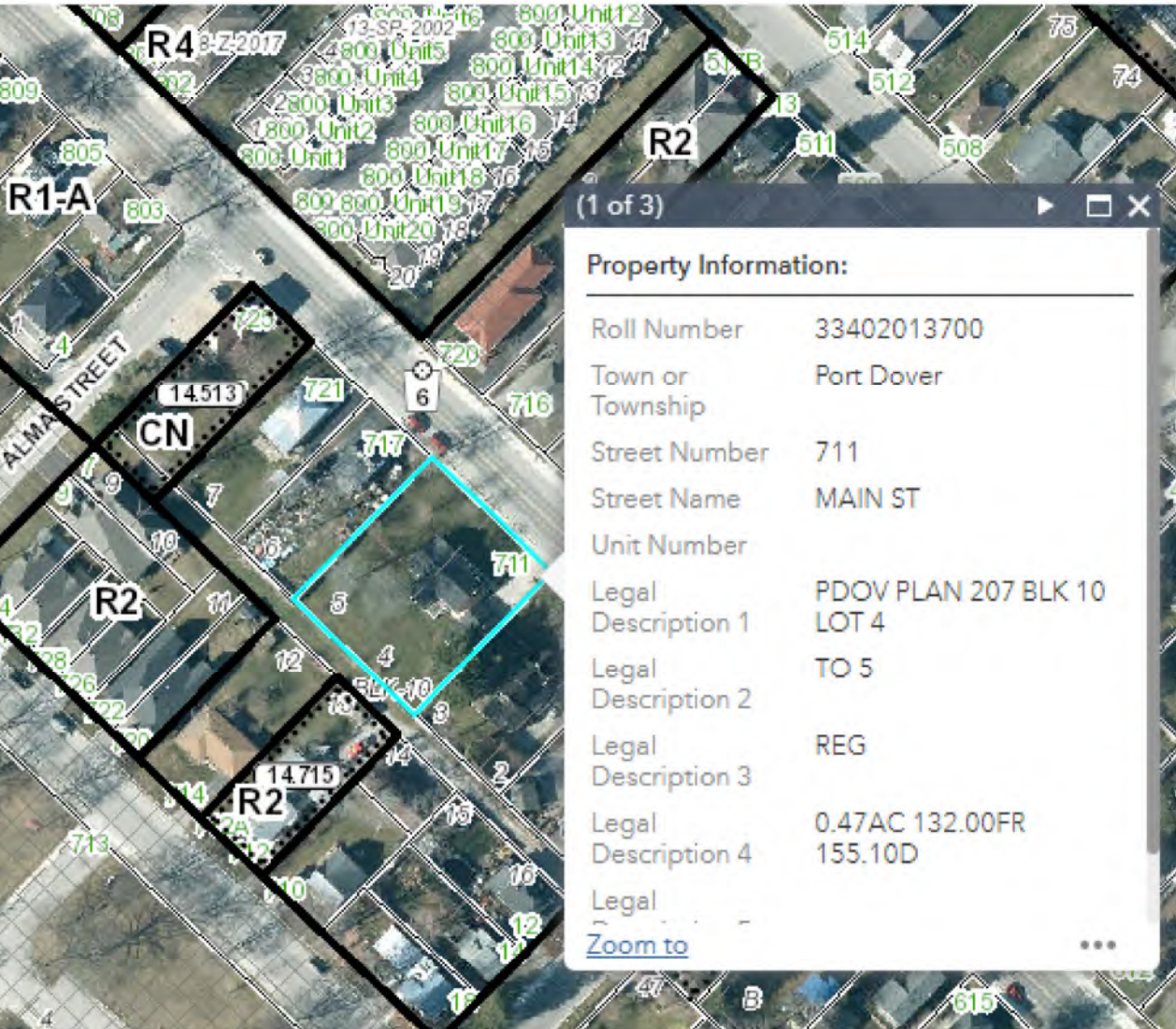




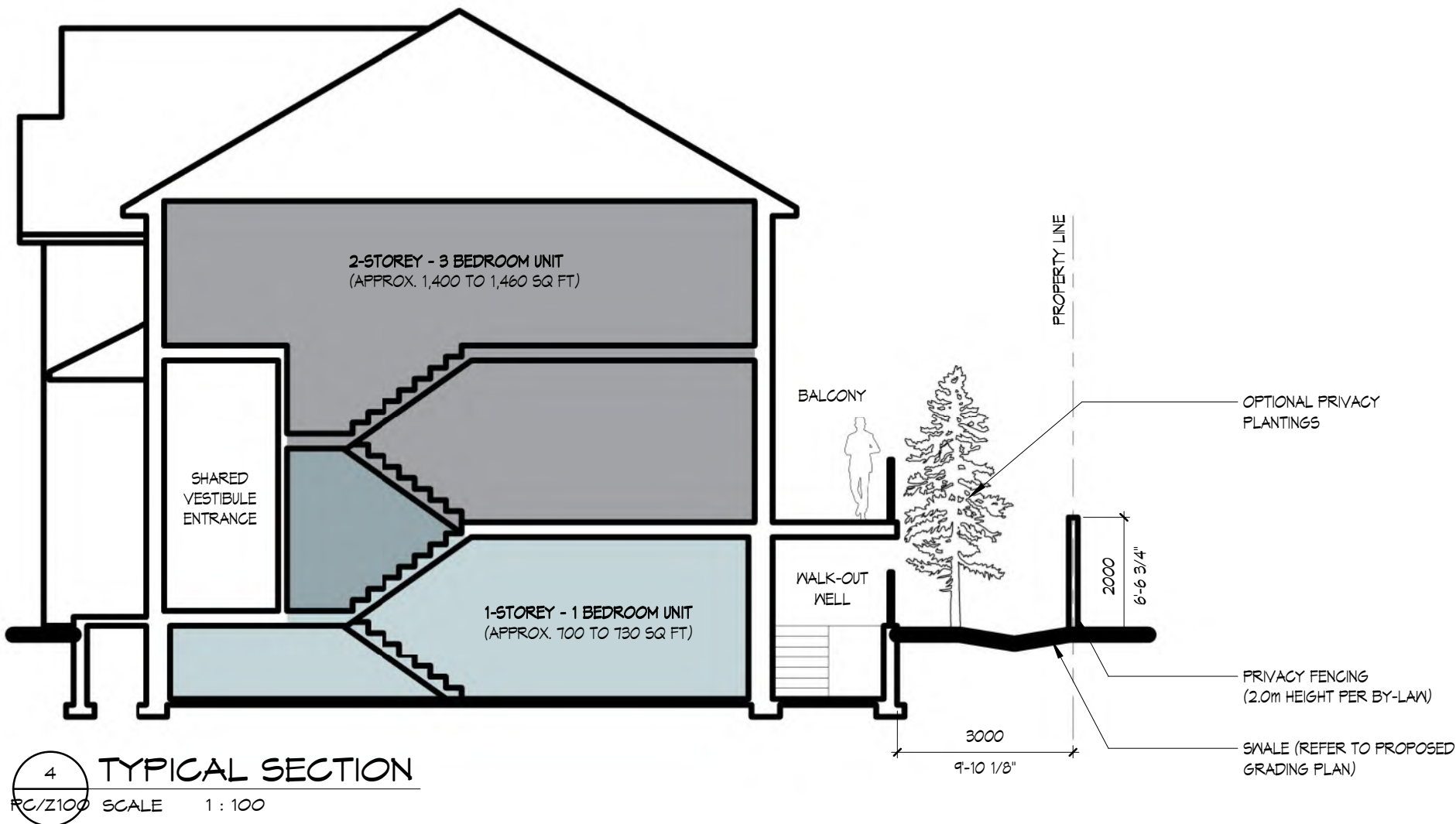
2 GROSS SITE - PRECON / ZONING  
SCALE 1:300



KEY MAP  
SCALE 1:100



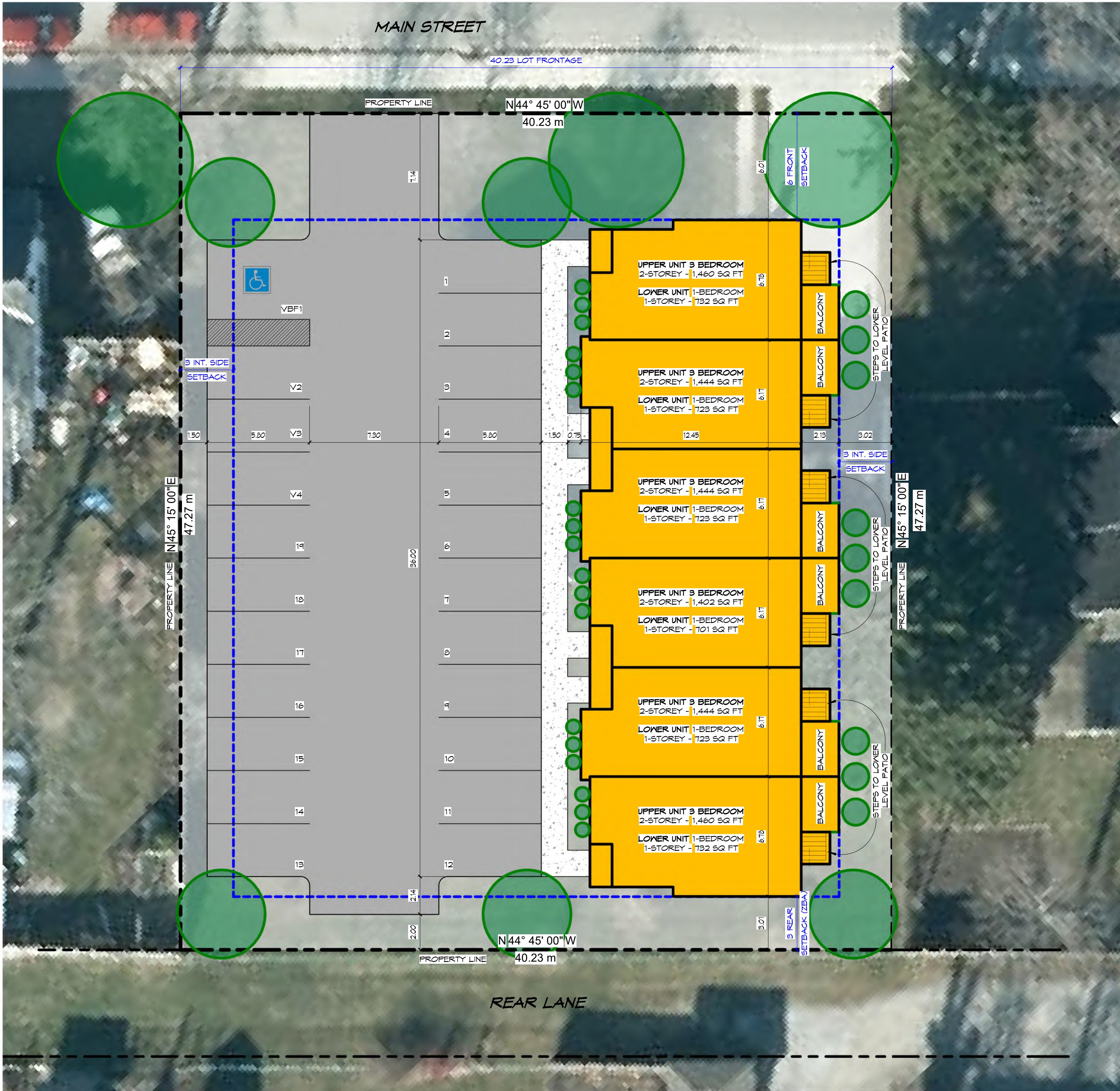
SITE MAP  
SCALE 1:100



4 TYPICAL SECTION  
SCALE 1:100



3 SITE ISOMETRIC  
SCALE



1 SITE PLAN PRECON / ZONING AMENDMENT  
SCALE 1:150



INSPIRATIONAL IMAGE

### SITE STATISTIC & ZONING REQ.'S

<b>PROPERTY LEGAL DESCRIPTION:</b> PDOV PLAN 207 BLK 10 LOT 4, ROLL#93402019100 IN THE TOWN OF FORT DOVER, IN THE DISTRICT OF NORFOLK COUNTY	
<b>ZONING:</b> IN ACCORDANCE W/ ZONING BY-LAW 1-Z-2014 NORFOLK COUNTY, CONSOLIDATED JANUARY 1, 2021	
<b>PROVISION LAND USE, EXISTING</b>	
5.2	RESIDENTIAL ZONES
5.4	URBAN RESIDENTIAL TYPE 4 ZONE (R4)
5.4.1	PERMITTED USES In an R4 Zone, no land, building or structure shall be used except in accordance with the following uses: a) group townhouse b) stacked townhouse c) street townhouse d) semi-detached, duplex, tri-plex and four-plex dwellings provided they are located on the same lot with, and in accordance with the Zone provisions of, group townhouse e) home occupation f) accessory residential dwelling unit, subject to Subsection 5.2.3.(1-Z-2020)

PROVISION	SETBACKS (m - METERS):	REQUIRED (m) Street Townhouse (per unit)	REQUIRED (m) Group Townhouse Stacked Townhouse	PROVIDED (m)
5.4.2a)	MIN. LOT AREA i) NO GARAGE (LOT AREA MIN NOT REQ'D)	15m <sup>2</sup>	145m <sup>2</sup>	150m <sup>2</sup>
5.4.2b)	MIN. LOT FRONTAGE i) INTERIOR LOT	6.5	30	40.23
5.4.2c)	MIN. FRONT YARD: i) ATTACHED GARAGE ii) DETACHED GARAGE OR REAR YARD PARKING iii) NO GARAGE	6 1.5	6 1.5	
5.4.2d)	MIN. EXTERIOR SIDE YARD: i) IV A 6m FRONT YARD	6	6	N/A
5.4.2e)	MIN. INTERIOR SIDE YARD	12	3	3
5.4.2f)	MIN. REAR YARD: i) ATTACHED GARAGE ii) DETACHED GARAGE iii) NO GARAGE	1.5m 13m	1.5m 1.5m	- 3
5.4.2g)	MIN. SEPARATION BETWEEN TOWNHOUSE DWELLINGS	2	2	N/A
5.4.2h)	MAX. BLDG. HEIGHT	11	11	MAX 11
5.4.3	Setback from Mutual Side Lot Line Notwithstanding the required side yard, on a mutual side lot line separating two (2) attached townhouse units, no interior side yard is required where the walls are joined, where the walls are not joined, a 1.2 metre side yard shall be required.	12	12	N/A
5.4.4	Maximum Units in a Townhouse Dwelling No more than eight (8) dwelling units shall be located in a townhouse dwelling.	8 UNITS	8 UNITS	12 UNITS
4.2.4b)	Other Provisions For group townhouses and apartment dwellings, no parking lot shall be located closer than 3 metres from any dwelling on the lot or of any interior lot line abutting another residential zone;			1.5m

GRAY HIGH-LIGHTED APPLICABLE  
COORD. W/ ZONING BY-LAW FOR ALL OTHER ZONING REQ.'S

PROVISION	NUMBER OF PARKING SPACES	REQUIRED	PROVIDED
4.9a)	SINGLE DETACHED, SEMI-DETACHED, DUPLEX, TRI-PLEX, FOUR-PLEX, TOWNHOUSE DWELLINGS & VACATION HOME (2-Z-2021) 2 SPACES / DWELLING UNIT 2 SPACES x 12 DWELLING UNITS = 24	24 SPACE(S)	19 SPACE(S)
4.9f)	VISITOR PARKING: 1 SPACE / 3 DWELLING UNITS 1 SPACE x (12 / 3) = 4	4 SPACE(S)	4 SPACE(S)
	TOTAL	28 SPACE(S)	23 SPACE(S)

PROVISION	NUMBER OF PARKING SPACES	REQUIRED	PROVIDED
4.3.3	BARRIER FREE PARKING REQ. D: 1-25 (VISITOR) PARKING SPACES = TYPE 'A' (3.4m WIDE) PLUS 1.5m AISLE TYPE 'B' (2.4m WIDE) PLUS 1.5m AISLE	1 SPACE(S) 2 SPACE(S)	1 SPACE(S) 2 SPACE(S)

### SITE PLAN LEGEND

▲	ENTRANCE / EXIT DOOR
△	OVERHEAD DOOR
---	PROPERTY LINE
---	SETBACKS
---	FIRE ROUTE (6m WIDE / 12m CENTER RADIUS)
CE	COVERED ENTRANCE
P	PATIO (ON GRADE)
CP	COVERED PATIO (ON GRADE)
B	BALCONY
CD	COVERED DECK / UNENCLOSED PORCH
D	DECK / UNENCLOSED PORCH
	PAINTED GRAPHICS ON ASPHALT / CONC. (WHITE & BLUE COLOURS)
	* WHEELCHAIR SIGN ON ASPHALT / CONC. (WHITE & BLUE COLOURS)
	* VEHICULAR STALL MARKINGS (YELLOW COLOUR)
V#	V# - VISITOR # - RESIDENT (LETTER REPRESENTS UNIT TYPE)
	* DIAGONAL MARKINGS
	NEN CONIFEROUS TREE
	NEN DECIDUOUS TREE (4500mm TREE RADIUS @ FULL GROWTH)

### HATCH IDENTIFICATION LEGEND

	CONC. SIDEWALK / PAD / CROSSWALK / SIDEWALK / LANEWAY / STAIRS / ETC.
	AREA OF ASPHALT
	AREA OF PARKING
	LANDSCAPING
	RESIDENTIAL UNITS

PROJECT TITLE:

PORT DOVER  
MULTI-RESIDENTIAL

711 MAIN STREET,  
PORT DOVER, ON  
NOA 1N0

DRAWING TITLE:  
SITE PLAN PRE-CON / ZONING  
AMENDMENT

DRAWING SCALE:

As indicated

DATE ISSUED:

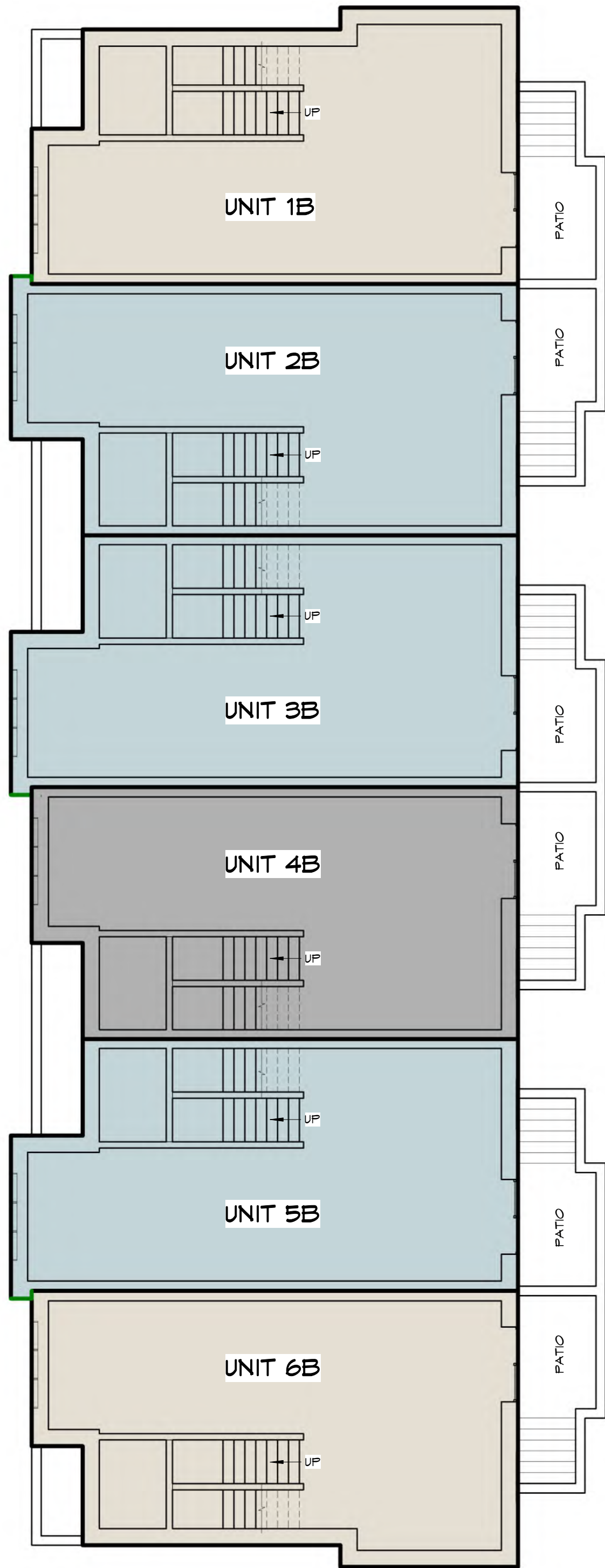
2025.05.05

PROJECT NO.:

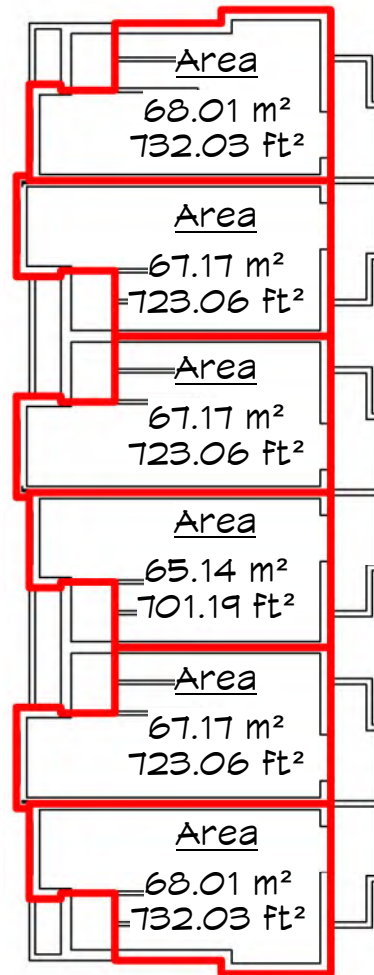
24-110

PC/Z100

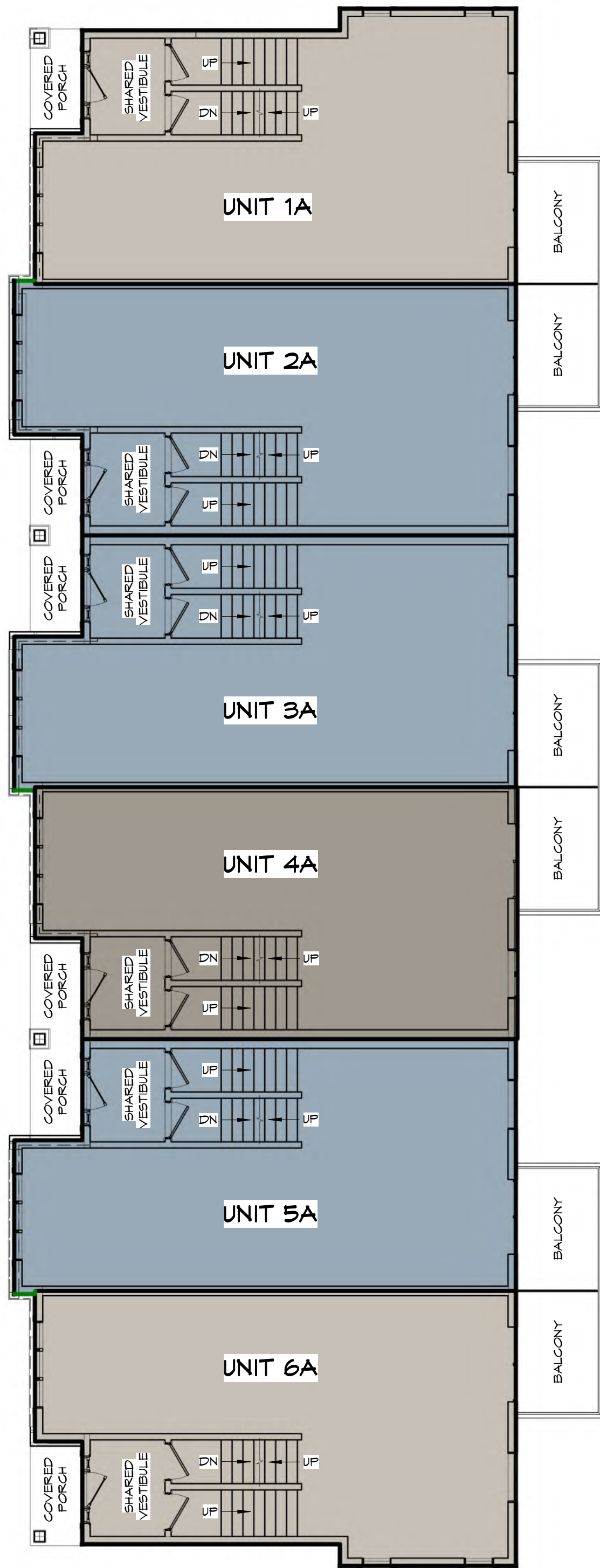




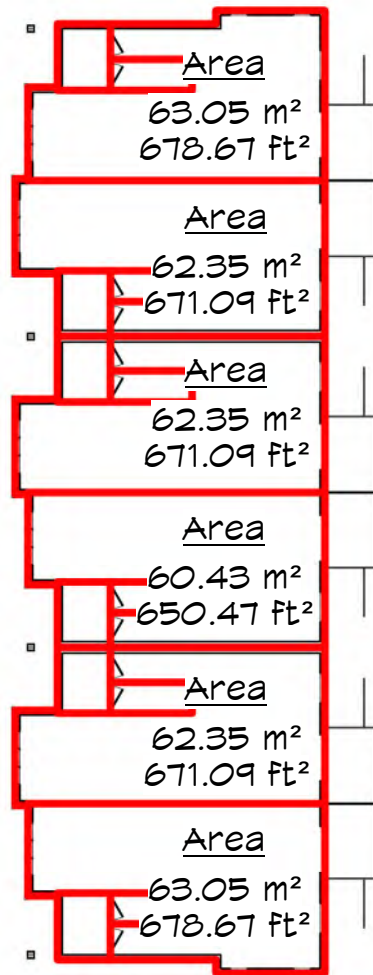
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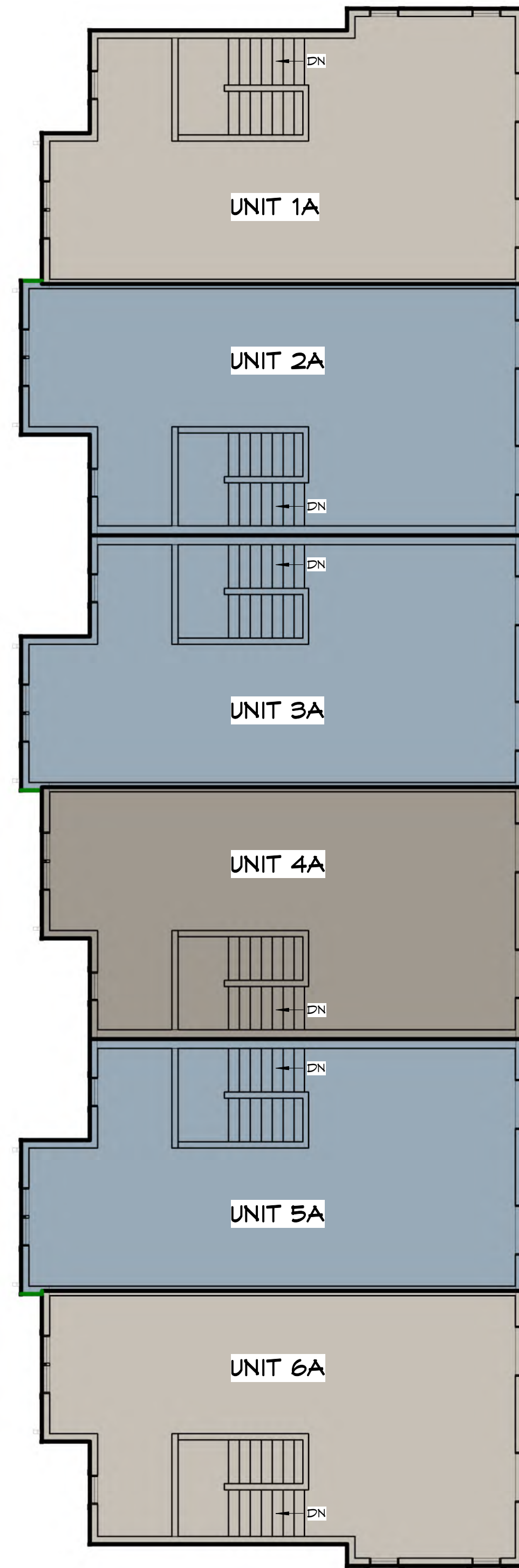
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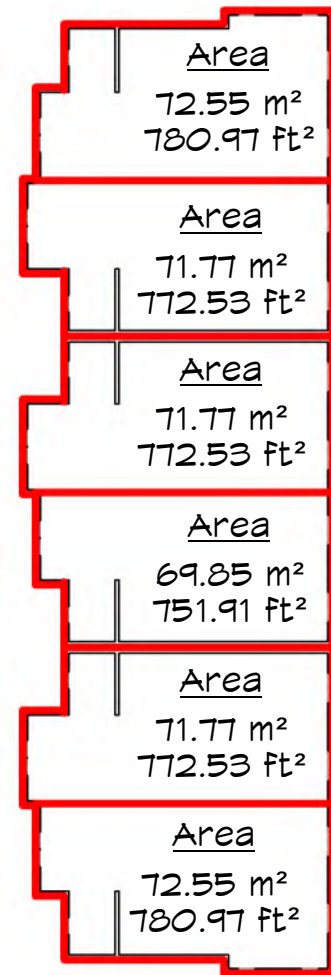
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5 LEVEL 2 AREAS  
P201 SCALE 1:300



3 LEVEL 3 PLAN  
P201 SCALE 1:100



6 LEVEL 3 AREAS  
P201 SCALE 1:300





1 FRONT ELEVATION  
P301 SCALE 1 : 100



2 LEFT ELEVATION  
P301 SCALE 1 : 100



3 RIGHT ELEVATION  
P301 SCALE 1 : 100



4 REAR ELEVATION  
P301 SCALE 1 : 100

PROJECT TITLE:  
**PORT DOVER  
MULTI-RESIDENTIAL**

711 MAIN STREET,  
PORT DOVER, ON  
N0A 1N0

DRAWING TITLE:  
**PRESENTATION ELEVATIONS**

DRAWING SCALE:  
**1 : 100**

DATE ISSUED: 2025.05.05 DRAWING NO.:

PROJECT NO.: 24-110 **P301**



Appendix C to Planning Justification Report – Section 2 Planning Act – Provincial Interest  
Port Dover Townhouses

**Section 2 Planning Act – Provincial Interest - Compliance Table**

This appendix demonstrates how the proposed application is consistent with Section 2 of the Planning Act.

Matter	Comments	
a) the protection of ecological systems, including natural areas, features and functions;	There are no ecological systems impacted.	✓
b) the protection of the agricultural resources of the Province;	The lands are not designated for agricultural purposes.	✓
c) the conservation and management of natural resources and the mineral resource base;	Not applicable to this development application.	✓
d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;	Not applicable to this development application.	✓
e) the supply, efficient use and conservation of energy and water;	This will be considered during the detailed design of the project.	✓
f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;	Yes. Existing services and systems will be utilized where available.	✓
g) the minimization of waste;	Noted.	✓
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;	Yes. The development is an infilling development in an established area. The form and function of the development are stacked townhouses, providing a community of owners or renters in proximity to local businesses and services.	✓
i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;	Not applicable.	✓
j) the adequate provision of a full range of housing, including affordable housing;	Yes. This development adds to the range of housing types available in the area.	✓
k) the adequate provision of employment opportunities;	Not applicable.	✓

Appendix C to Planning Justification Report – Section 2 Planning Act – Provincial Interest  
Port Dover Townhouses

l) the protection of the financial and economic well-being of the Province and its municipalities;	The development will add to the tax base and utilizes existing infrastructure.	✓
m) the co-ordination of planning activities of public bodies;	The applications are subject to the public process.	✓
n) the resolution of planning conflicts involving public and private interests;	The applications are subject to the public process. Additional consideration will be given to comments resulting from the public process.	✓
o) the protection of public health and safety;	Supporting studies confirm the safety elements of the development in the form of a supporting traffic impact analysis.	✓
p) the appropriate location of growth and development;	Urban infilling is encouraged.	✓
q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;	The lands are located near public transit and 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;	The development is well designed and encourages a sense of place through design, private amenity spaces and in proximity to the local service commercial area. There are public spaces such as the Lake Erie beach front within walking distance to the subject property.	✓
s) the mitigation of greenhouse gas emissions and adaptation to a changing climate.	This will be considered during the detailed design of the project.	✓

### Provincial Planning Statement 2024 – Policy Compliance Table

This appendix demonstrates the application is consistent with the applicable policies of the Provincial Planning Statement.

Section	Policy	Comments	
<b>Chapter 2: Building Homes, Sustainable Strong and Competitive Communities</b>			
<b>2.1</b>	<b>Planning for People and Homes</b> <b>Summary:</b> Section 2.1 outlines the planning framework for population and employment growth in Ontario, emphasizing that municipalities must base forecasts on provincial projections while ensuring adequate land availability for diverse housing and land use needs over a 20- to 30-year horizon. It promotes the creation of complete communities by supporting varied land uses, improving accessibility, and enhancing social equity to meet the needs of all residents.		
<b>2.1.4</b>	To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:		
<b>a)</b>	maintain at all times the ability to accommodate residential growth for a minimum of 15 years	The application proposes the re-development of lands for increased residential units geared towards people with fixed incomes and attainability.	✓
<b>b)</b>	Maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply	The proposed development is supported by existing infrastructure. To be verified by County consultants modelling. No issues are anticipated.	✓
<b>2.1.6</b>	Planning authorities should support the achievement of complete communities by:		
<b>a)</b>	accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses	The application proposes the re-development of lands for increased residential ownership. Public transportation in Port Dover is intended for connecting communities, and does not run service throughout the Town. However, the lands are within approximately a 15 minute walk to many commercial businesses, local schools and places of worship.	✓
<b>b)</b>	improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and	The development will be designed to meet building code requirements and improve accessibility.	✓
<b>c)</b>	improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.	It is intended that attainable accommodations be provided to help people in their current abilities and incomes afford a place to live.	✓

Appendix D to Planning Justification Report – Provincial Planning Statement 2024  
Port Dover Townhouses

Section	Policy	Comments	
<b>Chapter 2: Building Homes, Sustainable Strong and Competitive Communities</b>			
<b>2.2</b>	<b>Housing</b> <b>Summary:</b> Section 2.2 outlines guidelines for planning authorities to ensure a diverse range of housing options and densities that meet the projected needs of current and future residents. This includes setting minimum targets for affordable housing, facilitating various housing types to support community well-being, promoting land-efficient densities, and prioritizing transit-oriented development near transit corridors and stations.		
<b>2.2.1</b>	Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:		
<b>a)</b>	establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households	The application proposes to intensify and redevelop the lands with the intention to provide more attainable rental accommodations or units for ownership within the existing area.	✓
<b>b)</b>	permitting and facilitating:  1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents  2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;	The proposed development will add to the available number of housing types within the existing area which is well supported by the Downtown, services and public areas, contributing to the provision of the wellbeing of future residents.  Represents redevelopment of underutilized lands for intensified residential use within an established area.	✓
<b>c)</b>	promoting densities for new housing which efficiently use land, resources, infrastructure	The application will facilitate redevelopment that will efficiently use land, infrastructure and encourage active transportation which opportunities exist in close proximity to the subject lands.	✓

Appendix D to Planning Justification Report – Provincial Planning Statement 2024  
Port Dover Townhouses

	and public service facilities, and support the use of active transportation; and		
<b>d)</b>	requiring transit-supportive development and prioritizing intensification	The application facilitate residential intensification.	✓

Section	Policy	Comments	
<b>Chapter 2: Building Homes, Sustainable Strong and Competitive Communities</b>			
<b>2.3</b>	<b>Settlement Areas and Settlement Area Boundary Expansions</b>		
<b>2.3.1</b>	<b>General Policies for Settlement Areas</b> <b>Summary:</b> Section 2.3 outlines that settlement areas should be the primary focus for growth and development, particularly in strategic areas like major transit stations. It emphasizes land use patterns that optimize resources and infrastructure while supporting active and transit-oriented transportation. Planning authorities must encourage intensification and redevelopment, establish minimum and density targets for growth areas, and implement phasing policies to ensure orderly development aligned with infrastructure needs.		
<b>2.3.1.1</b>	Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.	The lands are within a settlement area.	✓
<b>2.3.1.2</b>	Land use patterns within settlement areas should be based on densities and a mix of land uses which:		
<b>a)</b>	Efficiently use land and resources	This is an efficiently designed infill development that increases the efficient use of underutilized lands.	✓
<b>b)</b>	Optimize existing and planned infrastructure and public service facilities;	The development will utilize existing services and are located near available public service facilities such a skate park, local park, sports field, a museum, etc.	✓
<b>c)</b>	Support active transportation	The lands are located on a road designed with sidewalks on both sides.	✓
<b>d)</b>	Are transit-supportive	Public transit exists to connect outside communities.	✓

Appendix D to Planning Justification Report – Provincial Planning Statement 2024  
Port Dover Townhouses

<b>e)</b>	Are freight supportive	Yes. Highway 6 serves many business which require large deliveries including fuel.	✓
<b>2.3.1.3</b>	Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities	The proposed application represents intensification and redevelopment of under utilized lands within an existing community.	✓
<b>2.3.1.4</b>	Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.	The County encourages that 25 percent of all development be through intensification, infill and redevelopment.	✓
<b>2.3.1.5</b>	Planning authorities are encouraged to establish density targets for designated growth areas, based on local conditions. Large and fast-growing municipalities are encouraged to plan for a target of 50 residents and jobs per gross hectare in designated growth areas.	Not applicable.	
<b>2.3.1.6</b>	Planning authorities should establish and implement phasing policies, where appropriate	Not applicable.	

Section	Policy	Comments	
<b>Chapter 2: Building Homes, Sustainable Strong and Competitive Communities</b>			
<b>2.9</b>	<b>Energy Conservation, Air Quality and Climate Change</b> <b>Summary:</b> Section 2.9 emphasizes the role of planning authorities in reducing greenhouse gas emissions and adapting to climate change. It advocates for the development of compact, transit-supportive communities, incorporates climate considerations into infrastructure planning, and promotes energy conservation, green infrastructure, and active transportation. The section also encourages additional measures to enhance community resilience and improve air quality.		
<b>2.9.1</b>	Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:		



Appendix D to Planning Justification Report – Provincial Planning Statement 2024  
Port Dover Townhouses

<b>a)</b>	support the achievement of compact, transit-supportive, and complete communities;	The proposed development is a compact infill development achieving 63 units per hectare. It is located near supporting services, public spaces and commercial areas within the Downtown.	✓
<b>b)</b>	incorporate climate change considerations in planning for and the development of infrastructure, including stormwater management systems, and public service facilities;	The proposed development is supported by local infrastructure, local public services in Port Dover, and stormwater can be managed appropriately. This will be reviewed in greater detail during the site plan control process.	✓
<b>c)</b>	support energy conservation and efficiency;	At a minimum, those requirements of the Ontario Building Code will be achieved.	✓
<b>d)</b>	promote green infrastructure, low impact development, and active transportation, protect the environment and improve air quality; and	Active transportation is encouraged by virtue of the local sidewalk and road network linking the lands to near by commercial, institutional and open space opportunities. The local grocery store is within a 15 minute walk or a 2 minute drive. The proximity to a main supporting commercial destination reduces air quality impacts by reducing the distance and reliance on gasoline fueled vehicles.	✓
<b>e)</b>	take into consideration any additional approaches that help reduce greenhouse gas emissions and build community resilience to the impacts of a changing climate.	Noted.	✓

Section	Policy	Comments	
<b>Chapter 3: Infrastructure and Facilities</b>			
<b>3.6</b>	<b>Sewage, Water, and Stormwater</b> <b>Summary:</b> Section 3.6 outlines planning requirements for sewage, water, and stormwater services. It prioritizes timely growth accommodation and optimization of existing municipal services, with municipal systems favored for settlement areas. Private communal services are alternatives when municipal options are unavailable, while		

Appendix D to Planning Justification Report – Provincial Planning Statement 2024  
Port Dover Townhouses

	individual on-site services are permitted under suitable conditions. Partial services may be allowed to address specific failures. For stormwater management, planning must minimize volumes and contaminants, promote green infrastructure, and align with comprehensive municipal plans.		
<b>3.6.1</b>	Planning for sewage and water services shall:		
<b>a)</b>	accommodate forecasted growth in a timely manner that promotes the efficient use and optimization of existing municipal services	The proposed application intends to connect to existing municipal services thereby improving the efficiency and optimization of these services.	✓
<b>b)</b>	<p>ensure that these services are provided in a manner that:</p> <ol style="list-style-type: none"> <li>1. can be sustained by the water resources upon which such services rely;</li> <li>2. is feasible and financially viable over their life cycle;</li> <li>3. protects human health and safety, and the natural environment, including the quality and quantity of water; and</li> <li>4. aligns with comprehensive municipal planning for these services, where applicable.</li> </ol>	<ol style="list-style-type: none"> <li>1. Water modelling will be conducted to ensure there is water available to service the proposed development.</li> <li>2. Connections to existing services are proposed.</li> <li>3. Municipal water supplied. Quality and quantity is ensured by municipal systems.</li> <li>4. This is an infill development that takes advantage of previous municipal service planning.</li> </ol>	✓
<b>c)</b>	Promote water and energy conservation and efficiency;	Dwellings will be constructed in accordance with the Ontario Building Code.	✓
<b>d)</b>	Integrate servicing and land use considerations	The proposed application facilitates infill development.	✓
<b>e)</b>	consider opportunities to allocate the unused system capacity of municipal water services and municipal sewage services	Modeling will be conducted to ensure that the development can be sustained by municipal services.	✓

Appendix D to Planning Justification Report – Provincial Planning Statement 2024  
Port Dover Townhouses

<b>f)</b>	be in accordance with the servicing options outlined through policies 3.6.2, 3.6.3, 3.6.4 and 3.6.5.	Complies with the hierarchy of servicing.	✓
<b>3.6.2</b>	Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas	This level of the servicing hierarchy is achieved.	✓
<b>3.6.8</b>	Planning for stormwater management shall:		
<b>a)</b>	be integrated with planning for sewage and water services and ensure that systems are optimized, retrofitted as appropriate, feasible and financially viable over their full life cycle;	The functional servicing report support the proposed development. Modelling will be conducted. No issues are anticipated.	✓
<b>b)</b>	minimize, or, where possible, prevent or reduce increases in stormwater volumes and contaminant loads;	The property will be designed to manage stormwater volumes both quantify and quality.	✓
<b>c)</b>	minimize erosion and changes in water balance through the use of green infrastructure;	All open spaces will be planted with grass and landscaping where not required for hard surfaces.	✓
<b>d)</b>	Mitigate risks to human health, safety, property and the environment	The development is designed to be safe including avoidance of placing structures to interfere with site lines. Environmental challenges are not anticipated.	✓
<b>e)</b>	Maximize the extent and function of vegetative and pervious surfaces	Landscaping will be maximized and pervious surfaces are proposed where necessary.	✓
<b>f)</b>	promote best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development; and	A stormwater management report has been prepared to meet County standards, including a controlled release of stormwater to the municipal system and on-site storage.	✓
<b>g)</b>	align with any comprehensive municipal plans for stormwater management	The County will review and then confirm the acceptability of the stormwater management plan. No issues are anticipated.	✓

Section	Policy	Comments	
<b>Chapter 3: Infrastructure and Facilities</b>			
<b>3.9</b>	<b>Public Spaces, Recreation, Parks, Trails and Open Space</b> <b>Summary:</b> Section 3.9 promotes the development of healthy, active, and inclusive communities by ensuring public streets and spaces are safe and accessible for all ages and abilities. It emphasizes the need for a diverse range of publicly accessible recreational settings, including parks, trails, and water-based resources, while encouraging public access to shorelines. The section also highlights the importance of recognizing and protecting provincial parks and conservation reserves from negative impacts.		
<b>3.9.1</b>	Healthy, active, and inclusive communities should be promoted by:		
<b>a)</b>	planning public streets, spaces and facilities to be safe, meet the needs of persons of all ages and abilities, including pedestrians, foster social interaction and facilitate active transportation and community connectivity;	This is an infill development on well travelled road within an existing community. The sidewalk and road network facilitate the opportunity for active transportation and the location of the development is in close proximity to public spaces.	✓
<b>b)</b>	planning and providing for the needs of persons of all ages and abilities in the distribution of a full range of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;	There are open space lands including the beach, sports fields, and active and passive public parks in close proximity to the subject property.	✓
<b>c)</b>	Providing opportunities for public access to shorelines; and	Access is available to the Lake Erie Shoreline and within walking distance.	✓
<b>d)</b>	Recognizing provincial parks, conservation reserves, and other protected areas, and minimizing negative impacts on these areas	Not applicable to this development.	

Appendix E to Planning Justification Report – Official Plan Policy Analysis  
Port Dover Townhouses

**Norfolk County Official Plan – Policy Analysis Table**

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

Section	Policy	Comments	
<b>Section 2.2 Goals &amp; Objectives</b>			
<b>2.2</b>	Goals and Objectives  This section of the Official Plan sets out six “Goals and Objectives” to which the following four are applicable to the proposed residential development:		
<b>2.2.1</b>	Strong and Diversified Economy	The proposed application is not subject to Section 2.2.1	<b>n/a</b>
<b>2.2.2</b>	Protecting and Enhancing the Natural Environment	The proposed application is not subject to Section 2.2.2	<b>n/a</b>
<b>2.2.3</b>	Maintaining and Enhancing the Rural and Small Town Character	This application proposes to permit additional housing supply to the existing neighbourhood, in a compact and efficient form. The development will utilize an under utilized parcel of land with a well designed building that will compliment and add diversity of housing choices the area.	✓
<b>2.2.4</b>	Maintaining a High Quality of Life	The proposed development implements the objectives of this policy by providing housing options to people through an infilling opportunity on underutilized lands. The lands are designed to ensure resident safety in an aesthetically appropriate manner. The lands are located in close proximity to a grocery store where healthy food options are available. The lands are located in close proximity to areas that provide for leisure activities, including parks, restaurants, and the beach.	✓
<b>2.2.5</b>	Upgrading and Expanding Infrastructure	The proposed development will connect to the existing municipal water, waste water and storm water systems. Various retail services are located in Port Dover and within walking distance to the subject property.	✓
<b>2.2.6</b>	A Well Governed, Well Planned and Sustainable County	The proposed application is subject to a public process to gain information from the neighbourhood in addition to commenting agencies. The lands are urban and are efficiently designed in a compact form, utilizing existing infrastructure, adding to the mix of residential units and types, and contributes to the long-term financial benefit of the County.	✓

Appendix E to Planning Justification Report – Official Plan Policy Analysis  
Port Dover Townhouses

Section	Policy	Comments	
<b>Section 5.3 Housing</b>			
<b>5.3</b>	<p>The provision of housing is an essential part of planning in Norfolk County. It is desirable to have close cooperation between all levels of government and the private sector in order to provide for sufficient and affordable housing, and a stable residential housing market.</p> <p>The County shall ensure that a full range of housing types and densities are provided to meet the anticipated demand and demographic change. All forms of housing required to meet the social, health and well-being of current and future residents, including those with special needs shall be encouraged.</p>		
<b>b)</b>	The County shall ensure that a full range of housing types and densities are provided to meet the anticipated demand and demographic change. All forms of housing required to meet the social, health and well-being of current and future residents, including those with special needs shall be encouraged. The County shall target that 15 percent of all new housing built in Norfolk County be multi-residential dwellings and 15 percent be semi-detached and townhouse dwellings.	The proposed infill redevelopment application add a multiple residential housing project to the area in the form of stacked townhouse dwellings. This assists the County in reaching its goal of achieving 15 percent for new housing in the form of townhouse dwellings.	✓
<b>c)</b>	The provision of housing that is affordable and accessible to low and moderate income households shall be a priority. The County shall encourage the provision of affordable housing through:		
	i) supporting increased residential densities in appropriate locations and a full range of housing types, adequate land supply, redevelopment and residential intensification, where practical;	This proposed design facilitates a higher density residential development in the form of townhouse style dwellings.	✓
	ii) the timely provision of infrastructure in the Urban Areas;	Municipal services already exist.	✓
	v) considering innovative and alternative residential development standards that facilitate affordable housing and more compact development form	The design is innovative to blend in with the existing neighbourhood and streetscape, while achieving a compact form of development in an area that this is in close proximity to and within walking distance to supporting commercial development.	✓
<b>e)</b>	The County shall encourage innovative and appropriate housing development that exhibits	See above.	



Appendix E to Planning Justification Report – Official Plan Policy Analysis  
Port Dover Townhouses

	design and adaptability characteristics, and may represent nontraditional additions to the County's housing stock.		
<b>g)</b>	The County shall encourage that housing be considered when opportunities for redevelopment become available. This includes the redevelopment of existing single-use and underutilized areas with full municipal services, such as shopping plazas, business and employment sites and older commercial and residential areas, especially where the land is in close proximity to human services. Special attention shall be given to the design of buildings, the landscaping treatment and features of the site to ensure that the proposed redevelopment is physically compatible with the adjacent uses.	The lands are occupied by a single detached dwelling, which is proposed to be redeveloped with a 12 unit stacked townhouse dwelling. The lands proposal achieves this policy to achieve physical compatibility with adjacent residential land uses, and will be further enhanced during the site plan approvals process.	✓
<b>l)</b>	The County shall ensure that residential and/or commercial infill development in areas of cultural heritage value or interest is sympathetic to the existing building fabric and streetscape.	The building design is intended to blend in with the existing neighbourhood. This will be further developed	✓

Appendix E to Planning Justification Report – Official Plan Policy Analysis  
Port Dover Townhouses

Section	Policy	Comments	
<b>Section 5.3.1 Residential Intensification</b>			
<b>5.3.1</b>	The intensification of urban residential development reduces the need to use vacant designated land on the periphery of the Urban Areas. It also reduces the need for urban expansions encroaching into the Agricultural Area. Urban residential intensification, infilling and redevelopment of existing areas allows for the efficient provision of urban services thereby helping to minimize the costs of providing services while meeting an important component of the County's housing needs.		
<b>a)</b>	The following shall be the policy of the County:		
	ii) infill development and residential development of vacant land or underutilized land in existing neighbourhoods; and/or	The development is on underutilized urban lands within an existing neighbourhood.	✓
<b>b)</b>	The County shall target that a minimum 25 percent of its annual residential growth be accommodated through infill, intensification and redevelopment within the existing built-up areas in the Urban Areas with full municipal services.	The development will help achieve the County's target for infill and intensification.	✓
<b>d)</b>	On lands designated Urban Residential and located outside of the Built-Up areas of Simcoe, Port Dover, Delhi, Waterford and Port Rowan, the minimum overall density of residential development shall be 15 units per hectare of developable land area. Developable land shall not include Hazard Lands, Provincially Significant Wetlands and Significant Natural Areas.	The lands are within the built up area.	✓
<b>f)</b>	The County shall consider applications for infill development, intensification and redevelopment of sites and buildings through intensification based on the following criteria:		
	i. the development proposal is within an Urban Area, and is appropriately located in the context of the residential intensification study;	Yes. The lands are located in the urban area. We are not aware if the County has conducted an intensification study.	✓
	ii. the existing water and sanitary sewer services can accommodate the additional development;	Yes. This is supported by a Functional Servicing Report. The County modelling will confirm. No issues anticipated.	✓
	iii. the road network can accommodate the traffic generated;	Yes. The traffic study demonstrates the road network can accommodate the proposed development.	✓
	iv. the proposed development is compatible with the existing development and physical character of the	Yes. The proposed development is for multi-residential within an existing neighbourhood which is made up of various unit types including other	✓

Appendix E to Planning Justification Report – Official Plan Policy Analysis  
Port Dover Townhouses

	adjacent properties and surrounding neighbourhood; and	townhouse developments. It does not conflict with surrounding land uses. The building is intended to be designed to blend in with the existing character of the neighbourhood and is also subject to site plan control.	
	v. the proposed development is consistent with the policies of the appropriate Land Use Designation associated with the land.	Yes. The lands are intended for residential development in accordance with the Official Plan.	✓
<b>g)</b>	The County shall monitor intensification activity and, through the development approvals and building permitting process, ensure that such proposals can be satisfactorily integrated with the physical characteristics of residential and commercial areas and proper health and safety standards are maintained. Land use compatibility and urban design assessments may be required as a component of the planning rationale report accompanying development applications, as outlined under Section 9.6.1 (Official Plan Amendments) of this Plan.	Yes. The proposed development is for multi-residential units within an existing neighbourhood. It does not conflict with surrounding land uses. The building is intended to be designed to blend in with the existing character of the neighbourhood and is also subject to site plan control.	✓
<b>h)</b>	Small scale intensification shall be permitted in all areas designated for urban residential use, except where infrastructure is inadequate or there are significant physical constraints	The development can be supported by existing infrastructure.	✓

Appendix E to Planning Justification Report – Official Plan Policy Analysis  
Port Dover Townhouses

Section	Policy	Comments	
<b>Section 5.4 Community Design</b>			
<b>5.4</b>	Safe and attractive neighbourhoods contribute to the overall community health of the County. Excellence in community design is essential to creating a physical environment where people have the appropriate places to interact, live, work, recreate and learn. The following policies relate to the physical design of communities, including new applications within the County for development, such as plans of subdivision, infill development proposals, and site plans.  The following shall be the policy of the County:		
<b>a)</b>	Through implementation of this Plan, the County shall seek to maintain and improve the physical design characteristics of the Urban Areas in the context of new and existing development and stress a generally high quality of settlement design throughout the County.	The proposed development is well designed and will add to the character of the urban area including a landscaping schema to interface with the road frontage where appropriate.	✓
<b>b)</b>	Through the review of development applications, including plans of subdivision, site plans and other development proposals, the County:		
	i. shall ensure that new development is designed in keeping with the traditional character of the Urban Areas, in a manner that both preserves the traditional image of the Urban Areas and enhances the sense of place within the County while maintaining the community image of existing settlement areas;	The proposed development will be designed to be in keeping with the character of the general area.	✓
	ii. shall promote efficient and cost-effective development design patterns that minimize land consumption;	This is a redevelopment application that maximizes the use of the lands for the particular type of dwelling unit intended for people with fixed incomes.	✓
	iii. shall promote the improvement of the physical character, appearance and safety of streetscapes, civic spaces, and parks;	This will be considered during site plan control.	✓
	iv. shall encourage tree retention and tree replacement;	Landscaping including trees will be considered. Any trees that can be preserved will be preserved.	✓
	v. shall ensure that design is sympathetic to the heritage character of an area, including the area's cultural heritage resources;	The adjacent neighbourhood does not appear to be of cultural heritage significance.	✓
	vi. shall strongly encourage design that considers and, wherever possible, continues existing and	The design and orientation of the proposed development considers the forward facing orientation of the existing low density neighbourhood.	✓

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	traditional street patterns and neighbourhood structure; and		
	vii. may require, at the County's sole discretion, that proponents submit design guidelines with development applications, establishing how the policies of this Section have been considered and addressed. Such guidelines may also be required to address related issues of residential streetscaping, landscaping, setbacks, sidewalks, signage, garage placement, and architectural treatment.	Not applicable.	✓
<b>c)</b>	Adequate measures shall be taken to ensure that the permitted uses have no adverse effects on adjacent land uses. Adequate buffering shall be provided between any uses where land use conflicts might be expected, and such buffering may include provisions for grass strips and appropriate planting of trees and shrubs, berms or fence screening, and other means as appropriate. Modifications to building orientation may also be appropriate buffering measures, but not in replacement of appropriate plantings.	No impacts are anticipated. The development is subject to site plan control. Fencing and landscaping will be proposed to improve compatibility with the adjacent residential dwellings.	✓
<b>d)</b>	Development design that establishes reverse lotting on Provincial Highways and County Roads will not be permitted. Development design that requires features such as noise attenuation or privacy fencing will be discouraged. Wherever possible, new development will be oriented toward streets or parks.	Not applicable.	✓
<b>e)</b>	The County shall require compatibly scaled and designed infill developments within areas designated as Downtown, which enhance the traditional character and economic viability of such centres.	Not applicable.	✓
<b>f)</b>	A high quality of architecture and site design for institutional uses such as schools, places of worship, libraries and other public service buildings is encouraged.	Not applicable.	✓

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<b>g)</b>	Streetscaping that reflects the intended character of settlement areas is encouraged. In particular, traditional streetscaping in the Downtown Designations of the Urban Areas will be encouraged.	Streetscaping will be explored at the site plan application stage.	✓
<b>h)</b>	A high quality of park and open space design is strongly encouraged. The land for parkland dedication shall be carefully selected to facilitate their use as a central focal point for new or existing neighbourhoods.	Cash in lieu of parkland will be required.	✓
<b>i)</b>	Public art in the County shall generally be encouraged to incorporate themes supporting and promoting local history, civic pride, businesses and technology. The provision of public art in the Downtown Designations shall be encouraged. The County may consider granting increases in height or density for a particular development proposal in exchange for the provision of public art, in accordance with Section 37 of the Planning Act.	Not applicable.	✓
<b>j)</b>	The County may require the provision of certain pedestrian, cycling and trail linkages through the development approvals process.	Already existing via sidewalks and roadways.	✓
<b>k)</b>	The County, in consultation with a development proponent(s) and the Norfolk Heritage Committee, shall define a style of street furnishing that should include shared and accessible bicycle racks, garbage receptacles, benches and street lamps to be used in a new development.	Not applicable.	✓
<b>l)</b>	The County may undertake the preparation of urban design guidelines to achieve the policies of this Section for all or parts of the County.	Not applicable.	✓
<b>m)</b>	The County shall encourage development design considering the principles of Crime Prevention Through Environmental Design (CPTED). Specifically, the County shall encourage proponents of new development to use appropriate lighting to deter crime and to situate buildings on lots to maximize natural surveillance.	Lighting will be provided through the site plan process. The lands are within an existing neighbourhood, and the property will be fenced.	✓



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<b>n)</b>	To promote environmental sustainable development, the County shall encourage the design of sustainable neighbourhoods in keeping with Leadership in Energy and Environmental Design – Neighbourhood Development (LEED ND) design principles in accordance with the policies under Section 11.8.2.1 Sustainable Neighbourhood Design of the Lakeshore Special Policy Area Secondary Plan.	Noted.	✓
<b>o)</b>	The County shall review site plans and drawings submitted in accordance with Section 41 of the Planning Act and Section 9.6.5 (Site Plan Control of this Plan) regarding accessibility for persons with disabilities including but not limited to areas of accessible parking, exterior paths of travel, lighting, ramps, entrances and street furniture.	The development is not currently subject to site plan control, but it is anticipated that through the zoning by-law amendment, the site plan control process will become a recommended condition.	✓

Section	Policy
<b>Section 6.4 Urban Areas</b>	
<b>6.4</b>	<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>
<b>a)</b>	The locations of the Urban Areas are illustrated on Schedule “A” – Community Structure. Each Urban Area is unique and will accommodate a varied range and type of growth and development.
<b>i)</b>	The County shall ensure through its planning activities that each Urban Area develops with efficient land use patterns that minimize the extension of municipal services and infrastructure and will sustain the community and financial well-being of the County over the long-term.

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Section	Policy	Comments	
<b>Section 6.5.2 Port Dover Urban Area</b>			
<b>6.5.2.2</b>	<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 focused on port and lake-based activities, and containing an efficient pattern of development. The policies of the Plan, however, recognize the inherent flooding hazards in the Port Dover Urban Area emanating from Lake Erie and the Lynn River.</p> <p>The following shall be the policy of the County:</p>		
<b>c)</b>	<p>The LSPA Community Design Guidelines provide general design guidelines related to the entire Urban Area of Port Dover, including the Port Dover Waterfront Area. Development within the Port Dover Waterfront Special Policy Area is also subject to the waterfront master plan and urban design guidelines outlined in the Port Dover Waterfront Master Plan and Secondary Plan (January, 2001). These guidelines are referenced within the LSPA Community Design Guidelines and must be read in conjunction with the LSPA Community Design Guidelines. The County will review and evaluate development proposals, with regard to the LSPA Community Design Guidelines. The design guidelines will be implemented through the Zoning By-law, site plan control and development agreements. General design policies that apply to all development in all land use designations within the Port Dover Waterfront Area include:</p>		
	i) buildings should be designed to front adjacent streets and to provide interest and comfort at ground level for pedestrians. In instances where corner lots or through lots are provided, buildings shall be designed so that all elevations facing a street present a 'front' elevation. The Zoning By-law will establish appropriate setbacks, or build-to lines for development;	The intended design of the townhouse development will incorporate a façade to blend into the existing neighbourhood.	✓
	ii) parking lots should not take up street frontage along the main commercial streets and should be designed and buffered from adjacent pedestrian routes and roads through landscaping;	The parking area is designed to be located in a narrow fashion and with a landscaped frontage to reduce the presence of the parking area.	✓
	iii) streets should be designed to accommodate all modes of transportation, including walking, cycling, cars, service vehicles, and public transit;	Main Street is designed to accommodate this.	✓
	iv) streets and sidewalks shall create a pedestrian environment through defined standards for landscaped areas, paving, street trees, and other appropriate street furniture, and shall form a	Existing.	✓

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	connected system of optional routes to, from and within the area;		
	v) parks and open spaces should be distributed throughout the Port Dover Waterfront Area, and these facilities should be linked together and connected with the broader County network of natural and open space areas; and	Existing.	✓
	vi) the development of a trail system to link open space, natural areas and park areas within and adjacent to areas of development shall be encouraged throughout the Port Dover Waterfront Area.	Existing.	✓

### **LSPA Community Design Guidelines**

The following is a summary and analysis of those elements of the LSPA Community Design Guidelines:

**Traditional Neighbourhoods** The core of Port Dover is made up of an orthogonal grid of streets and blocks, with closely spaced residential buildings on individual lots. These are stable neighbourhoods that will slowly intensify through renovations and additions, and infill with new buildings.

**Comment:** The lands are within a traditional neighbourhood with various unit types and commercial properties. The proposed application represents a redevelopment and intensification of the existing lands.

**Townhouse development** is characterized by small groups of 2- to 3-storey dwellings, set close together with a large proportion of shared open space.

**Comment:** The proposed development is 2 storeys in height. The development is proposed to have private amenity spaces, and is further designed include open spaces which is focused in the front yard to ensure the lands blend well with the existing neighbourhood.

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**Parking Lots.** Off street parking should not take up street frontage, and should be located to the side or rear of buildings. Shared parking opportunities should be explored when the opportunity arises. With the potential loss of some of the curbside parking supply as a result of Main Street sidewalk widening, explore opportunities to supplement the parking supply with other off-street facilities.

**Comment:** The parking is located along the side of the development to maximize parking and the number of units appropriate for the site.

#### **Residential Guidelines**

**Lake Views:** Keep current views to the lake along public rights of way open and create new ones as opportunity arises.

**Comment:** Not applicable.

**Lake access:** Maintain public access to beaches, the water's edge and a 20m shore easement or strip of land under public ownership.

**Comment:** Not applicable.

**Bulk:** Replacement buildings should be in scale with the house sizes in the neighbourhood.

**Comment:** The building being replaced is larger than what was on the property. It is noted that the property is a double wide lot and the design includes an orientation of the building to give the appearance of a single detached dwelling from the road. Similar to the condominium development to the north of the property, the proposed development will have a look and feel appropriate with the existing neighbourhood.

**Historic Preservation:** The numerous heritage and heritage quality residential buildings should be preserved and restored not replaced. New residential buildings should respect their architectural context.

**Comment:** The existing building and neighbouring dwellings are not designated as having heritage significance.

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**Setbacks:** limit setbacks to those currently in place within the traditional neighbourhoods.

**Comment:** Setbacks will be complied with other than those necessary to facilitate the development. The primary setback is the front yard to ensure a consistent streetscape.

**Street facades:** Provide front porches or similar transitional devices between public and private domains. Limit the number and width of garages facing the street.

**Comment:** Garages are not proposed. The façade will be designed to compliment the existing area.

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Section	Policy	Comments	
<b>Section 7.7 Urban Residential Designation</b>			
<b>7.7</b>	<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.</p> <p>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>		
<b>7.7.1</b>	Subject to the other policies of this Plan, the following policies shall apply in determining uses permitted on land designated Urban Residential on Schedule “B”.		
<b>a)</b>	The predominant use of land shall be a variety of urban dwelling types, including single detached dwellings, semi-detached dwellings, duplex dwellings and similar low-profile residential buildings not exceeding 2 dwelling units per lot.	The area is made up of a mix of single detached, and townhouse development.	✓
<b>d)</b>	Medium density residential uses shall be permitted including triplex dwellings, fourplex dwellings, row or block townhouse dwellings, converted dwellings containing more than two dwelling units, walk-up apartments and similar medium profile residential buildings, subject to the policies of Section 7.7.2 (b) (Urban Residential Designation – Land Use Policies).	The development consists of stacked townhouse development.	✓
<b>e)</b>	High density residential uses in development forms greater than those described in Subsections (a) and (b) shall be permitted subject to the policies of Section 7.7.2 (c) (Urban Residential Designation – Land Use Policies), save and except for in the Courtland Urban Area where high density residential uses shall not be permitted.	Not applicable.	✓
<b>7.7.2</b>	<b>Land Use Policies</b>		
<b>b)</b>	High density residential uses, including apartment buildings and other forms of multiple housing of a similar	The proposed density is approximately 63 units per hectare.	✓



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	density shall be carefully located. The following criteria shall be addressed in the consideration of such applications, especially in proximity to lower density residential development:		
	i) the density, height and character of the development shall be compatible with adjacent uses;	Yes. The lands will be fenced and landscaped. The building will be designed to include a façade that blends well with the existing neighbourhood. The application proposes residential development that is similar in height to the existing neighbourhood and is designed to mask the appearance of density along the street face.	✓
	ii) the ability of the site to accommodate necessary facilities and amenities, such as garbage storage, parking and landscaped areas;	Yes. The concept plan includes parking and amenity space. Garbage collection will be included in the community garbage and recycle collection services.	✓
	iii) the height, form and density of the proposed development is such that no undue adverse impacts in terms of overshadowing, increased traffic or loss of amenity area are created for surrounding residential uses;	The height is similar to the existing height of the neighbourhood dwellings. The lands are within walking distance to many commercial businesses and nearby groceries. The traffic impact study supports the development.	✓
	iv) the relationship of the site to nearby lower density residential uses, in view of the desire to provide a gradual transition in height and density wherever possible;	Height is similar to the existing neighbourhood dwellings.	✓
	v) the degree to which the site has access to significant open space amenities such as valleylands or major parks;	The property nearby recreation, parks and the beach.	✓
	vi) municipal watermains and sanitary sewers shall be required and shall be capable of accommodating the development, or the proponent shall commit to extending services at no cost to the County;	The existing infrastructure is sufficient to service the proposed redevelopment.	✓
	vii) the proximity of the site to arterial or collector roads, and/or pedestrian accessibility to a Downtown Area or, in the case of the Simcoe Urban Area, a Secondary Centre, or other locations of supporting services and facilities;	The lands are nearby the Downtown connected by an existing road and sidewalk network.	✓

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	viii) the adequacy of local services including schools and other community services. It is recognized that accessibility to such facilities, including health care services, may be particularly important to residents with special needs; and	There are local schools and community services. Medical services exist in the area.	✓
	ix) the use shall be subject to site plan control, in accordance with the policies of Section 9.6.5 (Site Plan Control) of this Plan.	Noted	✓

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**Lakeshore Special Policy Area Secondary Plan – Policy Compliance Table**

This appendix demonstrates the application is consistent with the applicable policies of the LSPA.

Section	Policy	Comments	Complies
<b>Section 11.2 Our Sustainable Lakeshore</b>			
<b>11.2.1</b>	<b>Sustainable Strategies</b> <b>Summary:</b> This section identifies sustainability strategies for the Secondary Plan and the desired planning direction implemented through this plan. It provides policy guidance to matters such as growth and settlement, infrastructure, tourism, recreation and community design. It is guided by the sustainable communities approach which recognizes the interconnectedness of healthy communities, economic vitality and the protection of the natural environment, and their relationship to growth management and community planning.		
<b>11.2.1.1</b>	<b>Growth Management Strategy</b> The Growth Management Strategy planning directions include:		
<b>a)</b>	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 subject lands are within the Urban Area of Port Dover	✓
<b>e)</b>	Direct and promote the development of medium and higher density housing forms to the designated Urban Areas of Port Dover and Port Rowan	The proposed application facilitates infill development of a medium density 12 unit stacked townhouse block.	✓

Section	Policy	Comments	Complies
<b>Section 11.2.1.6 Community Design Strategy</b>			
	The Community Design Strategy outlined in Section 11.8 (Community Design Strategy) provides guidance with respect to sustainable neighbourhood and building designs and future neighbourhood planning areas.  The Community Design Strategy planning directions include:		

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a)	Promote the protection and enhancement of the valuable characteristics of the unique lakeshore related settlement areas.	The design of the proposed development will include façade and landscaping treatments to reflect the general character of the area.	✓
b)	Promote the use of the LSPA Community Design Guidelines (Appendix “D”) to direct the development of buildings and streetscapes consistent with the established character of the area.	The LSPA Design Guidelines are analysed further in this document. The proposed development is designed to increase density of under utilized lands, while focusing on a streetscape oriented development that facilitates compatible infilling.	✓
c)	Promote the development of neighbourhoods and the design and construction of new buildings based on the principles of sustainability and sustainable building design.	Yes. See design analysis.	✓
d)	Promote safe community design measures.	The orientation of the proposed building allows for clear view of the parking area which leads to the front porch and door of each unit.	✓
e)	Promote streetscapes which enhance our perception of the public realm by creating a sense of place and community.	The façade will be designed to incorporate cues from surrounding development.	✓
f)	Direct the preparation of Neighbourhood Plans to develop more detailed land use plans and policies to guide the development of future development areas in an integrated and comprehensive manner.	Not applicable.	

Section	Policy	Comments	Complies
<b>11.3 Growth Management Strategy</b>			
11.3.1	<b>Population and Dwelling Projections for Port Dover and Port Rowan</b> <b>Summary:</b> This section outlines the population and dwelling projections, depicted in table 1. They provide a bench mark to monitor growth and development ensuring that appropriate levels of service and infrastructure are achieved.		

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Table 1	Table 1 – Port Dover and Port Rowan Population and Dwelling Projections (2026)					The 2021 Census for Port Dover states that the population of Port Dover was below the 2021 Population projection outlined in the LSP.  Furthermore, while the total number of dwellings was above the LSP projection in the 2021 Census, the total number of dwellings occupied by permanent residents was below the projection.  The proposed development would contribute to meeting the 2026 population projection and provide an increase to the number of dwellings occupied by permanent residents.	✓
	Urban Area	2011	2016	2021	2026		
	Port Dover						
	Population Projection	7,010	8,050	9,200	10,500		
	Dwelling Projection	2,750	3,220	3,750	4,350		
	Port Rowan						
	Population Projection	1,230	1,470	1,720	2,000		
	Dwelling Projection	490	600	720	850		
	2021 Census (Statistics Canada)						
	Population: 7,871						
Dwelling Stock: 4,018							

Section	Policy	Comments	Complies
<b>Section 11.3.2 Lakeshore Special Policy Area Community Structure</b>			
11.3.2.1	<p><b>Urban Areas</b></p> <p><b>Summary:</b></p> <p>This secondary plan designated Port Dover and Port Rowan to be the primary settlement areas where a majority of growth and development within the Lakeshore Special Policy Area (LSPA) shall be directed over the planning horizon. These urban areas shall accommodate residential, commercial, employment, institutional, entertainment, cultural, health, and social service activities. They shall also function as the primary tourism nodes.</p> <p>The following shall be the policy of the county:</p>		

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e)	Development within the Urban Areas shall respect and reinforce the existing character of the community and surrounding landscape. Development within the Urban Areas shall be reviewed and evaluated in accordance with the LSPA Community Design Guidelines (Appendix “D”), particularly the Main Port Town community design guidelines. In the case of Port Dover, development within the Port Dover Waterfront Special Policy Area, as identified in Section 3.5.2.2 (Port Dover Waterfront Special Policy Area) of this Plan, shall also be subject to the waterfront master plan and urban design guidelines outlined in the Port Dover Waterfront Master Plan and Secondary Plan (January, 2001).	<p>The proposed development of 12 stacked townhouse units respects and reinforces the surrounding landscape as it does not propose to significantly alter the the existing character of the community. It provides a similar use to a nearby townhouse development.</p> <p>Additionally, this development is outside the Port Dover Waterfront Special Policy Area.</p> <p>See Design Guidelines section of report.</p>	✓
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Section	Policy	Comments	Complies
<b>Section 11.3.3 Targeting Housing Forms and Densities</b>			
<b>11.3.3</b>	<b>Summary:</b> The LSP seeks to accommodate unique market opportunities within the LSPA through the support of provisions that facilitate a broad range of housing forms and densities (medium and high) as well as foster the development of complete and sustainable waterfront communities.		
<b>11.3.3.1</b>	<b>Summary:</b> The Plan promotes a wide variety of housing types and densities to support housing affordability and meet the needs of diverse populations across ages, lifestyles, and income levels. It encourages intensification and infill development in appropriate areas that are serviced by necessary infrastructure. Residential growth through redevelopment within existing Urban Areas allows for efficient use of services and reduces the pressure to expand urban boundaries into agricultural lands within the Lakeshore Special Policy Area (LSPA). The following shall be the policy of the county:		
<b>a)</b>	The County shall direct and promote the development of medium and high density housing forms to the Urban Areas of Port	This application consists of a medium density development within the Urban Area of Port Dover with a 3 minute walk to the Downtown Area.	✓



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	Dover and Port Rowan, particularly within the Downtown Area and associated land use designations, and within the Urban Waterfront Designation, subject to the policies of the respective land use designations.		
<b>b)</b>	Medium density residential uses including triplex dwellings, fourplex dwellings, row or block townhouse dwellings, converted dwellings containing more than two dwelling units, walk-up apartments and similar medium profile residential buildings, which generally have a net density of 15 units per hectare (upha), may be permitted in accordance with the respective land use designation, and in consideration of the criteria outlined in Section 4.7.2 b) <b>[now 7.7.2(b)]</b> (Urban Residential Designation - Land Use Policies) of this Plan...	This application consists of 12 units total and a net density of approximately 63 uph. According to the Secondary Plan, the proposed density is considered in the high density category, although the Official Plan includes medium density in the range of 25-60 units per hectare. As such please see discussion regarding the LSPA high density criteria.	✓
<b>c)</b>	High density residential development forms greater than those described as medium density residential uses, such as apartment buildings and other forms of multiple housing of a similar density, may be permitted in accordance with the respective land use designation, and in consideration of the criteria outlined in Section 4.7.2 c) <b>(Now 7.7.2 Urban Residential designation - Land Use Policies)</b> of this Plan, in addition to the following criteria:		
	i) the development shall have consideration for the protection and enhancement of significant views and vistas of the lakeshore in accordance with the policies of Section 11.6.2 (Significant Lookouts and Views), which may include the use of lower profile building forms, smaller building	There are no significant vistas or view of the lakeshore impacted by this development.	✓

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	footprints or other built form considerations; and		
	ii) the development shall be reviewed in accordance with the LSPA Community Design Guidelines (Appendix “D”)	See discussion for Community Design in Appendix D. The proposed design meets the intent of the design guidelines.	✓
e)	The County shall evaluate development proposals for residential intensification in accordance with the policies of Section 7.3.1[n <del>ow</del> <b>5.3.1</b> ] (Residential Intensification) of this Plan.	Complies. See 5.3.1 Residential Intensification, located in Appendix D.	✓

Section	Policy	Comments	Complies
<b>Section 11.7 Infrastructure Strategy</b>			
<b>11.7.1</b>	<p><b>Summary:</b></p> <p>The County supports the provisions and improvement of municipal water and wastewater services within the urban areas of Port dover and Port Rowan. This plan recognizes that growth projections for the water and wastewater masterplan were based on a growth strategy prepared in support of the Official Plan. As such, the county will monitor population and dwelling growth to ensure an adequate provision of servicing infrastructure to accommodate growth.</p> <p>The following shall the be policy of the county:</p>		
<b>a)</b>	The policies of Section 8.9 (Water & Wastewater Services) of this Plan shall continue to apply to the LSPA.	Complies. The Functional Servicing Report (FSR) addresses this section of the Official Plan.	✓
<b>b)</b>	Stormwater management systems shall be designed and managed in accordance with the policies of Section 8.9.4 of this Plan. The County shall encourage connectivity between stormwater management systems	Complies. The Functional Servicing Report (FSR) addresses this section of the Official Plan.  There are no open spaces or public trails present within the subject lands.	✓

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	and public trails and open space areas and provide public access, where feasible and appropriate.		
<b>c)</b>	Development shall only be permitted where it has been demonstrated to the satisfaction of the County, Conservation Authority, Ministry of the Environment, or appropriate approval authority that suitable water, wastewater and stormwater management measures exist to accommodate the proposed development.	<p>The proposed development has access to existing services that are suitable to the proposed use.</p> <p>Please see the Functional Servicing Report (FSR) included with this application as well as the servicing section of this Planning Justification Report.</p>	✓
<b>d)</b>	As a condition of development approval the County may withdraw servicing allocations where the development has not proceeded within a reasonable timeframe, which shall be no less than 3 years from the date of approval, so as not to reserve unused servicing allocations indefinitely.	Noted.	n/a
<b>e)</b>	The County will strictly monitor development within environmentally sensitive areas, particularly Hamlet Area and Resort Areas where private sewage and/or water services exist to ensure such systems are maintained and functioning appropriately to minimize potential environmental impacts.	<p>The proposed development is within the Urban Area of Port Dover and is not within any environmentally sensitive areas.</p> <p>This development will be connected via existing services.</p> <p>Please see the FSR included with this application and the Servicing section of this Planning Justification Report.</p>	✓
<b>f)</b>	In order to ensure appropriate and orderly development and the extension of infrastructure, and to ensure that costs associated with the development are equitably distributed among affected	<p>No expansions are necessary. Existing infrastructure is adequate to service the proposed development.</p> <p>Please see the FSR included with this application and the Servicing section of this Planning Justification Report.</p>	✓

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	landowners, development shall only be permitted to proceed when a significant number of landowners, representing more than 50% of the land holdings, have entered into a cost sharing agreement or agreements amongst themselves to address the distribution of costs associated with development in a fair and equitable manner.		
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Section	Policy	Comments	Complies
<b>Section 11.7.2 Transportation</b>			
<b>11.7.2</b>	This Plan promotes a sustainable transportation strategy for the LSPA that provides opportunities for non-automotive transportation methods through the development of Ontario's South Coast Scenic Route and related recreational trail to accommodate cycling, walking, roller-blading, and running activities.	Noted.	<b>n/a</b>

Section	Policy	Comments	Complies
<b>Section 11.8.2.1 Sustainable Neighbourhood Design</b>			
<b>11.8.2.1</b>	<p><b>Summary:</b> Using the standards set by the Leadership in Energy and Environmental Design for Neighbourhood Design (LEED ND) as a guide, 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.</p> <p>The following shall be the policy of the County:</p>		
<b>c)</b>	The following criteria should be addressed in the development of sustainable neighbourhood forms:		

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Port Dover Townhouses

<b>i)</b>	the creation of more compact, walkable oriented neighbourhoods	The proposed development represents compact development on an existing street with sidewalks on both sides. This development helps Port Dover achieve this policy.	
<b>iv)</b>	The provision of opportunities for residents daily activities to occur within walking distances;	<p>The subject lands are approximately a 5-minute walk from downtown Port Dover, and less than 5 minutes from various community facilities such as Port Dover Arena, Port Dover Community Centre, and Lakewood Elementary School.</p> <p>Additionally, as per Schedule-I of the Official Plan, the subject lands are approximately 426.4m from the Lake Erie Waterfront Trail, which passes through the intersection of Nelson Street West and Main Street. This trail provides access to an extensive scenic waterfront trail which connects 76 communities, over 405 parks, and natural areas including wetlands, forests and beaches.</p> <p>There are also a number of additional routes being considered within close proximity of the subject lands, as per Schedule-I of the Official Plan.</p>	✓
<b>d)</b>	The following measures shall be promoted to improve air and energy efficiency:		
<b>i)</b>	encourage higher density uses along arterial and collector roads;	This application proposes a medium density residential development along an arterial road (Main Street)	✓
<b>ii)</b>	provide bicycle facilities, particularly in combination with higher density uses and large traffic generating uses;	The development will consider the provision of bike racks during the site plan process.	✓
<b>iii)</b>	promote an interconnected street network to minimize trip lengths;	The intent of this policy is to promote efficient transportation and active transportation usage. This application intends to facilitate a development that would connect its future residents to an already established interconnected street network, via Main Street West, whose location is approximately a 5 minute walk from downtown Port Dover, and less than a 5	✓

Appendix F to Planning Justification Report – Lakeshore Special Policy Area Secondary Plan  
Port Dover Townhouses

		minute walk from various community facilities such as Port Dover Arena, Port Dover Community Centre, and Lakewood Elementary School.	
vi)	promote the use of porous pavement materials to increase water infiltration;	Traditionally, the County has not been in favour of permeable pavement. Therefore, stormwater management measures will be implemented through the site plan process.	✓
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;	This can be considered during the detailed design process. The costs of implementing such methods and approaches, must be balanced with the goal of providing an attainable type of units to the existing market.	✓
ix)	encourage landscape design that promotes the use of native species and enhancement of ecological functions;	This will be considered during the site plan process.	✓
e)	The County shall support the promotion and identification of dark sky communities, thereby reducing light emissions to the sky and encouraging energy conservation initiatives, through the use of directional, low-level lighting and other means, where appropriate.	This will be considered during the site plan process.	

Section	Policy	Comments	Complies
<b>Section 11.8.2.3 Safe Community Design</b>			
<b>11.8.2.3</b>	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 following shall be the policy of the County:		
<b>a)</b>	The County shall promote the implementation of the principles of Crime Prevention through Environmental Design (CPTED), specifically, the County shall encourage proponents of new development to:		



Appendix F to Planning Justification Report – Lakeshore Special Policy Area Secondary Plan  
Port Dover Townhouses

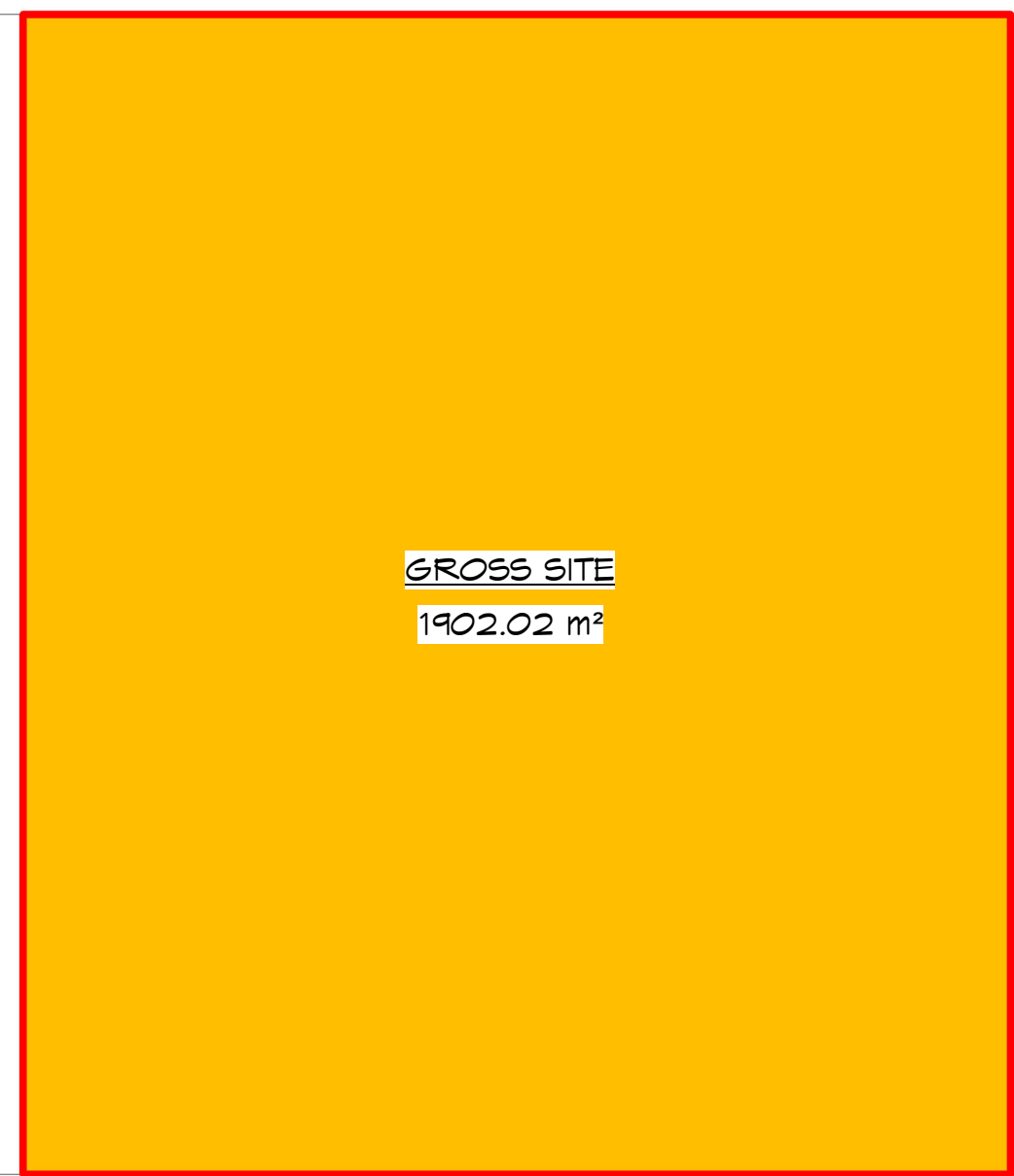
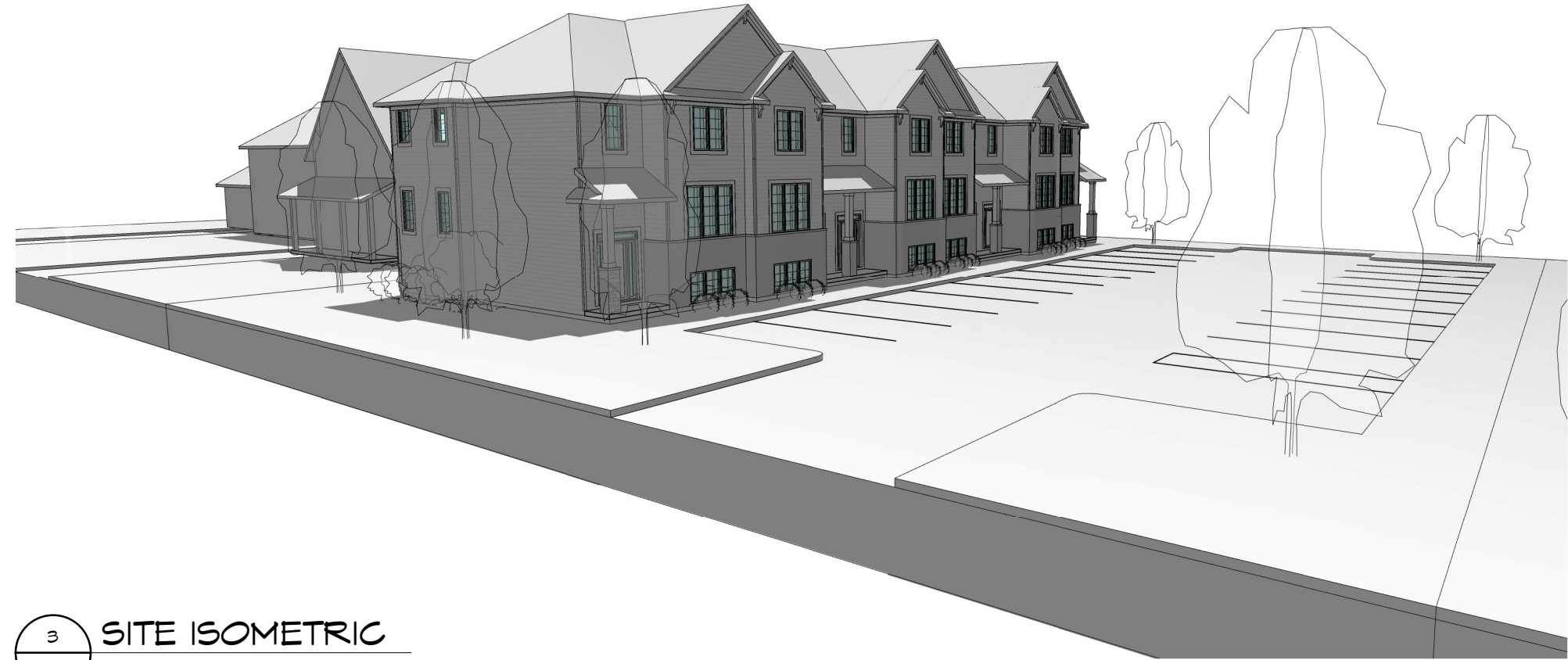
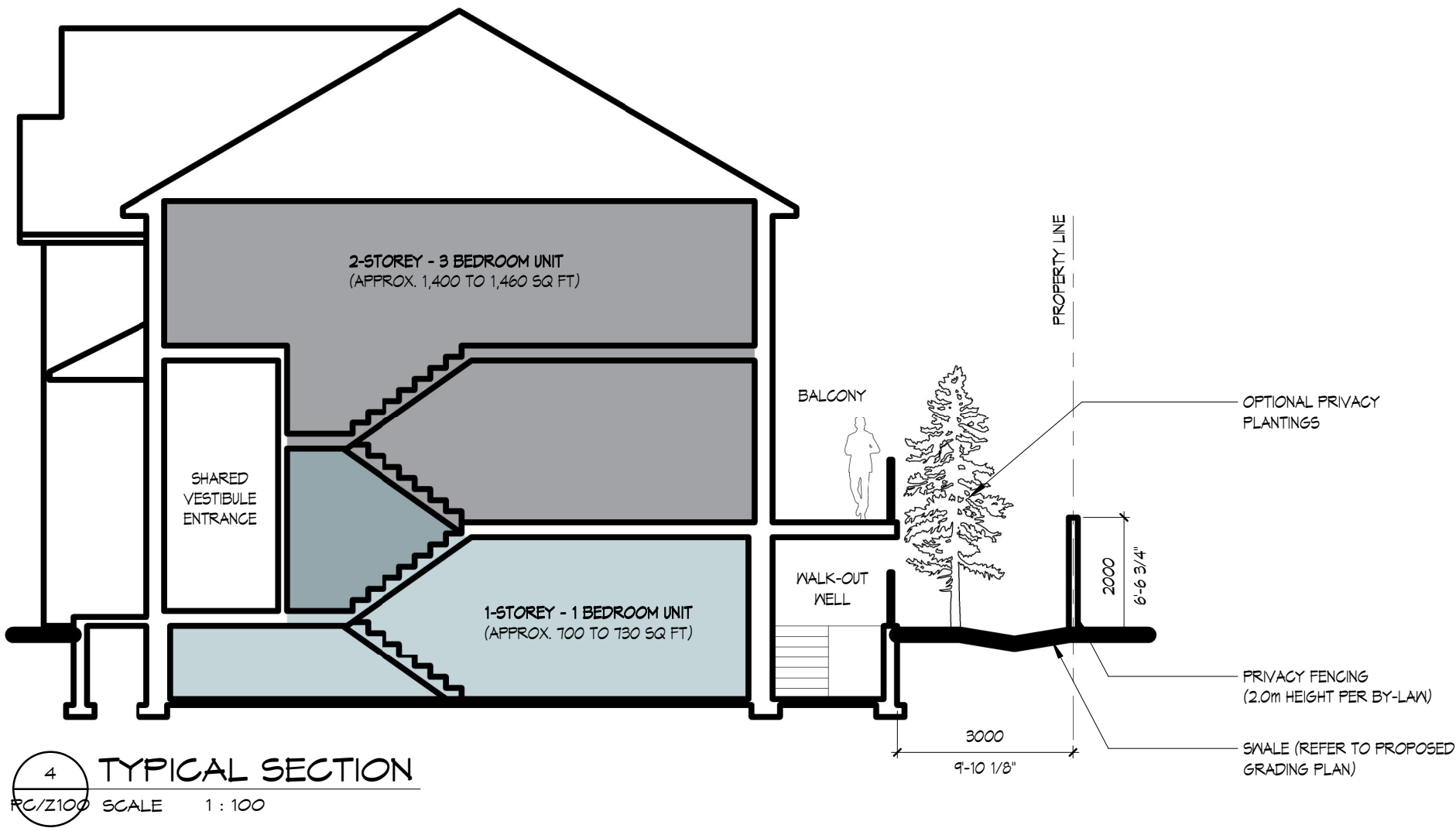
ii)	provide opportunities for visual overlook and accessibility to public spaces, streets, and parks;	The proposed development will provide access to main street, and connectivity to various public spaces are within walking distance.	✓
iii)	provide clear, unobstructed views of public spaces, including parks, school areas and open space areas from adjacent streets;	The private parking area, though landscaped, is visible from the street.	✓
iv)	ensure the use of appropriate lighting to deter crime;	The development includes an open parking lot for residents and visitors. Lighting will be directed down and away from adjacent properties, but will be sufficient to illuminate the parking area. This will be reviewed during the site plan process.	✓
v)	situate buildings to encourage “eyes on the street” and natural surveillance;	The proposed development is oriented lengthwise north to south. The street is well travelled and the orientation of the building allows for people on the streets and in the area to see from front to back, thereby improving natural surveillance.	✓

Section	Policy	Comments	Complies
<b>Section 11.9.2 Secondary Plan and Monitoring and Review</b>			
<b>11.9.2</b>	This section provides additional guidance with respect to the monitoring and review of this Secondary Plan to determine the effectiveness of the policies and ensure the County’s objectives are being implemented.  The following shall be the policy of the County:		
<b>b)</b>	All development within the LSPA shall be monitored to ensure that:		
i)	the overall growth and development rate is in accordance with the policies of this Plan;	The proposed development would not exceed the population or dwelling projections for Port Dover found in Table 1.	✓
ii)	the appropriate level of infrastructure, and community services are available to accommodate the projected population;	The proposed development is within the Urban Area of Port Dover, it does not exceed servicing capacities of existing infrastructure. Please see the FSR included with this application.	✓

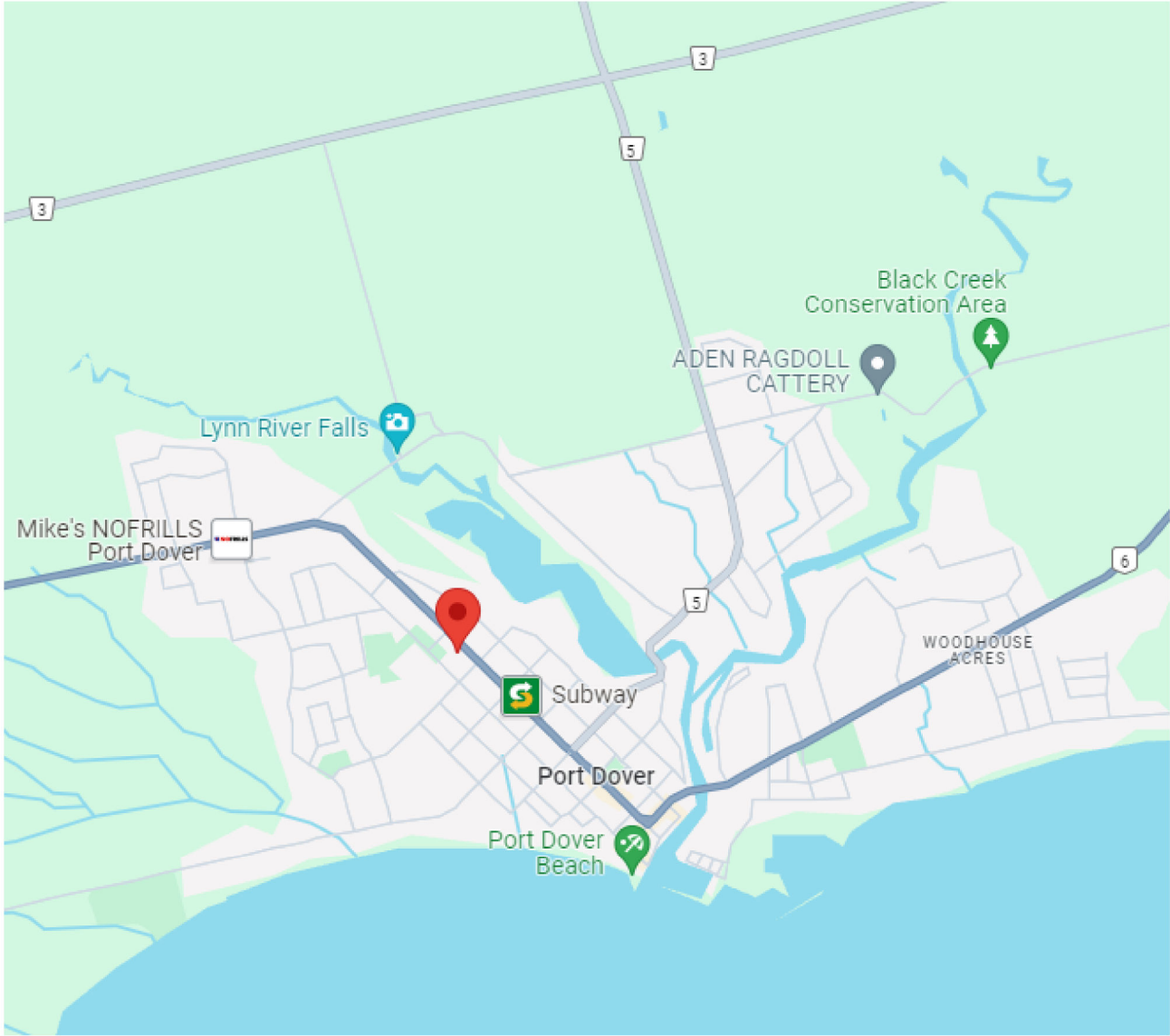
Appendix F to Planning Justification Report – Lakeshore Special Policy Area Secondary Plan  
Port Dover Townhouses

		Additionally, there is an adequate amount of community services within walking distance of the subject lands, including Port Dover Arena and Community Centre, as mentioned above.	
iii)	the sustainability strategies of this Plan are being implemented; and	<p>The development assists the County in maintaining its sustainability strategies such as:</p> <p>Growth Management:</p> <ul style="list-style-type: none"> <li>• Directing growth to Urban Areas</li> <li>• Promote intensification and infill</li> <li>• Discourage expansion into the agricultural area</li> </ul> <p>Housing &amp; Community Design:</p> <ul style="list-style-type: none"> <li>• Encourage a range of housing types and densities</li> <li>• Supports medium and high-density housing in walkable serviced areas.</li> <li>• Design Guidelines that emphasise human-scaled development, pedestrian priority and visual character preservation.</li> </ul> <p>Agricultural and Environmental Protection</p> <ul style="list-style-type: none"> <li>• Preservation and protection of these areas</li> </ul> <p>Infrastructure</p> <ul style="list-style-type: none"> <li>• Emphasizes efficient, sustainable infrastructure in designated growth areas.</li> </ul>	✓
iv)	the implementation of the policies of this Plan are being implemented in an appropriate and fiscally sound manner	Noted. This is primarily a County directive.	✓

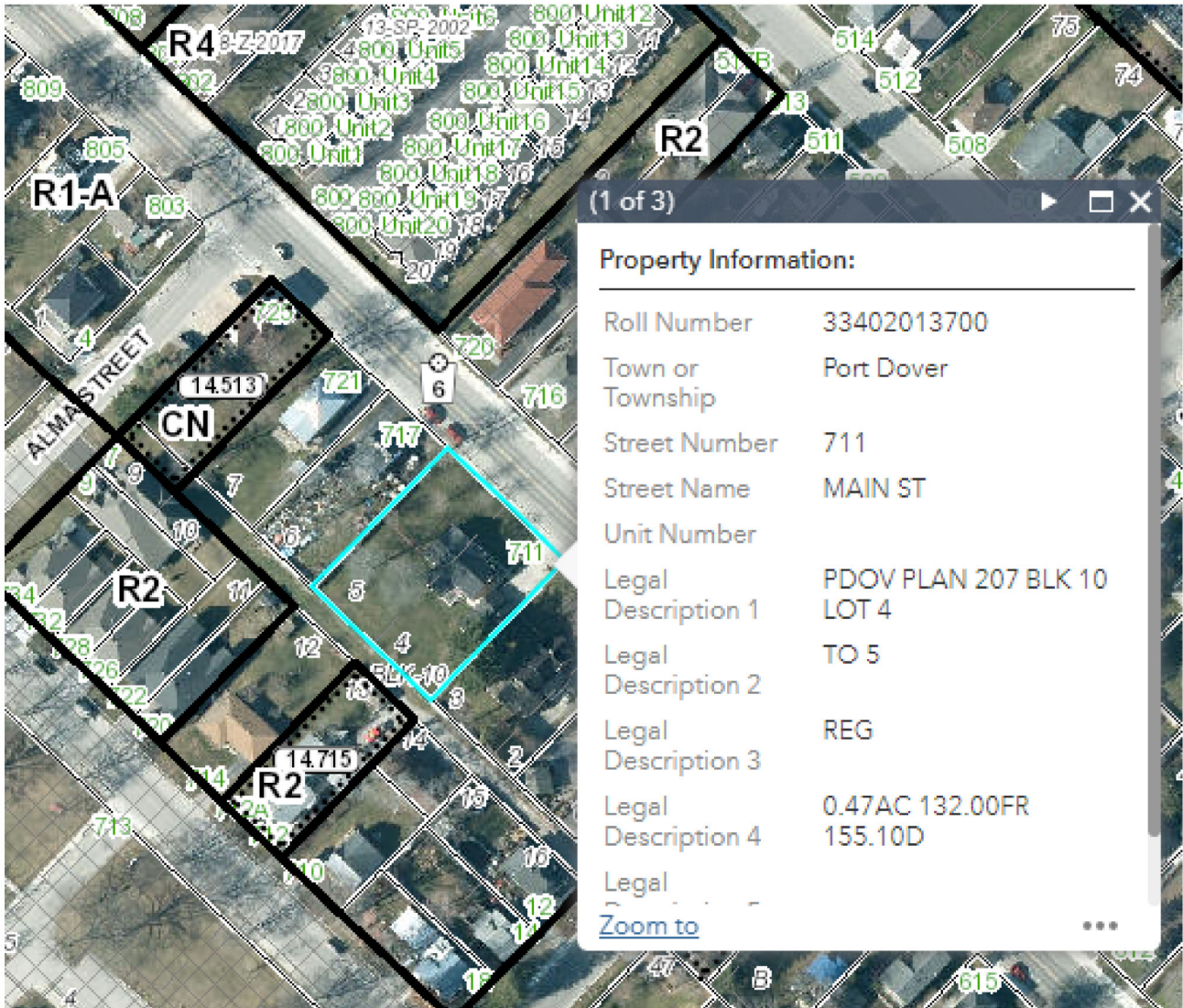




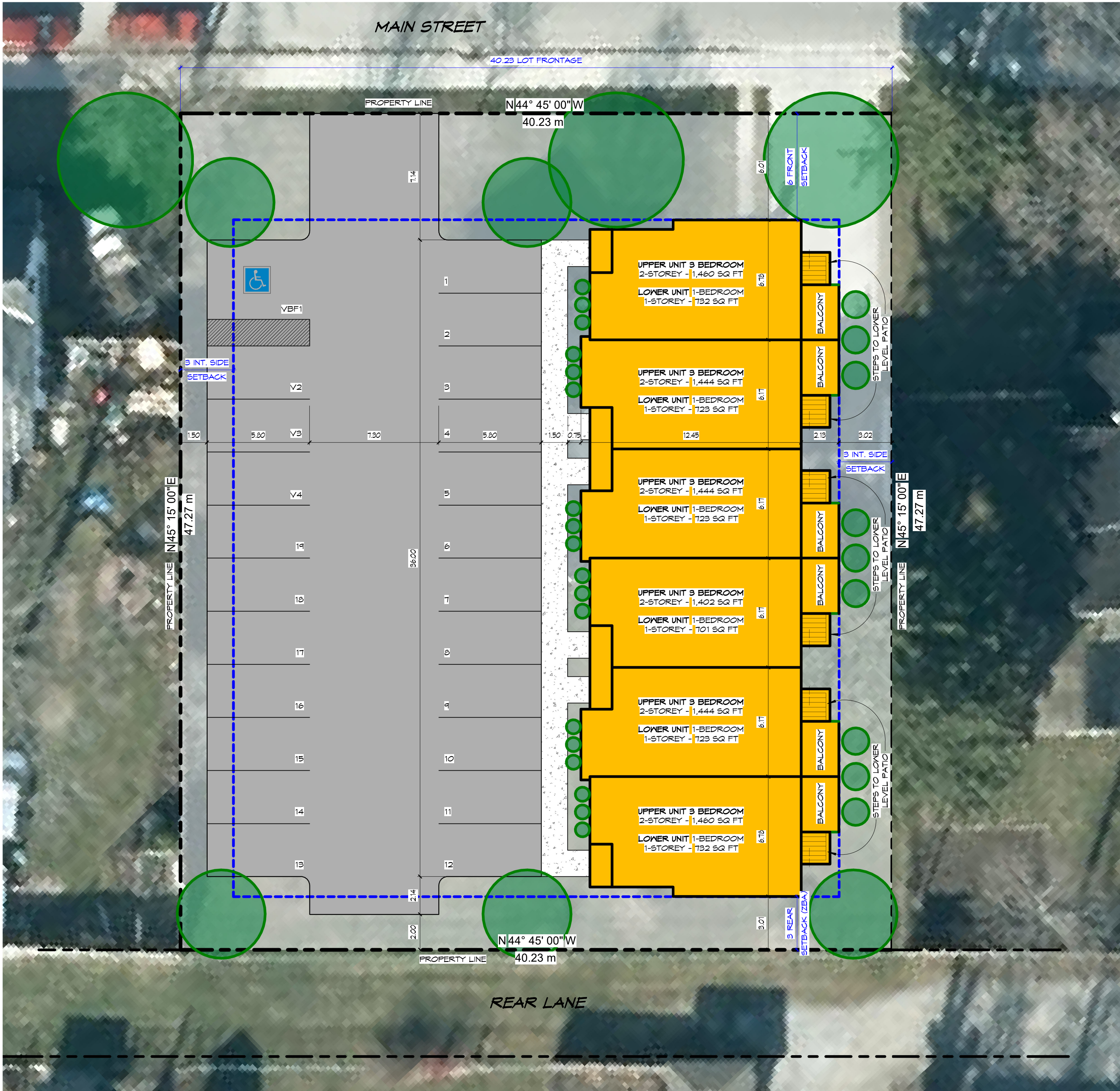
2 GROSS SITE - PRECON / ZONING  
SCALE 1:300



KEY MAP  
SCALE 1:100



SITE MAP  
SCALE 1:100



1 SITE PLAN PRECON / ZONING AMENDMENT  
SCALE 1:150



INSPIRATIONAL IMAGE

#### SITE STATISTIC & ZONING REQ.'S

PROPERTY LEGAL DESCRIPTION:	
PD0V PLAN 2 07 BLK 10 LOT 4, ROLL#93402019100 IN THE TOWN OF FORT DOVER, IN THE DISTRICT OF NORFOLK COUNTY	
ZONING:	
IN ACCORDANCE W/ ZONING BY-LAW 1-Z-2014 NORFOLK COUNTY, CONSOLIDATED JANUARY 1, 2021	
PROVISION LAND USE, EXISTING	
5.2	RESIDENTIAL ZONES
5.4	URBAN RESIDENTIAL TYPE 4 ZONE (R4)
5.4.1	PERMITTED USES In an R4 Zone, no land, building or structure shall be used except in accordance with the following uses: a) group townhouse b) stacked townhouse c) street townhouse d) semi-detached, duplex, tri-plex and four-plex dwellings provided they are located on the same lot with, and in accordance with the Zone provisions of, group townhouse e) home occupation f) accessory residential dwelling unit, subject to Subsection 5.2.3.(1-Z-2020)

PROVISION	SETBACKS (m - METERS):	REQUIRED (m) Street Townhouse (per unit)	REQUIRED (m) Group Townhouse Stacked Townhouse	PROVIDED (m)
5.4.2a)	MIN. LOT AREA i) NO GARAGE (LOT AREA MIN NOT REQ'D)	15m <sup>2</sup>	15m <sup>2</sup>	150m <sup>2</sup>
5.4.2b)	MIN. LOT FRONTAGE i) INTERIOR LOT	6.5	30	40.23
5.4.2c)	MIN. FRONT YARD: i) ATTACHED GARAGE ii) DETACHED GARAGE OR REAR YARD PARKING iii) NO GARAGE	6 1.5	6 1.5	
5.4.2d)	MIN. EXTERIOR SIDE YARD: i) IV A 6m FRONT YARD	6	6	N/A
5.4.2e)	MIN. INTERIOR SIDE YARD	12	3	3
5.4.2f)	MIN. REAR YARD: i) ATTACHED GARAGE ii) DETACHED GARAGE iii) NO GARAGE	1.5m 1.5m	1.5m 1.5m	- 3
5.4.2g)	MIN. SEPARATION BETWEEN TOWNHOUSE DWELLINGS	2	2	N/A
5.4.2h)	MAX. BLDG. HEIGHT	11	11	MAX 11
5.4.3	Setback from Mutual Side Lot Line Notwithstanding the required side yard, on a mutual side lot line separating two (2) attached townhouse units, no interior side yard is required where the walls are joined, where the walls are not joined, a 1.2 metre side yard shall be required.	12	12	N/A
5.4.4	Maximum Units in a Townhouse Dwelling No more than eight (8) dwelling units shall be located in a townhouse dwelling.	8 UNITS	8 UNITS	12 UNITS
4.2.4b)	Other Provisions For group townhouses and apartment dwellings, no parking lot shall be located closer than 3 metres from any dwelling on the lot or of any interior lot line abutting another residential zone;			1.5m

GRAY HIGH-LIGHTED APPLICABLE  
COORD. W/ ZONING BY-LAW FOR ALL OTHER ZONING REQ.'S

PROVISION	NUMBER OF PARKING SPACES	REQUIRED	PROVIDED
4.9a)	SINGLE DETACHED, SEMI-DETACHED, DUPLEX, TRI-PLEX, FOUR-PLEX, TOWNHOUSE DWELLINGS & VACATION HOME (2-Z-2011) 2 SPACES / DWELLING UNIT 2 SPACES x 12 DWELLING UNITS = 24	24 SPACE(S)	19 SPACE(S)
4.9f)	VISITOR PARKING: 1 SPACE / 3 DWELLING UNITS 1 SPACE x (12 / 3) = 4	4 SPACE(S)	4 SPACE(S)
	TOTAL	28 SPACE(S)	23 SPACE(S)

PARKING REQ'D - BARRIER FREE (PART OF REQ'D VISITOR PARKING)			
4.3.3	BARRIER FREE PARKING REQ'D: 1-25 (VISITOR) PARKING SPACES =		
	TYPE 'A' (3.4m WIDE) PLUS 1.5m AISLE	1 SPACE(S)	1 SPACE(S)
	TYPE 'B' (2.4m WIDE) PLUS 1.5m AISLE	2 SPACE(S)	2 SPACE(S)

#### SITE PLAN LEGEND

▲	ENTRANCE / EXIT DOOR
○/H	OVERHEAD DOOR
---	PROPERTY LINE
---	SETBACKS
---	FIRE ROUTE (6m WIDE / 12m CENTER RADIUS)
CE	COVERED ENTRANCE
P	PATIO (ON GRADE)
CP	COVERED PATIO (ON GRADE)
B	BALCONY
CD	COVERED DECK / UNENCLOSED PORCH
D	DECK / UNENCLOSED PORCH
	PAINTED GRAPHICS ON ASPHALT / CONC. (WHITE & BLUE COLOURS)
	* WHEELCHAIR SIGN ON ASPHALT / CONC. (WHITE & BLUE COLOURS)
	* VEHICULAR STALL MARKINGS (YELLOW COLOUR)
V#	V# = VISITOR # = RESIDENT (LETTER REPRESENTS UNIT TYPE)
	* DIAGONAL MARKINGS
	NEN CONIFEROUS TREE
	NEN DECIDUOUS TREE (4500mm TREE RADIUS @ FULL GROWTH)

#### HATCH IDENTIFICATION LEGEND

	CONC. SIDEWALK / PAD / CROSSWALK / SIDEWALK / LANEWAY / STAIRS / ETC.
	AREA OF ASPHALT
	AREA OF PARKING
	LANDSCAPING
	RESIDENTIAL UNITS

PROJECT TITLE:  
PORT DOVER  
MULTI-RESIDENTIAL

711 MAIN STREET,  
PORT DOVER, ON  
NOA 1N0  
DRAWING TITLE:  
SITE PLAN PRE-CON / ZONING  
AMENDMENT

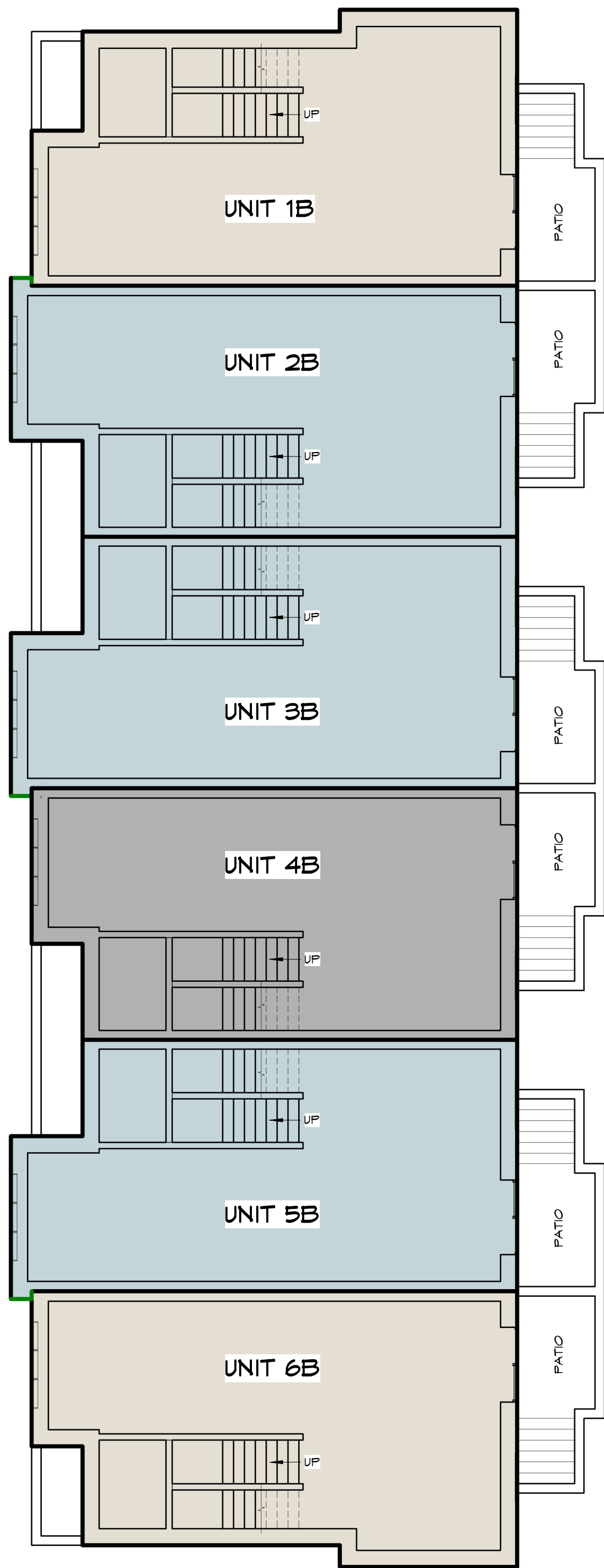
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As indicated

DATE ISSUED:  
2025.05.05

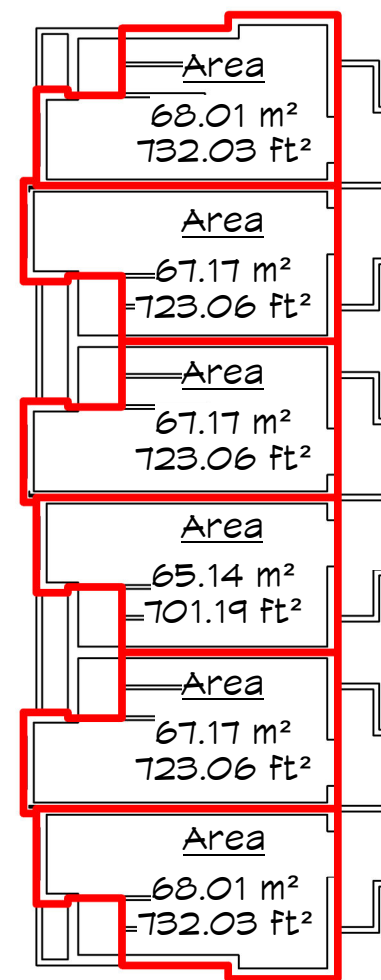
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24-110

PC/Z100

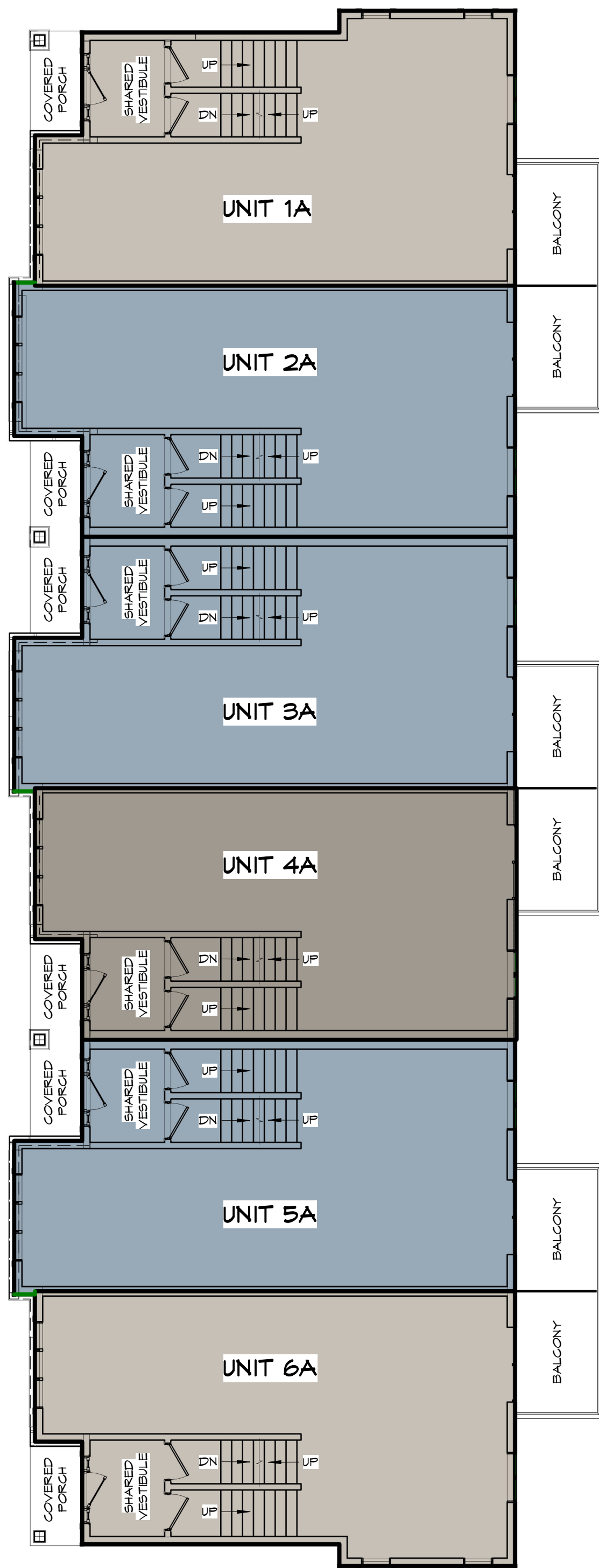




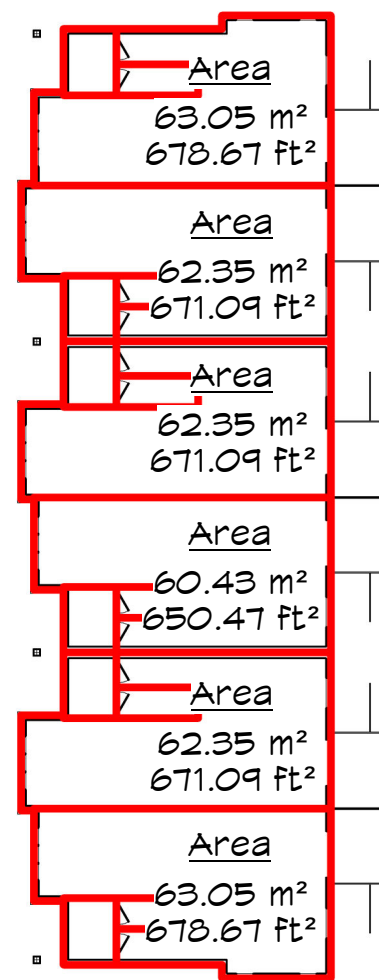
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P201 SCALE 1:100



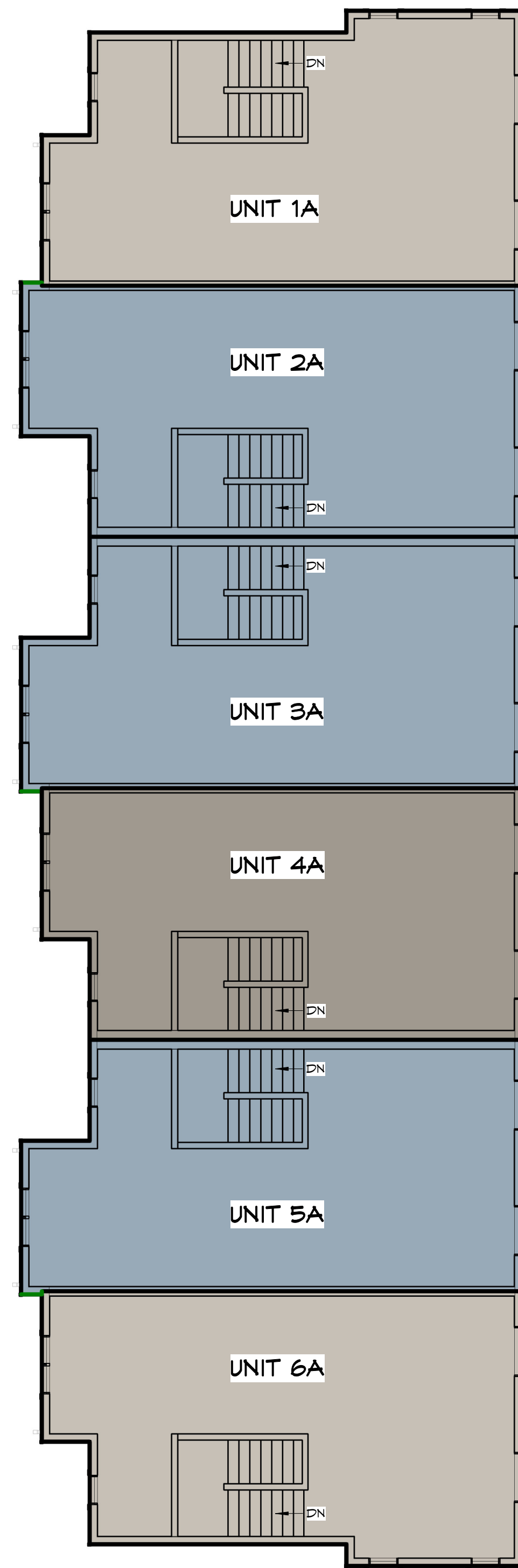
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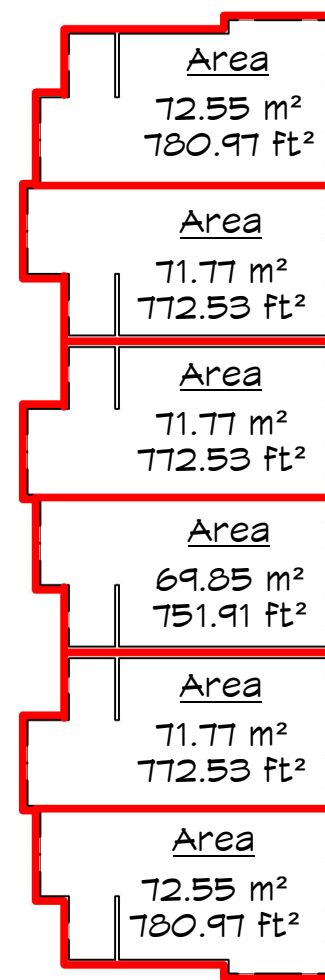
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P201 SCALE 1:100



5 LEVEL 2 AREAS  
P201 SCALE 1:300

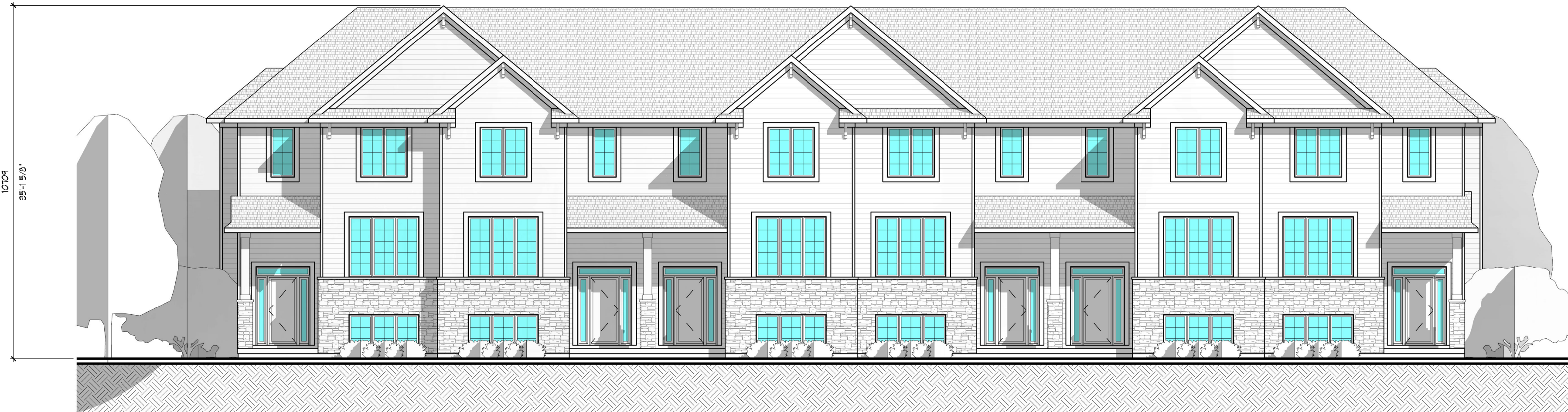


3 LEVEL 3 PLAN  
P201 SCALE 1:100



6 LEVEL 3 AREAS  
P201 SCALE 1:300





1 FRONT ELEVATION  
P301 SCALE 1 : 100



2 LEFT ELEVATION  
P301 SCALE 1 : 100



3 RIGHT ELEVATION  
P301 SCALE 1 : 100



4 REAR ELEVATION  
P301 SCALE 1 : 100

PROJECT TITLE:  
**PORT DOVER  
MULTI-RESIDENTIAL**

711 MAIN STREET,  
PORT DOVER, ON  
N0A 1N0

DRAWING TITLE:  
**PRESENTATION ELEVATIONS**

DRAWING SCALE:  
**1 : 100**

DATE ISSUED: 2025.05.05 DRAWING NO.:

PROJECT NO.: **P301**  
24-110



2025-04-01  
Project: 250002

Cameron Cluett, P.Eng.  
G. Douglas Vallee Limited  
2 Talbot Street North  
Simcoe ON N3Y 3W4

**RE: 711 MAIN STREET, PORT DOVER, NORFOLK COUNTY  
TRAFFIC IMPACT BRIEF**

---

Paradigm Transportation Solutions Limited (Paradigm) has been retained to prepare a Traffic Impact Brief (TIB) for the proposed residential redevelopment at 711 Main Street in Port Dover, Norfolk County.

The subject site is located on the west side of Main Street between Alma Street to the north and Greenock Street to the south. **Figure 1** (attached) illustrates the location of the subject site.

A single detached dwelling is currently located on the property with a single driveway to Main Street along the southerly property line (approximately 68 metres from Greenock Street).

The proposed redevelopment includes the removal of the existing dwelling and construction of 12 stacked townhouse units. Access will remain via the driveway to Main Street but will be shifted north towards the northerly property line (approximately 93 metres from Greenock Street).

**Figure 2** (attached) illustrates the proposed concept plan.

The purpose of this letter is to review the existing traffic conditions, additional traffic generated by the subject development, and proposed driveway location and sightlines. The scope of the study was developed in consultation with County staff in February 2025.

**Appendix A** contains the pre-study consultation material and responses from the County.

## Existing Conditions

### Road Network

Main Street is a county arterial road<sup>1</sup> with a primarily four-lane cross section and a posted speed limit of 50 km/h. Sidewalks are provided on both sides of Main Street. Parking is permitted on both sides of the roadway.

A pedestrian crossover (PXO) is provided on Main Street immediately north of Greenock Street, approximately 45 metres from the subject site. The roadway is reduced to a single lane in each direction at the PXO, and the northbound and southbound approaches are reduced to a single lane through lane markings for approximately 60 metres north of the PXO and 45 metres to the south of the Greenock Street intersection. Although not signed, parking is generally not permitted within hatched marking areas.

Both Alma Street and Greenock Street are classified as local roads, and their intersections at Main Street are operating under stop control.

The surrounding area generally consists of low density residential and community/recreational land uses.

### Traffic Data

Paradigm collected turning movement count data at the intersection of Main Street and Greenock Street on 20 February 2025. Traffic counts were collected for an eight-hour period from 7:00 to 10:00 AM, 11:30 AM to 1:30 PM and 3:00 to 6:00 PM. The intersection peak hours are noted to be between 8:15 and 9:15 AM and between 3:00 and 4:00 PM.

**Appendix B** contains the raw traffic data.

As Port Dover is a seasonal location, traffic volumes have been increased to account for summer conditions based on seasonal Average Annual Daily Traffic (AADT) data<sup>2</sup> for provincial highways published by the Ministry of Transportation Ontario (MTO).

The most recent 2019 data for Highway 6 through Port Dover indicates a winter to summer adjustment factor of 1.64, which has been applied to the existing traffic counts to account for summer conditions.

**Figure 3** (attached) illustrates the seasonally adjusted existing weekday traffic volumes for the AM and PM peak hours.

---

<sup>1</sup> Norfolk County, *Official Plan Schedule E-3*, 2018

<sup>2</sup> Ministry of Transportation, *Provincial Highways Traffic Volumes 1988-2019*.





## Proposed Development

As noted, the proposed development will accommodate 12 stacked townhouse units.

### Trip Generation

The *Institute of Transportation Engineers (ITE) Trip Generation Manual*<sup>3</sup> average rates for Land Use Code (LUC) 220 Multifamily Housing (Low-Rise) have been used to estimate the peak hour traffic volumes generated by the subject development. **Table 1** summarizes the forecast number of net new trips generated by the proposed development.

**TABLE 1: TRIP GENERATION**

Land Use	Number of Units	AM Peak Hour				PM Peak Hour			
		Rate	In	Out	Total	Rate	In	Out	Total
LUC 220 - Multifamily Housing (Low-Rise)	12	0.40	1	4	5	0.51	4	2	6
<b>Total Trip Generation</b>			<b>1</b>	<b>4</b>	<b>5</b>		<b>4</b>	<b>2</b>	<b>6</b>

The development is forecast to generate 5 AM peak hour trips and 6 PM peak hour trips, which are considered to be of minimal significance for roadway traffic conditions.

Based on the existing traffic volumes along Main Street, an even distribution north and south via Main Street is assumed.

**Figure 4** (attached) illustrates the estimated site generated traffic assignment.

The forecast site generated traffic is less than 0.4% of the adjusted summer existing traffic volumes on Main Street during the AM and PM peak hours, and will have minimal impact on the surrounding road network.

### Sight Distance

The grade and alignment along Main Street are noted to be flat and straight fronting the subject site. A clear line of sight is available at the proposed site driveway location to the north and south along Main Street.

**Figure 5** (attached) illustrates the visibility from the proposed site driveway location looking north and south along Main Street.

The municipality requested that the impact to the sightlines from on-street parking be reviewed. The site driveway is proposed to be located immediately north of the lane reduction area (hatched markings) to the north of the PXO. As discussed above, parking is generally not permitted within hatched marking areas. Therefore, parked vehicles likely would not impede sightlines to the south of the proposed driveway location.

<sup>3</sup> Institute of Transportation Engineers, *Trip Generation Manual*, 11th ed., (Washington, DC: ITE, 2021).



It is noted that on-street parking is permitted to the north of the proposed site driveway location. However, the provision of on-street parking and the location of residential driveways is a current roadway condition along Main Street, and the proposed driveway to the development is consistent with this feature. For example, a similar existing townhouse development at 800 Main Street has access to Main Street with on-street parking permitted on either side of the driveway.

**Figure 6** (attached) illustrates sightline visibility at the 800 Main Street driveway.

Generally, for vehicles exiting the driveway, drivers will be able to observe oncoming vehicles before approaching the end of the driveway. In addition, similar to the development at 800 Main Street, a two-lane driveway width is proposed which provides a single-lane buffer area plus the driveway radius for exiting vehicles.

## Conclusion

In summary, the subject development is a low trip generator and will have minimal impacts to the surrounding road network. A clear line of sight is available at the proposed site driveway to the north and south along Main Street. The location of on-street parking along Main Street to the north of the site driveway is not unique and is consistent with other residential developments along Main Street.

We trust that the above meets the County's requirement for a Traffic Impact Brief. Please do not hesitate to contact us if we can be of further assistance.

Yours very truly,

**PARADIGM TRANSPORTATION SOLUTIONS LIMITED**

<< Original Signed By >>

**Rajan Philips**

M.Sc., P.Eng.

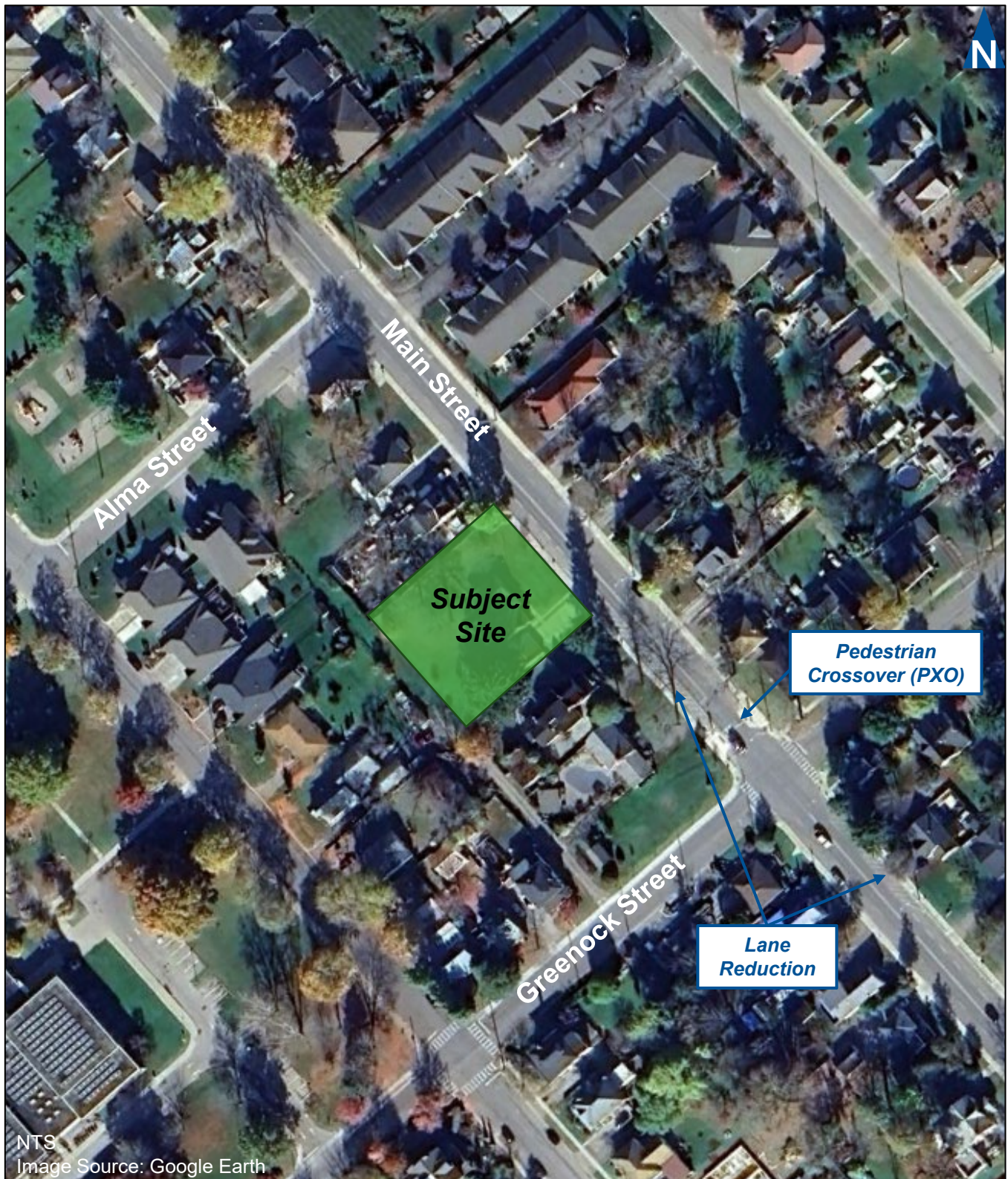
Senior Transportation Consultant



## Attachments







## Location of Subject Site

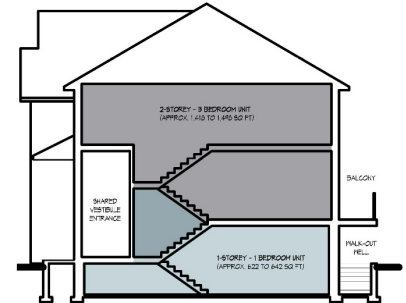
711 Main Street, Port Dover TIB  
250002

Figure 1

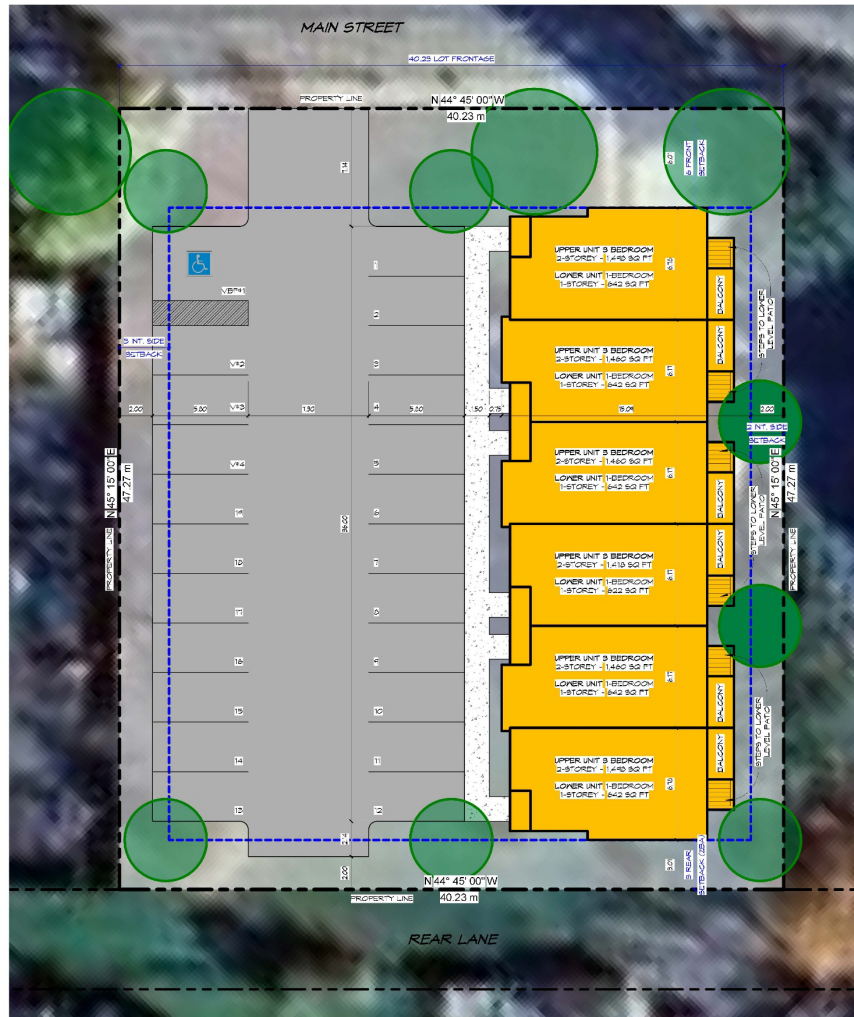




INSPIRATIONAL IMAGE



4 TYPICAL SECTION  
SCALE 1:100

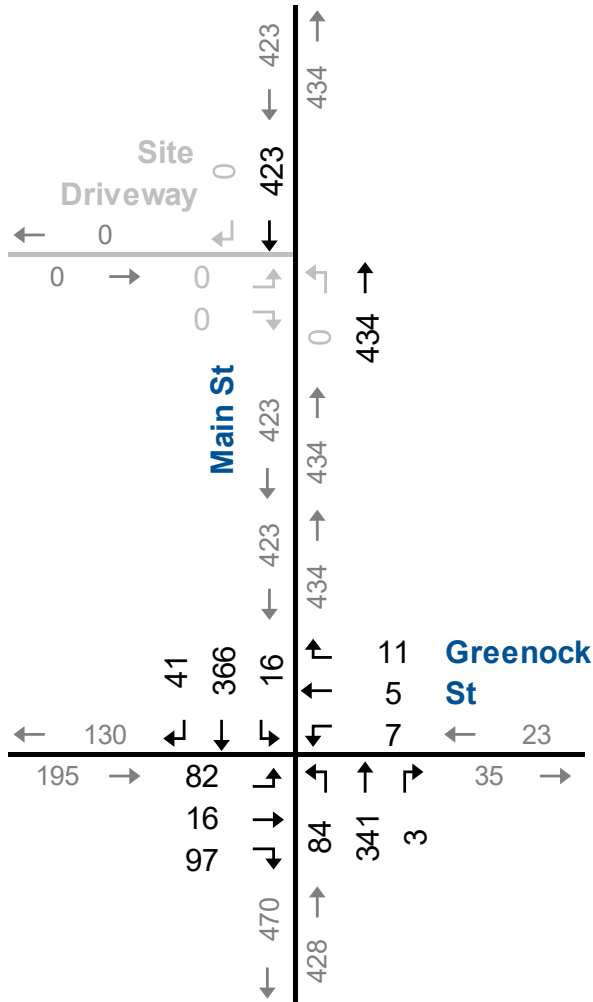


#### SITE STATISTIC & ZONING REQ.'S

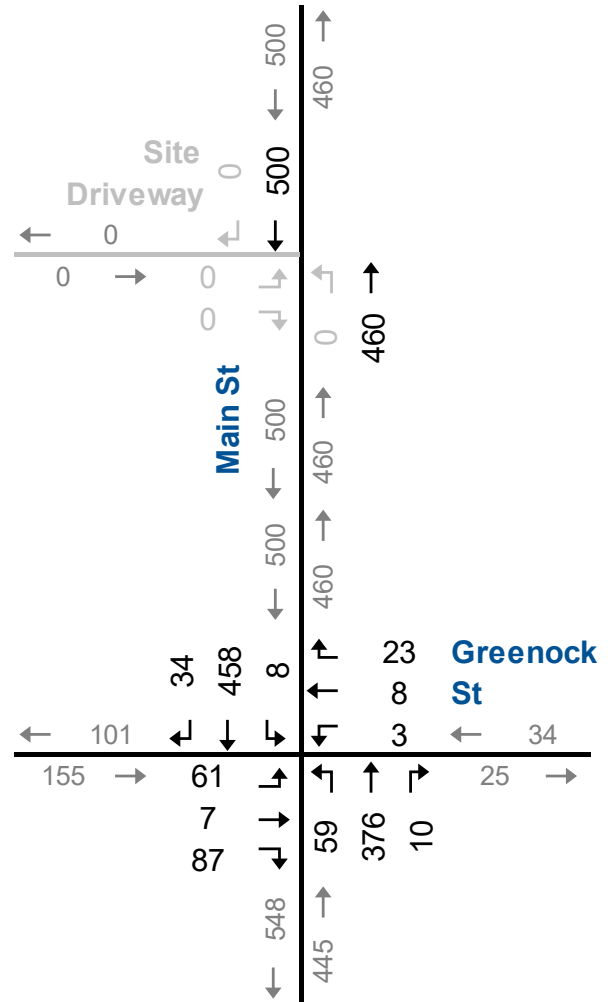
PROPERTY LEGAL DESCRIPTION:			
PDCV PLAN 2.01 BLK 10 LOT 4, ROLL 183402018700			
IN THE TOWN OF PORT DOVER, IN THE DISTRICT OF NORFOLK COUNTY			
ZONING:			
IN ACCORDANCE WITH ZONING BY-LAW 12-2014 NORFOLK COUNTY, CONSOLIDATED JANUARY 1, 2021			
PROVISION LAND USE EXISTING			
S.2	RESIDENTIAL ZONES		
S.4	URBAN RESIDENTIAL TYPE 4 ZONE (R4)		
S.4.1	PERMITTED USES:		
In an R4 Zone, no land, building or structure shall be used except in accordance with the following table:			
	a) group townhouse		
	b) detached townhouse		
	c) street townhouse		
	d) semi-detached duplex, triplex and four-plex dwellings provided they are located on the same lot with, and in accordance with the zone provisions of, group townhouse		
	e) home occupation		
	f) accessory residential dwelling unit, subject to Subsection 5.3.3 (12-2020)		
PROVISION SETBACKS (m - METERS)			
PROVISION	RETRACTS (m - METERS)	RETRACTS (m - METERS)	PROVIDED (m - METERS)
S.4.2(a)	MIN. LOT AREA:	180m <sup>2</sup>	180m <sup>2</sup>
S.4.2(b)	MIN. LOT FRONTAGE:	6.9	30
S.4.2(c)	MIN. FRONT YARD:	6	6.0
S.4.2(d)	MIN. EXTERIOR SIDE YARD:	6	N/A
S.4.2(e)	MIN. INTERIOR SIDE YARD:	1.2	3
S.4.2(f)	MIN. REAR YARD:	1.8	3
S.4.2(g)	MIN. SEPARATION BETWEEN TOWNHOUSE DWELLINGS:	2	2
S.4.2(h)	MAX. BLDG. HEIGHT:	11	MAX. 11 (8-2-2011)
S.4.3	Setback from Main Street lot line. Note: Increasing the required side yard, or a mutual side lot line separating two (2) detached townhouse units, no interior side yard is required where the walls are joined, where the walls are not joined a 1.2 metre side yard shall be required.	1.2	N/A
S.4.4	Maximum lot area. Townhouse dwellings, no more than eight (8) dwelling units shall be located in a townhouse dwelling.	3 UNITS	3 UNITS
GRANT HIGHLIGHTED APPLICABLE			
COORD. WITH ZONING BY-LAW FOR ALL OTHER ZONING REQ.'S			
PARKING REQ. D - RESIDENTIAL			
PROVISION	NUMBER OF PARKING SPACES	REQUIRED	PROVIDED
4.9(b)	SINGLE DETACHED, SEMI-DETACHED, DUPLEX, TOWNHOUSE, TOWNHOUSE DWELLINGS & VACATION HOME DWELLINGS	2 SPACES / DWELLING UNIT	2 SPACES / DWELLING UNIT
4.9(f)	VISITOR PARKING:	1 SPACE / 3 DWELLING UNITS	1 SPACE / 3 DWELLING UNITS
	TOTAL	28 SPACES (S)	28 SPACES (S)
PARKING REQ. D - BARRIER FREE (PART OF REQ. D VISITOR PARKING)			
4.5.3	BARRIER FREE PARKING REQ. D:		
	TYPE A (2.4m x 3.6m) PLUS 1.5m AISLE	1 SPACE (S)	1 SPACE (S)
	TYPE B (2.4m x 3.6m) PLUS 1.5m AISLE	2 SPACE (S)	2 SPACE (S)



### AM Peak Hour



### PM Peak Hour



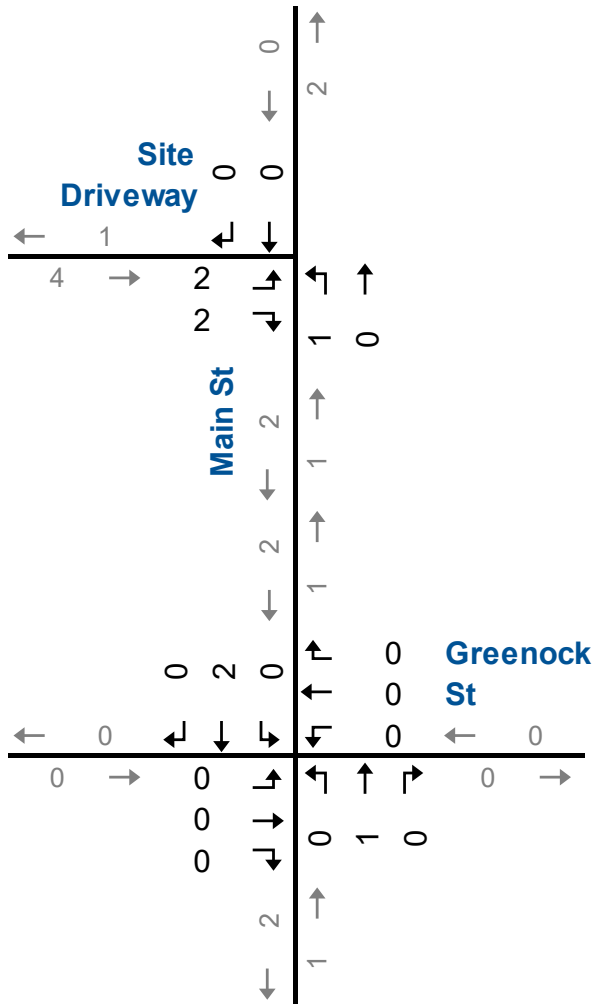
NTS



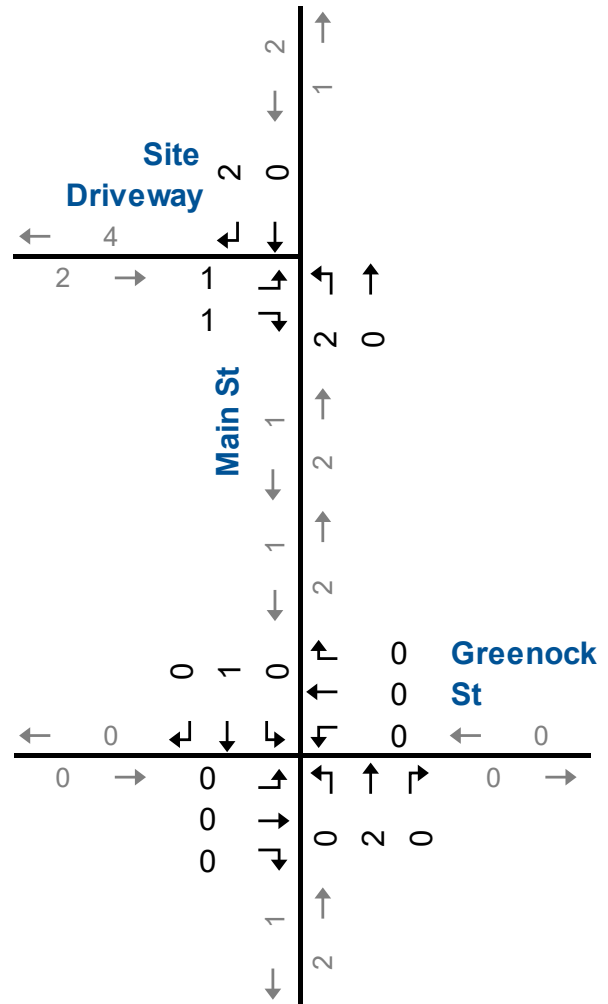
## Existing Summer Traffic Volumes



### AM Peak Hour



### PM Peak Hour



NTS



## Site Generated Traffic Volumes

711 Main Street, Port Dover TIB  
250002

Figure 4









Looking North



Looking South

## **Appendix A**

### **Pre-Study Consultation**



## Maddison Murch

---

**From:** Brett Hamm <Brett.Hamm@norfolkcounty.ca>  
**Sent:** February 14, 2025 11:24 AM  
**To:** Jacob Columbus; Maddison Murch  
**Cc:** Rajan Philips; Cameron Cluett; johniezzi@gdvallee.ca; Fabian Serra  
**Subject:** RE: (250002) 711 Main St, Port Dover TIB Pre-Study Consultation

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Maddison,

The scope of this Traffic Brief will address several key aspects resulting from the increased scale of the project. Originally planned at pre-consultation as a three-storey apartment building with 6 units, the proposal has expanded to 12 stacked townhouses, significantly impacting the site's traffic dynamics.

The brief will include a site line analysis, considering potential restrictions due to common on-street parking on Main St. It will also evaluate the increased traffic volumes generated by the proposed development, particularly with a single site access point, and the associated impact on local traffic flow. Additionally, the driveway location within the lane reduction area for the Greenock and Main St intersection will be examined to ensure safe ingress and egress. However, an intersection analysis is not required for this brief.

Hope this helps. Let me know if there is anything else you need.

Best,

Brett Hamm

### Brett Hamm

Junior Development Technologist  
Gilbertson Administration Building  
Engineering  
12 Gilbertson Drive, Simcoe, Ontario, N3Y 4N5  
519-426-5870 x1081 | 226-NORFOLK



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---

**From:** Jacob Columbus <Jacob.Columbus@norfolkcounty.ca>  
**Sent:** Thursday, February 13, 2025 10:14 AM  
**To:** 'Maddison Murch' <mmurch@ptsl.com>  
**Cc:** Rajan Philips <rphilips@ptsl.com>; Cameron Cluett <cameroncluett@gdvallee.ca>; johniezzi@gdvallee.ca; Brett Hamm <Brett.Hamm@norfolkcounty.ca>; Fabian Serra <Fabian.Serra@norfolkcounty.ca>  
**Subject:** RE: (250002) 711 Main St, Port Dover TIB Pre-Study Consultation



Hi Maddison,

Brett Hamm will be following up with you later today with clarification.

Regards,  
Jacob

**Jacob Columbus, C.E.T.**

Project Manager, Development Engineering  
Gilbertson Administration Building  
Engineering  
Environmental and Infrastructure Services Division  
12 Gilbertson Drive, Simcoe, Ontario, N3Y 4N5  
519-426-5870 x1184



Providing valued public services that are responsive to our community's needs

We are committed to providing high-quality customer service and a safe and respectful environment for all. Read our Respect and Responsibilities Policy at [norfolkCounty.ca/RR](https://norfolkcounty.ca/RR).

**From:** Maddison Murch <[mmurch@ptsl.com](mailto:mmurch@ptsl.com)>

**Sent:** Thursday, February 13, 2025 9:09 AM

**To:** Mike King <[Mike.King@norfolkcounty.ca](mailto:Mike.King@norfolkcounty.ca)>; Jacob Columbus <[jacob.columbus@norfolkcounty.ca](mailto:jacob.columbus@norfolkcounty.ca)>

**Cc:** Rajan Philips <[rphilips@ptsl.com](mailto:rphilips@ptsl.com)>; Cameron Cluett <[cameroncluett@gdvallee.ca](mailto:cameroncluett@gdvallee.ca)>; johniezzi@gdvallee.ca; Stephen Gradish <[Stephen.Gradish@norfolkcounty.ca](mailto:Stephen.Gradish@norfolkcounty.ca)>; Fabian Serra <[Fabian.Serra@norfolkcounty.ca](mailto:Fabian.Serra@norfolkcounty.ca)>

**Subject:** RE: (250002) 711 Main St, Port Dover TIB Pre-Study Consultation

Some people who received this message don't often get email from [mmurch@ptsl.com](mailto:mmurch@ptsl.com). [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mike and Jacob,

We are looking to get confirmation on transportation pre-consultation comments for the proposed development at 711 Main Street in Port Dover, see my original email below dated January 15. I have reached out to both Stephen and Fabian a few times now with no luck.

I am reaching out to see if either of you would be able to provide feedback on my original email or forward this on to the correct staff person.

I appreciate your attention on this.

Regards,

**Maddison Murch, P.Eng.**  
Transportation Engineer





5A-150 Pinebush Road, Cambridge ON N1R 8J8  
p: 519.896.3163 x205  
m: 226.268.3697

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---

**From:** Maddison Murch  
**Sent:** January 30, 2025 1:31 PM  
**To:** Stephen Gradish <[Stephen.Gradish@norfolkcounty.ca](mailto:Stephen.Gradish@norfolkcounty.ca)>  
**Cc:** Mike King <[Mike.King@norfolkcounty.ca](mailto:Mike.King@norfolkcounty.ca)>; Rajan Philips <[rphilips@ptsl.com](mailto:rphilips@ptsl.com)>; [cameroncluett@gdvallee.ca](mailto:cameroncluett@gdvallee.ca); [johniezzi@gdvallee.ca](mailto:johniezzi@gdvallee.ca)  
**Subject:** RE: (250002) 711 Main St, Port Dover TIB Pre-Study Consultation

Hi Stephen,

I'm just following up regarding my email below. If you could kindly confirm the requested items below.

Regards,

**Maddison Murch, P.Eng.**  
Transportation Engineer



5A-150 Pinebush Road, Cambridge ON N1R 8J8  
p: 519.896.3163 x205  
m: 226.268.3697

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---

**From:** Maddison Murch  
**Sent:** January 23, 2025 10:53 AM  
**To:** Stephen Gradish <[Stephen.Gradish@norfolkcounty.ca](mailto:Stephen.Gradish@norfolkcounty.ca)>  
**Cc:** Rajan Philips <[rphilips@ptsl.com](mailto:rphilips@ptsl.com)>; [cameroncluett@gdvallee.ca](mailto:cameroncluett@gdvallee.ca); [johniezzi@gdvallee.ca](mailto:johniezzi@gdvallee.ca)  
**Subject:** RE: (250002) 711 Main St, Port Dover TIB Pre-Study Consultation

Hi Stephen,

I'm just following up regarding the below scope of work email. If you could confirm the requested items below, that would be great.

Regards,

**Maddison Murch, P.Eng.**

Transportation Engineer



5A-150 Pinebush Road, Cambridge ON N1R 8J8  
p: 519.896.3163 x205  
m: 226.268.3697

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---

**From:** Maddison Murch

**Sent:** January 15, 2025 4:05 PM

**To:** Stephen Gradish <[Stephen.Gradish@norfolkcounty.ca](mailto:Stephen.Gradish@norfolkcounty.ca)>

**Cc:** Rajan Philips <[rphilips@ptsl.com](mailto:rphilips@ptsl.com)>; [cameroncluett@gdvallee.ca](mailto:cameroncluett@gdvallee.ca); [johniezzi@gdvallee.ca](mailto:johniezzi@gdvallee.ca)

**Subject:** (250002) 711 Main St, Port Dover TIB Pre-Study Consultation

Hi Stephen,

We have been retained to prepare a Transportation Impact Brief for a proposed residential development at 711 Main Street in Port Dover. The proposed development includes 12 stacked townhouse units with a single access to Main Street. A preliminary concept plan is attached.

We received the attached pre-consultation notes dated March 27, 2024 which indicate the requirement for a Traffic Impact Brief based on the following sections of the ISMP Appendix J – TIS Guidelines:

- a. Section A1.3 – Existing Conditions
- b. Section A1.4 – Study Area
- c. Section A1.5 – Development Land Use Type & Site Plan
- d. Analysis:
  - i. Sightlines
- e. Conclusions and Recommendations

Based on the above information, I would just like to confirm that the County is not requiring intersection operational analyses as part of the traffic impact brief?

Regarding the sightlines analysis requested, it appears that Main Street is flat surrounding the subject site, I'm just wondering if there are specific concerns regarding the sightlines?

Regards,

**Maddison Murch, P.Eng.**

Transportation Engineer



5A-150 Pinebush Road, Cambridge ON N1R 8J8  
p: 519.896.3163 x205  
m: 226.268.3697  
e: [mmurch@ptsl.com](mailto:mmurch@ptsl.com)  
w: [www.ptsl.com](http://www.ptsl.com)

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## Appendix B

### Existing Traffic Data







Paradigm Transportation Solutions Limited  
5A-150 Pinebush Rd

Cambridge, Ontario, Canada N1R 8J8  
519-896-3163 cbowness@ptsl.com

Count Name: Main Street & Greenock Street  
Site Code: 240423  
Start Date: 02/20/2025  
Page No: 1

## Turning Movement Data

Start Time	Greenock Street Eastbound						Greenock Street Westbound						Main Street Northbound						Main Street Southbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
7:00 AM	2	0	5	0	0	7	0	0	0	0	0	0	3	22	0	0	0	25	1	20	0	0	0	21	53
7:15 AM	2	1	3	0	0	6	1	0	2	0	1	3	3	23	0	0	0	26	1	20	2	0	0	23	58
7:30 AM	3	0	4	0	2	7	0	2	4	0	1	6	3	30	0	0	0	33	1	27	3	0	0	31	77
7:45 AM	4	2	7	0	0	13	0	2	1	0	1	3	8	39	0	0	0	47	0	33	1	0	0	34	97
Hourly Total	11	3	19	0	2	33	1	4	7	0	3	12	17	114	0	0	0	131	3	100	6	0	0	109	285
8:00 AM	0	0	7	0	0	7	0	2	3	0	1	5	5	37	0	0	0	42	0	32	6	0	0	38	92
8:15 AM	9	0	14	0	0	23	1	0	1	0	2	2	14	39	0	0	0	53	0	49	11	0	3	60	138
8:30 AM	15	1	11	0	0	27	0	0	1	0	0	1	20	72	0	0	0	92	1	66	9	0	0	76	196
8:45 AM	21	6	28	0	2	55	1	2	1	0	1	4	13	50	0	0	0	63	2	57	4	0	0	63	185
Hourly Total	45	7	60	0	2	112	2	4	6	0	4	12	52	198	0	0	0	250	3	204	30	0	3	237	611
9:00 AM	5	3	6	0	1	14	2	1	4	0	1	7	4	47	2	0	0	53	7	51	1	0	2	59	133
9:15 AM	4	0	6	0	2	10	0	1	2	0	0	3	10	43	0	0	0	53	0	45	1	0	0	46	112
9:30 AM	3	0	8	0	1	11	2	4	2	0	0	8	6	53	2	0	0	61	4	60	4	0	0	68	148
9:45 AM	3	2	7	0	1	12	0	1	8	0	2	9	11	57	1	0	0	69	0	54	3	0	0	57	147
Hourly Total	15	5	27	0	5	47	4	7	16	0	3	27	31	200	5	0	0	236	11	210	9	0	2	230	540
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11:30 AM	6	0	14	0	3	20	1	2	1	0	0	4	10	58	1	0	0	69	1	56	4	0	0	61	154
11:45 AM	4	1	3	0	0	8	1	1	1	0	0	3	9	64	1	0	0	74	1	68	3	0	0	72	157
Hourly Total	10	1	17	0	3	28	2	3	2	0	0	7	19	122	2	0	0	143	2	124	7	0	0	133	311
12:00 PM	4	1	13	0	0	18	0	1	0	0	1	1	12	61	2	0	0	75	2	69	1	0	2	72	166
12:15 PM	3	1	2	0	2	6	0	1	1	0	1	2	5	66	2	0	0	73	2	65	6	0	0	73	154
12:30 PM	2	1	9	0	0	12	0	1	0	0	1	1	7	48	2	0	0	57	0	59	0	0	0	59	129
12:45 PM	4	3	3	0	0	10	0	0	3	0	1	3	8	61	3	0	0	72	0	57	3	0	0	60	145
Hourly Total	13	6	27	0	2	46	0	3	4	0	4	7	32	236	9	0	0	277	4	250	10	0	2	264	594
1:00 PM	5	1	8	0	1	14	1	0	0	0	0	1	10	60	0	0	0	70	1	60	1	0	0	62	147
1:15 PM	5	2	5	0	3	12	0	0	1	0	0	1	4	65	0	0	2	69	1	55	8	0	0	64	146
*** BREAK ***	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hourly Total	10	3	13	0	4	26	1	0	1	0	0	2	14	125	0	0	2	139	2	115	9	0	0	126	293
3:00 PM	6	1	9	0	1	16	0	1	4	0	0	5	10	62	2	0	0	74	1	78	9	0	0	88	183
3:15 PM	11	3	19	0	0	33	1	1	0	0	1	2	9	56	1	0	0	66	2	83	3	0	2	88	189
3:30 PM	13	0	14	0	0	27	0	2	4	0	0	6	8	58	0	0	0	66	1	58	3	0	3	62	161
3:45 PM	7	0	11	0	0	18	1	1	6	0	1	8	9	53	3	0	0	65	1	60	6	0	0	67	158
Hourly Total	37	4	53	0	1	94	2	5	14	0	2	21	36	229	6	0	0	271	5	279	21	0	5	305	691
4:00 PM	3	0	12	0	0	15	0	1	1	0	1	2	15	56	3	0	0	74	2	64	2	0	0	68	159
4:15 PM	7	0	8	0	0	15	1	2	2	0	1	5	9	56	1	0	0	66	4	52	2	0	1	58	144

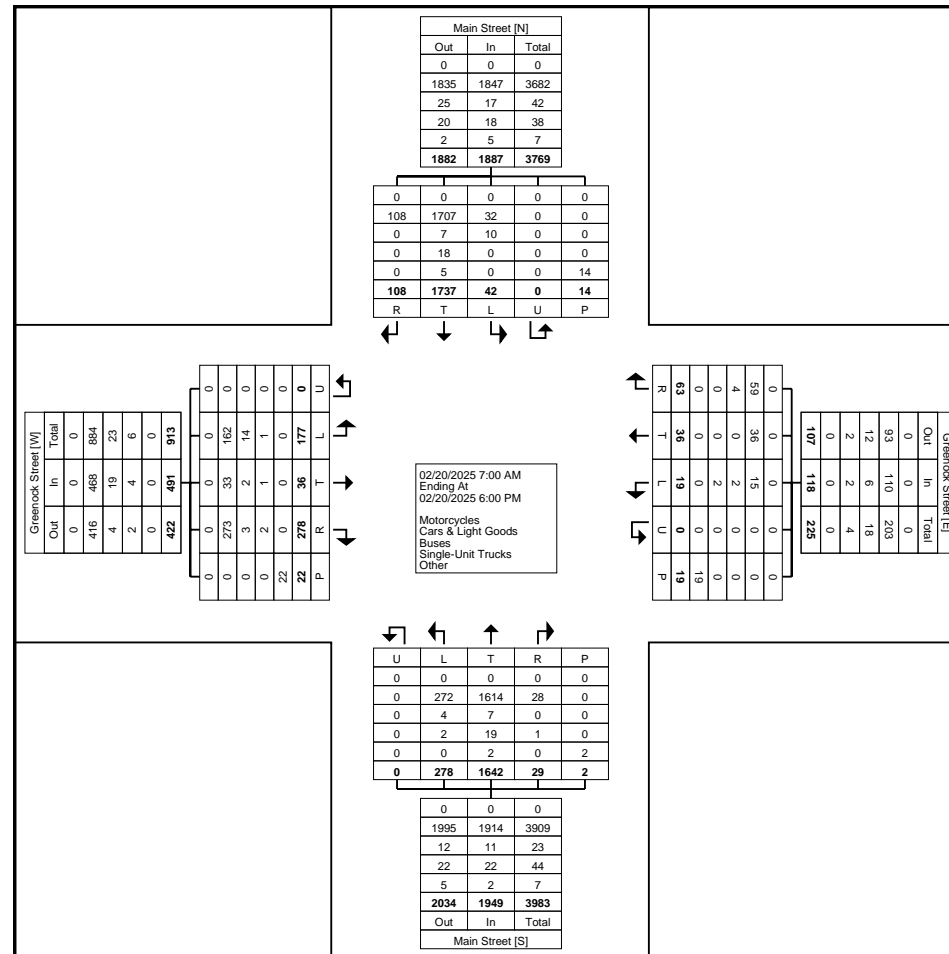
4:30 PM	6	2	5	0	0	13	1	0	3	0	0	4	10	56	2	0	0	68	1	63	1	0	1	65	150
4:45 PM	4	1	4	0	2	9	1	0	1	0	0	2	11	58	0	0	0	69	1	45	2	0	0	48	128
Hourly Total	20	3	29	0	2	52	3	3	7	0	2	13	45	226	6	0	0	277	8	224	7	0	2	239	581
5:00 PM	3	0	10	0	0	13	0	0	0	0	0	0	10	57	0	0	0	67	2	65	3	0	0	70	150
5:15 PM	5	2	11	0	1	18	1	7	2	0	0	10	8	53	0	0	0	61	0	64	2	0	0	66	155
5:30 PM	3	1	7	0	0	11	2	0	2	0	0	4	10	35	1	0	0	46	0	59	3	0	0	62	123
5:45 PM	5	1	5	0	0	11	1	0	2	0	1	3	4	47	0	0	0	51	2	43	1	0	0	46	111
Hourly Total	16	4	33	0	1	53	4	7	6	0	1	17	32	192	1	0	0	225	4	231	9	0	0	244	539
Grand Total	177	36	278	0	22	491	19	36	63	0	19	118	278	1642	29	0	2	1949	42	1737	108	0	14	1887	4445
Approach %	36.0	7.3	56.6	0.0	-	-	16.1	30.5	53.4	0.0	-	-	14.3	84.2	1.5	0.0	-	-	2.2	92.1	5.7	0.0	-	-	-
Total %	4.0	0.8	6.3	0.0	-	11.0	0.4	0.8	1.4	0.0	-	2.7	6.3	36.9	0.7	0.0	-	43.8	0.9	39.1	2.4	0.0	-	42.5	-
Motorcycles	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Motorcycles	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Cars & Light Goods	162	33	273	0	-	468	15	36	59	0	-	110	272	1614	28	0	-	1914	32	1707	108	0	-	1847	4339
% Cars & Light Goods	91.5	91.7	98.2	-	-	95.3	78.9	100.0	93.7	-	-	93.2	97.8	98.3	96.6	-	-	98.2	76.2	98.3	100.0	-	-	97.9	97.6
Buses	14	2	3	0	-	19	2	0	4	0	-	6	4	7	0	0	-	11	10	7	0	0	-	17	53
% Buses	7.9	5.6	1.1	-	-	3.9	10.5	0.0	6.3	-	-	5.1	1.4	0.4	0.0	-	-	0.6	23.8	0.4	0.0	-	-	0.9	1.2
Single-Unit Trucks	1	1	2	0	-	4	2	0	0	0	-	2	2	19	1	0	-	22	0	18	0	0	-	18	46
% Single-Unit Trucks	0.6	2.8	0.7	-	-	0.8	10.5	0.0	0.0	-	-	1.7	0.7	1.2	3.4	-	-	1.1	0.0	1.0	0.0	-	-	1.0	1.0
Articulated Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	2	0	0	-	2	0	5	0	0	-	5	7
% Articulated Trucks	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.1	0.0	-	-	0.1	0.0	0.3	0.0	-	-	0.3	0.2
Bicycles on Road	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Bicycles on Road	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Bicycles on Crosswalk	-	-	-	-	0.0	-	-	-	-	-	0.0	-	-	-	-	-	0.0	-	-	-	-	-	0.0	-	-
Pedestrians	-	-	-	-	22	-	-	-	-	-	19	-	-	-	-	-	2	-	-	-	-	-	14	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-



Paradigm Transportation Solutions Limited  
5A-150 Pinebush Rd

Cambridge, Ontario, Canada N1R 8J8  
519-896-3163 cbowness@ptsI.com

Count Name: Main Street & Greenock Street  
Site Code: 240423  
Start Date: 02/20/2025  
Page No: 3



Turning Movement Data Plot



Paradigm Transportation Solutions Limited  
5A-150 Pinebush Rd

Cambridge, Ontario, Canada N1R 8J8  
519-896-3163 cbowness@ptsl.com

Count Name: Main Street & Greenock Street  
Site Code: 240423  
Start Date: 02/20/2025  
Page No: 4

### Turning Movement Peak Hour Data (8:15 AM)

Start Time	Greenock Street Eastbound						Greenock Street Westbound						Main Street Northbound						Main Street Southbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
8:15 AM	9	0	14	0	0	23	1	0	1	0	2	2	14	39	0	0	0	53	0	49	11	0	3	60	138
8:30 AM	15	1	11	0	0	27	0	0	1	0	0	1	20	72	0	0	0	92	1	66	9	0	0	76	196
8:45 AM	21	6	28	0	2	55	1	2	1	0	1	4	13	50	0	0	0	63	2	57	4	0	0	63	185
9:00 AM	5	3	6	0	1	14	2	1	4	0	1	7	4	47	2	0	0	53	7	51	1	0	2	59	133
Total	50	10	59	0	3	119	4	3	7	0	4	14	51	208	2	0	0	261	10	223	25	0	5	258	652
Approach %	42.0	8.4	49.6	0.0	-	-	28.6	21.4	50.0	0.0	-	-	19.5	79.7	0.8	0.0	-	-	3.9	86.4	9.7	0.0	-	-	-
Total %	7.7	1.5	9.0	0.0	-	18.3	0.6	0.5	1.1	0.0	-	2.1	7.8	31.9	0.3	0.0	-	40.0	1.5	34.2	3.8	0.0	-	39.6	-
PHF	0.595	0.417	0.527	0.000	-	0.541	0.500	0.375	0.438	0.000	-	0.500	0.638	0.722	0.250	0.000	-	0.709	0.357	0.845	0.568	0.000	-	0.849	0.832
Motorcycles	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Motorcycles	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Cars & Light Goods	41	8	58	0	-	107	3	3	7	0	-	13	50	204	2	0	-	256	3	218	25	0	-	246	622
% Cars & Light Goods	82.0	80.0	98.3	-	-	89.9	75.0	100.0	100.0	-	-	92.9	98.0	98.1	100.0	-	-	98.1	30.0	97.8	100.0	-	-	95.3	95.4
Buses	9	1	1	0	-	11	1	0	0	0	-	1	1	3	0	0	-	4	7	3	0	0	-	10	26
% Buses	18.0	10.0	1.7	-	-	9.2	25.0	0.0	0.0	-	-	7.1	2.0	1.4	0.0	-	-	1.5	70.0	1.3	0.0	-	-	3.9	4.0
Single-Unit Trucks	0	1	0	0	-	1	0	0	0	0	-	0	0	1	0	0	-	1	0	1	0	0	-	1	3
% Single-Unit Trucks	0.0	10.0	0.0	-	-	0.8	0.0	0.0	0.0	-	-	0.0	0.0	0.5	0.0	-	-	0.4	0.0	0.4	0.0	-	-	0.4	0.5
Articulated Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	1	0	0	-	1	1
% Articulated Trucks	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.4	0.0	-	-	0.4	0.2
Bicycles on Road	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Bicycles on Road	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Bicycles on Crosswalk	-	-	-	-	0.0	-	-	-	-	-	0.0	-	-	-	-	-	-	-	-	-	-	-	0.0	-	-
Pedestrians	-	-	-	-	3	-	-	-	-	-	4	-	-	-	-	-	0	-	-	-	-	-	5	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-

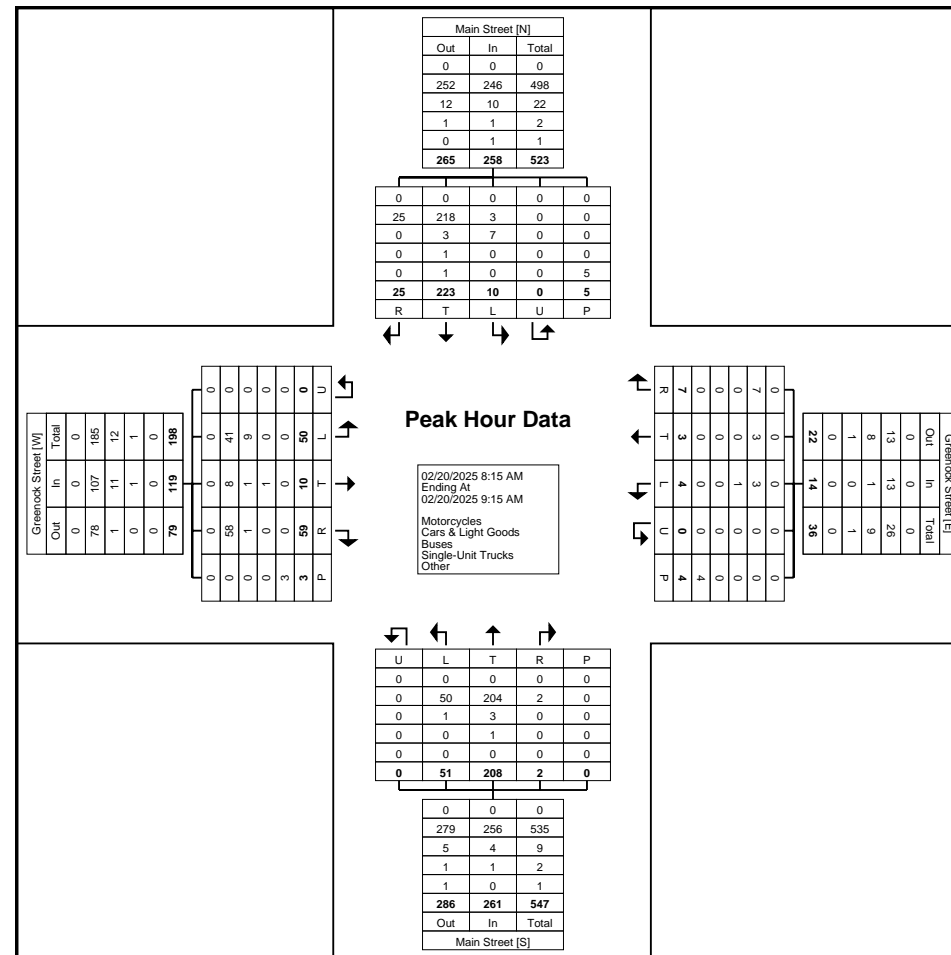




Paradigm Transportation Solutions Limited  
5A-150 Pinebush Rd

Cambridge, Ontario, Canada N1R 8J8  
519-896-3163 cbowness@ptsI.com

Count Name: Main Street & Greenock Street  
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Start Date: 02/20/2025  
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Turning Movement Peak Hour Data Plot (8:15 AM)



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5A-150 Pinebush Rd

Cambridge, Ontario, Canada N1R 8J8  
519-896-3163 cbowness@ptsl.com

Count Name: Main Street & Greenock Street  
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Start Date: 02/20/2025  
Page No: 6

### Turning Movement Peak Hour Data (11:30 AM)

Start Time	Greenock Street Eastbound						Greenock Street Westbound						Main Street Northbound						Main Street Southbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
11:30 AM	6	0	14	0	3	20	1	2	1	0	0	4	10	58	1	0	0	69	1	56	4	0	0	61	154
11:45 AM	4	1	3	0	0	8	1	1	1	0	0	3	9	64	1	0	0	74	1	68	3	0	0	72	157
12:00 PM	4	1	13	0	0	18	0	1	0	0	1	1	12	61	2	0	0	75	2	69	1	0	2	72	166
12:15 PM	3	1	2	0	2	6	0	1	1	0	1	2	5	66	2	0	0	73	2	65	6	0	0	73	154
Total	17	3	32	0	5	52	2	5	3	0	2	10	36	249	6	0	0	291	6	258	14	0	2	278	631
Approach %	32.7	5.8	61.5	0.0	-	-	20.0	50.0	30.0	0.0	-	-	12.4	85.6	2.1	0.0	-	-	2.2	92.8	5.0	0.0	-	-	-
Total %	2.7	0.5	5.1	0.0	-	8.2	0.3	0.8	0.5	0.0	-	1.6	5.7	39.5	1.0	0.0	-	46.1	1.0	40.9	2.2	0.0	-	44.1	-
PHF	0.708	0.750	0.571	0.000	-	0.650	0.500	0.625	0.750	0.000	-	0.625	0.750	0.943	0.750	0.000	-	0.970	0.750	0.935	0.583	0.000	-	0.952	0.950
Motorcycles	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Motorcycles	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Cars & Light Goods	17	2	31	0	-	50	1	5	3	0	-	9	36	243	6	0	-	285	6	253	14	0	-	273	617
% Cars & Light Goods	100.0	66.7	96.9	-	-	96.2	50.0	100.0	100.0	-	-	90.0	100.0	97.6	100.0	-	-	97.9	100.0	98.1	100.0	-	-	98.2	97.8
Buses	0	1	0	0	-	1	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	1
% Buses	0.0	33.3	0.0	-	-	1.9	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.2
Single-Unit Trucks	0	0	1	0	-	1	1	0	0	0	-	1	0	6	0	0	-	6	0	4	0	0	-	4	12
% Single-Unit Trucks	0.0	0.0	3.1	-	-	1.9	50.0	0.0	0.0	-	-	10.0	0.0	2.4	0.0	-	-	2.1	0.0	1.6	0.0	-	-	1.4	1.9
Articulated Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	1	0	0	-	1	1
% Articulated Trucks	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.4	0.0	-	-	0.4	0.2
Bicycles on Road	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Bicycles on Road	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Bicycles on Crosswalk	-	-	-	-	0.0	-	-	-	-	-	0.0	-	-	-	-	-	-	-	-	-	-	-	0.0	-	-
Pedestrians	-	-	-	-	5	-	-	-	-	-	2	-	-	-	-	-	0	-	-	-	-	-	2	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-

### Turning Movement Peak Hour Data Plot (11:30 AM)



Paradigm Transportation Solutions Limited  
5A-150 Pinebush Rd

Cambridge, Ontario, Canada N1R 8J8  
519-896-3163 cbowness@ptsl.com

Count Name: Main Street & Greenock Street  
Site Code: 240423  
Start Date: 02/20/2025  
Page No: 8

### Turning Movement Peak Hour Data (3:00 PM)

Start Time	Greenock Street Eastbound						Greenock Street Westbound						Main Street Northbound						Main Street Southbound						Int. Total
	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	Left	Thru	Right	U-Turn	Peds	App. Total	
3:00 PM	6	1	9	0	1	16	0	1	4	0	0	5	10	62	2	0	0	74	1	78	9	0	0	88	183
3:15 PM	11	3	19	0	0	33	1	1	0	0	1	2	9	56	1	0	0	66	2	83	3	0	2	88	189
3:30 PM	13	0	14	0	0	27	0	2	4	0	0	6	8	58	0	0	0	66	1	58	3	0	3	62	161
3:45 PM	7	0	11	0	0	18	1	1	6	0	1	8	9	53	3	0	0	65	1	60	6	0	0	67	158
Total	37	4	53	0	1	94	2	5	14	0	2	21	36	229	6	0	0	271	5	279	21	0	5	305	691
Approach %	39.4	4.3	56.4	0.0	-	-	9.5	23.8	66.7	0.0	-	-	13.3	84.5	2.2	0.0	-	-	1.6	91.5	6.9	0.0	-	-	-
Total %	5.4	0.6	7.7	0.0	-	13.6	0.3	0.7	2.0	0.0	-	3.0	5.2	33.1	0.9	0.0	-	39.2	0.7	40.4	3.0	0.0	-	44.1	-
PHF	0.712	0.333	0.697	0.000	-	0.712	0.500	0.625	0.583	0.000	-	0.656	0.900	0.923	0.500	0.000	-	0.916	0.625	0.840	0.583	0.000	-	0.866	0.914
Motorcycles	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Motorcycles	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Cars & Light Goods	32	4	51	0	-	87	2	5	14	0	-	21	34	226	5	0	-	265	5	275	21	0	-	301	674
% Cars & Light Goods	86.5	100.0	96.2	-	-	92.6	100.0	100.0	100.0	-	-	100.0	94.4	98.7	83.3	-	-	97.8	100.0	98.6	100.0	-	-	98.7	97.5
Buses	5	0	2	0	-	7	0	0	0	0	-	0	1	2	0	0	-	3	0	3	0	0	-	3	13
% Buses	13.5	0.0	3.8	-	-	7.4	0.0	0.0	0.0	-	-	0.0	2.8	0.9	0.0	-	-	1.1	0.0	1.1	0.0	-	-	1.0	1.9
Single-Unit Trucks	0	0	0	0	-	0	0	0	0	0	-	0	1	1	1	0	-	3	0	1	0	0	-	1	4
% Single-Unit Trucks	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	2.8	0.4	16.7	-	-	1.1	0.0	0.4	0.0	-	-	0.3	0.6
Articulated Trucks	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Articulated Trucks	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Bicycles on Road	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0	0	0	0	-	0	0
% Bicycles on Road	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0	0.0	0.0	-	-	0.0	0.0
Bicycles on Crosswalk	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-	-	-	-	0	-	-
% Bicycles on Crosswalk	-	-	-	-	0.0	-	-	-	-	-	0.0	-	-	-	-	-	-	-	-	-	-	-	0.0	-	-
Pedestrians	-	-	-	-	1	-	-	-	-	-	2	-	-	-	-	-	0	-	-	-	-	-	5	-	-
% Pedestrians	-	-	-	-	100.0	-	-	-	-	-	100.0	-	-	-	-	-	-	-	-	-	-	-	100.0	-	-

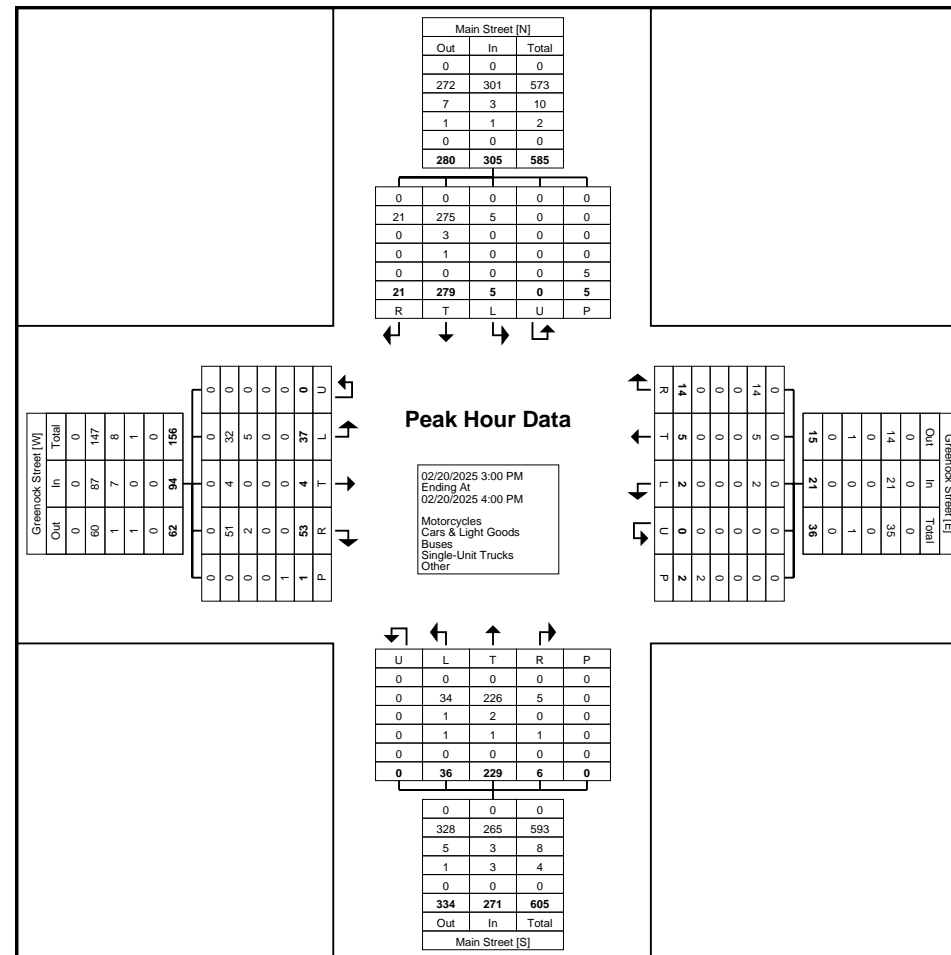




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Turning Movement Peak Hour Data Plot (3:00 PM)

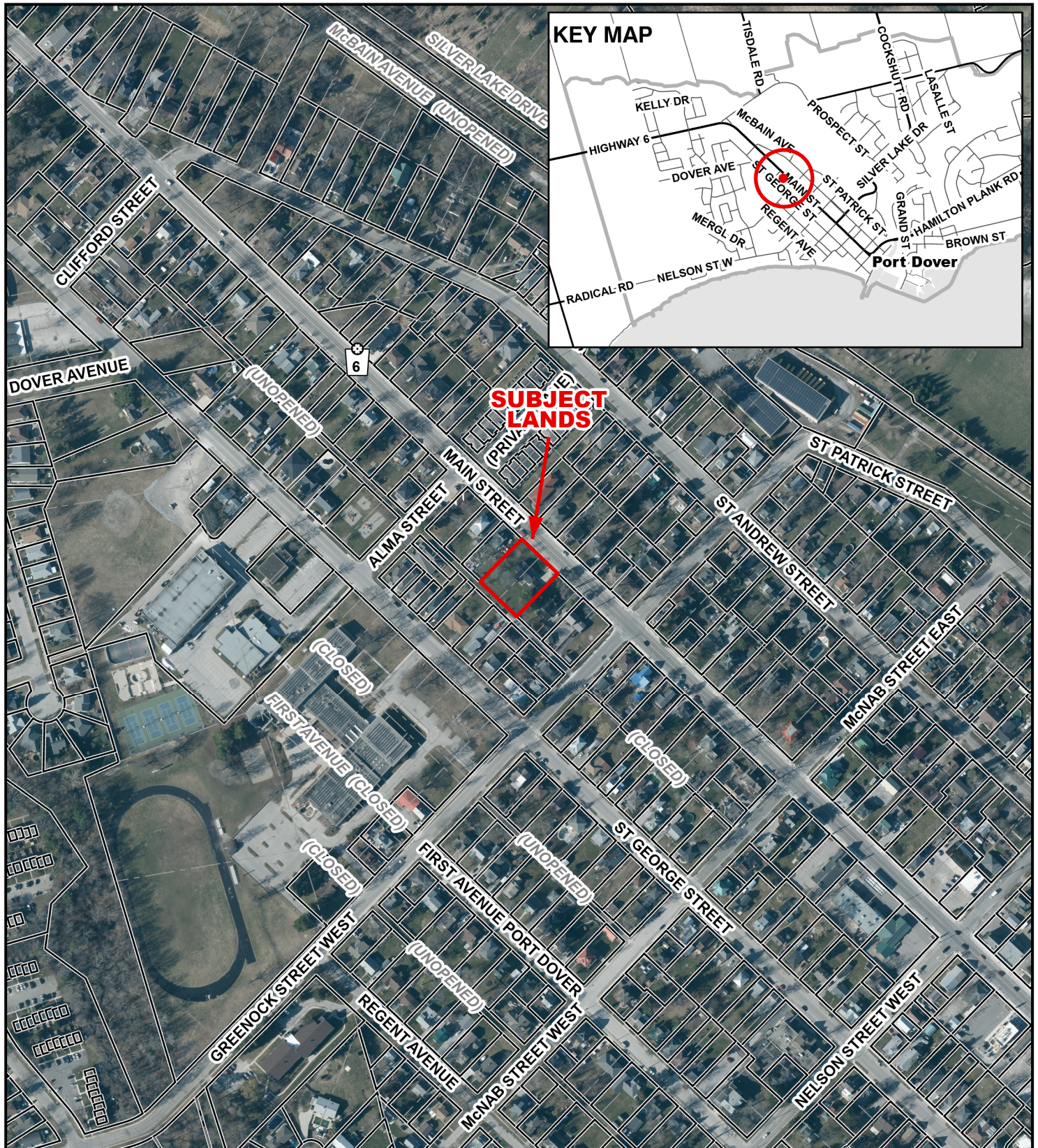


# MAP A


ZNPL2025173

## CONTEXT MAP

Urban Area of PORT DOVER

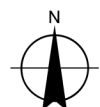


### Legend

 Subject Lands

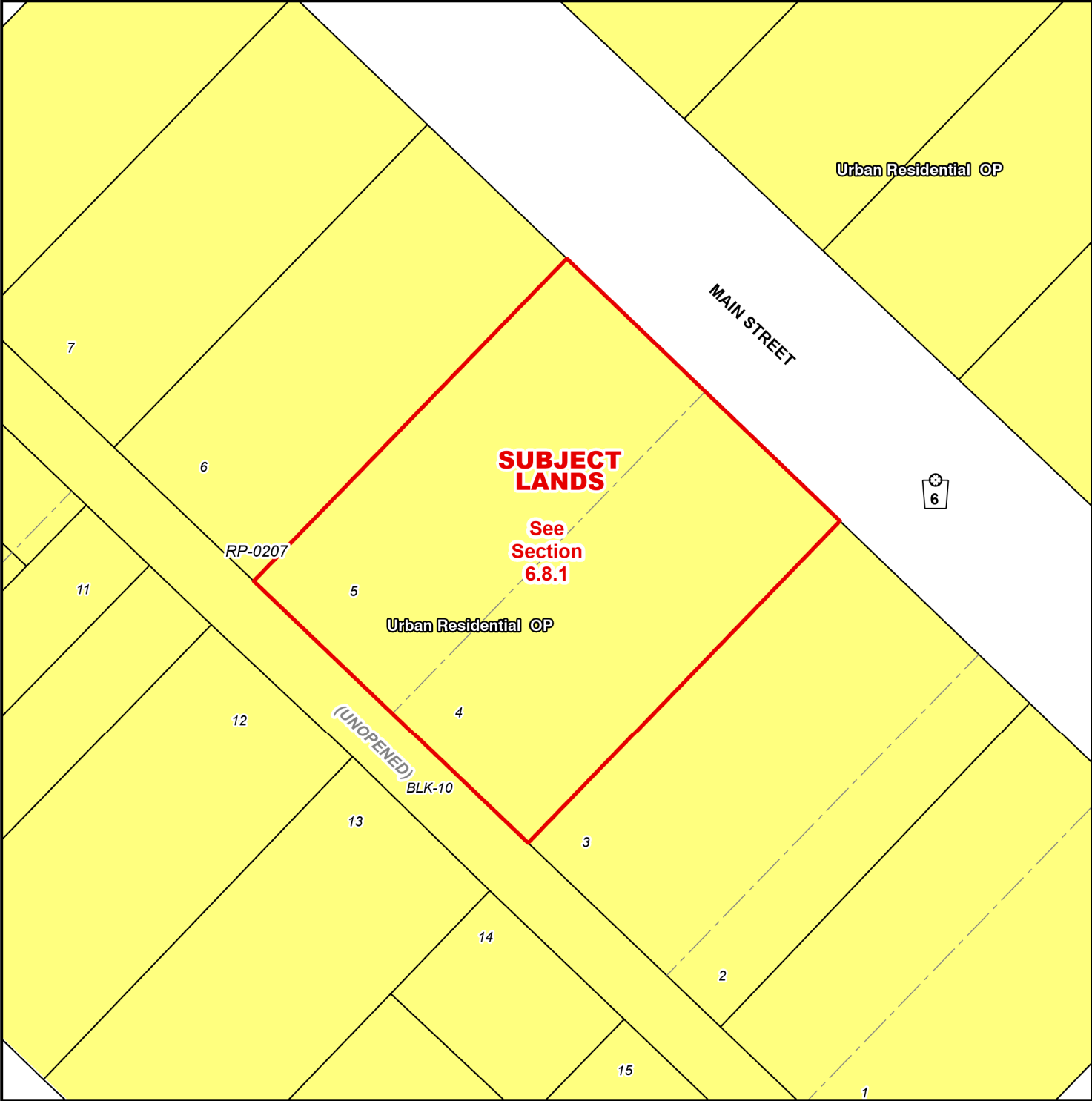
2020 Air Photo

6/19/2025



30 15 0 30 60 90 120 Meters





**Legend**

Subject Lands

**Official Plan Designations**

Urban Residential

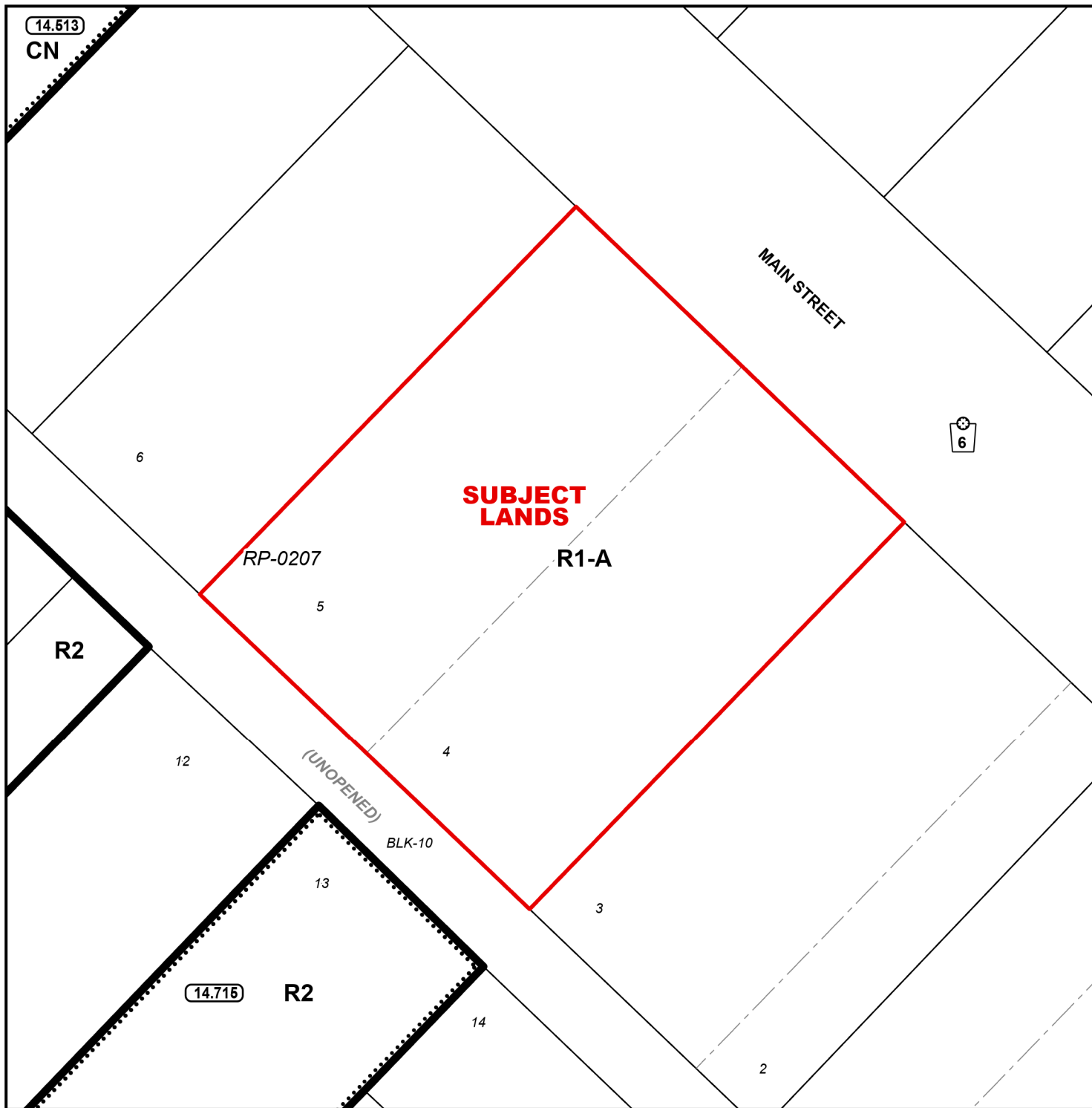
Special Policy Area

Urban Area Boundary

6/19/2025

**PROPOSED ZONING BY-LAW AMENDMENT MAP**

Urban Area of PORT DOVER



**LEGEND**

Subject Lands

ZONING BY-LAW 1-Z-2014

6/19/2025

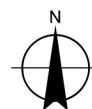
(H) - Holding

CN - Neighbourhood Commercial Zone

R1-A - Residential R1-A Zone

R2 - Residential R2 Zone

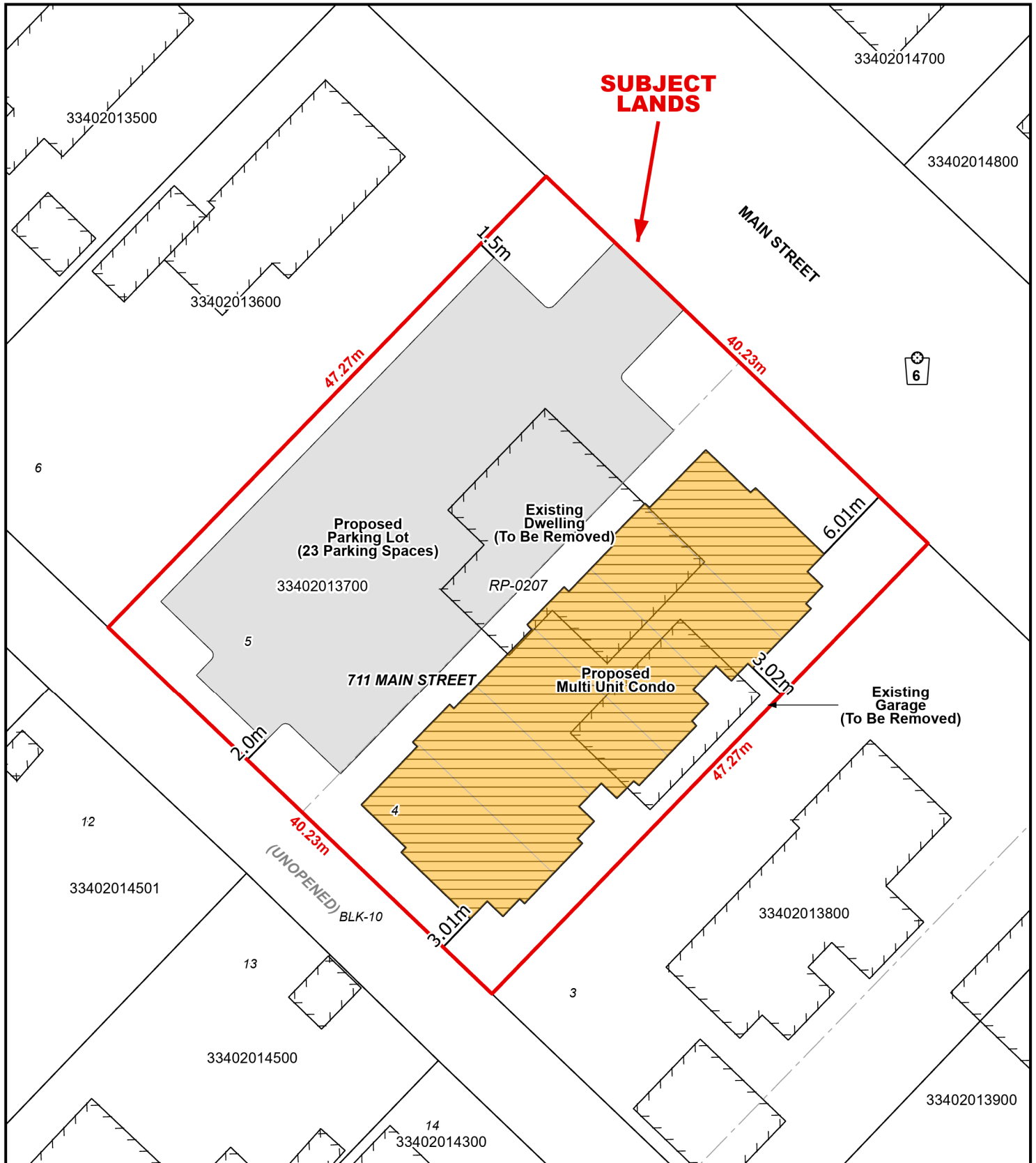
**From: R1-A  
To: R4**



3.5 7 10.5 14 Meters



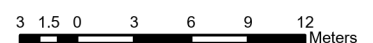
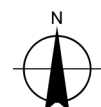
**CONCEPTUAL PLAN**  
Urban Area of PORT DOVER



**Legend**

Subject Lands

6/19/2025

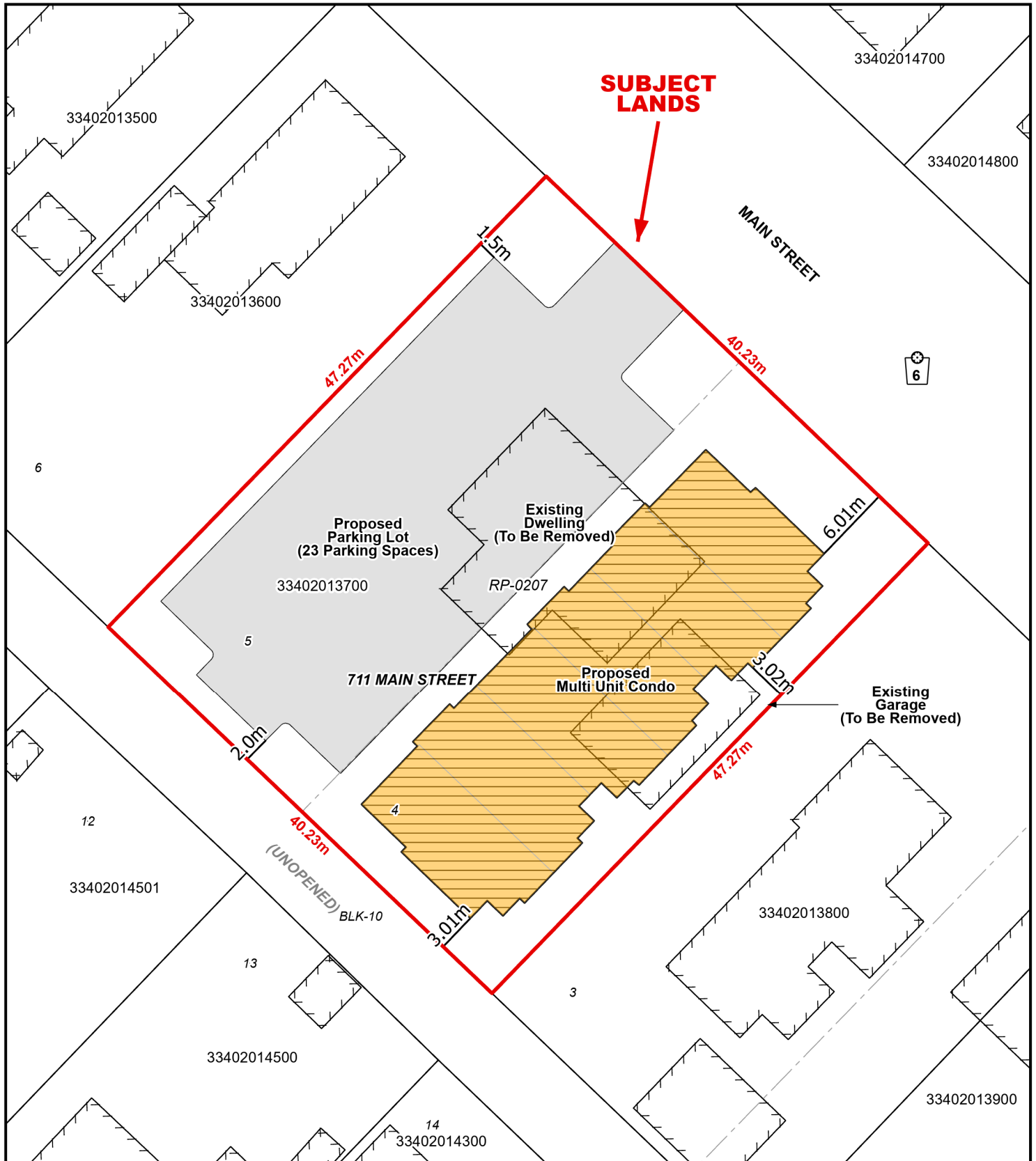


# LOCATION OF LANDS AFFECTED

ZNPL2025173

## CONCEPTUAL PLAN

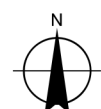
Urban Area of PORT DOVER



### Legend

 Subject Lands

6/19/2025



3 1.5 0 3 6 9 12 Meters