

Development Application for Zoning By-law Amendment

Complete Application

The application must be completed by the owner or authorized agent. If the application is being submitted by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application form.

Online Application Process

All applications must be submitted online via the County's CityView Portal. The portal can be accessed here: [Welcome - CityView Portal](#). The applicant will submit the materials required as part of a complete application. Once the County confirms receipt of a complete submission, the applicant will be contacted and provided further directions for payment options.

Pre-Consultation Meeting:

Pre-Consultation is highly recommended for Zoning By-law Amendment applications. The purpose of a Pre-Consultation meeting is to provide the applicant with an opportunity to present the proposed development, discuss potential issues, and for the Norfolk County and external agencies to identify the application requirements. The requirements, as detailed in the Pre-Consultation meeting comments, are valid for one year after the meeting date.

User Fees:

The planning application fee will be determined when the application can be deemed complete according to Norfolk County Community Planning user fees: [User Fees | Norfolk County](#)

Additional agency plan review fees may apply. Please see below for more information and forward fees directly to the applicable agency, as required:

Grand River Conservation Authority

[Plan Review fees | Grand River Conservation Authority](#)

Long Point Region Conservation Authority

[Planning Fees - Long Point Region Conservation Authority](#)



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.

Development Application Process

Norfolk County staff will circulate the complete application to adjacent landowners, public agencies, and internal departments. Planning Act decision timeframes will apply in accordance with the provisions of Section 34 of the Planning Act. Norfolk County collects personal information submitted through this form under the authority of the Municipal Freedom of Information and Protection Act. Norfolk County will use this information for the purposes indicated by this form. Questions about collecting personal information can be directed to Norfolk GIS Services at NorfolkGIS@norfolkcounty.ca.

Additional studies required for a complete application along with peer reviews may be required and shall be provided at the applicant's sole 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.

Contact Us

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or planning@norfolkcounty.ca.

Notification Sign Requirements

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of the 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.

**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.

- ☒ Zoning By-Law Amendment – Regular
- ☐ Zoning By-Law Amendment - Major
- ☐ Zoning By-Law Amendment - Minor
- ☐ Temporary Use By-law

Property Assessment Roll Number: 334-020-19100-0000

A. Applicant Information

Note: It is the responsibility of the owner to notify the Planner of any changes in ownership or authorized applicant within 30 days of such a change

Name of Owner Marc Puype, Haldimand-Norfolk Housing Corporation

Address Unit 2 - 25 Kent Street North

Town and Postal Code Simcoe, ON N3Y 3S1

Phone Number (519) 426-7792, ext. 117

Cell Number _____

Email mpuype@hnhousing.ca

Name of Authorized Applicant Geordie Manchester (Flourish)

Address 1907 King St E

Town and Postal Code Hamilton, ON

Phone Number 519-277-1574

Cell Number _____



Email

ggmanchester@flourish.ca

Name of Authorized Agent

Caroline Baker (c/o Baker Planning Group Ltd.)

Address

PO Box 23002

Town and Postal Code

Stratford, ON N5A 7V8

Phone Number

226-921-1130

Cell Number

Email

caroline@bakerpg.com

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:

N/A

B. Location, Legal Description and Property Information

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

PDOV Plan 207, Block 101, Part Lot 35, Concession 1, Part Lot 10

Municipal Civic Address: 219 Regent Street

Land acquisition date (if known): 2022

Present Official Plan Designation(s): Urban Residential

Present Zoning: Urban Residential Type Five (R5) - 14.556

2. Is there a site-specific provision on the subject lands?

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

14.556

3. Present use of the subject lands:

30 dwelling units.

4. Please describe **all existing** buildings or structures on the subject lands and whether they will be retained, demolished or removed.

Existing 2-storey apartment building with 30 dwelling units

5. If an addition to an existing building is being proposed, please explain the proposed use.

Building addition of 5 storeys with 32 dwelling units.

6. Please describe **all proposed** buildings or structures/additions on the subject lands.

Please see the attached Conceptual Site Plan.

7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being of cultural heritage value or interest?

☐ Yes ☐ No

If yes, identify and provide details:

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

9. Existing use of abutting properties:

Residential; institutional

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

☐ Yes ☐ No

If yes, describe the easement or restrictive covenant and its effect:

C. Purpose of Development Application

Note: Please complete all that apply.

1. Please describe the proposed development on the subject lands:

Please see the attached Planning Justification Letter.

2. Please explain why it is not possible to comply with the provisions of the Zoning By-law :

Please see the attached Planning Justification Letter.

3. Have the subject land or lands within 120 metres ever been and/or currently are the subject of a Planning Act application:

- Plan of Subdivision ☐ Yes ☐ No
- Official Plan Amendment ☐ Yes ☐ No
- Zoning Bylaw, or Zoning Order Amendment ☐ Yes ☐ No
- Site Plan ☐ Yes ☐ No
- Consent/Minor Variance ☐ Yes ☐ No

If yes, indicate the application file number and the status of the application

D. Previous Use of the Property

1. Has there been an industrial or commercial use on the subject lands or adjacent lands?

☐ Yes ☐ No ☐ Unknown

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

2. Is there reason to believe the subject lands may have been contaminated by former

uses on the site or adjacent sites?

☐ Yes ☐ No ☐ Unknown

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

Historical residential use of the property.

4. If you answered yes to any of the above questions in Section D, a previous land use inventory showing all known former uses of the subject lands, and/or when applicable, the adjacent lands, is required.

Is the land use inventory of former land uses attached? ☐ Yes ☐ No

E. Provincial Planning Statement

1. Is the requested amendment consistent with the Provincial Planning Statement issued under subsection 3(1) of the *Planning Act, R.S.O. 1990, c. P. 13*?

☐ Yes ☐ No

If no, please explain:

2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the Provincial Planning Statement?

☐ Yes ☐ No

If no, please explain:

3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?

☐ Yes ☐ No

If no, please explain:

Liaising with LPRCA regarding Source Water Protection

Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C, Intake Protection Zone (IP-Z), Issue Contributing Area (ICA), please attach relevant information and approved mitigation measures from the Risk Management 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

☐ On the subject lands or ☐ within 500 meters – distance N/A

Significant Woodland

☐ On the subject lands or ☐ within 500 meters – distance N/A

Municipal Landfill

☐ On the subject lands or ☐ within 500 meters – distance N/A

Sewage treatment plant or waste stabilization plant

☐ On the subject lands or ☐ within 500 meters – distance N/A

Provincially significant wetland or other environmental feature

☐ On the subject lands or ☐ within 500 meters – distance N/A

Floodplain

☐ On the subject lands or ☒ within 500 meters – distance Adjacent

Rehabilitated mine site

☐ On the subject lands or ☐ within 500 meters – distance N/A

Non-operating mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance N/A

Active mine site within one kilometre

☐ On the subject lands or ☐ within 500 meters – distance N/A

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

☐ On the subject lands or ☐ within 500 meters – distance N/A

Active railway line

☐ On the subject lands or ☐ within 500 meters – distance N/A

Seasonal wetness of lands

☐ On the subject lands or ☐ within 500 meters – distance N/A

Erosion

☐ On the subject lands or ☐ within 500 meters – distance N/A

Abandoned gas wells

☐ On the subject lands or ☐ within 500 meters – distance N/A

F. Servicing and Access

1. Indicate what services are available or proposed:

Water Supply

Municipal piped water ☒

Individual wells ☐

Communal wells ☐

Other (describe below): ☐

Storm Drain

Storm sewers ☒

Open ditches ☐

Other (describe below): ☐

Sewage Treatment

Municipal sewers ☒

Communal system ☐

Septic tank and tile bed in good working order ☐

Other (describe below): ☐

Existing or proposed access to subject lands

Municipal road ☒

Provincial highway ☐

Unopened road ☐

Name of road/street: Regent Street

Other (describe below): ☐

2. Does the application require development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed?

☐ Yes ☐ No

If yes, provide (i) Servicing Options Report and (ii) hydrogeological report with submission.

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. Indicate below or on a separate attachment, the applicant's proposed strategy for consulting with the public on the request for a zoning by-law amendment.

The Owner proposes to follow the required public process under the Planning Act.

3. 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.

N/A

H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies and an electronic version of the site plan drawings, additional plans, studies and reports will be required in addition to a sketch plan in accordance with [Ontario Regulation 545/06](#).

A sketch showing, in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - i. are located on the subject land and on land that is adjacent to it, and
 - ii. in the applicant's opinion, may affect the application;
- d) the current uses of land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land

The following additional plans, studies and reports, including but not limited to, **may** be required as part of a complete application submission:

- ☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- ☐ Cut and Fill Plan
- ☐ Erosion and Sediment Control Plan
- ☐ Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- ☐ 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
- ☐ Agricultural Impact Assessment
- ☐ Geotechnical Study / Hydrogeological Review
- ☐ Minimum Distance Separation Calculations
- ☐ Noise or Vibration Study
- ☐ Record of Site Condition
- ☐ Stormwater Management Report
- ☒ Traffic Impact Study

The approval of the proposed development might be subject to additional federal or provincial legislation, municipal by-laws or other agency approvals.



I. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner 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 to undertake the registration of postponements of any charges in favour of the County.

J. 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 purpose of making inspections associated with this application, during normal and reasonable working hours.

K. 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 purpose of processing this application.

Owner/Authorized Applicant Signature

May 28, 2026
Date

L. Owner's Authorization

If the authorized 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 Haldimand Norfolk Housing Corporation am/are the registered and authorized owner(s) of the lands that is the subject of this application.

I/We authorize Baker Planning Group 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

Date

Owner

May 28, 2026
Date



M. Declaration

I, Caroline Baker of City of Stratford

solemnly declare that:

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

Declared before me at:

City of Stratford

A handwritten signature in blue ink, appearing to read "Caroline Baker", written over a horizontal line.

Owner/Authorized Applicant Signature

In County of Perth

This 29 day of May

A.D., 2026

May 29th, 2026

File No.: 2026-13

Alisha Cull, RPP
Acting Director of Planning and Realty Services
County of Norfolk
12 Gilbertson Drive
Simcoe, ON
N3Y 3N3

**RE: Planning Justification Letter
Zoning By-law Amendment Application
219 Regent Avenue, Port Dover, County of Norfolk**

On behalf of the Haldimand-Norfolk Housing Corporation ("Owner"), Baker Planning Group is submitting a Zoning By-law Amendment Application for land known municipally as 219 Regent Avenue, Port Dover, County of Norfolk ("Site"). The Site is 8,635 square metres in size and has frontage on both Greenock Street West and Regent Avenue (Figure 1). There is an existing apartment building on the Site, with 30 dwelling units, operated by the Haldimand-Norfolk Housing Corporation as part of their housing portfolio.

The Site is designated as "Urban Residential" in the County of Norfolk Official Plan (2018) and zoned as "Urban Residential Type Five (R5) - 14.556" in the County of Norfolk Zoning By-law 1-2014-Z. The Site is also located within the "Wellhead Protection Areas and Intake Protection Zone" of the Long Point Region Source Protection Plan and a small portion within the Long Point Region Conservation Authority Regulated Area.

The Owner is proposing a building addition to provide for additional affordable housing units to the community. To accommodate the building addition, a Zoning By-law Amendment Application is required to permit an increase in the number of permitted dwelling units and to provide site-specific off-street parking provisions that reflect surveyed parking demand for the proposed use.

Site and Surrounding Land Uses

The Site is located within the Port Dover settlement area, with low-density residential uses to the south, east, and west (Figure 2). To the immediate north is the Lakewood Elementary School and the associated recreational facilities.

The Site is within walking distance of the central area of Port Dover, including the various shops and amenities. The Site is also proximate to the waterfront along Lake Erie. There are sidewalks on one side of each adjacent municipal road.

The Site is rectangular and located at the southwest corner of the intersection of Regent Avenue and Greenock Street West. At 8,635 square metres, the Site has 99.3 metres of frontage on Regent Avenue and 127.2 metres on Greenock Street West.

There is an existing apartment building on the Site, providing for 30 dwelling units. The Site and the associated dwelling units are operated by the Owner to provide for subsidized housing to community

members. The existing building is two-storeys in height and is oriented to the intersection. The Site includes associated off-street parking, amenity areas and pedestrian walkways.

The open areas of the Site include manicured lawn and mature tree cover.

Proposed Development

The Owner is proposing a building addition on the Site to meet the housing need in Norfolk County. The Site has significant undeveloped areas and is currently underutilized, considering its location within a settlement area with access to municipal services.

The Conceptual Site Plan illustrates the intensification of an established residential property through the construction of a new five-storey addition, containing 32 dwelling units (Figure 3). The proposed building addition has been designed to be integrated with the existing two-storey, 30-unit residential building on the Site. With the building addition, the Site will provide for 62 dwelling units.

The proposed building addition has a footprint of 540 square metres, bringing the total building area to 1,820 square metres, and results in a modest 20% lot coverage, which maintains a balanced relationship between built form and open space on the Site.

The proposed addition is located to the west of the existing building and is supported by a comprehensive site layout that efficiently organizes parking, circulation, and amenity areas across the property. A total of 68 off-street parking spaces are provided, including visitor spaces and accessible spaces. Parking areas are distributed across the Site, with landscaped islands and buffers incorporated to soften views and improve site aesthetics.

Pedestrian movement is supported by 1.5-metre concrete sidewalks that connect building entrances, parking areas, and the common amenity space, ensuring safe and direct access throughout the Site. The Conceptual Site Plan includes Molok garbage and recycling receptacles, strategically located for efficient collection, as well as designated snow storage areas placed away from primary circulation routes.

A centrally located common amenity area provides outdoor space for residents, complemented by landscaped areas along the site edges and between parking courts, enhancing privacy and visual comfort.

Overall, the Conceptual Site Plan demonstrates a well-organized intensification of the Site that respects the surrounding low-rise residential context while improving site functionality, accessibility, and resident amenities.

The proposed Zoning By-law Amendment Application seeks to modify the site-specific provisions on the Site (14.556) as follows (modifications **bolded**). It is noted that the site-specific zoning is proposing a maximum of 65 dwelling units on the Site, while the current Conceptual Site Plan only illustrates 62 dwelling units. Through detailed design at Site Plan Approval, it may be possible to rationalize the floor plates and

add 2 to 3 more dwelling units. The proposed provisions provide the necessary flexibility for final building design.

*In lieu of the corresponding provisions in the R5 Zone **and Section 4.0**, the following shall apply:*

- a) minimum interior side yard – 7.5 metres;*
- b) minimum rear yard – 4.5 metres;*
- c) maximum number of dwelling units – 65;*
- d) minimum off-street parking of 1 space per dwelling unit, inclusive of visitor parking requirements and accessible parking requirements.*
- e) parking shall be permitted in the required front and exterior side yard and yard setback.*

Further, the Application proposes to add a Holding Provision to the Site, as follows:

The holding (H) symbol shall be removed when the following requirements have been met:

The completion of a Functional Servicing Report and Stormwater Management Report, to the satisfaction of the Norfolk County Public Works Department.

Planning Policy Framework

The following section provides an overview of the land use planning policies applicable to the Zoning By-law Amendment Application.

Provincial Planning Statement

The Provincial Planning Statement (“PPS”), 2024, is a province-wide policy document that sets the foundation for regulating development and land use. The PPS is issued under Section 3 of the Planning Act. The PPS “sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.” The document is to be read in its entirety, and all relevant policies must be considered. Municipal official plans are the most important vehicle for implementing the PPS and achieving comprehensive, integrated, and long-term planning.

The PPS, in Section 2.1.6 a) states that planning authorities should support the achievement of complete communities by accommodating an appropriate range and mix of land uses and housing options. Section 2.3.3 of the PPS supports general intensification and redevelopment, including planning for a range and mix of housing options.

Section 2.2 of the PPS speaks explicitly to considerations for housing, including intensification, redevelopment and the provision of an appropriate range and mix of housing types and densities. Section 1.4.3 states that planning authorities shall provide for a mix of housing types and densities by, amongst others:

- b) 2. Permitting....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;*
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and*
- d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.*

It is our professional opinion that the Application is consistent with the PPS, providing the opportunity for affordable housing units that will contribute to the range of unit types and sizes in the community. The current use of the Site represents an underutilization of serviced urban land and presents an opportunity to increase housing supply without expanding municipal services and infrastructure.

County of Norfolk Official Plan, 2018

The County of Norfolk Official Plan ("OP") designates the Site as "Urban Residential" on Schedule B-16. Port Dover is identified as an "Urban Area" on Schedule A-1 (Figure 4) and the "Lakeshore Special Policy Area" on Schedule F (Figure 5). The area of Port Dover is identified as "Urban Tourism Node".

The overarching goals of the OP that apply to the County as a whole include, but are not limited to:

Section 2.2.3.3 c) - Revitalize and reuse underutilized land in the County.

Section 2.2.3.3 e) - Develop land use patterns in the Urban Areas that are compact and efficient.

Section 2.2.4.2 a) - Provide for a variety of housing forms, tenures and levels of affordability through development, redevelopment, intensification and infilling projects.

Section 2.2.4.2 c) - Ensure that new development is designed in a manner that provides a safe, aesthetically appropriate, and stimulating environment.

Section 2.2.6.2 d) - Ensure the responsible use of land by encouraging the redevelopment, intensification and infilling of underutilized land and the efficient use of greenfield lands in Urban Areas.

Section 2.2.6.2 e) - Direct new urban development to Urban Areas and Hamlet Areas, ensuring a compact form, and an appropriate mix of land uses and densities, resulting in the efficient use of land, infrastructure, and public services and facilities.

Section 2.2.6.2 f) - Reduce conflicts between existing and proposed land uses through buffering, setbacks, landscaping and other measures, as appropriate.

Section 5 addresses policies to provide for the development and maintenance of healthy communities. Through Section 5.2 g) promotes the “provision of social services shall be encouraged within the existing community and in major development proposals. The County may facilitate the provision of such services by allowing for increased development height or density where a development proponent provides certain facilities, in accordance with Section 37 of the Planning Act.”

Housing policies in Section 5.3 include:

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. redevelopment, land appropriately zoned in the Zoning By-law and available for development or redevelopment.

c) 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.

d) The provision of housing that is affordable and accessible to low and moderate-income households shall be a priority. The County shall target that 25 percent of all new housing provided throughout the County be affordable to low and moderate income households and that at least 10 percent of all new units be affordable to low income households, those with incomes falling within the lowest 20 percent of the income distribution for the County. 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;
- ii) the timely provision of infrastructure in the Urban Areas;
- iii) supporting the reduction of housing costs by streamlining the development approvals process;
- iv) negotiating agreements with the public and private sectors to address the provision of affordably priced housing through the draft plan of subdivision and condominium approval process;
- v) considering innovative and alternative residential development standards that facilitate affordable housing and more compact development form; and
- vi) possibly developing a Municipal Housing Strategy with annual housing targets, mixes of housing types, affordability thresholds and related data.

i) The County shall develop zoning provisions that are sufficiently flexible to permit a broad and varied range of housing forms, types, sizes and tenures, including accessory apartments in houses, except in locations serviced by individual or communal waste water disposal systems.

j) The County shall first consider surplus municipal land for affordable housing. Furthermore, the County shall work with other levels of government to make surplus land available to providers of affordable housing at little or no cost.

The OP supports intensification and infilling within defined “Urban Areas” to enable the efficient use of urban services, an important component of the County’s housing needs. Section 5.3.1. b) states that 25% of all new development shall be achieved through intensification and infilling, with a minimum density of 15 units per hectare. Development review criteria for intensification and infilling include:

- i) the development proposal is within an Urban Area, and is appropriately located in the context of the residential intensification study;
- ii) the existing water and sanitary sewer services can accommodate the additional development;
- iii) the road network can accommodate the traffic generated;
- iv) the proposed development is compatible with the existing development and physical character of the adjacent properties and surrounding neighbourhood;
- v) the proposed development is consistent with the policies of the appropriate Land Use Designation associated with the land.

Community design policies are provided in Section 5.4 of the OP. These policies collectively emphasize the creation of safe, attractive, and well-designed neighbourhoods that reinforce community health and a strong sense of place. The County seeks to maintain and enhance the physical design quality of Urban Areas by ensuring that all new development respects and strengthens the traditional character of existing settlement areas, promotes efficient and land-conserving design, and improves the appearance and safety of streetscapes, civic spaces, and parks. Development is expected to retain and replace trees, respond sensitively to local heritage character, and continue established street patterns and neighbourhood structure. Adequate buffering must be provided to avoid adverse impacts on adjacent uses, using plantings, berms, fencing, or building orientation where appropriate.

The “Urban Residential” designation applies to the County’s Urban Areas and is intended to accommodate attractive, complete neighbourhoods that provide a variety of residential forms and supportive community uses (Section 6.4). The OP emphasizes housing choice, neighbourhood amenities, and opportunities for residents with diverse needs. Section 7.7 of the OP provides specific policies for the “Urban Residential” designation, with evaluation criteria for high-density residential development:

- i) the density, height and character of the development shall be compatible with adjacent uses;
- ii) the ability of the site to accommodate necessary facilities and amenities, such as garbage storage, parking and landscaped areas;
- 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;
- 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;

- v) the degree to which the site has access to significant open space amenities such as valleylands or major parks;
- 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;
- 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;
- 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
- 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.

The Site forms part of the Port Dover Waterfront Special Policy Area, and Section 6.5.2.2 states that the area shall be cohesive, pedestrian-oriented, and well-designed. Development will be guided by both the Lakeshore Special Policy Area ("LSPA") and the Port Dover Waterfront Master Plan. All development is evaluated against these documents and implemented through zoning, site plan control, and development agreements. Buildings are expected to front adjacent streets and provide an engaging, pedestrian-friendly ground level, with corner and through-lot buildings presenting a front elevation to every street.

The LSPA serves as a secondary plan and applies to the lakefront communities in Norfolk County. The Secondary Plan provides a policy framework to manage growth and development within the LSPA to ensure the lakeshore's sustainability over the 20-year planning horizon, to the year 2026. The Secondary Plan takes a sustainable community approach, recognizing "the interconnected nature of healthy communities, economic vitality and the protection of the natural environment, and the relationship of these matters of growth management and community planning." Section 11.2.1.1 e) directs of medium and higher density housing in the designated Urban Areas of Port Dover.

Section 11.3.2.1 of the LSPA provides policies for designated "Urban Areas". Urban Areas will continue to be the primary settlement areas, accommodating a range of land uses. The policies of Section 3.4 of the OP continue to apply to these areas; however, any development shall respect and reinforce the existing character of the community and surrounding landscape, consistent with the LSPA Community Design Guidelines.

Policies for medium and high-density housing are set out in Section 11.3.3.1 of the LSPA. The LSPA supports the provision of a broad range of housing types and densities to encourage greater housing affordability. Residential intensification, infill and redevelopment within the Urban Areas provide for the efficient use of existing infrastructure and services, while reducing the need for urban expansions. High-density residential development shall consider the protection of significant views of the lakeshore and the LSPA Community Design Guidelines.

The LSPA Community Design Guidelines are provided in Section 11.8 of the Plan, and relevant policies include:

- The creation of more compact, walkable oriented neighbourhoods;
- To promote the implementation of the principles of Crime Prevention Through Environmental Design;
- Encourage landscape design that promotes the use of native species and enhancement of ecological functions; and
- 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.

The Site is also located within the “Wellhead Protection Areas and Intake Protection Zone” of the Long Point Region Source Protection Plan. A Restricted Land Use Screening Form is included in the Zoning By-law Amendment Application to meet the requirements of the LPRSPP. All proposed development is located outside the hazard lands identified by the Long Point Region Conservation Authority.

In our professional opinion, the Proposed Development and the implementing Application conform to the OP. The proposed residential use is permitted on the Site, and the site layout and design are compatible with surrounding land uses.

The proposed increase in the number of permitted dwelling units and corresponding reduction in parking requirements represents a well-supported, policy-aligned form of residential intensification that meets the County’s objectives for efficient, inclusive, and sustainable urban growth. The OP Plan encourages the revitalization and reuse of underutilized land (Section 2.2.3.3 c) and the development of compact, efficient urban patterns (Section 2.2.3.3 e). Increasing the number of units on a municipally serviced site optimizes land use within the Urban Area and supports the County’s growth management goals by directing new development to areas with existing infrastructure and public services (Section 2.2.6.2 e).

The Proposed Development, led by the Haldiman-Norfolk Housing Corporation, is intended to deliver subsidized housing to community members fulfills the County’s housing objectives under Section 2.2.4.2 a) and Section 5.3 b), which promote a full range of housing forms, tenures, and levels of affordability to meet the social, health, and well-being needs of current and future residents. By providing smaller, attainable units, the project contributes to the County’s target that 15% of new housing is multi-residential housing. This diversifies the local housing stock and addresses affordability challenges. The OP further supports increased height or density where developments provide social services or community benefits (Section 5.2 g), a principle that directly applies to this initiative.

Reducing parking requirements is consistent with the County’s broader objectives for compact, efficient, and sustainable land use. The Site’s proximity to existing services and community amenities, combined with the proposed housing form, supports a lower parking ratio without compromising accessibility or functionality. This approach aligns with Section 2.2.6.2 d), which promotes the efficient use of land and infrastructure through intensification and infilling, and with Section 2.2.4.2 c), which emphasizes safe,

aesthetically appropriate, and stimulating design. The proposed site layout continues to meet or exceed standards for setbacks, landscaping, and buffering (Section 2.2.6.2 f), ensuring compatibility with surrounding uses while contributing to an attractive, pedestrian-friendly streetscape.

The Conceptual Site Plan provides for significant increases in the yard setbacks to adjacent low-density residential uses and locates green space along the mutual property line. In combination with solid fencing, matters related to privacy have been addressed.

County of Norfolk Zoning By-law 1-2014-Z

The Site is zoned as “Urban Residential Type Five (R5) - 14.556” in the County of Norfolk Zoning By-law 1-2014-Z (Figure 6). The zone permits apartment buildings with up to 30 dwelling units on the Site.

The Conceptual Site Plan demonstrates that the Proposed Development complies with the existing zoning, except for the required off-street parking and the maximum permitted number of units, as set-out in the table below.

Provision	Requirement	Conceptual Site Plan	Compliance
Minimum Lot Frontage	30. m	99.3m	Yes
Minimum Front Yard	3.0m	19.3m	Yes
Minimum Exterior Side Yard	3.0m	21.9m (addition)	Yes
Minimum Side Yard	7.5m	9.9m	Yes
Minimum Rear Yard	4.5m	22.9 m	Yes
Maximum Building Height	5 storeys	5 storeys	Yes
Maximum Number of Dwelling Units	30	62	No
Minimum Off-Street Parking	1.5 spaces/unit	1 spaces/unit, including visitor parking	No
Minimum Visitor Parking	1 space/3 units		
Minimum Parking Space Dimension	3.0m by 5.8m	3.0m by 5.8m	Yes
Minimum Accessible Parking	1 Type A 2 Type B	2 Type A 2 Type B	Yes
Minimum Driveway Aisle Width	7.3m	7.3m	Yes
Minimum Parking Area Setback to Property Line	3.0m	3.0m	Yes
Location of Off-Street Parking	Not permitted in the front or exterior side yard setback	Located in the front and exterior side yard	No
Visibility Triangle	9m by 9m	9m by 9m	Yes

The proposed increase in the number of dwelling units represents an efficient, context-appropriate, and policy-supported form of residential intensification within the Urban Area. The Site is an underutilized parcel that is fully served by municipal water, wastewater, and storm infrastructure, making it an ideal candidate to accommodate additional housing supply without requiring extensions to public services or infrastructure.

Optimizing land use within serviced settlement areas is a core objective of provincial and municipal planning frameworks, and the proposed increase directly supports these growth management principles.

A supporting traffic impact study confirms that the surrounding road network has sufficient capacity to accommodate the additional units without adversely affecting traffic operations, safety, or intersection performance. The study demonstrates that projected trip generation remains well within acceptable thresholds and that no off-site transportation improvements are required to support the development. This evidence-based assessment ensures that the proposed increase in density is compatible with the existing transportation system and will not create undue strain on local infrastructure.

From a built-form and site-planning perspective, the development continues to meet—or exceed—all applicable zoning standards for yard setbacks and landscaped open space. The proposed building height is already permitted under the existing zoning provisions, ensuring that the development's massing and scale remain consistent with the planned built form for the area. Maintaining compliance with these performance standards demonstrates that the increased unit count can be accommodated without adversely affecting adjacent properties, shadowing, privacy, or the overall neighbourhood character.

The proposed units are generally smaller in size, reflecting an intentional effort to provide affordable housing options within the community. Smaller units allow more dwelling units to be accommodated on the site while still meeting all applicable design, parking, and amenity requirements. This approach aligns with municipal and provincial housing policies that encourage a diverse range of unit types and sizes to meet the needs of households at different life stages and income levels. Increasing the number of units on a site with this built-form profile directly contributes to housing affordability, choice, and inclusivity.

Overall, the proposed increase in unit count represents a well-designed, technically supported, and policy-aligned form of intensification that optimizes the use of serviced urban land, supports housing affordability, and maintains compatibility with the surrounding neighbourhood and municipal planning objectives.

Summary

In summary, it is our professional opinion that the proposed amendment is appropriate, represents good land use planning and is in the public interest. The Site is designated as “Residential”, whereby free-standing multi-unit residential buildings are permitted, and the expanded residential use:

- Provides for the efficient use of existing built form and infrastructure
- Adds an accessible residential unit to the local housing supply
- Maintains compatibility with the surrounding neighbourhood
- Meets required off-street parking needs

In support of the Zoning By-law Amendment Application, we are attaching the following:

- The executed Zoning By-law Amendment Application Form;

- Parking Supply/Demand Memo; and,
- The Restricted Land Use Screening Form.

We trust the Application can be accepted and deemed Complete. If you have any questions or comments, please let us know, and we would be happy to discuss them further.

Kind regards,



Caroline Baker, MCIP, RPP
Principal

c.c Mr. Marc Puype, Haldimand-Norfolk Housing Corporation
Mr. Geordie Manchester, Flourish



Figure:
1

SITE

Site Location: 219 Regent Avenue, Port Dover



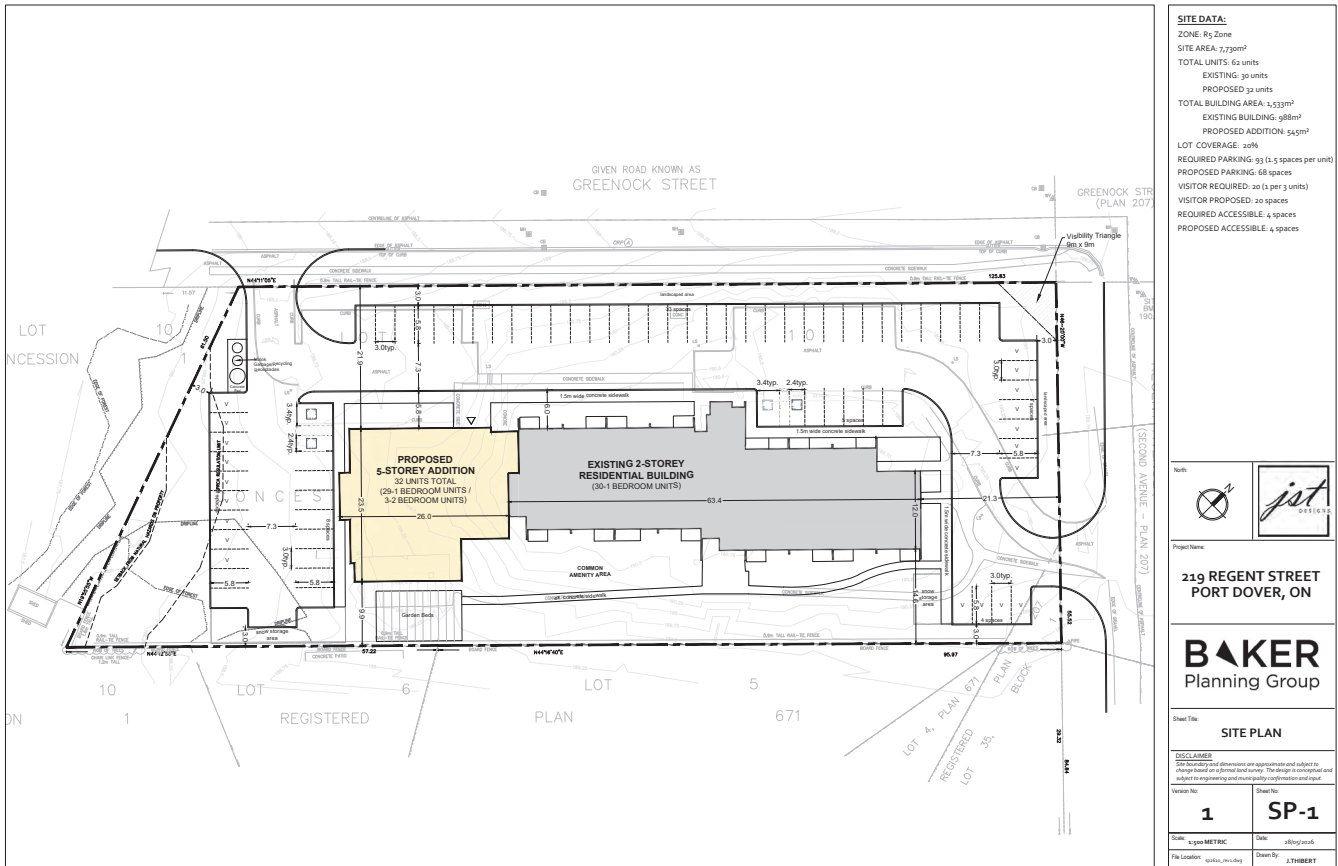


Figure:

3

CONCEPT PLAN

Site Location: 219 Regent Avenue, Port Dover



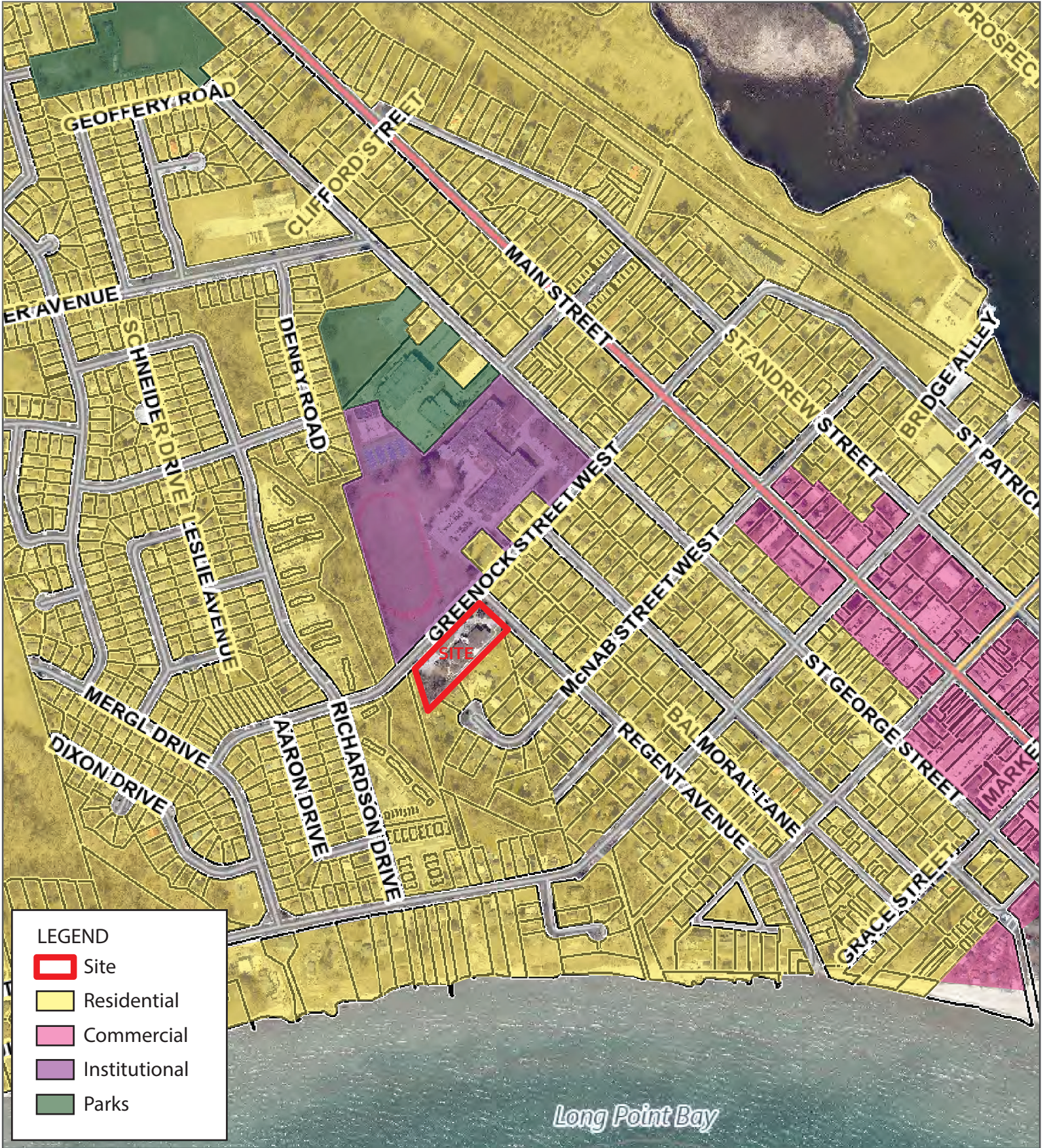


Figure:
2

SURROUNDING LAND USES

Site Location: 219 Regent Avenue, Port Dover

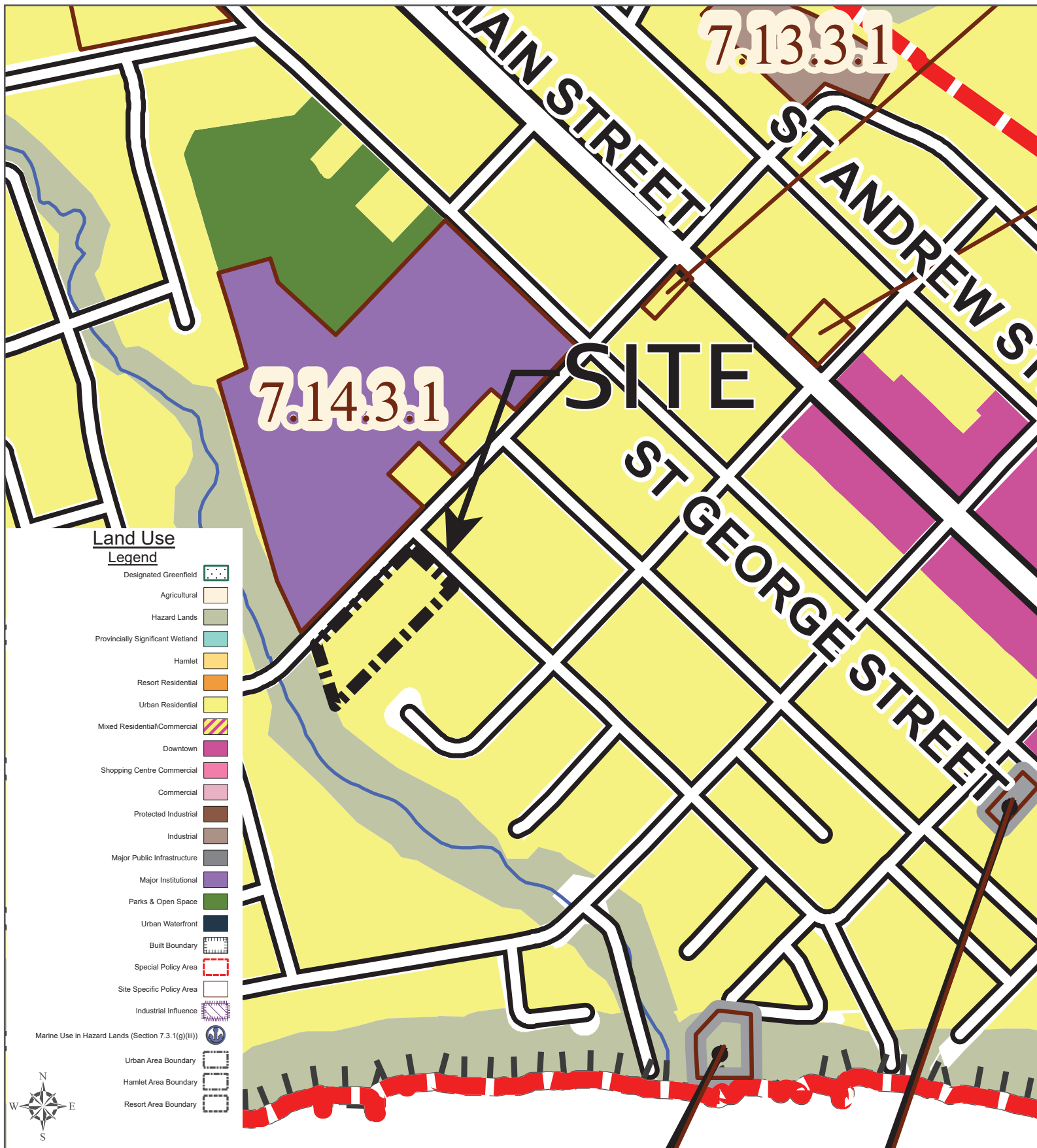


Figure:

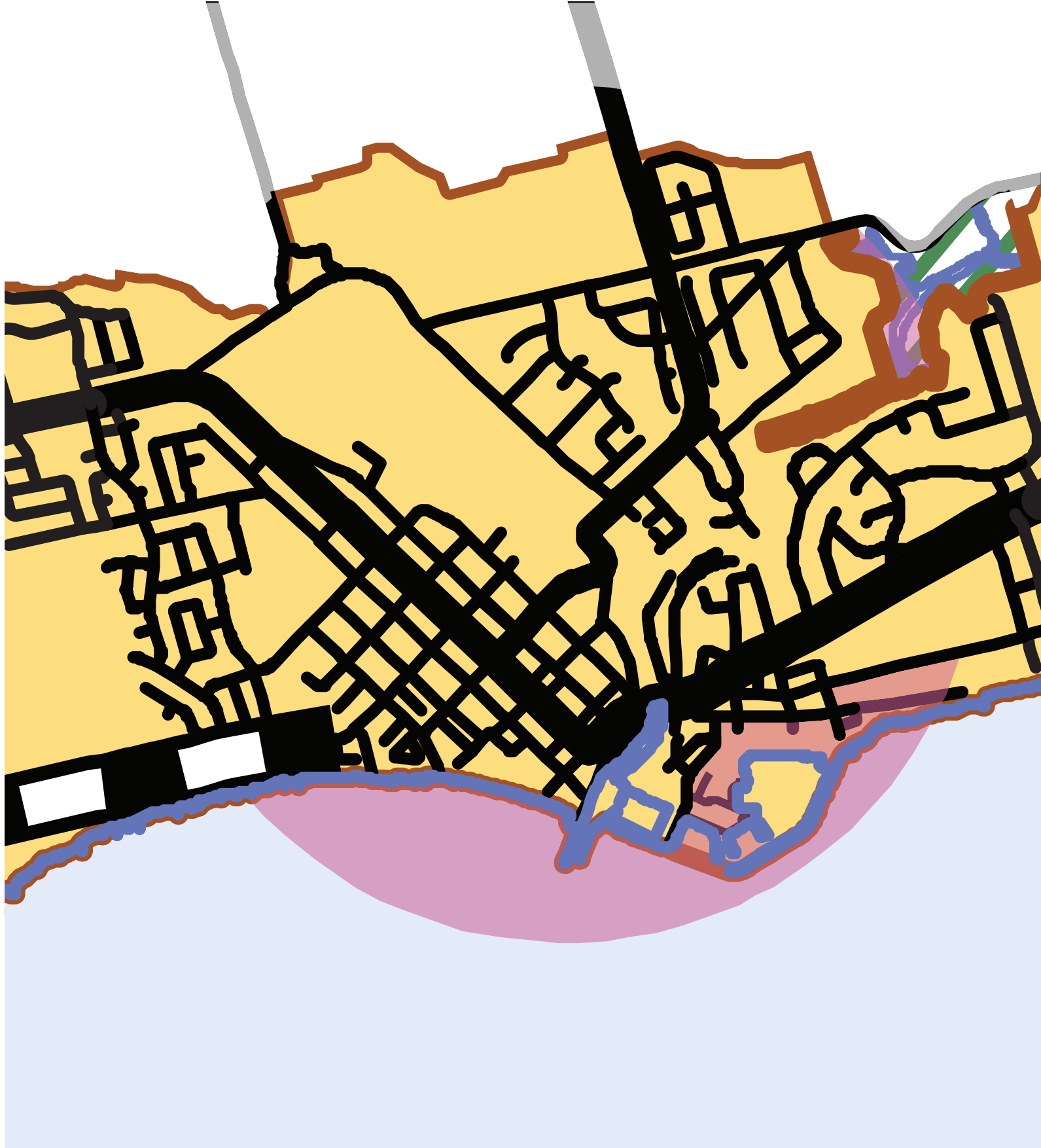
4

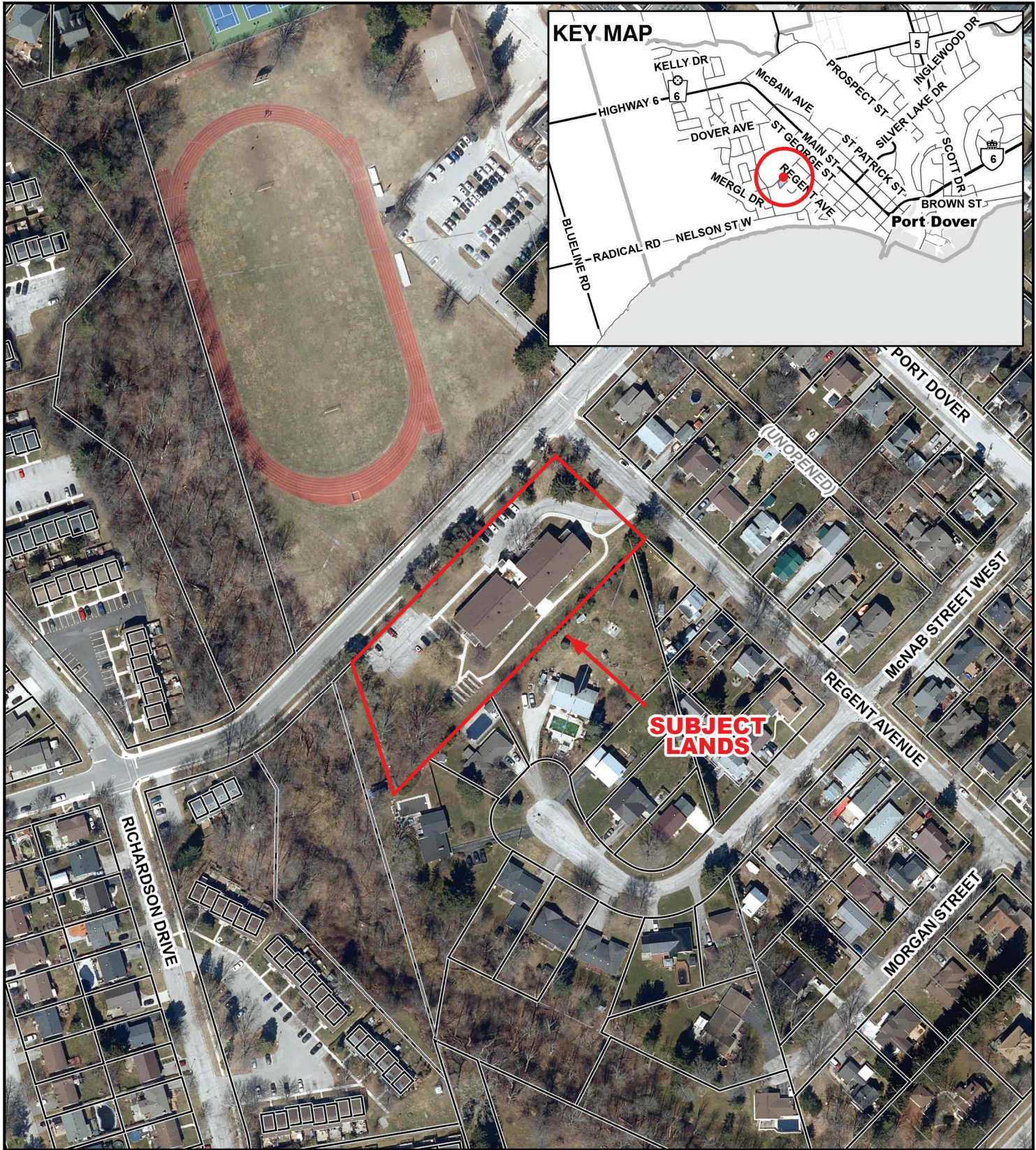
NORFOLK COUNTY OFFICIAL PLAN: Schedule "B-16"

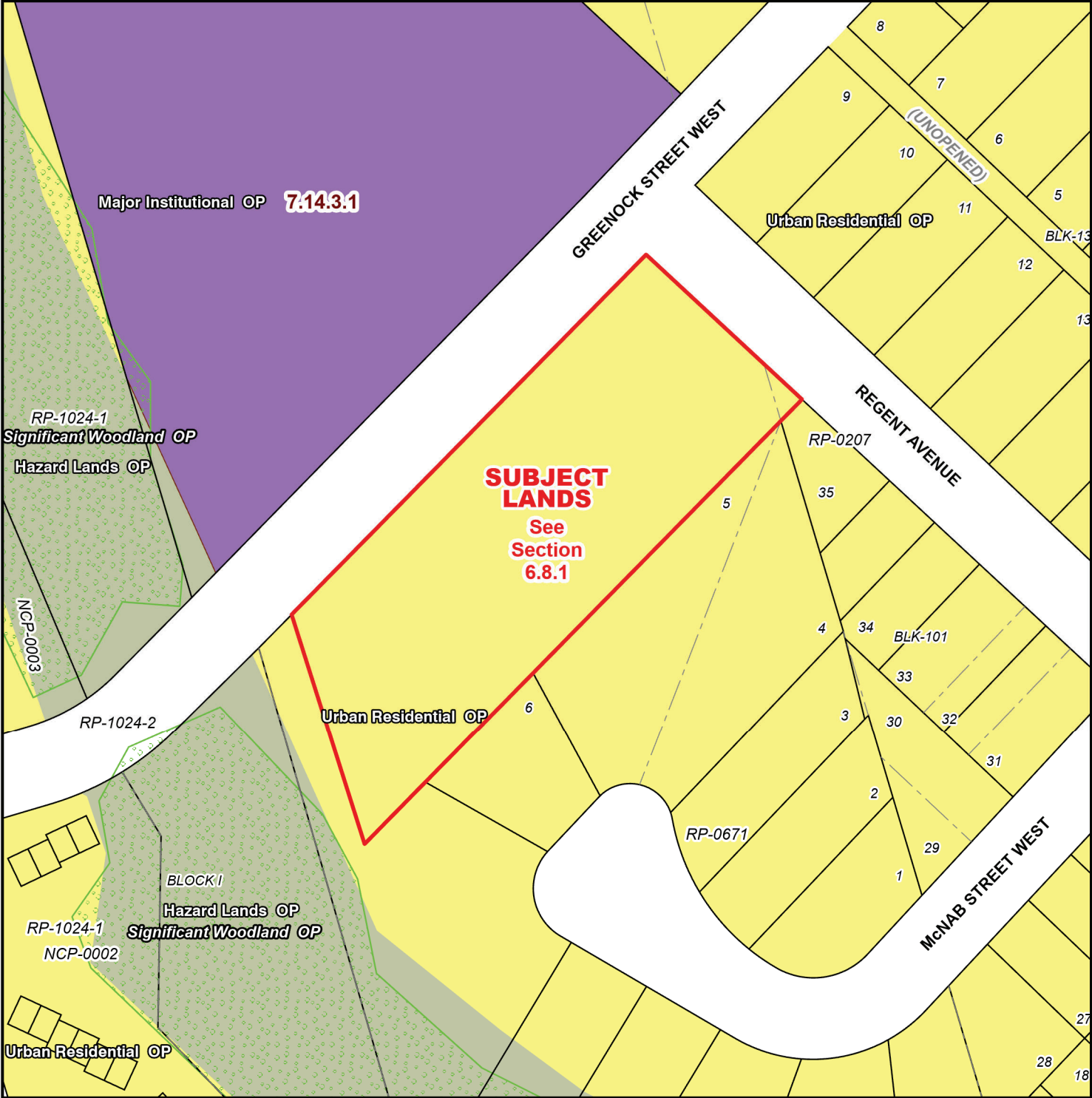
Site Location: 219 Regent Avenue, Port Dover



BAKER
Planning Group







Legend

 Subject Lands

Official Plan Designations

- | | | | |
|---|---------------------|---|----------------------|
|  | Hazard Lands |  | Special Policy Area |
|  | Urban Residential |  | Urban Area Boundary |
|  | Major Institutional |  | Significant Woodland |



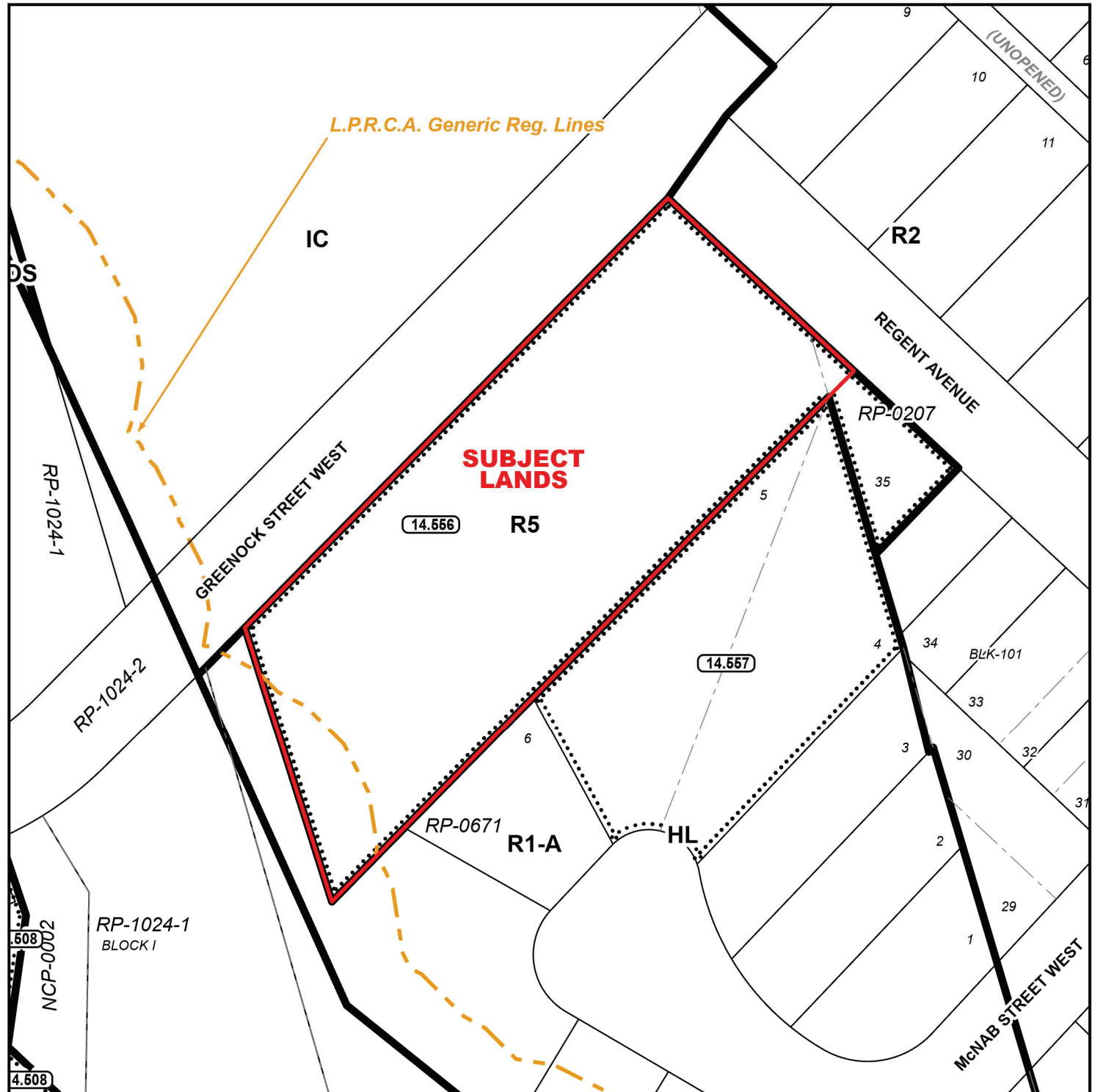
0 10 20 30 40 50 Metres

MAP C

ZNPL2026130

PROPOSED ZONING BY-LAW AMENDMENT MAP

Urban Area of PORT DOVER



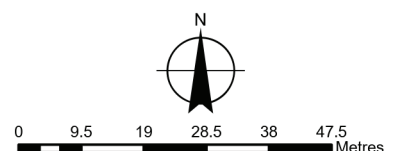
LEGEND

- Subject Lands
- LPRCA Generic RegLines

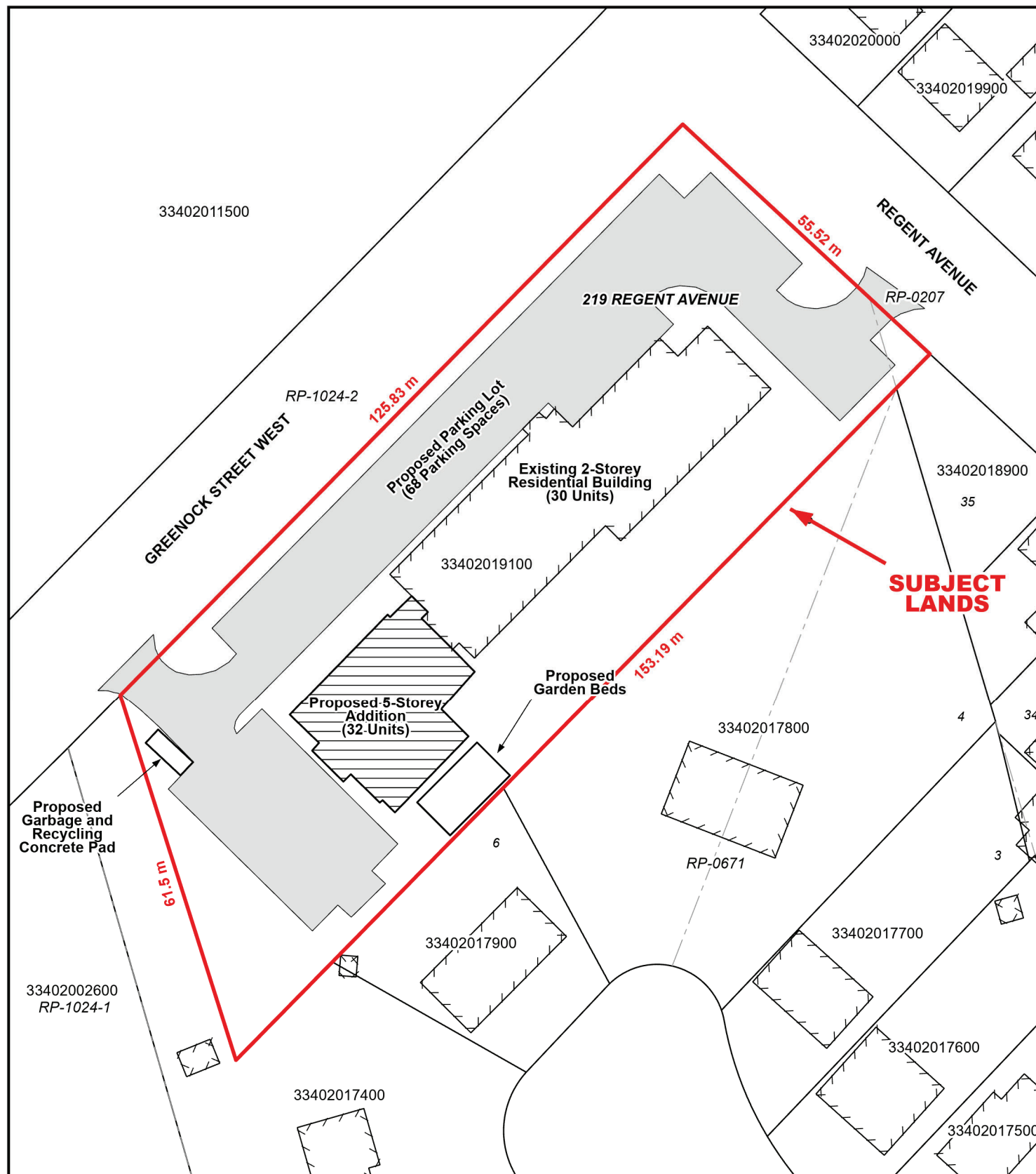
ZONING BY-LAW 1-Z-2014

6/17/2026

- (H) - Holding
- IC - Community Institutional Zone
- HL - Hazard Land Zone
- OS - Open Space Zone
- R1-A - Residential R1-A Zone
- R2 - Residential R2 Zone
- R4 - Residential R4 Zone
- R5 - Residential R5 Zone



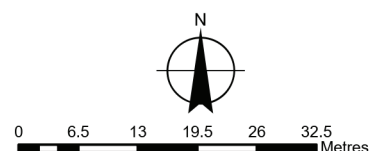
CONCEPTUAL PLAN
Urban Area of PORT DOVER



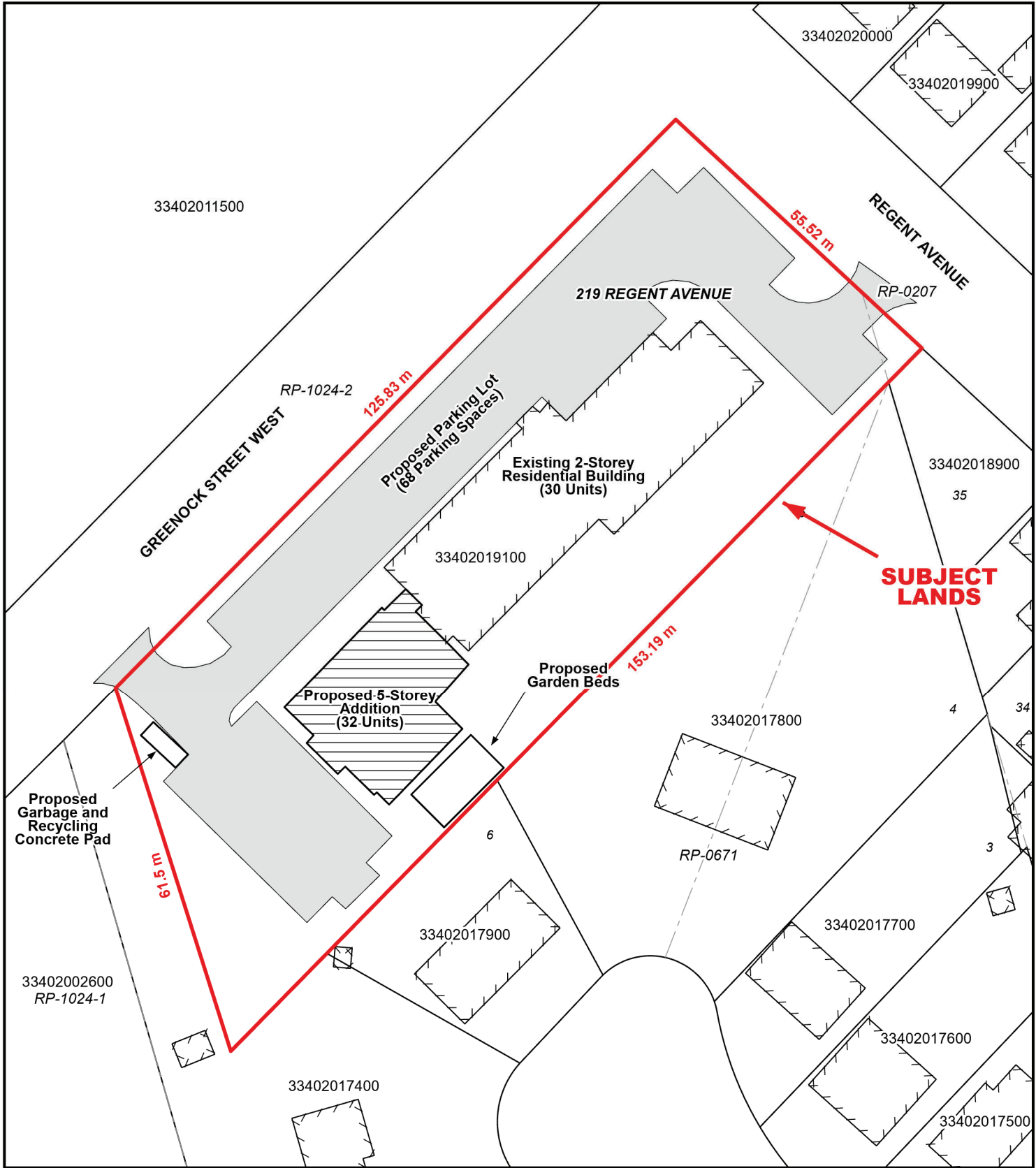
Legend

Subject Lands

6/17/2026



CONCEPTUAL PLAN
Urban Area of PORT DOVER



Legend

 Subject Lands

6/17/2026

