



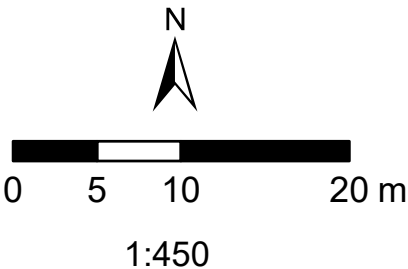
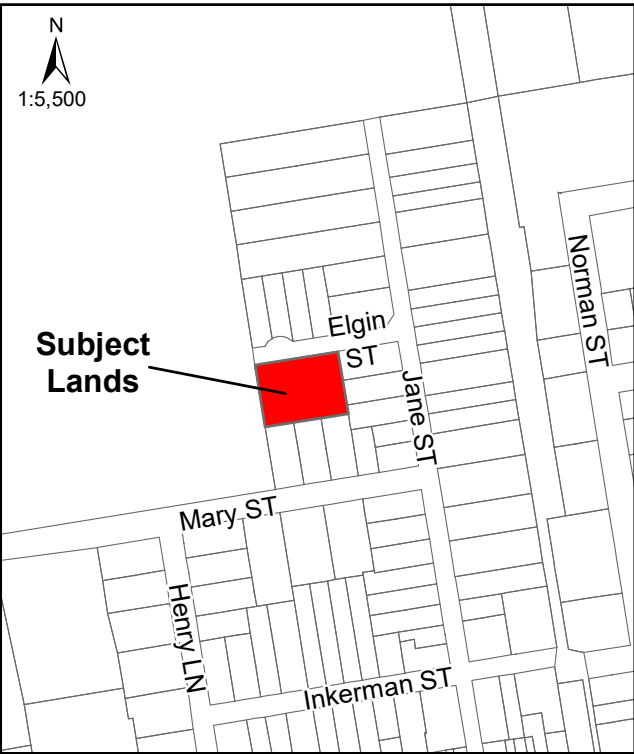
COUNTY OF WELLINGTON
LAND DIVISION

B23-23, B24-23 & B25-23

Applicant:
Cathryn Robinson, Cole Robinson

Town of Minto

217 Elgin Street
(Palmerston)



Date: May 2023
Produced by: County of Wellington Planning & Development Department 2023

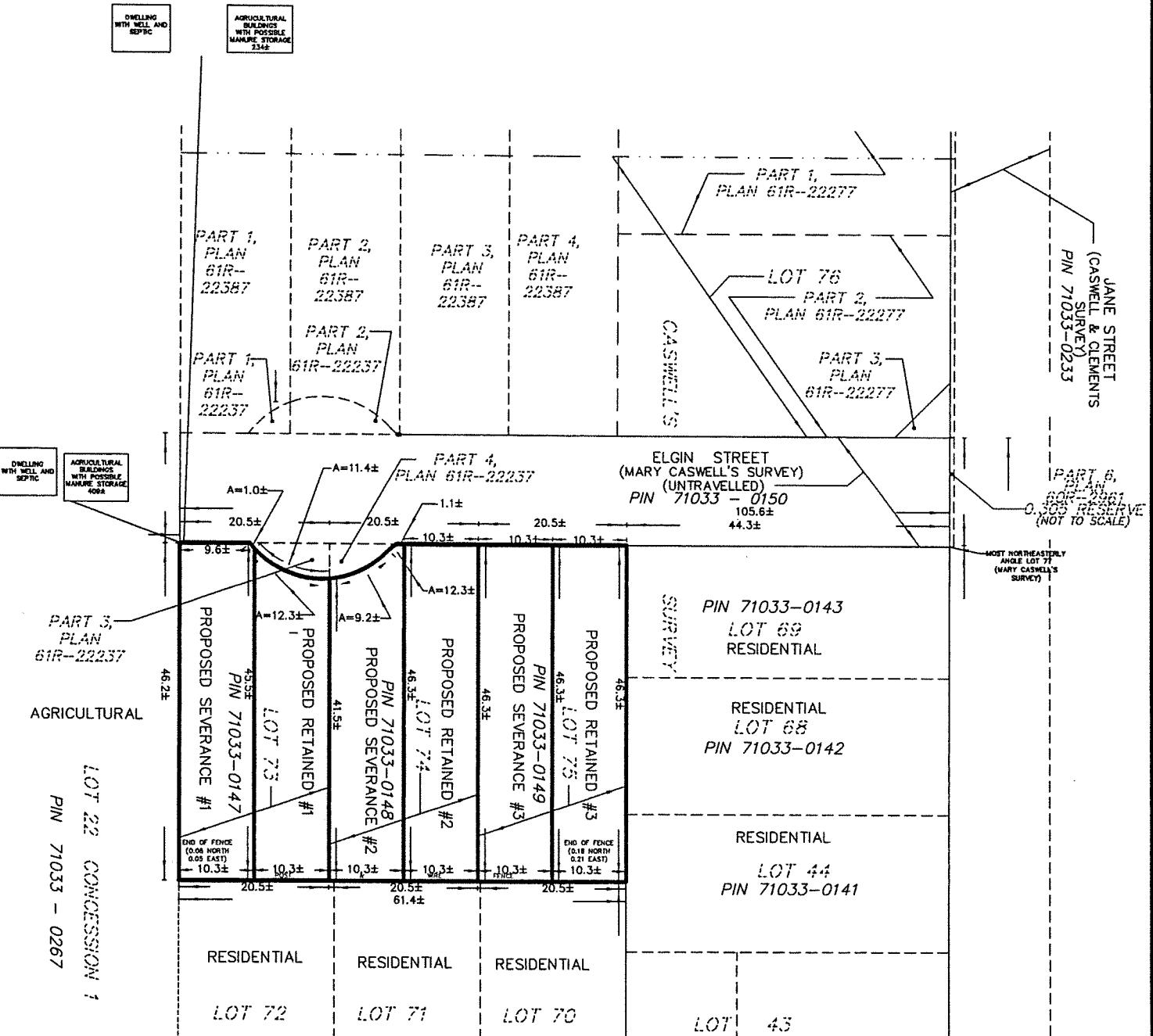
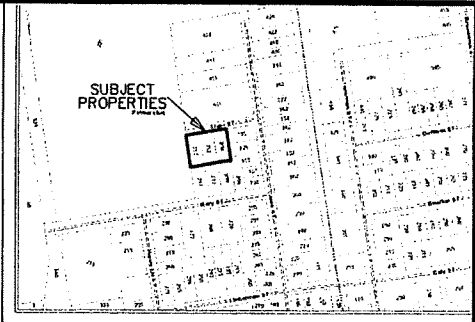
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Sources:
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Ministry of Natural Resources,
Grand River Conservation Authority.
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2020 Ortho imagery.



SKETCH FOR SEVERANCE APPLICATION
(TOWN OF PALMERSTON)
TOWN OF MINTO
COUNTY OF WELLINGTON
WILSON-FORD

Scale 1 : 600
24 18 12 6 0 12 24 Metres



CAUTION

THIS SKETCH IS NOT A PLAN OF SURVEY. IT WAS PREPARED FOR THE LIMITED USE OF MOOREFIELD EXCAVATING FOR SEVERANCE PURPOSES ONLY. THIS PLAN IS TO REMAIN CONFIDENTIAL, IS PREPARED UNDER COPYRIGHT AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY OTHER PARTIES.

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NO PERSON MAY COPY, REPRODUCE, ALTER OR DISTRIBUTE THIS PLAN IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF WILSON FORD SURVEYING & ENGINEERING.

24 MARCH, 2023

GREG FORD, Eng(CIVIL)
ONTARIO LAND SURVEYOR

LOT	LOT	AREA
73	PROPOSED SEVERED #1	472.4± SQ m
	PROPOSED RETAINED #1	435.5± SQ m
74	PROPOSED SEVERED #2	445.1± SQ m
	PROPOSED RETAINED #2	473.1± SQ m
75	PROPOSED SEVERED #3	473.2± SQ m
	PROPOSED RETAINED #3	473.3± SQ m

WILSON - FORD
Surveying & Engineering
120 KING ST. E. Box 294,
MOUNT FOREST ON. N0G 2L0
PHONE (519)323-2451

PROJECT No.: 21-9601-1 MOOREFIELD EXCAV

REPORT SUMMARY

**OWNER, APPLICANT or AGENT SHOULD ATTEND THE CONSIDERATION OF THIS APPLICATION
NOTE: IF EXPEDITED ATTENDANCE NOT REQUIRED BEFORE THE LAND DIVISION COMMITTEE.
SIGN AND RETURN 'AGREEMENT TO CONDITIONS' LETTER IMMEDIATELY.**

Date of Consideration: 06/08/2023 **EXPEDITED**
File Number: B23-23
Applicant: Cathryn & Cole Robinson
Subject Lands: Town of Minto (Palmerston) - Lot 73, Survey Caswell & Clement's, 217 Elgin Street

Proposal is a request for consent to convey fee simple for a proposed urban residential semi-detached dwelling 472.4 sq.m, 9.6m fr (sev 1 on sketch); retained being 435.5 sq.m (retained 1 on sketch)

ISSUES: none

SUMMARY of FILED REPORTS and COMMENTS:

Planning Review	notice cards were posted at time of site visit; consolidated comments of B23-23 - B25-23; applications are consistent with Provincial Policy and generally conform to Official Plan; property located within Urban Centre of Palmerston designated Residential; staff recommends approval
Town of Minto	Council recommends approval of applications B23-23, B24-23 and B25-23 with condition; sever 3 existing vacant residential lots with proposed semi-detached dwellings into 6 lots within the urban boundary of Palmerston; intent to subdivide the semi-detached dwellings so that each half can be sold with distinct and separate ownership; staff note that zoning provisions pertaining to setbacks, lot coverage, building height, etc. are still required to be met once building plans are completed;
Maitland Valley CA	subject properties are in proximity to the flood fringe of a two-zone floodplain; have looked at grading plans (March 2021-Moorefield Excavating 201-101) for these properties indicating suitable elevations to provide access and secure building envelopes; we find these applications to be in general conformance with the Provincial Policy Statement.
Source Water	the activities as indicated would not create a significant drinking water threat, applications can be screened out and does not require a Section 59 notice under the Clean Water Act.

PROPOSED CONDITIONS of APPROVAL

- 1) **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
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- 4) **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5) **THAT** the owner/applicant satisfies all the requirements of the Town of Minto, financial and otherwise, which the Town of Minto may deem to be necessary for the proper and orderly development of the subject lands, including but not limited to, the payment of any monies owed to the Town of Minto, and that all accounts are in good standing; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6) **THAT** the owner/applicant satisfy the requirements of the Town of Minto in reference to parkland dedication as provided for in the Planning Act, R.S.O., 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
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- 12) **THAT** the owner/applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

*****Conditions may be deleted, added to, or changed at meeting*****

May 25, 2023

NOTICE OF CONSIDERATION IN PUBLIC FORUM

Pursuant to SECTION 53 of the ONTARIO PLANNING ACT and applicable Regulations

with respect to Application for consent,

File B23-23

APPLICANT

Cathryn & Cole Robinson
345 York St.
PO Box 136
Palmerston N0G 2P0

LOCATION OF SUBJECT LANDS

Town of Minto (Palmerston)
Lot 73, Survey Caswell & Clement's
217 Elgin Street

Proposed severance is 472.4 square metres with 9.6m frontage (severance #1 on sketch), vacant land for proposed semi-detached residential.

Retained lot is 435.5 square metres with 10.3m frontage (retained #1 on sketch), vacant land for proposed semi-detached residential.

AND FURTHER TAKE NOTICE that the Committee has appointed **THURSDAY, JUNE 08, 2023** for the purpose of considering this **EXPEDITED APPLICATION**.

CONSIDERATION WILL BE HELD IN THE: 3A (Keith Room)
County of Wellington Administration Centre
74 Woolwich Street
Guelph, Ontario N1H 3T9

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A Copy of the **DECISION** of the Committee will be sent **to the applicant, and to each person or agency who filed with the Secretary-Treasurer a written request for Notice of Decision.**

Additional Information regarding the application is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office, 74 Woolwich St. Guelph ON N1H 3T9
Phone - (519) 837-2600 x2170 Fax - (519) 837-3875

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- ⇒ **Agenda & Minutes**
- ⇒ **Select Land Division Committee**
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TO: Kim Pilon - Moorefield Excavating

REPORT SUMMARY

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SIGN AND RETURN 'AGREEMENT TO CONDITIONS' LETTER IMMEDIATELY.

Date of Consideration: 06/08/2023 **EXPEDITED**
File Number: B24-23
Applicant: Cole Robinson
Subject Lands: Town of Minto (Palmerston) - Lot 74, Survey Caswell & Clement's , 213 Elgin Street

Proposal is a request for consent to convey fee simple for a proposed urban residential semi-detached 445.1 sq.m, 10,3m fr (severance 2 on sketch); retained being 473.1 sqm. (retained #2 on sketch)

ISSUES: none

SUMMARY of FILED REPORTS and COMMENTS:

Planning Review	notice cards were posted at time of site visit; consolidated comments of B23-23 - B25-23; applications are consistent with Provincial Policy and generally conform to Official Plan; property located within Urban Centre of Palmerston designated Residential; staff recommends approval
Town of Minto	Council recommends approval of applications B23-23, B24-23 and B25-23 with condition; sever 3 existing vacant residential lots with proposed semi-detached dwellings into 6 lots within the urban boundary of Palmerston; intent to subdivide the semi-detached dwellings so that each half can be sold with distinct and separate ownership; staff note that zoning provisions pertaining to setbacks, lot coverage, building height, etc. are still required to be met once building plans are completed;
Maitland Valley CA	subject properties are in proximity to the flood fringe of a two-zone floodplain; have looked at grading plans (March 2021-Moorefield Excavating 201-101) for these properties indicating suitable elevations to provide access and secure building envelopes; we find these applications to be in general conformance with the Provincial Policy Statement.
Source Water	the activities as indicated would not create a significant drinking water threat, applications can be screened out and does not require a Section 59 notice under the Clean Water Act.

PROPOSED CONDITIONS of APPROVAL

- 1) **THAT** the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a printed copy of the "completed electronic transfer document in preparation".
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- 3) **THAT** the Owner, as provided for under Section 69 of the Planning Act, R.S.O. 1990, shall pay to the Treasurer of the County of Wellington the administrative fee which is in effect at the time of the payment of the fee for the review and issuance of the Certificate of Consent for the severed parcel.
- 4) **THAT** the transfer for registration with respect to description complies with Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the secretary-treasurer of the Planning and Land Division Committee.
- 5) **THAT** the owner/applicant satisfies all the requirements of the Town of Minto, financial and otherwise, which the Town of Minto may deem to be necessary for the proper and orderly development of the subject lands, including but not limited to, the payment of any monies owed to the Town of Minto, and that all accounts are in good standing; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 6) **THAT** the owner/applicant satisfy the requirements of the Town of Minto in reference to parkland dedication as provided for in the Planning Act, R.S.O. 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 7) **THAT** the owner/applicant confirms there is satisfactory access for both severed parcels and the retained parcel from the road authority with jurisdiction; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 8) **THAT** the owner/applicant obtains confirmation from the Town of Minto that servicing can currently be accommodated to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 9) **THAT** the owner/applicant confirms they are aware that the current servicing to the retained and severed lots is for a semi-detached dwelling on each lot, and that should the development type change to require more servicing infrastructure, the cost is required to be paid solely by the developer; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

- 10) **THAT** the owner/applicant confirms they are aware that an individual Grading, Drainage & Servicing Plan for each lot is required to be provided to the satisfaction of the Town of Minto prior to the issuance of a Building Permit; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 11) **THAT** the owner/applicant confirms they are aware that the foundations of the proposed semi-detached dwellings are to be pinned by an Ontario Land Surveyor; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 12) **THAT** the owner/applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 13) **THAT**

*****Conditions may be deleted, added to, or changed at meeting*****

County of Wellington Planning and Land Division Committee
Deborah Turchet, Secretary-Treasurer
Wellington County Administration Centre
74 Woolwich Street, Guelph, ON N1H 3T9

May 25, 2023

NOTICE OF CONSIDERATION IN PUBLIC FORUM

Pursuant to SECTION 53 of the ONTARIO PLANNING ACT and applicable Regulations

with respect to Application for consent,

File B24-23

APPLICANT

Cole Robinson
345 York St.
PO Box 136
Palmerston NOG 2P0

LOCATION OF SUBJECT LANDS

Town of Minto (Palmerston)
Lot 74, Survey Caswell & Clement's
213 Elgin Street

Proposed severance is 445.1 square metres with 10.3m frontage (severance #2 on sketch), vacant land for proposed semi-detached residential.

Retained lot is 473.1 square metres with 10.3m frontage (retained #2 on sketch), vacant land for proposed semi-detached residential.

AND FURTHER TAKE NOTICE that the Committee has appointed **THURSDAY, JUNE 08, 2023** for the purpose of considering this **EXPEDITED APPLICATION**.

CONSIDERATION WILL BE HELD IN THE: 3A (Keith Room)
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Guelph, Ontario N1H 3T9

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TO: Kim Pilon - Moorefield Excavating

REPORT SUMMARY

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Date of Consideration: 06/08/2023 **EXPEDITED**
File Number: B25-23
Applicant: Cathryn Robinson
Subject Lands: Town of Minto (Palmerston) - Lot 75, Survey Caswell & Clement's, 209 Elgin Street

Proposal is a request for consent to convey fee simple for a proposed urban residential semi-detached 473.2 sq.m, 10.3m fr (severance 3 on sketch); retained being 473.3 sqm. (retained #3 on sketch)

ISSUES: none

SUMMARY of FILED REPORTS and COMMENTS:

Planning Review	notice cards were posted at time of site visit; consolidated comments of B23-23 - B25-23; applications are consistent with Provincial Policy and generally conform to Official Plan; property located within Urban Centre of Palmerston designated Residential; staff recommends approval
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May 25, 2023

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Pursuant to SECTION 53 of the ONTARIO PLANNING ACT and applicable Regulations

with respect to Application for consent,

File B25-23

APPLICANT

Cathryn Robinson
345 York St.
PO Box 136
Palmerston N0G 2P0

LOCATION OF SUBJECT LANDS

Town of Minto (Palmerston)
Lot 75, Survey Caswell & Clement's
209 Elgin Street

Proposed severance is 473.2 square metres with 10.3m frontage (severance #3 on sketch), vacant land for proposed semi-detached residential.

Retained lot is 473.3 square metres with 10.3m frontage (retained #3 on sketch), vacant land for proposed semi-detached residential.

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- ⇒ **open appropriate agenda**

TO Kim Pilon - Moorefield Excavating



RECEIVED

MAY 16 2023

SECRETARY TREASURER
WELLINGTON COUNTY
LAND DIVISION COMMITTEE

Application Location B23/23, B24/23 & B25/23
Lot 73, 74, and 75 Survey Caswell & Clement's
TOWNSHIP OF WELLINGTON MINTO (Palmerston)
Applicant/Owner Cathryn and Cole Robinson

PLANNING OPINION: These applications propose to sever three (3) vacant lots in the Urban Centre of Palmerston for residential purposes:

Parcel ID	Lot Area	Frontage
Severed (1)	472 m ² (5,080 ft ²)	9.6 m (31.5 ft)
Retained (1)	435.5m ² (4,688 ft ²)	10.3 m (33.8 ft)
Severed (2)	445.1 m ² (4,791 ft ²)	10.3 m (33.8 ft)
Retained (2)	473.1 m ² (5,092 ft ²)	10.3 m (33.8 ft)
Severed (3)	473.2 m ² (5,093 ft ²)	10.3 m (33.8 ft)
Retained (3)	473.3 m ² (5,094 ft ²)	10.3 m (33.8 ft)

This application is consistent with Provincial Policy and generally conforms to the County Official Plan. Planning staff recommends approved subject that the following can be addressed as conditions of approval:

- a) That driveway access can be provided to the severed and retained lands to the satisfaction of the local municipality;
- b) That servicing is available for the severed and retained lands to the satisfaction of the local municipality;

A PLACE TO GROW: The subject property is located within Urban Centre of Palmerston. Section 2.2.1.2 a) states the vast majority of growth will be directed to settlement areas that i) have a delineated built up boundary; ii) have existing or planned municipal water and wastewater systems; and iii) can support the achievement of complete communities. The subject lands represent a designated greenfield area as the lands are located outside of the existing, built boundary,

PROVINCIAL POLICY STATEMENT (PPS): The subject property is located within the Urban Centre of Palmerston. Section 1.1.3.1 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated RESIDENTIAL and located within the Urban Centre of Palmerston according to Schedule A5-3 of the Official Plan. Urban Centres are expected to provide a full range of land uses opportunities, including residential uses of various types and densities.

Within the Residential designation, a variety of housing types shall be allowed. It is understood that the subject severances are for semidetached dwellings. Section 8.3.5 allows semi detached dwellings in areas designated as Residential, subject to the Zoning By-law and criteria, including compatibility considerations.

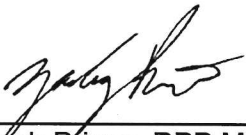
Section 10.6.2 states that new lots may be created in Urban Centres provided that the land will be appropriately zoned. The proposed severed lands are zoned Residential (R2) Zone, semi detached units are permitted uses.

The matters under section 10.1.3 were also considered, including item b) "that all lots can be adequately serviced with water, sewage disposal...", item d) "that all lots will have safe driveway access to an all-season maintained public road..." and item l) "that the proposed lots and uses are compatible with and designed to minimize adverse impacts on surrounding uses".

WELL HEAD PROTECTION AREA: The subject property is located within WHPA C with a vulnerability score of 6. A small portion of the site is also identified as having a vulnerability score of 6.

LOCAL ZONING BY-LAW: The subject property is currently Residential (R2) Zone. The zoning permits semi detached dwellings, the proposed individual lots meet the minimum requirements for lot frontage and area.

SITE VISIT INFORMATION: The subject property was visited and photographed on April 26th, 2023. Notice Cards were posted, and the survey sketch appears to meet the application requirements.


Zach Prince, RPP MCIP
Senior Planner
May 16th, 2023

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

File: B23-23

APPLICANT

Cathryn & Cole Robinson
345 York St.
PO Box 136
Palmerston N0G 2P0

LOCATION OF SUBJECT LANDS

Town of Minto (Palmerston)
Lot 73, Survey Caswell & Clement's
217 Elgin Street

Proposed severance is 472.4 square metres with 9.6m frontage (severance #1 on sketch), vacant land for proposed semi-detached residential.

Retained lot is 435.5 square metres with 10.3m frontage (retained #1 on sketch), vacant land for proposed semi-detached residential.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23-41-000-001-01037-0000

Does this description reasonably describe the parcel holdings? YES (X) NO ()

If the answer is no, please provide new information:

Do you consider this proposal to conform to your Official Plan? YES (X) NO ()

What sections does it conform to or contravene? (Please specify)

Conforms to Section 10.6.2 and 10.1.3 of the County of Wellington's Official Plan.

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES (X) NO []

(Please Specify):

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES (X) NO []

(Please Specify):

If necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES () NO () NA (X) or Minor Variance YES () NO () NA (X)

Is proposal on an opened maintained year-round public road? YES (X) NO []

If answer is NO, is municipality willing to enter into an agreement regarding the use of the seasonal road, or opening up the road?

Please specify

Is the Proposed Lot(s) serviced now by Municipal Water? YES (X) NO ()

Is the Retained Lot serviced now by Municipal Water? YES (X) NO ()

Is the Proposed Lot(s) serviced now by Municipal Sewers? YES (X) NO ()

Is the Retained Lot serviced now by Municipal Sewers? YES (X) NO ()

Is there a Capital Works Project underway to service these lots in the near future? YES () NO (X)

Approximate Time of Servicing Availability:

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

RECEIVED

MAY 11 2023

SECRETARY TREASURER
WILLINGTON COUNTY
LAND DIVISION COMMITTEE

InsufficientMemory

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Continued to Page 2

MUNICIPALITY COMMENTING FORM

File: B23-23

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?
YES ☐ NO ☐

N/A - the property is located within the urban boundary of Palmerston.

Is there any further information that may assist the Planning and Land Division Committee?
[A letter may be attached if there is insufficient space to explain]

Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

Is the Municipality in support of this application? YES (X) NO ()

Yes, with the recommended conditions. Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

What Conditions, if any, are requested by the Municipality if the Consent is granted?

Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

Does the Municipality request a Notice of the Decision? YES (X) NO ()

Please send digitally.

SIGNATURE	<u>Ashley Sawyer</u>	(Ashley Sawyer)
TITLE	<u>Planning Coordinator</u>	
ADDRESS	<u>5941 Highway 89, Harriston ON N0G 1Z0</u>	
DATE	<u>May 9, 2023</u>	

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

File: B24-23

APPLICANT

Cole Robinson
345 York St.
PO Box 136
Palmerston NOG 2P0

LOCATION OF SUBJECT LANDS

Town of Minto (Palmerston)
Lot 74, Survey Caswell & Clement's
213 Elgin Street

Proposed severance is 445.1 square metres with 10.3m frontage (severance #2 on sketch), vacant land for proposed semi-detached residential.

Retained lot is 473.1 square metres with 10.3m frontage (retained #2 on sketch), vacant land for proposed semi-detached residential.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23-41-000-001-01035-0000

Does this description reasonably describe the parcel holdings? YES (X) NO ()

If the answer is no, please provide new information: _____

Do you consider this proposal to conform to your Official Plan? YES (X) NO ()

What sections does it conform to or contravene? (Please specify)

Conforms to Section 10.6.2 and 10.1.3 of The County of Wellington's Official Plan.

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES (X) NO []

(Please Specify): _____

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES (X) NO []

(Please Specify): _____

If necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES () NO () NA (X) or Minor Variance YES () NO () NA (X)

Is proposal on an opened maintained year-round public road? YES [] NO []

If answer is NO, is municipality willing to enter into an agreement regarding the use of the seasonal road, or opening up the road?

Please specify _____

Is the Proposed Lot(s) serviced now by Municipal Water? YES (X) NO ()

Is the Retained Lot serviced now by Municipal Water? YES (X) NO ()

Is the Proposed Lot(s) serviced now by Municipal Sewers? YES (X) NO ()

Is the Retained Lot serviced now by Municipal Sewers? YES (X) NO ()

Is there a Capital Works Project underway to service these lots in the near future? YES () NO (X)

Approximate Time of Servicing Availability: _____

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

File: B24-23

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?

YES ☐ NO ☐

N/A - the property is located within the urban boundary of Palmerston.

Is there any further information that may assist the Planning and Land Division Committee?
[A letter may be attached if there is insufficient space to explain]

Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

Is the Municipality in support of this application? YES (X) NO ()

Yes, with the recommended conditions. Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

What Conditions, if any, are requested by the Municipality if the Consent is granted?

Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

Does the Municipality request a Notice of the Decision? YES (X) NO ()

Please send digitally.

SIGNATURE

Ashley Sawyer

(Ashley Sawyer)

TITLE

Planning Coordinator

ADDRESS

5941 Highway 89, Harriston ON N0G 1Z0

DATE

May 9, 2023

MUNICIPALITY COMMENTING FORM

The Planning and Land Division Committee, in considering the following application, respectfully requests input from the municipality. The Application and Sketch are enclosed for your information.

File: B25-23

APPLICANT

Cathryn Robinson
345 York St.
PO Box 136
Palmerston N0G 2P0

LOCATION OF SUBJECT LANDS

Town of Minto (Palmerston)
Lot 75, Survey Caswell & Clement's
209 Elgin Street

Proposed severance is 473.2 square metres with 10.3m frontage (severance #3 on sketch), vacant land for proposed semi-detached residential.

Retained lot is 473.3 square metres with 10.3m frontage (retained #3 on sketch), vacant land for proposed semi-detached residential.

PLEASE PROVIDE COMPLETE PROPERTY ASSESSMENT ROLL NUMBER: 23-41-000-001-01030-0000

Does this description reasonably describe the parcel holdings? YES (X) NO ()

If the answer is no, please provide new information: _____

Do you consider this proposal to conform to your Official Plan? YES (X) NO ()

What sections does it conform to or contravene? (Please specify)

Conforms to Section 10.6.2 and 10.1.3 of the County of Wellington's Official Plan.

Will the Severed Parcel comply with all requirements of the Zoning By-law? YES (X) NO []

(Please Specify): _____

Will the Retained Parcel comply with all requirements of the Zoning By-law? YES (X) NO []

(Please Specify): _____

If necessary, would the Municipality be prepared to consider an Amendment to the Zoning By-law to permit the proposal to conform? YES () NO () NA (X) or Minor Variance YES () NO () NA (X)

Is proposal on an opened maintained year-round public road? YES (X) NO []

If answer is NO, is municipality willing to enter into an agreement regarding the use of the seasonal road, or opening up the road?

Please specify _____

Is the Proposed Lot(s) serviced now by Municipal Water? YES (X) NO ()

Is the Retained Lot serviced now by Municipal Water? YES (X) NO ()

Is the Proposed Lot(s) serviced now by Municipal Sewers? YES (X) NO ()

Is the Retained Lot serviced now by Municipal Sewers? YES (X) NO ()

Is there a Capital Works Project underway to service these lots in the near future? YES () NO (X)

Approximate Time of Servicing Availability: _____

Are there any other servicing arrangements, Municipal easements or Municipal Drains on the subject lands?

MUNICIPALITY COMMENTING FORM

File: B25-23

Is the Municipality's Building Official satisfied that there is a sufficient site on the severed parcel for individual well and septic services?
YES [] NO []

N/A - the property is located within the urban boundary of Palmerston.

Is there any further information that may assist the Planning and Land Division Committee?
[A letter may be attached if there is insufficient space to explain]

Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

Is the Municipality in support of this application? YES (X) NO ()

Yes, with the recommended conditions. Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

What Conditions, if any, are requested by the Municipality if the Consent is granted?

Please see attached the Town of Minto's staff report to Council, as well as the recommended conditions on behalf of the Town.

Does the Municipality request a Notice of the Decision? YES (X) NO ()

Please send digitally.

SIGNATURE	<u>Ashley Sawyer</u>	(Ashley Sawyer)
TITLE	<u>Planning Coordinator</u>	
ADDRESS	<u>5941 Highway 89, Harriston ON NOG 1Z0</u>	
DATE	<u>May 9, 2023</u>	



County of Wellington
Deborah Turchet
Secretary-Treasurer Land Division
Email: debt@wellington.ca

May 9th, 2023

Re: B23/23, B24/23, and B25/23 Consent Application
Cathryn & Cole Robinson
Town of Minto (Palmerston)
Lot 73, 74 & 75, Survey Caswell & Clement's
209, 213 & 217 Elgin Street

The Council of the Town of Minto met on April 25th, 2023, to consider the above noted and passing the following Motion:

MOTION: COW 2023-072

Moved By: Deputy Mayor Anderson; Seconded By: Councillor Gunson

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee approve Consent Applications B23/23, B24/23 & B25/23 – Robinson, for land legally described as Lots 73-75, Survey Caswell & Clement's, in the former Town of Palmerston, Town of Minto, County of Wellington, and that the following conditions be considered:

1. THAT the owner/applicant satisfies all the requirements of the Town of Minto, financial and otherwise, which the Town of Minto may deem to be necessary for the proper and orderly development of the subject lands, including but not limited to, the payment of any monies owed to the Town of Minto, and that all accounts are in good standing; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

5941 Highway #89
Harriston, Ontario
NOG 1Z0

tel: 519-338-2511
fax: 519-338-2005

www.town.minto.on.ca

2. THAT the owner/applicant satisfy the requirements of the Town of Minto in reference to parkland dedication as provided for in the Planning Act, R.S.O, 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

3. THAT the owner/applicant confirms there is satisfactory access for both severed parcels and the retained parcel from the road authority with jurisdiction; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

4. THAT the owner/applicant obtains confirmation from the Town of Minto that servicing can currently be accommodated to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

5. THAT the owner/applicant confirms they are aware that the current servicing to the retained and severed lots is for a semi-detached dwelling on each lot, and that should the development type change to require more servicing infrastructure, the cost is required to be paid solely by the developer; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

6. THAT the owner/applicant confirms they are aware that an individual Grading, Drainage & Servicing Plan for each lot is required to be provided to the satisfaction of the Town of Minto prior to the issuance of a Building Permit; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

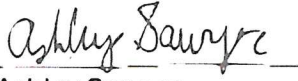
7. THAT the owner/applicant confirms they are aware that the foundations of the proposed semi-detached dwellings are to be pinned by an Ontario Land Surveyor; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

8. THAT the owner/applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.



Please consider this as formal notice of Council's decision on this matter. The Town of Minto staff report is also attached for your review.

Sincerely,

A handwritten signature in cursive script, reading "Ashley Sawyer", written over a horizontal line.

Ashley Sawyer
Planning Coordinator

Cc: Catharyn Robinson, Owner
Greg Ford, Wilson-Ford Surveying
Kim Pilon, Moorefield Excavating, Applicant/Agent





TOWN OF MINTO

MEETING DATE:

April 25th, 2023

REPORT TO:

Mayor Turton and Members of Council

SERVICE AREA:

Building Department

SUBJECT:

PLN 2023-020 – B23/23, B24/23 & B25/23: Robinson
Consent (Severance)
Elgin Street

RECOMMENDATION

THAT the Council of the Town of Minto recommends the County of Wellington Land Division Committee approve Consent Applications B23/23, B24/23 & B25/23 – Robinson, for land legally described as Lots 73-75, Survey Caswell & Clement's, in the former Town of Palmerston, Town of Minto, County of Wellington, and that the following conditions be considered:

1. THAT the owner/applicant satisfies all the requirements of the Town of Minto, financial and otherwise, which the Town of Minto may deem to be necessary for the proper and orderly development of the subject lands, including but not limited to, the payment of any monies owed to the Town of Minto, and that all accounts are in good standing; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
2. THAT the owner/applicant satisfy the requirements of the Town of Minto in reference to parkland dedication as provided for in the Planning Act, R.S.O, 1990, including, where applicable, paying cash-in-lieu of parkland in the amount of \$500 per lot or other specified in the applicable policy of the Town; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
3. THAT the owner/applicant confirms there is satisfactory access for both severed parcels and the retained parcel from the road authority with jurisdiction; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
4. THAT the owner/applicant obtains confirmation from the Town of Minto that servicing can currently be accommodated to the satisfaction of the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
5. THAT the owner/applicant confirms they are aware that the current servicing to the retained and severed lots is for a semi-detached dwelling on each lot, and that should the development type change to require more servicing infrastructure, the

cost is required to be paid solely by the developer; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

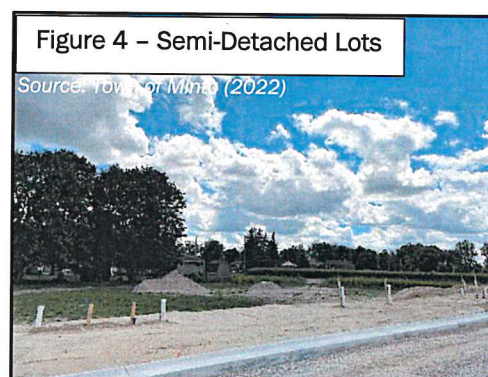
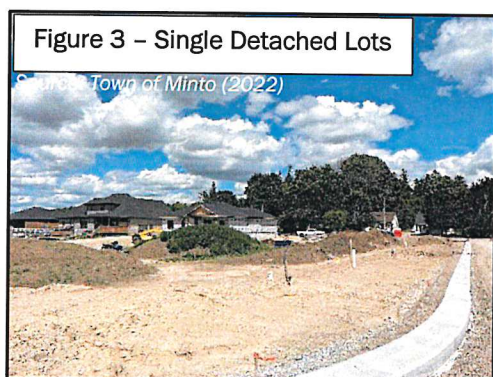
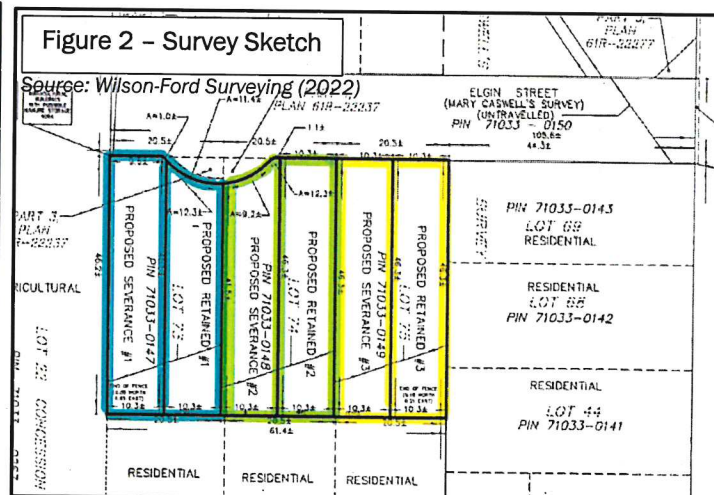
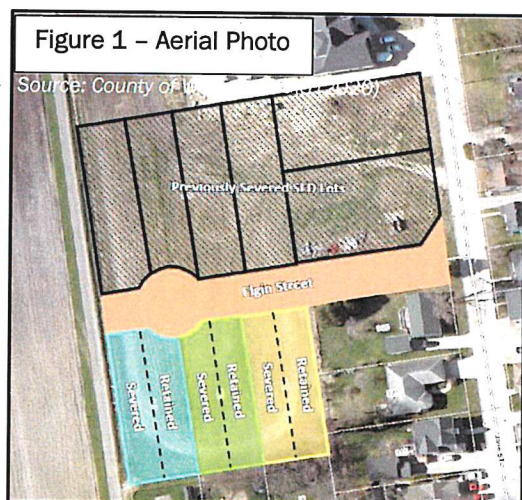
- 6. THAT the owner/applicant confirms they are aware that an individual Grading, Drainage & Servicing Plan for each lot is required to be provided to the satisfaction of the Town of Minto prior to the issuance of a Building Permit; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 7. THAT the owner/applicant confirms they are aware that the foundations of the proposed semi-detached dwellings are to be pinned by an Ontario Land Surveyor; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.
- 8. THAT the owner/applicant obtains a written statement from the Town of Minto confirming the proposed lots and associated land uses, buildings and structures comply with all applicable requirements in the Town of Minto; and further that the Town of Minto file with the Secretary-Treasurer of the Planning and Land Division Committee a letter of clearance of this condition.

BACKGROUND

Consent applications B23/23, B24/23 and B25/23 are being considered before the County of Wellington Land Division Committee to sever 3 existing vacant residential lots with proposed semi-detached dwellings into 6 lots within the urban boundary of Palmerston. The intent of the severances is to subdivide the semi-detached dwellings so that each half can be sold with distinct and separate ownership.

File Number	Civic Address	Severed	Retained
B23/23	217 Elgin St	+/- 0.12 ac (+/- 0.05 ha)	+/- 0.11 ac (+/- 0.04 ha)
B24/23	215 Elgin St	+/- 0.11 ac (+/- 0.04 ha)	+/- 0.12 ac (+/- 0.05 ha)
B25/23	211 Elgin St	+/- 0.12 ac (+/- 0.05 ha)	+/- 0.12 ac (+/- 0.05 ha)

Council may recall the six previously severed lots with frontage onto Jane St and Elgin St coming before them, as well as the Elgin St Extension Agreement and the road opening by-law. The developers are currently in the process of achieving substantial completion to complete Elgin St.



County of Wellington Official Plan

The subject property is currently designated by the County of Wellington Official Plan as Residential within the Urban Centre of Palmerston. Section 10.6.2 of the Official Plan states that lots may be created within Urban Centres provided that the lands are appropriately zoned. Additionally, Section 10.1.3 states that matters to be considered include that new lots must be consistent with Official Plan and Zoning regulations, that the lot can be adequately serviced, that it will have adequate stormwater management, drainage, fire protection, roads, utilities and solid waste disposal to accepted municipal standards, that all lots have a safe driveway access to an all-season maintained public road, and that the proposed lots and uses are compatible with the surrounding use. Town staff are satisfied that the four proposed severed lots meet these criteria with the recommended conditions.

Town of Minto Zoning By-law

The subject property is currently zoned as Residential (R2). Zoning provisions are proposed to be met regarding lot area and frontage. Town staff note that zoning provisions pertaining to setbacks, lot coverage, building height, etc. are still required to be met once building plans are completed.



Figure 3 – Official Plan Designation

Source: County of Wellington GIS (2020)



Figure 4 – Zoning

Source: County of Wellington GIS (2020)

COMMENTS

Town staff were circulated the application for review and the following comments were received.

Clerks

Standard financial conditions are recommended, including the payment of any monies owed to the Town of Minto, and that all accounts are in good standing.

Building Department

As part of the previous Consent application for the 2 lots fronting on Jane Street, the developer was required to enter into an agreement with the Town to extend Elgin Street and servicing down Elgin Street at the developer's sole cost. Town staff have been working with the developer for the past year regarding the construction of Elgin St and the extension of municipal services and are aware that the developer has completed the road construction phase to a point where Town staff can recommend Council to deem the road as open. The Town continues to hold securities for the works until they are completed to the Town's and our engineering consultant's satisfaction, with an amount being held back for a 2-year maintenance period.

Public Works Department

Standard conditions in relation to access and servicing are also included as conditions. The developer has previously submitted to the Town an overall Grading and Drainage Plan of the lots and will be required to continue to submit individual lot Grading, Drainage & Servicing Plans prior to Building Permit issuance for each lot.

The above comments will be addressed through the Town of Minto's recommended conditions.

STRATEGIC PLAN

Ensure growth and development in Clifford, Palmerston and Harriston makes cost effective and efficient use of municipal services, and development in rural and urban areas is well planned, reflects community interests, is attractive in design and layout, and is consistent with applicable County and Provincial Policies.

PREPARED BY: Ashley Sawyer, Planning Coordinator

RECOMMENDED BY: Chris Harrow, Interim Chief Administrative Officer
Mark Potter, Interim Chief Administrative Officer

MAY 04 2023

SECRETARY TREASURER
WELLINGTON COUNTY
LAND DIVISION COMMITTEE**MEMORANDUM**

TO: Deborah Turchet, Planning and Land Division Secretary-Treasurer, Wellington County

CC: Jana Poechman, Planning Administrative Clerk, Wellington County, via email
Cathryn and Cole Robinson, Applicants, via email

FROM: Anna Marie Soleski, Environmental Planner/Regulations Officer, MVCA

DATE: May 3, 2023

SUBJECT: Application for Consent to Sever: B23-23, B24-23, & B25-23.
Concession 1, Lots 73, 74, & 75, Minto Ward, Survey Mary Caswell, Town of Minto, County of Wellington, known as 217, 213 & 209 Elgin St

The Maitland Valley Conservation Authority (MVCA) has reviewed the above-noted application with respect to natural hazards in accordance with our Memorandum of Understanding with the County of Wellington; and in accordance with our delegated responsibility for representing the "Provincial Interest" for natural hazards; and relative to MVCA policies made under *Ontario Regulation 164/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)*. Based on our review, we offer the following comments.

It is our understanding that the purpose of this application is to create three new lots, to support three semi-detached dwellings.

Natural Hazards:

The subject properties are in proximity to the flood fringe of a two-zone floodplain.

MVCA Regulated Lands:

As per *Ontario Regulation 164/06*, floodplains, plus 15 meters of adjacent land from the boundary of the floodplain, is regulated by the Maitland Valley Conservation Authority (MVCA) under the *Conservation Authorities Act (R.S.O., 1990, chapter C.27)*. Subject to the regulation, any proposed development (construction, reconstruction, filling and/or site grading) interference and/or site alteration must be reviewed and approved by MVCA prior to any works beginning.

Background & Recommendation:

MVCA has previously reviewed a local flood study detailing the limitations of the Regional flood hazard under development conditions at the terminus of Jane St, including this area of Elgin St (September 2016 - Triton Engineering A6837A).

We have further looked at grading plans (March 2021 - Moorefield Excavating 201-101) for these properties indicating suitable elevations to provide access and secure building envelopes.

As such we find these applications to be in general conformance with the Provincial Policy Statement, 2020.

Thank you for the opportunity to comment at this time. Feel free to contact this office if you have any questions.



This map is for illustrative purposes only. Information contained hereon is not a substitute for professional review or a site survey and is subject to change without notice. The Maitland Valley Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any

Jana Poechman

From: Source Water <sourcewater@centrewellington.ca>
Sent: Monday, April 3, 2023 11:06 AM
To: Jana Poechman
Cc: Source Water
Subject: RE: B23-23-B25-23 - Elgin St. Palmerston
Attachments: WHPA_Map_Elgin_217_213_209.pdf

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you know the contents to be safe.

Hi Jana,

Thank you for providing the above referenced applications for review. Since these properties are located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), but the activity(ies), as indicated, would not create a significant drinking water threat, the applications can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the properties and Wellhead Protection Areas for your reference.

If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

Kind regards,
Danielle

Danielle Walker (she/ her) | Source Protection Coordinator

Wellington Source Water Protection | 1 MacDonald Square, Elora, ON, N0B 1S0
519.846.9691 x236 | DWalker@centrewellington.ca | www.wellingtonwater.ca
Toll free: 1-844-383-9800

Wellington Source Water Protection is a municipal partnership between the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington created to protect existing and future sources of drinking water.

From: Jana Poechman <janap@wellington.ca>
Sent: March 29, 2023 11:24 AM
To: Source Water <sourcewater@centrewellington.ca>
Subject: B23-23-B25-23 - Elgin St. Palmerston

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 Danielle.

Here are 3 applications for Elgin St. in Palmerston for your review.

We hope to circulate April 6th.

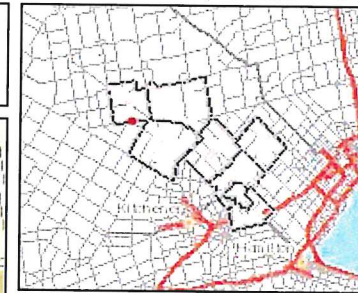
Thanks.
Jana

Jana Poechman
Development and Administration Coordinator
Planning and Development Department
County of Wellington
74 Woolwich Street
Guelph ON N1H 3T9
T 519.837.2600 x 2170
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Explore
Wellington

217, 213, 209 Elgin Street, Palmerston



Legend

Parcels

Roads

Local Road

County Road

Highway

Well Locations

Existing

Proposed

Issue Contributing Area

Chloride

Nitrate

Sodium

TCE

Wellhead Protection Area

A

B

C

D

Vulnerability Score

10

8, D; 8; 8, C

2, 4, 6 (A, B or C)

2,4,6, D; 2,4, D; 2, 4, 6 (D); 4, D; 6,

HVA

RoadsLookup

0.0 0 0.02 0.0 Kilometers

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Notes