



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO/Clerk
From: Liam Morgan, Development Planner
Date: September 19th, 2024
Re: Planning Information Report – Zoning By-law Amendment and Draft Plan of Subdivision – MPC22-801 – 537086 Main Street

1.0 BACKGROUND

The Township received two (2) applications from GSP Group Inc. (herein referred to as the 'applicant') on behalf of Angelo Carnevale (herein referred to as the 'Owner') in the form of a Zoning By-law amendment and Draft Plan of Subdivision. The proposed Zoning By-law amendment aims to implement a site-specific zoning policy that rezones the subject lands from *Development (D)* to a combination of *Hamlet Residential (R1-11)* and *Open Space Conservation (OS2)*. This rezoning will provide a foundation for the Draft Plan of Subdivision application and, ultimately, allow for the development of a residential subdivision.

Prior to the two (2) applications being submitted, a pre-consultation application was submitted by the applicant on July 12th, 2022. Comments were received from the County of Dufferin, Township of Melancthon Planning division, Township of Melancthon Chief Administrative Officer (CAO), Nottawasaga Valley Conservation Authority (NVCA), Niagara Escarpment Commission, and the Shelburne and District Fire Department. The applications were submitted by the applicant on July 9th, 2024; however, after consultation with the Township Senior Planner, it was determined that the Zoning By-law amendment application process will be completed first prior to undertaking the Draft Plan of Subdivision process. As such, a complete application memo for the Zoning By-law amendment application was finalized on July 30th, 2024. A circulation of the submitted Zoning By-law amendment application materials for comments by internal and external agencies was conducted by Township of Melancthon Planning staff on August 6th, 2024.

The purpose of the following report is to provide Council with preliminary context, as well as a general status update, on the application as a whole. It is not the intent of this report to provide a planning recommendation on the Zoning By-law amendment application. At this time, Council is not required to determine whether the application represents 'good planning', as well as whether it should be accepted or refused.

2.0 DESCRIPTION OF SUBJECT LANDS

The lands subject to the Zoning By-law amendment application are municipally known as 537086 Main Street and legally described as Melancthon Part Lot 13, Concession 2 OS (Roll Number: 221900000116600).

The subject lands are approximately 10.2 hectares (25.2 acres) in size and have a lot frontage of approximately 100 metres onto Main Street and 218 metres onto Dufferin County Road 124.



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Presently, the subject lands are vacant and entail vegetation and an agricultural field. Surrounding land uses include predominately agricultural and rural lands, as well as single-family detached residential homes.

An aerial of the subject lands has been provided for reference below in Figure 1.

Figure 1: Aerial of Subject Lands



3.0 PROPONENT APPLICATION

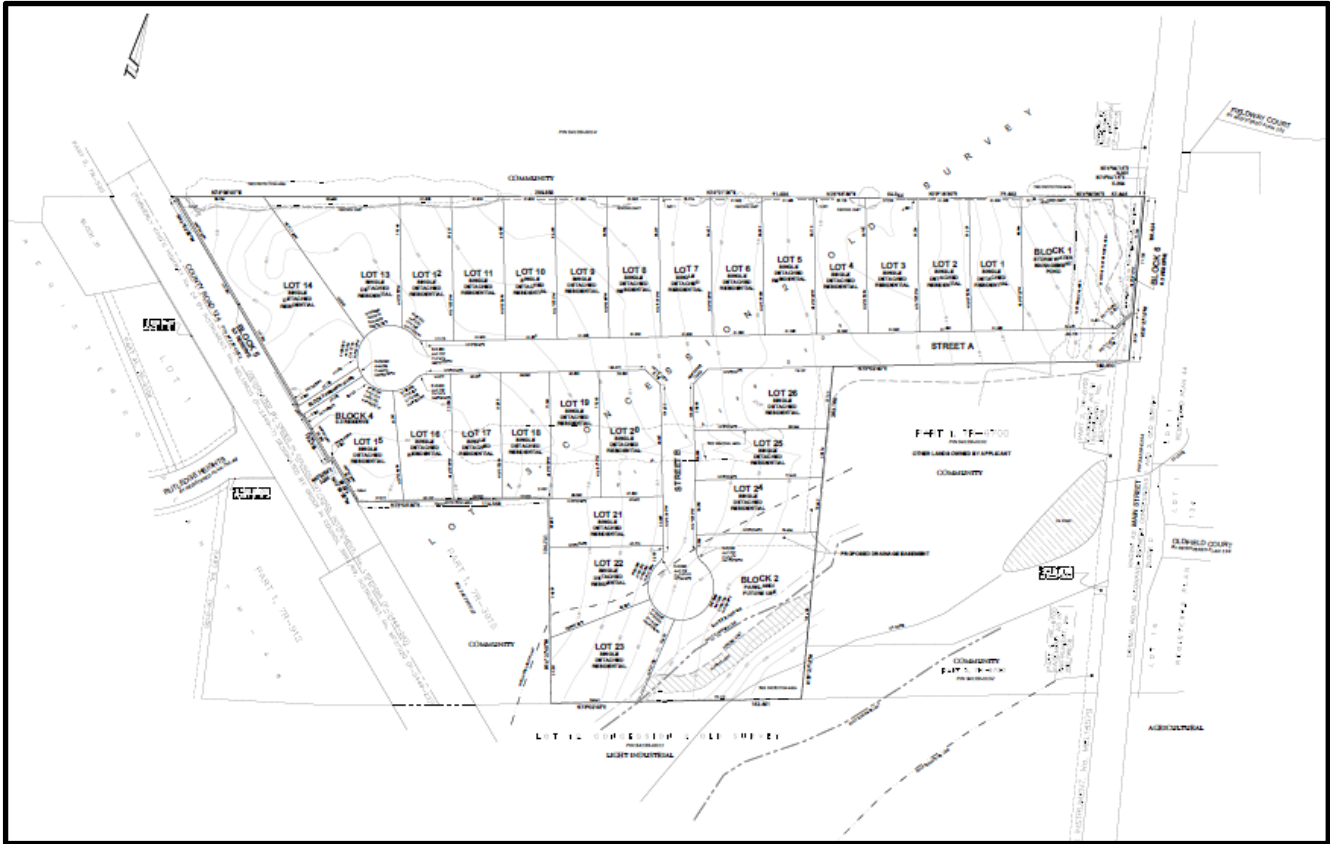
The goal of the two applications is to eventually construct a residential subdivision in the Horning Mill's community. The final expected built form of the subdivision will entail 26 single detached residential lots, a stormwater management facility, and a future parkland lot.

An illustration of the site plan has been provided below in Figure 2.



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Figure 2: Site Plan for Subject Lands



4.0 SUMMARY OF TECHNICAL REPORTS SUBMITTED

The planning consultant has submitted the following technical reports and information to the Township in support of the proposed Zoning By-law amendment and Draft Plan of Subdivision:

- 1. Application Form (Zoning and Draft Plan of Subdivision), prepared by *GSP Group Inc.*, dated July 3rd, 2024.
- 2. Aggregate Resource Assessment, prepared by *Cambium Inc.*, dated February 26th, 2024.
- 3. Archaeological Property Assessment (Stage 1-2), prepared by *Amick Consultants Ltd.*, dated July 2018.
- 4. Archaeological Stage 2: Assessment, prepared by *Fisher Archaeological Consulting*, dated November 24th, 2023.
- 5. Draft Plan of Subdivision, prepared by *Van Harten Surveying Inc.*, dated N/A.
- 6. Environmental Impact Study, prepared by *Azimuth Environmental Consulting Inc.*, dated April 2024.
- 7. Functional Servicing and Preliminary Stormwater Management Report, prepared by *Pearson Engineering*, dated March 2024.
- 8. Geotechnical Investigation Report, prepared by *Cambium Inc.*, dated March 11th, 2024.
- 9. Hydrogeological Assessment Report, prepared by *Cambium Inc.*, dated July 3rd, 2024.



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10. Ministry of Heritage, Sport, Tourism, Culture Industries Letter of Archaeological Assessment Review, prepared by *Heather Kerr (Archeology Review Officer)*, dated November 28th, 2019
11. Planning Justification Report, prepared by *GSP Group Inc.*, dated July 2024.
12. Urban Design Guidelines, prepared by *GSP Group Inc.*, dated April 2024.
13. Vegetation Protection and Restoration Plan, prepared by *Azimuth Environmental Consulting Inc.*, dated April 2024.
14. Visual Impact Assessment Study, prepared by *Baker Turner Inc.*, dated March 28th, 2024.

5.0 SUMMARY OF COMMENTS RECEIVED

To date, comments have been provided by three (3) agencies. Those agencies, and a high-level summary of their respective comments, are further outlined below.

5.1. Township of Melancthon Engineer (RJ Burnside)

The Township Engineer provided comments on August 22nd, 2024. In their comment submission, they noted that it would be premature to rezone the property prior to addressing the details of the draft plan of subdivision. In addition, they also provided the following comments:

- Although the PJR indicates that the Zoning By-Law amendment is proposed to recognize the proposed residential lots, stormwater management facility, and significant woodlot there does not appear to be any plan that identifies the proposed boundaries between these different zones.
- Any proposed zoning of the Stormwater Facility will be premature prior to reviewing the Draft Plan of Subdivision and determining whether or not the proposed sizing and location of the facility is satisfactory to the Township.
- In the absence of proposed zone boundaries, we did not undertake any review of the EIS. There needs to be correlation between the EIS, the zoning bylaw, and the draft plan.
- Likewise, it is premature to make site specific zone requirements for Lots 13, 15 and 23 until the plan is reviewed and lot sizes and configurations are confirmed. On preliminary review, the cul-de-sac radii are only 20m. The previous Melancthon subdivision had 23m radii which still raised questions for school bus usage. The current plan will undoubtedly need to be revised, and the lot frontages will certainly be affected.



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5.2. *Shelburne and District Fire Department*

The Shelburne and District Fire Department submitted comments to Township Planning staff on August 8th, 2024. The fire chief noted that they had no concerns with the Zoning By-law amendment application.

5.3. *County of Dufferin*

Comments were provided by the County Planning Coordinator on September 6th, 2024. This commenting package included comments from Building Services, Planning, and the Engineering division. Comments from each of the aforementioned divisions are as follows:

- *Building Services*
 - Sewage system clearance shall comply with Ontario Building Code Div. B Article 8.2.1.4.
 - Fire department access to buildings shall conform to OBC Div.B 9.10.20.3 and take into account connections with public thoroughfares, weight of firefighting equipment, width of roadway, radius of curves, overhead clearance, location of fire hydrants, locations of fire department connections and vehicular parking.
- *Planning Division*
 - The subject lands are in a Significant Groundwater Recharge Area and, as such, the applicant shall confirm with the Nottawasaga Valley Conservation Authority (NVCA) that there are no concerns regarding the Significant Groundwater Recharge Area.
- *Engineering Division*
 - The County requires a 0.3 metre reserve along the entire length of the subject property fronting County Road 124.
 - Please note that no access will be permitted along County Road 124. This includes the proposed emergency access.
 - Traffic Impact Study (TIS) was not included in the submission package, with the subsequent submission please provide a TIS. The study shall assess the impact on County Road 124.
 - It is recommended that a Traffic Geometric Plan be provided to the local municipality for review and approval for the proposed streets.
 - Uncontrolled drainage will not be permitted to the County Right of Way.



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- Please clarify the need to use two separate storm events. Additionally, please confirm what storm (SCS or Chicago) was used to size the proposed swim pond.

6.0 ANALYSIS

Upon reviewing the technical materials submitted, as well as internal and external agency comments received to date, it was determined that there were several notable information gaps in the technical material submitted. Given that determination, Township Planning staff believe that the applicant, and respective consultants, should revise the technical materials to address the comments provided and resubmit as part of a second submission for the Zoning By-law amendment application. Once a second submission is received, Township Planning staff will initiate the review and recirculation process again to obtain further comments from the necessary internal and external agencies. When all comments have been addressed by the applicant and their consultant team, Township Planning staff will bring forth a recommendation report regarding the Zoning By-law amendment application to a future Council meeting. Until then, it is suggested that the applicant work alongside Township Planning staff to ensure all outstanding technical material comments have been resolved.

As a final note, when the Zoning By-law Amendment application has been approved by Council, Township Planning staff will proceed with reviewing and circulating the Draft Plan of Subdivision application. In addition, a separate recommendation report will be prepared by Township Planning staff for this application. The separation of the applications into two distinct processes was deemed appropriate because of the need to establish a zoning policy base for the subject lands.

7.0 CONCLUSION AND NEXT STEPS

It is the belief of Township Planning staff that several outstanding matters relating to the Zoning By-law Amendment application are present, as outlined in section 6.0. Should Council agree with that assertion and, ultimately, approve this report, then the following next steps are to take place.

1. Additional comments are anticipated to be received over the coming days and weeks and will be circulated to the applicant and their consultant team.
2. The applicant and their consultant team will undertake the necessary revisions to the technical materials initially submitted and resubmit them as part of a second submission.
3. Township Planning staff will review and circulate the updated technical materials to the necessary internal and external agencies for further commenting.
4. Steps 2 and 3 will continue to be undertaken until such time that there are no additional revisions required to the Zoning By-law Amendment application and associated technical materials.
5. Recommendation report will be prepared by Township Planning staff and submitted for review at a future Council meeting.



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6. Once the Zoning By-law Amendment application has been approved by Council, Township Planning staff will initiate a review and circulation of the Draft Plan of Subdivision application.

8.0 RECOMMENDATION

If Council concurs with the conclusion of this report the following recommendation is provided for consideration:

1. *That the application for Zoning By-law Amendment submitted by GSP Group Inc. be received together with this report and that Township Planning staff be requested to inform the applicant that a resubmission of the technical materials is required.*

Prepared by:

A handwritten signature in black ink, appearing to be "LM".

Liam Morgan

Development Planner

Township of Melancthon

Approved by:

A handwritten signature in blue ink, appearing to be "SY".

Silva Yousif

Senior Planner

Township of Melancthon