



## TOWNSHIP OF WOOLWICH

Development Services, Box 158, 24 Church Street West, Elmira, Ontario N3B 2Z6

Phone: 519-669-1647 or 1-877-969-0094 Fax: 519-669-4669

Email: [planning@woolwich.ca](mailto:planning@woolwich.ca)

Webpage: [www.woolwich.ca](http://www.woolwich.ca)

# PROPOSED ZONE CHANGE AND DRAFT PLAN OF SUBDIVISION

## Why did you receive this notice?

You have received this notice because a property owner near your residence or business has asked the Township to change the zoning on a property as well as develop a plan of subdivision on the lands.

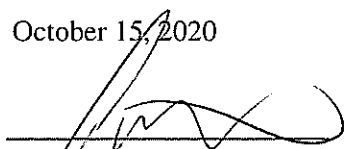
Each time an application is made for any of the above changes the Township follows a specific public notification process. A minimum of 20 days prior to the Public Meeting, everyone within 150 metres of the property or building to be rezoned / developed is notified of the following:

- ◆ Date and time, of a public meeting
- ◆ deadlines for comments
- ◆ site maps
- ◆ details of the application

The rest of this notice contains all of the details about the applications and how you can give your input. If you have any questions about the information contained in this notice, please contact the undersigned at 519-669-1647 or 1-877-969-0094 (ext. 6038).

Email: [jvink@woolwich.ca](mailto:jvink@woolwich.ca)

DATE: October 15, 2020

  
Jeremy Vink, Manager of Planning

PS You can find out more about the Zone Change and Plan of Subdivision process on the back of this notice.

## APPLICANT / LOCATION:

**Old Scout Limited  
1065 Old Scout Place, St. Jacobs**

**Your Invitation To Participate in the Zone Change,  
and Plan of Subdivision Process  
Here is how, when & where**

The Township of Woolwich has received an application to amend (change) the Comprehensive Zoning By-law of the Township of Woolwich and the Regional Municipality of Waterloo has received a Plan of Subdivision application. The details of these applications are given on the following pages of this notice.

The **VIRTUAL Public Meeting** to discuss these applications will be held on:

**Tuesday, November 10, 2020 at 7:00 p.m.**

This meeting is required by the Planning Act, 1990. At this meeting, members of Township Council will listen to any comments or presentations in favour of and/or in opposition to the application.

**NO DECISION WILL BE MADE AT THIS MEETING.** Its purpose is only to receive comments and information from people or agencies who are interested in the Zone Change and Plan of Subdivision process.

**Please note this will be a virtual meeting only and public attendance at the Township offices will not be permitted. On the following pages is information on how you can submit comments, view or participate in the meeting. You may also contact Development Services staff by sending an email to [planning@woolwich.ca](mailto:planning@woolwich.ca) or by phone at 519-669-6040 if you have any questions.**

## HOW TO PARTICIPATE

As in-person meetings are not an option at this time, you can view or participate in the Public Meeting as follows:

**VIEW** the Public Meeting / Council meeting livestream on the Woolwich Township Youtube channel at the following link <https://www.youtube.com/channel/UCOnLIF3SrK2gLEBjkq8pIMQ> ;

**PARTICIPATE** in the Public Meeting by **REGISTERING** with the Committee Clerk on or before 4:30 pm on Thursday November 5, 2020. To register please:

- email [asmyth@woolwich.ca](mailto:asmyth@woolwich.ca) or phone 519-669-6004; or
- visit [www.woolwich.ca/delegations](http://www.woolwich.ca/delegations) for more information on speaking before Council and to register through the online delegation request form.

When registering you must provide your name, phone number, email and the application number you would like to comment on. Once you are registered the Committee Clerk will forward information on how to connect to the Zoom meeting (i.e. zoom Wi-Fi login or conference call number).

If you are concerned that you do not have access to phone or internet or are otherwise concerned about the reliability of your signal please ensure that you submit written comments, see instructions below. Written comments do not negate your opportunity to also speak at the Public Meeting but do ensure your voice is heard should your electronic connection to the meeting not work.

If you are unsure whether or not you would like to speak at the meeting but want to listen and have the option to comment on a particular application, please register with the Committee Clerk (see above information). You will not be required to speak if you do not want to.

## WHY REGISTER

By registering staff can ensure that you are permitted access to the virtual meeting, we know which application you are commenting on and, can call on you at the appropriate time to comment if you wish to do so. As it is virtual, registering will provide a level of security that is necessary to prevent unwanted guests from disrupting the meeting.

## SUBMITTING COMMENTS AND REQUESTING NOTIFICATION

You can express your concerns/ comments about the proposed changes in writing to the Township of Woolwich. Any comments received on or before **Tuesday, November 3, 2020** (Note that this date is before the public meeting) will be included in a report prepared by Development Services and presented at the Public Meeting. Any comments received after the Public Meeting, but prior to Council making a decision on the applications, will be considered.

The personal information accompanying your submission is being collected under the authority of the Planning Act and may form part of the public record which may be released to the public. This information is collected and maintained for the purpose of creating a record that is available to the general public at the Committee of the Whole and Council meetings. Please note that while the Committee of the Whole and Council may redact some personal information such as email addresses and phone numbers, your submissions will otherwise be made public in their entirety. Questions about this collection should be directed to the Records and Freedom of Information Officer at 519-669-1647 or 1-877-969-0094 ext. 6005.

If you wish to be notified of future meetings and reports regarding these applications or the decision of the proposed zoning by-law, please:

- submit a written request, noting that you wish to be kept informed, to the Township of Woolwich, Development Services, 24 Church Street West, Box 158, Elmira, Ontario N3B 2Z6, or
- email your request noting that you wish to be kept informed to [planning@woolwich.ca](mailto:planning@woolwich.ca)

If Council approves the change, a notice will be mailed to you explaining the By-law.

If you wish to be notified of the decision of the Council of the Regional Municipality of Waterloo in respect of the proposed plan of subdivision, you must make a written request to the Regional Clerk and the Commissioner of Planning Development and Legislative Services at the Regional Municipality of Waterloo, 150 Frederick Street, Kitchener, Ontario N2G 4J3.

## **DETAILS OF THE APPLICATIONS**

### **ZONE CHANGE APPLICATION 6/2020 & DRAFT PLAN OF SUBDIVISION 30T-20702**

Take Notice that in accordance with the Planning Act, R.S.O., 1990, c.P.13, as amended, the Township of Woolwich has received a complete application for a proposed Zone Change and the Region of Waterloo has received and circulated a complete application for a proposed plan of Subdivision for lands owned by Old Scout Limited and located at 1065 Old Scout Place, St. Jacobs, which are more specifically described below. This notice will also summarize the details of these applications and will include a location map, proposed draft plan and zoning layout of the subject lands. Please be advised that Notice of a Complete Application does not indicate whether the municipality is in support of, or in opposition to the proposal. That determination will be made at a later date.

The Township of Woolwich will hold a Public Meeting, under Sections 34 and 51 of the Planning Act, to consider the following Zone Change and Draft Plan of Subdivision applications. No decisions will be made at this meeting; its purpose is to provide additional information to the public and agencies and to receive comments and information from them.

**Property Description:** GSP Group on behalf of Old Scout Limited has submitted the above-noted applications proposing to develop, for residential purposes, the lands described as Plan 1502 Lot 7 and located at 1065 Old Scout Place, St. Jacobs (see Location Map). The 0.4 ha property is located within the Settlement Boundary of St. Jacobs, is designated Residential and Ancillary Use in the Township's Official Plan and is zoned Agricultural (A).

**Zone Change Application 6/2020:** The applicant is proposing to rezone the property from Agricultural (A) to Residential – Multiple with Design Guidelines (R-7A) to permit the development of three townhouses complexes each containing four residential units (see Site Plan). The applicant is also proposing site specific amendments to the design guidelines of the R-7A zone generally as follows:

- to permit a garage to extend up to 1.4 metres in front of the front wall of the residential unit;
- to permit a garage to extend 0.3 metres in front of the front porch;
- to permit the exterior width of the garage to exceed 50% of the width of the house (including the garage) when such garage is located ahead of the porch / front wall;
- to permit a minimum front porch depth of 1.1 metres versus a minimum required depth of 1.5 metres (Lots 2, 3, 6, 7, 10 and 11);
- to permit a minimum front porch width of 28% versus the required 40% (Lots 1 and 12); and
- to exempt Lots 1 to 12 from the requirements of Section 11B.3.5 b) i) – iii) as it relates to the front porch and lotting requirements.

**Subdivision Application 30T20702:** The proposed changes to the Zoning By-law would provide for the subdivision plan totalling 12 townhouse units (minimum 6.53 m by 36.7 m) which will connect to full municipal services (water, sanitary and storm) and have access via Old Scout Place.

The subject lands are bounded by an existing retirement home (Valley Veiv Manor) to the north, a stormwater management block to the west and a residential subdivision under construction to the east. The subject lands were formerly used as a salvage yard, which has ceased operation, and the lands are now vacant.

### **MORE INFORMATION**

Additional information related to these applications can be viewed or obtained as follows:

**View / print** the information from the Township webpage at [www.woolwich.ca](http://www.woolwich.ca) - Select Ongoing Planning Items on the home page / select the Subdivisions folder / select Old Scout Limited – 1065 Old Scout Place, St. Jacobs folder to view the information.

**Schedule an appointment** to view the documents at the Township Administration building located at 24 Church Street West, Elmira weekdays between 8:30 am and 4:30 pm. To schedule an appointment please call 519-669-6040 or email [planning@woolwich.ca](mailto:planning@woolwich.ca)

## HIGHLIGHTS OF THE PROCESS!

### What is a Zone Change?

Each property in the Township is zoned and designated for a type of land use. Industrial or residential, are examples of land use. If the property owner wants to change the approved land use, they must apply to the Township to have the property rezoned. The Township then begins the Zone Change process which is required by law under the Planning Act, 1990.

### What is a Subdivision?

Land within a Settlement Area may have the potential to be further developed into lots, blocks and roads. Lands are usually subdivided for residential or industrial subdivisions. If a property owner wishes to develop land in this manner they must apply to the Region of Waterloo and submit a Plan of Subdivision. The Region then begins the subdivision process, which is required by law under the Planning Act, 1990, including circulating the application to the Township to ensure that land issues are addressed.

The process ensures that those affected by the activities on the property have the chance to express their concerns before any decisions are made. It also allows the Township to ensure all government regulations are complied with such as parking, environmental standards, traffic, and local by-laws such as noise levels.

The Planning Act lists the steps that must be taken to ensure that all issues are looked after. This notice is an example of one of the many activities that the Planning Act requires the Township to complete.

**COMMITTEE OF THE WHOLE:** After receiving and reviewing comments staff will prepare a report and recommendation for the Committee of the Whole. Committee of the Whole consists of all members of Council who sit as a Committee to hear various applications. The Committee makes a recommendation to Council which could include approving, refusing, amending or deferring the applications.

**COUNCIL:** Council can then approve, refuse, amend or defer the applications. If the applications are approved then Council passes a By-law once all conditions have been satisfied.

**SUBDIVISION APPLICATION:** Council can support draft approval or refuse the Subdivision application. If Township Council supports draft approval it is forwarded to the Regional Municipality of Waterloo.

**NOTICE OF PASSING/APPEAL PROCESS:** When a By-law has been passed by Council a Notice of Passing is mailed, within 15 days, to all property owners previously circulated and those requesting notification.

Anyone not in agreement with the decision made by Council may appeal the By-law to the Local Planning Appeal Tribunal within 20 days after the notice has been mailed. If no appeal is received within the allotted time period the Zoning Amendment comes into effect.

If Council refuses or defers the application anyone not in agreement with the decision (including the applicant) may appeal the decision to the Local Planning Appeal Tribunal within 20 days of the notice of decision being mailed.

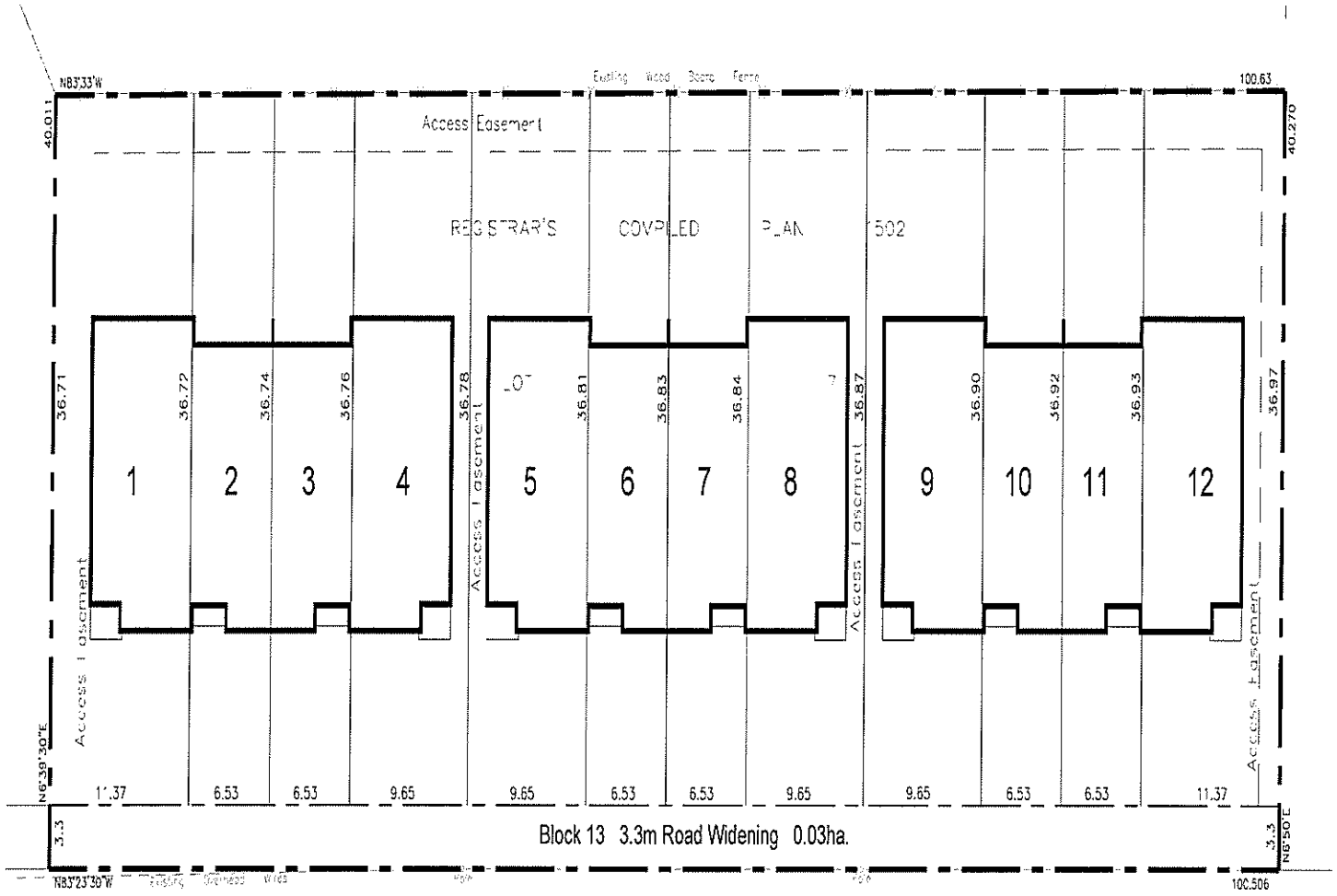
**APPEAL RIGHTS:** TAKE NOTICE that if a person or public body would otherwise have an ability to appeal the decisions of the Township of Woolwich or the Regional Municipality of Waterloo to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Woolwich before the by-law is passed or to the Regional Municipality of Waterloo in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the Council of the Township of Woolwich or the Council of the Regional Municipality of Waterloo.

AND TAKE NOTICE that if a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Woolwich before the by-law is passed or the Regional Municipality of Waterloo in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

LOCATION MAP  
Draft Plan of Subdivision 30T-20702 and Zone Change Application 6/2020  
Old Scout Limited



SITE PLAN  
 Draft Plan of Subdivision 30T-20702 and Zone Change Application 6/2020  
 Old Scout Limited



Old Scout Place