



Working together with our community

Page 1 of 4

## **Public Hearings Committee – September 03, 2025**

Subject: Application ZNPL2025225 proposing to rezone the subject lands from Urban Residential Type 1 (R1-A) Zone to Urban Residential Type 4 (R4) Zone with special provisions for the lands described legally as PORT DOVER PLAN 207 PT BLK 77 PT LOTS 10 TO 12 RP 37R11761 PART 4, and municipally as 9 Scott Drive, Port Dover.

Report Number: CDS 25-032  
Division: Community and Development Services  
Department: Planning  
Ward: Ward 6  
Purpose: For Public Meeting

### **Recommendation(s):**

That staff Report CDS-25-032 for development application ZNPL2025225 be received for information; and

That any comments received as part of the statutory public meeting be considered in a future recommendation staff report.

### **Public Meeting Notification:**

A public meeting is a statutory requirement in accordance with the Planning Act, and is intended to allow members of the public to submit written or oral comments in relation to the proposed development. Additionally, any person may make written submissions at any time prior to County Council making its final decision on the application.

Pursuant to the requirements of the Planning Act R.S.O. 1990, C. P. 13 ("Planning Act"), a notice of the statutory public meeting was posted 20 days in advance of the Public Meeting. Notifications were mailed to neighbors within 120 m of the subject lands; and a yellow notification sign was posted on the site on August 6<sup>th</sup>, 2025.

### **Discussion:**

The purpose of this public hearing is to provide Council and the public with an overview of the development proposal and afford the opportunity to comment and provide feedback on the proposed amendments.

### Site Context:

The site is approximately 0.19 hectares (0.46 Acres) in size and is currently vacant.

Surrounding land uses:

North – existing single detached residential, electrical transformer

South- existing single detached residential

East – existing single detached residential

West – existing single detached residential



Figure 1: View of Subject Property from Scott Drive

## Proposal Summary:

The applicant is proposing to rezone the subject lands from Urban Residential Type 1 (R1-A) Zone to Urban Residential Type 4 (R4) Zone with a special provision. The special provision is proposed to include the following:

- Reduction in minimum lot area from 195m<sup>2</sup> to 184.3m<sup>2</sup> per unit
- To increase the permitted number of units from 8 to 10,
- A reduction in the required parking spaces from 2 per unit to 1.4 per unit.
- Reduction in parking aisle width from 7.3m to 6.0m.

The proposal consists of 10 stacked townhouse units.

The following studies have been completed in support of the proposed applications:

- Stage 1 & 2 Archaeological Assessment (ACC Canada)
- Traffic Memo (Antech Engineering).

A concept plan can be found below.

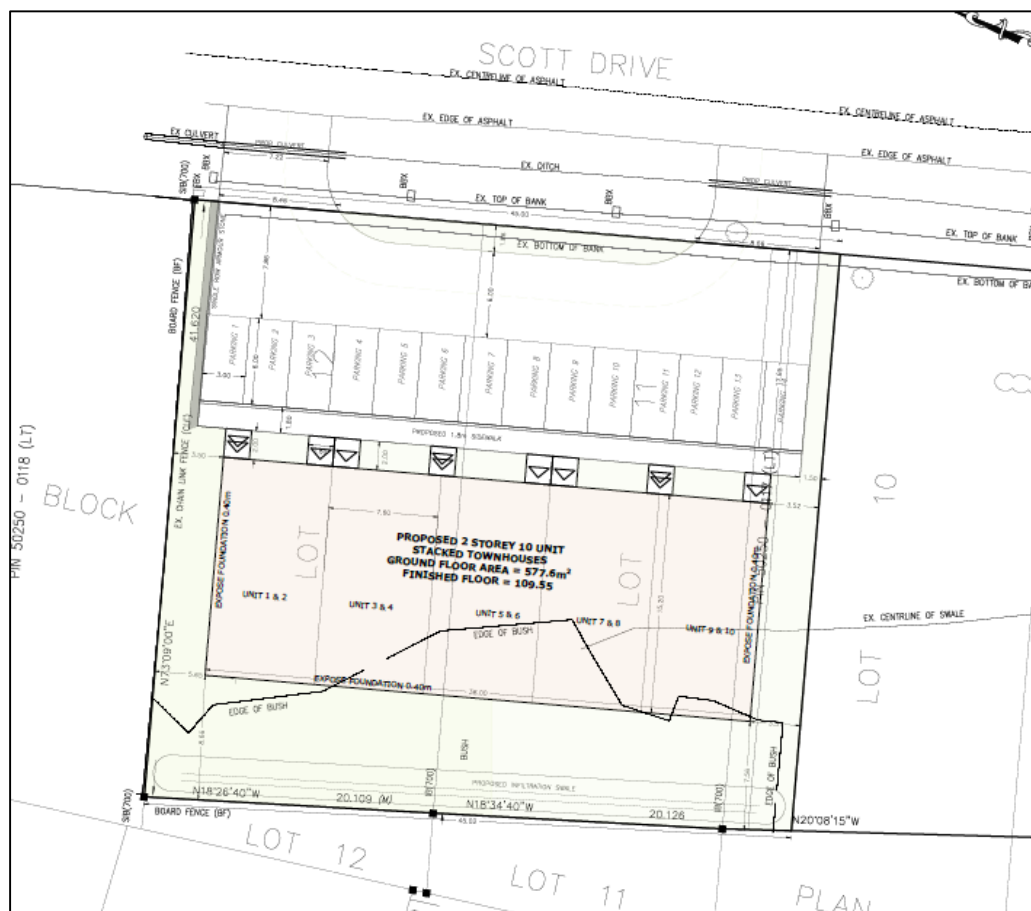


Figure 2: Concept Plan

### **Strategic Plan Linkage:**

This report aligns with the 2022-2026 Council Strategic Priority Building Norfolk - Develop the infrastructure and supports needed to ensure complete communities.

Explanation: The proposed development would provide additional housing options for residents of Norfolk County.

### **Conclusion:**

A recommendation report will be provided on this matter following review of the circulation, planning considerations and this statutory public hearing meeting regarding the applications.

### **Attachments:**

Attachment A - Development Overview  
Attachment B - Existing Planning Policies  
Attachment C - Technical Comments  
Attachment D - Public Comments  
Attachment E - Proposed Zoning Bylaw Amendment

### **Approval:**

Approved By:  
Al Meneses, CAO

Reviewed By:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services

Prepared By:  
Josh Mueller BES URPT CPT MCIP  
Planner

# **9 Scott Drive, Port Dover Proposed Zoning Bylaw Amendment**

**Application File Number:** ZNPL2025225

**Applicant:** Jenny Bettencourt

**Agent:** Antech Design & Engineering Group

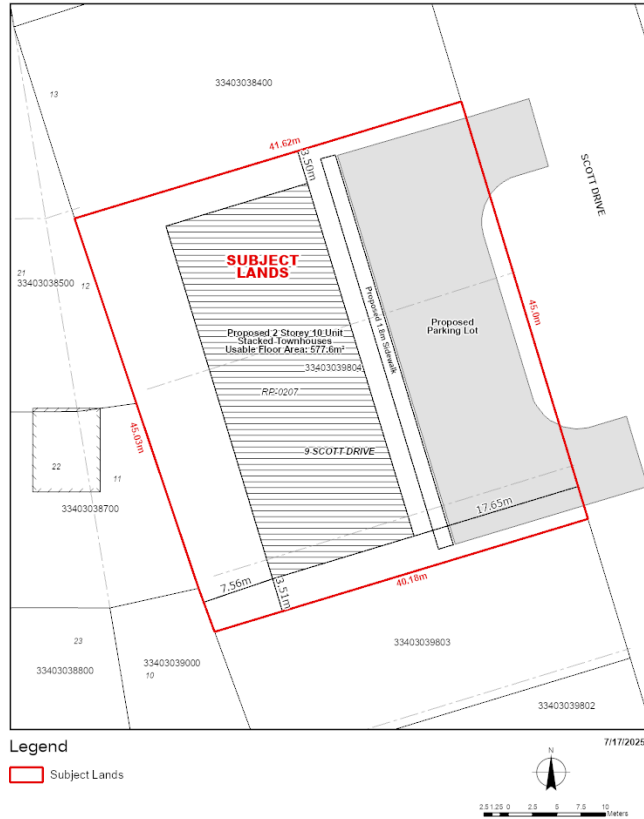
**Statutory Public Hearing**

**Date:** September 3, 2025

# Site Context

LOCATION OF LANDS AFFECTED  
CONCEPTUAL PLAN  
Urban Area of PORT DOVER

ZNPL2025225



## Site Characteristics:

- Total Land Area approximately 0.19 Hectares (0.46 Acres)
- Located on Scott Drive in Port Dover
- The subject land is currently vacant

## Surrounding Land:

**North** – Single Detached Residential, Electrical Transformer

**South-** Single Detached Residential

**East** – Single Detached Residential

**West** – Single Detached Residential

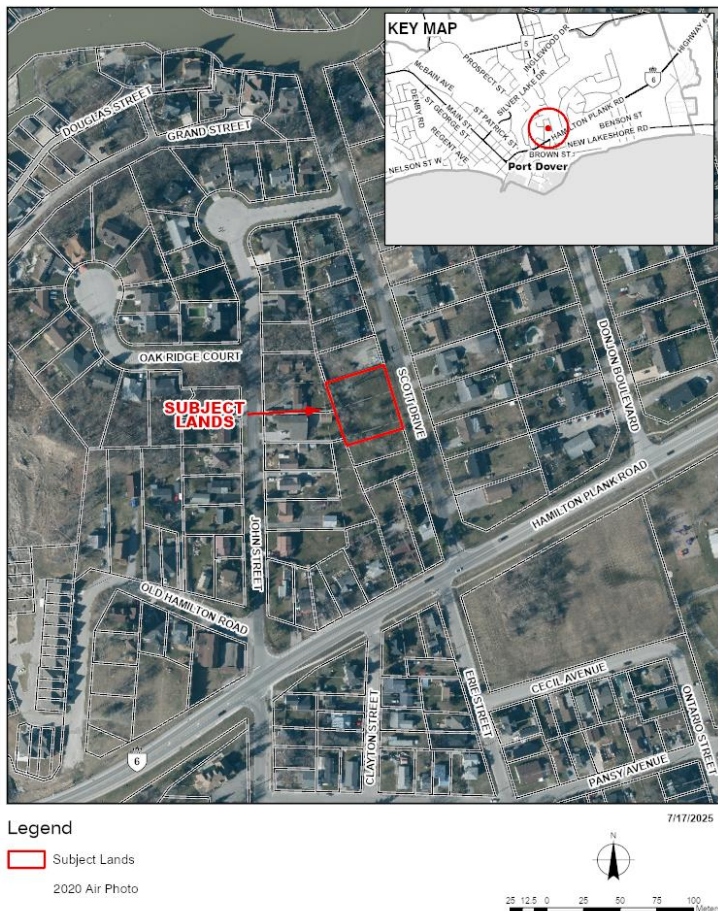


# Site Context

## Context Map

MAP A  
CONTEXT MAP  
Urban Area of PORT DOVER

ZNPL2025225



## Development Proposal

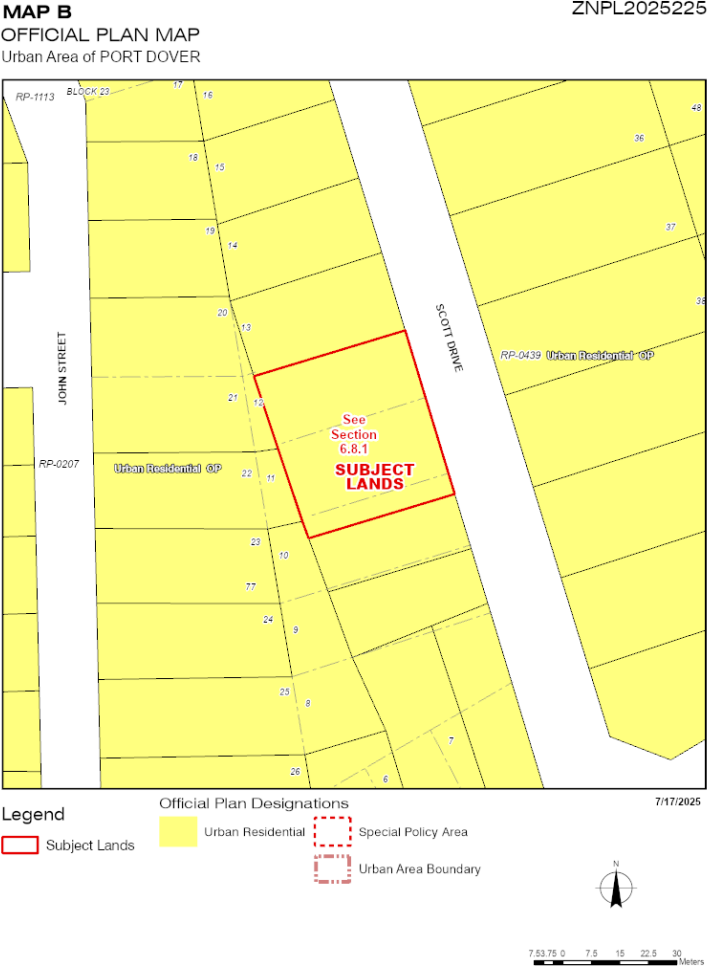
To rezone the subject lands From Urban Residential Type 1 (R1-A) Zone to Urban Residential Type 4 (R4) Zone with site specific provisions for a 10 unit stacked townhouse development.

The site specific provisions would include:

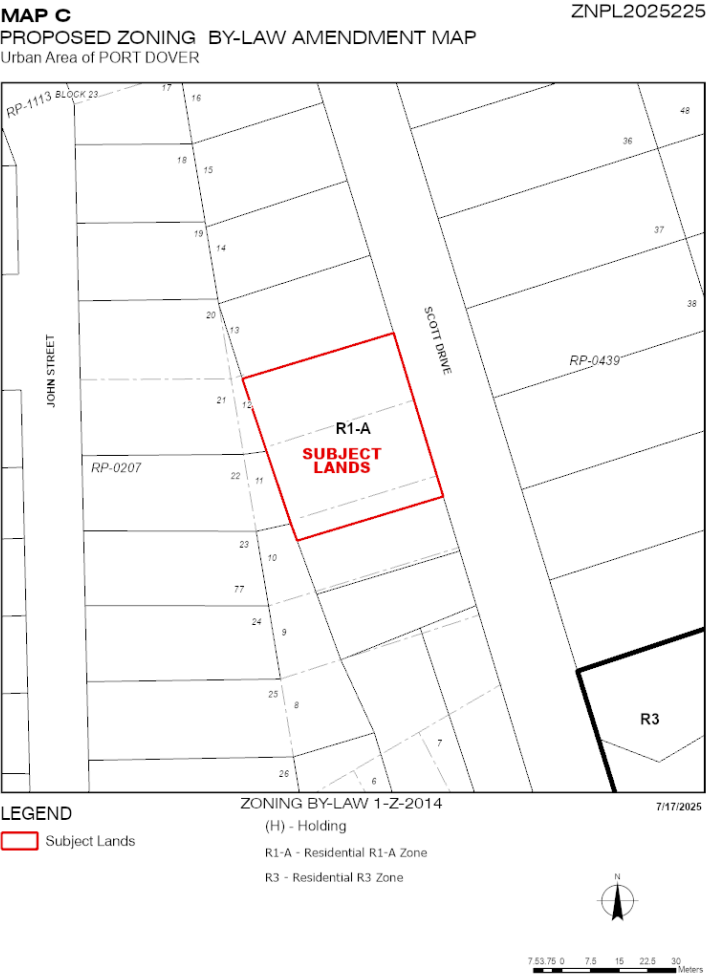
- Reduction in minimum lot area from 195m<sup>2</sup> to 184.3m<sup>2</sup> per unit
- To increase the permitted number of units from 8 to 10,
- A reduction in the required parking spaces from 2 per unit to 1.4 per unit.
- Reduction in parking aisle width from 7.3m to 6.0m.

# Site Context

## Official Plan Map



## Proposed Zoning By-law Amendment Map





# Preliminary Review

## Technical Reports:

Stage 1 & 2 Archaeological Assessment  
(ACC Canada)

Traffic Memo (Antech Engineering).



## Technical Comments:

Technical Comments (provided to date) are  
included in Attachment C

## Public Input:

Public input has not been received at this  
time.

# Preliminary Considerations

Key Items		Preliminary Review
Redevelopment		The subject lands are underutilized and have great redevelopment potential
Servicing		The proposed redevelopment would be serviced by existing municipal services.

# Next Steps & Recommendation

- Consideration of Public Hearing Input
- Review of all Technical Comments
- Recommendation Report

## Public Hearing Committee Report Recommendation:

*THAT staff Report CDS-25-032 for development application ZNPL2025225 be received for information;*

*AND FURTHER THAT any comments received as part of the statutory public meeting be considered in a future recommendation staff report.*

## **ATTACHMENT B**

### **Existing Policies and Zoning Considerations**

#### **Planning Act**

Section 2 of the Planning Act outlines those land use matters that are of provincial interest and for which all county planning decisions shall have regard. The provincial interests that apply to development on this site are:

- (h) the orderly development of safe and healthy communities;
- (j) the adequate provision of a full range of housing, including affordable housing;
- (p) the appropriate location of growth and development and

Section 3 of the Planning Act requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.

Section 34 of the Planning Act permits amendments to the zoning by-law by Councils of local municipalities.

#### **Consistency with the Provincial Planning Statement – 2024**

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development, which is intended to be complemented by local policies addressing local interests. The PPS promotes healthy, livable and safe communities through the efficient use of land throughout the Province of Ontario.

The proposed ZBA application is consistent with Section 2.2 of the Provincial Planning Statement. Section 2.2 of the PPS deals with housing:

1. Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:
  - a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;
  - b) permitting and facilitating:
    1. 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;

### **Conformity with the Official Plan**

The Norfolk County Official Plan (the Plan) provides the essential tool to direct future growth, development and change in the County and to create the community envisioned by Norfolk's residents. This Plan responds to the uncertain nature of the future with clear and resilient principles and policies. It ensures that the planning framework and processes are clearly identified to ensure that Norfolk County remains a healthy, safe and successful community with a rich agricultural base and a strong economy, a diverse natural environment, and a great place to live.

The subject lands are currently designated Urban Residential which permits the proposed development.

### **Zoning By-law 1-Z-2014 and any Proposed Amendments**

The subject lands are currently zoned Urban Residential Type 1 (R1-A) Zone. The applicant proposes to amend the Zoning to Urban Residential 4 (R4) Zone. with a special provision. The special provision would include:

- Reduction in minimum lot area from 195m<sup>2</sup> to 184.3m<sup>2</sup> per unit,
- To increase the permitted number of units from 8 to 10,
- A reduction in the required parking spaces from 2 per unit to 1.4 per unit.
- Reduction in parking aisle width from 7.3m to 6.0m.



## **ATTACHMENT C**

### **Technical Comments**

#### **Engineering Department:**

Engineering has reviewed the application and has the following preliminary comments considering that the public commenting period remains open:

1. Given the dense form of development, the Fire Flow target for this development increases from 85L/s (single residential) to 150L/s (multi-residential). The submitted Functional Servicing report correctly identifies the 150L/s requirement for Fire Flow, however the applicant has yet to complete the required examination of the municipal system with the right of way to confirm it is capable of supplying the required Fire Flow. This element is addressed by a service modelling examination completed by the County's consultant at the expense of the Applicant. Alternatively a Fire Flow test from a hydrant within the required servicing distance may be completed to confirm availability. Should the modelling determine that the system is not capable of meeting the target, then the applicant may be required to enter into a Development Agreement with the County to complete the necessary infrastructure upgrades to address this requirement. Should the modelling determine that sufficient Fire Flow can be provided by the system, then this condition can be cleared.
2. The engineering plans indicate the use of an infiltration gallery on the land as a means of managing runoff from the land. The application, however, is not supported by a Hydrogeological or Geotechnical Report to confirm the land's ability to support infiltration as a means of controlling runoff from the land. This aspect of the proposal needs to be confirmed through a Hydrogeological and/or Geotechnical Study.
3. A Geotechnical Study is required to confirm the seasonally high groundwater elevation within the land. The seasonally high groundwater elevation plays a key role in determining the infiltration gallery design (if used) and the design of the structures footing and weeper system. It is ideal that the building basement slab elevation and weeper system is designed a minimum of 0.3m above the defined seasonally high groundwater elevation and that the bottom of any proposed infiltration gallery be set a minimum of 1.0m above the seasonally high groundwater elevation.
4. A conceptual and appropriate grading plan needs to be provided to support the application. The supplied site plan provides elevation details that suggest the following:
  - a. The south side of the development sheet drains onto the abutting land which can have a negative impact as there appears no drainage relief for these lands.
  - b. The north side the development partially drains onto the abutting land without clarity on how these lands are relieved of drainage.
  - c. The west side the development includes an infiltration gallery and partial berm which appears to create drainage issues for the abutting lands if constructed
  - d. The abutting lands to the south currently drain through the development parcel. The plan needs to either accommodate this drainage or provide a resolve to this arrangement so as to not create a negative impact on the abutting lands.

5. **To address matters 1, 2, 3 and 4 above, Engineering would require a Hold (H) be placed on the zoning** until the following matters are sufficiently addressed:
  - a. Completion of the necessary **Water Modelling or Fire Hydrant testing to confirm that Fire Flows** can be provided to the development or that the applicant commits to the necessary upgrades to resolve same,
  - b. Submission of an acceptable **Geotechnical and Hydrogeological Report** to confirm:
    - i. The suitability of the lands to support the proposed infiltration gallery
    - ii. The confirmation of the seasonally high groundwater table
    - iii. The construction restrictions/parameters for building in light of ii. Above.
  - c. Submission of a **suitable grading plan** for the site addressing the matters of self-containment and accommodation of abutting land drainage.
6. Engineering has reviewed the Traffic Impact Statement. While the report asserts that there is sufficient capacity within the roadway to accommodate the additional travel trips from this site, the report does not address how the shortage of on-site parking is to be addressed or the expected ramifications of same. Additionally, visitor parking has not been assessed. Relaxation of parking requirements tends to result in parking on the abutting roadway. Scott Ave has a rural cross-section with a 7.0m wide pavement width, no shoulders and roadside ditches/swales. The road is not conducive to on-street parking. As set out in the 2024 Comprehensive Parking Study, a road's pavement should be 8.5m wide to accommodate on-street parking on one side. The area currently has single family homes with generous on-lot driveways capable of accommodating casual visitors. On-street parking, as a continuous use, is not readily accommodated on Scott Ave. Engineering does not support the reduction of on-site parking as this will likely result in on-street parking that is not readily accommodated without roadway upgrades. The concept as presented in support of the rezoning will also increase on-street parking demands as the site itself offers no additional on-site parking accommodation for visitors.
7. The proposal appears to suggest that the development will be in the form of a condominium as the collective units appear to share access onto Scott Ave. Should this be the case, common element matters such as the driveways, drive isles, infiltration gallery, perimeter fencing, snow storage/placement and servicing shall be addressed through the appropriate and subsequent Condominium Agreement. Should the proposal seek to subdivide the land via the use of Part Lot control, further work may be required to ensure:
  - a. The land was part of a previously registered plan of subdivision.
  - b. Easements will be required for the benefit of the respective lots for shared features (driveways, etc).

#### **Canada Post**

Please be advised that this development of 10 units will be serviced by a nearby Community mailbox for mail delivery. The customers will need to register for mail delivery at the Port Dover Post office when units are built.

## **Zoning**

The application proposes to change the zoning of the property from R1-A to R4 to permit 10 unit stacked townhouses

Zoning Deficiencies:

14 parking spaces proposed (20 required, 2 per dwelling, ZBL reference 4.9 a)

6m parking aisle proposed (7.3m required for 2 way traffic, ZBL reference 4.1.4 b)

Lot area proposed is 184.3m<sup>2</sup> per dwelling unit (215 m<sup>2</sup> required per dwelling unit with no attached garages, ZBL reference 5.4.2 a)

Proposed number of townhouse units is 10 (8 maximum permitted, ZBL reference 5.4.4)

Front yard landscaped area is deficient and the site plan drawings needs to be updated to show the area they are proposing. The minimum required is 50% of the front yard (ZBL reference 4.2.5 a)

Approximate Total front yard area = +/- 795.65m<sup>2</sup> (applicant to verify)

Approximate Total landscaped area = +/- 229m<sup>2</sup> or 29% (applicant to verify)

The following on the site plan is considered landscaping:

Green hatched areas

Armour stone

Sidewalk (including the curb shown)

Any areas used as a driveway, parking space and landings/stairs to the units are not considered landscaping and is not to be included in the calculation.

## **Long Point Region Conservation Authority (LPRCA)**

No portion of the subject property currently falls within LPRCAs regulation limit and our staff have no comments in regards to the application.

## **GIS**

Please contact NorfolkGIS for new civic addresses when building.

You can apply for a new civic address here. If a green sign is required in order to issue you an address (generally anywhere outside of an urban area) you will have to call Norfolk County Customer Service after applying to make payment before the address is issued (519-426-5870 or 226-NORFOLK). If you would like to apply for a new Civic Address because you are planning to build on a vacant parcel of land, this is dealt with as part of the building permit process. The building inspector can provide you with a copy of a Civic Address Request Form or it can be downloaded below. On the form there are several areas that need to be filled out with information, and a sketch showing the lot layout of the property for which the Civic Address is being requested. A sample sketch will be included with the form.

## **Bylaw**

Scott Drive is only about 6m wide in the area where the rezoning on Scott Drive is being requested. The applicant is seeking to increase the number of dwelling units by 20% while reducing the available parking by 30% to accommodate the increased density they desire. More people with vehicles, less places to park those vehicles.

Under the Parking bylaw the boulevard is not a permitted place to park a motor vehicle, therefore residents would have to utilize the 6m wide roadway for additional family or visitor vehicles. A 3m wide vehicle parked on a 6m wide roadway will reduce the available passing area to about 3m. Bylaw deals with a number of these types of boulevard or narrow roadway parking issues each year (Waterford is a good example) and we would submit this same scenario should not be encouraged on Scott Drive which would only add to enforcement difficulties, area resident complaints, and create a more dangerous environment for passing vehicles and opening of parked vehicle doors into traffic.

Reducing the parking aisle width by about 20% would be problematic. Many residents in this area drive larger pick-up trucks and we've already seen issues in recent condo developments where the back or front end of these vehicles ends up in the aisle as the driveways are so short.

## **Norfolk Fire**

Norfolk Fire has the following comments for this proposal:

- Same comments as provided for the Pre-Consultation meeting on May 28
- Parking aisle/drive lane reduction in width is not to impact the turning radius for fire department apparatus if the Building Department deems this to be a fire access route

## **Ministry of Transportation**

The Ministry of Transportation (MTO) has reviewed the proposed subject development for the proposed residential townhouse development located at 9 Scott Drive, Port Dover. The proposal has been considered in accordance with the requirements of the Public Transportation and Highway Improvement Act, MTO's Highway Access Management Guidelines and all related policies. The following outlines our comments.

The subject property is located in proximity to Highway 6, within MTO's Permit Control Area (PCA), and as such, MTO permits are required before any demolition, grading, construction, or alteration to the site commences.

In accordance with the Ontario Building Code, municipal permits may not be issued until such time as all other applicable requirements (i.e.: MTO permits/approvals) are satisfied. As a condition of MTO permit(s) MTO will require the following for review approval:

Overall MTO has no objection to the zoning changes however, the applicant should be made aware of the following:

General Comments:

MTO requires the entrance to the site to be limited to the north entrance only.

MTO Permits:

MTO Permits required for this site:

- 

1 – MTO Building and Land Use Permit will be required prior to the construction of any structures that fall within MTO's Permit Control Area.



## **ATTACHMENT D**

### **Public Comments**

No Public Comments received at this time.



## The Corporation of Norfolk County

### By-Law 2025-XX

**Being a By-Law to Amend Zoning By-Law 1-Z-2014, as amended, for property described as PORT DOVER PLAN 207 PT BLK 77 PT LOTS 10 TO 12 RP 37R11761 PART 4, Norfolk County.**

Whereas Norfolk Council is empowered to enact this By-Law, by virtue of the provisions of Section 34 and Section 36(1) of the *Planning Act, R.S.O. 1990, CHAPTER P.13*, as amended;

And whereas this By-Law conforms to the Norfolk County Official Plan.

Now therefore the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That Schedule A of By-Law 1-Z-2014, as amended, is hereby further amended by changing the zoning of the subject lands identified on Map A (attached to and forming part of this By-Law) from Urban Residential Type 1 (R1-A) Zone to Urban Residential Type 4 (R4(H)) Zone with special provision 14.1102 and a holding provision;
2. That Subsection 14 Special Provisions is hereby further amended by adding new 14.1102 as follows:

14.1102 In lieu of the corresponding provisions in the R4 Zone, the following shall apply:

- a) minimum *lot area*: 184.3 square metres per unit;
  - b) maximum number of permitted *dwelling units* within a townhouse *dwelling*: 10;
  - c) number of *parking spaces*: 1.4 per *dwelling unit*;
  - d) number of visitor *parking spaces*: 0;
  - e) minimum *parking aisle* width: 6 metres.
3. That the holding (H) provision of this By-Law shall be removed upon:

Applicant Jenny Bettencourt  
File Number ZNPL2025225  
Report Number CDS-25-032  
Assessment Roll Number: 3310334030398040000

- a) Completion of the necessary water modelling or fire hydrant testing to confirm that fire flows can be provided to the development or that the applicant commits to the necessary upgrades to resolve same, to the satisfaction of Norfolk County;
  - b) Submission of an acceptable geotechnical and hydrogeological report to the satisfaction of Norfolk County to confirm:
    - i. The suitability of the lands to support the proposed infiltration gallery;
    - ii. The confirmation of the seasonally high groundwater table;
    - iii. The construction restrictions/parameters for building in light of ii. above.
  - c) Submission of a suitable grading plan to the satisfaction of Norfolk County for the site addressing the matters of self-containment and accommodation of abutting land drainage.
4. That the effective date of this By-Law shall be the date of passage thereof.

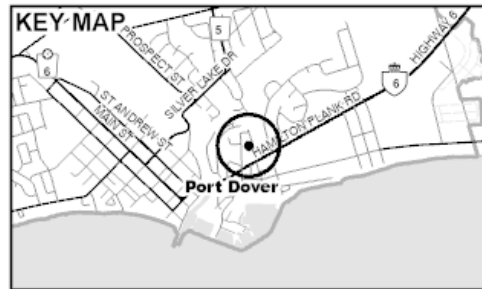
Enacted and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor: A. Martin


\_\_\_\_\_  
County Clerk: W. Tigert

# **MAP A** **ZONING BY-LAW AMENDMENT** **NORFOLK COUNTY**

In the Urban Area of  
**PORT DOVER**



## **LEGEND**

 Subject Lands

ZONING BY-LAW 1-Z-2014

(H) - Holding

R1-A - Residential R1-A Zone



1:455

3 1.5 0 3 6 9 12 Meters

This is MAP A to Zoning By-law \_\_\_\_\_ Passed the \_\_\_\_ day of \_\_\_\_\_.

Mayor: A. Martin

Clerk

Applicant Jenny Bettencourt  
 File Number ZNPL2025225  
 Report Number CDS-25-032  
 Assessment Roll Number: 3310334030398040000

**Explanation of the Purpose and Effect of  
By-Law 2025-xx**

This by-law affects a parcel of land described as PORT DOVER PLAN 207 PT BLK 77 PT LOTS 10 TO 12 RP 37R11761 PART 4, Norfolk County.

The purpose of this By-law is to change the zoning from Urban Residential Type 1 (R1-A) Zone to Urban Residential Type 4 (R4) Zone with a special provision to allow for the establishment of a stacked townhouse dwelling.

A Holding provision has been applied to ensure that matters relating to fire flows, the proposed infiltration gallery, a seasonally high groundwater table, and site grading are appropriately addressed.



**We the undersigned Norfolk County Property Owners living in the vicinity of 9 Scott Drive, Port Dover, On. hereby put our signatures on the attached petition to show that we object to both the townhouse development plans set out in the proposed application File ZNPL2025225 that proposes to amend the Zoning By-law by changing the zoning at 9 Scott Drive, Port Dover, On. from Urban Residential Type 1 (R1-A) to Urban Residential Type 4 (R4) Zone with special provisions.**

**Our neighbourhood is comprised of single unit housing and should remain as such. A change to Type 4 (R4) Zone would harm both the environment and property values near 9 Scott Drive.**

**Furthermore, prior to any further development in this neighborhood, a comprehensive environmental study should be conducted to assess the effects of these new homes. Multiple homes adjacent to these lots are experiencing significant flooding issues. k!The neighbourhood experiences inadequate water drainage.**

**Furthermore, insufficient parking availability may lead individuals to park on the street. This puts residents who walk, cycle, or exercise dogs at risk from drivers, especially with no sidewalks.  
Furthermore, this will also adversely affect the current environment.**

**Please halt this change in zoning and ensure it remains an R1 zoning area.**

**Thank you in advance for your consideration.**

Continued from page 2

Petition submitted to Norfolk County by property owners residing in the vicinity of 9 Scott Drive, conveying their opposition to the proposed application, File Number ZNPL2025225.

NAME (Print)	Phone #	Address	Date	Signature
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~~FLOYD CALZONETTI~~

FLOYD CALZONETTI

Aug 3/25

HAMILTON Jackson

Avaire Jackson

Albert Lant

Thelma Payne

P. vanda Giles

Aug 3/25

Marnie Vander/mon

WILLIAM J. JENSEN

Gordon A Kelly

Gordon A Kelly

Aug 4/2025

Off'Campus Muselman

Patrick Kealey

Aug 4/25

Lucet Jules

Crystal Needham

GRANN SUMNER

Heather Allan

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Mary Sene Scruton

Aug 26

Michael Scruton

Aug 26

David Scruton

Aug 26

Petition submitted to Norfolk County by property owners residing in the vicinity of 9 Scott Drive, conveying their opposition to the proposed application, File Number ZNPL2025225.

NAME (Print)	Phone #	Address	Date	Signature
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DAVE ALLAN			8/	
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Bob Wellson			9/	
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MARTHA TAYLOR			8/08/2025	
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TERRY TAYLOR			8/08/2025	
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SHAWN MAERKENTZ			08/08/2025	
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Chad Husted			08/08/2025	
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Lucas Husted			08/08/2025	
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Andrea Husted			08/08/2025	
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Beena Cracknell			08/08/2025	
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Sandy C Fraser			08/08/2025	
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Heather Zuskan			08/08/25	
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Kim Zuskan			08/08/25	
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Verki Luennan			Aug 8/25	
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LAURENCE VIA			Aug 8/25	
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M. R.			Aug 08/2025	
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Don Rieckmann			Aug 08/2025	
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Kariv Momoh			Aug 18/2025	
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Marie-Claude Mala			Aug 21/2025	
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