

## **SCHEDULE F**

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### **Agency Comments**

**City of Owen Sound Engineering & Public Works Department** – May 22, 2025

**City of Owen Sound Building Division** – May 20, 2025

**County of Grey** – May 14, 2025

**Grey Sauble Conservation Authority** – May 21, 2025

### **Public Comments**

**F.H.** – May 27, 2025

# Staff Report

Engineering Services Division  
Public Works & Engineering Department



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**Date:** 2025 May 22

**Application:** B09/2025

**To:** Allison Penner, Secretary-Treasurer, Committee of Adjustment  
Sabine Robart, Manager of Planning and Heritage  
Pam Coulter, Director of Community Services  
Lara Widdifield, Director of Public Works & Engineering

**From:** Matthew Pierog, Engineering Technologist

**Subject:** Application for Consent to Sever – Engineering Review

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**Municipal Address:** 1663 5<sup>th</sup> Avenue East

**Assessment Roll:** 425901000731200

**Legal Description:**

PLAN OWEN SOUND LOTS 4 AND 5 PT LOT 3 E HIGH ST N ST. VINCENT ST  
PT LOTS 3 TO 5 W PRINCESS ST N ST. VINCENT ST

**Applicant:** Ron Davidson Land Use Planning Consultant Inc. (William Keith Miles)

**Background:**

The applicant is proposing to sever the subject lands to create one (1) new residential building lot.

The retained lot is proposed to have approximately 40.55 m of frontage on 5<sup>th</sup> Avenue East, 76.67 m of depth, and 3108.86 m<sup>2</sup> of lot area, and contains an existing single detached dwelling, pool, and accessory structures.

The vacant severed lot is proposed to have approximately 16 m of frontage on 5<sup>th</sup> Avenue East, 76.67 m of depth, and 1226.72 m<sup>2</sup> of lot area.

**Recommendation:**

Further to our review of the above noted application, the Public Works and Engineering Department recommends approval by the Committee of Adjustment, subject to the following conditions:

1. That the Applicant is to provide a survey of the property to demonstrate that the existing infrastructure (i.e. driveway, underground service laterals) are wholly located within the retained lot.
  - a. This will also require the Applicant to confirm the location of the existing wastewater service lateral for the retained lot, to ensure that it does not conflict with the proposed property boundary of the severed lot. Should the wastewater lateral service be within the severed lot footprint, a private servicing easement in favour of the retained lot will be required, or alternatively the service lateral can be relocated (through a Special Services Application with the City), at the expense of the Applicant.
2. That the applicant prepare and submit a grading and drainage plan for both the retained and severed lots for the severed lot in accordance with applicable zoning, to the satisfaction of the City's Public Works and Engineering Department (Engineering Services Division) and the Community Services Department (Planning and Heritage Division) prior to the issuance of a Building Permit.
3. That the applicant prepare and submit a servicing plan for proposed severed lot and provides to the Secretary-Treasurer written confirmation from the City's Public Works and Engineering Department (Engineering Services Division) that servicing arrangements acceptable to the City have been made for each of the separate lots (which will include the execution of a Special Services Application between the applicant and the City) and payment of applicable servicing charges and fees.
4. That the applicant pay outstanding frontage charges for watermain required by the City's Public Works and Engineering Department (Engineering Services Division) to the Secretary-Treasurer relevant to the severed lot. The rate established by policy of City Council applicable at the time of this decision is \$84.00 per metre of lot frontage (16 metres total length).

5. That the applicant pay outstanding charges for wastewater sewer required by the City's Public Works and Engineering Department (Engineering Services Division) to the Secretary-Treasurer relevant to the severed lot. The rate established by policy of City Council applicable at the time of this decision is \$84.00 per metre of lot frontage (16 metres total length).
6. That the applicant pay outstanding charges for sidewalk required by the City's Public Works and Engineering Department (Engineering Services Division) to the Secretary-Treasurer relevant to the severed lot. The rate established by policy of City Council applicable at the time of this decision is \$128.00 per metre of lot frontage (16 metres total length).
7. That the applicant pay outstanding charges for urban roadway with curb & gutter required by the City's Public Works and Engineering Department (Engineering Services Division) to the Secretary-Treasurer relevant to the severed lot. The rate established by policy of City Council applicable at the time of this decision is \$62.00 per metre of lot frontage (16 metres total length).
8. Payment of the Engineering Review Fee for a Consent to Sever Application.

**Analysis:**

Site Access:

The existing property fronts on 5<sup>th</sup> Avenue East, an improved municipal road, and classified as a Local Road.

The existing two accesses to 5<sup>th</sup> Avenue East for the property appear to remain 'as-is' and are fronting the retained lot. The severed lot will require a separate access constructed to 5<sup>th</sup> Avenue East. It is noted that there is a City tree fronting the proposed severed lot, and the Applicant will need to work with the City's Manager of Parks and Open Spaces for any impact on the City's boulevard trees, prior to the Engineering Services Division approving a new driveway for the severed lot (i.e. tree removal at the time of a building permit).

The off-site works and creation of a new driveway will require a Special Services Application with the Engineering Services Division, and ESD will not

permit a new driveway to the severed lot until the recommendations from the Manager of Parks and Open Spaces is fulfilled.

The applicant is to provide a survey prepared by an Ontario Land Surveyor to demonstrate where the proposed property lines will be, and to ensure that the existing infrastructure (i.e. driveway) is wholly located on the respective lots.

Parking:

There is no conceptual plan provided for the proposed severed lot, however, based on the size of the lot, including a minimum of one (1) standard parking stall (2.65m wide by 6.0 m in length) is likely not an issue – this will be required to be shown on a Site Plan at the time of the Building Permit.

As such, there appears to be sufficient areas on-site to facilitate vehicular parking in future residential development.

Site Servicing:

The City has a 225 mm Ø wastewater sewer and a 150 mm Ø ductile iron watermain (Municipal pressure zone) located in 5<sup>th</sup> Avenue East, in the area fronting the property.

Based on available records, the existing lot appears to be serviced through the adjacent private property (1650 6<sup>th</sup> Avenue East) with a 25 mm Ø water service lateral (separate service), that is connected to the City's watermain on 6<sup>th</sup> Avenue East. The details regarding the existing wastewater lateral are unknown, however, it may be located within the confines of the proposed severed lot.

The location of the wastewater service lateral must be field verified (by the Applicant at their cost), and if it is found to be within the proposed severed lot, it either is to be relocated (through a Special Services Application with the City), or protected with a servicing easement in favour of the retained lot.

The proposed lot will require separate servicing connections to the City mains, which will require a Special Servicing Application with the ESD. The Applicant will be required to prepare a Servicing Plan for the proposed properties prepared by a qualified person. The City can provide available

Plan & Profile records for City infrastructure adjacent to the property, upon request.

Road Widening:

A road widening will not be required at this time.

Grading, Drainage & Stormwater Management:

A Grading and Drainage Plan prepared by a qualified person is required as a condition of the Consent Application, to ensure the lots will function independently – this can be completed for a conceptual building footprint, if needed. The Grading and Drainage Plan is to identify a positive outlet for the stormwater generated at the sites.

Regardless of the proposed lot boundaries, it is the Owner's responsibility to ensure that the overall grading, drainage and stormwater management at the properties conform to Section 2.2.2 of By-law 1999-030; the City of Owen Sound Property Standards By-law.

**Fees:**

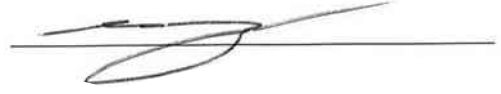
Based on the Consent application, the applicant will be required to pay outstanding frontage fees associated with the severed lot for watermain, wastewater, sidewalk and urban roadway with curb and gutter, in accordance with the City's Fees and Charges By-law (2024-078), as amended. The proposed width of the severed lot at the time of this application is 16 m.

The Engineering Review Fee will be \$447.00 for a Consent to Sever Application.

**Consultation:**

This document incorporates comments from all divisions of the Public Works and Engineering Department. The comments provided above were based on the City's most recent Engineering Standards and the records available at the time of preparation of this report. The comments provided do not preclude the applicant's responsibility for meeting all applicable laws, regulations and standards, or provide any assurances.

**Prepared By:** Matthew Pierog, P.Eng.

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**Reviewed By:** Lara Widdifield, C.E.T.

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# Staff Report

Building Division



**ROLL NO:** 4259 010 007 31200

**DATE:** MAY 20, 2025

**TO:** MARGARET POTTER, SENIOR PLANNER

**FROM:** NIELS JENSEN, BUILDING OFFICIAL

**SUBJECT:** APPLICATION FOR CONSENT OF 1663 5<sup>TH</sup> AVE EAST

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**PLANNING FILE: B09-2025**

**MUNICIPAL ADDRESS: 1663 5<sup>TH</sup> AVE EAST**

**LEGAL DESCRIPTION: PLAN OWEN SOUND LOTS 4 AND 5 PT LOT 3 E  
HIGH ST N ST. VINCENT ST PT LOTS 3 TO 5 W PRINCESS ST N ST.  
VINCENT ST**

**APPLICANT: KEITH MILES**

**BACKGROUND:** The applicant is proposing to sever the subject lands to create one (1) new residential building lot.

The retained lot is proposed to have approximately 40.55 m of frontage on 5th Avenue East, 76.67 m of depth, and 3108.86 m<sup>2</sup> of lot area, and contains an existing single detached dwelling, pool, and accessory structures.

The vacant severed lot is proposed to have approximately 16 m of frontage on 5th Avenue East, 76.67 m of depth, and 1226.72 m<sup>2</sup> of lot area.

applicant is proposing to sever the subject lands to create one (1) new residential lot.

**ANALYSIS:** This document incorporates comments from the Building Division of the Community Service Department.

The above noted site plan has been reviewed using the requirements from the Ontario Building Code and related City and County By-laws. The following comments reflect the results of the review:

- All construction to be in accordance with either the Ontario Building Code or successor legislation in place at the time of building permit application.
- The payment of permit fees, City, County and site specific Development Charges will be due upon the issuance of a building permit.



**DETAILED REVIEW:** Documents reviewed in conjunction with this application are:

- *Ontario Building Code 2024*  
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- *City of Owen Sound Development Charges By-law*
- *County of Grey Development Charges By-laws*

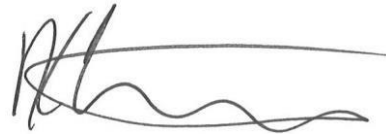
The Building Division does not have any concerns regarding the application, please be aware that the building must comply with the Ontario Building Code in effect at the time of application and City By-laws, including but not limited to, the following:

- Design to meet the requirements of Barrier Free Design as per 3.8.
- Permit drawings by a qualified Designer to include mechanical (plumbing, HVAC), structural, electrical, architectural details meeting the requirements of the OBC.
- Sanitary sewer to be protected by a back water valve
- Site grading and drainage plan by qualified Engineer
- Accessory structures on severed lot, if relocated, to be done so under a building permit if structure is greater than 15m<sup>2</sup> and used for storage only or any size if used for human habitation.
- Building/Demolition permit(s) may be revoked if construction not started with 6 months of permit issuance or if construction is substantially halted, suspended, or discontinued for a period of over one year.
- Fees and charges are to be paid at the rate current at time of building permit issuance. The following estimated rates would apply if permit applied for in **2025 (rates subject to change based on Fees and Charges By-law)**:
  - Building permit(s) of \$16.76 per m<sup>2</sup> of gross floor area of Residential construction (min \$120) plus Admin Fee of \$55.13 per unit.
  - City of Owen Sound Development Charges, if applicable
  - County of Grey Development Charges, if applicable

**Submitted by:** Niels Jensen

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**Reviewed by:** Kevin Linthorne, CBO

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**From:** [planning@grey.ca](mailto:planning@grey.ca)  
**To:** [Briana Bloomfield](#); [OS Planning](#); [Staci Landry](#); [Allison Penner](#); [Tim Simmonds](#); [Pam Coulter](#); [Engineering](#); [Emily Carter](#)  
**Subject:** County comments for B09-2025 Miles  
**Date:** Wednesday, May 14, 2025 1:34:24 PM

**External sender** <[planning@grey.ca](mailto:planning@grey.ca)>

Make sure you trust this sender before taking any actions.

## County comments for B09-2025 Miles

Hello Owen Sound,

Please note that Grey County is taking steps to streamline development review by limiting planning policy comments on some development applications. Unless otherwise requested by municipal staff, County planning comments will be limited for the following applications:

- All minor variance and site plan applications; and
- zoning by-law amendments and consents within settlement areas.

County planning staff may continue to provide comments where the above applications are connected to a County application.

Grey County Ecology staff will continue to review all applications with regards to natural heritage matters. Other County departments will continue to be circulated through our 'one-window' approach and will provide comments as needed.

Given the above, a formal planning policy review of the subject application has not been undertaken. Please be advised that all planning decisions shall conform with the County's Official Plan. County planning staff can assist with specific questions in this respect.

Grey County Planning Ecology staff have reviewed the application and have no concerns.

County staff have no further comments at this time. Please let us know if you have any questions.

Best regards,

Derek McMurdie

**From:** [Clinton Stredwick - Environmental Planner](#)  
**To:** [Allison Penner: OS Planning](#)  
**Subject:** Consent Application B09-25  
**Date:** Wednesday, May 21, 2025 9:12:15 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**Warning: Unusual sender** <c.stredwick@greysauble.on.ca>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hi Allison,

The GSCA has had the opportunity to review application B09-25 and have no comments or concerns as the subject property does not contain any hazard lands or regulated area.

Kind regards,

**Clinton Stredwick, BES, MCIP, RPP**  
Environmental Planner

519.376.3076  
[c.stredwick@greysauble.on.ca](mailto:c.stredwick@greysauble.on.ca)  
[www.greysauble.on.ca](http://www.greysauble.on.ca)



### **We've Temporarily Moved!**

While our office gets renovated, find us at 901 3rd Avenue East, Suite 215, Owen Sound (above the Post Office).

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I am concerned about the proximity of any potential new neighbour's structure given the narrow width of the proposed severance.

The 'R4' zoning bylaw states "Medium Density Residential" which would allow up to four low rise units as well as other developmental structures.

Many factors opposing this severance include noise due to construction (heavy equipment) and the possibility of persistent noise due to the density of multiple units.

Granting such a severance would permit a 2-storey structure for multi-residents and considerable depth of construction.

Inevitably any situation for severance will increase noise perhaps without consideration for other neighbours.

I fully oppose the proposed this severance of a 52' (approx..) lot.

With kind regards,  
F.H.