

SCHEDULE F

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

Historic Saugeen Metis – May 16, 2025

Saugeen Ojibway Nation – May 14, 2025

Staff Report

Engineering Services Division
Public Works & Engineering Department



Date: 2025 May 22 **Application:** B08/2025

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

Municipal Address: 240 2nd Street East

Assessment Roll: 425903001805600

Legal Description: PLAN 56 LOT 7 TO 8

Applicant: Troy and Meghan Clouatre

Background:

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

The applicant is proposing to demolish the existing dwelling and construct two (2) semi-detached dwelling units, one (1) unit on each of the retained and severed lots.

The severed lot is proposed to have approximately 15.77 m of frontage on 2nd Street East, 20.20 m of lot depth, and 318.97 m² of lot area.

The retained lot is proposed to have approximately 15.80 m of frontage on 2nd Street East, 20.20 m of frontage on 3rd Avenue East, and 319.14 m² of lot area.

To facilitate the consent, a minor variance (A08-2025) is being requested to address requested relief from certain site and building regulations.

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. The Applicant is to decommission the existing driveway that appears to be within the City's 3rd Avenue East road allowance, east of the existing dwelling, and reinstate as boulevard with topsoil/sod/seed.
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 both the retained and severed lots 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.
 - a. The SSA is to also include the driveway accesses to the severed and retained lots.
4. The applicant is to provide an existing condition drawing for the site to ensure that the existing dwelling does not impact the severed lot (i.e. entirely located on the retained lot) or demolish the existing building to the satisfaction of the Manager of Planning and Heritage and the Manager of Engineering Services.
5. 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 (15.77 metres total length).

6. 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 (15.77 metres total length).
7. That the applicant pay outstanding charges for storm 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 \$71.00 per metre of lot frontage (15.77 metres total length).
8. 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 (15.77 metres total length).
9. 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 (15.77 metres total length).
10. Payment of the Engineering Review Fee for a Consent to Sever Application.

Analysis:

Site Access:

The existing property fronts on 2nd Street East, and improved municipal road, and classified as a Local Road, as well as the City's 3rd Avenue East road allowance. It is noted that 3rd Avenue East has a paved portion for access to one (1) adjacent property, however, it is not constructed to a full municipal standard, and the City would not permit this property to access 3rd Avenue East, unless improvements were made.

The proposed retained and severed lots and associated driveways are to access 2nd Street East. It is noted that the existing driveway for the property appears to be within the City's 3rd Avenue East road allowance, east of the existing dwelling, and will need to be decommissioned (replaced with topsoil/sod/seed) as a condition of the Consent Application.

The proposed driveways will require modifications to the City's boulevard/sidewalk, as there is no existing access at these locations. The off-site works and creation of a new driveway(s) will require a Special Services Application with the Engineering Services Division.

Parking:

Both of the semi-detached buildings are proposing driveways sized for two (2) standard parking stall spaces (2.65m wide by 6.0 m in length). ESD has no objection to the proposed parking stalls, however, the grading will be required to be directed to the City's road allowance, and not across the proposed property line.

As noted above, the City will not permit the existing parking stall located within 3rd Avenue East, once the Conditions of the Consent Application have been fulfilled.

Site Servicing:

The City has a 225 mm Ø concrete pipe wastewater sewer, a 150 mm Ø ductile iron watermain (Municipal pressure zone), and a 1050 Ø corrugated steel pipe located in 2nd Street East, in the area fronting the property.

Additionally, there is a wastewater pumping station at the intersection of 2nd Street East and 3rd Avenue East, with a 100 mm Ø PVC forcemain extending west into the wastewater infrastructure located in 2nd Avenue East.

Based on available records, the existing lot appears to be serviced from a 20 mm Ø water lateral. The details regarding the existing wastewater lateral are unknown. Re-use of the existing wastewater lateral will require an inspection prior to re-use and oversight during any connections/disconnections by the City's Wastewater Division, and upgrades (i.e. cleanout/upsizing) at the cost of the Applicant.

There does not appear to be any City-owned infrastructure available for servicing the proposed lots within the 3rd Avenue East road allowance, adjacent to the property.

The proposed buildings will require separate servicing connections to the City mains, which will require a Special Servicing Application. The Applicant will require a Servicing Plan for the proposed properties, which is to be prepared by a qualified person. The City can provide available Plan and 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.

It is noted that the construction of the proposed semi-detached units will require removing the existing dwelling at the site. As the timeline for construction is unknown, the applicant shall provide an existing condition drawing to ensure that the existing dwelling does not impact the severed lot (i.e., entirely located on the retained lot) or demolish the existing building.

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, stormwater, 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 15.77 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.



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



Staff Report

Building Division



ROLL NO: 4259 030 018 05600

DATE: MAY 20, 2025

TO: MARGARET POTTER, SENIOR PLANNER

FROM: NIELS JENSEN, BUILDING OFFICIAL

SUBJECT: APPLICATION FOR CONSENT & MINOR VARIANCE 240 2ND ST EAST

PLANNING FILE: A08-2025 & B08-2025

MUNICIPAL ADDRESS: 240 2ND ST EAST

LEGAL DESCRIPTION: PLAN 56 LOT 7 TO 8

APPLICANT: GREY ROSE INC

BACKGROUND: A08-2025 - The applicant is proposing to sever the subject lands to create one (1) new residential lot. The applicant is proposing to demolish the existing dwelling and construct two (2) semi-detached dwelling units, one unit on each of the retained and severed lots.

To facilitate the consent, a minor variance is being requested to address the following deficiencies on the severed and retained lots:

Requested Variances

Retained Parcel

Regulation	Required	Proposed	Variance
Minimum Front Yard Setback	6.5 m	5.5 m	1 m
Minimum Rear Yard Setback	7.5 m	4.5 m	3 m
Minimum Exterior Side Yard	3 m	2.0 m	1 m

Severed Parcel

Regulation	Required	Proposed	Variance
Minimum Front Yard Setback	6.5 m	5.5 m	1 m
Minimum Rear Yard Setback	7.5 m	4.5 m	3 m

B08-2025 - The applicant is proposing to demolish the existing dwelling and construct two (2) semidetached dwelling units, one unit on each of the retained and severed lots.

The severed lot is proposed to have approximately 15.77 m of frontage on 2nd Street East, 20.20 m of lot depth, and 318.97 m² of lot area.

The retained lot is proposed to have approximately 15.80 m of frontage on 2nd Street East, 20.20 m of frontage on 3rd Avenue East, and 319.14 m² of lot area.

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*
C
- *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:

- Permit drawings by a qualified Designer to include mechanical (plumbing, HVAC), structural, electrical, architectural details meeting the requirements of the OBC.
- Setbacks to foundations to be verified by Ontario Land Surveyor
- Sanitary sewer to be protected by a back water valve
- Site grading and drainage plan by qualified Engineer
- 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 m² of gross floor area of Residential construction (min \$120) plus Admin Fee of \$55.13 per unit.
 - Demolition permit of \$1.10 per m² of gross floor area (min \$180) plus Admin Fee of \$55.13 and Deposit if \$1500.00
 - City of Owen Sound Development Charges, if applicable
 - County of Grey Development Charges, if applicable

Submitted by: Niels Jensen



Reviewed by: Kevin Linthorne, CBO



From: planning@grey.ca
To: [Briana Bloomfield](#); [OS Planning](#); [Staci Landry](#); [Allison Penner](#); [Tim Simmonds](#); [Pam Coulter](#); [Engineering](#); [Emily Carter](#)
Subject: County comments for B08-2025 Grey Rose Inc.
Date: Friday, May 16, 2025 1:43:23 PM

External sender <planning@grey.ca>

Make sure you trust this sender before taking any actions.

County comments for B08-2025 Grey Rose Inc.

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.

Grey County Transportation Services 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: Applications A08-25 and B08-25
Date: Wednesday, May 21, 2025 8:56:17 AM
Attachments: [image001.png](#)
[image002.png](#)

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 applications A08-25 and B08-25 and have no comment 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
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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From: [Allison Penner](#)
To: [OS Planning](#)
Subject: FW: Request for Comments - City of Owen Sound (Clouatre) - Proposed Consent and Minor Variance
Date: Friday, May 16, 2025 3:00:02 PM
Attachments: [image001.png](#)

From: hsmlrcc@bmts.com <hsmlrcc@bmts.com>
Sent: Friday, May 16, 2025 2:59 PM
To: Allison Penner <apenner@owensound.ca>
Subject: Re: Request for Comments - City of Owen Sound (Clouatre) - Proposed Consent and Minor Variance

External sender <hsmlrcc@bmts.com>

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City of Owen Sound

Re: File number A08-2025, B08-2025

The Historic Saugeen Métis (HSM) Lands, Waters and Consultation Department has reviewed the relevant documents and has no objection to the proposed Consent and Minor variance as presented.

Thank you for the opportunity to review this matter.

Regards,

Neala

Neala MacLeod Farley
Coordinator, Lands, Waters & Consultation

Historic Saugeen Métis
204 High Street
Southampton, ON
saugeenmetis.com
519-483-4000



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From: [Margaret Potter](#)
To: [Margaret Potter](#)
Subject: FW: Notice of Public Hearing and Application for Files A08-2025, B08-2025, B09-2025
Date: Wednesday, May 21, 2025 11:12:18 AM
Attachments: [image001.png](#)

From: SON Archaeology <archaeology@saugeenojibwaynation.ca>
Sent: Wednesday, May 14, 2025 2:57 PM
To: Allison Penner <apenner@owensound.ca>
Cc: Planning Act Prescribed Persons/Bodies <planningnotices@owensound.ca>; Brian Green <iluvwood@live.ca>; Dinesh Shah <dinesh625@gmail.com>; Gail McCartney <gmcart22@gmail.com>; Markus Hawco <hawcomark@gmail.com>; Tyler Hopkins <thopkins@millerinsurance.ca>; Development Team <developmentteam@owensound.ca>
Subject: Re: Notice of Public Hearing and Application for Files A08-2025, B08-2025, B09-2025

Warning: Unusual sender <archaeology@saugeenojibwaynation.ca>

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Good afternoon,

The property at 240 2nd Street East will need to undergo an archaeological assessment. Please have the proponent reach out to me for next steps.

Miigwech,

Kove Sartor
SON Archaeology Department
Resource & Infrastructure Department



10129 Hwy 6
Georgian Bluffs, ON
N0H 2T0
saugeenojibwaynation.ca

On Tue, May 13, 2025 at 1:41 PM Allison Penner <apenner@owensound.ca> wrote:

Good afternoon,