

SCHEDULE F

Agency Comments

City of Owen Sound Engineering & Public Works Department – June 19, 2025

Historic Saugeen Metis – June 13, 2025

County of Grey – June 11, 2025

Grey Sauble Conservation Authority – June 18, 2025

Staff Report

Engineering Services Division
Public Works & Engineering Department



Date: 2025 June 19

Application: B12/2025

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: 863 5th Avenue West

Assessment Roll: 425902001510300

Legal Description: PLAN 17 W PT LOT 17 W PT LOT 18

Applicant: Hindman on behalf of McKerroll & McKerroll

Background:

The applicant is proposing to sever the subject lands to create one (1) new residential lot. The retained lot is proposed to have approximately 16.0 m of frontage on 5th Avenue West, 32.8 m of depth, and 525 m² of lot area, and contains an existing single detached dwelling and garage.

The vacant severed lot is proposed to have approximately 16.0 m of frontage on 5th Avenue West, 32.8 m of depth, and 525 m² of lot area.

To facilitate the consent, a minor variance (A10-2025) is being requested to address the 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. That the applicant prepare and submit a grading and drainage plan for both the retained and severed lots 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.
2. 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.
 - 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.
3. 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).
4. 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).
5. 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).

6. 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).
7. Payment of the Engineering Review Fee for a Consent to Sever Application.

Analysis:

Site Access:

The existing property fronts on 5th Avenue West, an improved municipal road, and classified as a Local Road.

The access for the retained lot appears to remain 'as-is', while the proposed severed lot will require a separate driveway access to 5th Avenue West (minimum 3.0 m in width). The proposed access will require modifications to the City's boulevard/sidewalk, as there is no existing access at this location, which is to be facilitated through a Special Services Application with the ESD, at the time of the Building Permit.

Parking:

The existing lot has vehicular parking sufficient for one (1) or more vehicles, located on the northern section of the property. Based on the proposed Consent application, the parking is to remain 'as-is' for the retained lot.

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 for future residential development.

Site Servicing:

The City has a 225 mm Ø vitrified clay pipe wastewater sewer and a 150 mm Ø cast iron watermain (Municipal pressure zone) located in 5th Avenue West, in the area fronting the property.

Based on available records, the existing lot appears to be serviced through a 13 mm Ø water service lateral from the City water main to the curb stop for the building. The details regarding the existing wastewater lateral are unknown, however, is likely fronting the building.

The applicant will be required to field verify the location of the existing wastewater service later, to ensure that it is within the confines of the proposed retained lot, and include the location on the drawings.

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 proposed properties, or identify other means of storage (i.e. infiltration galleries).

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 16.002 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: Chris Webb, P.Eng.



From: [Public Notices](#)
To: [OS Planning](#)
Subject: FW: Request for Comments - City of Owen Sound (Hindman c/o McKerroll) - Proposed Minor Variance and Consent
Date: Friday, June 13, 2025 3:52:24 PM
Attachments: [attachment.png](#)

From: hsmrlcc <hsmrlcc@bmts.com>
Sent: Friday, June 13, 2025 2:28 PM
To: Public Notices <notice@owensound.ca>
Subject: Re: Request for Comments - City of Owen Sound (Hindman c/o McKerroll) - Proposed Minor Variance and Consent

External sender <hsmrlcc@bmts.com>

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City of Owen Sound

Re: File number A10-2025 & B12-2025

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

Thank you for the opportunity to review this matter.

Regards,

Neala

Neala MacLeod Farley
Coordinator, Lands, Waters & Consultation



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From: planning@grey.ca
To: [Briana Bloomfield](#); [OS Planning](#); [Staci Landry](#); [Allison Penner](#); [Tim Simmonds](#); [Pam Coulter](#); [Engineering](#); [Emily Carter](#)
Subject: County comments for B12-2025 Hindman
Date: Wednesday, June 11, 2025 9:06:17 AM

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County comments for B12-2025 Hindman

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](#)
Cc: [Margaret Potter](#)
Subject: Application A10-25 and B12-25
Date: Wednesday, June 18, 2025 10:36:05 AM
Attachments: [image001.png](#)
[image002.png](#)

External sender <c.stredwick@greysauble.on.ca>
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Hi Allison,

The GSCA has reviewed application A10-25 and B12-25 and have no concerns or comments as there is no Hazard area or regulated area on the subject lands.

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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