

Hi Vanessa, no comments from PRC. Thanks.

Julia Snoek, CRFP
Director, Parks, Recreation and Culture
Municipality of Port Hope

905-885-8760 x 4108
jsnoek@porthope.ca
www.porthope.ca

Office Location:
Joint Operations Centre
284 Victoria Street North, Port Hope, Ontario

Hi Vanessa,

I have reviewed this application on behalf of the Corporate Services Department. We have no comments or objections to this application. Thank you for circulating.

Brian Gilmer
Director, Corporate Services / Clerk
Municipality of Port Hope

Corporate Services Department
Town Hall: 56 Queen Street, Port Hope, ON L1A 3Z9
t. 905.885.4544 x.2230
e. bgilmer@porthope.ca | porthope.ca



Good afternoon

Please see my attached report for the zoning amendment. I have no concerns. We are still waiting on the fee. Note: a septic permit application will be required prior to issuance of a building permit.

Thank you

Kirk

Respectfully

Kirk Johnstone CPSI, CBCO
Senior Plumbing and Sewage System Inspector
600 William St., Cobourg, Northumberland County
johnstonek@northumberland.ca cell 905-373-2619

Save time! Use our new [online portal](#) to submit your septic permit applications.

Corporate Values: Accountability . Care & Support . Collaboration & Communication . Honesty & Integrity . Innovation & Excellence . Mutual Trust & Respect

Vanessa Wismer

From: Kirk Johnstone via CityReporter <no-reply@cityreporter.ca>
Sent: November 7, 2022 3:24 PM
To: Johnstone, Kirk
Subject: Permit refnum: ZB07-2022

CAUTION: External E-Mail



Northumberland County
Mailing: 555 Courthouse Rd, Office: 600 William St.
Cobourg, ON K9A 5J6
Phone: 905-372-1929 Fax: 905-373-8567

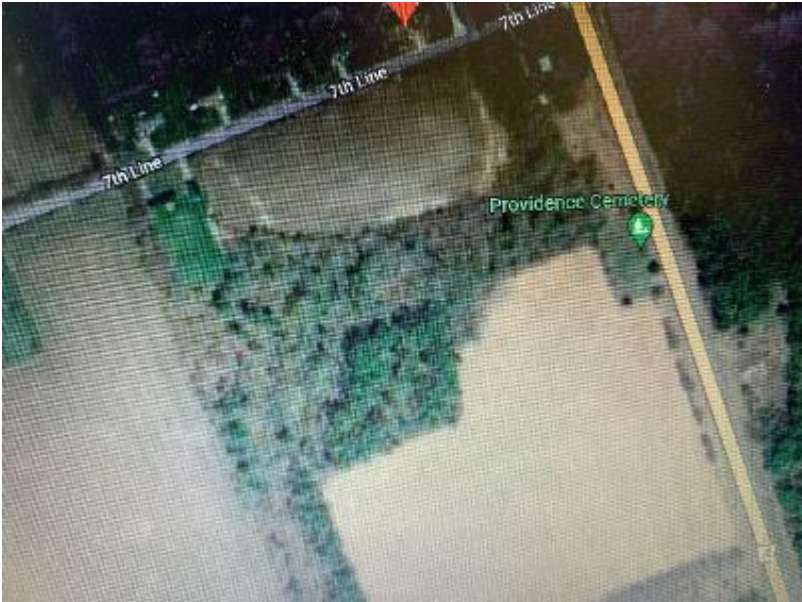
Building Inspection Report

Reference #ZB07-2022
Address: ZB07-2022 6983 7th Line
City: Port Hope

Inspection(s) Done:

Zoning Amendments 11/07/2022 03:00 PM **Items Rejected**

Zoning Amendments	
Inspected By: Kirk Johnstone on 11/07/2022 03:00 PM	
We would like to know how we did for you today, please complete our survey https://www.surveymonkey.com/r/XDGZ38X	
We have reviewed the application and have no objection with the zoning amendment. Please provide the final decision for our records when complete. If rejected, please see notes below. I have no concerns with the proposed zoning amendment. Please see the required fee below.	Rejected
The Zoning Amendment review fee of \$ 300.00 has been provided. N/A if accompanied with another application	Rejected

To be provided, please make payment by check and drop off to 600 William St Cobourg or by credit card by calling the inspection line noted on this report	
On site review photos and inspector notes	Accepted
A septic permit is required	
	
A change of use permit will be required to determine if the existing plumbing or on-site sewage system is being adversely affected	N/A
The property has either full or partial public services	N/A
The property will be provided with a new on-site sewage system. Yes the site plan indicates one system for both the house and the proposed home business within the accessory building	Accepted
The property has an existing sewage system which appears to be maintained and appears to be operating within the proper guidelines	N/A
A sewage system record has been located and it accurately describes the existing sewage system	N/A
A sewage system record was not found for this property. Please contact a licensed sewage system installer to locate and investigate the system for acceptable operation and maintenance. Provide a site plan drawing indicating the location and set back measurements, and size of all parts of the sewage system	N/A
The report, noted above, has been provided by the licensed sewage system installer	N/A

Comments

If there are any Rejected items, the affected areas of the work must not be covered up unless otherwise indicated until these issues are resolved and Accepted following a re-inspection.

Hi Vanessa,

No comments on behalf of Canada Post. Thank you for including us.

Have a great day,

Chris Wilson

Officer, Delivery Services

Canada Post Corporation

200-1860 Midland Ave.

Scarborough, ON, M1P 5A1

416-262-7408

chris.wilson@canadapost.ca

Good morning Vanessa, hope you are doing well.

Please find attached our comments for zoning by-law amendment application file number ZB07-2022 at 6983 7th Line.

If you have any questions, please do not hesitate to contact me by any means provided below.

Have a great rest of the work week 😊!!!

Sincerely,

Ashley Yearwood, MCIP, RPP | Senior Planner, Land Use Planning | Northumberland County

t 905.372.3329 x 6221 | c 905.376.5354 | f 905.372.1746 | e yearwooda@northumberland.ca

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November 18, 2022

Sent by Electronic Mail

Vanessa Wismer, MSc.
Planner
Municipality of Port Hope
Planning and Development Services
5 Mill Street South
Port Hope ON L1A 2S6

RE: Updated County Review of a Zoning By-Law Amendment Application – ZB07-2022

Applicants: D.M. Wills on behalf of Robert and Dianne Mason
Location: 6983 7th Line
(Part of Lot 1, Concession 6)
Municipality: Municipality of Port Hope
County File: D14-PH22

This letter is in response to a request for comments on the above-noted zoning by-law amendment (rezoning) application. We have completed our review and offer the following comments with respect to County and Provincial land use policies, County services and other County and Provincial interests.

Purpose of the Application

The purpose of the application is to change the zone category on the subject property from 'RU' – Rural Zone to a site-specific Rural Zone category to permit a 557 square-metre cabinet manufacturing workshop as a home industry. The proponent also intends to construct a new detached dwelling on the property.

The subject property is mostly farmed and contains wooded areas in its centre and along its property limits. The subject property fronts County Road 28 and 7th Line, with an existing vehicular access point off 7th Line.

Surrounding land uses include rural residential, agricultural, wooded areas, rural commercial and a cemetery.

County and Provincial Land Use Policies

Northumberland County Official Plan (County OP)

The County OP designates the subject property as "Rural Areas." "Rural Areas" are for agriculture, rural housing, woodlots, and industrial and commercial uses that are appropriate in rural areas. Home industries are also permitted in "Rural Areas" subject

Zoning By-law Amendment Application – ZB07-2022

to the criteria of [Section C3.9](#) of the County OP. Some criteria include, but are not limited to the following:

- Ensuring that the floor area is consistent with the scale of uses on the property;
- The noise, dust and odour that could potentially emanate from the use will not have an adverse impact on adjacent properties; and
- All machinery and equipment, except for motor vehicles, required for the home industry is generally located within enclosed buildings.

The proposed cabinet manufacturing workshop conforms to the County's OP, provided that it has regard with the County OP's criteria for home industries.

Provincial Policy Statement (PPS)

The PPS indicates that when directing development on rural lands, the policies that direct growth, manage resources, and protect public health and safety should be applied. According to the PPS, rural land uses include resource management, feature-based recreational uses, limited residential uses, home occupations, home industries and cemeteries. New development should be compatible with the rural landscape and sustained by rural service levels.

The proposed zone change is consistent with the PPS as it will allow for a home industry use associated with a new detached dwelling. The future house and accessory building(s) should be sited and designed to be compatible with the rural landscape.

Growth Plan for the Greater Golden Horseshoe (Growth Plan)

The Growth Plan indicates that residential growth should be directed to settlement areas. However, rural residential uses are supported in site-specific locations with approved zoning or land use designation that allows the development.

The proposed zone change is appropriate to recognize the proposed rural residential and related home industry uses.

County Services

Inspection Services (Private Sewage)

The County Inspection Services have reviewed the rezoning application and had no objection. The proponent should be advised that prior to the Municipality of Port Hope issuing a building permit, an approved private septic permit from the County's Sewage Inspection Services Division will be required.

Public Works – Transportation, County Roads

The subject property is adjacent to County Road 28, a County Arterial Road.

Zoning By-law Amendment Application – ZB07-2022

Prior to the issuance of a building permit, the proponent must apply for a Setback Permit from the County's Public Works Department. The proposed structures/buildings must be situated at least 30 metres from the centreline of County Road 28 (the minimum allowed setback for any structures/buildings abutting a County Road).

According to the proponent's submitted plan, the vehicular access point will remain off 7th Line, which is satisfactory to the County since private driveways are discouraged off a classified County Arterial Road in accordance with Table L of the County OP (Function of Transportation Facilities).

Provincial and County Interests

This proposal has been screened in accordance with the responsibility under the *Planning Act* to have regard for matters of Provincial and County interests. Upon further review, the County has determined the following item of Provincial and County interest:

Cultural Heritage

The subject property abuts Providence Cemetery, which would typically require the completion of an Archaeological Site Assessment in accordance with the requirements of the Ministry of Heritage, Sport, Tourism and Culture Industries' Criteria for Evaluating Archaeological Potential.

However, prior to the Municipality's receipt of this rezoning application to permit the proposed home industry use, municipal staff has advised that a building permit was issued to permit a detached dwelling and accessory building on the subject property. It is also our understanding that the buildings are currently under construction.

Based on the circumstances noted above, the County notes that the Municipality could consider waiving the requirement for an Archaeological Site Assessment.

Summary

- The County OP designates the subject lands as "Rural Areas," which supports various uses that are appropriate in rural areas, including a detached dwelling and a home industry (i.e., cabinet manufacturing workshop);
- The PPS and the Growth Plan also considers residential uses and home industries on lands within rural areas;
- Prior to the issuance of a building permit, the proponent must receive an approved private septic permit and Setback Permit from the County's Inspection Services Division and Public Works Department respectively;
- In accordance with the County OP, private driveways off County Arterial Roads are discouraged.

November 18, 2022

Zoning By-law Amendment Application – ZB07-2022

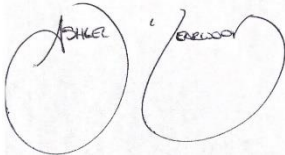
- Since building permits have been issued on the subject property to permit a detached dwelling and accessory building prior to the submission of the rezoning application, the requirement for an Archaeological Site Assessment may be waived.

Based on the foregoing, the County has no objection to the proposed rezoning application.

When Municipal Council can make a decision on this application, please provide a copy of their decision/resolution to my attention.

Please feel free to contact me at yearwooda@northumberland.ca or by phone at 905.376.5354 should you have any comments or questions related to this matter.

Sincerely,

Handwritten signature of Ashley Yearwood in black ink, consisting of a stylized 'A' followed by 'SHLEY' and a large loop.

Ashley Yearwood, MCIP, RPP
Senior Planner, Land Use Planning

Copy: Dwayne Campbell, Manager, Planning and Community Development / Chief Planner

Good afternoon Vanessa,

Please see attached GRCA's comments regarding the above noted Zoning By-law Amendment.

Thank you,

Joanne May
Administrative Assistant
Planning & Regulations Department



"Clean Water Healthy Lands for Healthy Communities"

2216 County Road 28
Port Hope, ON L1A 3V8
(905) 885-8173 ext.244 / jmay@grca.on.ca
www.grca.on.ca

 Consider the environment. Please don't print this e-mail unless you really need to.

Please note that the GRCA administration office and Ganaraska Forest Centre are open by appointment only. Please visit our website for further information.



**Ganaraska Region
Conservation Authority**

2216 County Road 28
Port Hope, ON L1A 3V8

Phone: 905-885-8173
Fax: 905-885-9824
www.grca.on.ca

MEMBER OF
CONSERVATION ONTARIO

November 15, 2022

GRCA File: POR3 07 2022

Vanessa Wismer
Planner,
Planning and Development Services
Municipality of Port Hope
56 Queen Street
Port Hope, ON, L1A 3Z9

Dear Vanessa:

**Re: Application for Zoning By-law Amendment – ZB07-2022
6983 7th Line – Port Hope
Part Lot 1, Concession 6 – Municipality of Port Hope**

GRCA staff have reviewed this application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation (168/06). GRCA also provides comments as a commenting agency to the Municipality of Port Hope with respect to Natural Heritage. The application has also been reviewed through our role as a public body under the *Planning Act* as per our CA Board approved policies.

This application is seeking to rezone the subject lands from Rural 'RU' to site-specific 'RU(*)' exception zone to permit a small-scale cabinet manufacturing workshop as a home industry with the following special provisions:

- a) Maximum permitted gross floor area for home industry: 557.4m²
- b) Maximum number of employees permitted for a home industry: 12
- c) Parking for the exclusive use of the employees is permitted.
- d) Maximum distance from home industry to primary residential dwelling: 70m

NOT REGULATED:

The subject property does not contain any floodplains, watercourses, shorelines, wetlands, valley slopes or other environmental features of interest to the Ganaraska Region Conservation Authority (GRCA). Furthermore, the property is not subject to Ontario Regulation 168/06, (the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation).

Site Characteristics

WOODLOT:

GRCA recognizes a Significant Woodland on the property. GRCA will work with the Municipality to protect tableland woodlots, corridors/linkages and other terrestrial natural features.

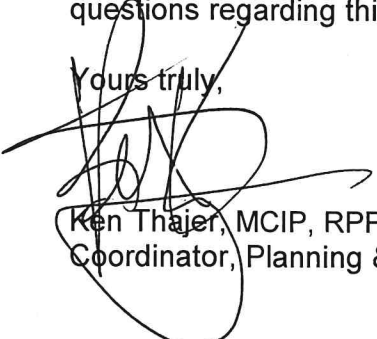
Comments:

The Subject lands are not Regulated under Ontario Regulation 168/06, this Authority's *Development, Interference with Wetlands, Alteration to Shorelines and Watercourses Regulation*. A permit from the Authority would not be required for development on the lot.

The Subject Property contains a Significant Woodland. A 15m setback from the Significant Woodland dripline is being maintained, therefore GRCA has no objection to application ZB07-2022.

I trust this meets your information requirements at this time. Should you have any further questions regarding this matter, please contact the undersigned.

Yours truly,



Ken Thajer, MCIP, RPP
Coordinator, Planning & Regulations

Vanessa Wismer

From: Jamie McKelvie
Sent: November 16, 2022 11:28 AM
To: Vanessa Wismer
Subject: 6983 7th Line
Attachments: Entrance Permit.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Vanessa,
W&E doesn't have any concerns with the proposed grading, site plan etc. for this planned project.
If there is any improvements made to the existing entrance they will have to abide by the municipal entrance permit – see attached.
Thank you,

Entrance Permit Application Form and Process

Municipality of Port Hope
56 Queen St. Port Hope, ON L1A 3Z9
Telephone: 905.885.2431
Fax: 905.885.0507
Email: publicworks@porthope.ca

FOR OFFICE USE ONLY
Permit # _____
Received By _____
Date _____

Process Information:

- The Owner of the property (Applicant) shall take out a permit for any entrance installation, adjustment, improvement or removal. Insurance requirements must be met, and fees & deposits paid in full.
- The Applicant shall mark the proposed location of the entrance with stakes/paint or if the municipality provides a sign, please use the sign to mark the location.
- The Applicant shall contact the Road Operations to arrange for an onsite meeting with the Contractor representative completing the work (minimum 48 hours' notice is required).
- Road Operations staff will determine the diameter, the length and the type of culvert required. This information will be recorded on the Permit. Only new culverts will be approved.
- Road Operations staff will determine the need for additional work required (i.e. ditching, grading, catch basin, sidewalk replacement, curb replacement, etc.).
- Road Operations staff will approve the location of the proposed entrance, based on existing conditions; sightlines etc. or recommend an alternative location.
- A copy of the approved permit will be provided to the Applicant (within 10 business days) and no work shall commence prior to receiving the approved permit.
- If a Contractor is doing the work, the permit must also be signed by the Contractor acknowledging the specifications as required by Road Operations staff.
- The Applicant shall contact Road Operations to arrange for a final inspection, within 24 hours of completion.
- If the entrance passes inspection the Applicant is required to complete the Application for Refund of Deposit.*Note: If this application is tied to a Building Permit, you must provide a copy of your Final Inspection.
- If the entrance does not pass inspection, the Owner will have ten business days from notification date, to make corrections.

- If corrections are not completed within ten business days, Road Operations staff shall arrange for the necessary work to be completed, deducting actual costs from the deposit, and invoicing the Owner for any additional costs.

Special Notes:

- If an entrance location is not approved, or if the applicant/contractor is not proceeding with the entrance the deposit will be returned however, the administrative fee will not.
- All costs such as labour, materials, and machinery to perform the work are the responsibility and borne by the property owner and/ or the person named in the permit.
- The Owner is required to maintain the existing drainage patterns during installation of the entrance, to be approved subject to final inspection by Road Operations staff.
- If the property is within Conservation Regulated Lands, a copy of the approved Conservation Permit is required prior to the issuance of the approved Entrance Permit
- The Applicant is responsible to arrange for all utility locates in the area of the works.
- Side slope shall be no less than 2:1 measured from the driving surface to the end of pipe.
- Paving of the area from the edge of pavement to the property line, must be approved by Road Operation staff and the cost borne by the property owner.
- Expiry date of the permit is generally one (1) calendar year from the date on the permit. The Applicant may apply for an extension of the permit, and carry over the deposit; providing Road Operations is notified prior to the expiration date on the permit. Should the permit expire prior to work being started, the security deposit shall be returned to the permit holder, and a new application will be required for the work. The fee is non-refundable.
- Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance onto the roadway.
- The applicant/contractor must ensure that all other applicable permits (road occupancy, permission to enter etc.) and underground locates are obtained prior to any work taking place.

Entrance Permit Application and Process

Municipality of Port Hope
56 Queen St. Port Hope, ON L1A 3Z9
T: 905- 885-2431
F: 905-885-0507
Email: publicworks@porthope.ca

FOR OFFICE USE

Permit # _____

Received By _____

Date _____

Registered Owners: _____

Mailing Address: _____

Telephone Number(s):

Home: _____

Cell: _____

Fax: _____

Email Address: _____

Copy of Approved Entrance Permit to be received by:

Email Fax Pick Up Mail

I hereby make application to: Construct / New Alter / Improve Remove

A: Residential Commercial Agricultural

entrance at:

Lot _____ Concession _____ in the Town/Township of _____

On the _____ side of _____ Road/Street etc.

Property Roll # _____ Civic# (if applicable) _____

Is a Building Permit required? Yes No

Is a Conservation Permit Required? Yes No

Could the entrance be made via another road? Yes No

I understand that this is only an application and the entrance is not to be installed until the permit has been paid for and issued by Road Operations. Entrance deposit refund must be applied for between the months of April - November and within 2 years of the date of application. Failure to do so will result in forfeiture of the deposit.

Date of Application: _____ Signature: _____

Name of Contractor: _____ Signature: _____

The following items must be submitted with this application:

1. A copy of a legal survey and/or site plan.
2. A copy of the deed.
3. A sketch showing the location of the proposed entrance and other landmarks. Please provide measurements.
4. Payment (\$250.00 Application Fee + \$1,250 Refundable Deposit, if applicable) \$1,500.00 paid by cheque, debit or cash.



Specifications:

Culvert Required: Yes No

Culvert Size: Diameter _____ mm Length _____ mm

Additional Requirements: _____

Prepared by: _____ Date: _____

Ontario Provincial Standard Drawing attached:

OPSD- 301.010 MOD OPSD-301.020 MOD
OPSD- 350.010 MOD OPSD-351.010 MOD

Site Inspection:

Correct Culvert size: Yes No Proper Coverage: Yes No
2:1 Side Slope: Yes No

Comments: _____

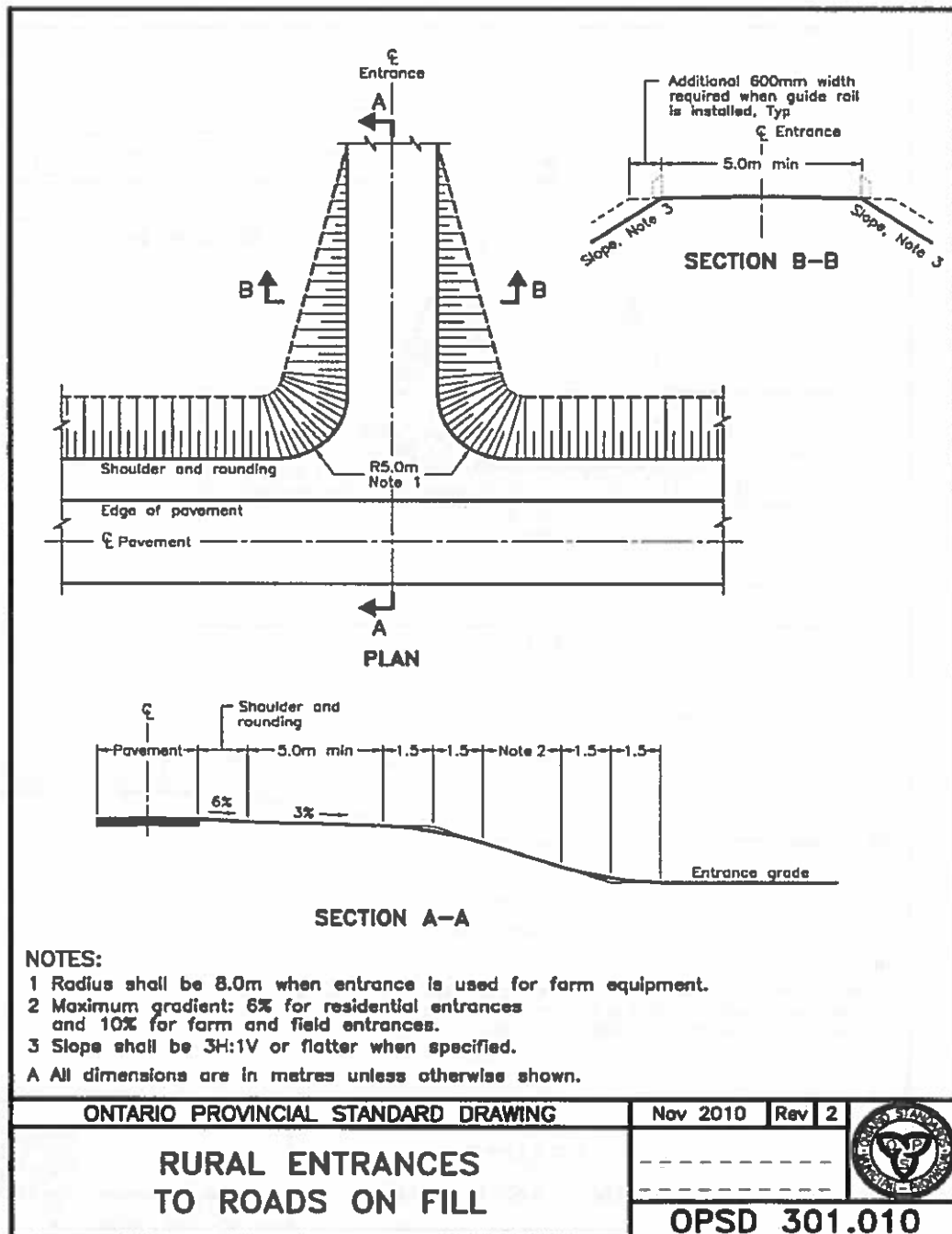
Inspected By: _____ Date Inspected: _____
INSPECTION PASSED INSPECTION FAILED

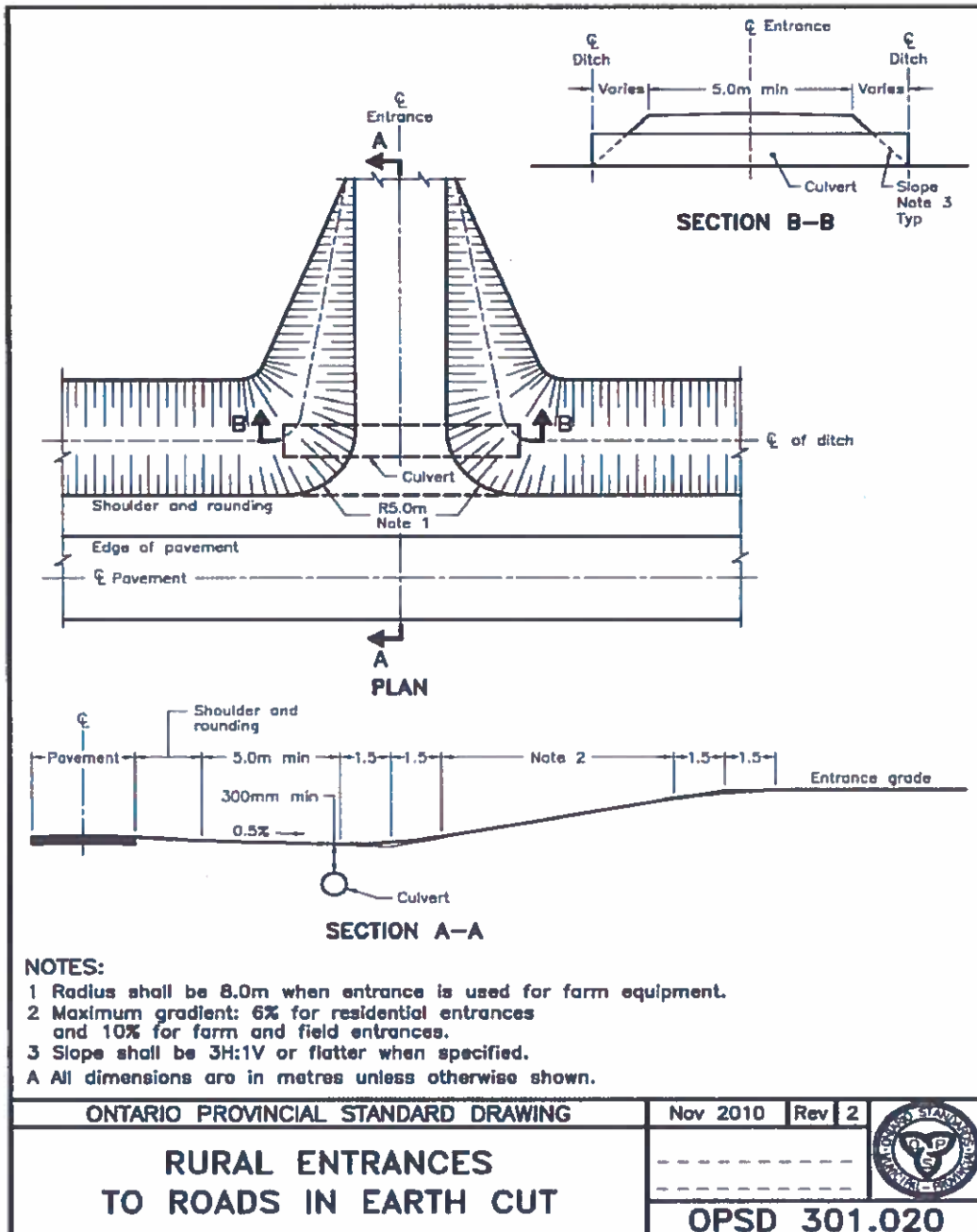
Follow Up Inspection done By: _____ Date Inspected: _____

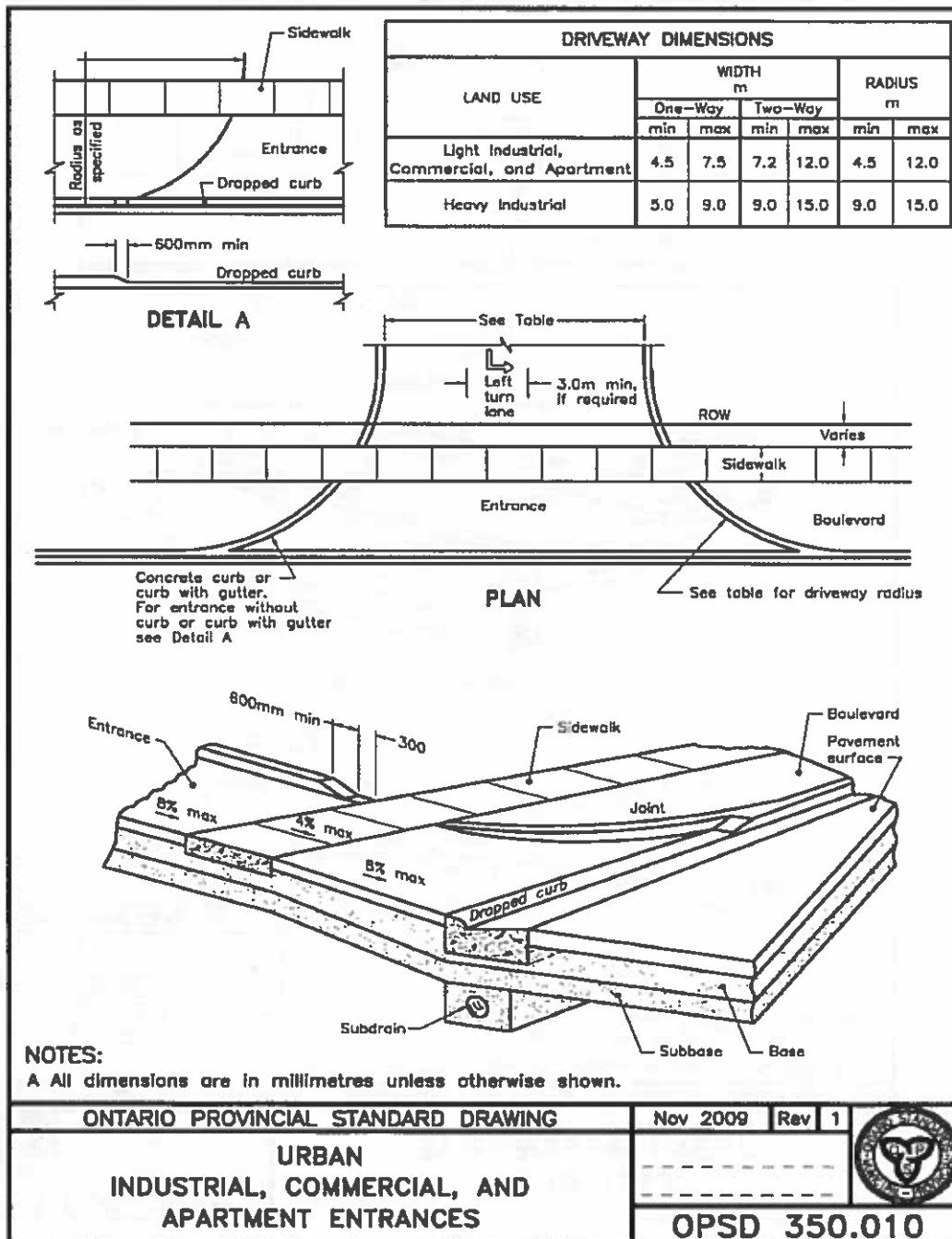
Building Department Approval:

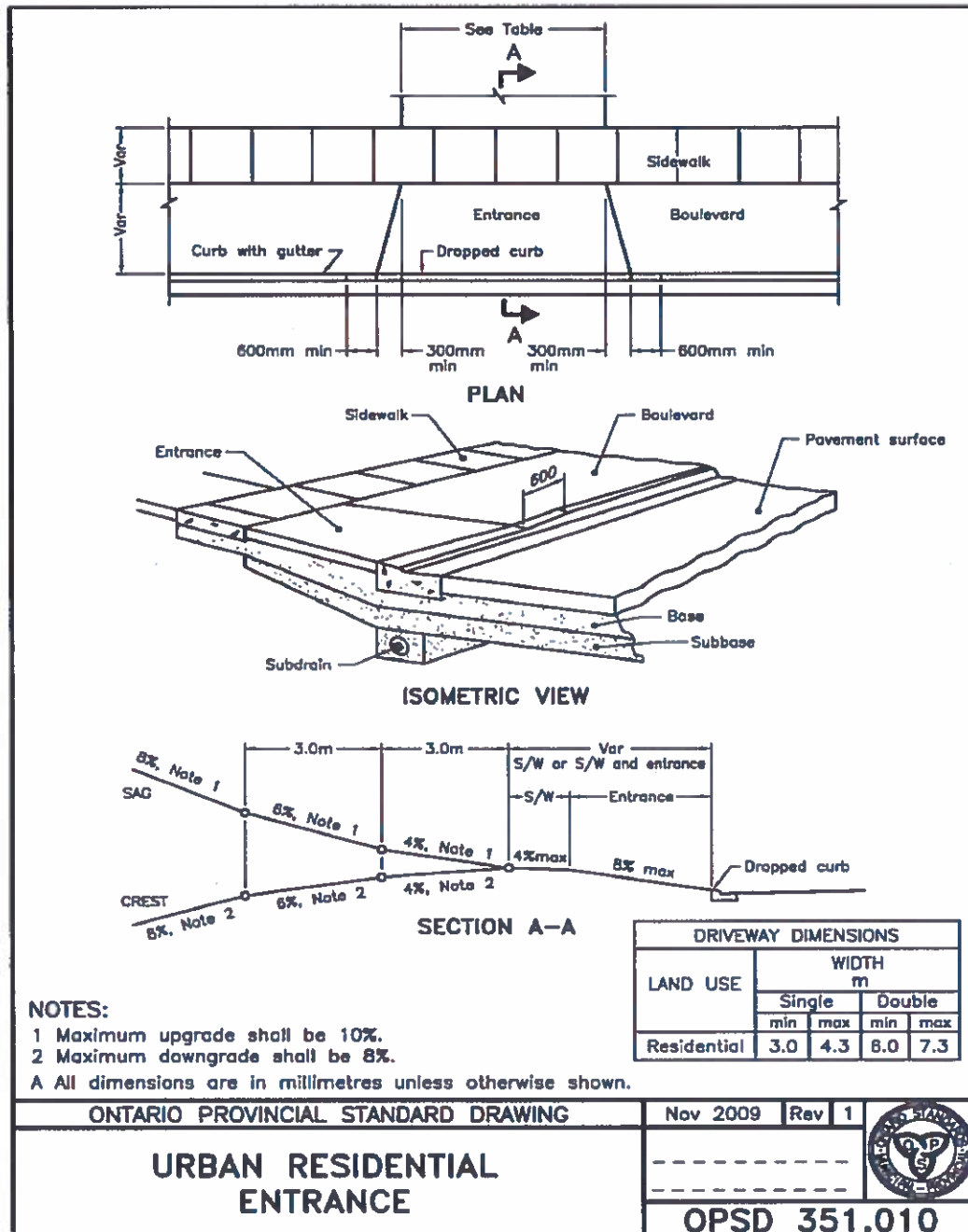
Comments: _____

Building Inspector Signature: _____ Date: _____









Vanessa Wismer

From: Jamie McKelvie
Sent: November 16, 2022 3:39 PM
To: Vanessa Wismer
Subject: 6983 7th Line

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Vanessa,

Below we have our response from our Rural Roads Supervisor, since these issues have been brought up from their site development that has already commenced, we offer the follow comments.

W&E requires entrance and ditch improvements around the proponent's entrance to promote the flow of stormwater from our road and surrounding area. Areas of concern are where the new hydro pole for their service was installed, we also require ditch improvements to the west and south outlined from our Rural Road Supervisor once the culvert has been reset to the proper depth and to remediate the concrete truck remnants that are in our ditch from their build. These improvements will have to be inspected and approved by our rural roads supervisor.

Please reach out if you have any further questions.

Thank you,

From: Jeff Cawker <JCawker@porthope.ca>
Sent: November 16, 2022 2:43 PM
To: Jamie McKelvie <JMckelvie@porthope.ca>
Subject: RE: 6983 7th Line

Hey Jamie,

Sorry for being a little behind on this. I am ok with them keeping the entrance in that location, the culvert looks in decent shape but the entrance itself and ditching around it is pretty poor. The ditch area where they installed their hydro trench will require repair as well.

The culvert can be re-used but will need to be taken out and re-set. They will be required to do some ditching 15m to the west and 7-10 to the south. It will also require some 4" or rip rap to be installed around the ends as the flow is quite heavy at times in this area. A proper granular A material will need to be used for back fill. It is currently mud and pit run and the cement trucks from their building have been washing out here.

Thanks, Jeff

From: Jamie McKelvie <JMckelvie@porthope.ca>
Sent: November 8, 2022 9:13 AM
To: Jeff Cawker <JCawker@porthope.ca>
Subject: 6983 7th Line

Hey Jeff,

We have a rural site plan drawing submitted for comment, 6983 7th Line entrance pictured below.



They say they plan to use the existing entrance and it has a 300mm CSP culvert labelled on the drawing. Do you know of any drainage issues in this area that we experience or any reason to believe the culvert is in poor condition? I'll let them know their entrance and any improvements must confirm to our standards set out in our entrance permit. Thanks,