



Information Memo

To: Council Meeting
Date: December 16, 2025
Division: Community and Development Services
Department: Planning and Realty Services
Ward: Ward 6
Subject: Proposed Zoning By-law Amendment ZNPL2025225 9 Scott Drive

Recommendation(s):

That application ZNPL2025225, affecting the lands described as PORT DOVER PLAN 207 PT BLK 77 PT LOTS 10 TO 12 RP 37R11761 PART 4, Norfolk County, known as 9 Scott Drive, to amend the Norfolk County Zoning By-Law 1-Z-2014 from Urban Residential Type 1 (R1-A) Zone to Urban Residential Type 4 (R4) Zone with a special provision, be approved, as shown in Attachment C to this memo; and

Further that all public input received for this application was considered as part of the decision, as outlined in related staff report CDS-25-067.

Background

A Zoning By-law Amendment application has been received proposing to rezone the property at 9 Scott Drive in Port Dover, from Residential Type 1 (R1-A) Zone to Residential Type 4 (R-4) Zone to permit an eight unit stacked townhouse on the property. The original proposal was brought forward to Public Hearing Committee on September 3, 2025. The report can be found [here](#).

After the public meeting, the applicant revised the proposal to reduce the number of units from 10 to eight and amended the overall site design. Planning staff brought a recommendation report to Council on October 28, 2025, recommending refusal of the application. The report can be found [here](#). The main concerns from Planning staff were related to the on-site parking reduction and overall compatibility. Council passed the following motion: "That this matter be referred back to staff to work with the applicant on possibly amending the application." Since that time, Planning staff have worked with the agent on a revised proposal. The changes are discussed below.

Discussion:

Planning staff met with the applicant to discuss changes to the proposal. These are as follows:

- Building has been reoriented such that it is perpendicular to Scott Drive, reducing the overall impact on the streetscape;
- Amended the site design such that all of the required parking can be provided on site, with no parking relief required;
- Provided areas for earth bin garbage receptacles and snow storage.

The special provision would permit a reduced rear yard of 3.7 metres. No further relief would be required. A Holding provision is still proposed, which would require the following:

- 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.

The applicant will also be required to obtain the appropriate permits from the Ministry of Transportation (MTO) as the site is in an MTO regulated area.

Overall, Planning staff are satisfied that the concerns raised previously have been addressed through the revised proposal. The hydro substation provides buffering to the north. The applicant has constructed two single detached dwellings to the south, which will be fenced, and fencing will be installed on the subject lands by the applicant as well. The rear of the property is buffered by vegetation which will not be removed. No parking relief is required, which was of significant concern to staff as the street cannot accommodate on-street parking. The maximum height of the proposed townhouse is the same as what is currently permitted on the property in the R1-A Zone. The reconfiguration of the building to be perpendicular to the road rather than parallel will reduce impacts on the streetscape.

Finance Comments:

As included in Report CDS-25-067, Application ZNPL2025225 to amend the Zoning By-law to change the zoning of 9 Scott Drive, approval of the application would have a positive impact on assessment growth and tax revenues.

The level of assessment growth is dependent on the assessment of the new residential units as determined by the Municipal Property Assessment Corporation (MPAC).

Norfolk County would also receive Development Charges (DC) as per the Development Charges By-law in effect at the time of building permit issuance at the applicable residential rate on a per unit basis. These would be offset by increased infrastructure costs as a result of growth.

Attachment(s):

- Attachment A: Revised Site Plan
- Attachment B: Elevations and Floor Plan
- Attachment C: Proposed Zoning By-law

Conclusion:

The applicant has resolved the issues outlined by Planning staff in the previous recommendation report. As such, staff recommend that this application be approved.

Approval:

Approved By:

Bill Cridland, General Manager, Community and Development Services

Reviewed By:

Alisha Cull BES, MCIP, RPP, Ec.D., Acting Director, Planning and Realty Services

Prepared By:

Josh Mueller, BES, URPT, CPT, Planner