



## Memorandum

DATE: September 4, 2025

TO: Victoria Mance

FROM: Dustin Lyttle

RE: 271 Main St. East  
Zoning Amendment  
Submission No. 2

FILE: A4174A

### Submitted Items List:

- Cover Letter, dated July 30, 2025, prepared by PMHB Planning Limited.
- Comment Response Matrix, dated July 29, prepared by C.F. Crozier & Associates Inc.
- Civil Engineering Drawing Set, dated June 25, 2025, prepared by C.F. Crozier & Associates Inc.
  - Drawing No. C101 – Grading Plan
  - Drawing No. C102A – General Servicing Plan
  - Drawing No. C102B – Connections to Existing Main Street Infrastructure
  - Drawing No. C103 – Pre-Development Drainage Plan
  - Drawing No. C104 – Post-Development Drainage Plan
  - Drawing No. C105 – Erosion & Sediment Control Plan
  - Drawing No. C106 – Erosion & Sediment Control Plan Notes & Details
  - Drawing No. C107 – Construction Notes & Details (1 of 2)
  - Drawing No. C108 – Construction Notes & Details (2 of 2)
- Drawing No. A1.01 – Sit Plan, dated June 25, 2025, prepared by Orchard Design Studio Inc.
- Functional Servicing & Stormwater Management Report, dated June 2025, prepared by C.F. Crozier & Associates Inc.
- Traffic Opinion Letter, dated June 25, 2025, prepared by C.F. Crozier & Associates Inc.
- Photometric Plan, dated May 2, prepared by C.F. Crozier & Associates Inc.
- Planning Addendum Letter, dated July 30, prepared by PMHB Planning Limited.
- Salt Management Plan Memo, dated June 25, 2025, prepared by C.F. Crozier & Associates Inc.
- Draft ZBA text and Schedule
- Conceptual Rendering of Elevations
- Hydrogeological Assessment Report, dated April 2024, prepared by C.F. Crozier & Associates Inc.
- Planning Justification Report – Zoning By-Law Amendment, dated May 27, 2024, prepared by MHBC Planning Limited
- Archaeological Assessment – Stage 1 & 2, dated January 29, 2024, prepared by Great Lakes Archaeology

***Updates to previous comments are shown in bold italics.***

### Pre-Consultation Comments:

PC 1.1 – 1.2 **Addressed.**

PC 1.3 Curb radii are to be noted on all plans as applicable (i.e. DWG No. A1.01). Curb radii are to be indicated and should be a minimum of 9.0m. ***Pending, the curb radii within the site are to be increased to the extent feasible. The proposed layout will make entering and exiting the rear parking area difficult.***

PC 1.4 – 1.7 **Addressed.**

PC 1.8 Entrance location with respect to Owen Sound Street will need to be considered in the Traffic Impact analysis. Given the proximity to the intersection of Main St and Owen Sound St, the study should undertake a level of service analysis at the proposed access, including an assessment of any impacts to this existing intersection. ***Pending, consider aligning the entrance further away from Owen Sound St. to reduce the potential for conflicts.***

PC 1.9 Based on the general arrangement provided the amount of snow storage area designated appears insufficient. Arrangements for hauling snow off-site may need to be detailed in the FSR. Snow storage is not to be placed such that its melt will run onto neighbouring properties. ***Pending, the current design does not allow for any temporary storage of snow. This will result in snow being pushed onto Main St which is not acceptable. Confirm how snow will be temporarily stored, without melting onto neighbouring properties, or impeding emergency vehicle access.***

**Pre-Detailed Design Advisory Comments:**

a. Ensure all inverts are shown to match the profile shown. (i.e. storm inverts don't match with profile in Dwg C102B). ***Pending, existing storm sewer inverts do not match with the elevation shown along the axis of the profile in DWG 102A.***

b. – f. **Addressed.**

**Current Zoning Amendments Comments:**

ZA 2.1 The site plan (DWG A1.02) is to clearly show the proposed retaining walls, as shown on the Civil Engineering DWGs.

**Please note, the above comments and concerns are not specific to the proposed plan as it relates to Zoning, however we offer these ahead of the next stage to help ensure efficient review.**

If you have any questions, please contact us.