



30 July 2025

Bill White, MCIP, RPP | Triton Engineering Services Ltd.
Township of Southgate
185667 Grey County Road 9
Dundalk, ON N0C 1B0

Dear Mr. White:

**RE: Planning Addendum Letter – 271 Main Street East Zoning By-law Amendment
OUR FILE 23219A**

The purpose of this letter is to outline the changes made to the Site Plan since the time of the initial submission, as well as to provide additional information further to the Planning Justification Report dated 27 May 2024, for a proposed Zoning By-law Amendment at 271 Main Street East (the "Subject Lands").

A copy of the Site Plan dated 29 April 2024 (the "Initial Site Plan"), that was provided with the initial submission is included as **Appendix A**. A copy of the revised Site Plan dated 25 June 2025 (the "Revised Site Plan"), is included as **Appendix B**. These changes have been made in response to comments received from the Township and commenting agencies, members of the public and Township Council as well as ongoing without prejudice discussions with Township Planning staff.

In terms of the changes made to the Site Plan since the time of the initial submission, below is a summary of the changes made:

1. Decreased density from 24 units to 20 units;
2. The proposed units are now standard townhouse units and are no longer stacked townhouse units;
3. The buildings have been separated into a total of 4 buildings, each consisting of 5 units;
4. Increased interior side yard setbacks to provide backyard amenity space and second storey balconies; and,
5. The inclusion of a Tot Lot amenity area.

Further to the above-noted revisions, **Table 1** below outlines the zoning summary for the Proposed Site Plan in comparison to the Initial Site Plan. Text noted in bold are identified as non-compliance and have been requested as part of the proposed Zoning By-law Amendment.

Table 1 – Summary of Zoning Changes

Provision	Required	Initial Site Plan	Revised Site Plan
Lot Frontage	40 m	41.036 m	41.036 m
Lot Area	1,200 m ²	2,602.3 m ²	2,602.3 m ²
Units Allowed (Maximum)	Lot Area (2,602.3 sq.m) / 300 = 8 units	24 Units	20 Units
Lot Coverage (Maximum)	910.8 m²	1,391.0 m² (53.1%)	1,159.52 m² (44.6%)
Front Yard (Minimum)	7.5 m	3.48 m	2.37
Interior Side Yard (Minimum)	4.0 m	2.51 m	4.10 m
Rear Yard (Minimum)	10.0 m	13.9 m	10.97 m
Floor Area (Minimum)	2 Bedroom: 70 m ² 3 Bedroom: 83 m ²	2 Bedroom: 105.8 m ² 3 Bedroom: 155.3 m ²	3 Bedroom: 126.0 m ²
Building Height (Maximum)	3 Storeys	3 Storeys	3 Storeys
Play Space (Minimum)	104.0 m²	0.0 m²	60.45 m²
Amenity Space (Minimum)	1120.0 m ²	93.36 m ²	Total = 596.75 m ² (Private Back Yard = 391 m ²) (Private Balcony = 145.3 m ²) (Common Amenity = 60.45 m ²)

A copy of the revised Zoning By-law Amendment and associated Schedule A that reflect the changes made in the Revised Site Plan are included as **Appendix C**.

Provincial Planning Statement, 2024

The following is an analysis of the Proposed Development against the 2024 Provincial Planning Statement (PPS).

2.1.6 Planning authorities should support the achievement of complete communities by:

accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs; improving accessibility for people of all ages and abilities by addressing land use

barriers which restrict their full participation in society; and improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

The Proposed Development supports the achievement of complete communities by providing an additional housing option on an underutilized vacant property that will provide a more affordable price point for the community of Dundalk. The Subject Lands are ideally located within the Dundalk downtown area and are in immediate proximity to a variety of services and amenities including the grocery store (Foodland) and the Memorial Park with a multitude of public recreational facilities and outdoor open space.

2.2.1 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;

b) permitting and facilitating:

1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and

2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;

c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and

d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

As noted above, the Proposed Development will provide an additional housing option (condominium townhouses) in an existing developed area within the community of Dundalk on an underutilised vacant lot. The Proposed Development provides a density which efficiently uses land and infrastructure, and will support the use of active transportation and public transit by being located within the Dundalk downtown area, public outdoor open space/trails and the Grey Transit Route bus stop at the Ruth Hargrave Memorial Library.

Section 2.3 of the PPS contains policies pertaining to Settlement Areas and Settlement Area Boundary Expansions. The Site is located within the community of Dundalk, which is a settlement area. General policies for settlements are outlined in Section 2.3.1 and include, but are not limited to, the following:

1. Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.

The Subject Lands are located within a settlement area and the Proposed Development will support development in a location identified for residential growth and intensification. The Dundalk Settlement Area does not contain any identified strategic growth areas or major transit station areas.

2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:

a) efficiently use land and resources;

b) optimize existing and planned infrastructure and public service facilities;

c) support active transportation;

d) are transit-supportive, as appropriate; and

e) are freight-supportive.

The Proposed Development has been designed to have a compact form, will utilize both planned and existing infrastructure, provides for additional residential dwellings within proximity to services and amenities, supports active transportation, and provides for a density which is more transit supportive.

Chapter 3 of the PPS contains policies related to Infrastructure and Facilities, which identify that infrastructure and public service facilities are to be provided in an efficient manner while accommodating projected needs. Section 3.2 speaks to policies related to Transportation Systems. Section 3.2.1 indicates that *transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, are appropriate to address projected needs, and support the use of zero and low emission vehicles.*

The Proposed Development provides for a compact design, while allowing for efficient vehicular movement within the Site. A Traffic Opinion Letter, prepared by Crozier Consulting Engineers and dated 25 June 2025, was prepared in support of the Proposed Development and indicates that the Proposed Development is not anticipated to have a material impact on the operations of the boundary road network, is not anticipated to create a safety hazard, and that fire trucks, garbage trucks and snow removal vehicles can maneuver in and out of the Site. Additionally, the units within the Proposed Development will each have 200 amp service panels installed in the garages to provide adequate power supply to support future rough-ins for EV charging capabilities. This will support the use of zero and low emission vehicles.

Section 3.6 of the PPS speaks to the Sewage, Water and Stormwater policies, and identifies municipal sewage services and municipal water services as the preferred method of servicing in settlement areas. The Proposed Development will be serviced by full municipal water and wastewater systems. A Functional Servicing and Stormwater Management Report, prepared by Crozier Consulting Engineers and dated 25 June 2025, has been prepared for the Proposed Development and indicates that the Proposed Development can be supported from a servicing and stormwater management perspective.

Chapter 4 of the PPS speaks to policies related to the Wise Use and Management of Resources. Within this section of the PPS, policies are provided related to natural heritage features and associated development constraints where development is proposed in or adjacent to identified areas. The Site is within a settlement area and does not contain any identified natural heritage features.

The Subject Lands also do not host any significant built heritage resources or significant cultural heritage landscapes as outlined in the submitted Stage 1 and 2 Archaeological Assessment, prepared by Great Lakes Archaeology and dated 29 January 2024.

Based on a comprehensive review of the proposal and applicable policies of the PPS, it is the opinion of the undersigned that the Proposed Development is consistent with the policies of the PPS.

Township of Southgate Official Plan, 2022

Further to the Planning Justification Report, dated 27 May 2024, the following is an analysis of Section 5.2.1.2.10 of the Township of Southgate Official Plan regarding Medium Density Development:

- a) The Township considers triplexes, fourplexes, townhouses, three-storey apartments, converted dwellings of three or more units, and similar multi-unit forms of housing as medium density residential development.*

Noted. It is understood that the proposed condominium townhouse development is considered as medium density residential development. In the context of density, the Proposed Development achieves medium to high-density residential housing to meet and exceed the minimum density requirements of the Township's Official Plan.

- b) The Township considers multi-unit development exceeding 50 units per net hectare as high-density residential development.*

Noted. The Proposed Development achieves a 76 unit per hectare density, which is considered a high-density residential development in the context of the Southgate Official Plan.

- c) The various types of medium-density and high-density housing shall be regulated in terms of specific use, density, yard requirements, etc. by establishing one or more medium-density zones and a high-density zone in the Comprehensive Zoning By-law.*

Noted. A Zoning By-law Amendment has been submitted to request site-specific zone standards to facilitate the Proposed Development.

- d) Medium-density residential housing will likely be required in most new multi-lot or multi-unit developments in order to achieve the minimum density requirement of this Official Plan. High-density residential housing shall also be encouraged, in appropriate locations.*

Noted. The Proposed Development achieves medium to high-density residential housing to meet and exceed the minimum density requirements of the Township's Official Plan. The Proposed Development is located in an appropriate area as the Subject Lands are located within a settlement area and designated Downtown Commercial under the Township Official Plan. The policies for the Downtown Commercial Area permit all forms of housing, with encouragement given to medium and high density developments.

e) The following shall be taken into consideration when reviewing the appropriateness of a new medium or high-density development:

- i) The proposed use shall generally be compatible with existing uses in close proximity of the subject lands. The word "compatible" does not necessarily mean the same as or similar to existing nearby built form. Being compatible shall mean that the proposed use can co-exist with the existing nearby built form without causing undue adverse impacts with regard to dwarfing of buildings, shadowing, existing views, increased noise, traffic, etc.*

The Proposed Development is compatible with existing uses in close proximity of the subject lands and will be able to co-exist with the existing low-density residential neighbourhood and downtown commercial core. The Proposed Development maintains the minimum required interior and rear yard setbacks, and privacy fencing will be provided to mitigate impacts regarding views or general impacts to the surrounding properties.

The Proposed Development meets the Township's height requirements and it is not anticipated that the height of the dwelling units will cause undue adverse impacts to surrounding properties. It is noted that the existing Downtown Commercial designation under the Township Official Plan and the existing Residential Type 3 (R3) Zone currently permit the proposed townhouse use.

It is anticipated that typical residential use noise levels will be experienced as a result of the Proposed Development. Given the nature of the residential use, there will be no rooftop mechanical equipment and no increased noise impacts.

A Traffic Opinion Letter was prepared by Crozier Consulting Engineers which concludes that the proposed development can be supported from a transportation safety and operations perspective.

- ii) Adequate buffering, landscaping and building setbacks shall be provided to protect privacy of the adjacent residential properties.*

As previously indicated, the Proposed Development maintains the minimum required interior side yard and rear yard setbacks, as well as the Township's height requirements. Landscaping and privacy fencing will be provided on the Subject Lands to protect the privacy of the adjacent residential properties.

- iii) The roads in the area shall have the ability to handle the expected traffic increase. Medium and high density housing will generally be encourages to locate*

in areas near arterial or collector roads in order to minimize traffic congestion and facilitate access to commercial areas.

The Subject Lands front County Road 9/Main Street East, which is an arterial road under the County of Grey jurisdiction. A Traffic Opinion Letter, prepared by Crozier Consulting Engineers and dated 25 June 2025, has been prepared in support of the Proposed Development. The Letter indicates that there are no anticipated concerns with queuing at the Site access impacting the intersection of Main Street East and Owen Sound Street, and that the Proposed Development is not expected to create a traffic hazard.

- iv) Municipal water and sanitary sewer capacity shall be available to service the proposed development.*

The Proposed Development will utilize municipal water and wastewater servicing infrastructure. It is understood that there will be water and sanitary sewer capacity available to service the Proposed Development. Servicing allocation will be addressed through the future Site Plan Control process.

- v) Adequate off-street parking shall be provided to serve the proposed development.*

The Proposed Development provides 2 parking spaces per dwelling unit, which meets the off-street parking requirements. 2 surplus visitor parking spaces are also proposed.

- vi) The design of the medium and high density development shall take into consideration the height, bulk, and siting of buildings shall achieve harmonious design and integrate with the surrounding area.*

As previously indicated, the Proposed Development maintains the minimum required interior and rear yard setbacks, and privacy fencing will be provided to mitigate impacts regarding views or general impacts to the surrounding properties. The Proposed Development also meets the Township's height requirements and it is not anticipated that the height of the dwelling units will cause undue adverse impacts to surrounding properties.

The design of the Proposed Development will achieve a harmonious design and will integrate with the surrounding area. The built-form of the Proposed Development will serve as a transition from the existing low density neighbourhood to the downtown Dundalk area, where medium and high density development is encouraged and to be located in the Township. A Rendering has been prepared to illustrate the design of the Proposed Development and how it will integrate with the surrounding area. The Rendering can be viewed as **Appendix D**.

- vii) Appropriate open space, landscaping and buffering shall be provided on site to maximize the privacy and enjoyment of the residents residing on the property and to minimize any potential impact on adjacent lower density uses.*

Private backyard and balcony space is proposed for each of the dwelling units to maximize the privacy and enjoyment of the future residents. Common open space is also proposed. Privacy fencing and landscaping will be provided to minimize any potential impacts on the adjacent properties.

f) During the next update of the Township's Zoning By-law, and also at other appropriate times, the Township will give consideration to pre-zoning specific properties or general areas of Dundalk to allow for increased densities and facilitate affordable or attainable housing, including rental units.

Noted. The proposed townhouse use is permitted under the existing R3 Zone. Site-specific amendments such as a reduced front yard setback, reduced amenity and play space requirements and an increased lot coverage requirement are being requested through the proposed Zoning By-law Amendment to facilitate the Proposed Development.

g) Medium and high-density residential development in the form of apartments shall also be considered within the Downtown Commercial designation either as a part of mixed-use building or as a stand along apartment building.

Noted. The Site is currently designated Downtown Commercial within the Township of Southgate Official Plan. The development is a medium/high density townhouse residential development being provided in a compact form that will integrate with the surrounding area.

h) All medium and high-density development may be subject to a Site Plan Control Agreement.

Noted. A Site Plan Control application will be submitted in the future.

In addition to the Planning Justification Report dated 27 May 2024, and based on the above, it is submitted that the Proposed Development conforms to the policies of the Township Official Plan.

Should you have any questions or concerns regarding the information provided above, please do not hesitate to contact our office.

Yours truly,

MHBC

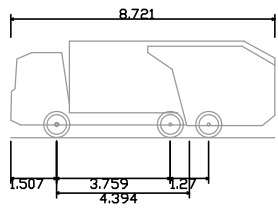
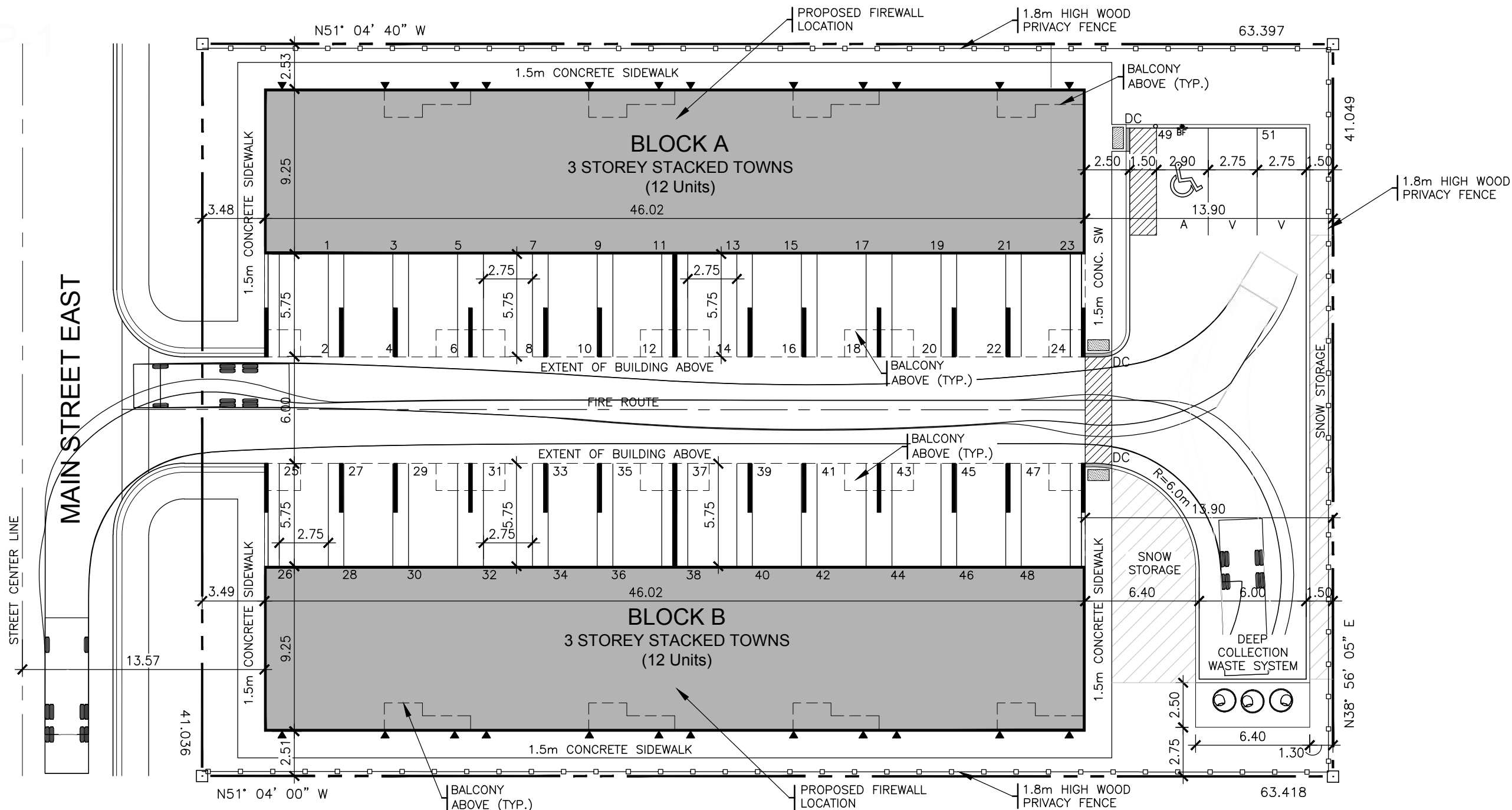


Kory Chisholm, BES, M.Sc., MCIP, RPP
Partner

A

Appendix A

SP-1



Mack TerraPro Cabover 6x4 MRU613 + Wayne Curbtender 31cu yd
Overall Length 8.721m
Overall Width 3.759m
Overall Body Height 1.27m
Min Body Ground Clearance 0.400m
Track Width 2.438m
Lock to lock time 6.00s
Kerb to Kerb Turning Radius 10.211m

UNITS BREAKDOWN		
NUMBER OF BEDROOMS	AREA	NUMBER OF UNITS
2 BEDROOM UNIT	105.8 sq. m (1,139 sq. ft.)	16
3 BEDROOM UNIT	155.3 sq. m (1,672 sq. ft.)	8

PARKING		
NUMBER OF PARKING SPACES	REQUIRED	PROPOSED
	2.0 PER UNIT = 48 SPACES	24 WITHIN GARAGE 24 DRIVEWAYS + 2 VISITOR + 1 B.F. SPACE= 51 SPACES

EXISTING ZONING R3 - 10.1 (e) PROPOSED SITE SPECIFIC ZONING		
REGULATION	REQUIRED	PROPOSED
LOT FRONTAGE	40 m	41.036 m
LOT AREA	1,200 sq.m	2,602.3 sq.m
UNITS ALLOWED (MAXIMUM)	LOT AREA (2,602.3 sq.m) / 300 = 8 UNITS	* 24 UNITS
LOT COVERAGE (MAXIMUM)	910.8 sq.m (35%)	* 1,391.0 sq.m (53.1%)
FRONT YARD (MINIMUM)	7.5 m	*3.48 m
INTERIOR SIDE YARD (MINIMUM)	4.0 m	*2.51 m
REAR YARD (MINIMUM)	10.0 m	13.9 m
FLOOR AREA (MINIMUM)	2 BEDROOM: 70 sq.m 3 BEDROOM: 83 sq.m	2 BEDROOM: 105.8 sq.m 3 BEDROOM: 155.3 sq.m
BUILDING HEIGHT (MAXIMUM)	3 STOREYS	3 STOREYS
PLAY SPACE (MINIMUM)	104.0 sq.m	* 0.0 sq.m
AMENITY SPACE (MINIMUM)	1120.0 sq.m	*93.36 sq.m

*DENOTES ZONING VARIANCE REQUIRED

North Arrow
True North:

ORCHARD
DESIGN STUDIO INC.
marketingmeetsarchitecture

CALE BARNES
MAIN ST. EAST STACKED TOWNS
271 MAIN STREET EAST, DUNDALK, ON

Set Issuance		
No.	Date	Description
1	2024-01-25	REVISED AS PER CLIENT
2	2024-03-25	REVISED PER MHBC
2	2024-04-29	ISS. TO CONSULTANTS

Sheet Information

SITE PLAN

Project No. 15572
Project Start Date: 2024-01-25
File: 271 Main Street - Site Plan.dwg
Drawn by: J.P.
Scale: 1:250

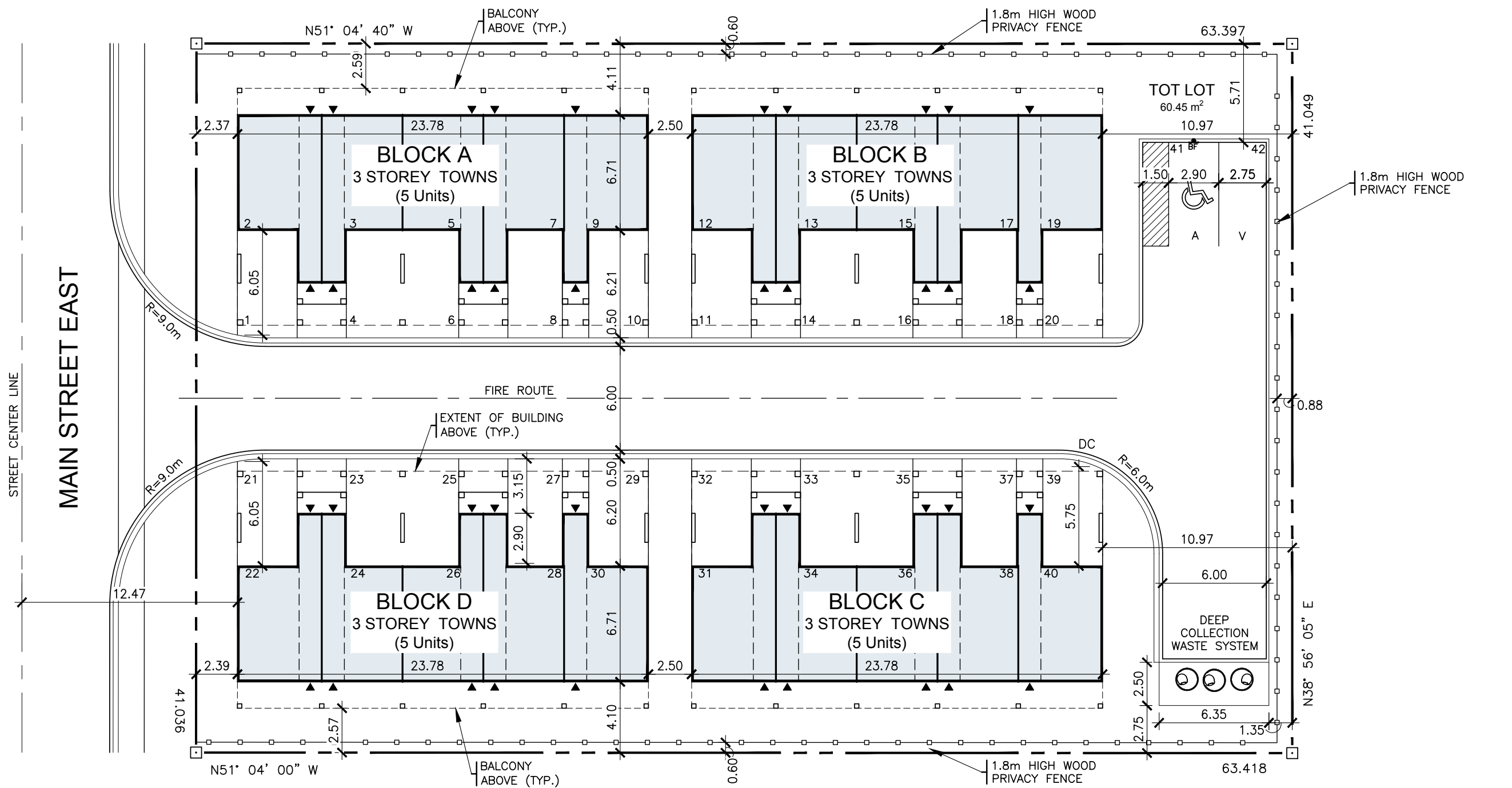
SPA

A1.01

Plot Date|Time - 2024-05-16 10:34:25 AM

B

Appendix B



UNITS BREAKDOWN		
NUMBER OF BEDROOMS	AREA	NUMBER OF UNITS
3 BEDROOM UNIT	126.0 sq. m (1,356 sq. ft.)	20

PARKING		
NUMBER OF PARKING SPACES	REQUIRED	PROPOSED
	2.0 PER UNIT = 40 SPACES	20 WITHIN GARAGE 20 DRIVEWAYS + 1 VISITOR + 1 B.F. SPACE= 42 SPACES

SNOW STORAGE
SNOW TO BE SHIPPED OFF SITE.

EXISTING ZONING R3 - 10.1 (e) PROPOSED SITE SPECIFIC ZONING		
REGULATION	REQUIRED	PROPOSED
LOT FRONTAGE	40 m	41.036 m
LOT AREA	1,200 sq.m	2,602.3 sq.m
UNITS ALLOWED (MAXIMUM)	LOT AREA (2,602.3 sq.m) / 300 = 8 UNITS	* 20 UNITS
LOT COVERAGE (MAXIMUM)	910.8 sq.m (35%)	*1,159.52 sq.m (44.6%)
FRONT YARD (MINIMUM)	7.5 m	*2.37 m
INTERIOR SIDE YARD (MINIMUM)	4.0 m	4.10 m
REAR YARD (MINIMUM)	10.0 m	10.97 m
FLOOR AREA (MINIMUM)	3 BEDROOM: 83 sq.m	3 BEDROOM: 126.0 sq.m
BUILDING HEIGHT (MAXIMUM)	3 STOREYS	3 STOREYS
PLAY SPACE (MINIMUM)	104.0 sq.m	*60.45 sq.m
AMENITY SPACE (MINIMUM)	1120.0 sq.m	*596.75 sq.m 391.0 sq.m BACK YARD (PRIVATE) 145.3 sq.m BALCONY (PRIVATE) 60.45 sq.m AMENITY (COMMON)

CALE BARNES

MAIN ST. EAST TOWNS
271 MAIN STREET EAST, DUNDALK, ON

Set Issuance		
No.	Date	Description
4	2024-07-30	REVISED AS PER CITY
5	2024-11-07	REVISED AS PER CLIENT
6	2024-12-20	REVISED FOOTPRINTS
7	2025-03-12	CURB REVISIONS
8	2025-06-25	ISSUED FOR SPA

Sheet Information

SITE PLAN

Project No. 15572
Project Start Date: 2024-01-25
File: 271 Main Street - Site Plan.dwg
Drawn by: J.P.
Scale: 1:250

SPA

A1.01

C

Appendix C

The Corporation of the Township of Southgate
By-law Number 2025-XX

BEING a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law";

WHEREAS the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002;

AND WHEREAS pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities;

NOW THEREFORE the Council of the Corporation of the Township of Southgate enacts as follows:

1. Schedule "23" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbol on the lands described as Part of Lot 50, Block O, Registered Plan 480; Part 3, Plan 16R-11367 and Part 1, Plan 16R-12025, Township of Southgate, County of Grey, as shown on Schedule "A", affixed hereto, from:

Residential Type 3 (R3) to Residential Type 3 Exception XX (R3-XX).

2. **That** Section 33 (Exceptions) to By-law No. 19-2002 is hereby amended by adding the following Subsections:

"33.XXX

R3-XX The lands zoned R3-XX, being Part of Lot 50, Block O, Registered Plan 480; Part 3, Plan 16R-11367 and Part 1, Plan 16R-12025, Township of Southgate, County of Grey, shall be subject to the following zone provisions:

Maximum Lot Coverage:	45%
Maximum Number of Dwelling Units:	20 Dwelling Units
Minimum Front Yard Setback:	2.3 m
Minimum Play Space Area:	60 m ²
Minimum Amenity Area:	580 m ²

Notwithstanding Section 5.15, a 1 m planting strip shall be permitted, where required.

Tandem parking shall be permitted.

All other zoning provisions for the R3 Zone shall apply.

3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law.

3. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

Read a first, second, and third time and finally passed _____ day of _____, 2025.

Brian Milne – Mayor

Lindsey Green – Clerk

Explanatory Note

This by-law applies only to those lands described as Part of Lot 50, Block O, Registered Plan 480; Part 3, Plan 16R-11367 and Part 1, Plan 16R-12025, Township of Southgate, County of Grey.

The purpose of the zoning by-law amendment is to facilitate the development of a 20-unit townhouse condominium development.

The effect of the zoning by-law amendment would be to change the zoning symbol on the property from Residential Type 3 (R3) to Residential Type 3 Exception XX (R3-XX).

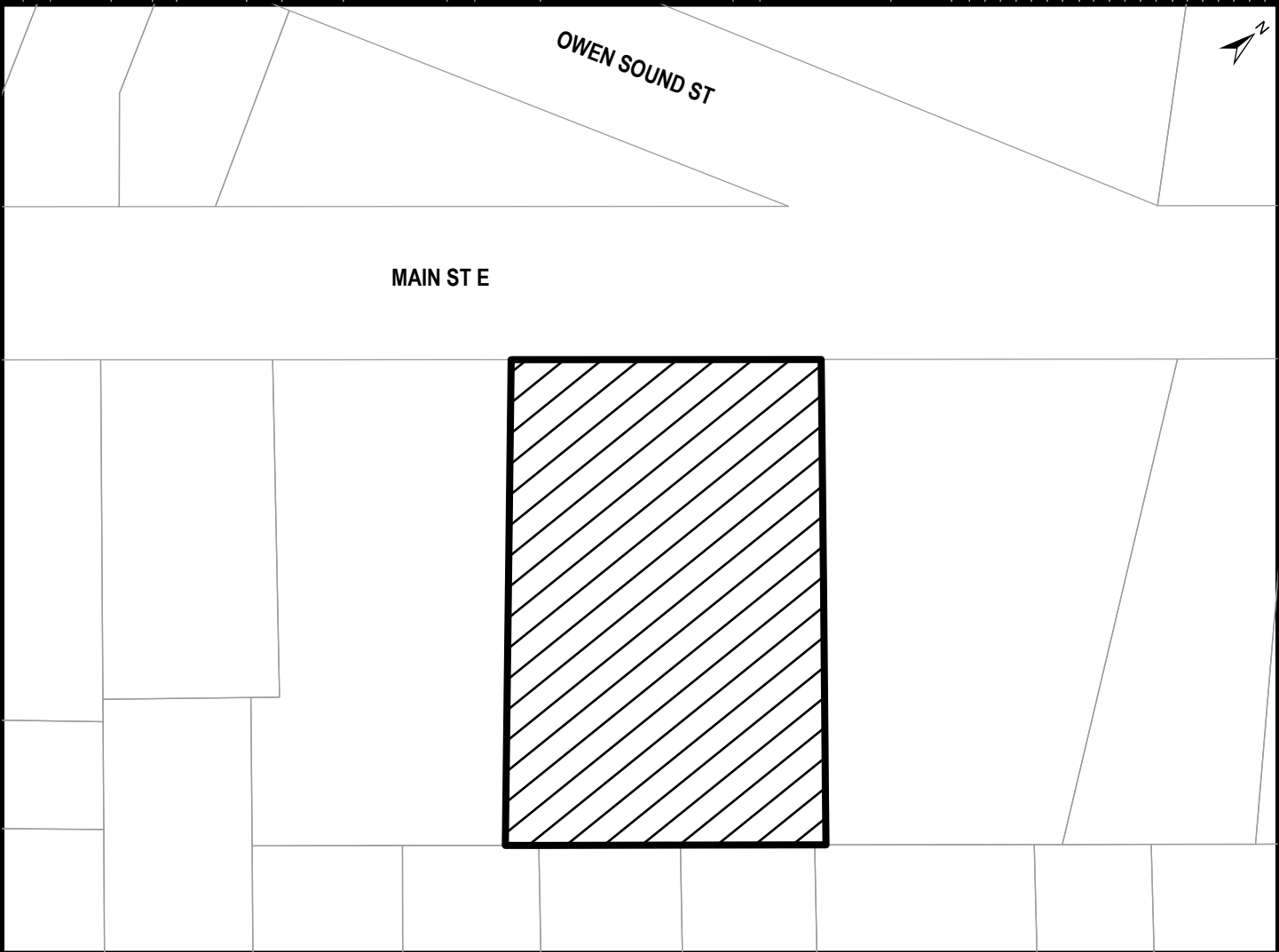
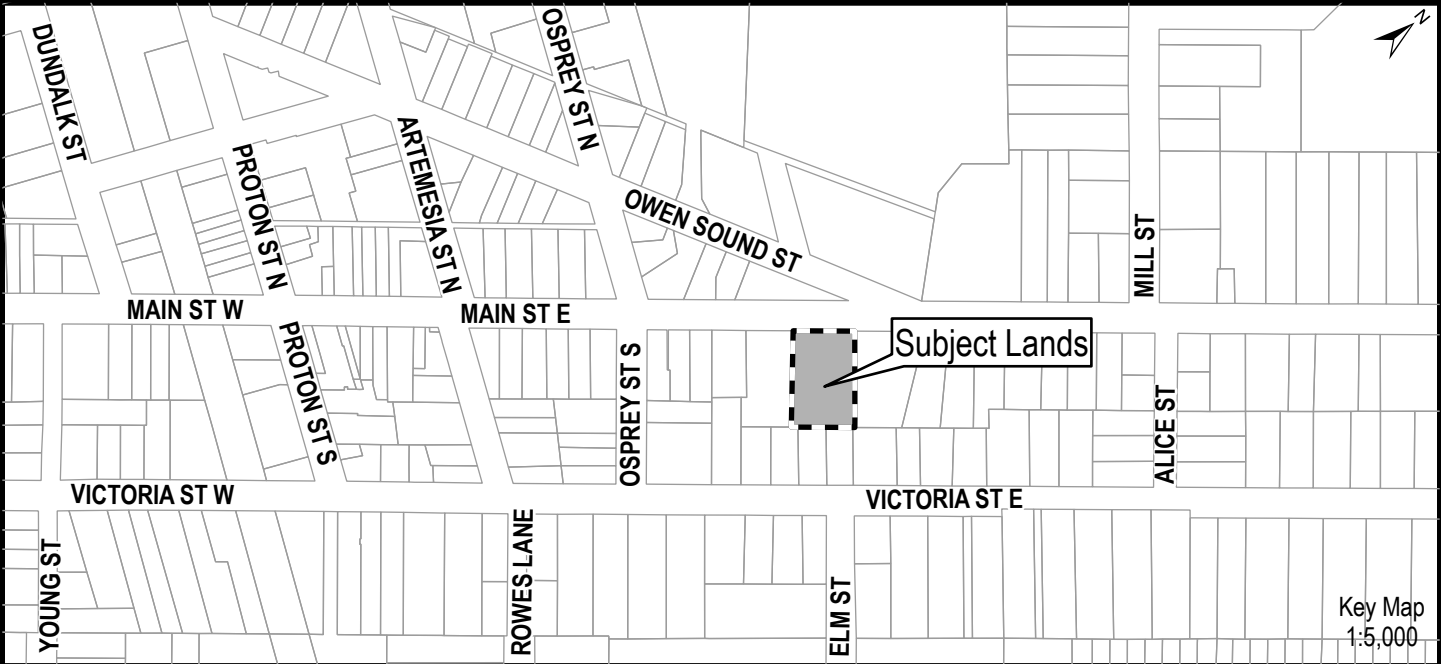
The Township of Southgate Official Plan designates the subject lands as Downtown Commercial.

Schedule 'A'
By-Law No. 2023-XX
Amending By-Law No. 19-2002
Township of Southgate

Date Passed: _____

Signed: _____
Brian Milne, Mayor

Lyndsey Green, Clerk



Legend



Lands to be rezoned from Residential Type 3 (R3) Zone to the Residential Type 3 Exception XX (R3-XX) Zone

D

Appendix D

