



SHAPING GREAT COMMUNITIES

April 9, 2025

File No. 21364

Town of Minto  
5941 Highway 89, RR#1  
Harriston, ON N0G 1Z0

Attn: Ryan Binkle  
Development Technician & Drainage Superintendent

**Re: Resubmission for Zoning By-law Amendment and Draft Plan of Subdivision  
41 Park Street West  
Clifford, Ontario**

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On behalf of Clifford (Park St) Developments Inc., GSP Group is submitting the following responses to the consolidated comments received by the Town on February 6, 2025 as it relates to our applications for a Draft Plan of Subdivision (File#: 23T-24003) and a Zoning By-law Amendment (File#: 2024-09) for 41 Park Street West, in the village of Clifford (the "Site").

The original Draft Plan of Subdivision and Zoning By-law Amendment applications along with an Official Plan Amendment application were submitted to the County of Wellington and Town in August of 2024 and have been deemed complete. The Statutory Public Meeting was held at Town Council on November 19, 2024. The Official Plan Amendment (OPA 128) to designate the entire Site 'Residential' was adopted by the County on January 30, 2025 and came into effect February 26, 2025.

The consolidated comments received from the Town have been formatted into a table (comment matrix). A response has been made to each comment in the matrix. Some responses are linked to an updated report or plan, where necessary.

The following documents are being provided to the Town with this resubmission:

- Comment matrix, prepared by Clifford (Park St) Development Inc. and GSP Group;
- Draft Plan of Subdivision (revised), prepared by GSP Group;
- Updated draft zoning by-law, prepared by GSP Group;
- Functional Servicing Report (revised), prepared by Urbtech Engineering, with the following plans and drawings:
  - Site Grading Plan

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72 Victoria St. S., Suite 201, Kitchener, ON, N2G 4Y9  
162 Locke St. S., Suite 200, Hamilton, ON, L8P 4A9  
gspgroup.ca



- Stormwater Management Pond
- Pond Notes and Details
- Sections
- Site Servicing Plan
- Sediment Control Plan
- Erosion & Sediment Control Details
- Transportation Impact Study (revised), prepared by C.F. Crozier & Associates.
- Geotechnical Study and Supplemental Hydrogeological Study by Soil-Mat.
- Document titled “R2 Zone – Exterior Side Yard and Landscaped Area”, which provides further explanation for the zoning relief requested for Exterior Side Yard and Landscaped Area in the R2 zone, as previously discussed with Terry Kuipers.
- Document titled “R3 Zone – Exterior Side Yard and Rear Yard” which provides further explanation for the zoning relief requested for Exterior Side Yard and Rear Yard in the R3 zone, as previously discussed with Terry Kuipers.

With regards to the Zoning By-law Amendment, following the Public Meeting, detailed discussions were had with Terry Kuipers, which resulted in several revisions to the proposed zoning. For the R2 Zone, this includes eliminating the site-specific regulation to decrease the minimum interior side yard setback. The minimum front yard setback has been increased to 4.5 metres to the front wall, and we have limited further encroachments to 1.5m as recommended by Terry. The increase in maximum lot coverage has been refined to be a maximum of 50% for two-storey and 60% for less than two-storey single detached dwellings. For the R3 Zone, the minimum rear yard setback has also been refined to a minimum 7 metres for two-storey and 6 metres for less than two-storey townhouses. These regulations will allow efficient floor plan layouts for bungalow models while maintaining context-appropriate setbacks to front and rear yards, dependent on building height. Combined with other design features and the Town’s standard curb-facing sidewalk design, it is our opinion that adequate proportions of landscape space will be provided per lot and the overall streetscape. As listed above, a revised zoning by-law is included in this submission. A table which summarizes the zoning revisions is also attached to this letter. The revised zoning has been discussed in detail with Town staff, and it is our understanding that it is acceptable.

With regards to the Draft Plan of Subdivision, we have also discussed this with Town staff, and it is our understanding that the Town is satisfied with the proposed layout, including the proposed park location. Please see the comment response matrix for further information.

We trust that our responses and documents included in this resubmission respond to all the comments that have been provided by the Town. We look forward to the Zoning By-law Amendment and Draft Plan of Subdivision advancing to a decision very soon.

The resubmission can be digitally accessed [here](#). Please advise if you require hard copies of the above noted materials.

Yours truly,  
**GSP Group Inc.**

A handwritten signature in black ink, appearing to read "Michael Witmer".

Michael Witmer MCIP, RPP  
Senior Planner

Encl.

cc. Andrew Eldebs, Clifford (Park St) Developments Inc.  
Terry Kuipers, Town of Minto  
Sama Haghghi, Town of Minto  
Zach Prince, County of Wellington

<b>R2 ZONES (SINGLES)</b>	<b>Original Proposal</b>	<b>Revised Proposal</b>	<b>Notes</b>
Lot Area, minimum	332m2	332m2	
Front Yard, minimum	6.0m to garage 4.0m to front wall	6.0m to garage 4.5m to front wall Further encroachments shall be limited to 1.5m into the front yard	
Interior Side Yard, minimum	0.6m on one side, 1.2m on the other side	1.2m on both sides (eliminates the requirement for this variance)	
Exterior Side Yard, minimum	3.0m	3.0m, provided that no further encroachments into the minimum exterior side yard shall be permitted.	Please see document titled "R2 Zone - Exterior Side Yard and Landscaped Area" for further explanation and visuals.
Rear Yard, minimum	7.0m	7.0m	
Building Height, maximum	11.0m	11.0m	
Lot Coverage, maximum	60%	50% (2 storeys) 60% (less than 2 storeys)	
Landscaped Area (front and exterior side yard), minimum	35%	36.5%	Please see document titled "R2 Zone - Exterior Side Yard and Landscaped Area" for further explanation and visuals.

<b>R3 ZONE (TOWNHOMES)</b>	<b>Original Proposal</b>	<b>Revised Proposal</b>	<b>Notes</b>
Lot Frontage, minimum (corner lot)	8.9m	10.5m	
Front Yard, minimum	6.0m to garage 4.0m to front wall	6.0m to garage 4.5m to front wall Further encroachments shall be limited to 1.5m into the front yard	
Exterior Side Yard, minimum	3.0m	3.0m, provided that no further encroachments into the minimum exterior side yard shall be permitted.	Please see document titled "R3 Zone - Exterior Side Yard and Rear Yard" for further explanation and visuals.
Rear Yard, minimum	6.0m	7.0m (2 storeys) 6.0m (less than 2 storeys)	Please see document titled "R3 Zone - Exterior Side Yard and Rear Yard" for further explanation and visuals.
Building Height, maximum	11.0m	11.0m	
Maximum number of attached units in a row	8	8	