



December 19th, 2024

Ken Melanson, BA, RPP, MCIP | Senior Manager
Development & Community Services
Township of Southgate
185667 Grey County Road 9
Dundalk, ON N0C 1B0

Dear Mr. Melanson:

**RE: Bluewater District School Board – Minor Variance Planning Justification Letter
Part of Lots 225 and 226, Concession 2, Southwest of the Toronto and Sydenham
Road, Geographic Township of Proton, Township of Southgate, County of Grey
OUR FILE 24365A**

Minor Variance Application Context

MacNaughton Hermsen Britton Clarkson Planning Limited (“MHBC”) has been retained by the Dundalk Village Two Inc. (the “Owner”) and the Bluewater District School Board (BWDSB) (the “Applicant”) to review the planning merits of the proposed minor variance application for a new public elementary school that will be located within the Glenelg Phase 3 Subdivision. The Glenelg Phase 3 Subdivision lands are legally described as Part of Lots 225 and 226, Concession 2, Southwest of the Toronto and Sydenham Road, Geographic Township of Proton, Township of Southgate, County of Grey (the “Subject Lands”).

The proposed minor variance application seeks relief from the maximum building height requirement to permit a height of 12.6 metres for a three-storey public elementary school where currently a maximum height of 11 metres is permitted. It is noted that MHBC has submitted separate consent and minor variance applications on behalf of the Owner to facilitate the severance of the school block from the remainder of the Glenelg Phase 3 Subdivision lands in order to expedite the development of the proposed public elementary school. The severed school lands will herein be referred to as the “School Site”.

The Subject Lands are designated as “Primary Settlement Area” in the Grey County Official Plan. Within the Local Official Plan, the Township of Southgate designates the School Site as “Neighbourhood Area”. Furthermore, the School Site is zoned the “Residential 7 Exception 515 (R7-515) Zone” in the Township’s Zoning By-law. Although zoned R7-515, the School Site is subject to a Minister’s Zoning Order (MZO) which applies the “Community Facility (CF) Zone” provisions to an institutional (i.e. school) use.

The Site Plan and Elevations for the proposed elementary school are included as **Appendix A** and conceptual architectural renderings are included as **Appendix B**. It is noted that the architectural renderings are conceptual and subject to change.

Site Description and Surrounding Land Uses

The Subject Lands are located in the community of Dundalk and are approximately 33.277 ha in size and are currently subject to a draft plan approved subdivision known as the Glenelg Phase 3 Subdivision. Once severed, the School Site will be 3.315 ha in size. Regarding the Subject Lands, the surrounding land uses are as follows:

North: Rural lands

East: Adjacent lands also owned by the Owner that have zoning permissions for future residential, commercial and institutional development, which extend over to Highway 10.

South: Future residential lands within the Dundalk Settlement Area.

West: Residential lands (Glenelg Subdivision Phases 1 & 2)

Approvals History

The Subject Lands were subject to a Minister's Zoning Order (MZO) through Ontario Regulation 165/22 (O. Reg. 165/22), which was approved by the Minister on March 4, 2022. The Subject Lands are also subject to a draft approved plan of subdivision, known as the Glenelg Phase 3 Subdivision, which received draft approval on May 9, 2024. Through the draft plan approval process, a 3.315 ha school block was provided for a future public elementary school.

The Owner is currently proceeding through the detailed design process in order to proceed with registration; however, registration may not occur until late 2025 or early 2026. The construction of the new elementary school cannot proceed until the subdivision has been registered and site plan approval has been obtained, which would delay the opening of the new school. Through discussions with County and Township staff and given the identified immediate need for additional schools in Dundalk, the proposed consent and minor variance applications have been submitted to sever the school block from the Subject Lands to facilitate and expedite the construction of a new public elementary school.

MHBC has submitted separate consent and minor variance applications on behalf of the Owner to facilitate the severance of the school block from the remainder of the Glenelg Phase 3 Subdivision lands in order to expedite the development of the proposed public elementary school.

Planning Analysis

This Section provides an assessment of the proposed application relative to the policies and provisions of the following documents:

- Provincial Planning Statement (2024);
- Grey County Official Plan;
- Township of Southgate Official Plan; and,
- Township of Southgate Zoning By-law.

Provincial Planning Statement (2024)

The 2024 Provincial Planning Statement (the “PPS”) provides policy direction on matters of provincial interest related to land use planning and development. The PPS sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians. The policies of the PPS prioritize growth within settlement areas and require lands to be developed efficiently and supported by appropriate levels of infrastructure and servicing, while providing protection for the environment, natural resources and adequately accounting for natural and human-made hazards.

Section 2.1.6 of the PPS speaks to the achievement of complete communities. To achieve a complete community, planning authorities should support a mix of land use, including institutional uses such as schools, to meet long-term needs. Additionally, Section 3.1.1 of the PPS 2 states that infrastructure and public service facilities, including schools, shall be provided in an effective manner while accommodating projected needs. Furthermore, Section 6.2.4 states that Planning authorities and school boards shall collaborate to facilitate early and integrated planning for schools and associated childcare facilities to meet current and future needs.

Growth is projected to occur on the Subject Lands following registration and the development of the Glenelg Phase 3 Subdivision. The proposed public elementary school will accommodate the future growth of the Glenelg Phase 3 Subdivision and the wider Dundalk community.

New roads and servicing infrastructure are also proposed, which will be utilized by the School Site once available. It is noted that occupancy of the new school cannot occur until the servicing infrastructure is in place and the roads have been assumed by the Township.

The proposed minor variance application is consistent with the Provincial Planning Statement.

Grey County Official Plan

The Grey County Official Plan (“County OP”) is a policy document which guides land use decisions across the County. Any *Planning Act* application is required to “conform” to an Official Plan. In Grey County, the County has an Official Plan that addresses county-type issues.

The School Site is designated “Primary Settlement Area” per Schedule A of the County OP. Section 3.5 of the County OP speaks to Primary Settlement Areas and states that lands within this designation

are suitable for high intensification targets and have full municipal services. Primary Settlement Areas will be the focus of the majority of growth within the County.

The proposed minor variance application, in conjunction with the concurrent severance and minor variance applications, seeks to support the development of the proposed elementary school prior to the registration of the Glenelg Phase 3 Subdivision to accommodate projected growth in the community. The requested height variance will allow the proposed elementary school to provide additional classroom space on a smaller building footprint.

Section 8.9 of the County OP speaks to servicing and utilities including services and stormwater management. The County OP states that full municipal water and sewage services are the preferred method of servicing (8.9.1) and support managing stormwater (8.9.2). The proposed elementary school will utilize full municipal services and stormwater management was addressed as part of the larger subdivision approval and will be further addressed as part of the future site plan approval process for the School Site.

The proposed minor variance application conforms to the Grey County Official Plan.

Township of Southgate Zoning By-law (19-2002)

The Township of Southgate Zoning By-law 19-2002 (the "Township ZBL") came into effect in 2002 (consolidated in July 2024) and zones the School Site the "Residential Zone 7 Exception 515 (R7-515) Zone" and "Environmental Protection" (EP) Zone. A Minister's Zoning Order (MZO) through Ontario Regulation (O.Reg) 165/22 was put in place on the Subject Lands on March 4, 2022. Within the context of the School Site and the associated R7-515 Zone, the Community Facility (CF) Zone provisions apply to a school or institutional use. The CF Zone includes schools (private or public) as a permitted use.

Table 1 below outlines the proposed zoning statistics against the applicable zoning provisions for the School Site.

Table 1 – Zoning Compliance Table

Zone Provision	Required	Provided
Minimum Lot Frontage	15 m	121.5 m
Minimum Lot Area	550 m ²	3,3150 m ²
Maximum Lot Coverage	35%	10%
Minimum Front Yard	12 m	51.3 m
Minimum Interior Side Yard	9 m	37.1 m
Minimum Rear Yard	12 m	82.3 m
Maximum Height	11 m	12.6 m

A three-storey public elementary school is proposed on the School Site, which exceeds the maximum height requirement of 11 m. It is noted that only a portion of the proposed public elementary school will be three storeys, whereas, the remainder of the school will be two storeys and one storey (see **Appendix A**). The additional height is required in order to provide additional classroom space on a

third storey rather than providing a two-storey school with a larger building footprint. It is noted this design of the proposed school has been previously used by the Bluewater District School Board in another municipality and there are efficiencies in scale and being able to reutilize an existing proven design.

Below is an overview of the proposed variance and four tests evaluation.

Proposed Minor Variance – Four Tests Evaluation

When considering the proposed development as outlined, the Committee of Adjustment needs to be satisfied that the proposal meets the “four tests” of a minor variance, as established in Section 45(1) of the *Planning Act*. The purpose of this section is to provide a review of how the requested Minor Variance satisfy each of the following four tests:

1. The minor variance maintains the general intent and purpose of the Official Plan;
2. The minor variance maintains the general intent and purpose of the Zoning By-law;
3. The minor variance is desirable for the appropriate development or use of the land; and
4. It is minor in nature.

As stated, the variance being requested relates to the proposed elementary school and requests to permit the following:

- The variance proposes relief of 1.6 metres from Section 5.3 to facilitate an increased building height of 12.6 m for the proposed school block whereas, a maximum height of 11 m is permitted.

Test #1 – Maintains the General Intent of the Official Plan

The Township of Southgate Official Plan (“Township OP”) is a policy framework document that directs growth and development within the Township. The Township OP designates the School Site as “Neighbourhood Area” as per Schedule “A” of this plan. Institutional uses such as a school are permitted in the Neighbourhood Area designation.

The requested variance maintains the intent of the Official Plan as schools are a permitted use within this designation under the Township OP and will facilitate a smaller building footprint for the proposed elementary school.

The proposed variance is in keeping with the general intent and purpose of the Township’s Official Plan.

Test #2 – Maintains the General Intent of the Zoning By-law

Section 5.3 of the Township ZBL states that unless specifically permitted in zone regulations, the maximum height shall be 11 metres for all uses. In order to facilitate the proposed elementary school, a variance from Section 5.3 is required to permit a height of 12.6 m.

The general intent and purpose of the maximum height permission is to ensure that privacy and shadow impacts on adjacent properties are mitigated. As shown on **Appendix A** and as indicated in Table 1, the proposed elementary school exceeds the minimum setback requirements. It is noted that there are no other properties that directly abut the School Site and the School Site will be bounded by public roads that will provide an additional 20 m separation in addition to the proposed setbacks. As such, impacts on the surrounding residential properties are not anticipated as a result of the height increase. It is also noted that only a portion of the proposed elementary school will be three storeys in height (see **Appendix A**).

The proposed variance is in keeping with the general intent and purpose of the Township of Southgate Zoning By-law.

Text #3 – Is the proposed variance desirable for the appropriate development of the land?

The test of desirability is generally to determine if the proposed minor variance is in the public interest. The Subject Property is within the R7-515 Zone and is subject to the provisions of the CF Zone that includes schools as a permitted use.

The School Site is a part of the larger Glenelg Phase 3 Subdivision and will accommodate the future growth of this subdivision, as well as the growth within the community of Dundalk. This application proposes an increased maximum building height for the proposed school and childcare centre. The requested height increase will allow for the proposed elementary school to provide a smaller building footprint on the School Site, which will allow for additional space to be utilized for parking and amenity space.

The proposed variance is desirable for the appropriate development of the land.

Test #4 – Is the variance minor in nature?

The proposed height increase of 1.6 m is a minor change as the school will be adequately setback from each of the lot lines with the smallest setback being 37.1 m. Additionally, the surrounding roads will provide an additional 20 m buffer to provide an even larger separation distance from the school to the surrounding residential lots.

The requested variance is minor in nature.

Conclusion

The School Site is designated "Primary Settlement Area" in the Grey County Official Plan, designated "Neighbourhood Area" in the Township of Southgate Official Plan and zoned "R7-515" in the Township of Southgate Zoning By-law. Based on a review of all relevant and applicable provincial and local planning documents, it is concluded that the proposed minor variance application meets the policies of the Provincial Planning Statement, Grey County Official Plan, Township of Southgate Official Plan

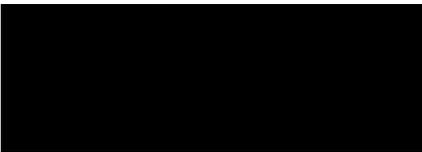
and Township of Southgate Zoning By-law. The minor variance application is required to seek relief from the maximum building height permission of 11 m.

Overall, the proposed minor variance represents good planning, and:

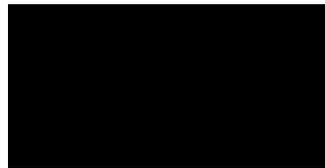
- Is consistent with the Provincial Planning Statement;
- Conforms to the Grey County Official Plan;
- Conforms to the Township of Southgate Official Plan; and
- Meets the four tests of a minor variance.

Yours truly,

MHBC



Kory Chisholm, BES, MSc, MCIP, RPP
Partner

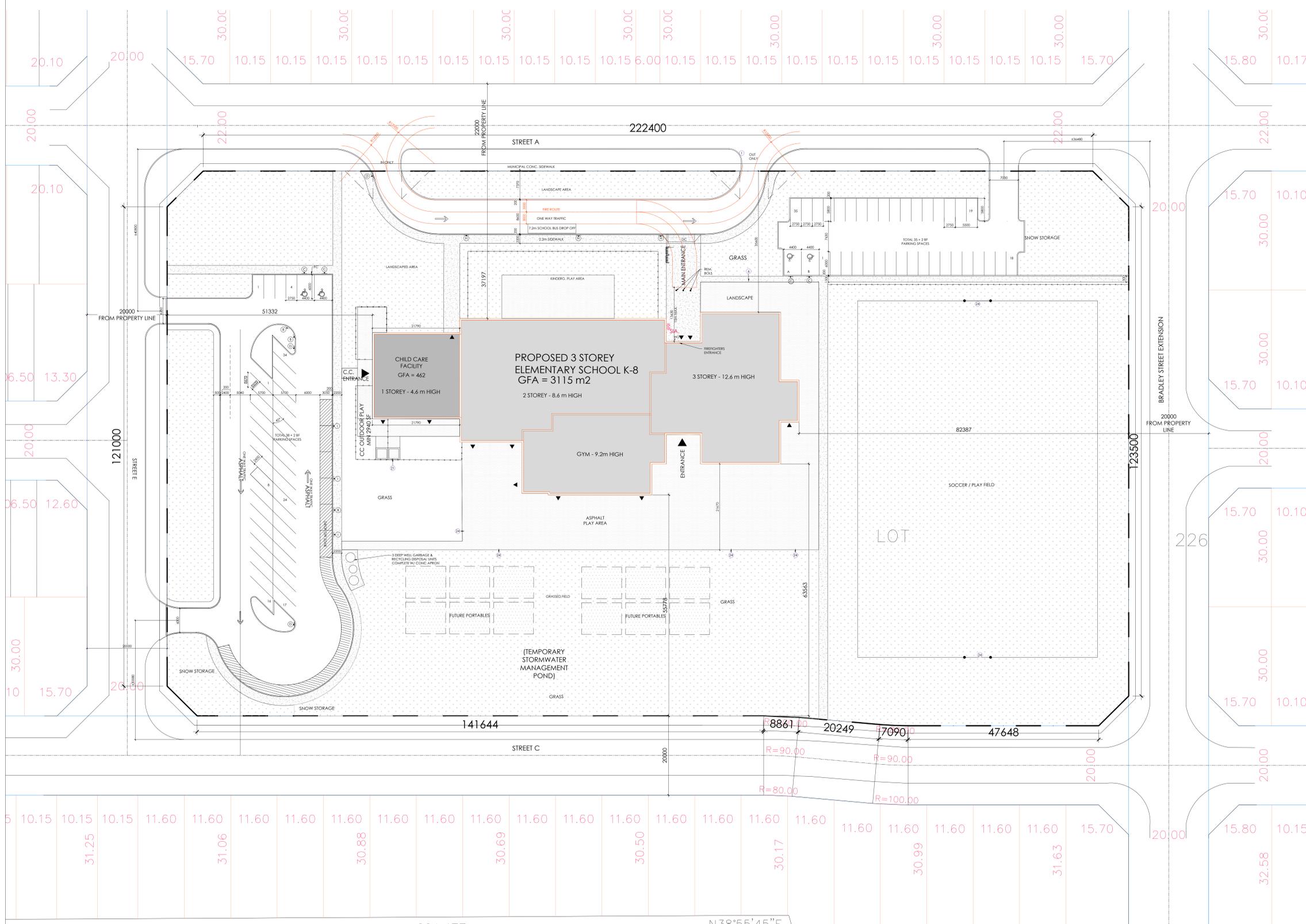


Shayne Connors, BAH, MSc, MCIP, RPP
Senior Planner

A



Appendix A: Site Plan & Elevations



SITE PLAN LEGEND:

- ▲ F: ENTRANCE / EXIT @ GRADE FLUSH W/ INT. FIN. FLOOR
- ▲ HO: ENTRANCE / EXIT - W/ BARRIER FREE DOOR OPERATOR (COORD. W/ ELEC. DWG-5)
- : PROPERTY LINES / BOUNDARY BY-LAW SET BACKS
- : CHAIN LINK FENCE (CLF) TYP. 1800MM HIGH UNLESS NOTED OTHERWISE (COORD. W/ OPSD DETAILS OPSD-972.132, 972.130, 972.102, 972.101)
- NOTE: WHERE EX. FENCES ARE SHOWN THEY SHALL REMAIN ON ADJACENT LANDS UNLESS OTHERWISE NOTED
- ♿: PTD. WHEELCHAIR SIGN ON ASPHALT
- : DENOTES EX. PAINTED DIRECTIONAL ARROWS ON ASPHALT PAVEMENT
- BOL: BOLLARD - REFER TO SITE ON DWG A1.2
- : BICYCLE RACK - REFER TO SPECS
- : PROPOSED PROJECT SIGN W/ DETAILS ON DWG A1.2
- : TRAFFIC SIGNAGE (COORD. W/ SIGNAGE SCH.)
- : FLAG POLE (COORD. W/ DETAILS ON DWG A1.2)
- FC: FLUSH CURB - CONCRETE SIDEWALK TO BE FLUSH WITH ASPHALT - (COORD. W/ OPSD-310.030) SEE DETAILS ON DWG A1.3 ASPHALT WITHIN THE BARRIER FREE PARKING SPACES SHOULD BE RAMPED FLUSH WITH THE ADJACENT CURB
- : DROPPED CURB (COORD. W/ OPSD-310.030) SEE DETAILS ON DWG A1.3
- △: A 3m X 4.5m VISIBILITY TRIANGLE MUST BE MAINTAINED (REMAIN CLEAR) AT BOTH SIDES OF ALL INTERSECTION OF FENCIBLE TRAFFIC ACCESS ROADS / DRIVEWAYS. THE MAX. HEIGHT OF ANY OBJECT OR MATURE VEGETATION WITHIN THE VISIBILITY TRIANGLE IS NOT TO EXCEED 0.4m ABOVE THE CENTRELINE OF THE CORRESPONDING ADJACENT STREET.
- : CATCH BASIN
- : CATCH BASIN - MAN HOLE
- : MH: MAN HOLE
- : FH: NEW FIRE HYDRANT/EX. LOCATION
- : SA: PROPOSED SIAMSE / FIRE DEPARTMENT CONNECTION
- : L: LIGHT STD. (COORD. W/ ELEC. SITE PLAN)
- : HYDRO VALV/TRANSFORMER ON CONC. PAD (COORD. W/ ELEC. SITE PLAN)
- : GAS METER LOCATION REFER TO DWG A1.2 FOR ENCLOSURE DETAIL
- : ASPHALT SPEED BUMP REFER TO DETAIL ON DWG A1.2
- CLF: GALV. CHAIN LINK FENCE
- BLK CLF: GALV. BLACK VINYL COATED CHAIN LINK FENCE
- : ELECTRIC VEHICLE CHARGING STATION ROUGH IN PAD AND BOLLARDS. REFER TO ELECTRICAL DRAWINGS

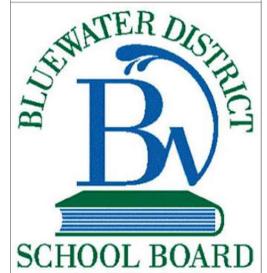
REVISIONS

NO.	DATE	PARTICULAR
1		

NOTES:

PRELIMINARY
NOT TO BE USED FOR CONSTRUCTION

KEY PLAN:



PROJECT:
22431
DUNDAK ES AND CHILDCARE
ADDRESS MULTI LINE

ORIGINAL PAGE SIZE ARCH E1 - 30" x 42"
KEY TO DETAIL LOCATION:
A - DETAIL NO.
B - DETAIL NO. ORIGIN

VG ARCHITECTS
THE VENTIN GROUP LTD

- #### BEFORE STARTING WORK
- THE CONTRACTOR SHALL NOTIFY THE TOWNSHIP ARCHITECT & CONSULTANTS AT LEAST 48 HOURS PRIOR TO COMMENCING CONSTRUCTION.
 - THE POSITION OF THE POLE LINES, CONDUITS, WATER MAINS, SEWERS, AND OTHER UTILITIES AND STRUCTURES ARE NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. CONTRACTOR TO VERIFY EXISTING CONDITIONS.
 - ALL EXISTING UNDERGROUND UTILITIES WITHIN THE LIMITS OF CONSTRUCTION SHALL BE LOCATED, MARKED AND PROTECTED. ANY UTILITIES DAMAGED OR DISTURBED DURING CONSTRUCTION SHALL BE REPAIRED OR REPLACED TO THE SATISFACTION OF THE ENGINEER, AT THE CONTRACTOR'S EXPENSE.
 - PRIOR TO THE COMMENCEMENT OF CONSTRUCTION, ALL BENCHMARKS, ELEVATIONS, DIMENSIONS, AND GRADES MUST BE CHECKED BY THE CONTRACTOR AND ANY DISCREPANCIES REPORTED TO THE ENGINEER.
 - AT LEAST TWO DIFFERENT BENCHMARKS MUST BE REFERRED TO AT ALL TIMES.

- #### GENERAL NOTES - MUNICIPAL
- ALL WORK INVOLVED IN THE CONSTRUCTION, RELOCATION, REPAIR OF MUNICIPAL SERVICES FOR THE PROPOSED DEVELOPMENT SHALL BE TO THE SATISFACTION OF THE TOWNSHIP.
 - STREET EXCAVATION PERMITS ARE REQUIRED FOR ANY WORK IN MUNICIPAL RIGHT OF WAY BY ANY CONTRACTOR.
 - CONTRACTOR IS RESPONSIBLE FOR ALL SERVICING, UTILITIES, AND COSTS.
 - STORM WATER DRAINAGE MUST NOT HAVE A NEGATIVE IMPACT ON ADJACENT PROPERTIES.
 - FIRE ROUTE SIGNS AND 3-WAY FIRE HYDRANTS SHALL BE ESTABLISHED TO THE SATISFACTION OF THE FIRE DEPARTMENT AND AT THE EXPENSE OF THE CONTRACTOR.
 - ALL DRIVEWAYS FROM PROPERTY LINES FOR THE FIRST 7.5 M SHALL BE WITHIN 5% MAXIMUM GRADE. THEREAFTER, ALL DRIVEWAYS SHALL BE WITHIN 10% MAXIMUM GRADES.
 - PAVEMENT MARKINGS AND SIGNAGE ARE TO BE IMPLEMENTED AS PER THE PAVEMENT MARKING AND SIGNAGE / TRAFFIC CONTROL PLAN BY GHD.
 - UNLESS OTHERWISE NOTED VEHICULAR ASPHALT AREAS TO BE DEFINED WITH 0.15M HIGH POURED CONCRETE CURBING
 - THE MUNICIPAL APPROVAL OF THIS SITE PLAN DOES NOT EXEMPT THE CONTRACTOR FROM THE REQUIREMENTS TO OBTAIN THE VARIOUS PERMITS/APPROVALS NORMALLY REQUIRED TO COMPLETE A CONSTRUCTION PROJECT, SUCH AS, BUT NOT LIMITED TO THE FOLLOWING:
 - ROAD CUT PERMITS
 - AGREEMENTS
 - RELOCATION OF SERVICES
 - APPROACH APPROVAL PERMITS
 - SEWER AND WATER PERMITS

DEVELOPMENT DETAILS:

PROPERTY DISCRETION:	PROVIDED
TOWNSHIP OF SOUTHWEST (JOINING BY-LAW 19-2002 AS AMENDED)	
MIN. LOT AREA	550 m ²
MAX. LOT COVERAGE	35% MAX.
MIN. FRONT YARD	12 m
MIN. REAR YARD	9 m
MIN. EXTERIOR SIDE YARD	9 m
MIN. REAR YARD	12 m
BUILDING HEIGHT	11 m
OCB BUILDING AREA	FIRST FLOOR AREA = 3,577 sq m
GROSS BUILDING AREA	FIRST FLOOR AREA = 2,054 sq m LEVEL 3 FLOOR AREA = 1,090 sq m
	TOTAL BUILDING AREA = 6,721 sq m
HARD SURFACE AREA (ASPHALT + CONCRETE)	= 9,722m ² = 29.4%
LANDSCAPE AREA	= 18,727 m ² = 56%
TOTAL SITE AREA	= 33,100 m ² = 100%

TYPE OF DEVELOPMENT

BUILDING	GROUP A, DIV. 2
CLASSIFICATION	OCB CLASSIFICATION - 3.2.2.4
	UP TO 6 STOREYS, ANY AREA SPRINKLERED

PARKING REQUIREMENTS

MIN. SIZE OF PARKING STALLS	PER BY-LAW	PROVIDED
2.75 x 5.75m	2.75 x 5.75m	35
OFF STREET PARKING REQUIREMENTS	REM. SCHOOL: 1.3 SPACE PER CLASSROOM AND 1 PER 4 SQ OF ASSEMBLY AREA + 12 PORTABLES + 1201 SQ FT ADDITION CHILD CARE: 3 PER CLASSROOM OR 1 PER 102 OF GFA 4.4 x 6m 1 SPACE FOR THE FIRST 20 SPACES 1 FOR EACH ADDITIONAL 100 SPACES REQUIRED = 2	31 CLASSROOMS X 1.5 = 46.5 ≈ 47 (OR 254.3 m ² / 4 = 43) + 12 PORTABLES = 1201 SQ FT REQUIRED 47 + 10 = 65 3 X 3 = 9 SPACES REQUIRED = 2 PROVIDED = 4
ACCESSIBLE PARKING SPACES	4.4 x 6m 1 SPACE FOR THE FIRST 20 SPACES 1 FOR EACH ADDITIONAL 100 SPACES REQUIRED = 2	4.4 x 6m PROVIDED = 4
	TOTAL REQD. =	76 (3 BIF)

All dimensions and measurements must be checked and verified by the General Contractor. Reproduction of drawings and related documents in whole or in part is forbidden without written permission of the design Group.

Plot Date: Dec. 13, 2024 - 12:57pm By: cmcristiano

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DRAWN BY: CHECKED BY:

B

Appendix A: Conceptual Renderings

