



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date: Monday, July 11, 2022

To: Mayor Mills and Members of Council

From: **Steve Wever, Town Planner**

Report: P2022-22

Subject: **Request for Extension of Draft Approval for Draft Plan of Subdivision (DPS 17/02) and Draft Approval of Plan of Condominium (DPC 17/02), Main Street West and Gordon Street (Scone Developments Inc. – Shelburne Towns)**

Recommendation

1. That Report P2022-22 be received for information.
2. That Council approve the request for extension of the Conditions of Draft Plan Approval by Design Plan Services on behalf of Scone Developments Inc. for Draft Plan of Subdivision (DPS17/02), for a period of one year.
3. That Council approve the request for extension of the Conditions of Draft Plan Approval by Design Plan Services on behalf of Scone Developments Inc. for Draft Plan of Subdivision (DPS 17/02), for a period of one year.

Background

The subject property is located at Main Street West (Highway 89) and Gordon Street, at the west end of First Avenue West and Second Avenue West, and is legally described as Part of Lot 1, Concession 3, Old Survey (Geographic Township of Melancton), in the Town of Shelburne.

The property has a long and narrow configuration with a total area of 1.2 hectares and is currently under construction for a townhouse development on a private condominium (common element) roadway.

In July 2019 a Draft Plan of Subdivision (DPS 17/02) and Draft Plan of Condominium (DPC 17/02) were approved for the property, including six blocks of land for 33 townhouse units, a block for condominium common elements (private street right-of-way, stormwater management facility and visitor parking), a block for future development and a small block of land for conveyance to an abutting landowner to resolve an existing encroachment.

A subdivision agreement has been executed for the entire development, and Final Approval and registration of the Draft Plan of Subdivision is occurring in two phases. Conditions of approval were satisfied and Final Approval was granted for Phase 1 (29 townhouse units and associated common elements – roadway, stormwater management facility, visitor parking) in April 2022. The Phase 1 M-Plan has been registered as Plan 7M-80. Municipal Approval of buildings permits have been issued for the 29 townhouse units in Phase 1.

Phase 2 is a smaller area of the plan involving land that has been conveyed from the Town to Scone Developments for the remaining 4 townhouse units and associated common elements private roadway. Final Approval of Phase 2 has been authorized by Council and is expected to be granted in the near future, as soon as the owner has completed the Land Titles Absolute process for the land acquired by Scone from the Town.

Final Approval and registration of the Draft Plan of Condominium will occur later in the development process, when the roads and services are completed and the individual lots for the townhouse units have been created via reference plans and Part-Lot Control Exemption. The lots created through the Draft Plan of Subdivision would be Parcels of Tied Land (POTL), with each lot tied to the Common Element Condominium. The common elements will be privately and jointly owned by the owners of the townhouse units and a Condominium Corporation will be formed and will be responsible for the common services and facilities in perpetuity.

Analysis

A request has been received from Design Plan Services on behalf of Scone Developments Inc. (the "Owner") requesting extension of the Conditions of Draft Plan Approval for Draft Plan of Subdivision (DPS 17/02) and Draft Plan of Condominium (DPC 17/02) (see attached letter).

Extension of Conditions of Draft Plan Approval

The current draft approval for the Draft Plan of Subdivision and Draft Plan of Condominium will lapse on July 22, 2022. As Final Approval has been granted and a M-Plan (7M-80) has been registered for the Phase 1 area, extension of the Draft Plan of Subdivision is only necessary for the remaining Phase 2 area. Final Approval of Phase 2 has been authorized by Council and the applicant has cleared the required conditions of approval, so registration of the Phase 2 M-Plan is expected in the near future.

The development has advanced, and construction of the townhouse units is expected to commence this summer. The site services have been installed and the private roadway have been constructed to base asphalt. An extension of the Draft Plan Approvals is required to allow the remaining construction work to be completed so that the Plan of Condominium can be registered.

The applicant is requesting an extension of the draft plan conditions for a period three (3) years. While a 3-year extension would provide maximum flexibility for the owner/developer, the remaining work in the development should not take that long as the roads and services have been constructed and Municipal Approvals have been issued for building permits for all of the Phase 1 townhouse units (29). An extension for one (1) year is recommended at this time to provide an appropriate timeframe for Final Approval and registration of Phase 2 of the subdivision and to complete the remaining work and satisfy the conditions of approval for Final Approval and registration of the Plan of Condominium. If there are unexpected construction delays or other impacts to the development timeline over the next 12 months, a further extension request can be considered in 2023, if necessary.

As per the servicing allocation policies of the Town's Official Plan, Council allocated servicing capacity to this Site for 33 units at the time of Draft Plan Approvals, and the allocation runs with the Draft Plan Approvals. Servicing allocation to this development was renewed in May 2021. Of the 33 units allocated, 29 units have been confirmed to-date with the issuance of Municipal Approvals, leaving 4 units of committed servicing allocation to this development. By extending the Draft Plan Approvals by one year, the servicing allocation for the remaining 4 units is also extended by the same timeframe.

Financial Impact

None associated with this report. The applicant has been notified of the Town's application fee and will be required to pay the fee to cover the Town's costs for processing this extension request, prior to release of the revised draft plan conditions.

Consultation and Communications

Ongoing with the owner and the owner's consultants, Town departments and agencies to review submissions as required to satisfy conditions of approval.

Policies & Implications (if any) Affecting Proposal

Town of Shelburne Official Plan
Town of Shelburne Zoning By-law 38-2007

Council Strategic Priorities

Council's Strategic Priorities has three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the Sustainable Goals within the Targets:

Target T4 Promote balanced growth

Supporting Documentation

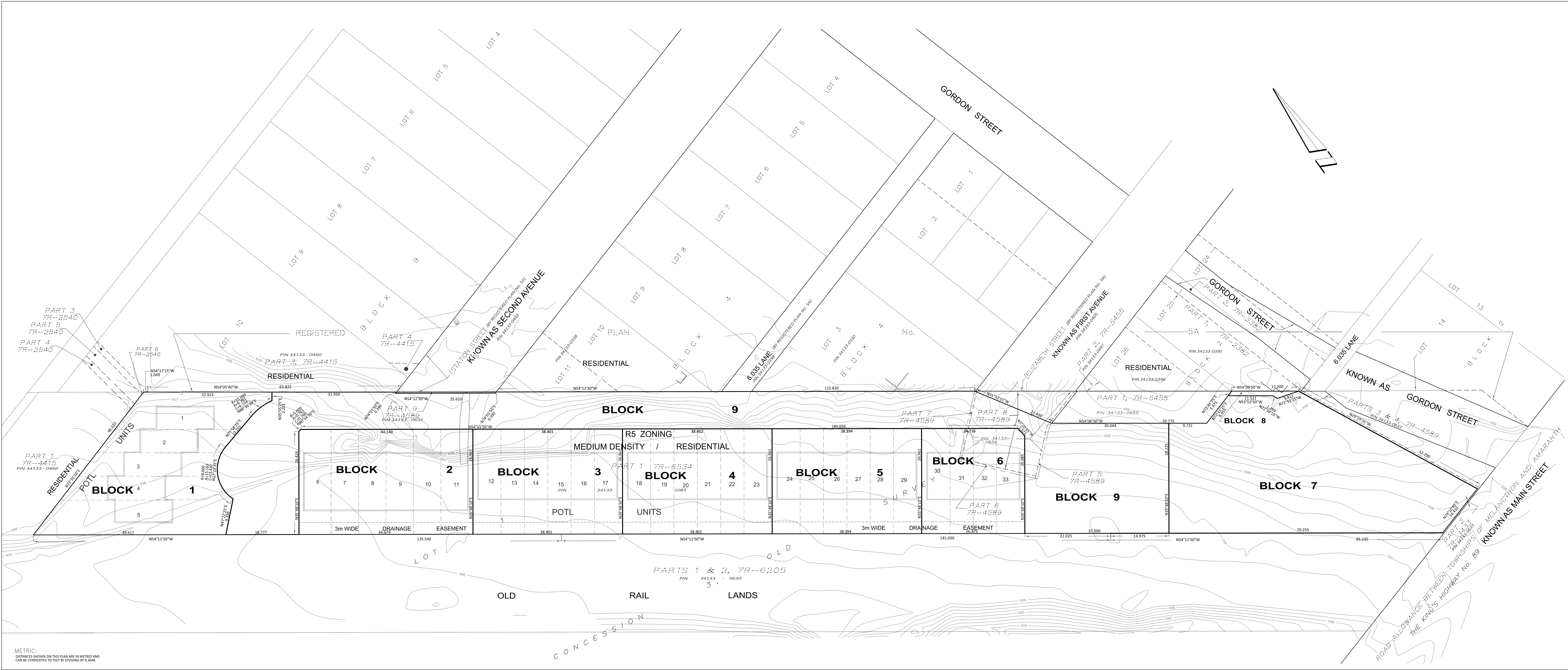
- Draft Plan of Subdivision DPS 17/02 and Plan 7M-80
- Draft Plan of Condominium DPS 17/01
- Extension Letter dated May 19, 2022, prepared by Design Plan Services

Prepared by:

Steve Wever, Town Planner

Reviewed by:

Denyse Morrissey, CAO



METRIC:
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

DRAFT PLAN OF SUBDIVISION
DPS 17/02
SHELburne STATION

LEGAL DESCRIPTION
PART OF LOT 1
CONCESSION 3, OLD SURVEY
(GEOGRAPHIC TOWNSHIP OF MELANCTHON)
TOWN OF SHELburne
COUNTY OF DUFFERIN

SCALE 1 : 300
0 10 20 30 40 50 meters
VAN HARTEN SURVEYING INC.

KEY MAP
Not to Scale
SHELburne
SUBJECT PROPERTY
LANDS TO BE SUBDIVIDED

SCHEDULE: RE: SECTION 51 - THE PLANNING ACT.
(a) AS SHOWN
(b) AS SHOWN
(c) AS SHOWN
(d) ROW TOWNHOUSE
(e) AS SHOWN
(f) AS SHOWN
(g) AS SHOWN
(h) AS SHOWN
(i) MUNICIPAL WATER AVAILABLE
(j) GRAVEL AND LOAM
(k) AS SHOWN
(l) ALL MUNICIPAL SERVICES AVAILABLE
(m) NO EASEMENTS ON PROPERTY
(n) REFER TO STONE RIDGE HOLDINGS SITE PLAN

LAND USE SCHEDULE
DESCRIPTION
MEDIUM DENSITY/RESIDENTIAL
BLOCK UNITS AREA (m²)
1 - RESIDENTIAL (TOWNHOUSE) 5 1369
2 - RESIDENTIAL (TOWNHOUSE) 6 1204
3 - RESIDENTIAL (TOWNHOUSE) 6 1035
4 - RESIDENTIAL (TOWNHOUSE) 6 1035
5 - RESIDENTIAL (TOWNHOUSE) 6 1035
6 - RESIDENTIAL (TOWNHOUSE) 4 712
7 - FUTURE DEVELOPMENT 2 2122
8 - CONVEYANCE 20
9 - COMMON ELEMENT -- 3402
TOTAL 33 11944

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.
DATE: JUNE 17, 2019
LUKE G. WILCOX, O.L.S.

OWNER'S CERTIFICATE
I AUTHORIZE VAN HARTEN SURVEYING INC. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE TOWN OF SHELburne
OWNER: STONE RIDGE HOLDINGS LTD.
DATE: JUNE 17, 2019
PAUL BOTTERO
I HAVE THE AUTHORITY TO BIND THE CORPORATION

Van Harten
SURVEYING INC.
LAND SURVEYORS and ENGINEERS
423 WOODLICH STREET
GUELPH - ONTARIO, N1H 3X3
PHONE: (519) 821-2768
FAX: 519-840-4113
www.vanharten.com

660 RIDGELL ROAD, UNIT 1
ORANGEVILLE - ONTARIO, L9W 5G5
PHONE: (519) 940-4110
FAX: 519-940-4113
www.vanharten.com

PROJECT NO.
23250-15

THE FINAL PLAN OF SUBDIVISION IS APPROVED UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990, c.P13 (AS AMENDED), ON THIS 26th DAY OF MAY, 2022.

JENNIFER WILLOUGHBY, CLERK
TOWN OF SHELBURNE

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF DUFFERIN (No. 7) AT 11:44 O'CLOCK ON THE 2nd DAY OF May, 2022, AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIER, PART OF PIN 34133-1083 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. DC242328.

"S. Babosa"

REPRESENTATIVE FOR LAND REGISTRAR
FOR THE LAND TITLES DIVISION OF DUFFERIN No. 7

THIS PLAN COMPRISES PART OF PIN 34133-1083, BLOCKS 1 TO 9, BOTH INCLUSIVE, ARE SUBJECT TO AN EASEMENT AS IN INSTRUMENT No. DC227461

PLAN OF SUBDIVISION OF
**PART OF LOT 1
CONCESSION 3
OLD SURVEY**
(GEOGRAPHIC TOWNSHIP OF MELANCTHON)
**TOWN OF SHELBURNE
COUNTY OF DUFFERIN**

SCALE 1 : 300
VAN HARTEN SURVEYING INC.

LEGEND:	
—	DENOTES SURVEY MONUMENT SET
—	DENOTES SURVEY MONUMENT FOUND
SSB	DENOTES 0.025 X 0.025 X 1.20 STANDARD IRON BAR
IB	DENOTES 0.015 X 0.015 X 0.60 IRON BAR
SSB	DENOTES 0.015 X 0.015 X 0.60 SHORT STANDARD IRON BAR
RP	DENOTES 0.015 DIA. X 0.07 ROUND IRON BAR WITH STAMPED WASHER
PE	DENOTES 0.015 X 0.015 X 0.30 PLASTIC BAR
CC	DENOTES CUT CROSS
WIT	DENOTES WITNESS
CU	DENOTES CURVE UNKNOWN
VH	DENOTES VAN HARTEN SURVEYING INC., O.L.S.'S
NT	DENOTES NOT TANGENTIAL
P1	DENOTES PLAN 7R-6534
P2	DENOTES PLAN 7R-6732
P3	DENOTES PLAN 7R-6738
1211	DENOTES P.J. WILLIAMS, O.L.S.
1703	DENOTES PAUL COYNE, O.L.S.

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYOR'S ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 - THE SURVEY WAS COMPLETED ON THE 26th DAY OF NOVEMBER, 2021.

DATE: DECEMBER 1, 2021

LUKE G. WILCOX
ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:

- BLOCKS 1 TO 9 BOTH INCLUSIVE HAVE BEEN LAID OUT IN ACCORDANCE TO OUR INSTRUCTIONS.

DATE: MARCH 14, 2022

MATTHEW MELCHOR
SCONE DEVELOPMENTS INC.
I HAVE AUTHORITY TO SIGN THE CORPORATION

BEARING AND COORDINATE NOTE:

- BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GPS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17, NAD 83 (CSRS-2010) ADJUSTMENT.
- DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999977.
- COORDINATES ON THIS PLAN ARE UTM, ZONE 17, NAD83 (CSRS-2010) ADJUSTMENT AND ARE BASED ON GPS OBSERVATIONS FROM A NETWORK OF PERMANENT GPS REFERENCE STATIONS.

POINT ID	NORTHING	EASTING
A	4880957.42	563283.47
B	4880874.95	563397.80
C	4880883.37	563434.33

NOTES:

- ALL DISTANCES SHOWN ON CURVES ARE ARC DISTANCES UNLESS OTHERWISE NOTED.
- ALL BARS ARE VH UNLESS OTHERWISE NOTED.
- ALL BARS ARE IB UNLESS OTHERWISE NOTED.
- ALL EXTERIOR DIMENSIONS ARE IN ACCORDANCE WITH PLAN 7R-6534, 7R-6732 AND 7R-6738, UNLESS OTHERWISE NOTED.

METRIC:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.



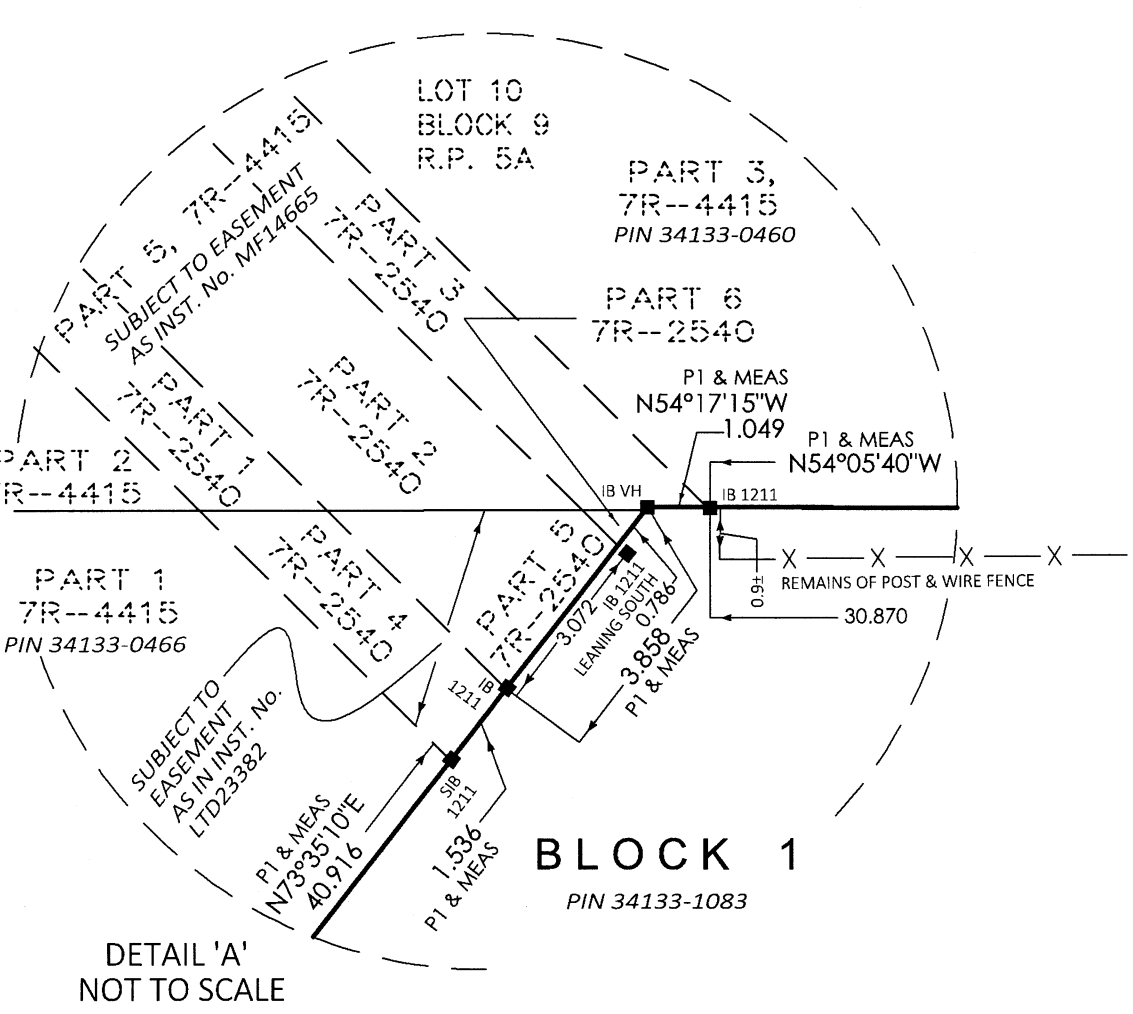
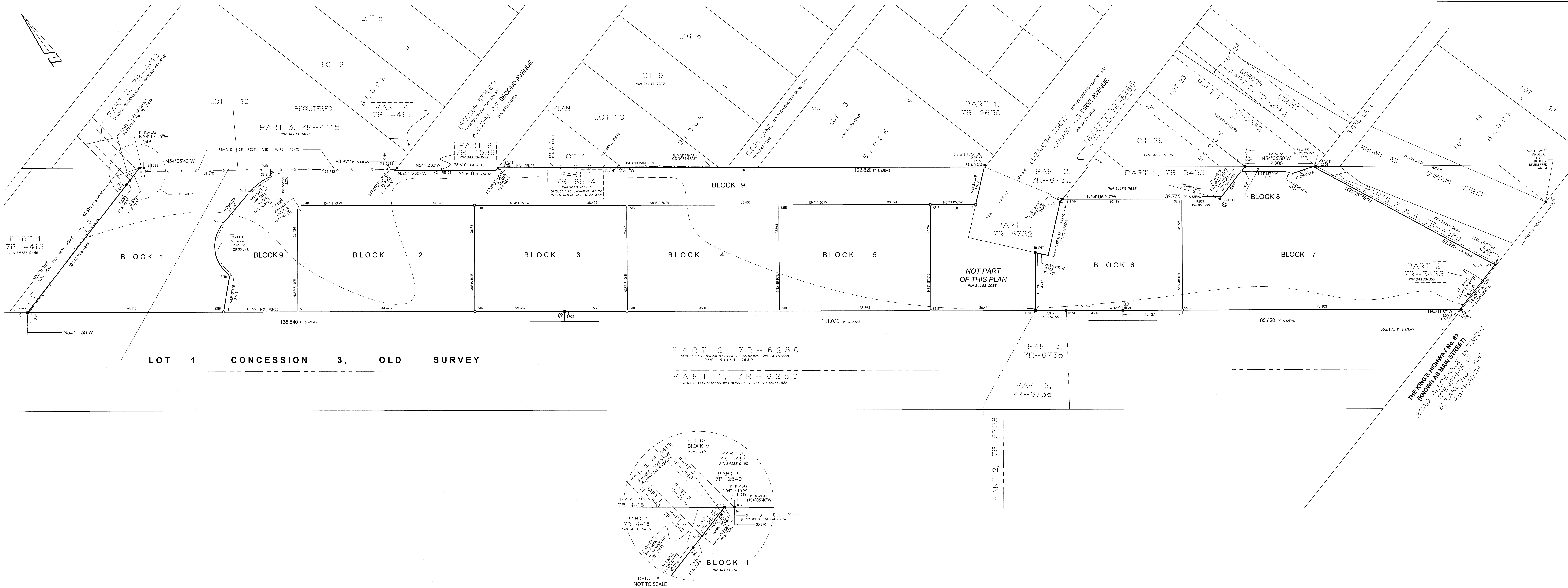
Van Harten
SURVEYING INC.
LAND SURVEYORS AND ENGINEERS

Emira Ph: 519-668-5070 Guelph Ph: 519-823-2763 Orangeville Ph: 519-860-4120

www.vanharten.com info@vanharten.com

DRAWN BY: FCT CHECKED BY: LGW PROJECT NO: 28988-20-SUB-PH3

May 14, 2022 3:43pm
J:\Melancthon\Guelph\25\ACAD\SUB Scone Developments Inc.\28988-20\UTM 2010 PH3.dwg



DETAIL 'A'
NOT TO SCALE

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYOR'S ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2. THE SURVEY WAS COMPLETED ON THE 26TH DAY OF NOVEMBER, 2021.

DATE: DECEMBER 1, 2021.

LUKE G. WILCOX
ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:

1. BLOCKS 1 AND 2 HAVE BEEN LAID OUT IN ACCORDANCE TO OUR INSTRUCTIONS.

MATHEW MELCHIOR
SCONE DEVELOPMENTS INC.
I HAVE AUTHORITY TO BIND THE CORPORATION

FILE No. DPS 17/02

THE FINAL PLAN OF SUBDIVISION IS APPROVED UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990, c.P13 (AS AMENDED), ON THIS DAY OF, 2021

JENNIFER WILLOUGHBY, CLERK
TOWN OF SHELBURNE

PLAN 7M-

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF DUFFERIN (No. 7) ATO'CLOCK ON THE DAY OF,2021 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIER, ALL OF PIN 34133-1083 AND ALL OF PIN 34133-0654 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No.

REPRESENTATIVE FOR LAND REGISTRAR
FOR THE LAND TITLES DIVISION OF DUFFERIN No. 7

BLOCK 1 IS COMPRISED OF PART OF PIN 34133-???? AND ALL OF PIN 34133-****
PIN 34133-****IS SUBJECT TO AN EASEMENT AS IN INSTRUMENT No. DC227461
BLOCK 2 IS COMPRISED OF PART OF PIN 34133-????

PLAN OF SUBDIVISION OF
PART OF LOT 1
CONCESSION 3
OLD SURVEY
(GEOGRAPHIC TOWNSHIP OF MELANCTHON)
TOWN OF SHELBURNE
COUNTY OF DUFFERIN

SCALE 1 : 300
0 5 10 15 meters
VAN HARTEN SURVEYING INC.

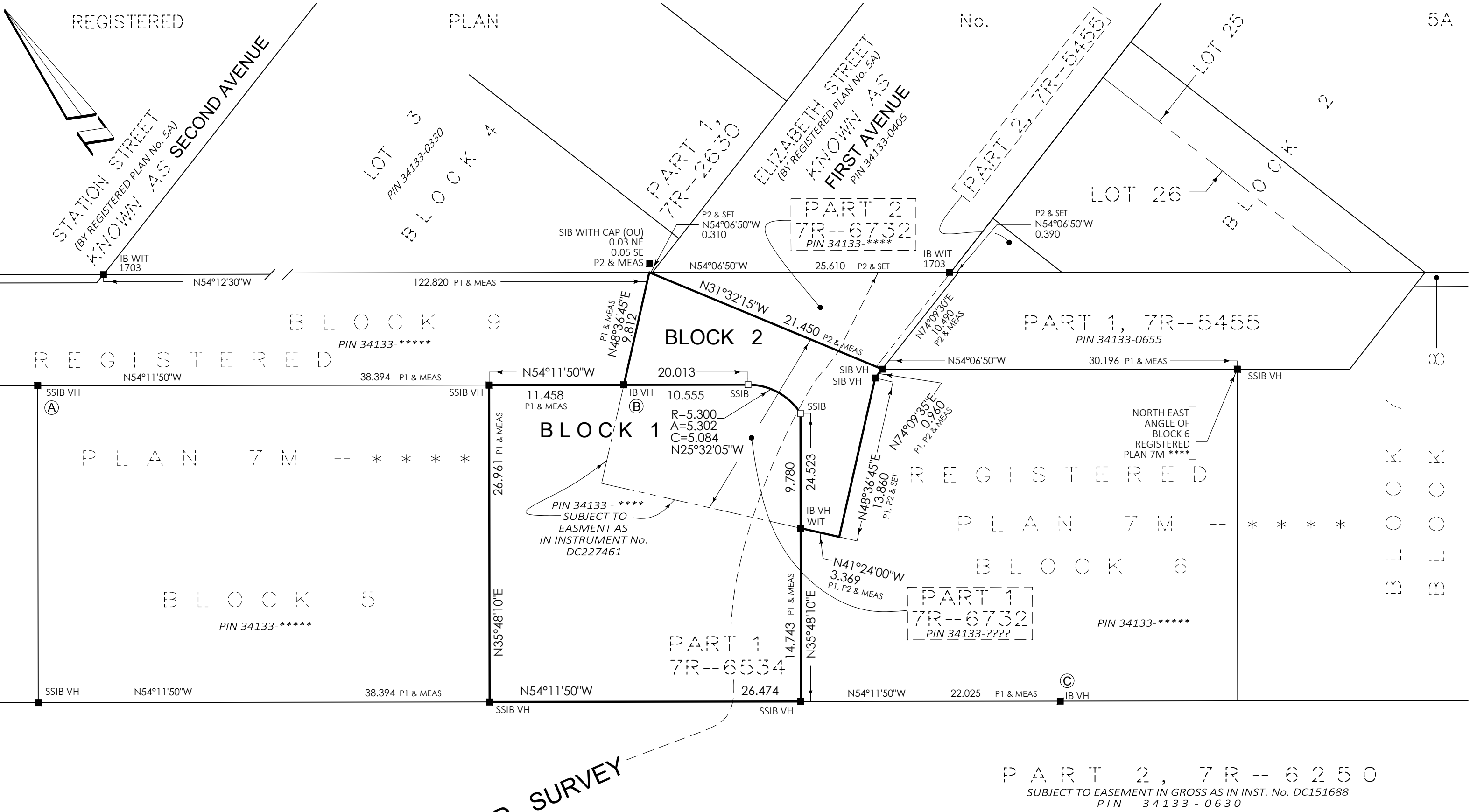
- LEGEND:
- DENOTES SURVEY MONUMENT SET
 - DENOTES SURVEY MONUMENT FOUND
 - SIB DENOTES .025 X .025 X 1.20 STANDARD IRON BAR
 - IB DENOTES .015 X .015 X 0.60 IRON BAR
 - SSIB DENOTES .025 X .025 X 0.60 SHORT STANDARD IRON BAR
 - RP DENOTES .015 DIA. X 0.07 ROUND IRON BAR WITH STAMPED WASHER
 - PB DENOTES .025 X .025 X 0.30 PLASTIC BAR
 - CC DENOTES CUT CROSS
 - WIT DENOTES WITNESS
 - OU DENOTES ORIGIN UNKNOWN
 - VH DENOTES VAN HARTEN SURVEYING INC., O.L.S.'S
 - 1703 DENOTES PAUL COYNE, O.L.S.
 - 1211 DENOTES P.J. WILLIAMS, O.L.S.
 - P1 DENOTES REGISTERED PLAN 7M-****
 - P2 DENOTES PLAN 7R-****

BEARING AND COORDINATE NOTE:

- BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GPS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17, NAD 83 (CSRS-2010) ADJUSTMENT.
- DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999577.
- COORDINATES ON THIS PLAN ARE UTM, ZONE 17, NAD83 (CSRS-2010) ADJUSTMENT AND ARE BASED ON GPS OBSERVATIONS FROM A NETWORK OF PERMANENT GPS REFERENCE STATIONS.

UTM COORDINATES (METRES)		
POINT ID	NORTHING	EASTING
A	4880947.62	563343.13
B	4880918.47	563383.54
C	4880874.95	563397.80

THESE COORDINATE VALUES COMPLY WITH SECTION 14(2) O. REG 216/10. THESE COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH THE CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.



LOT 1 CONCESSION 3 OLD SURVEY

NOTES:

- ALL DISTANCES SHOWN ON CURVES ARE ARC DISTANCES UNLESS OTHERWISE NOTED.
- ALL BARS ARE VH UNLESS OTHERWISE NOTED.
- ALL BARS ARE IB UNLESS OTHERWISE NOTED.
- ALL EXTERIOR DIMENSIONS ARE IN ACCORDANCE WITH PLAN 7R-6732 AND REGISTERED PLAN 7M-**** UNLESS OTHERWISE NOTED.

METRIC:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND



Kitchener/Waterloo
Ph: 519-742-8371

Guelph
Ph: 519-821-2763

Orangeville
Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: FCF CHECKED BY: LGW PROJECT No. 28988-20 PH2

Dec 1, 2021-12:42:04 PM
L:\Melancthon\Con3-05\ACAD\SUB.SCONE-DEVELOPMENTS.END_OF_ELIZABETH_ST(28988-20)
UTM 2010-PH2.dwg

SCALE 1 : 300

0 5 10 15 meters

VAN HARTEN SURVEYING INC.



OWNER: STONE RIDGE HOLDINGS LT

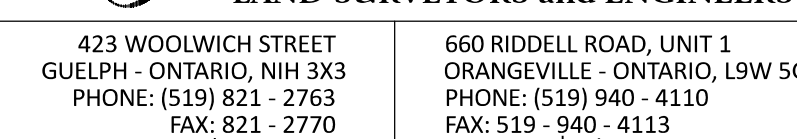
PAUL BOTTERO

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND TRULY SHOWN.

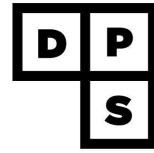
John V. Hugo

(2) AS SHOWN

- ## ADDITIONAL INFORMATION



Mr. Steve Weber
Town Planner
Planning Department
Shelburne Town Hall
203 Main Street East
Shelburne, Ontario
L9V 3K7



**DESIGN
PLAN
SERVICES**
TOWN
PLANNING
CONSULTANTS

Thursday, May 19, 2022

DPS File: 20122

**RE: Request for Extension of Draft Plan Approval
Draft Plan of Subdivision Approval DPS 17/02
Draft Plan of Condominium Approval DPC 17/02
Scone Developments Inc.**

On behalf of our client, Scone Developments Inc. (formerly held by Stone Ridge Holdings Ltd.), I respectfully request a 3-year extension to the Draft Plan of Subdivision and Draft Plan of Condominium Approvals for file Nos. DPS 17/02 and DPC 17/02 in accordance with subsection 51(33) of the Planning Act. The existing Draft Approvals will expire on July 22, 2022.

Work on the proposed development as shown on the approved Draft Plan of Subdivision No. DPS 17/02 and Draft Plan of Condominium No. DPC 17/02 is still ongoing but progressing (first M-Plan registration for 29 units occurred on May 3, 2022), which is why an extension to the Draft Approval is currently being sought.

Please do not hesitate to contact the undersigned with any questions, concerns or requests for additional information or documents.

Sincerely,

DESIGN PLAN SERVICES INC.

A handwritten signature in blue ink, appearing to read 'T. Cieciora', is written over a light blue horizontal line.

T.J. Cieciora, MSc MCIP RPP



Encl.

TJC/khm/sq