



Municipality of Port Hope
56 Queen Street
Port Hope, ON
L1A 3Z9

MEMO TO: Council

FROM: Vanessa Wismer, Planner

SUBJECT: Complete Application and Public Meeting
Zoning By-law Application (ZB07-2022)
6983 7th Line

DATE: November 9, 2022

PURPOSE:

The Municipality of Port Hope has received a Zoning By-law Amendment Application for the lands municipally known as 6983 7th Line. Due to the current Council meeting schedule, this notice is being provided electronically to Council, the applicant and will be posted on the current Planning Application page of the municipal website. Notice will also be sent through Municipal communications channels and in accordance with the notification requirements of the *Planning Act*.

HIGHLIGHTS:

- The Municipality of Port Hope has received a Zoning By-law Amendment application for the lands municipally known as 6983 7th Line.
- The purpose of the Zoning By-law Amendment application is to rezone the subject lands from Rural 'RU' to a site specific 'RU(140)' Zone in order to permit a small-scale cabinet manufacturing workshop as a home industry subject to special provisions:
- Staff considers the application to be complete under Section 34(10.4) of the Planning Act.
- The Public Meeting is scheduled for December 14, 2022.

BACKGROUND:

A complete Zoning By-law Amendment Application has recently been received from D.M. Wills on behalf of Robert and Dianne Mason for the lands municipally known as 6983 7th Line, in the Rural Area of the Municipality of Port Hope (see **Figure 1: Subject Lands Map**).

The subject lands are irregularly shaped and have a total area of 34 ha with frontage on both 7th Line and County Road 28 with an existing entrance located off 7th Line. The subject lands are primarily vacant and comprised of two agricultural fields, a mapped unevaluated wetland, and wooded area. The owners have obtained building permits from the Municipality for a single-detached dwelling and accessory structure.



Figure 1: Subject Lands

DISCUSSION:

The subject lands are currently designated ‘General Agriculture’ in the Municipality of Port Hope Official Plan and zoned Rural ‘RU’ by the Comprehensive Municipal Zoning By-law 20/2010, as amended.

The purpose of the zoning by-law amendment application is to rezone the subject lands from Rural ‘RU’ to site-specific ‘RU(140)’ exception zone to permit a small-scale cabinet manufacturing workshop as a home industry on the subject lands with the following special provisions:

- a) Maximum permitted gross floor area for home industry: 557.4 m²
- b) Maximum number of employees permitted for a home industry: 12
- c) Parking for the exclusive use of the employees is permitted.
- d) Maximum distance from home industry to primary residential dwelling: 70m

Pursuant to the *Planning Act*, staff will notify the prescribed individuals and agencies regarding the receipt of the complete application.

Public Consultation

Once the application is considered complete, then the technical review from the applicable departments and agencies begins as well as commencement of the Public consultation/engagement process.

In accordance with the *Planning Act*, a combined Notice of Complete Application and Public Meeting will be mailed to all assessed persons within 120 metres of the subject lands. The notice will be published in the local newspaper (Northumberland News) on November 17, 2022 and posted on the municipal website. All the comments received from local residents concerning the subject application will be made public and attached to future Staff reports.

Additionally, signs will be posted at the site of the proposed Zoning By-law Amendment on 7th Line and County Road 28. This application will be listed under the “Current Planning Applications” webpage.

As part of the application process, Council must convene a formal “statutory” Public Meeting pursuant to the *Planning Act*. The Public Meeting date is proposed for December 14, 2022. At the Public Meeting, staff will present a report that will provide an overview of the planning application, associated reports, planning legislation and comments received to date. No formal recommendations are provided in the staff report and no Council decision is rendered at the Public Meeting. The public can provide input to the Municipality’s Council and staff at any point prior to Council’s decision.

A Planning Recommendation report will be prepared after the statutory Public Meeting and will be presented to a Committee of the Whole meeting, prior to Council rendering a decision.

RESOURCE IMPLICATIONS:

There are no anticipated negative financial implications imposed on the Municipality as a result of this application. The applicant has submitted the required fees.

CONCLUSION:

1. Staff considers the application for a Zoning By-law Amendment (ZB07-2022) for lands municipally known as 6983 7th Line to be a *complete application* under Section 34 (10.4) of the *Planning Act*.
2. The Public Meeting to consider the application is proposed on December 14, 2022.

Combined Notice of the Complete Application and Public Meeting will be in accordance with the provisions of Section 34 of the *Planning Act*.

ATTACHMENTS:

Attachment 1: Site Plan Drawing

