

To: Mayor and Members of Township of Norwich Council

From: Amy Hartley, Development Planner, Community Planning

Applications for Official Plan Amendment and Zone Change OP 24-14-3 and ZN 3-24-22 – Whistler Estates Inc.

REPORT HIGHLIGHTS

- The Official Plan Amendment application proposes to establish site-specific policies to permit six (6) residential units within a three storey mixed used building containing commercial space on the ground floor, in the Village of Otterville.
- The Zone Change application proposes to amend the 'Village Zone (V)' to include site-specific provisions to recognize existing deficiencies, permit six (6) dwelling units, and to request a reduction to the required number of parking spaces.
- It is the opinion of this Office that the proposal is generally consistent with the policies of the Provincial Planning Statement and maintains the intent and purpose of the Official Plan regarding growth and development within settlement areas serviced by centralized water supply and private sewage disposal systems.

DISCUSSION

BACKGROUND

OWNERS:

Whistler Estates Inc. (c/o Nathan Kok)
P.O. Box 8, Otterville, ON N0J 1R0

AGENT/APPLICANT:

G. Douglas Vallee Limited (c/o Scott Puillandre)
2 Talbot Street North, Simcoe, ON N3Y 3W4

LOCATION:

The subject lands are legally described as Lot 5, Part of Lot, 4, South of Main St, Part of Lot 4, 7 & 9, North of Mill Street, Plan 43, in the Township of Norwich. The subject lands are located on the south side of Main Street West lying between Dover Street and Otter View Drive, and are municipally known as 225-227 Main Street West, Village of Otterville.

COUNTY OF OXFORD OFFICIAL PLAN:

Existing:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	'Settlement'
Schedule 'N-1'	Township of Norwich Land Use Plan	'Village'

Proposed:

Schedule 'N-1'	Township of Norwich Land Use Plan	'Village' with site-specific policies to permit six residential units
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TOWNSHIP OF NORWICH ZONING BY-LAW 07-2003-Z:

Existing Zoning:	'Village Zone (V)'
Proposed Zoning:	'Special Village Zone (V-sp)'

PROPOSAL:

The application for Official Plan Amendment is proposing to implement site specific policies to permit the development of a mixed-use building containing a commercial use on the ground floor and six (6) one-bedroom dwelling units on the upper two floors. The commercial use is proposed to be approximately 206 m² (2,217 ft²) with limited commercial uses subject to confirmation of adequate servicing.

The application for zone change proposes to include site-specific zoning provisions within the 'Village Zone (V)' that apply to the subject property. The following site-specific provisions are proposed to recognize the existing deficiencies, a reduced parking requirement, and facilitate a road widening requirement:

- to permit a reduced front and exterior side yard setbacks of 1.5 m (4.9 ft) whereas 9 m (29.5 ft) is required;
- to reduce the required setback from the Centreline of a County Road from 20.5 m (67.25 ft) to 15 m (49.2 ft);
- to recognize a reduced lot area as a result of a required road widening of 1,835 m² (0.45 ac) whereas the existing lot area is 1,916 m² (0.47 ac);
- to recognize an existing deficient lot frontage of 27 m (88.5 ft) where 40 m (131 ft) is required;
- to recognize an existing deficient lot depth of 72.2 m (236.8 ft) where 92.5 m (303 ft) is required;
- to permit six (6) dwelling units where one (1) dwelling unit is permitted;
- to reduce the required parking for the commercial component from 11 required parking spaces to 8; and
- to permit a walkway within a planting strip for egress purposes.

The subject lands are approximately 1,916 m² (0.47 ac) in area and contains a single detached dwelling, a detached garage and other accessory buildings.

Surrounding land uses include single detached dwellings and commercial uses and the Otterville Library along Main Street West, the Otterville Mill is located to the west, and Mill Pond and the Otterville Park located to the north.

Plate 1, Location Map with Existing Zoning, indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2025) with Existing Zoning, provides an aerial view of the subject lands and surrounding uses as existing in the Spring of 2025.

Plate 3, Applicant's Sketch, identifies the general site area as provided by the applicant including a concept plan and architectural renderings.

APPLICATION REVIEW

2024 PROVINCIAL PLANNING STATEMENT

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the *Planning Act*, where a municipality is exercising its authority affecting a planning matter, such decisions, "shall be consistent with" all policy statements issued under the Act. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

Section 2.2 of the PPS provides that 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 immediate 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 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.

Section 2.2.1 - Housing provides that 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.

Section 2.3.1 of the PPS indicates that settlement areas shall be the focus of growth and development and land use patterns within settlement areas shall 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.

Section 2.3.1.3 also directs that planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritize planning and investment in infrastructure and public service facilities.

Section 2.8 directs that planning authorities shall promote economic development and competitiveness by encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities.

Section 3.6 provides the following servicing hierarchy to support the protection of the environment and minimize potential risks to human health and safety.

- i) municipal sewage services and municipal water services are the preferred form of servicing for settlement areas. For clarity, *municipal sewage services* and *municipal water services* include both centralized servicing systems and decentralized servicing systems.
- ii) where municipal sewage services and municipal water services are not available, private communal sewage services and private communal water services are the preferred form of servicing for multi-unit/lot development; and
- iii) where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be

used provided that the site conditions are suitable for the long-term provision of such services with no negative impacts.

OFFICIAL PLAN

The subject lands are designated as a 'Village' in the Township of Norwich Land Use Plan.

Section 2.1.1, indicates that growth and development will be focused in settlements and their vitality and regeneration will be promoted. The majority of growth will be directed to settlements with centralized wastewater and water supply facilities to minimize risks of contamination to air, land surface water and groundwater. Limited development on partial services or private water and/or wastewater services may be permitted, provided that site conditions are suitable for the long-term provision of such services with no negative impacts. Development on new private communal sewage services and/or water services will not be permitted.

Section 4.2.2.3, Villages, establishes that a Village is characterized by a broader range of lands uses and activities which have been developed in depth as well as through infilling. Villages are settlement which are predominantly serviced by individual private sewage disposal systems and by either individual wells or existing centralized water supply facilities. Growth within Villages will occur through infilling and by small plans of subdivision.

Section 4.2.2.3.1 outlines that development within the Village designation will be by private sewage disposal systems and individual wells or expansion to an existing centralized water supply facility. Applications for rural residential development in the Village designation will be required to demonstrate, to the satisfaction of the County, that development proposed on private septic systems will not adversely affect the quality of groundwater and the water in active wells operating in the general vicinity.

Section 6.1.1, Range of Uses in Rural Settlements, provides guidance for development and land use within rural settlements. The principal use of land in Villages will be for low density residential purposes including permitted ancillary uses. Multiple unit residential development involving more than two units shall not be permitted. Existing commercial, industrial and minor institutional uses such as schools, churches and cemeteries and recreation and open space uses are permitted. Minor expansions to these established and new small scale commercial and cottage industry uses on private services may also be permitted.

Section 6.2.2, Low Density Residential Areas, permits Low Density Residential development in Villages. Low density Residential areas are those lands that are primarily development for low-rise, low density housing forms consisting of single detached, semi-detached, duplex and triplex dwelling. Notwithstanding this policy, residential development within the Village designation development involving more than two units per lot is not permitted. Within the Village designation, the density of development will be restricted by the land area required for the proper operation of individual private septic systems.

Section 6.2.2.1 of the Official Plan provides that infill housing is defined as the placement of new residential development into established built-up areas on vacant or underutilized land. In order to efficiently utilize designated residential land, infill housing in the form of street-oriented infilling, will be supported on lands within the Village designation.

In addition, infill proposals are subject to the following criteria:

- stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;
- adequate off-street parking and outdoor amenity areas will be provided;
- the location of vehicular access points, the likely impact of traffic generated by the proposal on public streets and potential traffic impacts on pedestrian and vehicular safety and surrounding properties is acceptable;
- existing municipal services or private services and community facilities will be adequate to accommodate the proposed infill project;
- the extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- all infill proposals will be evaluated as to the environmental impacts and constraints associated with the proposed development in accordance with Section 3.2, as well as to the potential effect of the development on heritage resources (Section 3.2.7.5);
- compliance of the proposed development with the provisions of the Zoning By-Law of the Township and other municipal by-laws.

Section 6.3.2 permits commercial uses within the Village designation which consist of retail and service commercial facilities and cottage industries that are small scale, suitable on private services and which serve either the population of the settlement area and the surrounding agricultural area or the travelling public. Residential uses will be restricted from the front portion of a building at street level in the Village core that is characterized by an established cluster of businesses, government services or cultural and institutional facilities.

An amendment to the Zoning By-law is required to establish a new commercial use shall be for a specific proposal and will be consistent with the following criteria:

- commercial uses will be located on a principal road, providing access through the Village;
- on-site sewage and water facilities shall satisfy the requirements of the County and the policies of Section 3.2, Environmental Resource Protection policies relating to water quality and quantity;
- the lands proposed to be zoned for commercial uses will reasonably reflect the land area required for the proposed use and will not be excessive in size;
- the effect of the proposed development on environmental resources or the effect of environmental constraints on the proposed development will be addressed and mitigated; and
- accessory residential units, to a maximum of two units, will be permitted in the Village designation subject to servicing capacities.

Additionally, Section 5.5.3, Hierarchy of Servicing Options, directs that new development will be evaluated according to the following hierarchy of servicing options:

- extensions of servicing from a centralized water supply and wastewater treatment facility;
- individual septic systems and private wells; and
- extension of servicing from an existing centralized water supply system.

Development of more than five (5) lots or residential units shall not be permitted to be serviced by individual on-site sewage and water services. Development of more than five (5) lots or residential units may be permitted to be serviced by individual on-site sewage services and centralized water supply facilities, only where such development would constitute minor infilling or rounding out of existing development within an existing designated settlement. The approval of such development would be subject to confirmation of sufficient reserve capacity and review and approval of hydrogeological studies prepared in accordance with Provincial and County

criteria, demonstrating that site conditions are suitable for the long-term operation of individual on-site sewage services.

ZONING BY-LAW

The subject lands are currently zoned 'Village Zone (V)' according to the Township of Norwich Zoning By-law, which permits a limited range of commercial uses with an accessory single detached dwelling or dwelling unit.

The lot area requirements for residential uses are cumulative with the lot area provision for non-residential uses when such residential use is located on the same lot with a permitted non-residential use. A dwelling unit in a non-residential building requires 300 m² (3,230 ft²) and a non-residential use requires 3,700 m² (39,828 ft²) of lot area, cumulatively a lot area of 4,000 m² (43,058 ft²) would be required for a mixed-use proposal.

Additionally, a lot frontage of 40 m (131.2 ft), a lot depth of 92.5 m (303.5 ft), and a front yard or exterior side yard setback of 9 m (29.6 ft) is required within the Village Zone.

The applicant is proposing a number of site-specific zoning provisions to recognize existing deficiencies, deficiencies resulting from a road widening, and a request for reduced parking. The site-specific requests are as follows:

Provisions	Required	Requested
14.2 – Front and Exterior side yard setback	9 m (29.5 ft)	1.5 m (4.9 ft)
14.2 – Centreline of County Road	20.5 m (67.25 ft)	15.17 m (49.7 ft)
14.2 – Lot area	1,916 m ² (0.47 ac) (existing)	1,835 m ² (0.45 ac)
14.2 – Lot frontage	40 m (131 ft)	27 m (88.5 ft) (existing)
14.2 – Lot depth	92.5 m (303 ft)	72.2 m (236.8 ft)
14.2 – Number of Dwelling Units	1	6
5.21.2.1 – Residential parking	9	9
5.21.2.1 – Commercial parking	11	8
Total parking:	20	17
5.22.3 – Planting Strip	To permit a walkway within a planting strip for egress	

As a result of the peer review comments of the Hydrogeological Site Assessment, the applicant has further included a proposed list of limited commercial uses. Given that an eating establishment, bakeshop, laundromat, and veterinary clinic are typically higher water users, the applicant has proposed that these uses be excluded from the permitted uses on the subject lands to align with the proposed servicing requirements.

AGENCY COMMENTS

Township of Norwich Fire Services, Oxford County Public Works, Southwestern Public Health, and Thames Valley District School Board indicated no concerns with the subject applications.

Canada Post indicated that mail delivery for the development will be via PO Box at the Otterville Post Office

Township of Norwich Chief Building Official noted that a building permit is required for the demolition of the existing building, construction of the new proposed building, and for the on-site sewage system.

PUBLIC CONSULTATION

Notice of complete application and notice of public meeting regarding this application were circulated to surrounding property owners on July 7, 2026, and July 28, 2026, respectively. At the time this report was written, one letter of concern has been received from the public and has been appended to the report hereto.

Planning Analysis

The proposed applications are intended to facilitate the construction of a three storey, mixed use building in the Village of Otterville containing a commercial use on the ground floor and six (6) apartment dwelling units on the upper floors serviced by individual private septic system and municipal water services.

The applicant has submitted a Planning Justification Report, Hydrogeological Site Assessment, Geotechnical Report, Traffic Impact Study, Environmental Site Assessment and Functional Servicing Report in support of the applications.

Supporting Studies

Hydrogeological Site Assessment

A Hydrogeological Site Assessment (HSA) and Nitrate Assessment was prepared by G2S Consulting Inc., and was further peer reviewed by Oxford County. The HSA assessed the feasibility of the proposed septic system with respect to nitrate loading criteria from septic effluent infiltration and commented on construction dewatering requirements. The HSA concluded that a Level IV/tertiary treatment system is to be installed to reduce the nitrate concentration in the effluent produced by the proposal by 75% to meet provincial standards relating to nitrate impacts from onsite sewage disposal systems. The consultant concluded that infiltration of septic effluent from the developed lot will not have significant impact on the groundwater resource in the area.

Oxford County contracted peer review services from MTE Consultants to review the findings of the HSA and confirm that the conclusions were in accordance with the Ministry of Environment Conservation and Parks (MECP) D-Series guidelines. The peer reviewer noted that the expected level of treatment may be difficult to achieve consistently given the proposed design flows and recommended an ongoing monitoring and contingency plan should be provided to the Township of Norwich Building Department for five years to monitor effectiveness of the system. MTE recommended that the proposed development plan should be reconsidered for less occupancy to reduce the overall sewage flows given the limited size of the property and to confirm with the County of Oxford whether a tertiary treatment system would be accepted.

Based on the peer review comments, the design proposal was amended to remove the restaurant use and other high-water users from the commercial space through the permitted uses in the zoning amendment.

The peer review consultant concluded that the proposed servicing of the site as proposed is technically feasible and recommended that appropriate conditions of approval be included in a site plan agreement to implement the recommendations of the Hydrogeological Site Assessment and Nitrate Assessment.

Planning Justification Report and Addendum

A Planning Justification Report (PJR) and subsequent addendum were prepared by G. Douglas Vallee Limited. The initial PJR providing a review of the proposal and planning policy analysis. The subsequent addendum to the PJR was provided as the Provincial Planning Statement had been amended from when the initial application was submitted as well as proposing amendments to the zone change proposal with respect to the findings and conclusions of the hydrogeological assessment and peer review.

Traffic Impact Study

A Traffic Impact Study was prepared by Paradigm Transportation Solutions Limited, the study found that the proposed development would generate approximately 23 AM and PM peak hour trips and that the subject site will not have a notable impact on the adjacent roadways.

Additionally, as the proposal has been amended to remove an eating establishment as a permitted use, the required parking has been reduced, and the subject proposal will be deficient three (3) spaces instead of sixteen (16) spaces which was assessed through the Traffic Impact Study.

Environmental Site Assessment

An Environmental Site Assessment (ESA) was prepared by G2S Consulting Inc. to assess the likelihood that one or more contaminants have affected the property. As the subject site is not changing in sensitivity a Record of Site Condition is not required. The Phase One ESA identified no on-site contaminants, and two off-site contaminants. Based on the findings of the Phase One ESA no further investigation is recommended.

Functional Servicing Report

A Functional Servicing Report was prepared by G. Douglas Vallee Limited which assessed the proposed development, sanitary, storm and domestic fire water servicing requirements. It is noted that the subject development will be served by an on-site septic system, with tertiary treatment of the effluent as recommended by the Hydrogeological Site Assessment.

An underground stormwater chamber system is proposed for storage purposes which is supported by a Geotechnical investigation prepared by G2S Consulting Inc. The subject site will be served by municipal centralized water services which is anticipated to serve the development for domestic water supply.

2024 Provincial Planning Statement

Section 2.3 of the PPS provides that settlement areas shall be the focus of growth and development and support general intensification and redevelopment to achieve complete communities.

Planning staff have assessed the proposed three storey mixed-used development in accordance with the PPS policies and are satisfied that the proposal does provide development and economic opportunities within a settlement area and supports general intensification. Further, staff are satisfied that the proposal aligns with the servicing hierarchy and supports the protection of the environment to minimize potential risks to human health and safety, which will be secured through the site plan process via necessary monitoring and maintenance provisions.

As such, staff are satisfied that the proposal is consistent with the policies of the PPS by providing an appropriate range and mix of housing within a settlement area which can adequately be serviced by on-site sewage services and further promotes economic development and competitiveness through compact, mixed-use intensification.

Official Plan

Staff have evaluated the proposal in accordance with the relevant Official Plan policies. It is the intent of the Official Plan policies to permit growth and development within settlements with centralized wastewater and water services and limited development permitted on partial services where site conditions are suitable. Within Villages a broad range of land uses are permitted, and growth shall occur through infilling where it has been demonstrated that development on private services will not adversely affect the quality of groundwater and active wells in the vicinity.

While Section 6.1.1- Range of Uses in the Rural Settlements, does not permit development involving more than two residential units per lot within a village, it is further stipulated that the density of a development will be restricted by the land area required for the proper operation of individual private septic systems. The intent of limiting the number of units to two is to require proposals for multi-development to demonstrate that the lot size, soil conditions and proposed servicing is appropriate for the long-term servicing of the lands, to preclude the need for municipal sanitary sewer infrastructure or costly infrastructure upgrades. Although the proposed number of residential units in the subject development is considerably higher than what is permitted, it has been determined through the Hydrogeological Assessment and resulting peer review that the proposed servicing solution (individual septic system with tertiary treatment and centralized water supply) can be supported on the subject lands with minimal risk to groundwater resources.

Section 5.5.3 of the Official Plan speaks to the servicing hierarchy preferred for development within the County. As noted above, growth and development within settlements should be directed to areas served by centralized water and wastewater facilities. In areas where centralized wastewater services are not available development will be permitted on an individual septic system and will be evaluated based on suitable site conditions for the long-term operation of individual on-site sewage services.

The Hydrogeological Assessment provided by the applicant and peer reviewed by Oxford County recommends that the subject proposal be served by a Level IV/tertiary treatment system to achieve compliance with Ministry of Environment and Conservation and Parks requirements for nitrate impacts, with a view to mitigate potential impacts to groundwater resources. Overall, planning staff have concerns with the long-term reliance on tertiary systems as there is no requirement under the Ontario Building Code (OBC) or other provincial legislation or regulation to regulate the performance of these systems or any private septic systems with respect to nitrate treatment. Additionally, due to the high cost of these systems relative to more conventional systems, and given that in the event of a failure or required replacement the Ontario Building Code would not require a replacement system to also be a tertiary system with nitrate removal technology as proposed and recommended by the supporting hydrogeological site assessment to prevent groundwater contamination by nitrates, planning staff have significant concerns permitting development on the basis of these systems.

In this instance, planning staff note that due to the commercial component being proposed as part of the application, site plan approval will be required. Through the site plan approval process, a site plan agreement will be required, which is considered to be applicable law under the Building Code Act. Provided that appropriate clauses are included in the site plan agreement, specifying

that a tertiary septic system is required to service the development, that it will be maintained in accordance with the manufacturer's recommendations, the recommendations of the Hydrogeological site assessment are implemented, and provided that the owner and future owners acknowledge that all future onsite sewage disposal systems are required to be tertiary systems to provide nitrate attenuation and treatment, Planning staff consider the proposed reliance on a tertiary system in this instance appropriate.

As the Site Plan Approval process is the only tool available to the Township and County to secure commitments to appropriately implement the proposed servicing solution and given that a residential development of 10 units or less is exempt from site plan approval, staff are recommending through the zoning that the commercial component must be established in order to permit the six (6) residential units. Staff are satisfied that requiring the commercial to be established with accessory residential uses aligns with the policies contained in Section 6.3.2 which supports the maintenance of existing commercial uses and the establishment of new commercial uses within the Village designation with accessory residential uses being discouraged at street level to provide for appropriate opportunities for neighbourhood serving and broader commercial uses to serve the community of Otterville and surrounding area.

Township of Norwich Zoning By-law

The subject lands are currently zoned 'Village Zone (V)' in the Township Zoning By-law, which permits a number of commercial uses and a dwelling unit in a portion of a non-residential building. The applicant has requested a number of site-specific zoning provisions to recognize existing lot deficiencies as well as new deficiencies caused by a road widening requested by Oxford County Public Works, and a reduction to the parking and setbacks as a result of the proposed building.

The applicant has requested the following provisions to recognize existing conditions:

- to recognize a reduced lot area due to the road widening of 1,835 m² (0.45 ac);
- to recognize the existing frontage of 27 m (88.5 ft) where 40 m (131 ft) is required;
- to recognize the existing deficient lot depth of 72.5 m (236.8 ft) where 92.5 m (303 ft) is required.

Additionally, the following provisions are required for the new proposed building:

- to reduce the setback from the centreline of a County Road (Main Street) from 20.5 m (67.25 ft) to 15.17 m (49.7 ft);
- to reduce the front yard and exterior side yard setbacks from 9 m (29.5 ft) to 1.5 m (4.9 ft);
- to increase the number of permitted dwelling units from one (1) to six (6);
- to reduce the required parking for the commercial component from 11 spaces to 8 spaces, which results in a total parking reduction from 20 spaces to 17 spaces; and
- to permit a walkway within a required planting strip for egress purposes.

The intent of the lot area, lot frontage and lot depth provisions within the Village Zone are to ensure that parcels are of an adequate size to accommodate a private septic system, a sufficiently sized building envelope, and area on the subject lands to accommodate off-street parking. The subject proposal has demonstrated the proposed lot area can accommodate the required septic system (via the Hydrogeological Assessment) and proposed building and provide the necessary parking to accommodate the proposed uses at the rear of the building with appropriate access from Main Street West.

Setbacks from the centreline of County Roads are to ensure that the County has sufficient room to widen their roads without buildings or structures causing encroachment issues during construction and land acquisition. As the subject proposal has accommodated a 3 m (9.8 ft) road widening as part of the design of the proposal, staff are satisfied that the requested reduction to the setback is appropriate and the reduced setback is not expected to introduce any impacts to the current or future maintenance of Main Street West.

Front yard and exterior side yard provisions are intended to ensure that adequate space for drainage is provided and to ensure that sufficient space is maintained between buildings and structures and the municipal road allowance for sight lines and to allow for normal maintenance of the abutting street. Staff are satisfied that the proposed yard setbacks provide adequate area for drainage and maintenance around the building, the proposed front yard setback maintains the character of the Village of Otterville with street-fronting commercial uses on Main Street West.

As part of the Planning Justification Report Addendum and based on the peer review comments of the Hydrogeological Site Assessment, it is proposed that the site-specific permitted uses for the subject lands be limited to those that do not require a high amount of water or produce a larger amount of wastewater. As such, the following uses have been excluded from the proposal: a bakeshop, an eating establishment, a laundromat, and a veterinary clinic. As such, the proposed parking is not expected to exceed the parking rate required for retail or general commercial uses permitted in the Village Zone. The parking reduction has been amended to require a reduction of 3 total parking space. Staff are satisfied that the requested parking is appropriate based on the amended permitted uses and does not represent a significant reduction that will cause adverse impacts to the on-street parking provided on Main Street West, and the full parking required is being provided for the proposed residential uses.

Conclusion

It is the opinion of this Office that the proposed amendment to the Official Plan and requested site-specific provisions to facilitate the proposed development are appropriate and reasonable within the context of the existing property fabric and maintain the intent of the Zoning By-law and the Official Plan with respect to mixed-use development in the Village designation, served by private onsite sewage disposal systems and can be given favourable consideration.

RECOMMENDATIONS

That the Council of the Township of Norwich advise County Council that the Township supports the application to amend the Official Plan (File No. OP 24-14-3), submitted by the Whistler Estates Inc., for lands legally described as Lot 5, Part of Lot, 4, South of Main St, Part of Lot 4, 7 & 9, North of Mill Street, Plan 43, in the Township of Norwich to include site-specific policies on the subject the lands permit a mixed-use building containing a commercial component on the ground and six (6) accessory residential dwelling units serviced by an individual septic system;

That the Council of the Township of Norwich approve in principle the zone change application (File No. ZN 3-24-22) submitted by Whistler Estates Inc., for lands legally described as Lot 5, Part of Lot, 4, South of Main St, Part of Lot 4, 7 & 9, North of Mill Street, Plan 43, in the Township of Norwich, to rezone the lands to 'Special Village Zone (V-sp)' to facilitate a 3 storey, mixed-use building containing a commercial use and 6 accessory residential dwelling units with site-specific provisions.

SIGNATURES

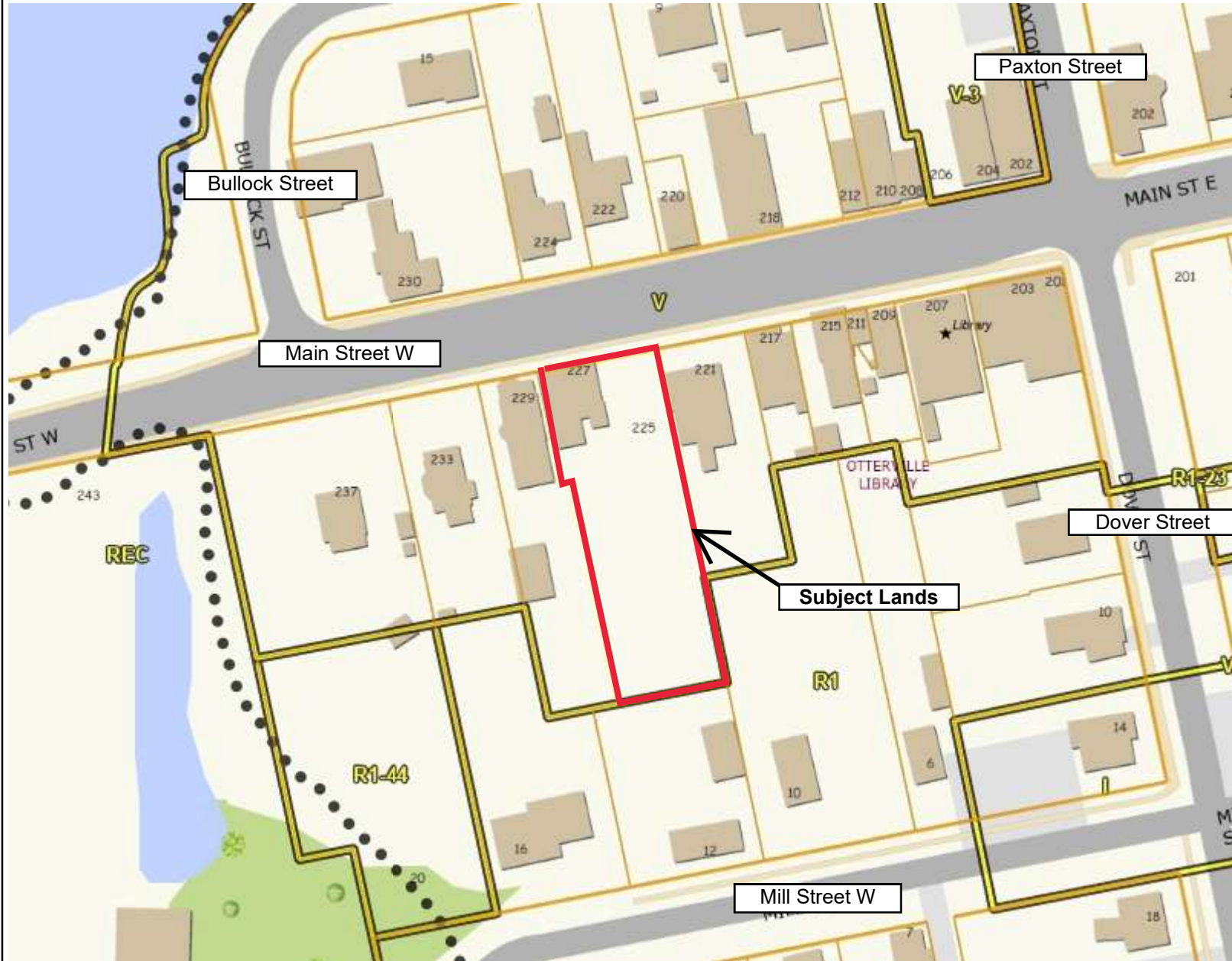
Authored by:

Original signed by

Amy Hartley
Development Planner

Approved for submission: *Original signed by*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Zoning Floodlines

Regulation Limit

- ♦♦ 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

- Land Use Zoning (Displays 1:16000 to 1:500)

Notes





Legend

Parcel Lines

- Municipal Boundary
- Property Boundary
- Assessment Boundary
- Road
- Unit

Zoning Floodlines

Regulation Limit

- ♦♦ 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



Area
1915.97 m²

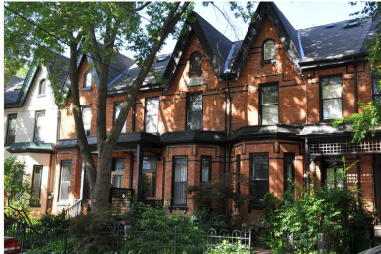
P2100 SCALE 1:500



ENTRANCE / EXIT DOOR

 CONG. SIDEWALK
COURTESY, J. L. HARRIS

PZ100 SCALE



PROPERTY LEGAL DESCRIPTION:

[illegible][illegible]

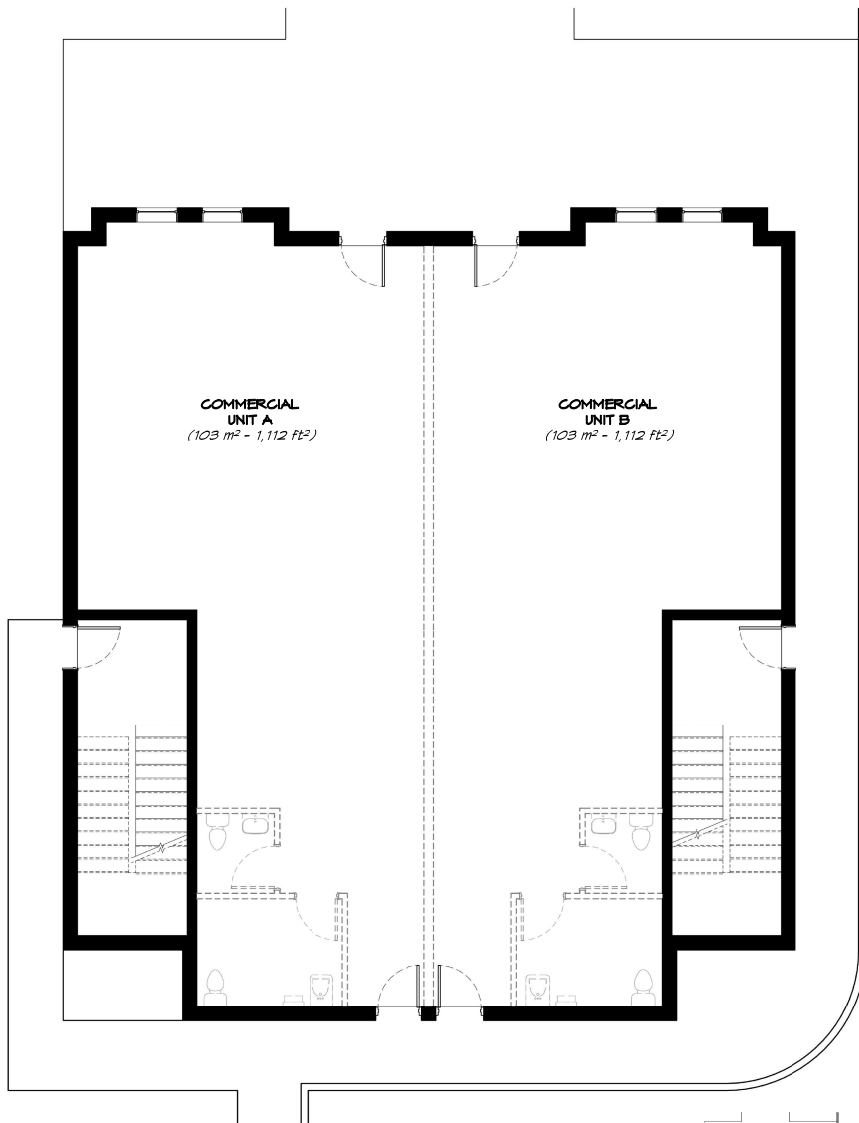
PROJECT TITLE:
MIXED-USE BUILDING
227 MAIN ST. W.
OTTERVILLE, ONT
N0J 1R0

DRAWING TITLE:
SITE PLAN PRE-CONSTRUCTION

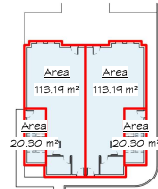
DRAWING SCALE:
As indicated

DATE ISSUED: ☐
2026.06.29

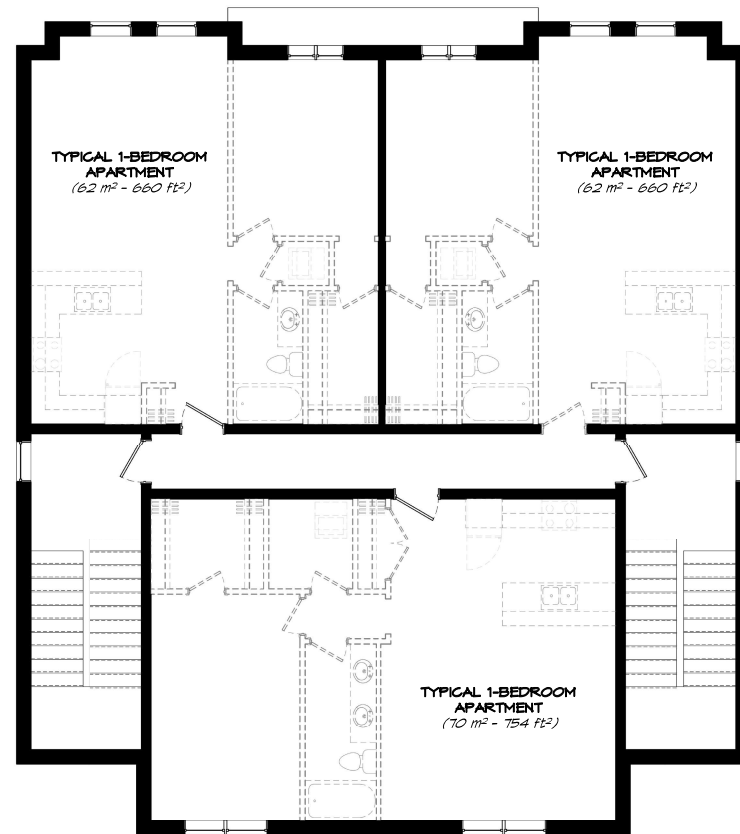
PROJECT NO.
21-195



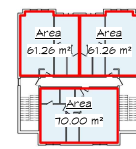
1 LEVEL 1 PLAN
P201 SCALE 1:180



3 LEVEL 1 AREA(S)
P201 SCALE 1:300



2 LEVEL 2 & 3 PLAN (TYP.)
P201 SCALE 1:180



4 LEVEL 2 AREA(S)
P201 SCALE 1:300

PROJECT TITLE
MIXED-USE BUILDING
227 MAIN ST. W.
OTTAWA, ONTARIO
K1P 1H9
DRAWING TITLE
PRESENTATION PLANS

OWNER SCALE
As indicated
DATE ISSUED
2026.06.29
PROJECT NO.
21-196

Amy Hartley

From: Kevin O'Donnell [REDACTED]
Sent: Tuesday, August 4, 2026 4:40 PM
To: Planning
Subject: Public meeting for zone change

You don't often get email from [REDACTED]. [Learn why this is important](#)

OP 24-14-3 and ZN 3-24-22 (whistler Estates inc.)

I Kevin O'Donnell a resident Otterville Rollnumber 3202- 010-030-02300-0000.

I would like to strongly object to this zone and, lot use changes. It is not in keeping with the village of otterville. no to a 3 storey no to parking adjustment to the village zone change. This is not a good use of and will likely be a bad thing.

I am sure you will approve it anyway. But all my neighbours that I have spoken to feel as I do.

yours
Kevin O'D