



# PLANNING JUSTIFICATION REPORT

**PREPARED FOR:**

**Official Plan Amendment and  
Zoning By-Law Amendment  
Valgo**

1320 Wheat Boom Drive  
File no. 20348K

**16 July 2025**

***Your Vision***

*Designed | Planned | Realized*

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# Executive Summary

This Planning Justification Report has been prepared in support of a request for an Official Plan Amendment (the "OPA") to the Town of Oakville Official Plan and Zoning By-law Amendment (the "ZBA") to By-law 2009-189 in order to permit the construction of the three (3) four-storey stacked townhouse buildings with at-grade and below-grade parking. A total of 60 units are proposed with a mix of bedroom types, including two bedroom, and three-bedroom units, in a variety of sizes.

The subject lands are currently designated 'Urban Area' in the Halton Regional Official Plan, 'Neighbourhood Centre Area' and are within an 'Activity Node' within Neighbourhood 5 in the North Oakville East Secondary Plan and are zoned 'Holding Provision 50 – Neighbourhood Centre – Special Provision 98 (H50-NC-SP98)' within the Town of Oakville Zoning By-law 2009-189.

Implementation of the proposed development requires the approval of an Official Plan and Zoning By-law Amendment to permit stacked townhouses within the 'Neighbourhood Centre Area' without a non-residential use.

The Report demonstrates that the proposed Amendments are consistent with the Provincial Planning Statement and conforms to the general development policies of the Town of Oakville's Official Plan and Zoning By-law, as well as applicable Design Guidelines. The subject lands are well situated for the proposed residential use considering its proximity to established retail, commercial, community uses, recreational uses, parks and public transit routes, and will contribute to the development of a complete community and walkable neighbourhood.

In support of the applications, a number of technical and supportive studies have been completed. The Commercial Study concludes that the subject lands are poorly located for a commercial use due to the internal location without exposure or direct access to a major roadway. Further, the location and size of the site would limit the ability to function as a commercial shopping centre due to insufficient traffic being carried along Wheat Boom Drive and Meadowridge Boulevard. The technical studies have concluded that the lands can be developed with municipal services and adequately serviced by the transportation network

Accordingly, the proposed Official Plan and Zoning By-law amendment allows for multi-unit residential development that contributes to the housing options in the neighbourhood, is compatible with the surrounding area, is well serviced by existing community uses and resources, and efficiently uses the subject lands and applicable infrastructure and transit services.

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# 1.0 Introduction

MHBC Planning has been retained by Valgo to assist with an application for an Official Plan and Zoning By-law Amendment to support the development of lands municipally addressed as 1320 Wheat Boom Drive, in the Town of Oakville (the subject lands).

The purpose of the Official Plan and Zoning By-law Amendment application is to permit stacked townhouses within the 'Neighbourhood Centre Area'. This Planning Justification Report has been prepared in support of the proposed applications for the development of the subject lands.

The subject lands are located within a developing residential neighbourhood within the North Oakville East area in the Town of Oakville. The subject lands are specifically located at the corner of Wheat Boom Drive, Perkins Way, and Meadowridge Drive. The subject lands are currently vacant and have an area of approximately 0.44 hectares (ha).

The subject lands are located within the Built Boundary and designated 'Urban Area' within the Halton Regional Official Plan, are designated 'Neighbourhood Centre Area' within the North Oakville East Secondary Plan and are zoned 'Holding Provision 50 – Neighbourhood Centre – Special Provision 98 (H50-NC-SP98)' in the Town of Oakville Zoning By-law 2009-189.

An Official Plan and Zoning By-law Amendment are required to permit the proposed development of residential uses (stacked townhouses).

In support of the Official Plan and Zoning By-law Amendment applications, this Planning Justification Report includes:

- An introduction and general description of the subject lands, surrounding land uses and existing conditions to provide an understanding of the locational context;
- An overview of the proposal and description of the proposed Official Plan and Zoning By-law Amendments;
- A review and summary of other technical reports prepared in support of the proposed planning application; and,
- A review of existing policy framework in relation to the proposed amendments, including an analysis of consistency with the Provincial Planning Statement.

## 1.1 Pre-Submission Consultation Meeting

A Pre-Consultation meeting was held for the development of the subject lands on January 15, 2025. Following the meeting, a Pre-Consultation Comment Document was issued, identifying the planning processes and technical studies required to permit the proposed development of the subject lands. The Pre-Consultation meeting determined that an Official Plan and Zoning By-law Amendment application is required.

The required items for the Official Plan and Zoning By-law Amendment application have been completed and included as part of this submission, as follows:

- Survey Plan
- Site Plan
- Elevations & Renderings
- Underground Plan
- Conceptual Landscape Plan
- Canopy Cover Plan
- Streetscape Plan
- Pedestrian Circulation Plan
- Servicing Plan
- Grading Plan
- Storm Drainage Plan
- Sanitary Drainage Plan
- Erosion & Sediment Control Plan
- Waste Management Design Report
- Planning Justification Report
- Urban Design Brief
- Functional Servicing & Stormwater Management Report
- Geotechnical Investigation
- Hydrogeological Investigation
- Transportation Impact Analysis Addendum
- Archaeological Assessment
- Commercial Market Study
- Record of Site Condition
- 3-D Computer Model
- Allocation Plan
- Sustainability Checklist
- Letter of Good Standing (Adhesion Agreement).

A brief summary of the technical reports is included in **Section 5.0** of this report. A copy of the Pre- Consultation Document is included as **Appendix A** of this report.

## 1.2 Public Information Meeting

A virtual Public Information Meeting was held for the proposed development of the subject lands on May 7, 2025.

A brief summary of the Public Information Meeting Minutes can be found in **Appendix B**.

## 2.0 Site Description & Context

The property is municipally addressed as 1320 Wheat Boom Drive in the Town of Oakville and is located at the southeast corner of the intersection of Wheat Boom Drive and Meadowridge Drive. Figure 1 illustrates the location of the subject lands.

The subject lands measure approximately 0.44 hectares in area and are a corner lot with approximate frontages of 83 metres along Wheat Boom Drive, 63 metres along Perkins Way, and 38 metres along Meadowridge Drive. The subject lands are currently vacant.

The subject lands are legally known as Block 297 on Plan 20M-1270 and form part of the larger Joshua Creek Subdivision (24T-20002/1308).

The subject lands are located within a developing residential neighbourhood within the North Oakville East Area. The area surrounding the property is predominantly characterized as a residential community with a mix of existing and planned residential built forms, institutional uses (school), and parks and open space.

A context plan is included as **Figure 2**. The following provides a review of surrounding land uses and development applications (**Figure 3**):

- NORTH:** Wheat Boom Drive is located directly north of the subject lands. Further north is a planned residential neighbourhood (Residential Reserve' as per the Plan of Subdivision 24T-20002/1308).
- EAST:** To the east of the subject lands is a more established residential subdivision, complete with primarily single-family homes, and the Everest Parkette. Further east of the subject land is the Glen Oaks Funeral Home & Cemetery.
- SOUTH:** Dundas Street East is located south of the subject lands, which provides pedestrian, vehicular, and transit access to various community amenities throughout the Town. Further south is an established residential subdivision, complete with single-detached dwellings.
- WEST:** West of the subject lands is an upcoming residential neighbourhood comprised of single-detached dwellings. The Oakville North East #3 Public School is proposed to be located approximately 450 metres from the subject lands.

The subject lands are conveniently located less than 500 m to a major arterial roadway (Dundas Street East), which features transit routes that provide service throughout the Town via Bus Route 24. As per the Region of Halton Official Plan, Dundas Street East is designated both as a 'Major Arterial Road', but also as a 'Higher Order Transit Corridor' (**Figure 4**). The proposed development will have a transit supportive density to support existing and planned transit investment.

Both Dundas Street East and Trafalgar Road, as well as to Highway 403 and Highway 407 onramps are in close proximity.

Active transportation connections to daily needs and amenities are existing. Municipal sidewalk connections provide access to: food stores, pharmacy, banks, retail, and personal services. The community is considered walkable and various community uses/commercial uses are within a reasonable walking distance of the site.

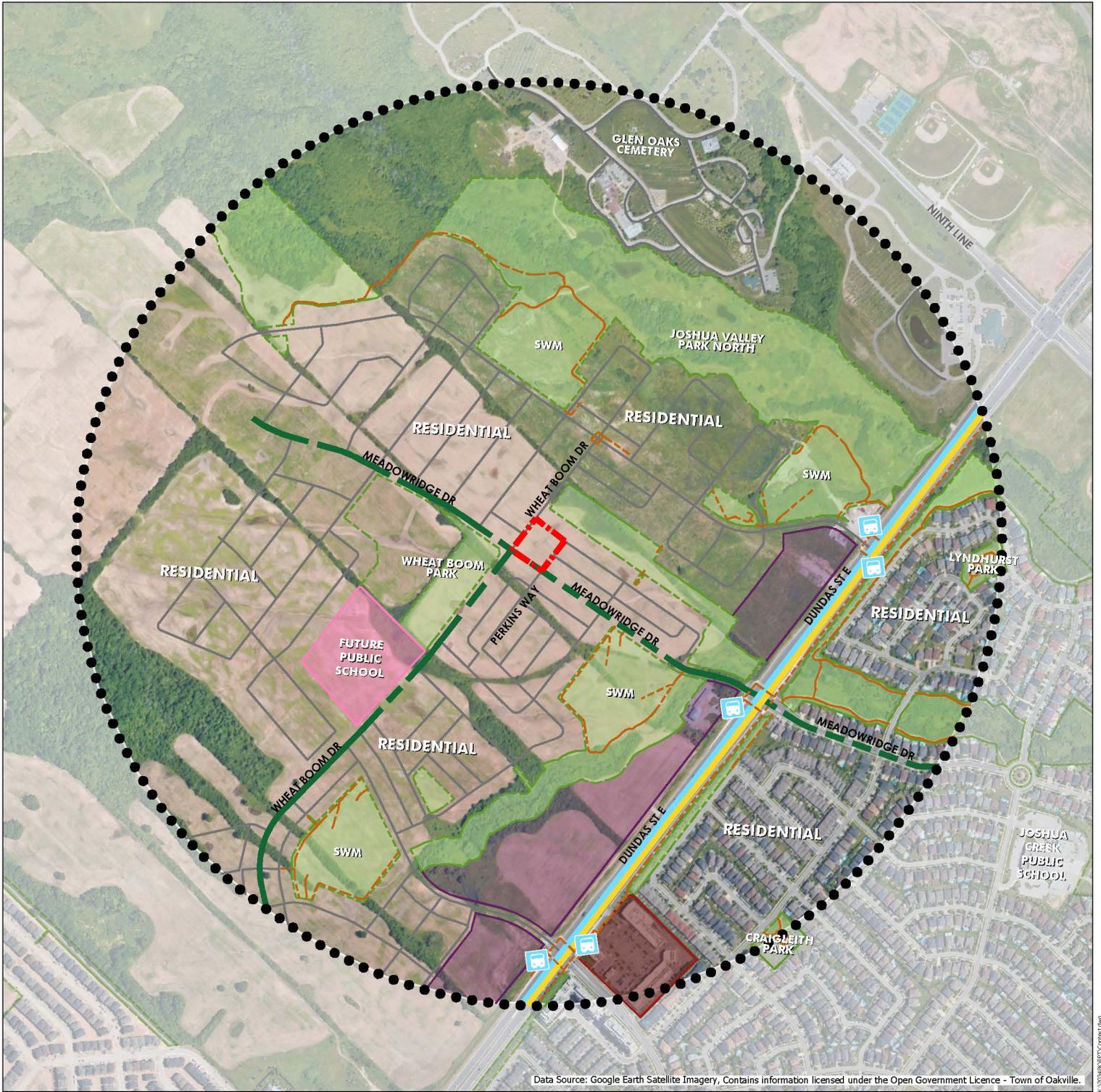


Data Source: Google Earth Satellite Imagery

Figure 1 - Location Map

 Subject Lands

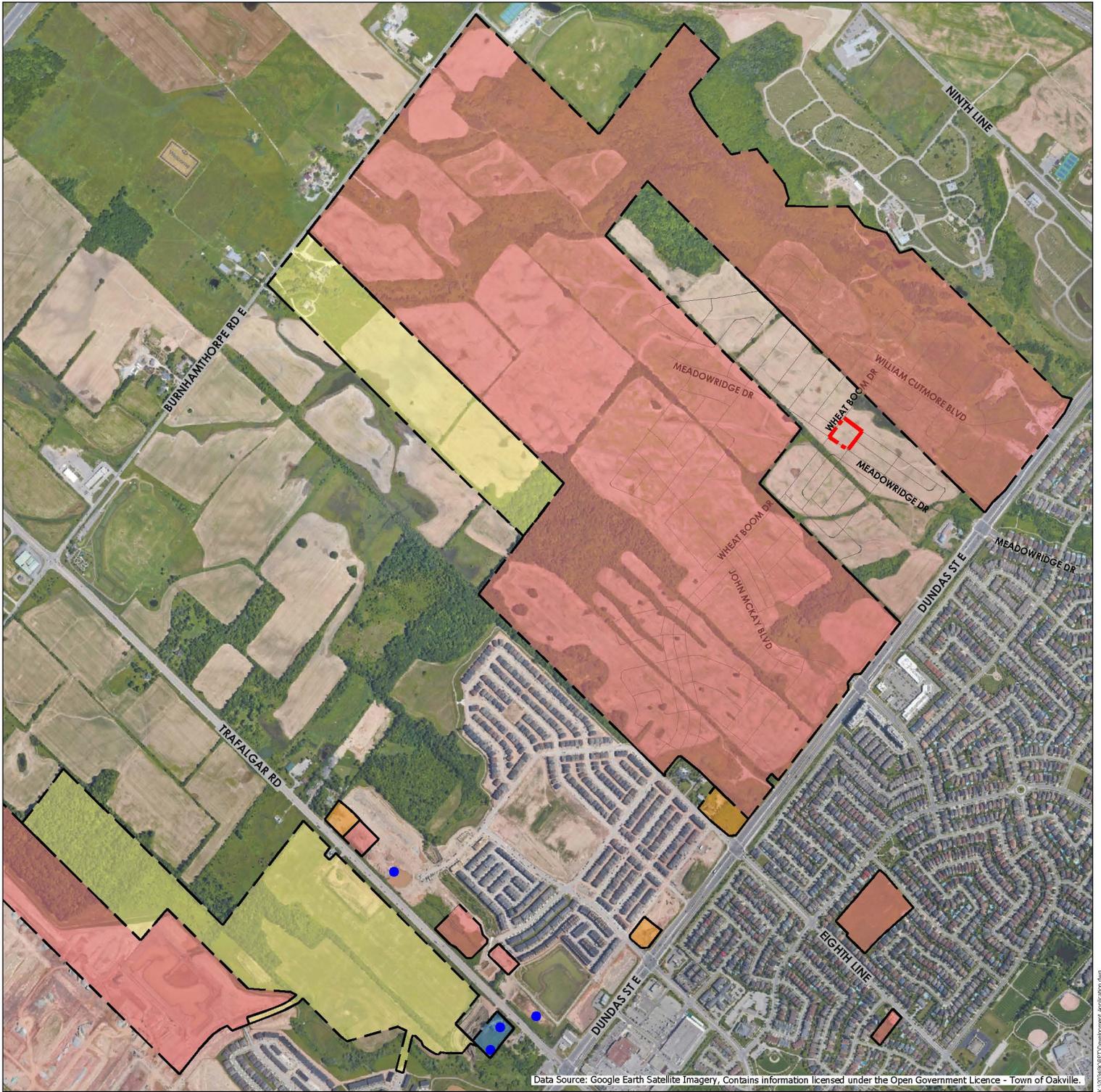




**Figure 2 - Context Plan**

- Subject Lands
- 800m Distance (10 min. walk)
- Dundas Urban Core
- School/Institutional
- Commercial
- Park/Open Space
- Trails
- Multi-Use Path
- Signal Bike Route
- Bus Route
- Bus Stop





**Figure 3 - Surrounding Development Applications**

-  Subject Lands
-  Phase of Registration
-  Plan of Condominium
-  Plan of Subdivision
-  Zoning Bylaw Amendment
-  Active Site Plans





**Figure 4 - Region of Halton Official Plan, Map 3: Functional Plan of Major Transportation Facilities**

- Subject Lands
- Hamlet Area
- Urban Area
- Higher Order Transit Corridor
- Commuter Rail Corridor
- Priority Transit Corridor
- Regional Urban Boundary
- HPBATS Corridor Protection Area
- Provincial Highway
- Major Arterial
- Multi-Purpose Arterial
- Minor Arterial
- Provincial Freeway
- Proposed Major Arterial



# 3.0 Proposed Applications & Development

## 3.1 Proposed Applications

The subject lands will require an Official Plan and Zoning By-law Amendment to permit residential uses (stacked townhouses) within the 'Neighbourhood Centre Area' without the requirement of commercial uses.

### 3.2.1 Official Plan Amendment

The subject lands are designated 'Neighbourhood Centre Area' within the North Oakville East Secondary Plan.

The purpose of this Amendment is to amend the text in the North Oakville East Secondary Plan to allow stacked townhouses as a permitted use, as Policy 7.6.7.1.b of the North Oakville East Secondary Plan requires the intersection of each neighbourhood activity node to contain a mixed-use or non-residential building.

### 3.2.2 Zoning By-law Amendment

The subject lands are zoned 'Holding Provision 50 – Neighbourhood Centre – Special Provision 98 (H50-NC-SP98)' within the Town of Oakville Zoning By-law 2009-189.

The 'NC-SP98' zones permit a range of uses, such as Mixed-use building, Office building, Institutional building, Commercial building, and Commercial/residential building.

To permit the proposed residential development, the subject lands require a Zoning By-law Amendment. The proposed amendments are as follows:

1. Add stacked townhouses as a permitted use;
2. Increase the maximum projection into a required yard for exterior stairways from 1.5 m to 1.8 m;
3. Increase the maximum projection into a required yard for balconies/porches from 1.5 m to 2.3 m; and,
4. Decrease the minimum height of the first storey from 4.5 m to 2.7 m.

## 3.2 Proposed Development

The overall Vision for the subject lands is for a medium density residential development consisting of three blocks of four-storey stacked townhouses, with both at-grade and below-grade parking. A proposed concept plan is included as **Figure 3**.

### Residential Development

The proposed development includes three (3) four-storey stacked townhouse buildings with at-grade and below-grade parking. A total of 60 units are proposed with a mix of bedroom types, including two-bedroom, and three-bedroom units, in a variety of sizes. The three stacked townhouse blocks include appropriate setbacks that provide adequate separation from adjacent properties.

### **Access and Parking**

A total of 118 vehicular parking spaces are proposed and are to be located both at-grade and within one level of underground parking at a rate of 1.98 spaces / unit. Access to the underground parking is proposed from an internal drive aisle.

Pedestrian access is provided for residents via internal sidewalk connections to all three stacked townhouse buildings from Wheat Boom Drive, Meadowridge Drive, and Perkins Way and the underground parking facility.

# 4.0 Policy Analysis

The proposed application has been assessed in terms of applicable Province, Halton Region, and the Town of Oakville policies. The following planning analysis addresses relevant policies of the Provincial Policy Statement, the Region's Official Plan, the Town's Official Plan, and the Zoning By-law.

## 4.1 Provincial Planning Statement (2024)

The Provincial Planning Statement (PPS), 2024 is a streamlined province-wide land use planning policy framework that replaces both the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 while building upon housing-supportive policies from both documents. It came into effect October 20, 2024.

The PPS provides policy direction on matters of provincial interest related to land use planning and development. It provides a vision for land use planning in Ontario that encourages efficient use of land, resources and public investment in infrastructure. The PPS encourages a diverse mix of land uses to provide choice and diversity to create complete communities. A variety of modes of transportation are required to facilitate pedestrian movement, active transportation opportunities and less reliance on the automobile. The PPS strongly encourages development that will provide long term prosperity, environmental health and social wellbeing. The PPS identifies that planning decisions 'shall be consistent' with the Policy Statement.

### 4.1.1 Housing

The PPS identifies that planning authorities *shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:*

- *establishing and implementing minimum targets for the provision of housing which is affordable to low- and moderate-income households.*
- *permitting and facilitating: all forms of housing required to meet the social, health, and well-being requirements of current and future residents, including special needs requirements; and all forms of residential intensification, including second units, and redevelopment;*
- *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and*

The development of medium density stacked townhouses on the subject lands will contribute to the range and mix of housing in the broader neighbourhood by providing 60 stacked townhouse units, with a mix of 2- and 3-bedroom units. This proposal will help the Town accommodate its forecasted population growth and achieve housing goals aligned with housing policies within the PPS by increasing the Town's housing supply.

The proposed development adequately serviced via the existing storm, sanitary and water distribution infrastructure and does not adversely impact any of the surrounding infrastructure or properties, as identified in the Functional Servicing & Stormwater Management Report prepared by UrbanTech. The proposal provides the opportunity for a compact development with a range and mix of unit sizes which will assist in minimizing the cost of housing and provide options for a range of demographics and household sizes, including families.

#### 4.1.2 Settlement Areas

The PPS states that Settlement Areas shall be the focus of growth and development, and that their vitality and regeneration shall be promoted. The proposed development is located within the Town of Oakville which is a designated Settlement Area.

The proposed Official Plan and Zoning By-law amendment facilitates the development of the subject lands for a higher density residential use with a compact urban form and density that supports the efficient use of land, infrastructure and services in the Town of Oakville. The subject lands are designated 'Urban Area' within the Halton Regional Official Plan and are located within the 'Built Boundary', are designated 'Neighbourhood Centre Area' within the North Oakville East Secondary Plan

A Functional Servicing & Stormwater Management Report, prepared by UrbanTech is summarized in **Section 5.3** of this Report and confirms that adequate servicing capacity is available to accommodate the proposed development.

To encourage active transportation, the development proposal will provide pedestrian connections to the surrounding residential neighbourhood and the public sidewalks along Dundas Street East. The public sidewalks connect to the various uses in the neighbourhood, including parks and commercial uses located along Dundas Street East.

The subject lands are well serviced by transit route 24, which is located along Dundas Street East. Transit route 24 runs east-west and provides connection to the remainder of the Town. The subject lands are conveniently located less than 500 m to a key roadway (Dundas Street East), which features transit routes that provide service throughout the Town via Bus Route 24. As per the Region of Halton Official Plan, Dundas Street East is designated both as a 'Major Arterial Road', but also as a 'Higher Order Transit Corridor' (**Figure 4**). Sufficient opportunities exist to support a range and mix of transportation modes.

#### 4.1.3 Public Spaces, Recreation, Parks, Trails & Open Space

The PPS identifies that healthy, active communities should be promoted by:

- planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity;
- planning and providing for a full range and equitable distribution of publicly accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;
- providing opportunities for public access to shorelines; and

- recognizing provincial parks, conservation reserves, and other protected areas, and minimizing negative impacts on these areas.

The subject lands are in proximity to various public parks, trails and open spaces areas which provide green space and a variety of recreational activities for Oakville's residents. Parks and open space located within close proximity to the subject lands include Wheat Boom Park, the Everest Parkette and the Joshua Creek Trail.

The development provides internal sidewalks and pathways that connect to the existing sidewalk network to contribute to the safe movement of pedestrians. This will aid in providing opportunities for active transportation and recreation usage of surrounding parks, trails and open spaces.

#### 4.1.4 Sewage, Water, and Stormwater

As per the PPS, municipal sewage services and municipal water services are the preferred form of servicing for settlement areas. Intensification and development within settlement areas on existing municipal sewage services and municipal water services should be promoted, wherever feasible.

The enclosed Functional Servicing & Stormwater Management Report identifies that municipal services can accommodate the proposed application to facilitate a high-density housing form.

#### 4.1.5 Transportation Systems

The PPS identifies that transportation and land use considerations shall be integrated at all stages of the planning process. Further, it promotes multimodal transportation systems, and a land use pattern, density and mix of uses which minimize the length and number of vehicle trips and support current and future use of transit as well as active transportation.

Subject lands are situated nearby to the intersection of two Major Arterial Roads, Dundas Street and Trafalgar Road. Further, the subject lands are well serviced by Oakville bus route 24, with transit stops located within walking distance along Dundas Street East. The proposed development will offer an opportunity for transit-oriented land use and development in a predominately low density single-detached dwelling area. Pedestrian walkways are incorporated as part of the development which offers connections throughout the Town. The proposed land use will support future planned investment in transit in the broader area.

**Based on the above, the applications are consistent with the policies of the Provincial Planning Statement.**

## 4.2 Halton Regional Official Plan

The Region of Halton Regional Official Plan (ROP) serves as Halton's guiding document for land use planning and is intended to manage growth across the Region's four municipalities. It contains the goals, objectives, and policies that manage growth and direct physical change and its effects on the social, economic, and natural environment of Halton Region. As of July 1, 2024, the Regional Official Plan remains in effect as an official plan in each Local Municipality until it is revoked or amended by the respective municipality.

A review of the Official Plan has identified that the subject property falls within the following designations of the Official Plan:

- Map 1 – Regional Structure (**Figure 8**)
  - Urban Area
- Map 3 – Functional Plan of Major Transportation Facilities (**Figure 5**)
  - Dundas Street – Major Arterial
  - Trafalgar Road – Major Arterial
  - Ninth Line – Major Arterial

Below is a review and discussion of the policies associated with the designations within the Halton Regional Official Plan.

#### 4.2.1 Land Use Designations – Urban Area (Part 3)

The goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability and economic prosperity.

The objectives of the Urban Area are:

- To accommodate growth in accordance with the Region's desire to improve and maintain regional unity, retain local community identity, create healthy communities, promote economic prosperity, maintain a high quality, sustainable natural environment, and preserve certain landscapes permanently.
- To support a form of growth that is compact and supportive of transit usage and non-motorized modes of travel, reduces the dependence on the automobile, makes efficient use of space and services, promotes live-work relationships and fosters a strong and competitive economy.
- To provide a range of identifiable, inter-connected and complete communities of various sizes, types and characters, which afford maximum choices for residence, work and leisure. To ensure that growth takes place commensurately both within and outside the Built Boundary.
- To plan and invest for a balance of jobs and housing in communities across the Region to reduce the need for long distance commuting and to increase the modal share for transit and active transportation.
- To facilitate and promote intensification and increased densities.

The subject lands are identified as 'Urban Area' within Map 1 – Regional Structure, as shown on **Figure 6**. Accommodating growth and facilitating intensification is encouraged throughout the 'Urban Area', in accordance with appropriate development standards. The North Oakville East Secondary Plan identifies this area, including the subject lands for residential development.

The subject lands provide an intensification opportunity within an existing neighbourhood, given the size of the overall planned residential area surrounding the site, the location nearby to the intersection of two Arterial roads, and the proximity to existing bus routes; all of which function as a key part of the Town's structure.

Both Dundas Street and Trafalgar Road are identified as Major Arterial Roads. The Major Arterial Road classification is intended to carry large volumes of traffic and include transit routes and public sidewalks to encourage active transportation. Dundas Street is planned for higher order transit. The development proposal connects to Perkins Way and Wheat Boom Drive via two accesses and provides pedestrian pathways that link the subject lands and neighbourhood to the municipal sidewalks, including transit stops located along Dundas Street East. Various community centered uses are located within walking distance to the subject lands, such as Joshua Valley Park North, Wheat Boom Park, a future public school, as well as the Dundas Urban Core which features an array of commercial uses.

#### 4.2.2 Housing (Part 3)

Part 3 of the Halton Regional Official Plan provides policy direction for housing. The goal for housing is to supply the people of Halton with an adequate mix and variety of housing to satisfy differing physical, social and economic needs.

General objectives for the Region are as follows:

- To establish housing targets by type and appropriate density for the Local Municipalities and the Region as a whole.
- To make more efficient use of existing developed lands, housing stock and available services to increase the supply of housing while maintaining the physical character of existing neighbourhoods.
- To encourage the Local Municipalities and the building and development industry to develop innovative housing designs that stress flexibility in use, mix of compatible land uses, good environmental practices, universal physical access, public safety and security needs, cost-efficiency, affordability and energy and natural resource conservation while maintaining sound engineering and planning principles.

As per Table 2 of the Halton Regional Official Plan, the intensification and density targets for Oakville are 19,400 housing units in the 'Built-Up Area', 70 people and jobs per hectare in the 'Designated Greenfield Area', and 36 jobs per hectare in 'Employment Areas'. The development of sixty (60) 2 and 3 bedroom stacked townhouses on the subject lands will contribute to the range and mix of housing in the broader neighbourhood. This proposal will help the Town accommodate its forecasted population growth and achieve housing goals aligned with housing policies by increasing the Town's housing supply.

In summary, the proposed development will provide an urban form that will optimize the use of the land and will provide a range of unit sizes to diversify housing options in the community. The development is consistent with the policies requiring residential densities to be located within areas that are transit supportive and is located within walking distance to two existing bus stops along Dundas Street East which access route 24, which will encourage residents to take advantage of the existing and planned public transit, and higher order transit.

**In conclusion, the proposed Official Plan and Zoning By-law Amendment conforms to the Regional Halton Official Plan.**

## 4.3 Town of Oakville Official Plan

The Livable Oakville Plan (2009 Town of Oakville Official Plan) currently applies to all lands within the Town except the North Oakville East and West Secondary Plan areas. It sets out Council's policies on how the lands should be used and growth should be managed over the long term.

A Town-wide Official Plan Review is ongoing. Its primary purpose is to update the town's official plan documents to be consistent or in conformity with the latest Provincial legislation and policies, as well as the Region of Halton Official Plan as amended.

It is also an objective to bring lands subject to the North Oakville East and West Secondary Plans (to the 1984 Official Plan, as amended) into the Livable Oakville Plan.

The proposed Official Plan and Zoning By-law Amendment has considered the objectives and policies of the Town of Oakville and detailed review of the applicable Secondary Plan is below.

## 4.4 North Oakville East Secondary Plan

The North Oakville East Secondary Plan and the North Oakville West Secondary Plan together are known as the "North Oakville Secondary Plans". These plans provide a planning framework for the lands north of Dundas Street and south of Highway 407, between Ninth Line in the east and Tremaine Road in the west.

The subject lands are designated as 'Neighbourhood Centre Area' as per the North Oakville East Secondary Plan Land Use Plan. The intent of the 'Neighbourhood Centre Area' is for the development of residential neighbourhoods. It is intended to accommodate a range of medium density residential, mixed use, and limited commercial and civic uses focused at a central neighbourhood activity node to serve neighbourhood residents.

The permitted uses are medium density residential, mixed use, and small-scale convenience retail, personal service, restaurants and business activity, as well as public and institutional uses including village squares. The proposed residential stacked townhouse development is not permitted as it is only a residential use and not considered to be mixed-use.

The subject lands are located within an 'Activity Node' within Neighbourhood 5 per the North Oakville East of Sixteen Mile Creek Secondary Plan Figure NOE 1. In accordance with OPA 321 to the North Oakville East Secondary Plan, the subject lands are required to provide a non-residential use. The 'Neighbourhood Centre Area' designation allows for a range of commercial and other non-residential uses to serve the needs of the surrounding community. The range of permitted uses is more clearly identified in the 'NC' zone of Zoning By-law 2009-189.

As a requirement of a complete application for an OPA to permit residential uses exclusively, a Commercial Market Study is required to evaluate the impact of not providing a commercial or other non-residential uses on-site to support the community.

A Commercial Market Study has been completed by Urban Metrics. The following are key findings in the Commercial Market Study as to why the subject lands are not suitable for commercial uses:

- 1) Size and location:
  - The site is considered small for a commercial development.
  - In terms of location, typically, local shopping centres should be located at the gateway to a neighbourhood (i.e. at the intersection of an arterial and collector road), where it would be easily accessible.
  
- 2) Parking:
  - North Oakville has a high propensity for car ownership and many vehicle trips are taken by car.
  - The Town's Zoning By-law would require parking for commercial uses in this location (per Zoning By-law Table 5.1B.7).
  - The subject lands cannot adequately accommodate a high volume of parking on-site or provide adjacent on-street parking that is likely to be required to attract businesses to this location.

The desirability of small, local commercial uses on the subject lands is unlikely to be feasible given the challenges associated with the site size, location, and parking requirements. The Report also discusses that the broader neighbourhood is adequately serviced by commercial uses at all levels of the retail hierarchy, suggesting this site is not needed to meet commercial needs of the broader area.

In summary, the Report concludes that the subject lands are not well suited for commercial uses. A full summary of the Commercial Market Study conclusions can be found in **Section 5.4**.

#### 4.4.1 North Oakville East Secondary Plan Review

The North Oakville Secondary Plans Review (NOSPR) was initiated in May 2017 when the Livable Oakville Council Sub-Committee received the report entitled North Oakville Secondary Plans Review. This study is a component of the Town's ongoing Official Plan Review. The purpose of the North Oakville Secondary Plans Review is to review the North Oakville Plans happening in conjunction with the Official Plan Review of Livable Oakville.

As part of the North Oakville East Secondary Plan Review, the Town has initiated the North Oakville East Commercial Study to provide a comprehensive understanding of the current and future commercial needs in the North Oakville East Secondary Plan Area, particularly within the Urban Core Areas.

The study area is focused on the lands north of Dundas Street, south of Highway 407, west of Ninth Line and east of Sixteen Mile Creek, which includes the area surrounding the subject lands.

The North Oakville East Commercial Study was presented to Council on November 25, 2024.

Council endorsed the Study and approved the following action:

- That staff be directed to implement the directions from the North Oakville East Commercial Study and report back with amendments to the Town's Official Plan for approval, as appropriate.

The North Oakville East Commercial Study identifies that retail/service commercial activity in North Oakville East will thrive if concentrated in a smaller number of strategic locations, rather than being dispersed across the entire community as originally envisioned in the Secondary Plan. This approach may require revisions to current policies with a focus on strengthening requirements for commercial space at key locations, and may replace these policies with alternatives designed to encourage additional retail and service commercial growth in other areas.

The Study recommends that the requirement for retail/service space within Neighbourhood Activity Nodes should be concentrated on select "Primary" nodes located further from other commercial activities. The remaining nodes would be encouraged as "Secondary" areas without the explicit commercial requirement to avoid hindering overall development.

1. Primary Neighbourhood Activity Centres
  - Significant commercial areas offering local and service-oriented uses, located within neighbourhoods to enhance walkability and local access.
2. Secondary Neighbourhood Activity Centres
  - Smaller clusters of commercial uses within neighbourhoods, providing convenience retail and community-oriented services at a walkable scale.

The Study identifies the following key intersections for opportunities for commercial spaces in North Oakville East:

1. Intersection of Trafalgar Road and Dundas Street
  - This intersection is identified as a major focus due to its location and potential for leveraging existing commercial activities south of Dundas.
2. Intersection of Dundas Street and Neyagawa Boulevard
  - Highlighted for its potential to accommodate concentrated commercial uses, leveraging existing retail and institutional activities like the Fortino's plaza and Sixteen Mile Sports Complex.
3. Intersection of Neyagawa Boulevard and Burnhamthorpe Road West
  - This intersection is identified as another intersection of interest, as a potential key focal point for a future stand-alone commercial node.
4. Intersection of Trafalgar Road and Burnhamthorpe Road
  - Identified as a key area for further commercial development, particularly extending north from existing developments near Dundas Street.

The Study identifies the subject lands as being within a "Secondary" Neighbourhood Activity Node and they are not captured within the four "Intersections of Interest". These findings are generally aligned with the Commercial Market Study prepared by Urban Metrics, and support that the subject lands are not the best location for local commercial uses.

## 4.5 Town of Oakville Zoning By-law 2009-189

### 4.5.1 Current Zoning

The subject lands are currently zoned 'Holding Provision 50 – Neighbourhood Centre – Special Provision 98 (H50-NC-SP98)' within the Town of Oakville Zoning By-law 2009-189, as shown on **Figure 8**. Section 7.5 of the Zoning By-law prescribes that the NC zone permits a Mixed-use building, an Office building, an Institutional building, a Parking garage, a Commercial building, or a Commercial/residential building.

#### **Holding Provision 50 (H50)**

Under Holding Provision 50, permitted uses on-site are limited to legal uses, buildings and structures existing on the lot. In order to lift the Holding, four (4) conditions are required to be satisfied. The applicable conditions are as follows:

1. Secure the appropriate amount of water and wastewater Servicing Allocation under the Region of Halton Allocation Program;
2. Sign the applicable Allocation Agreement or any required Amending Agreements;
3. Made all required payments; and,
4. Confirm receipt of a Region of Halton Public Works Commissioner's Notice (PWCN).

#### **Neighbourhood Centre (NC) Special Provision 98 (SP98)**

The 'NC' 'SP98' zone permits various uses, such as mixed-use buildings, commercial/residential buildings, commercial buildings, etc. Currently, stacked townhouses are not a permitted use. A Zoning By-law Amendment is required to permit stacked townhouses within the 'NC' 'SP98' zones.

The proposed development adheres to all regulations under the 'NC' 'SP98' zone, except for permitted yard encroachments of exterior stairways, and balconies/porches, and the minimum first storey height. These amendments will be addressed within the Draft Zoning By-law Amendment.

### 4.5.2 Proposed Zoning By-law Amendment

#### **4.5.2.1 Summary of Proposed Zoning**

To permit the proposed stacked townhouse residential development, the subject lands will require a Zoning By-law Amendment. The proposed zoning by-law amendment will add stacked townhouses as a permitted use within the 'NC' zone.

The following amendment to the 'NC' zone is required to implement the proposed development and is discussed in detail below. A draft zoning by-law for the proposed development is enclosed as **Appendix D** of this Report.

## **1. Permitted Uses**

The Zoning By-law Amendment requests to permit stacked townhouses as a permitted use within the 'NC' 'SP98' zone.

Section 7.5 and 8.0 of the Zoning By-law detail the permitted uses within the 'NC' and 'SP-98' Zones, both of which do not currently permit stacked townhouses or stand-alone residential uses.

Through prior discussions with Staff, a Commercial Market Study has been prepared in support of the applications to evaluate the impact of not providing a commercial or other non-residential uses on-site to support the community. A full analysis of the Commercial Market Study conclusions can be found in **Section 5.4**.

An Urban Design Brief has been prepared in support of the proposed development and provides an analysis of the compatibility of the proposed development in the context of the surrounding neighbourhood. In summary, the proposed development will reflect the design standards set forth in North Oakville Urban Design and Open Space Guidelines. The subject lands will be designed to complement existing and future surrounding residential uses. As part of the Neighbourhood Centre Area, the proposed townhouse building forms will help to establish an urban character through an appropriate building height and massing. Similar to the townhouses to the west and south, the 4-storey height will provide appropriate density with a gentle transition to adjacent single family detached dwellings.

## **2. Yard Encroachments (Exterior Stairways)**

The Zoning By-law Amendment requests to increase the permitted yard encroachment for exterior stairways from 1.5 metres to 1.8 metres. This increase is required to permit the open stair encroachments required by Building B. The proposed open stairs will provide pedestrian access to the underground parking facility.

## **3. Yard Encroachments (Balconies/Porches)**

The Zoning By-law Amendment requests to increase the permitted yard encroachment for balconies/porches from 1.5 metres to 2.3 metres. This increase is required to permit the balcony encroachments required by Building C, which is required in order to provide adequate exterior amenity space for the residential units within the rear of Building C.

## **4. Height of First Storey**

The Zoning By-law Amendment requests to decrease the permitted minimum height of the first storey from 4.5 metres to 2.7 metres. This reduction to the 'SP98' zone is required to permit the proposed residential development, which requires less height for the first storey than commercial uses would require.

In our opinion, the proposed amendment to the Zoning By-law is appropriate and implements the policy direction of the Official Plan.

The proposed zoning by-law amendment schedule is included as **Appendix C**.



Figure 5 - Region of Halton Official Plan, Map 4: Right-of-Way Requirements of Arterial Roads



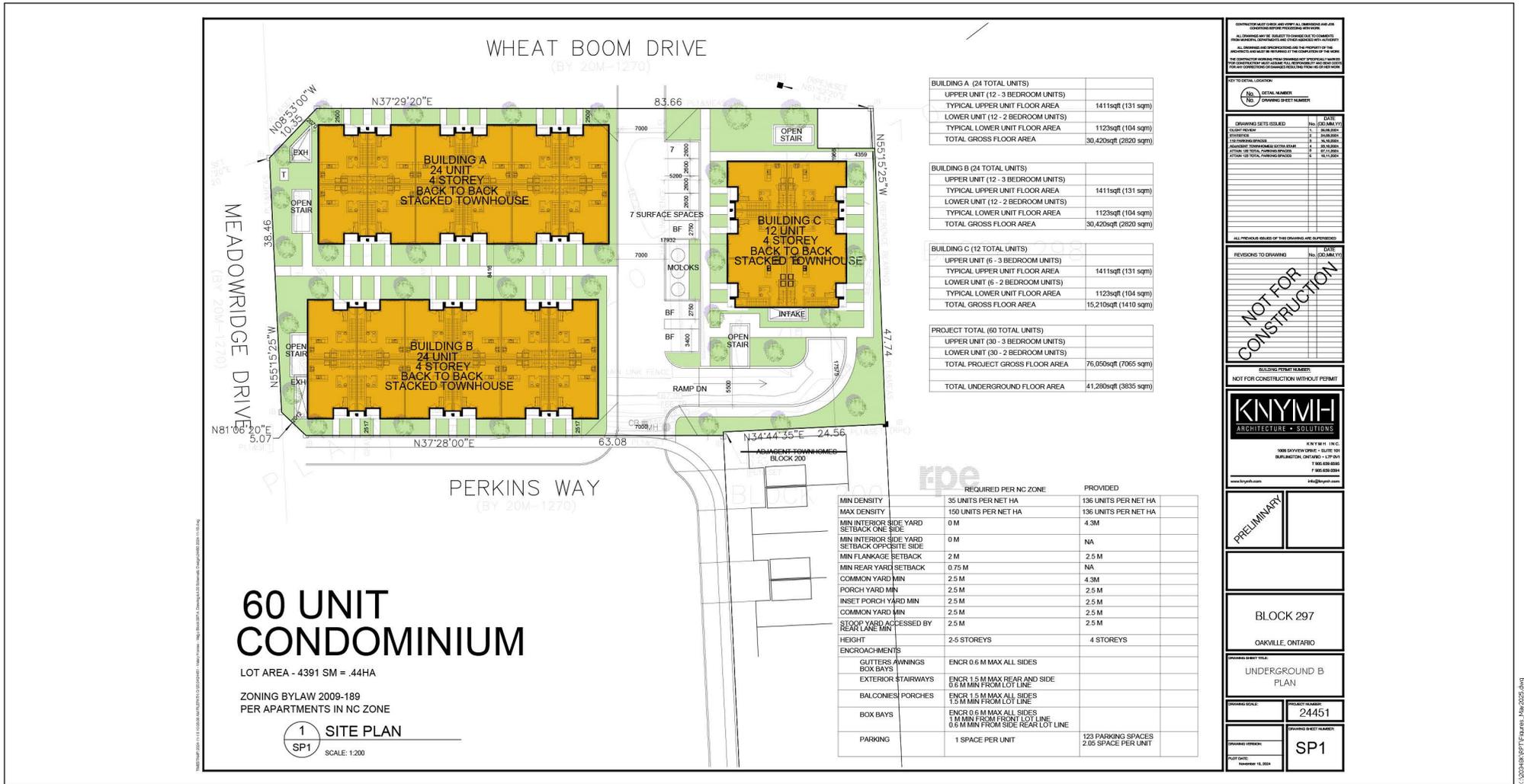


Figure 6 - Concept Site Plan

Subject Lands





Figure 7 - Rendering

K:\2024\10\17\Figures\_1\_May\_2025.dwg



Figure 8 - Region of Halton Official Plan, Map 1: Regional Structure

Subject Lands

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li> Waterfront Park (See Map 2)</li> <li> Rail Line</li> <li> Proposed Major Arterial</li> <li> Major Road</li> <li> Provincial Freeway</li> <li> Lot and Concession Line</li> <li> Municipal Boundary</li> </ul> | <ul style="list-style-type: none"> <li> Urban Area</li> <li> Hamlet</li> <li> Agricultural Area</li> <li> Regional Natural Heritage System *</li> <li> Mineral Resource Extraction Area</li> <li> North Aldershot Policy Area</li> <li> Greenbelt Natural Heritage System (Overlay)</li> </ul> | <ul style="list-style-type: none"> <li> Greenbelt Plan Protected Countryside Boundary</li> <li> Niagara Escarpment Plan Boundary</li> <li> Parkway Belt West Plan Boundary</li> <li> Area Eligible for Urban Servicing</li> <li> Halton Waste Management Site</li> <li> Regional Urban Boundary</li> <li> Milton Education Village Complimentary Greenbelt Lands Policy Area</li> </ul> |
|---|--|---|



S:\2018\907\Figure\_8\_Map1\_2018.dwg

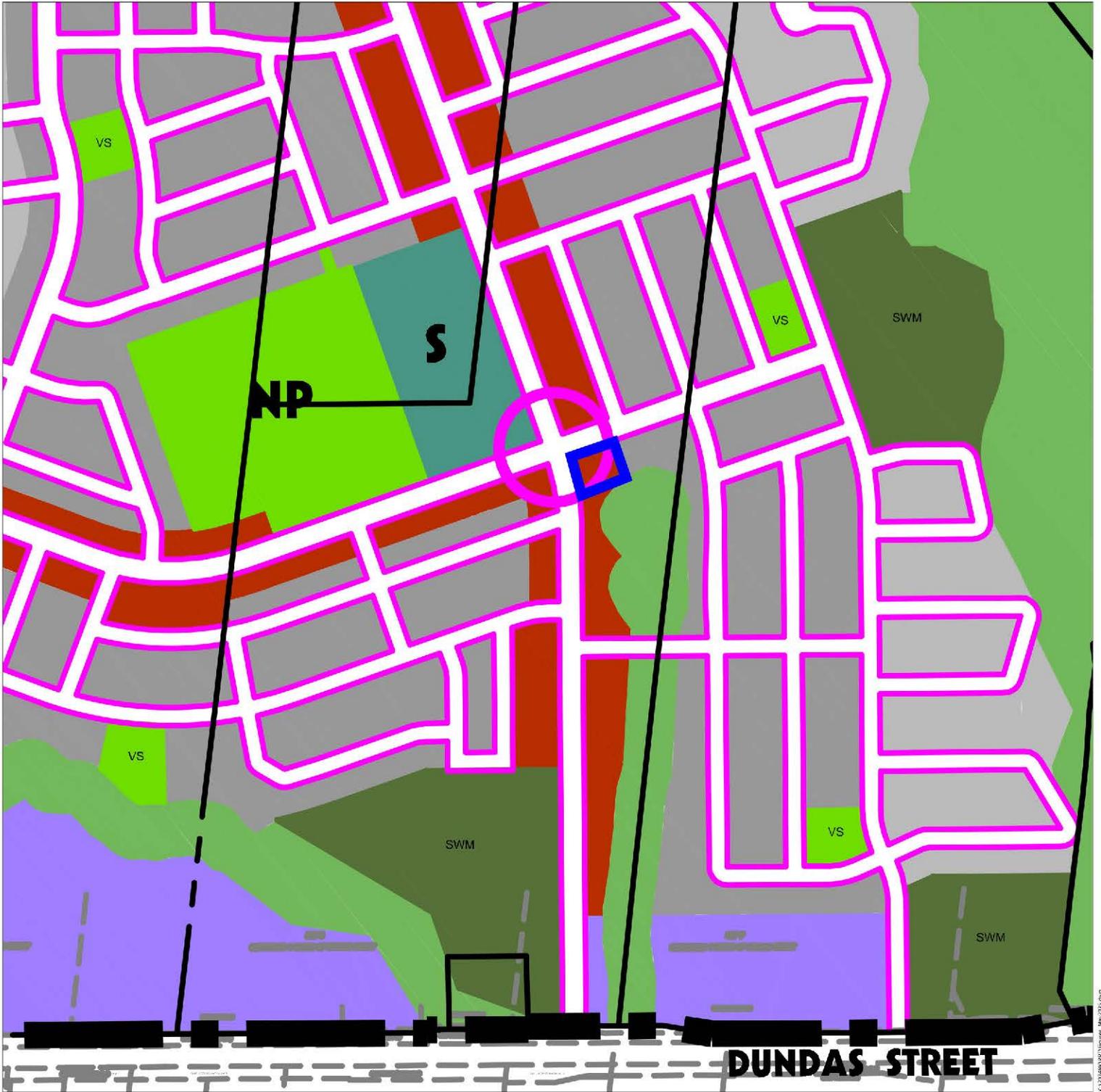
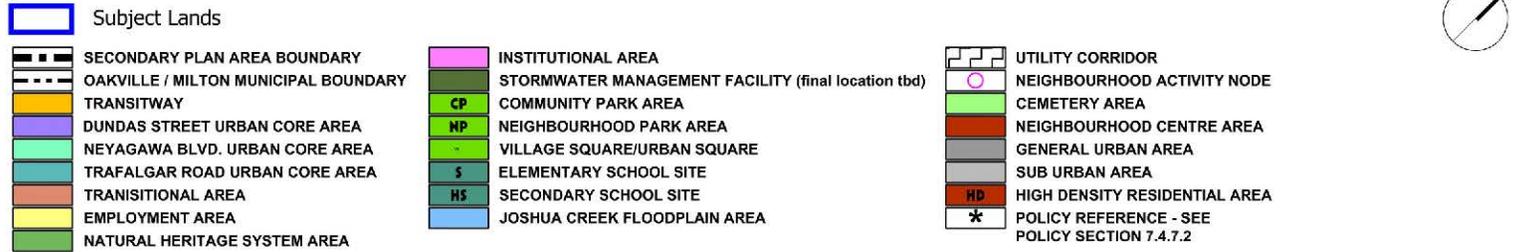


Figure 9 - North Oakville Master Plan, North Oakville East Secondary Plan, Land Use Plan



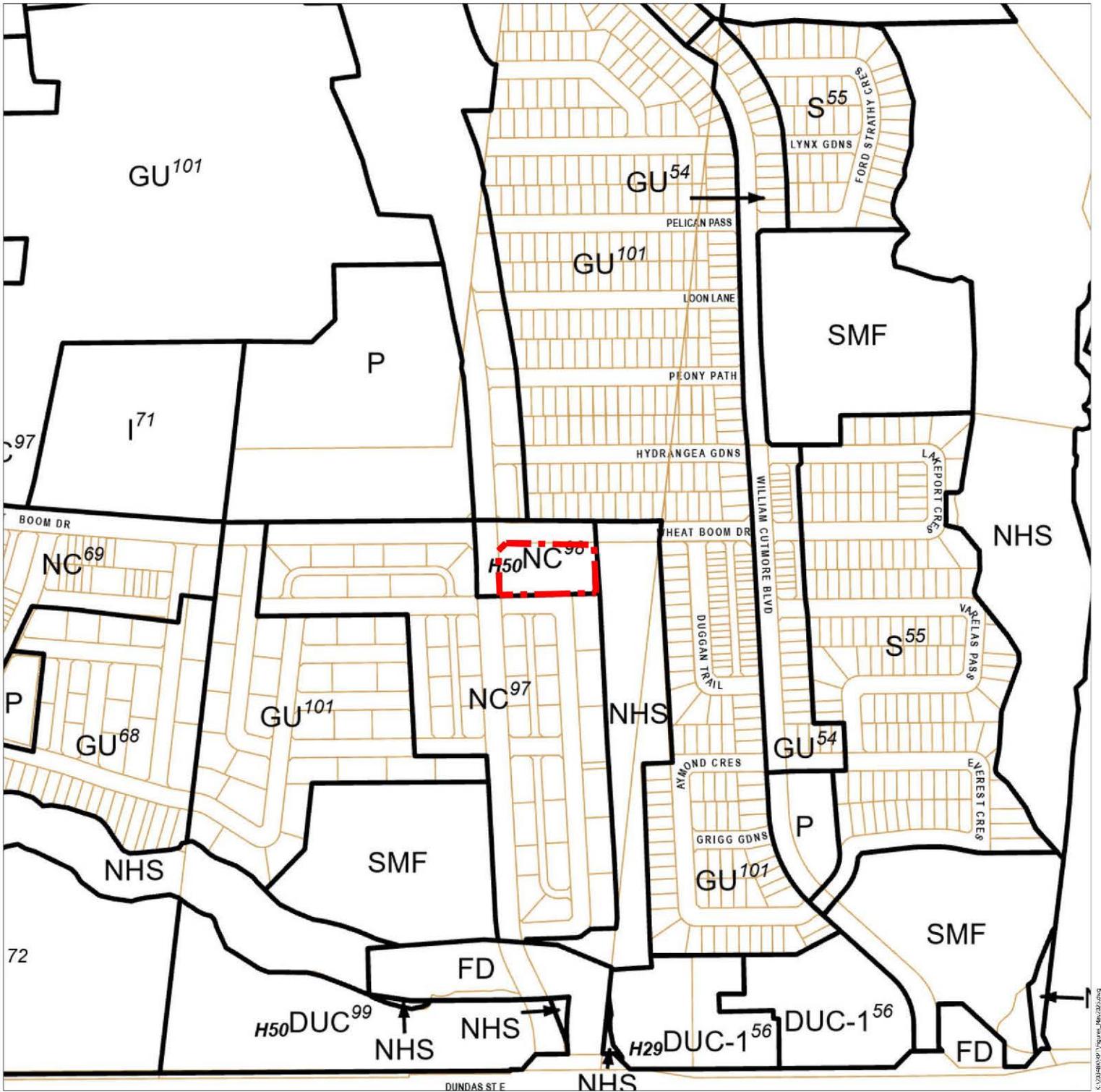


Figure 10 - North Oakville Zoning By-law 2009-189

-  Subject Lands (H50 NC<sup>98</sup>)
-  Zoning Boundary



## 5.0 Supporting Studies

The following reports were requested through Formal Consultation to support the request for an Official Plan and Zoning By-law Amendment application by the Town of Oakville and other agencies. A brief summary of the findings of each report has been provided below.

### 5.1 Urban Design Brief

NAK Design Strategies prepared an Urban Design Brief, dated May 13, 2025, in support of the proposed application. The Urban Design Brief includes an analysis of the relevant urban design policies from the following:

- North Oakville East Secondary Plan
- North Oakville Urban Design & Open Space Guidelines
- Livable by Design Manual
- North Oakville Trails Plan, and,
- 2020 Urban Forest Strategic Management Plan

The Urban Design Brief adheres to the City's terms of reference for urban design briefs. It concludes that the proposed design of Block 297 aligns with the Livable Oakville Plan and the guidelines set forth in the Livable by Design Manual (LBDM).

### 5.2 Archaeological Assessment

AMICK Consultants Limited prepared a Stage 1-2 Archaeological Assessment, dated April 20, 2020. The Assessment concluded that three (3) pre-contact isolated findspot archaeological resources were encountered. Given the undiagnostic isolated finds, it was concluded that no further archaeological assessment of Findspot P1, P2, and P3 was warranted. Additionally, it was recommended that the study area be cleared of archaeological concern and that development be permitted to proceed. The associated Ministry Letter was received April 27, 2020.

### 5.3 Functional Servicing Report & Stormwater Management Report

UrbanTech has prepared a Functional Servicing & Stormwater Management Report, dated April 2025. This study presents the recommended stormwater management and municipal servicing scheme for the development of the subject lands. The report concludes that the proposed development can be adequately serviced via the existing storm, sanitary and water distribution infrastructure and does not adversely impact any of the surrounding infrastructure or properties.

## 5.4 Commercial Market Study

A Commercial Market Study was prepared by Urban Metrics, dated April 30, 2025, in support of the proposed development. The Commercial Study examines the market for retail, commercial, and related uses on the subject lands.

The Commercial Study concludes that the subject lands are poorly located for a commercial use due to the internal location without exposure or direct access to a major roadway. Further, the location of the site would limit the ability to function as a commercial shopping centre due to insufficient traffic being carried along Wheat Boom Drive and Meadowridge Boulevard.

Additionally, the Study notes that there is a large local serving commercial site within walking and cycling distance from the site, and a second local serving commercial node nearing completion. There are multiple supermarkets a short driving distance away from the site, as well as a wide range of regional serving retail facilities. Accordingly, the surrounding neighbourhoods will be well served by nearby retail facilities at all levels of the retail hierarchy.

## 5.5 Transportation Impact Study Addendum

A Traffic Impact Study Addendum, prepared by CGH Transportation, dated June 10, 2025, was prepared to support the Official Plan Amendment and Zoning By-law Amendment application for Block 297 of the Joshua Creek subdivision and examines the changes between the outlined development in the TIS and the current plan. The addendum has verified that the zoning changes will have minimal impact on the operations of the surrounding road network. Therefore, the TIS and TDM plans for the Joshua Creek subdivision remain valid and will apply to Block 297.

## 6.0 Summary & Conclusions

As outlined in this Report, accompanied by the supporting technical studies, plans and reports, the proposed Official Plan and Zoning By-law amendment is appropriate and represents good planning for the following reasons:

- The proposed Official Plan Amendment and Zoning By-law Amendment are consistent with the Provincial Planning Statement (2024).
- The proposed Official Plan and Zoning By-law Amendments implement the objectives and conform to the Regional Halton Official Plan.
- The proposed applications support the objectives and direction of the Town's Official Plan, including the North Oakville East Secondary Plan and the applications conform to the Official Plan.
- The proposed Official Plan and Zoning By-law Amendment will support the Town in achieving Provincial and Town population forecasts, housing targets and intensification targets, and will provide for a transit supportive density while contributing to the range and mix of housing options within area.
- The subject lands are well located for the proposed residential use considering its proximity to established and planned retail, commercial, community uses, recreational uses, parks and public transit routes, and will contribute to the development of a complete community and walkable neighbourhood.

Accordingly, the proposed Official Plan and Zoning By-law amendment allows for multi-unit residential development that contributes to the housing options in the neighbourhood, is compatible with the surrounding area, is well serviced by existing community uses and resources, and efficiently uses the subject lands and applicable infrastructure and transit services.

Respectfully submitted,

### MHBC



Dave Aston, MSc, MCIP, RPP  
Vice President, Partner



Stephanie Mirtitsch, BES, MCIP, RPP  
Associate

# **APPENDIX A**

Pre-Consultation Comments



OAKVILLE

### Pre-Consultation Checklist & Preliminary Comments

| General Information:  |  |
|-----------------------|--|
| <b>Applicant:</b>     | Valery Group c/o Amber Lindsay                               |
| <b>Site Location:</b> | Block 297 on Plan 20M-1217                                   |
| <b>Meeting Date:</b>  | January 15, 2025   |
| <b>Proposal:</b>      | OPA and ZBA to permit 60 four-storey stacked townhouse units |

| Proposed Application Types: |                                     |                     |                          |
|-----------------------------|-------------------------------------|---------------------|--------------------------|
| Official Plan Amendment     | <input checked="" type="checkbox"/> | Plan of Subdivision | <input type="checkbox"/> |
|                             |                                     | Site Plan           | <input type="checkbox"/> |
| Zoning By-law Amendment     | <input checked="" type="checkbox"/> | Plan of Condominium | <input type="checkbox"/> |
|                             |                                     | CAV/Consent         | <input type="checkbox"/> |

| SUBMISSION REQUIREMENTS   |                                     |                 |
|---|-------------------------------------|-----------------|
| Materials to be Provided:   | Required:                           | Notes:          |
| <b>Documents</b>  |                                     |                 |
| Completed Application Form  | <input checked="" type="checkbox"/> |                 |
| Fees for the processing of the application  | <input checked="" type="checkbox"/> |                 |
| Executed Pre-consultation Checklist   | <input checked="" type="checkbox"/> |                 |
| Cover Letter  | <input checked="" type="checkbox"/> |                 |
| <b>Plans</b>  |                                     |                 |
| Aerial Photograph(s)  | <input checked="" type="checkbox"/> |                 |
| Survey/Legal Plan   | <input checked="" type="checkbox"/> | With topography |
| Land Assembly Documents   | <input type="checkbox"/>            |                 |
| Concept Plan  | <input checked="" type="checkbox"/> |                 |
| Context Plan  | <input checked="" type="checkbox"/> |                 |
| Draft Plan of Subdivision and/or Draft Plan of Condominium (individual lots and/or units to be shown on Draft Plan) | <input type="checkbox"/>            |                 |
| Site Plan & Site Plan Details   | <input checked="" type="checkbox"/> |                 |
| Park/Open Space Concept Plan  | <input type="checkbox"/>            |                 |
| Building Elevations & Renderings  | <input checked="" type="checkbox"/> |                 |
| Building Floor Plans (including roof Plan)  | <input checked="" type="checkbox"/> |                 |
| Height Survey of Adjacent Buildings   | <input type="checkbox"/>            |                 |
| Comprehensive Block Plan  | <input type="checkbox"/>            |                 |
| Landscape Plan & Details  | <input checked="" type="checkbox"/> |                 |
| Tree Protection Plan  | <input checked="" type="checkbox"/> |                 |
| Parks Facility Fit/Concept Plan   | <input type="checkbox"/>            |                 |



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| Pedestrian Circulation Plan                                       | <input checked="" type="checkbox"/> |   |
|---|-------------------------------------|---|
| Streetscape Plan  | <input checked="" type="checkbox"/> |   |
| Site Servicing Plan   | <input checked="" type="checkbox"/> |   |
| Grading & Drainage Plan (including topographic information)       | <input checked="" type="checkbox"/> |   |
| Erosion and Sediment Control Plan                                 | <input checked="" type="checkbox"/> |   |
| Lighting Plan &/or Photometric Plan                               | <input type="checkbox"/>            |   |
| Truck Turning Plan  | <input checked="" type="checkbox"/> |   |
| Pavement Markings/Signage Plan                                    | <input type="checkbox"/>            |   |
| Construction Storage/Staging Plan                                 | <input checked="" type="checkbox"/> |   |
| Demarcation of limits of natural features and/or natural hazards  | <input checked="" type="checkbox"/> |   |
| Tree Canopy Cover Plan & Calculation                              | <input checked="" type="checkbox"/> | <a href="#">Preparation guidelines</a>            |
| Waste Management Plan/Report                                      | <input checked="" type="checkbox"/> |   |
| Reports/Studies   |                                     |   |
| Planning Justification Report/Letter                              | <input checked="" type="checkbox"/> | *not required for Plan of Condominium application |
| Character Impact Analysis   | <input type="checkbox"/>            |   |
| Draft Zoning By-law Amendment                                     | <input checked="" type="checkbox"/> |   |
| Draft Official Plan Amendment                                     | <input checked="" type="checkbox"/> |   |
| Urban Design Brief include angular plane                          | <input checked="" type="checkbox"/> |   |
| Tree Vegetation Study/Arborist Report                             | <input checked="" type="checkbox"/> |   |
| Functional Servicing Study/Report                                 | <input checked="" type="checkbox"/> |   |
| Stormwater Management Study/Report                                | <input checked="" type="checkbox"/> |   |
| Hydrogeology Study/Water Budget & Hydrology Study                 | <input type="checkbox"/>            |   |
| Hydro Geotechnical Report   | <input type="checkbox"/>            |   |
| Environmental Impact Study/Statement/Assessment (EIS/EIA)         | <input type="checkbox"/>            |   |
| Shoreline Hazard Study  | <input type="checkbox"/>            |   |
| Geotechnical Report   | <input type="checkbox"/>            |   |
| Transportation Impact Analysis                                    | <input checked="" type="checkbox"/> | Scope of work to be discussed                     |
| Transportation Demand Management Plan and Implementation Strategy | <input checked="" type="checkbox"/> |   |
| Parking Demand/Justification Study                                | <input checked="" type="checkbox"/> |   |
| Queueing Analysis   | <input type="checkbox"/>            |   |
| Heritage Impact Assessment  | <input type="checkbox"/>            |   |
| Cultural Heritage Evaluation Report                               | <input type="checkbox"/>            |   |
| Archaeological Assessment   | <input checked="" type="checkbox"/> | Letter of update                                  |



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|  |                                     |   |
|--|-------------------------------------|---|
| Market Impact Study/Retail/Service Commercial Needs Assessment                               | <input checked="" type="checkbox"/> | Subject to Peer Review/TOR                                      |
| Phasing Strategy for Development of Retail and Service Commercial Uses                       | <input type="checkbox"/>            |   |
| Capital/Financial Impact Study   | <input type="checkbox"/>            |   |
| Land Use Compatibility Study   | <input type="checkbox"/>            |   |
| Noise Feasibility/Vibration Study  | <input type="checkbox"/>            |   |
| Hydrogeological Study  | <input type="checkbox"/>            |   |
| Water Balance Assessment   | <input type="checkbox"/>            |   |
| Geotechnical/Soils Report  | <input type="checkbox"/>            |   |
| Environmental Site Assessment (i.e. Phase 1) and/or letter of reliance                       | <input type="checkbox"/>            |   |
| Environmental Site Assessment (i.e. Phase 2) and/or letter of reliance                       | <input type="checkbox"/>            |   |
| Record of Site Condition   | <input checked="" type="checkbox"/> |   |
| Environmental Site Screening Checklist (ESSQ)  | <input type="checkbox"/>            |   |
| Shadow Impact Analysis   | <input type="checkbox"/>            |   |
| Wind Study/Micro-Climate   | <input type="checkbox"/>            |   |
| Sample Materials Board/Photos  | <input type="checkbox"/>            |   |
| 3-D Computer Model (i.e. SketchUp)   | <input checked="" type="checkbox"/> |   |
| Minutes and attendance list of Applicant-initiated "Public Information Meeting" (see Note k) | <input checked="" type="checkbox"/> | *not required for Site Plan or Plan of Condominium applications |
| <b>Other</b>   |                                     |   |
| Rental Housing Demolition & Conversion Declaration   | <input checked="" type="checkbox"/> |   |
| Operational Details  | <input type="checkbox"/>            |   |
| Cross Sections   | <input type="checkbox"/>            |   |
| Allocation Assignment/Plan/Agreement   | <input checked="" type="checkbox"/> |   |
| Minutes of Settlement  | <input type="checkbox"/>            |   |
| <b>North Oakville</b>  |                                     |   |
| Environmental Implementation Report/Functional Servicing Study                               | <input type="checkbox"/>            |   |
| Map and Accompanying Tables Showing Densities and Designations                               | <input checked="" type="checkbox"/> |   |
| NOUFSMP/Tree Canopy Cover Plan & Calculation   | <input checked="" type="checkbox"/> |   |
| Planning Statistics Spreadsheet  | <input checked="" type="checkbox"/> |   |
| Sustainability Checklist   | <input checked="" type="checkbox"/> |   |
| Transit Facilities Plan  | <input type="checkbox"/>            |   |
| Area Design Plan   | <input type="checkbox"/>            |   |
| Executed Adhesion Agreement  | <input checked="" type="checkbox"/> |   |



## General Next Steps:

- 1. Prepare Application:** Prepare reports, plans, and studies identified on the pre-consultation checklist. Revised and coordinated plans and documents should fully address the comments in this report. The reports, plans and studies also must be prepared in accordance with [Terms of Reference / Guidelines](#). Where site-specific Terms of Reference are noted in the pre-consultation checklist, prepare a draft Terms of Reference then send a copy to the listed staff member in this comment report for approval.
- 2. Digital Submission:** Send an email to [planningapps@oakville.ca](mailto:planningapps@oakville.ca) requesting to submit a new application with the following information:
  - a) Applicant's name
  - b) Address of site
  - c) Type of application to be submitted (i.e. Site Plan)
  - d) Draft plan subdivision/Draft Plan of Condominium/ concept plan/site plan
  - e) Date of Pre-consultation Meeting
  - f) Signed Pre-consultation Form
  - g) Signed Application Form
  - h) Fee Calculation
  - i) Date of Developer Public Information Meeting (if applicable)
- 3. Organize Submission:** All documents part of the digital must follow the [mandatory file naming conventions](#) (pdf). If the mandatory file naming convention is not followed it will delay processing of the application.
- 4. Upload Application:** [planningapps@oakville.ca](mailto:planningapps@oakville.ca) will provide a link where all required reports, plans and studies, together with the completed application form, and signed pre-consultation agreement can be digitally submitted.
- 5. Confirmation of Submission:** [planningapps@oakville.ca](mailto:planningapps@oakville.ca) will review your submission, and confirm whether all submission requirements have been provided, confirm the application fee, and provide a reference # to be included on your Electronic Fund Transfer (EFT) or E-Mail Transfer.
- 6. Pay Application Fee:** Send application fees via e-transfer/EFT (Electronic Funds Transfer) to [planningapps@oakville.ca](mailto:planningapps@oakville.ca). Send confirmation of payment to [planningapps@oakville.ca](mailto:planningapps@oakville.ca) and [accountsreceivable@oakville.ca](mailto:accountsreceivable@oakville.ca). Please review the [Electronic Payment Information](#) page for additional information on making payments. The full schedule of planning and development rates and fees is available on the [Rates and Fees](#) page.
- 7. Complete Application:** Upon confirmation of payment of the application fee, the planner assigned to the application will make a determination whether the application



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is complete pursuant to the *Planning Act* and provide a file reference number. Following confirmation that the application is complete the application will be circulated to town departments and external agencies.

**Other Applications:**

Additional applications to other public agencies and governments, including, Provincial, Regional, Conservation Authority, and/or other Town Departments, may be necessary depending on the nature of the application.

**General Note:**

The pre-consultation form is valid for 6 months, any extension request must be received BEFORE the approval lapses with the appropriate fee.

Due to recent Provincial legislation, as of July 1, 2024, the Region’s role in land use planning and development matters has changed. The Region is no longer responsible for the Regional Official Plan – as this is now the responsibility of Halton’s four local municipalities. As a result, the town may require certain reports and studies previously reviewed by the Region to undertake a peer review at the applicant’s expense.

| Internal Comments   |  |
|---|--|
| <b>NOTE:</b> The comments below are <b>preliminary</b> and additional comments may be provided once a formal application is submitted.  |  |
| <b>1</b>  | <b>Planning Services</b><br>Brandon Hassan, brandon.hassan@oakville.ca |
| Pre-Consultation  |  |
| <b>Halton Region Official Plan:</b>   |  |
| The Region’s Official Plan is now implemented by the Town and provides goals, objectives and policies to direct physical development and change in Halton. The proposed development and site alterations are located on the lands that are designated as ‘Urban Area’ and are located within the Built Boundary in the 2009 Halton Region Official Plan (ROP). The policies of Urban Area designation support a range of uses and the development of vibrant and healthy mixed-use communities which afford maximum choices for residence, work and leisure. The Urban Area policies state that the range of permitted uses and the creation of new lots in the Urban Area will be per Local Official Plans and Zoning-By-laws. |  |
| <b>Livable Oakville:</b>  |  |



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The Livable Oakville Plan provides goals, objectives and policies to manage and direct physical change and the effects on the social, economic and natural environment of the Town. Livable Oakville coordinates land use and infrastructure requirements to ensure that the anticipated growth can be accommodated, establishes a framework and policy context for decision making that provides certainty for the planning process.

There are federal goals to work towards net-zero by 2050 and the Livable Oakville Plan under section 10.3 states that the town will take a leadership role in achieving environmental sustainability and that the key way to mitigate the impacts of climate change is to reduce greenhouse gas emissions.

- Does part of the renovation include an energy retrofit?
- Is there an opportunity to make this building net-zero given the extensive renovations already planned?
- Is there an existing gas line connection and if so, could the project include a transition to electricity or renewables or a combination of the two?

### **Cultural Heritage**

The subject lands are identified as having archaeological potential. As an advisory, should anything be found, the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism should be contacted.

### **Site Contamination**

Section 147(17) of the Regional Official Plan (ROP) requires the applicant of a development proposal to determine whether there is any potential contamination on the site they wish to develop, and if there is, to undertake the steps necessary to bring the site to a condition suitable for its intended use. This process is described in the Town's [Protocol for Reviewing Development Applications with Respect to Contaminated or Potentially Contaminated Sites](#).

Staff recommend that a completed and signed Site Screening Questionnaire (SSQ) be submitted for review to establish any potential further requirements.

### **Rental Housing Conversion**

Protection of the existing rental and affordable housing supply is an important component of the town's [Housing Strategy and Action Plan](#). On July 10, 2023, Council passed [Rental Housing Protection By-law 2023-102](#). The by-law was approved under the authority of Section 99.1 of the *Municipal Act, 2001* which provides municipalities with the authority to prohibit and regulate the demolition and conversion of residential rental properties. The following [Declaration of Use and Screening Form](#) must be completed and submitted with the application.



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## General:

Staff note that the site is located within an Activity Node in Neighbourhood 5. In accordance with OPA 321 to the NOESP, the subject site is required to provide a non-residential use. The NC Designation allows for a wide range of commercial and other non-residential uses such as a daycare to serve the needs of the surrounding community. The range of uses is more clearly identified in the NC zone of By-law 2009-189. Currently, there are no mixed-use activity nodes developed east of Trafalgar Road, where residential development continues to be constructed. Therefore, ensuring conformity with the NOESP, a non-residential use should be provided on the subject lands to support complete communities.

The applicant should consider appropriately scaled live-work units, or a single commercial building with or without other residential uses for the site to conform with the policies of OPA 321. Should the applicant wish to proceed with an OPA to modify OPA 321 to permit residential uses exclusively, a Commercial Market Study with a Terms of Reference approved by staff, be submitted with the formal application to evaluate the impact of not providing commercial or other non-residential uses to support the community on the site. The Commercial Market Study will require a peer review at the applicant's cost.

The applicant should also consider other similar and successful mixed use Activity Node developments located at Marvin Drive and Sixth Line, Preserve Drive and Kaitting Trail, George Savage Avenue and Hibiscus Gardens.

## 2 Planning Services, Urban Design Nada Almasri, nada.almasri@oakville.ca

### Pre-Consultation

#### List of Resources:

In framing our review and drafting our comments, we have utilized and relied upon the following:

- *Livable Oakville Official Plan*; including
  - [Section 6 Urban Design \(Part C \(oakville.ca\)\)](#) [pages C-15 to C-23]
- [North Oakville East Secondary Plan](#)
- Livable by Design, Urban Design Manual (LbDM); specifically
  - [Livable by Design Manual \(Part A\): Urban Design Direction for Oakville](#);
  - [Livable by Design Manual \(Part C\): Site Design and Development Standards](#)
- [North Oakville Urban Design and Open Space Guidelines](#)
- [Development Application Guidelines / Terms of Reference](#)

#### Matters of Concern:



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- **Public realm**

- General objective of the North Oakville East Secondary Plan is to encourage mixed use development at Neighbourhood Centres, as per NOESP 7.2.3.4 g) and 7.5.4 a). Since the proposed development only provides stacked townhouses this general objective is not achieved on the subject site.

Additionally, this node is identified as a Secondary Neighbourhood Activity Centre as per the [North Oakville East Commercial Study](#), dated November 12, 2024. According to the study, the Secondary Neighbourhood Activity Centres feature smaller groupings of commercial uses located primarily within the interior of neighbourhoods. They provide access to a range of convenience retail, locally-oriented services and community-oriented businesses, serving as local focal points of community at a walkable scale.

- **Built Form**

- A Context Plan should be provided to evaluate how the proposed development integrates with and relates to its surrounding environment.
- The separation between Buildings A and B doesn't exceed 8.4m, and shall be increased to comply with the following guidelines from the Livable by Design Manual:
  - For developments consisting of multiple buildings, incorporate an adequate minimum separation distance between facing buildings to mitigate privacy concerns and maximize access to sunlight. Given the strong relationship between separation distance and building height, an increase in the main building face height results in a direct increase to the minimum facing distance of:
    - c) 15.0m where the main building face heights are more than 11.5m (3½ to 4 storeys)
  - For façades visible from the public realm, incorporate a high level of architectural treatment that contributes to the pedestrian environment and reinforces the community character. Design façades with variety in architectural elements, such as varied wall planes and roof lines, human scale proportions, large windows, and porches/ entranceways.
  - For townhouse developments, incorporate architectural variety between adjacent blocks along a streetscape.
  - For residential units directly accessed from the public realm, raise the entrances to 0.6m to 0.9m higher than the elevation of the abutting sidewalk to provide privacy.

- **Site organization**



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- All development shall be pedestrian friendly, in alignment with the North Oakville East Secondary Plan, including section 7.5.4.
  - Vehicular access to Wheat Boom Drive may encourage cut through traffic from those wanting to avoid the intersection at Wheat Boom Drive and Meadowridge Drive. This presents a safety concern for pedestrians crossing the internal drive aisle. This cut through traffic may also contribute to additional wear and tear on the internal drive aisle, increasing maintenance costs for the residents. This comment is to be read in conjunction with any Transportation and Engineering direction.
  - Pedestrian route from the central walkway, between Building A and B, to Building C is blocked by the Molok units. Some open stairs show no pedestrian walkway connection. Safe, barrier-free and convenient internal circulation routes between the buildings and from the buildings to all perimeter sidewalks within the public rights-of-way should be provided.

**Additional design direction to be implemented through the Site Plan Approval process should the OPA and ZBA be deemed appropriate by the town:**

1. [Circ 1] Provide at least 20% tree canopy cover on the subject site, in alignment with town tree canopy and planting standards contained in Livable by Design Manual | Part C. (including section 2.1 & 2.2)
2. [Circ 1] Provide tree protection for existing trees located on both the site and on neighbouring properties, in alignment with Livable by Design Manual | Part C standards. (including section 2.3)
3. [Circ 1] Provide tree and understory planting treatment for all zoning required landscape setbacks, in alignment with Livable by Design Manual | Part C standards. (including section 2.6)
4. [Circ 1] Provide all surface parking areas with shade planting to the maximum extent possible, in alignment with Livable by Design Manual | Part C standards. (including section 2.8)
5. [Circ 1] Provide equitably distributed barrier-free parking stalls located in close proximity to all barrier-free principle entrances and with direct access to a barrier-free path of travel to the principle entrance that does not require users to cross vehicular circulation routes, in alignment with Livable by Design Manual | Part C standards (including section 3.3)
6. [Circ 1] Provide pedestrian walkways that are equitable, barrier-free and provide safe and continuous site circulation, including connections to the public sidewalk, parking areas, and building entrances, in alignment with Livable by Design Manual | Part C standards (including section 3.1)
7. [Circ 1] Locate any new hydro transformers and gas / hydro meters facilities in non-prominent areas or incorporate them into building niches and/or provide a screening element to fully screen them from public realm views, in alignment with Livable by Design Manual | Part A standards. (including section 3.2)
8. [Circ 1] Locate exterior waste storage facilities in non-prominent areas not visible from the public realm and provide enclosures for the storage of garbage and other waste



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material, in alignment with Livable by Design Manual | Part C standards. (including section 4.1 and 4.2)

9. [Circ 1] Provide snow storage areas, in alignment with Livable by Design Manual | Part C standards (including section 4.4)
10. [Circ 1] Provide fencing, in alignment with Livable by Design Manual | Part C standards, including section 3.4, and the towns fence By-law 2002-034 as amended.
11. [Circ 1] Provide exterior lighting, in alignment with Livable by Design Manual | Part C standards, including section 4.5, and in compliance with the towns property standard's by-law 2023-047 and public nuisance By-law 2007-143, as amended.
12. [Circ 1] Provide street trees and sidewalks within public right-of-way, in alignment with Livable by Design Manual | Part C standards. (including sections 5.0, 5.1 and 5.2) and town engineering Standard Drawings.
13. [Circ 1] Site Plan approval does not include approvals of any proposed signage regulated by the Town of Oakville Sign By-law 2018-153. All signage should be removed from the drawings. The applicant should contact Enforcement Services regarding applicable sign permit process.
14. [Circ 1] Wherever possible, incorporate rooftop mechanical equipment directly into the structure and design of the roof to minimize the visual impact. For rooftop equipment not located within the roof structure, design enclosures that completely screen the equipment with building materials and architectural treatments as on the main building. For equipment and enclosures taller than 2.0m in height, setback these elements a minimum of 5.0m from all edges of the roof to reduce their visibility from the public realm.

### **3 Development Services, Development Engineer** Stephen Pietrangelo, [stephen.pietrangelo@oakville.ca](mailto:stephen.pietrangelo@oakville.ca)

#### Pre-Consultation

All drawings, reports and studies are to be prepared by a qualified professional. The below comments are provided to clarify additional details that will be requested for the submission. Additional submission items such as landscaping plans, site plans and other relevant plans/studies for a typical site plan submission are still required. As such, the below is included but not limited to:

#### **1. Topographic Survey**

- 5.0m beyond the property extents to determine external features and drainage patterns
- Determine and investigate any public or private servicing, utility and access easements
- Survey should show and specific drainage features such as existing ditches, ponds, depressions, etc.
- Any easements (existing or proposed) should be shown on the Site grading and servicing plans.



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## 2. Site Servicing and Grading Plan

- Sites shall in accordance with the approved EIRFSS/Subdivision design. Any storm sewer systems shall be designed with a sewer network capable of capturing the 5 Year Event.
- Existing elevations along property line are to be maintained. Provide grades beyond the lot line to show conformity with adjacent properties.
- Connections required in the municipal ROW are to be shown on the plans. Cross sections may be requested depending on the connection proposed.
- Landscaping should not interfere with the function grading of the site.
- SWM/LID are to be shown on the proposed grading and servicing plans as needed.
- Any overland flow routes are to be shown on grading and storm drainage catchment plans
- 100 year ponding elevations around structures need to be shown on the plans. Please note that ponding is not permitted in the fire route and maximum ponding is not to exceed 0.25m.
- Please show details within the Town Blvd, ie. Tree locations, light poles, fire hydrants, etc. and provide clarify on if anything is required to be removed or relocated to accommodate the proposal.
- Identify all driveway entrances and clearly show measurements of the entrances and if there is any applicable grading required to accommodate (ie. Boulevard regrading, curb restoration, sidewalk restoration/grade adjustment, etc.)

## 3. Sediment and Erosion Control Plan

- Sediment and Erosion control Plans are to be designed to prevent the discharge of sediment laden water to the municipal system or adjacent properties.
- Sediment and Erosion control plans are also to have the Town of Oakville's standard sediment and erosion control notes included.
- If temporary construction dewatering is anticipated, please note on the erosion sediment control plans. Additionally, please note that a temporary construction dewatering permit is required prior to proceeding.

## 4. Stormwater Management Report

- Quality control to achieve Level 1 (enhanced)
- Sites shall in accordance with the approved EIRFSS/Subdivision design.
- Investigate external drainage contribution. Existing drainage patterns are to be maintained or if altered, shall be accommodated without impacts to upstream lands
- The Town of Oakville does not support the permanent dewatering of underground parking structures into municipal infrastructure.

## 5. Arborist Report (Requested on behalf of Urban Forestry)

- Be prepared by a certified licensed arborist (licensed with Town of Oakville).



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- Include all municipal trees, private trees, boundary trees, and trees on neighboring properties within 6.0m of property line.
- Include a report/discussion/table, with all tree data, including ownership of each tree and final recommendation of each tree.
- Include tree appraisals for all municipal trees.

The arborist report must be accompanied by a **Tree Preservation Plan**. The Tree Preservation Plan and grading/servicing plan must show:

- Location of all trees, with tree numbers
- All tree protection zone dimensions, to scale in metres
- Any horizontal tree protection/access corridors
- Location for any root exploration, as set out in AR/TPP.
- The information on the TPP must also be shown on the grading/servicing plan.

Security deposit is required for municipal trees, as per the appraised value of the trees in the arborist report.

Town trees may not be removed unless they are dead/dying/high risk, they cannot be removed to accommodate new driveway etc.

Driveways may not be widened into the TPZ of town trees, existing driveway entrance is to be used, and may be widened once past tree.

Encroachments into minimum TPZ of neighbor/boundary trees is to be avoided/minimized, and are subject to review.

For any minor TPZ Encroachments, where accepted, the project arborist must be present on site for excavation, based on the recommendations set out in the AR.

This must be reflected with notation on grading plan, and an arborist retention/confirmation letter is required to confirm the arborist has been retained to carry out the on-site work.

All site services (water/sani/storm) must be outside TPZ for all trees, in particular municipal trees. Where not possible, trenchless method must be used, i.e. underground boring, and grading plan must be updated with note.

Swales should also be outside TPZ's, if not possible they are to be dug under arborist supervision.

Boundary/neighbor trees cannot be removed unless written consent is provided by the neighbor.

All tree protection must be installed on site prior to demo/construction. No trees can be cut until after final site plan approval.

In addition to the Site Plan submission requirements noted, please refer to the Town's Development Engineering Procedures and Guidelines manual for further direction.



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<https://www.oakville.ca/assets/general%20-%20business/DevelopmentEngProceduresManual.pdf>

## 4 Transportation Services, Transportation Engineer

Aquisha Khan, aquisha.khan@oakville.ca

### Pre-Consultation

- Applicant to illustrate the access locations from adjacent properties, municipal sidewalks, etc.
- Applicant to ensure and provide daylight triangles for the respective road classifications:
  - For Collector to Collector – 7.5m x 7.5m
  - For Collector to Local – 7.5m x 7.5m
- Applicant to ensure that all infrastructures are outside of the daylight triangles.
- Applicant to ensure the proposed driveway access support a minimum width of 7.5m at the property line as per Town of Oakville Design Standards.
- Applicant to illustrate that any access proposed meets corner clearance requirements as per TAC Guidelines.
- Applicant to illustrate the number of bicycle parking proposed for the proposed site associated with visitors and residential.
- Applicant to revisit the location of the access that is in close proximity to the residential driveway access as well as staff do not support access onto Wheat Boom Drive.
- Applicant to illustrate a separation between the drop of zone area from the drive aisle.
- Applicant to illustrate and confirm opportunities for on-street parking along Perkins Way surrounding the site.
- Applicant to illustrate all pedestrian connections to the municipal sidewalk.
- Applicant to provide connections through the proposed site to the trails, where applicable.
- Applicant to illustrate traffic calming and transportation demand measures proposed for the development.
- Applicant to revisit the location of the parking ramp as it may affect Perkins Way traffic flow.
- Applicant to accommodate para-transit PUDO for residents, staff has concerns with assisting residents to the rear units of Building C.

### Submission Requirements:

The following would be required:

- Transportation Impact Study Addendum to be undertaken by a qualified Transportation engineer with an agreed approved scope of work from Town and Regional staff.



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- Bicycle/Pedestrian Connectivity Plan (provide/illustrate the impacts to existing trails and sidewalk)
- Turning Movement Plans for all anticipated vehicle types.
- Traffic Calming Measure Plan, where applicable.
- Parking Justification Demand Section,
- Transportation Demand Management Plan/Program to be discussed with town staff.

**5 Building Services, Zoning Examiner**  
 Matt Rubic, matt.rubic@oakville.ca

Pre-Consultation

**Zoning By-law Amendment**

1. Stacked townhouses proposed to be a permitted uses where the use is not permitted in the NC sp 98 zone.
2. Minimum height of the first storey is 4.5m where approximately 3.0m proposed.
3. 37 bicycle spaces proposed for residents and no visitor spaces are proposed where 36 minimum resident and 12 visitors is required.
4. Site specific regulations would be required for stacked townhouses. The apartment regulations could be used (i.e. subject to apartment regulations) or specify regulations within the special provision.
5. A draft by-law is required to be included with the submission.

**External Comments**

**6 Conservation Halton**  
 Sean Stewart, sstewart@hrca.on.ca

Pre-Consultation

- The subject lands are regulated by Conservation Halton (CH) as they are adjacent to a tributary of Joshua’s Creek and the associated flooding and erosion hazards. With the recent repeal of O. Reg 162/06 and replacement with O. Reg 41/24 along with CA Act changes, CH now regulates 15m from the stable top of bank adjacent to this site, rather than 7.5m. Permission is required from CH for any development within the regulated area.
- CH does not have a particular concern with the proposal, but do request circulation of future applications for our review/records.
  - Note: At the site plan stage, we will be looking for information regarding the de-watering plans for the underground parking. Previously we had recommended confirmation from a geotechnical engineer that the proposed building posed no threat to the existing slope of JC -31 as a result of building



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load, however with this design change we will no longer require this information.

- We do not have formal study/drawing requirements from CH for the proposed OPA/ZBA, however we will review the typical concept drawings at the time of circulation.
- CH will not attend the meeting. Inquiries can be directed to Sean Stewart at [sstewart@hrca.on.ca](mailto:ssewart@hrca.on.ca).

### 7 Region of Halton, Planning & Public Works Dept

Shiza Mushtaq, [shiza.mushtaq@halton.ca](mailto:shiza.mushtaq@halton.ca)

#### Pre-Consultation

Regional staff has reviewed the Pre-Consultation for VALGO Block 297 and offer the following comments:

#### Regional Role:

- Due to Provincial legislation, the Halton Region's role in land use planning and development matters has changed. The Region is no longer responsible for the Regional Official Plan - as this has become the responsibility of Halton's four local municipalities. Going forward, comments offered through pre-consultation meetings are reflective of this changing role.

#### Allocation:

- Staff note that the site is subject to the allocation program and there are associated law numbers for the subject lands (2020-113). Halton Region will require an Allocation Assignment Plan. This should include all applicable allocation agreements (i.e. transfer, top-up or amending agreements) and how many SDE's are being allocated to the proposal from each agreement. Please include the dwelling type(s), number of units proposed, allocation units required to accommodate the proposed development (including a breakdown of the Low-Med versus High SDE's required), and allocation units available to the Owner (including a breakdown of the Low-Med versus High SDE's available). The Owner should demonstrate that there is enough SDE's for the proposed units and how those SDE's will be allocated for the proposed development.
- **The Owner should demonstrate that there are enough SDEs or IDUs for the proposed development units and how those SDEs or IDUs will be allocated for the proposed development.**
- **Please include the density calculations for each block.**
- Please note that Regional staff **require a breakdown of the unit type and the bedroom count for the proposed residential units in order to maximize Allocation.**
- Regional staff note that under the Region's DC By-law, any room, including dens above 7 m<sup>2</sup> or 75 sq. ft, is considered a habitable room (i.e. bedroom). Therefore,



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units with a den may require more allocation since they could be considered to be extra bedroom unit in the 2023 Allocation Program (i.e. a 1 bed + den unit may be considered a 2 bedroom unit). **Therefore, please provide the den sizes for all units which include a den.**

### **Regional Infrastructure:**

- A Functional Servicing Report (FSR) would be required to be submitted with the application that demonstrates that the existing water system in the area can support the proposed development and that the existing downstream sewer system can accommodate the development.

### **Regional Transportation:**

- A **Transportation Impact Study (TIS)** must be completed by a qualified Transportation consultant for the proposed development. The study must be completed per Halton Region's Transportation Impact Study Guidelines (2015). The final study, its assumptions and recommendations must be to the satisfaction of Transportation Development Review staff and approved by Halton Region.
- A **Scope of Work** for the TIS will be required for review and approval by Transportation Development Review staff prior to preparing the study.

### **Regional Waste Management:**

- Regional Waste notes that Regional Waste will not service these new proposed town houses for waste collection as Regional Waste does not service MOLOK containers and this site is to go on private waste collection services.
- Please note that warning clauses should be submitted in the purchase on title agreements and with the town of Oakville site plan agreements.

### **Submission Requirements:**

- Cover letter.
- Applicable Regional Fee.
  - Information on how to pay Regional development application fees available [here](#).
- Town of Oakville Complete Application Forms.
- Site Plan Drawings.
- Allocation Assignment Plan.
- Functional Servicing Report (FSR).
- Transportation Impact Study (including Scope of Work for the TIS).

### **Notes:**

- a) **This agreement expires 6 months from the date of initial signing (date of pre-consultation meeting) or at the discretion of the Director of Planning or**



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**his/her designate.** In the event that this Pre-consultation Agreement expires prior to the application being accepted, and/or new policy and/or by-laws apply, another agreement may be required. Please note the development fees may change during this period and it is the applicant's responsibility to ensure the correct fees are paid at the time of the application.

- b) If this Pre-consultation Document expires prior to the application being accepted by the Town, an extension may be granted at the discretion of the Director of Planning.
- c) The purpose of this agreement is to identify the information required to prepare a complete application as set out in the *Planning Act*. Pre-consultation does not imply or suggest any decision whatsoever on the part of Town staff or Council to either support or refuse the application. Comments provided at a pre-consultation meeting are preliminary and based on the information submitted for review at that time.
- d) Voluntary Pre-submission Review – The applicant may request a pre-submission review of the application, which will allow for multiple circulations in the effort to advance a proposal to a point where issues have been addressed before the formal application submission and a staff recommendation to Council.

75% of the pre-submission review fee will be credited toward the complete application fee, provided the application is submitted within 2 years of the start of the pre-submission review process.

- e) An annual maintenance fee will apply to all applications, one year after being deemed complete for *Planning Act* purposes, and annually thereafter.
- f) All fees are payable based on the rate in the fee by-law in the effect on the date a complete application is submitted.
- g) For all applications for Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision and Plan of Condominium, the applicant acknowledges that the Town is not responsible for the construction or installation of the sign and the applicant agrees to submit a photo of the sign on the property. This shall be submitted within one week of receiving confirmation of a complete application.
- h) An application submitted without the requisite information identified in this Pre-consultation Agreement, or in the Site Plan application form, will not be accepted. Submission not meeting these criteria will be returned to the agent or property owner. If a site walk is required, the application may not be considered complete until it has taken place.
- i) All reports, documents and drawings must be submitted in electronic (i.e. PDF) form.

Digital mapping/software standards: The Town's standard GIS program is ArcGIS version 10.3. The Town's standard CAD program is AutoCAD 2016. Compatibility with either software package is required. The Town's standard projection for all digital



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submissions is Universal Transverse Mercator, Zone 17 North, North American Datum 1983. Data not conforming to this standard will be sent back to the consultant at the consultant's expense. Data should be submitted as either ArcGIS Shapefile format or AutoCAD DWG/DXF. A CAD seed file or Shapefile in the appropriate coordinate system can be provided to the consultant. Consultants providing AutoCAD submissions must include legible layer naming conventions and include layers: GIS.Prop\_Block, GIS.Prop\_Building, GIS.Prop\_Driveway, GIS.Prop\_Lot, GIS.Prop\_Road, GIS.Prop\_TownHome\_Lot\_Lines if applicable and only include relevant layer information in the following format, GIS.(prop or ext)\_Other\_Feature. Any reference maps attached or layer names not understandable will be sent back to the consultant at the consultant's expense. Consultants providing AutoCAD submission should not use special fonts, reference files or colour tables. Digital information supplied to the consultant by the Town is not to be altered, distributed, manipulated or misrepresented in any form

- j) The applicant must grant permission for municipal and agency staff to visit and access the property while the application is being processed.
- k) An applicant is required to conduct a 'Public Information Meeting' (PIM) prior to submission of a development application and shall be documented as described below. The timing of the PIM may be waived at the discretion of the Director of Planning.

The PIM would summarize the purpose and intent of the proposed application (s), after having given a minimum of a two (2) week, mailed, notice to residents within 240 metres of the subject lands. The date of the 'Public Information Meeting' shall be coordinated in consultation with the Ward Councillors and planning staff. The minutes of the 'Public Information Meeting', shall outline the nature of the proposed development, the planning approvals being sought from the Town, the nature of the input received by the attending public and how this input may have informed the development proposal.

- l) Acknowledgement of Public Information:

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. By filing an application, the applicant consents to the Town photocopying, posting on the Internet and/or releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

- m) Additional studies may be required during the processing of an application, depending on the issues identified and information required, as the application proceeds through the planning review process.



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- n) The Town/Region/Conservation Authority may require peer review of any technical report or study submitted by the applicant. If this is required, the applicant will be advised and will be charged a fee equal to the cost of the peer review.
- o) There may also be financial requirements arising from the application, including, but not limited to, park dedication, development charges, payment of outstanding property taxes, deferred local improvement charges, costs for lifting 0.3-metre reserves, and reimbursement for road widening acquisition or road improvements.
- p) Prior to undertaking any topsoil stripping or earthworks, the applicant may be required to obtain a site alteration permit in accordance with the Town Site Alteration By-law.
- q) Applicants are advised that the removal of trees prior to a final decision being made, or a site alteration permit is issued, is strongly discouraged by the Town.
- r) It is the responsibility of the applicant to ensure compliance with all provincial and/or federal bodies for works requiring authorization from Fisheries and Oceans Canada; Environment and Climate Change Canada; the Ontario Ministry of Natural Resources and Forestry; and but not limited to Ontario Ministry of Environment, Conservation and Parks. Confirmation of compliance is to be provided in the application.
- s) Personal information contained in this form is collected under the authority of the *Planning Act*, R.S.O. 1990, cP.13, as amended. The information will be used for the purpose of administering the Town pre-consultation process on development applications.
- t) Where the applicant requests that the information submitted on this pre-consultation form and associated documents be kept confidential, it is understood; however, that an access request may be filed under the *Municipal Freedom of Information and Protection of Privacy Act*, and information may be subject to release, notwithstanding the request to keep information confidential.

### Staff/Agency Signatures:



Recoverable Signature

X

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Brandon Hassan, MCIP, RPP  
Town of Oakville  
Signed by: Brandon Hassan



OAKVILLE

X *Shiza Mushtaq*

Shiza Mushtaq  
Halton Region

X *Sean Stewart*

Sean Stewart, RPP, MCIP  
Conservation Halton

**Proponent Sign-off (In Lieu of Signatures):**

I acknowledge that the Town will require the provision of the drawings, reports and other requirements indicated in this Pre-Consultation Form, in addition to a completed Application Form, any information or materials required by Statute, the required application fees and a signed copy of this acknowledgement prior to the planning application being deemed complete, pursuant to the *Planning Act* and applicable Town Official Plan policy. These items should be completed in accordance with the direction in this Development Application Pre-Consultation Form, the attached Notes, and the attached Pre-Submission Document Terms of Reference, in order to allow for the full consideration of the planning application. I have read and acknowledge the above Notes. I have authority to bind the Owner.

| Applicant/Agent:                               | Print Name: | Signature: | Date: |
|--|-------------|------------|-------|
| Property Owner:                                |             |            |       |
| Property Owner:                                |             |            |       |
| Agent:<br>(I have authority to bind the owner) |             |            |       |

# **APPENDIX B**

Public Information Meeting Minutes

**Public Information Meeting Summary**  
**Valgo – 1320 Wheat Boom Drive**  
**May 7, 2025**

**Overview**

A Public Information Meeting (PIM) was held virtually via Zoom on May 7<sup>th</sup>, 2025. The meeting was attended by MHBC Planning Staff, Councillor Adams, Councillor Lischyna, Town Planner Brandon Hassan, the Developer, and two members of the public.

The meeting began with MHBC providing a brief presentation detailing the proposed development, application timelines, and next steps for approval. Following the presentation, various questions were asked by both Town Councillors, and the members of the public who were in attendance.

**Summary of Feedback**

The members of the public who were in attendance had comments regarding:

- Building height of the proposed townhouses
- Shadows and privacy impacts
- Traffic, access and parking
- Pedestrian connectivity
- Waste collection
- Snow removal
- Architectural design

**Response to Comments**

- There is a range and mix of building heights in the surrounding area the site-specific provisions on-site allow for a height up to 5-storeys whereas the proposal is 4-storeys.
- A Shadow Study was not required to be submitted by the Town due to the proposed development being 4-storeys in height. The proposal is not anticipated to have any major shadowing impacts on the surrounding properties.
- A Traffic Impact Study was completed through the Subdivision Application process which reviewed transportation network capacity for a higher unit count compared to the current proposal. An updated Traffic Impact Study will be submitted with the applications to account for recent developments that have occurred since the original Study was completed.
- A Parking Plan was prepared through the Subdivision process which indicates that on street-parking is available surrounding the subject site. Minimal loss of on-street parking is anticipated as part of the development (approximately 1-2 spaces).
- The proposed unit tenure is to be determined and is not a land use planning matter.
- The majority of the parking will be underground. The primary function of at-grade parking would be to encompass the visitor parking and barrier-free parking spaces. There are four (4) pedestrian access-points proposed to the underground parking area, as well as two (2) vehicular entrances.

Public Information Meeting Summary  
Valgo – 1320 Wheat Boom Drive  
May 7, 2025

- Waste collection is proposed on-site via moloks, which will be located central to the site to allow for the bins to be properly accessed and services. A pedestrian plan is enclosed with the submission to show walking distances on site.
- There is existing commercial development located southwest of the site, as well as various other nearby commercial uses that can be access by walking, driving, or transit.
- Snow removal has been considered and will be detailed during the subsequent Site Plan Application process.

### Concept Plan Considerations

As a result of feedback and comments received, the following have been updated on the plans:

- The location of the proposed moloks was reviewed to determine optimal placement on-site for resident access. The central location provides the most efficient servicing access for garbage collection vehicles, while providing equal access distance for residents within the proposed three buildings.
- Snow storage was added along the exterior of the subject site adjacent to access points. This will allow the development to operate efficiently for pedestrians and vehicles without impeding access or movement through the site.
- Building A elevations were updated to enhance the visual appearance of the building at the intersection of Wheat Boom and Meadowridge Drive.

# **APPENDIX C**

Draft Official Plan By-law Amendment

**Proposed Official Plan Amendment \_\_\_\_\_**  
**To the Town of Oakville's North Oakville East Secondary Plan**

**Constitutional Statement**

The details of the Amendment, as contained in Part 2 of this text, constitute Amendment Number \_\_\_\_\_ to the North Oakville East Secondary Plan.

**Part 1 – The Preamble**

**1.0 Location:**

The lands affected by this Amendment are located on the south side of Wheat Boom Drive, east of Meadowridge Drive, north of Dundas Street East, known as 1320 Wheat Boom Drive.

**2.0 Purpose and Effect:**

The purpose of this Amendment is to amend the text in the North Oakville East Secondary Plan to allow stacked townhouses as a permitted use.

**3.0 Basis:**

The basis for permitting this Amendment is as follows:

- The addition of stacked townhouses on the lands is consistent with the Provincial Policy Statement;
- The proposed amendment is in keeping with the policies of the Halton Region Official Plan; and,
- The revision will provide high density residential development, contributing to the formation of a complete community, supporting the existing and future transit network in the area.

**Part 2 – The Amendment**

**1.0 Text Changes**

Section 7.6.7.1 b Neighbourhood Centre Area is amended as follows:

***“Permitted Uses, Buildings and Structures***

- *The permitted uses shall be medium density residential, mixed use, and small scale convenience retail, personal service, restaurants and business activity, as well as public and institutional uses including village squares. Business activity may include a range of small scale uses including offices, medical clinics, workshops for artisans and artists' studios.*
- *Permitted uses shall be primarily located in mixed use or medium density residential buildings. Both mixed use and single use buildings shall be permitted and this may include*

*convenience commercial buildings in accordance with the provisions in Subsection c) below.*

- ~~• *Notwithstanding the above, a minimum of one mixed use or non-residential building, in accordance with the provisions in Section 7.6.7.1.c) is required at the intersection of each neighbourhood activity node identified on Figure NOE1.*~~

# **APPENDIX D**

Draft Zoning By-law Amendment

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**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2025-XXX**

A by-law to amend the North Oakville Zoning By-law 2009-189 to permit the use of the lands described as 1320 Wheat Boom Drive, Town of Oakville

**COUNCIL ENACTS AS FOLLOWS:**

1. Part 8, Special Provisions, of By-law 2009-189 is further amended by updating Section 8.98 as follows:

|   |                                 |                 |
|---|---------------------------------|-----------------|
| <b>98</b>   | <b>1320 Wheat Boom Drive</b>    | Parent Zone: NC |
| Map 12(6)   |                                 | (2025-XXX)      |
| <b>8.98.1 Only Permitted Building Type</b>                          |                                 |                 |
| The following Building Types are the only Building Types permitted: |                                 |                 |
| a)  | Mixed use building              |                 |
| b)  | Office building                 |                 |
| c)  | Institutional building          |                 |
| d)  | Commercial building             |                 |
| e)  | Commercial/residential building |                 |
| f)  | Stacked townhouse               |                 |

|   |   |                        |
|---|---|------------------------|
| <b>8.98.2 Zone Provisions</b>   |   |                        |
| The following regulations apply to all lands identified as subject to this Special Provision: |   |                        |
| a)  | Minimum height                                    | 4 storeys and 13 m     |
| b)  | Maximum height                                    | 6 storeys and 20 m     |
| c)  | Minimum height of the first storey                | 2.7 m                  |
| d)  | Permitted Yard Encroachments – Exterior Stairways | 1.8 m (rear/side yard) |
| e)  | Permitted Yard Encroachments – Balconies/Porches  | 2.3 m (all sides)      |

2. This By-law comes into force in accordance with Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2025.

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MAYOR

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CLERK



PLANNING  
URBAN DESIGN  
& LANDSCAPE  
ARCHITECTURE