



TOWNSHIP OF WOOLWICH

Development Services, Box 158, 24 Church Street West, Elmira, Ontario N3B 2Z6

Phone: 519-669-1647 or 1-877-969-0094

Email: planning@woolwich.ca

Webpage: www.woolwich.ca

PROPOSED ZONE CHANGE, OFFICIAL PLAN AMENDMENT AND DRAFT PLAN OF CONDOMINIUM

APPLICANT / LOCATION:

Polocorp Inc.

51 & 55 Hawkesville Road, St. Jacobs

**Your Invitation To Participate in the Zone Change,
Official Plan Amendment and Draft Plan of
Condominium Process
Here is how, when & where**

Why did you receive this notice?

You have received this notice because a property owner near your residence or business has asked the Township to change the zoning and designation on a property as well as develop a plan of Condominium on the lands.

Each time an application is made for any of the above changes the Township follows a specific public notification process. A minimum of 20 days prior to the Public Meeting, everyone within 150 metres of the property or building to be rezoned/ re-designated is notified of the following:

- ◆ Date and time, of a public meeting
- ◆ deadlines for comments
- ◆ site maps
- ◆ details of the application

The rest of this flyer contains all the details about the applications and how you can give your input. If you have any questions about the information contained in this notice, please contact the undersigned at:

519-669-6030 or
1-877-969-0094 (ext. 6030).
Email: sdykstra@woolwich.ca

DATE April 9, 2025


Stephen Dykstra, Senior Planner

The Township of Woolwich has received a Draft Plan of Condominium application and applications to amend (change) the Comprehensive Zoning By-law and Official Plan of the Township of Woolwich. The details of these applications are given on the following pages of this notice.

The **Public Meeting** to discuss these applications will be held on:

Tuesday, May 13, 2025 at 7:00 p.m.

This meeting is required by the Planning Act, 1990. At this meeting, members of Township Council will listen to any comments or presentations in favour of and/or in opposition to the application.

NO DECISION WILL BE MADE AT THIS MEETING. Its purpose is only to receive comments and information from people or agencies who are interested in the Zone Change Official Plan Amendment process.

Please note this will be a hybrid meeting where you may attend virtually via a zoom meeting link or you may attend in person at the Township offices. On the following pages is information on how you can submit comments, view or participate in the meeting. You may also contact Development Services staff by sending an email to planning@woolwich.ca or by phone at 519-669-6040 if you have any questions.



DETAILS OF THE APPLICATIONS

OFFICIAL PLAN AMENDMENT, ZONE CHANGE and DRAFT PLAN OF CONDOMINIUM APPLICATIONS 2025-05

Take Notice that in accordance with the Planning Act, R.S.O., 1990, c.P.13, as amended, the Township of Woolwich has received complete applications for a proposed Official Plan Amendment, Zone Change and a Draft Plan of Condominium for lands owned by Polocorp Inc. and located at 51 & 55 Hawkesville Road, St. Jacobs which are more specifically described below. This notice will summarize the details of these applications and will include a location map, proposed draft plan and zoning layout of the subject lands. Please be advised that Notice of a Complete Application does not indicate whether the municipality is in support of, or in opposition to the proposal. That determination will be made at a later date.

The Township of Woolwich will hold a Public Meeting, under Sections 17, 34 and 51 of the Planning Act, to consider the applications. No decisions will be made at this meeting; its purpose is to provide additional information to the public and agencies and to receive comments and information from them.

Property Description

The subject lands are located south of Hawkesville Road, east of the railway line, west of Chris Court and north of the Conestogo River and are generally located at the northwest corner of St. Jacobs.

The 6.77 hectare (16.72 acre) property is irregularly shaped, with approximately 4.78 hectares (11.81 acres) being developable. The property currently has a multi-tenant storage building, a shed, a barn and a silo on the site. The site generally slopes towards the Conestogo River, with approximately 1/3 of the property being protected for environmental features.

The applicant is proposing a residential neighbourhood with the following:

- Single Detached Dwellings (17 lots)
- Townhouses (55 units)
- Double Stacked Townhouses (34 units)
- Triple Stacked Townhouses (45 units)
- 3 Amenity Areas (3,294 square metres)
- 1 Passive Amenity Area (1.63 hectares) associated with the environmentally sensitive area for the Conestogo River
- Private Stormwater Management Facility
- Private Pumping Station
- Private road system

The property is designated within the Township Official Plan in Section 7.28 with a portion of the lands within the Settlement Boundary of St. Jacobs and designated Residential and Ancillary, Natural Hazards and Environmental Protection. The other portion of the lands are not within the Settlement Boundary of St. Jacobs and are designated Prime Agricultural Area. It is noted that the lands that are not located within the Settlement Boundary are located within the future Settlement Boundary lands as approved through ROPA 6.

The property is zoned Agricultural (A), which permits agricultural uses as well as a single detached dwelling and some additional ancillary uses. There are also environmental overlays including that the lands are within the Hazard Lands – Regulatory Buffer Area (RBA), Environmental Features (EF), Floodplain (F) and Slope Erosion (SE). The applicant is proposing to amend the Zoning By-law and rezone the lands to a Residential R-7 zone. The R-7 zone would include additional provisions that allow for R-5 zone regulations to permit the single detached dwellings.

The application is proposed to be implemented through a Plan of Condominium. This means that the road network and the utilities would be privately owned.

The applicant has submitted the following documents / studies in support of this application:

- Planning Justification Report, prepared by UP Consulting including:
 - Affordable Housing Report, Public Consultation Strategy, Urban Design Brief, Land Use Compatibility Assessment, Density Calculations and Sustainable Design / Green Building Report.
- Draft Official Plan Amendment Text and Schedules, prepared by UP Consulting,
- Draft Zoning By-law Amendment Text and Schedules, prepared by UP Consulting,
- Legal Planning Opinion Letter, prepared by Miller Thomson,
- Conceptual Site Plan, prepared by Polocorp Inc.,
- Draft Plan of Condominium, prepared by JD Barnes,
- Boundary Survey and data file, prepared by JD Barnes,
- Stage 1-2 Archaeological Assessment, prepared by AMICK,
- Environmental Impact Study, prepared by Dougan & Associates,
- Parks and Landscape Plans, prepared by Dougan & Associates,
- Arborist Report and Tree Preservation Plan, prepared by Dougan & Associates,
- Functional Servicing and Stormwater Management Report, prepared by GEI Consultants,
- Geotechnical Report, prepared by GEI Consultants,
- Hydrogeological Study, prepared by GEI Consultants,
- Salt Management Plan, prepared by GEI Consultants,
- Slope Stability Report, prepared by GEI Consultants,
- Engineering Drawing Set, prepared by GEI Consultants,
- Duration of Groundwater Monitoring letter, prepared by GEI Consultants,
- Noise and Vibration Feasibility Study with Signed Affidavit (Appendix D), prepared by HGC,
- Transportation Impact Study, prepared by Paradigm Transportation Solutions Limited,
- Fiscal Impact Assessment, prepared by Urban Metrics,
- Phase 1 Environmental Site Assessment, prepared by Premier Environmental Services, and,
- Comments Response Matrix to Pre-consultation Comments.

MORE INFORMATION: Should you require a copy of this Notice in an alternative text please contact our office.

Additional information as noted above can be viewed by contacting Planning staff to **schedule an appointment** to view the documents at the Township Administration building located at 24 Church Street West, Elmira weekdays between 8:30 am and 4:30 pm. To schedule an appointment please call 519-669-6040 or email planning@woolwich.ca

View / print the information from the Township EngageWR page – engagewr.ca / Polocorp Inc. - 51 & 55 Hawkesville Road

SUBMITTING COMMENTS AND REQUESTING NOTIFICATION: You can express your concerns/ comments about the proposed changes in writing to the Township of Woolwich. Any comments received on or before **Thursday May 1, 2025** (Note that this date is before the public meeting) will be included in a report prepared by Development Services and presented at the Public Meeting. Any comments received after the Public Meeting, but prior to Council making a decision on the applications, will be considered.

The personal information accompanying your submission is being collected under the authority of the Planning Act and may form part of the public record which may be released to the public. This information is collected and maintained for the purpose of creating a record that is available to the general public at the Committee of the Whole and Council meetings. Please note that while the Committee of the Whole and Council may redact some personal information such as email addresses and phone numbers, your submissions will otherwise be made public in their entirety. Questions about this collection should be directed to the Records and Freedom of Information Officer at 519-669-1647 or 1-877-969-0094 ext. 6005.

If you wish to submit comments or be notified of future meetings and reports regarding these applications, please:

- submit a written request, noting that you wish to be kept informed, to the Township of Woolwich, Development Services, 24 Church Street West, Box 158, Elmira, Ontario N3B 2Z6, or
- email your request noting that you wish to be kept informed to planning@woolwich.ca

HOW TO PARTICIPATE: You can view or participate in the Public Meeting as follows:

VIEW the Public Meeting / Council meeting livestream on the Woolwich Township Youtube channel at the following link - [@woolwichtownship9588](https://www.youtube.com/@woolwichtownship9588) ;

PARTICIPATE in the Public Meeting by **REGISTERING** with the Committee Clerk on or before 1:00 pm on Tuesday May 6, 2025. To register please:

- email councilmeetings@woolwich.ca or phone 519-669-6004; or
- visit www.woolwich.ca/learn-about/council-meetings for more information on “Attend a Council Meeting” in person, speaking before Council and to register through the online delegation request form.

When registering you must provide your name, phone number, email and the application number you would like to comment on. Once you are registered the Committee Clerk will forward information on how to connect to the Zoom meeting (i.e. zoom Wi-Fi login or conference call number).

If you are concerned that you do not have access to phone or internet or are otherwise concerned about the reliability of your signal please ensure that you submit written comments, see instructions below. Written comments do not negate your opportunity to also speak at the Public Meeting but do ensure your voice is heard should your electronic connection to the meeting not work.

WHY REGISTER: By registering, staff can ensure that you are permitted access to the virtual meeting, we know which application you are commenting on and, can call on you at the appropriate time to comment if you wish to do so.

HIGHLIGHTS OF THE PROCESS

What is a Zone Change / Official Plan?

Each property in the Township is zoned and designated for a type of land use. Industrial or residential, are examples of land use. If the property owner wants to change the approved land use, they must apply to the Township to have the property rezoned and re-designated. The Township then begins the Zone Change and Official Plan Amendment process which is required by law under the Planning Act, 1990.

COMMITTEE OF THE WHOLE: After receiving and reviewing comments staff will prepare a report and recommendation for the Committee of the Whole. Committee of the Whole consists of all members of Council who sit as a Committee to hear various applications. The Committee makes a recommendation to Council which could include approving, refusing, amending or deferring the applications.

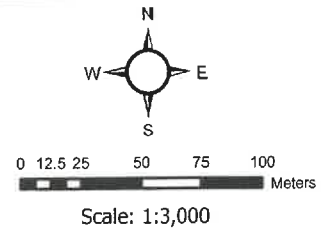
COUNCIL: Council can then approve, refuse, amend or defer the applications. If the applications are approved then Council passes the respective By-laws.

NOTICE OF PASSING: When a By-law has been passed by Council a Notice of Passing is mailed, within 15 days, to all property owners previously circulated and those requesting notification.

APPEAL RIGHTS: TAKE NOTICE that if a specified person or public body (as defined in the Planning Act), or the registered owner of land to which the by-law would apply, would otherwise have an ability to appeal the decision of the Council of the Township of Woolwich to the Ontario Land Tribunal but if the specified person, public body, or registered owner does not make oral submissions at a public meeting or make written submissions to the Township of Woolwich before the by-law is passed the specified person, public body, or registered owner is not entitled to appeal the decision. In other words, if an eligible specified person, public body, or landowner does not make an oral or written submission to Council before the by-law is passed, then they are ineligible to appeal the decision.

AND TAKE NOTICE that if a person or public body does not make oral submissions at the public meeting or make written submissions to the Township of Woolwich before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

MAP 3- Aerial Photo
File Number: 2025/05
**File Type: Zone Change, Official Plan Amendment &
Condominium Plan**
Location: 51 & 55 Hawkesville Road



2025-03-25

