



Town of Saugeen Shores  
600 Tomlinson Drive, P.O. Box 820  
Port Elgin, ON N0H 2C0

March 20, 2026

County of Bruce  
Planning & Development Department  
1243 MacKenzie Road  
Port Elgin, ON N0H 2C6  
SENT VIA E-MAIL: [bcplpe@brucecounty.on.ca](mailto:bcplpe@brucecounty.on.ca)

ATTENTION: Julie Steeper, Intermediate Planner

Dear Julie,

RE: Updated Comments – Zoning By-law Amendment File Z-2025-052 (Hill)  
576 GUSTAVUS ST - PLAN 11 BLK 27 LOT 4 (Port Elgin Town)  
Town of Saugeen Shores, Roll Number 411046000423400

The Town of Saugeen Shores provided comments on this application on January 29, 2026, recommending that parking spaces 3, 4, 5 & 6 at the rear of the property be revised to align with the Zoning By-law, or removed, as they are not required to meet the minimum parking regulations for the property. A Revised Site Plan has subsequently been prepared, and the rear parking spaces have been removed.

With the removal of the rear parking spaces, the prior Town comments related to proposed parking spaces 3, 4, 5 & 6 as shown on the original Site Plan are no longer relevant. The Revised Site Plan is acceptable to staff. The Town comments related to the Proposed Residential Uses and the parking spaces along Gustavus Street remain unchanged.

Thank you for the opportunity to provide updated comments.

Sincerely,



Candace Hamm  
Development Services Officer

ch/

cc: Anthony Hill, Owner (via e-mail)  
Ron Davidson, Land Use Planning Consultant Inc. (via e-mail)



January 29, 2026

County of Bruce  
Planning & Development Department  
1243 MacKenzie Road  
Port Elgin, ON N0H 2C6  
SENT VIA E-MAIL: [bcplpe@brucecounty.on.ca](mailto:bcplpe@brucecounty.on.ca)

ATTENTION: Julie Steeper, Intermediate Planner

Dear Julie,

RE: Request for Agency Comments – Zoning By-law Amendment File Z-2025-052  
576 GUSTAVUS ST - PLAN 11 BLK 27 LOT 4 (Port Elgin Town)  
Town of Saugeen Shores, Roll Number 411046000423400

A Request for Agency Comments has been circulated to the Town for the above-noted application. The purpose of the application is to permit the exiting residential uses. If approved, the application would permit two residential units without a principal commercial use on the subject lands. It is the understanding of Town staff that no new development is proposed. The following comments are offered:

#### Proposed Residential Uses

- The conversion of the building into two (2) units was not constructed under a building permit, and this must be corrected in accordance with Building Code requirements.
- The Planning Justification Report recommends the draft By-law allow for residential uses in accordance with Residential First Density (R1) Zone Provisions, including Additional Residential Units (ARU) in accordance with Section 3.37 of the Town's Zoning By-law. Staff do not have concerns with this recommendation but note that the R1 and ARU provisions will allow for two (2) more residential units to be permitted on the lot, for a total of up to four (4) residential units.

#### Parking

- The Revised Planning Justification Report refers to two (2) parking spaces provided in the driveway located along the Gustavus Street side of the property, but also indicates that a third space is provided within the portion of the driveway that exists within the road allowance.



- The Parking Regulations of the Town's By-law [Section 3.24.7 a)] indicate, in part, that parking spaces shall not be provided on Town-owned land or road allowance, unless they are parking spaces provided by the Town.
- Parking spaces within the road allowance portion of a driveway cannot be included in parking calculations to meet the minimum parking requirements of the Zoning By-law.
- Relief from Zoning By-law 75-2006 is being requested to allow for parking spaces 3, 4, 5 & 6 as shown on the Site Plan.
  - The existing building has been converted into two (2) units. If the conversion is recognized through the adoption of a By-law, two (2) parking spaces will be required (one per unit) to meet the minimum parking requirements of the Zoning By-law. Six (6) parking spaces are proposed.
  - The Parking Regulations of the Town's By-law require the following:
    - Parking areas, other than driveways, are not to be closer than 3.0 m to any street line [Section 3.24.7 c)].
    - Maximum driveway width in the Commercial Core (CC) zone is 10.0 m [Section 3.24.7 c)].
    - Parking areas and associated driveway systems servicing any use other than detached dwellings and semi-detached dwellings shall be designed in such a manner that any vehicle entering or leaving a street need not travel in a backwards motion [Section 3.24.7 g)].
  - In addition to the requirements of the Zoning By-law, Town staff have operational concerns with the location of parking spaces 3, 4, 5 & 6.
  - Staff are not in support of the requested relief to allow parking spaces 3, 4, 5 & 6 at the location shown on the Site Plan.
  - Staff are not opposed to a parking area that is accessed from the rear of the subject property, provided it is designed and constructed in accordance with the parking regulations of the Zoning By-law.
  - Alternatively, the parking spaces at the rear of the property could be removed, as they are not required to meet the minimum parking requirements.
  - The Application and Planning Justification Report state that 2429414 Ontario Inc. c/o Anthony Hill purchased the subject property in June 2024, and that the existing building on the site was occupied by two (2) residential dwelling units. Information on whether parking spaces 3, 4, 5 & 6 were also existing at the time of purchase was not included in the materials circulated to the Town. The County may wish to have the Applicant confirm. Regardless of when the parking spaces were established, it remains the opinion of Town staff that parking spaces 3, 4, 5 & 6 should be revised to align with the Zoning By-law or removed.



### Lot Grading and Drainage

- A basic grading plan will be required to be submitted by the Applicant and approved by the Town associated with the rear parking area.
- Stormwater runoff is expected to be maintained within the site, as the lane at the rear has inadequate drainage.

Thank you for the opportunity to provide comments. Please do not hesitate to contact me, should questions arise. Please ensure the Owner and Agent receive a copy of the Town comments.

Sincerely,



Candace Hamm  
Development Services Officer

ch/