

Date: 15 May 2026  
 Project No: 24086

Town of Niagara-on-the-Lake  
 Planning and Building Services  
 1593 Four Mile Creek Road, P.O.Box 100  
 Virgil, ON, L0S 1T0

Attn: Mr. Connor MacIsaac

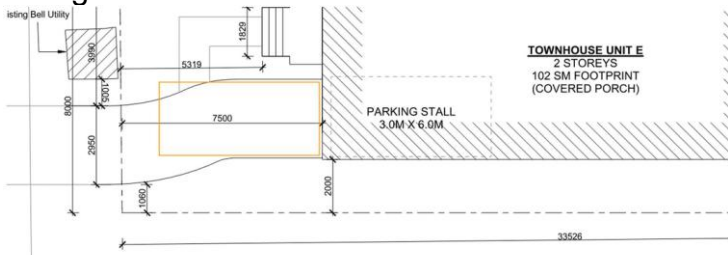
**Re: Responses to the Open House Comments for 1317 York Road, Niagara-on-the-Lake - Proposed 5 Townhouses and 1 Single-Detached Dwelling.**

Dear Connor,

We acknowledge receiving the open house comments from the public on May 14, 2026. Please accept the responses to the public comments and reference that address the comments.

Comment	Response / Action Drawing Reference
<b>Appendix 1 – Summary of Staff Comments</b>	
<b>1. Building</b>	
a) No further comments.	Noted.
<b>2. Fire and Emergency</b>	
a) No further comments.	Noted.
<b>3. Heritage</b>	
a) No further comments	Noted.
<b>4. Public Works and Infrastructure</b>	
a) Updated Site Plan and Site Servicing Plan is requested showing that the proposed driveway aprons at the street are not to encroach within the frontage of neighboring properties, that barrier curb is to be installed and minimum separation maintained between the separate driveway accesses, and that the minimum 8 metre setback from the corner property line to the proposed driveway for Townhouse A (Unit 1) is being maintained.  b) See detailed comments in the attached public works and infrastructure comment letter.	a) Updated. Please see site plan dated 15MAY2026.  c) Noted.



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<b>5. Urban Forestry</b>	
<p>a) Note for future consideration: During the subdivision stage, the Tree Protection Plan will need to be updated to include appraisals of all Town owned trees that are proposed for removal. Details of requirements will be discussed at pre-consultation meeting.</p>	<p>Noted. To be addressed at the time of draft plan of subdivision.</p>
<b>6. Planning</b>	
<p>General</p> <ul style="list-style-type: none"> <li>• A pre-consultation meeting is recommended to discuss the Draft Plan of Subdivision submission requirements.</li> </ul> <p>Site Plan, Elevation Drawings and Site Plan, Elevation Drawings and Floor Plans – April 16, 2026.</p> <ul style="list-style-type: none"> <li>• Size and location of the two (2) required parking stall for each unit still have not been identified on the Site Plan.</li> </ul> <p>o Only the parking stall within the garages has been identified.</p> <p>o The size and location of one (1) additional parking stall must be identified for each unit.</p> <p>o Parking areas must be the minimum parking dimension for a required surface parking space shall be 2.75 m (9.0 ft) x 6.0 m (19.69 ft). It appears that Unit E cannot accommodate the required parking stall within the current driveway configuration.</p>  <p>o Parking areas must be setback a minimum of 1-meter from interior property lines and a minimum of 2 meters from exterior lot lines.</p>	<p>Updated. Please see site plan dated May2026.</p>



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<b>8.Enbridge</b>	
a) Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions.	Noted.
<b>9.District School Board of Niagara</b>	
a) No further comments.	Noted.
<b>10.Niagara Escarpment Commission (NEC)</b>	
a) NEC staff's September 10, 2025 comments have been sufficiently addressed. We have no further comments.	Noted.
<b>11. Niagara Region</b>	
Staff offer no planning comments on the application under the Planning Services Agreement (PSA) between the Region and the Town. Comments pertaining to Regional infrastructure and waste collection are Regional requirements to be addressed in accordance with the Memorandum of Understanding (MOU) for Engineering Review between the Region and the Town.	Noted.
<p><b>Regional Road Allowance</b></p> <p>The subject property has frontage along Regional Road 81 (York Road). The applicant is to be aware of the following Regional property requirements:</p> <ul style="list-style-type: none"> <li>• A road widening of approximately 3.04 m on the west side of York Road and 2.28 m on the east side of York Road (to be confirmed by field survey) is required to achieve the designated road allowance of 13.1 metres (measured from the legal centreline).</li> <li>• A daylighting triangle of 6 metres by 6 metres is required at the corner of York Road and Tanbank Road to maintain sightlines. Property conveyances will be requested as a condition of approval at the time of future Draft Plan of Subdivision.</li> </ul> <p>The required conveyances are to be shown on all future site/engineering plans prepared for this development. prepared for this development</p>	Indicated in draft subdivision plan prepared by OLS.



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<p><b>Road Use Permits</b></p> <p>The Conceptual Site Servicing Plan, prepared by Quartek (dated April 15, 2026) is showing the closing of the existing driveway and a new driveway, new sanitary sewer lateral and water service to Unit 6 (single-detached dwelling fronting onto York Road). Engineering staff has reviewed the plans and provide the following comments:</p> <ul style="list-style-type: none"><li>• A portion of York Road that is impacted by this property is currently a “No Dig” area until a Stage 3 Archaeological Assessment (at minimum) has been completed and receives Ministry of Citizenship and Multiculturalism review and acknowledgement.</li><li>• Regional staff require the storm lateral to connect straight out from the property and, if necessary, continue along the boulevard to the existing catch basin, provided the work occurs before the planned Regional road reconstruction in 2029–2030. Please note that this timeline may change based on budget constraints, road priorities, and completion of the archaeological work.</li></ul> <p>If the storm lateral installation can be coordinated with the Regional road reconstruction instead, Town staff should contact the Region’s project manager to arrange for its inclusion in the project. For more details on the project, please see webpage: <a href="https://www.niagararegion.ca/projects/regional-road-81-and-100-reconstruction/default.aspx">https://www.niagararegion.ca/projects/regional-road-81-and-100-reconstruction/default.aspx</a></p> <ul style="list-style-type: none"><li>• No storm sewer connections on York Road can be constructed until a Stage 3 Archaeological Assessment (at minimum) has been completed and receives Ministry of Citizenship and Multiculturalism review and acknowledgement.</li></ul> <p>Restorations in the Regional right-of-way need to include a note to be in accordance with the Regional standards: <a href="https://www.niagararegion.ca/living/roads/permits/construction-encroachment-specifications.aspx">https://www.niagararegion.ca/living/roads/permits/construction-encroachment-specifications.aspx</a></p>	<p>Noted.</p>



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<p>These updates can be made at the time of future Draft Plan of Subdivision application. The applicant is responsible for obtaining any applicable Regional road use permits:</p> <ul style="list-style-type: none"> <li>• Construction encroachment permit is required for any construction work to be completed on or below the Regional road allowance.</li> <li>• Entrance permit is required for any private road entranceway, driveway, gate or facility constructed as a means of access to a Regional road.</li> <li>• Sign permit is required for placing any sign, notice or advertisement within 20 metres of the centreline of a Regional road.</li> <li>• Road occupancy permit is required for any item that will be installed and remain on a Regional road allowance for a period of time. Permit applications can be made through the following</li> </ul>	<p>Noted.</p>
<p><b>Protection of Survey Evidence</b> Survey evidence adjacent to Regional road allowances is not to be damaged or removed during the development of the property.</p> <p>As a condition of Draft Plan of Subdivision approval, a clause is to be included in the draft plan agreement requiring the applicant to obtain a certificate from an Ontario Land Surveyor stating that all existing and new evidence is in place at the completion of said development.</p>	<p>Noted. At the time of draft plan of subdivision.</p>
<p><b>Regional Cycling Network</b></p> <p>The subject property has frontage on a roadway identified as part of the Regional Cycling Network. If the cycling route is currently not established and identified with signage, it is the intent of the Region to make provisions for doing so when an appropriate opportunity arises. Please be aware that the addition or upgrade of cycling facilities may require other changes to the road cross-section.</p>	<p>Noted.</p>
<p><b>Regional Infrastructure</b></p> <p>There is a 400 mm diameter Regional Watermain on York Road at the subject property. Regional infrastructure is not to be damaged or disturbed by any future construction works for the proposed development. Please be aware that the Regional</p>	<p>Noted.</p>



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<p>watermain is currently being reconstructed. Additional information is available on the project webpage: <a href="https://www.niagararegion.ca/projects/york-road-watermain-replacement/default.aspx">https://www.niagararegion.ca/projects/york-road-watermain-replacement/default.aspx</a></p> <p>Connections to the Regional main are not permitted given local servicing is available. It is understood that servicing laterals for the proposed single detached dwelling fronting onto York Road will need to cross the Regional watermain to connect to the municipal watermain and sanitary sewer.</p> <p>Staff has reviewed the submitted conceptual Site Servicing drawings, prepared by Quartek (dated April 15, 2026) and are satisfied with the drawings and added notes that the Contractor will be required to contact the Niagara Region Operations and Maintenance Managers for Area 3 at (905) - 295-4831 (Niagara Falls Water Treatment) a minimum of three business days prior to construction.</p>	
<p><b>Waste Collection</b> Niagara Region provides curbside waste collection services for developments that satisfy its Procedure for Requirements for Waste Collection.</p> <p>The proposed development may be eligible to receive regional collection provided that the owners/tenants bring the waste to the curbside on their designated pick-up day, and that the following limits are not exceeded: Low Density Residential</p> <ul style="list-style-type: none"><li>• Green – no limit (collected weekly)</li><li>• Waste – 2 bags/cans per unit (collected bi-weekly)</li></ul> <p>Circular Materials Ontario is responsible for the delivery of residential blue and grey box recycling collection services, and related information can be found at the following link: <a href="https://www.circularmaterials.ca/resident-communities/niagara-region/">https://www.circularmaterials.ca/resident-communities/niagara-region/</a></p>	Noted.
<p><b>Conclusion</b> From a Provincial and Regional policy standpoint, it is the responsibility of Town staff to evaluate whether the proposed OPA and ZBA is consistent</p>	Noted.



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<p>with the Provincial Planning Statement and conforms to the Niagara Official Plan. Staff note these applications do not impact any matters governed under the PSA between the Region and Town.</p> <p>As part of a future Draft Plan of Subdivision application, as detailed above, Regional staff will review and comment on the required road widening allowance and daylight triangle, engineering plans in relation to servicing works and restoration on York Road, a detailed servicing plan, and waste collection.</p> <p>Should you have any questions regarding the above comments, please contact the undersigned at Katie.Young@niagararegion.ca. Please send notice of Council's decision on the applications when available.</p>	
<b>12. Niagara Peninsula Conservation Authority (NPCA)</b>	
<p>a) There are no NPCA-regulated features located on, or nearby by to this address at this time. As such, the NPCA offers No Objections to proposed development.</p>	<p>Noted.</p>
<b>13. Bell Canada</b>	
<p>a) No comments at this time.</p>	<p>Noted.</p>
<b>16. Public Works and Infrastructure Services.</b>	
<p><b><u>SITE SERVICING</u></b></p> <p>See previous comment letter dated April 2, 2026. Staff have no further comments to provide for the current applications.</p>	<p>Noted.</p>
<p><b><u>WATER</u></b></p> <p>See previous comment letter dated April 2, 2026. Staff acknowledge that a hydrant flow test has been completed recently in support of the proposed development and the results and analysis have been incorporated in the updated</p>	<p>Noted.</p>



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<p>Functional Servicing Report prepared by Quartek (revised April 2026). Staff have no further comments to provide for the current applications.</p>	
<p><b><u>SANITARY</u></b></p> <p>See previous comment letter dated April 2, 2026. Staff have no further comments to provide for the current applications.</p>	Noted.
<p><b><u>LOT GRADING &amp; STORMWATER MANAGEMENT</u></b></p> <p>Staff acknowledge that the proposed storm service connection to York Road has been revised to include the CBMH at the property line discharging to a new storm manhole within the Regional boulevard, which will connect to the existing roadside catch basin on the south side of York Road via a 300 mm storm sewer lead. Niagara Region staff will need to confirm any additional comments or requirements related to the proposed infrastructure within the Regional road allowance.</p> <p>The proposed storm sewer connection is intended as an interim servicing solution until the Region reconstructs this section of York Road, at which time a permanent connection to the future Regional storm sewer system will be completed.</p> <p>The Town is expected to assume ownership of the storm servicing infrastructure located within the Regional road allowance between the property line and the existing roadside catch basin. As previously noted, the Town does not require the conveyance of an easement for the stormwater infrastructure located on private property, as it will not be responsible for its future maintenance. The proposed individual water and sanitary services for the single detached dwelling on York Road will cross the proposed storm sewer connection. Future Site Servicing Plans must include cross-sections demonstrating that no servicing conflicts exist at these crossings.</p>	Noted.



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<p>Please note that the individual water and sanitary service for the single detached dwelling proposed along York Road are required to cross the proposed storm sewer connection for the site. The future Site Servicing Plans submitted for the development will need to include cross sections confirming that there are no conflicts with the proposed service connection crossings.</p>	
<p><b><u>MUNICIPAL RIGHT-OF-WAY</u></b></p> <p><b><u>Road Widening and Daylighting Triangle</u></b></p> <p>See previous comment letter dated April 2, 2026. Staff have no further comments to provide for the current applications.</p>	<p>Noted.</p>
<p><b><u>Entrances</u></b></p> <p>Town Policy requires that all driveway accesses maintain a minimum setback of 8 metres from a corner property line which is measured from the exterior lot line to the closest point of the entranceway or curb cut. The individual driveway accesses are also required to maintain a minimum 1 metre setback from adjacent property lines.</p> <p>Staff acknowledge that the 8-metre setback required from the corner property line is shown as being maintained when measured from the closest edge of driveway for Townhouse Unit A (Unit 1).</p> <p>However, the updated Site Plan drawing still indicates that the driveway aprons are proposed to flare out at the road a significant width beyond the actual driveway widths. This results in the necessary setback not being maintained from the corner property line when measured from the curb cut at the road. The Site Plan drawing will need to be updated to address the proposed driveway aprons and ensure that the driveway for Townhouse A (Unit 1) is not shown as encroaching within the necessary setback.</p> <p>Staff acknowledge that the Site Servicing Plan has</p>	<p>Updated. Please see site plan dated May2026.</p>



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<p>been updated to reflect the appropriate individual driveway curb depressions for the proposed Townhouse Units, with barrier curb to be maintained between the properties, however, the updated Site Plan drawing is still showing the driveway aprons as extending beyond the limits of the driveways and will need to be updated to match the conditions being shown on the current Site Servicing Plan.</p>	
<p><b><u>Utilities</u></b></p> <p>Staff acknowledge that the plans have been updated to show a reconfigured driveway layout for Townhouse Unit E, which provides separation from the existing Bell Utility. Any additional comments or requirements regarding potential impacts to the existing utilities are to be confirmed with the respective utility company.</p>	Noted.
<p><b><u>Sidewalks</u></b></p> <p>See previous comment letter dated April 2, 2026. Staff have no further comments to provide for the current applications.</p>	Noted.
<p><b><u>CONCLUSION</u></b></p> <p>Public Works &amp; Infrastructure Services staff have reviewed the updated materials submitted in support of the Official Plan and Zoning By-law Amendment application for lands municipally known as 1317 York Road and offer no objection to the current applications, subject to the following items being addressed:</p> <ul style="list-style-type: none"><li>• Updated Site Plan showing that the proposed driveway aprons at the street are not to encroach within the frontage of neighboring properties and that the proposed curb depressions are to match the limits being indicated on the updated Site Servicing Plan.</li></ul> <p>It is understood that site servicing installations required along York Road are not permitted to take</p>	Noted.



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<p>place until the no-dig restriction currently imposed on this section of York Road is lifted. Information and details regarding the on-going Archaeological Assessment and lifting of the no-dig restriction will need to be determined through the Niagara Region.</p> <p>The above analysis does not prevent this Department, or an engineering peer reviewer acting on its behalf, from providing additional comments or requirements during future reviews of submitted plans, reports, and supporting documents for the current application or any future required application.</p>	

If you have any questions or comments, please contact me directly.

Thank you,

Zamima Khan  
Intern Urban Planner

cc. Matthew Trendota – Architect – Quartek Group