

2nd Submission Comment Summary - D14-MCC - 4539 Victoria Rd S

Consultant	Comments
NPG Planning	See attached letter
GRCA	See attached letter
Source Water	See attached letter
NRSI	See attached letter



January 27, 2026

Monika Farncombe
7404 Wellington Road 34,
Puslinch, Ontario

Dear Monika Farncombe,

RE: **NPG Comments**
4539 Victoria Road South
RE: Application for Zoning By-law Amendment - Determination if Required
Information and Materials Have Been Provided

NPG Planning Solutions Inc. (NPG) has been retained to provide comments on whether required information and materials have been provided regarding a Zoning By-law Amendment Application on lands municipally known as 4539 Victoria Road South ("Subject Lands"). Preliminary technical comments have also been provided.

The applicant is proposing to permit an existing outdoor storage area of 0.46 hectares for recreational vehicles, shipping containers, portable sheds and other items on the Subject Lands. The Subject Lands currently contain a single detached dwelling, a detached garage and the existing outdoor storage area. In addition, a portion of the lands are presently used for agricultural purposes. The Subject Lands have a frontage of 349.6 meters along Victoria Road South and are 49.7 hectares in size. Surrounding uses consist of natural features to the east, natural features and residential uses to the south, residential uses to the west and agricultural uses to the north.

A large portion of the Subject Lands is located within the Grand River Conservation Authority (GRCA) regulation limit. In detail, a large portion of the rear yard contains wetlands (including provincially significant wetlands), woodlands, a regulated watercourse and associated floodplains. In addition, there appears to be a wetland located in the southwest corner of the Subject Lands (which is also within the GRCA regulation limit) near the proposed outdoor storage use.

This is the second submission for a Zoning By-law Amendment application. As part of this submission, NPG has reviewed the following documents:

- Draft Zoning By-law Amendment and Schedule A;



NPG Planning Solutions
Niagara Falls | Hamilton | Toronto | Kingston
npgsolutions.ca

☎ (905) 321 6743
✉ info@npgsolutions.ca

- Image demonstrating the Subject Lands on the Wellington County Mapping website;
- Site Plan prepared by Riepman Consultants Inc., dated November 2025;
- Planning Justification Report prepared by Riepman Consultants Inc., dated January 2026;
- Response Matrix prepared by Riepman Consultants Inc., dated November 15, 2025; and
- Zoning Matrix 4539 Victoria Road South Outdoor Storage Area.

Comments

1. Determination of Completeness:

- a. We have no issues with the Township deeming Zoning By-law Application complete from a planning's perspective, provided that there is no objection from other commenting parties.

2. Additional Requirements:

- a. An updated Site Plan with the below matters addressed;
- b. An updated draft Zoning By-law with the below matters addressed;
- c. An updated Planning Justification Report with the matters outlined below addressed; and
- d. Legal Description including Property Index Map and Parcel Registers (including all PIN Printouts and Legal Instruments).

3. Technical Comments:

- a. With respect to the Site Plan, we offer the following comments:
 - i. The minimum setbacks between the proposed outdoor storage area and the Natural Environment (NE) zone, and the northerly interior lot line should be shown on the Site Plan;
 - ii. A label should be added to the Site Plan identifying that the surface of the outdoor storage area is gravel;
 - iii. More information related to the farm stand is required, including photographs of the structure, size and setbacks from property lines should be provided;
 - iv. The area and location of the shipping containers should be shown on the site plan to demonstrate compliance with Section 4.24;
 - v. The width of the existing driveway(s) should be included on the Site Plan; and

- vi. The Applicant indicated in the Response Matrix (Nov 15, 2025) that the limit of the area to be rezoned is also the trees' dripline. We understand that the Township's ecologist had previously asked for an ecologist or similar qualified biologist to delineate on a concept plan the woodland dripline where it exists and any natural heritage features/constraints in relation to the proposed storage area. The Site Plan should be updated to show the extent of any woodland and natural heritage features identified on the Subject Lands, especially those that are in proximity to the outdoor storage area.
- b. With respect to the Planning Justification Report, we offer the following comments:
 - i. Appendices 1 and 3 of the Planning Justification report provide an aerial image of a property municipally known as 4995 Wellington 125. Section 7.4 of the report still incorrectly identifies the Subject Lands' zoning. The PJR should be revised accordingly.
 - ii. The draft zoning by-law includes a site-specific provision seeking relief from section 4.22 iii of the Puslinch Zoning By-law. The PJR should include justification as to why this relief is appropriate.
 - c. With respect to the zoning matrix, we offer the following comments:
 - i. The size of the existing dwelling should be provided to determine the requirement for provisions 4.22 iii;
 - ii. The Response Matrix indicated that up to two (2) shipping containers to store the owner's equipment. Section 4.24 of the Puslinch Zoning By-law permits shipping containers as accessory structures for storage purposes in the Agricultural (A) Zone, subject to zoning provisions under Section 4.24.2. The zoning matrix should be revised to include provisions 4.24.2 of the Puslinch Zoning By-law; and
 - iii. The applicant should clarify if the farm stand meets the definition of accessory building or structure under the Puslinch Zoning By-law and be subject to Section 4.4 of the by-law. If so, this section should be included in the zoning matrix.
 - d. With respect to the draft Zoning By-law, we offer the following comments:

- i. As the Applicant indicated in the Response Matrix (Nov 15, 2025) that the limit of the area to be rezoned is also the trees' dripline, we will consult with the Township's ecologist to determine if the extent of the outdoor storage area as proposed is appropriate, whether the woodlands need to be rezoned and whether any additional zoning regulations for the outdoor storage area are necessary.
 - ii. With respect to provision 4.22 iii), the draft by-law should seek to permit a site-specific maximum outdoor storage area of 4,620 m² instead. Staff does not support an amendment to remove this provision altogether.
- e. The following information is available to assist with a submission:
- i. Site Plan and Drawing Requirements - https://puslinch.ca/wp-content/uploads/2020/09/Site-Plan-and-Drawing_Guidelines.pdf
 - ii. Municipal Development Standards - https://puslinch.ca/wp-content/uploads/2022/07/117006-3-Puslinch-Standards_FINAL-September-2019.pdf
 - iii. Puslinch Design Guidelines - <https://puslinch.ca/wp-content/uploads/2022/07/Puslinch-Design-Guidelines-Feb-2010.pdf>

Sincerely,



Jeremy Tran, MCIP, RPP
Manager, Urban Design & Development Planning
NPG Planning Solutions Inc.
Jtran@npgsolutions.ca



January 29, 2026

Via email

D14-MCC

Monika Farncombe
Planning and Corporate Services Coordinator
7404 Wellington Road 34
Township of Puslinch, ON N0B 2J0

Dear Monika Farncombe,

Re: Zoning By-law Amendment Application
D14-MCC
4539 Victoria Road South, Puslinch

Grand River Conservation Authority (GRCA) staff has reviewed the materials submitted in support of the second submission for Zoning By-law Amendment (ZBA) application D14-MCC located at 4539 Victoria Road South, within the Township of Puslinch.

Recommendation

GRCA staff have no objection to the approval of the above noted application.

Documents Reviewed by Staff

GRCA staff have reviewed the following documents submitted with this application:

- Comment Matrix prepared by Riepma Consultants Inc. (dated November 15, 2025).
- Site Plan prepared by Riepma Consultants Inc. (dated November 2025).

GRCA Comments

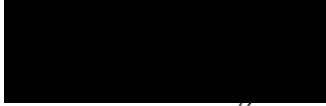
GRCA staff have reviewed the second submission for the above-noted application and have the following comments:

1. GRCA's previous comments, dated October 31, 2026, have been addressed satisfactorily, and we have no objection to the approval of the application.
2. According to the site plan the proposed ZBA will be located outside of the GRCA's regulated area.
3. Should the proposal change so that development activity is proposed within the GRCA's regulated area please contact GRCA staff. Any future development activity within the GRCA regulated area will require the prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 41/24.

Consistent with GRCA's 2023-2025 approved fee schedule, this application is considered a minor Zoning Bylaw Amendment and the applicant will be invoiced in the amount of \$465 for the GRCA's review of this application.

Should you have any questions, please contact Brandon Henderson at Bhenderson@grandriver.ca or 519-621-2763 ext. 2327.

Sincerely,



Chris Foster-Pengelly, M.Sc.
Supervisor of Resource Planning and Regulation Services
Grand River Conservation Authority

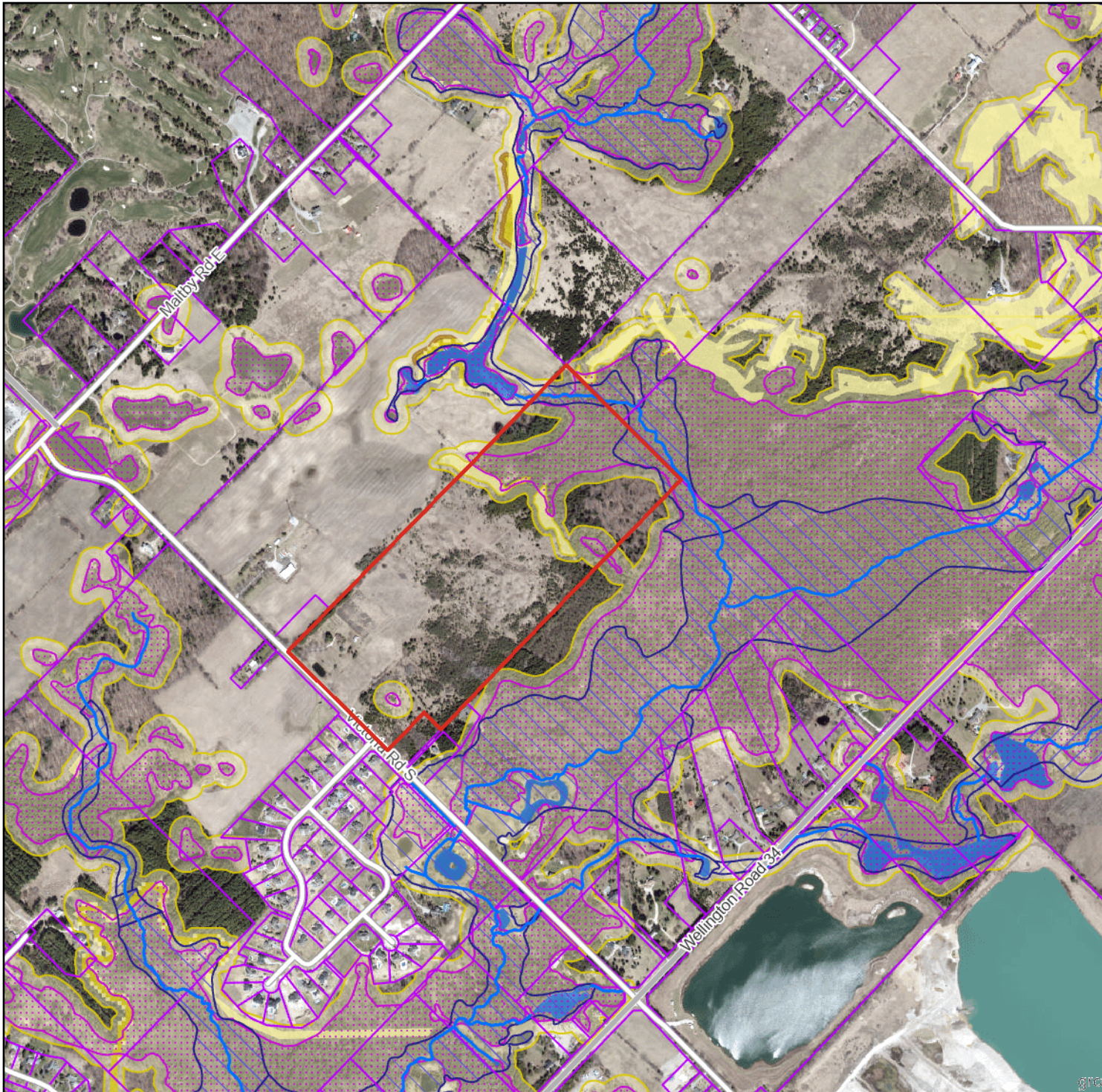
Enclosed: GRCA Resource Mapping

Copy: Stephanie McCrone, owner (via email)
Clare Riepma, agent (via email)*



Legend

- Regulation Limit (GRCA)
- Floodplain (GRCA)
 - Engineered
 - Estimated
 - Approximate
- Floodplain - Special Policy Area (GRCA)
- Slope Erosion (GRCA)
 - Steep
 - Oversteep
 - Toe
- Slope Valley (GRCA)
 - Steep
 - Oversteep
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)
- Conservation Area Boundary (GRCA)



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Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.

Scale 1:14,156

NAD83 UTM zone 17 (EPSG:26917)





01/30/2026

Memorandum

To: Monika Farncombe - Planning and Corporate Services Coordinator

From: Keira Martinson - Source Protection Coordinator, Wellington Source Water Protection

**RE: 4539 Victoria Rd S, Township of Puslinch
Zoning By-Law Amendment - Submission 2**

Wellington Source Water Protection (WSWP) staff have had the opportunity to review the submitted documents in support of the above noted application. This property is located within a vulnerable area and our review was completed to ensure the activities at this property meet the requirements of relevant Source Protection Plan and County of Wellington Official Plan policies.

Land Use Planning:

Outstanding Documentation

As noted in the comment response matrix prepared by Riepma Consultants Inc., dated November 15, 2025, multiple vehicles will be stored on site, which contain fuel. As such, a fuel plan is requested to be submitted as per the previous Source Water comment memorandum dated November 3, 2025.

WSWP recommends the following conditions be added to the Zoning By-Law Amendment:

1. The submission of a fuel spill plan, which outlines what actions would be taken to contain and mitigate fuel if it were to spill from any of the vehicles stored on site.

For more information, please contact sourcewater@centrewellington.ca.

Sincerely,

Jan 30, 2026

Keira Martinson
Source Protection Coordinator
519-846-9691 ext 283
kmartinson@centrewellington.ca

January 29, 2026

3378

Township of Puslinch
7404 Wellington County Rd 34
Puslinch, ON
N0B 2J0

Attention: Monika Farncombe
Planning and Corporate Services Coordinator

**RE: 4539 Victoria Road South, Township of Puslinch
Second Zoning By-law Amendment Application Review Comments**

As requested, we have reviewed the second Zoning By-law Amendment (ZBA) Application ('Application') submitted to the Township of Puslinch by Riepma Consultants Inc. (Clare Riepma) on behalf of Stephanie McCrone for proposed recreational vehicle (RV) storage at 4539 Victoria Road South, Township of Puslinch, Ontario ('subject property'). Our comments are set out below.

Background

The subject property is located northeast of Victoria Road South and southeast of Maltby Road East in the Township of Puslinch, Ontario. It is understood that the applicant wishes to continue the storage of RVs, portable sheds, and similar items within the central portion of their property.

NRSI staff previously provided peer review comments (May 27, 2024) on a Pre-Consultation Request and ZBA Application (November 7, 2025) for the proposed RV storage use on the subject property.

Reviewed Materials

To complete this review assignment, NRSI staff have reviewed the following materials:

- 4539 Victoria Road South, Puslinch, Planning Justification Report. Prepared by Riepma Consultants Inc. (January 2026);
- Response Matrix. Prepared by Riepma (November 2025);
- Site Plan- Outdoor Storage, 4539 Victoria South, Puslinch, Ontario. Prepared by Riepma (November 2025);
- "Make a Map: Natural Heritage Areas", Ministry of Natural Resources (2026);
- County of Wellington Official Plan (last updated December 2025);
- Township of Puslinch Comprehensive Zoning By-law No. 023-18 (Consolidated April 2025); and,

- Grand River Conservation Authority (GRCA) Regulation Mapping, Grand River Conservation Authority (2026).

Comments on Reviewed Materials

- The subject property contains a portion of the Mill Creek Puslinch Provincially Significant Wetland (PSW) within the northeastern and southeast. A small (<0.5ha) unevaluated wetland feature is located within the southeast corner of the subject property. A small (<0.5a) pond is also located within the southwest corner of the subject property. A GRCA-regulated watercourse feature and associated floodplain is located along the northern section of the subject property.
- As stated in our previously letter (NRSI 2025), available air photography shows intermittent tree cover throughout the subject property and a more densely treed area within the north and northeast sections of the property. Based on this, it is anticipated that the property contains woodland that may be considered Significant under the County of Wellington Official Plan (last updated December 2025).
- The materials provided do not yet include a plan that clearly identifies all existing natural heritage features on and adjacent to the subject property, including wetlands, PSW, woodland, and areas designated Greenlands and Core Greenlands in the County of Wellington Official Plan (last updated December 2025), in relation to the proposed rezoning area.
- While the applicant acknowledges the potential presence of Significant Woodland on the subject property, the extent of woodland and the outer limit (i.e., the dripline) have not yet been identified or confirmed by a qualified ecologist. Both within the provided mapping and the comments response matrix it is identified that the rezoning limit is the dripline. The location of the dripline/woodland boundary should be confirmed by a qualified ecologist.
- No ecological assessment or confirmation by a qualified ecologist has been provided to evaluate the potential for impacts associated with the adjacency of the proposed storage area to what is anticipated to be Significant Woodland. The Provincial Policy Statement (PPS) and Wellington County Official Plan each require the protection of Significant Woodlands and their adjacent lands, and the applicant's materials indicate that the proposed rezoning area is located directly at the woodland dripline. In the absence of ecological confirmation, conclusions in the Planning Justification Report that the proposal will have "no impact" on natural heritage features or adjacent lands remain unsupported and must be confirmed by a qualified ecologist.
- While sections of the PPS and County of Wellington OP have been referenced in the Planning Justification Report, natural heritage policies do not appear to have been discussed and conformity with natural heritage policies has not yet been demonstrated. Adherence to County OP Greenlands/Core Greenlands policies and the requirement to demonstrate no negative impacts on natural heritage features and their ecological functions should be confirmed by a qualified ecologist.

- Notwithstanding the above, it is anticipated that the proposed rezoning may be accommodated. However, prior to rezoning support, the applicant should retain a qualified ecologist to:
 - identify and map all natural heritage features on and adjacent to the subject property;
 - delineate the woodland boundary and dripline;
 - clearly illustrate the relationship between these features and the proposed rezoning area; and,
 - confirm that negative impacts will be avoided through appropriate setbacks and buffers, or, where necessary, identify mitigation measures consistent with County of Wellington Official Plan policies.

Please do not hesitate to contact us if you require further clarification on these matters.

Sincerely,
Natural Resource Solutions Inc.



Jack Richard, M.F.C., R.P.F.
Terrestrial Biologist and Registered Professional Forester



Sydney Gilmour, M.Sc.
Terrestrial and Wetland Biologist