



# Town of Erin Corporate Report

**Department:** Planning & Development  
**Business Unit:** Planning & Development  
**Presented/  
Prepared By:** Jessica Peake, Senior Planner

**Report Number:**  
PD2025-13  
**Meeting Date:**  
5/8/2025

## Subject

Erin Conditions of Draft Plan Approval 23T-21002, Hillsburgh Heights Inc., 5916 Trafalgar Road.

## Recommendation

**That report number PD2025-13 “Erin Conditions of Draft Plan Approval 23T-21002, Hillsburgh Heights Inc., 5916 Trafalgar Road” be received for information;**

**And that Council approves the Erin Conditions of Draft Plan Approval attached to this report as Appendix D and recommends that Draft Plan of Subdivision 23T-21002 be granted Draft Plan Approval by the County of Wellington.**

## Highlights

- The purpose of this report is to recommend that Council approves the Erin Conditions of Draft Plan Approval for Subdivision Application 23T-21002 submitted by Hillsburgh Heights Inc.
- The applicant worked with Town Staff to make appropriate revisions to the draft plan to address public and agency comments and concerns including Erin Conditions of Draft Plan Approval.
- The draft plan represents appropriate greenfield development and will contribute to the mix of uses, provides an additional form of housing and affordability to the Town’s current housing stock, and presents a built form that is compatible with the surrounding neighbourhood context.
- The plan of subdivision is consistent with matters of Provincial interest and conforms to the Provincial, County, and Town Plans. The draft plan and conditions of draft plan approval are appropriately supported by technical studies and is in the public interest. Further information regarding policy conformity has been presented to Council in reports PD2022-08, PD2023-33, PD2024-08 and PD2024-18.

## **Background**

The applicant submitted applications for an Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision to facilitate a residential development within the Urban Area of Hillsburgh.

A non-statutory Community Information Meeting was held in December 2021 to introduce the proposed development to area residents. Notice of Complete Application for the Draft Plan of Subdivision was issued by Wellington County on February 9, 2022. A Statutory Public Meeting was held in April 2022 to formally present the planning applications to Council and the public and receive initial input.

Official Plan Amendment (OPA 15) to redesignate certain areas of the subject property from 'Future Development' to 'Residential' was adopted by the Town of Erin on June 27, 2024, and approved by the County on October 2, 2024.

Zoning By-law 24-54 to rezone the lands from Future Development 'FD' and Future Development Exception Zone 102 'FD-102' to Site-Specific Residential, Institutional, Open Space Recreation, Highway Commercial, and Future Exception Development Zones, was adopted by Council on December 12, 2024. Future development lands have been set aside for single detached dwellings, townhouse dwellings and a commercial block, however they are not subject to the Draft Plan of Subdivision. Staff are satisfied that the proposed development is consistent with the Town's Zoning By-law.

Erin Conditions of Draft Plan Approval are the subject of this report which address all technical and design requirements including, but not limited to, final built form, road network, servicing, stormwater management, and any other relevant matters, as deemed appropriate. Following Council approval of the Erin Conditions of Draft Plan Approval, they will be forwarded to the County who is the approval authority for Plans of Subdivision in Wellington County.

The applicant submitted the following studies and reports, to support the proposed Draft Plan of Subdivision:

- Planning Justification Report
- Urban Design Brief
- Traffic Impact Study
- Noise Control Feasibility Study
- Tree Inventory, Protection and Removal Plan
- Stage 1 and 2 Archaeological Assessment Report
- Phase I & Phase II Environmental Site Assessment
- Environmental Impact Study
- Functional Servicing Report (includes Stormwater Management, Site Servicing Plan, Grading Plans, Drainage Plans)
- Erosion Sediment Control Plan
- Geotechnical Investigation
- Heritage Impact Assessment
- Hydrogeological Investigation

- Hydrologic Study
- Water Balance Assessment

## Proposal

The applicant has submitted applications for an Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision to facilitate a residential development within the Urban Area of Hillsburgh.

The subject lands are located at 5916 Trafalgar Road, on the west side of Trafalgar Road, north of Upper Canada Drive, within the Hillsburgh Urban Area. The lands have a total area of approximately 35 hectares (86 acres) and a lot frontage of approximately 280 metres (918 feet) along Trafalgar Road. The lands are presently occupied by an existing listed heritage dwelling which has been retained and will be designated under Part IV of the Ontario Heritage Act.

Surrounding land uses include:

North: Agricultural land  
 East: Trafalgar Road North, low density residential dwellings  
 South: Low density residential dwellings and Hillsburgh Village  
 West: Agricultural land outside the Hillsburgh Urban Area

An aerial photo identifying the subject site is included with this report as **Appendix A**.

The Draft Plan of Subdivision consists of 195 detached dwellings, 174 townhouse dwellings, an existing heritage dwelling, school block, park block and two stormwater management blocks. Future development lands have been set aside for single detached dwellings, townhouse dwellings and a commercial block, however they are not subject to the Draft Plan of Subdivision.

The table below provides a breakdown of the various blocks / lots to be created through the Draft Plan of Subdivision and their proposed uses. The Draft Plan of Subdivision as revised has been included as **Appendix B**.

<b>Blocks/Lots</b>	<b>Land Area</b>	<b>Proposed Use</b>
Lots 1 - 195	11.63 hectares	195 Single Detached Dwellings
Block 1	2.14 hectares	Park
Block 2	2.27 hectares	School
Block 3 and 4	4.09 hectares	Stormwater Management Facilities
Block 6	0.04 hectares	Walkway
Block 7	0.29 hectares	Heritage Dwelling
Streets A - L	8.75 hectares	Public Roads
Blocks 8 - 13A	5.13 hectares	174 Townhouse Dwellings
Block 14 - 14E	0.01 hectares	Reserves
Block 15	0.16 hectares	Diversion Ditch
<b>Total Area</b>	<b>Approx. 35 hectares</b>	

## **Discussion**

The applicant has made several revisions to the draft plan to address comments received from Council, Town staff and its peer reviewers, commenting agencies and the public. These include the following:

- Increasing the diversity of unit types and sizes and placing a portion of the lands within future development blocks (commercial and residential uses), in order to comply with the County's Official Plan policies for affordable housing and bring the development closer to the minimum density target for Greenfield development;
- Adding fencing between this development and existing residential properties;
- Increasing the width of walkways and vista points;
- Reducing the length of townhouse blocks;
- Increasing the size of the park block; and
- Refining the internal road network.

The public submissions and responses to those comments are attached hereto as **Appendix C**.

## **Draft Plan of Subdivision**

### **1. Phasing**

The applicant has submitted a Draft Phasing Plan for the subdivision which is currently being reviewed by Town staff. This Phasing Plan shows the subdivision being developed in multiple phases, with Phase 1 at the eastern portion of the site, containing 59 units and including both entrances (Street "A" & "E") into the subdivision from Trafalgar Road. The Developer is proposing that the subsequent phases will be of similar size and will proceed in a western progression from Phase 1. As a condition of draft plan approval, the applicant's Phasing Plan will require Town approval.

### **2. Existing Heritage Dwelling**

The existing heritage dwelling on the subject property is listed within Erin's Heritage Register. As a condition of draft plan approval, the applicant will be required to designate the dwelling under Part IV of the Ontario Heritage Act.

### **3. Elementary School Site**

An elementary school block has been reserved in the subdivision. Should the School Board(s) determine that a school block is not required, the block may be used for residential purposes. As a condition of draft plan approval, the applicant is required to submit a facility fit plan for the school block.

### **4. Public Park**

The subdivision includes a park block and, as a condition of draft plan approval, the applicant must submit a facility fit plan for the park block. In preparing the facility fit plan, the applicant's consultant will be required to coordinate, where feasible, with the Town and School Board to support integration with the abutting school block. In addition, the Town has also imposed a condition of draft plan approval that requires the applicant to satisfy the Town's parkland dedication requirement in accordance with the Town's Parkland Dedication By-law.

## 5. Stormwater Management

The subdivision has two Stormwater Management (SWM) ponds. SWM Pond No. 1, located on Block 4, will control the stormwater from the eastern half of the development and discharge into the existing municipal storm sewer on McMurchy Lane. SWM Pond No. 2, located on Block 3, will control the stormwater from the western half of the development and discharge onto an adjacent parcel of privately owned land and then into the Erin Branch of the Credit River.

However, before the western half of the subdivision can be developed a legal outlet and drainage rights need to be obtained by the applicant over the parcel of privately owned land abutting the subject site, between SWM Pond No. 2 Outlet and the Erin Branch of the Credit River. The applicant can either achieve this through direct negotiation with the private landowner or through the establishment of a petition drain under the Drainage Act, if no agreement can be reached. Without a legal outlet and drainage rights being obtained, the western portion of the subdivision cannot develop. A condition of draft plan approval will ensure that a legal outlet is obtained.

With regard to groundwater, a condition of draft plan approval requires the applicant complete a detailed baseline hydrogeology and impact assessment report to the satisfaction of the Town to confirm that there are no negative impacts to local groundwater and / or the nearby wetland associated with the Erin Branch of the Credit River.

## 6. Wastewater Servicing

Wastewater servicing of the proposed subdivision requires the applicant to extend the recently installed sanitary sewer from the intersection of Upper Canada Drive & Trafalgar Road, along Upper Canada Drive to McMurchy Lane and then on McMurchy Lane to Block 4 (SWM Pond No. 1) and into the proposed development.

A condition of draft plan approval requires that the applicant be responsible for the construction of the external sanitary sewers on the Upper Canada Drive and McMurchy Lane, along with the full reconstruction of each section of street and to install sanitary service laterals up to the municipal property line, for the five homes (two on Upper Canada and three on McMurchy) that front onto these two small sections of the street.

## 7. Pedestrian Connection

A condition of draft plan approval requires the applicant to construct a new municipal concrete sidewalk along the west side of Trafalgar Road, from the existing municipal sidewalk at the intersection of Upper Canada Drive & Trafalgar Road to proposed Street 'A', including the appropriate street lighting. The condition requires the sidewalk is to be completed in conjunction with Phase 1 of the proposed subdivision. The conditions of draft plan approval also requires the applicant to construct a municipal sidewalk through Block 6, at the south-western corner of between Street "H" to the western end of Upper Canada Drive.

#### 8. Site Alteration

The applicant executed a Site Alteration Agreement with the Town in July 2023, that permitted vegetation and tree removal along with the stripping and stockpiling of topsoil followed by the cutting and filling operations in preparation for future development.

Since the completion of the site alteration works, there have been a few instances where the Erosion and Sediment Control (ESC) measures along the perimeter of the proposed subdivision have failed, resulting in some silt washing off-site and into the downstream creek. The Town, through its consulting engineer (Ainley), have been working with the applicant and the impacted residents in each of these instances to get the site and the ESC measures restored. Further, the Town Engineers had a recent on-site meeting with the applicant and are requiring key areas of the proposed subdivision to be stabilized and revegetated with topsoil and seed this year, which will help to eliminate future issues with silt washing off the site.

A condition of draft plan approval has also been added that requires the applicant to stabilize and revegetate with topsoil and seed all areas of the Plan that will not be proceeding to development within 12 months, and at minimum shall include the entire western portion of the Plan that drains to SWM Pond No. 2, located on Block 3.

#### 9. Tree Preservation and Environmental Impact Study (EIS)

In conjunction with the execution of the Site Alteration Agreement in 2023 a Tree Preservation Plan and Environmental Impact Study were submitted by the applicant and circulated to the applicable agencies by the Town. While the works associated with the Site Alteration Agreement have been completed, the conditions of draft plan approval still contain the standard requirements for a Tree Preservation Plan and Environmental Impact Study to be submitted.

It has recently come to the Town's attention that a number of trees along the west boundary of the subject site that were to be retained, have been removed by the applicant, so the Town's consulting engineer (Ainley) is following up with the applicant regarding this matter and will be requesting compensation if it is determined that the trees have been removed.

#### 10. Town's Urban Design Guidelines (2021)

The applicant has provided an Urban Design Brief to demonstrate how the proposed development conforms to the Council approved Community and Architectural Design Guidelines 'Urban Design Guidelines' for the Villages of Erin and Hillsburgh. The applicant is proposing to develop a new community that is compatible with the existing character of the Village of Hillsburgh, while providing new housing stock to the Town of Erin.

Section 5.0 'New Neighbourhoods' outlines the guidelines regarding neighbourhood structure, public realm and built form that new residential developments are to follow

in order to enhance the character of the community. The Urban Design Brief speaks to how the development will achieve this vision by:

- Including two stormwater management ponds that provide open space blocks that are visible and accessible from the adjacent street;
- Creating a connected streetscape for pedestrians to access nearby amenities such as the school and park, safely;
- Locating higher density blocks in prominent locations near the park and school;
- Planning for the neighbourhood park to be walkable within a 400m radius (5 minutes) of most residents in the subdivision;
- Creating priority lotting within areas that have a higher degree of public visibility, such as gateway lots, corner lots, and view terminus and elbow lots;
- Using materials and architectural details that complement the character of the Village of Hillsburgh, such as the use of brick with wood clapboard and board-and-batten as accent material;
- Enhancing the road network with collector and local roads that create an interconnected street system supported by active transportation; and
- Incorporating traffic calming measures to reduce the speeds of vehicles including a roundabout and shorter block lengths.

Based on the peer review of the Urban Design Brief by the authors of the Town's Guidelines, The Planning Partnership, the proposal is consistent with the Town's Guidelines. To ensure these principles are effectively implemented, prior to issuance of a building permit, each dwelling will be subject to architectural control as a condition of draft plan approval.

#### 11. Town's Green Development Standards

The applicant is required to provide Green Development Initiatives to demonstrate how the proposed development encourages sustainable community design by creating environmentally conscious, energy-efficient homes using sustainable building practices and materials.

The Town of Erin is in the process of developing its own Green Development Standards, which will be incorporated into all planning approvals for new developments. At the same time, the Tri-County Green Development Standards project is underway, which is a collaborative initiative between Grey, Dufferin, and Wellington Counties. To avoid duplicating efforts, once the Tri-County Green Standards are finalized, the Town of Erin will consider these standards, adapting them as needed to create a Green Development Standards document specifically for the Town.

A condition of draft plan approval requires the applicant to identify a list of Green Building Standard Features that will be incorporated into every dwelling, as well as a list of Optional Green Building Features which will be included for purchasers as upgrades to the base selling price of the homes.

Detailed design will further be dealt with through the Subdivision Agreement process, finalization of the Engineering Drawings and Reports and Clearance of Draft Plan Conditions which will address all technical and design requirements listed above.

## **Strategic Pillar**

Infrastructure and Finance

## **Financial Impact**

The fee and deposit associated with the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision were collected at the time of filing the applications and included within the operating revenues of the Planning & Development Department.

## **Conclusion**

The proposed Draft Plan of Subdivision (23T-21002) is consistent with the Provincial, County and Town Plans, and adheres to the principles set out in the Town's Urban Design Guidelines. The proposed Draft Plan of Subdivision represents appropriate greenfield development and will contribute to the mix of uses, provide an additional form of housing and affordability to the Town's current housing stock, presents a built form that is compatible with the surrounding neighbourhood to the south, and works toward the creation of a complete community.

Therefore, Staff recommend that the Erin Conditions of Draft Plan Approval attached to this report as **Appendix D** be approved and that Draft Plan of Subdivision 23T-21002 be granted Draft Plan Approval by the County of Wellington.

## **Attachments**

Appendix A – Location Map

Appendix B – Draft Plan of Subdivision

Appendix C – Response to Public Comments

Appendix D – Erin Draft Plan Conditions

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Jessica Peake, MCIP, RPP

Senior Planner

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Rob Adams

Chief Administrative Officer