



SHAPING GREAT COMMUNITIES

August 27, 2026

File No: 26071

Township of West Lincoln
Planning Services
Canborough Street
Smithville, ON
L0R 2A0

Dear Ms. Robin Shugan

**Re: Official Plan Amendment and Zoning By-law Amendment Application
6441 Townline Road, Smithville (Township of West Lincoln)**

GSP Group is pleased to submit, on behalf of RLD Group (Smithville) Inc. an Official Plan Amendment and Zoning By-law Amendment application for the lands municipally known as 6441 Townline Road (the "Site"), located within the Smithville Urban Area to facilitate the redevelopment of the Site for residential uses.

Proposed Development

The proposed development consists of 22 townhouse units arranged within four blocks, including two 6-unit blocks and two 5-unit blocks, with all buildings proposed at two storeys in height. The development is intended to proceed through a future common elements condominium, with each townhouse unit established as a freehold Parcel of Tied Land (POTL) tied to the common elements of the development, including the internal private roadway and other shared areas. A maintenance easement is identified on the current site plan to reflect the location of the easement which will be incorporated into the future applications.

To enhance the streetscape and establish an attractive presence along Townline Road, the end units of Buildings One (1) and Two (2), located closest to the public road, are designed as dual-frontage units. These units provide active façades toward both Townline Road and the internal private roadway.

Vehicular access is provided by a single private driveway from Townline Road, which extends into the Site and forms a T-shaped internal private roadway. Buildings One (1) and Two (2) are located toward the Townline Road frontage, while Buildings Three (3) and Four (4) are positioned toward the rear of the Site.

PLANNING | URBAN DESIGN | LANDSCAPE ARCHITECTURE

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gspgroup.ca

Resident parking is provided at a rate of two spaces per unit through a combination of tandem garage and driveway parking. A centralized parking area also provides six (6) visitor parking spaces and two (2) accessible parking spaces.

Each townhouse unit includes a private rear yard amenity area, providing dedicated outdoor space for residents. A 1.5-metre-wide planting strip, including perimeter fencing, is also proposed around the perimeter of the Site to provide landscaping and buffering from adjacent properties.

Planning Amendments

An Official Plan Amendment is required to redesignate the Site from Institutional to Medium Density Residential. The existing Institutional designation does not permit townhouse dwellings. The proposed Medium Density Residential designation permits townhouse development and supports the proposed density, which falls within the density range contemplated by the designation.

A Zoning By-law Amendment is required to rezone the Site from the Institutional (I) Zone to the Residential Medium Density (RM3) Zone. The current Institutional zoning does not permit townhouse dwellings, whereas the RM3 Zone permits residential forms, including street townhouse dwellings.

As confirmed through the pre-consultation process, zoning regulations are to be applied to the future individual freehold unit lots rather than the overall Site. As a result, the creation of internal lot lines results in technical deficiencies for certain lots related to lot area, exterior side yard setbacks, and lot coverage. Accordingly, the following site-specific amendments to the RM3 Zone are proposed:

- **Minimum Lot Area (per dwelling unit):** Minimum 170 square metres per dwelling unit, whereas a minimum of 180 square metres per dwelling unit is required.
- **Minimum Exterior Side Yard:**
 - 0.0 metres for a lot abutting an internal private drive aisle or internal parking area;
 - 1.5 metres where the exterior side yard of a lot is located between internal dwellings and does not face an external lot line of the overall site; and,
 - 3.0 metres otherwise.
- **Maximum Lot Coverage:** Maximum 56%, whereas a maximum of 50% is permitted.

Submission Materials

A pre-consultation meeting was held with Township staff and applicable agencies on May 21, 2026, to discuss the initial development concept, required planning applications, and supporting submission materials.

At that time, the development concept proposed a total of 35 residential units within five townhouse blocks, consisting of 27 stacked townhouse units and eight bungalow loft townhouse units. Since the pre-consultation meeting, the development concept has been refined to respond to matters identified through the design and consultation process, including parking, density, and overall site design considerations.

The following table identifies the materials included in the submission package:

	Reports, Studies, Plans
01	Fully executed and commissioned Official Plan Amendment and Zoning By-law Amendment application form;
02	Survey Plan prepared by A.T. McLaren Ltd., dated June 26, 2026;
03	Planning Justification Report prepared by GSP Group Inc., dated August 2026;
04	Draft Official Plan Amendment prepared by GSP Group Inc.;
05	Draft Zoning By-law Amendment prepared by GSP Group Inc.;
06	Architectural Site Plan prepared by KNYMH Architects Inc., dated August 4, 2026;
06a	Building Number 2 Concept Rendering prepared by KNYMH Architects Inc.;
07	RM3 Zoning Compliance Table prepared by GSP Group Inc.;
08	Landscape Concept prepared by Adesso Design Inc., dated August 27, 2026;
09	Functional Servicing Report prepared by LandSmith Engineering & Consultants Ltd., dated August 7, 2026;
10	Site Grading Plan prepared by LandSmith Engineering & Consultants Ltd., dated August 7, 2026;
11	Site Servicing Plan prepared by LandSmith Engineering & Consultants Ltd., dated August 7, 2026;

	Reports, Studies, Plans
12	Pre-Consultation Agreement prepared by the Township of West Lincoln

Please note that Township staff have identified a Stage 1 Archaeological Assessment as a requirement of the concurrent OPA and ZBA planning approval process. Planning Services has confirmed that the applications may proceed through processing while the assessment is being completed however, staff will not advance a Recommendation Report until the assessment has been finalized. The associated Ministry clearance letter will also be required as part of the Development Agreement through the subsequent Site Plan Approval process. A Stage 1 Archaeological Assessment is currently being undertaken by Detritus Archaeological Ltd. The completed assessment will be submitted to the Township once available, followed by the Ministry clearance letter upon its issuance by the Province.

Furthermore, a Parking Impact Analysis was initially identified by Township staff as requirements of a complete application “if the garage widths are reduced and do not meet the by-law requirements”. Since the pre-consultation meeting, the proposed garage widths have been increased to comply with the applicable requirements of the Zoning By-law. With this modification, Township staff have confirmed that the Parking Impact Analysis requirements have been waived and are no longer required as part of the concurrent OPA and ZBA applications.

Please note that the OPA/ZBA application fee cheque in the amount of **\$18,733.00** will be delivered to Township staff following submission of the application.

We trust that the enclosed is sufficient to process the enclosed applications. Should you have any other questions, or require any additional information, please contact Sarah Knoll at 289-778-1430 or by email at sknoll@gspgroup.ca.

Yours truly,
GSP Group



Sarah Knoll, BES, MCIP, RPP
Vice President, Hamilton



Ethan Cleugh, BURPI
Planner

cc: RLD Group (Smithville) Inc.