



Hamilton

Planning and Economic Development Department

Sustainable Communities

71 Main Street West, 4th Floor, Hamilton ON L8P 4Y5

Phone: 905.546.2424 - Fax: 905.546.4202

Formal Consultation Document

Meeting Date: April 26, 2023

File No: FC-23-049

Owner: Upper West Side Landowners Group (UWSLG)

Agent / Applicant: Corbett Land Strategies Inc.

PROPERTY INFORMATION

Address and/or Legal Description: Areas 2 and 3 of the Twenty Road West Urban Expansion Area and portions of the Airport Employment Growth District, including 555 Glancaster Rd and 9751, 9625, 9511, 9445 and 9285 Twenty Road West (lands owned by the proponent)

Urban Hamilton Official Plan Designation: Urban Expansion Area – Neighbourhoods, Urban Expansion Area – Employment, Airport Employment Growth District and Open Space

Zoning: Agriculture (A1) Zone, Rural (A2) Zone, Open Space (P4) Zone and Conservation / Hazard Land Rural (P6) Zone

Description of current uses, buildings, structures and natural features on the subject lands: Agricultural lands, detached dwellings and a golf course.

Brief description of proposal: To establish a new Secondary Plan and zoning requirements for a new urban neighbourhood in the Twenty Road West area of Glanbrook.

APPLICATIONS REQUIRED

Rural Hamilton Official Plan Amendment	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Urban Hamilton Official Plan Amendment – Urban Expansion Area Secondary Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Local Official Plan Amendment	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Zoning By-law Amendment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Subdivision	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Condominium	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Site Plan	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Consent	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Variance(s)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Other	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Note: The City of Hamilton is in the process of creating a new comprehensive Zoning By-law for the entire City. The new Zoning By-law is being prepared in phases by Land Use topic. New Rural, Commercial and Residential zoning may be implemented which could be different than the current zoning. Accordingly, additional applications may be required. If a Building Permit has not been issued by the City prior to the new zoning coming into effect, the approved site plan may be affected, related to zoning compliance, which may require further planning approvals (i.e. Minor Variance, Zoning Amendment, etc.).

FEES REQUIRED

City of Hamilton:	Official Plan Amendment.....\$42,520 Zoning By-law Amendment (Complex).....\$29,290 Plus \$400 residential per unit fee (Units 11-60).....\$20,000 Plus \$7 per sqm non-residential fee (max 5,000 sqm).....TBD
Conservation Authority Review Fees:	NPCA Official Plan Amendment Fee.....\$6,893
Other:	Hamilton International Airport Review Fee.....\$1,750 + HST
TOTAL:	Official Plan Amendment.....\$42,520* Zoning By-law Amendment... \$49,290 plus non-residential fee**

Notes:

- ***Official Plan Amendment fees for privately initiated Secondary Plans in Urban Expansion Areas are currently under review and a revised fee will apply at time of application.**
- ****A Zoning By-law Amendment application is NOT recommended until Secondary Plan policies are in place due to the 90 day timeline to make a decision on the Zoning By-law Amendment and the requirement that secondary planning be completed prior to development occurring within Urban Expansion Areas.**
- **The cost of any peer reviews for required studies will be paid by the applicant.**
- *Notwithstanding the fees noted above, all fees are payable based on the rate in the fee schedule by-law in effect on the date the payment is made.*
- *Further fees may be required at a later date as per the fee schedule.*

- *Separate cheques are payable to the City of Hamilton and the applicable Conservation Authority and the Hamilton International Airport.*
- *A Cost Acknowledgement Agreement for potential costs at the Ontario Land Tribunal may also be required.*

DESIGN REVIEW PANEL

The Design Review Panel shall provide urban design advice to Planning Division staff on Planning applications with respect to complex Zoning and Site Plan applications in the following Design Priority Areas:

- Downtown Hamilton Secondary Plan Area;
- Areas of Major Change and Corridors of Gradual Change within the West Harbor Secondary Plan Area;
- Primary Corridors as shown on Schedule E – “Urban Structure” of the Urban Hamilton Official Plan;
- Any other large scale projects that may impact the physical environment functionally and/or aesthetically.

The Director of Planning or his or her designate may waive projects from the review of the Design Review Panel, if the project is not deemed to have the potential to significantly impact the physical environment functionally and/or aesthetically.

Design Review Panel review required? Yes No

REQUIRED INFORMATION AND MATERIALS

All identified reports, studies, and/or plans must be submitted before an application is deemed complete. Unless otherwise noted, 5 copies of each item and an electronic digital file in PDF locked file format must be submitted.

Reports, Studies, Plans	Required	Staff Responsible for providing guidelines or terms of reference
Background Information		
Survey Plan	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Concept Plan	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Planning		
Housing Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Draft OPA, and By-laws	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)

Commercial Needs and Impact Assessment	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Planning Justification Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Site Plan and Building Elevations	<input type="checkbox"/>	
Urban Design Report	<input type="checkbox"/>	
Cultural		
Archaeological Assessment	<input checked="" type="checkbox"/>	Planning – Cultural Heritage (Lisa Christie, Ext.1291)
Cultural Heritage Impact Assessment	<input checked="" type="checkbox"/>	Planning – Cultural Heritage (Lisa Christie, Ext.1291)
Environmental		
Aggregate Resource Assessment	<input type="checkbox"/>	
Aggregate/Mineral Resource Analysis	<input type="checkbox"/>	
Air Quality Study	<input type="checkbox"/>	
Channel Design and Geofluvial Assessment	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365)
Chloride Impact Study	<input type="checkbox"/>	
Cut and Fill Analysis	<input type="checkbox"/>	
Demarcation of top of bank, limit of wetland, limit of natural hazard, limit of Environmentally Significant Area (ESA), or limit of Conservation Authority regulated area	<input checked="" type="checkbox"/>	Planning – Natural Heritage (Melissa Kiddie, Ext. 1290)
Environmental Impact Statement (EIS)	<input checked="" type="checkbox"/>	Planning – Natural Heritage (Melissa Kiddie, Ext. 1290)
Erosion Hazard Assessment	<input type="checkbox"/>	
Fish Habitat Assessment	<input type="checkbox"/>	
Floodline Delineation Study/Hydraulic Analysis	<input type="checkbox"/>	
General Vegetation Inventory (GVI)	<input checked="" type="checkbox"/>	Planning – Natural Heritage (Melissa Kiddie, Ext. 1290)
Impact Assessment for new Private Waste Disposal Sites	<input type="checkbox"/>	
Karst Assessment/Karst Contingency Plan	<input checked="" type="checkbox"/>	Planning – Natural Heritage (Melissa Kiddie, Ext. 1290)
Landscape Plan	<input type="checkbox"/>	
Linkage Assessment	<input checked="" type="checkbox"/>	Planning – Natural Heritage (Melissa Kiddie, Ext. 1290)
Meander Belt Assessment	<input type="checkbox"/>	
Nutrient Management Study	<input type="checkbox"/>	
Odour, Dust and Light Assessment	<input type="checkbox"/>	
Restoration Plan	<input type="checkbox"/>	

Shoreline Assessment Study/Coastal Engineers Study	<input type="checkbox"/>	
Slope Stability Study and Report	<input type="checkbox"/>	
Species Habitat Assessment	<input type="checkbox"/>	
Tree Management Plan/Study	<input checked="" type="checkbox"/>	Forestry (Stephen Clark, Ext. 4219)
Tree Protection Plan (TPP)	<input checked="" type="checkbox"/>	Planning – Natural Heritage (Melissa Kiddie, Ext. 1290)
Environmental/Servicing and Infrastructure		
Contaminant Management Plan	<input type="checkbox"/>	
Record of Site Condition (RSC)	<input type="checkbox"/>	
Erosion and Sediment Control Plan	<input type="checkbox"/>	
Hydrogeological Study	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365)
Grading Plan	<input type="checkbox"/>	
Master Drainage Plan	<input type="checkbox"/>	
Stormwater Management Report/Plan and/or update to an existing Stormwater Management Plan	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365)
Soils/Geotechnical Study	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365)
Sub-watershed Plan and/or update to an existing Sub-watershed Plan	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365), Planning – Natural Heritage (Jessica Abrahamse, Ext. 1231) and NPCA (David Deluce, ddeluce@npca.ca)
Financial		
Financial Impact Analysis	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Market Impact Study	<input type="checkbox"/>	
Servicing and Infrastructure		
Recreation Feasibility Study	<input type="checkbox"/>	
Recreation Needs Assessment	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
School Accommodation Issues Assessment	<input checked="" type="checkbox"/>	HWDSB (Marc Davidson, mdavidso@hwdsb.on.ca) and HCDSB (Vince Ramelli, ramelliv@hwdsb.ca)
School and City Recreation Facility and Outdoor Recreation/Parks Issues Assessment	<input checked="" type="checkbox"/>	HWDSB (Marc Davidson, mdavidso@hwdsb.on.ca)
Functional Servicing Report	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365)
Servicing Options Report	<input type="checkbox"/>	
Water and Wastewater Servicing Study	<input type="checkbox"/>	

Land Use Compatibility		
Agricultural Impact Assessment	<input type="checkbox"/>	
Dust Impact Analysis	<input type="checkbox"/>	
Land Use Compatibility Study	<input type="checkbox"/>	
Landfill Impact Study	<input type="checkbox"/>	
Minimum Distance Separation Calculation	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Noise Impact Study	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148) and Hamilton International Airport (Marc Turpin, mturpin@flyhamilton.ca)
Odour Impact Assessment	<input type="checkbox"/>	
Sun/Shadow Study	<input type="checkbox"/>	
Vibration Study	<input type="checkbox"/>	
Wind Study	<input type="checkbox"/>	
Transportation		
Cycling Route Analysis	<input checked="" type="checkbox"/>	Transportation Planning (Jill Juhlke, Ext. 4575)
Transportation Impact Study	<input type="checkbox"/>	
Parking Analysis/Study	<input type="checkbox"/>	
Pedestrian Route and Sidewalk Analysis	<input checked="" type="checkbox"/>	Transportation Planning (Jill Juhlke, Ext. 4575)
Roadway/Development Safety Audit	<input type="checkbox"/>	
Modern Roundabout and Neighbourhood Roundabout Analysis	<input type="checkbox"/>	
Neighbourhood Traffic Calming Options Report	<input type="checkbox"/>	
Transit Assessment	<input checked="" type="checkbox"/>	Transportation Planning (Jill Juhlke, Ext. 4575)
Transportation Demand Management Options Report	<input type="checkbox"/>	
Cost Recoveries		
Cost Acknowledgement Agreement	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
DRP Submission Requirements		
Public Consultation Summary and Comment Response Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Formal Consultation Comment Summary Response	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Other:	<input type="checkbox"/>	
Secondary Plan Terms of Reference (to be approved by the City prior to commencement of the Secondary Plan)	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Final Secondary Plan Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)

Energy and Environmental Assessment Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Demarcation of Core Area Boundaries	<input checked="" type="checkbox"/>	Planning – Natural Heritage (Melissa Kiddie, Ext. 1290)
Urban Design and Architectural Guidelines	<input checked="" type="checkbox"/>	Planning – Urban Design (Edward Winter, Ext. 1393)
Water and Wastewater Servicing Master Plan	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365)
Staging and Sequencing Plan	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365)
Plans for Major Infrastructure Upgrades	<input checked="" type="checkbox"/>	Development Engineering (Tu Vu, Ext. 2365)
Financial agreement respecting payment of third-party peer review fees	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Transportation Master Plan	<input checked="" type="checkbox"/>	Transportation Planning (Jill Juhlke, Ext. 4575)

ADDITIONAL INFORMATION

Additional Agencies to be contacted: Niagara Peninsula Conservation Authority, Hamilton International Airport.

Comments:

1. Portions of the proposed residential neighbourhood are designated “Employment Area – Airport Employment Growth District” in the UHOP and are within a provincially significant employment zone. Conversion of the employment area lands to non-employment uses may be considered through a comprehensive review where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for a conversion. The request to convert the Employment Areas shown on the proposed Secondary Plan concept was considered through the City’s Municipal Comprehensive Review and was not approved. Base on in-effect policies, a conversion of employment land to non-employment uses cannot occur outside of a Municipal Comprehensive Review.
2. The portions of the subject lands identified as “Urban Expansion Area – Employment” should be planned for employment uses. Staff recommend adding these lands to the Airport Employment District Secondary Plan.
3. If Provincial Policy is amended in future to permit conversion of employment lands outside of a Municipal Comprehensive Review process, an application which proposes to convert employment lands will require the submission of an updated Land Needs Assessment and will also require the applicant to

prepare updates to the AEGD master servicing plans, as part of a complete application.

4. On November 4, 2022, the Ministry of Municipal Affairs and Housing approved OPA No. 167 which included the expansion of the urban boundary to portions of the subject lands that are shown as “Urban Expansion Area – Neighbourhoods” and “Urban Expansion Area – Employment” on all Schedules of the UHOP.

As per Policy A.2.4 of the UHOP, the expansion of the urban boundary is to accommodate growth to 2051 and development of Urban Expansion Areas shall not proceed until detailed secondary planning has been completed and incorporated into the UHOP. An Official Plan Amendment application is required for a privately initiated secondary plan to be considered by the City for approval.

5. A Zoning By-law Amendment application is required for the proposed changes to the Zoning By-law. **Staff do not recommend submitting a Zoning By-law Amendment until after a Secondary Plan has been adopted** as the application would not align with the UHOP requirement that secondary planning be completed before development occurs within Urban Expansion Areas.
6. As per Policy F.1.2.3 of the UHOP, any privately initiated secondary plan shall require a Terms of Reference that is approved by the City prior to the commencement of the Plan. Policy F.1.2.4 requires that secondary plans generally include the following:
 - “a) a statement of the basis or rationale for the preparation of the secondary plan and rationale for varying or supplementing the Volume 1 policies and designations;
 - b) a description of the secondary plan area, including a reference map, the role and relationship of the planning district and/or area under study to the City as a whole;
 - c) a statement of the desired land use of the area along with relevant and related environmental, social and economic goals;
 - d) the goals and objectives appropriate for the area including a statement demonstrating how they are in keeping with the strategic directions and general goals of this Plan and provincial legislation, policies and appropriate guidelines;

- e) new designations and policies for the secondary plan area that amend or detail those policies and designations found in Volume 1; and,
- f) cultural heritage resources shall be identified, evaluated and conserved. This identification and protection of cultural heritage resources may be accomplished through the preparation and inclusion of a cultural heritage conservation plan statement within the secondary planning or neighbourhood planning process.”

For areas characterized by vacant or underutilized land, secondary planning shall ensure the appropriate and orderly use of land, co-ordinate development with City-wide infrastructure strategies and ensure the efficient provision of infrastructure (Policy F.1.2.1 a)).

7. Planning Division staff have developed interim draft guidelines for preparing secondary plans for the Urban Expansion Areas, including privately initiated secondary plans. To ensure a consistent approach to secondary planning for the Urban Expansion Areas, the guidelines provide detailed direction on phasing, secondary plan components, public engagement and final reporting. The guidelines reflect best practice for the preparation of secondary plans in the City of Hamilton and were adopted by Council as an interim draft guideline in March 2023.
8. Council has endorsed a City-led approach to secondary planning for the Urban Expansion Areas with input from area landowners. Should the applicant proceed with a privately initiated secondary plan, staff strongly encourage coordinating with all land owners within the secondary plan area to avoid multiple privately initiated secondary plans being submitted by separate landowner groups.
9. The growth estimates for the proposed secondary plan shall be informed by the minimum greenfield density target to be established for the entire greenfield area in the City of Hamilton through a future amendment to the UHOP (Policy A.2.3.4.2). The City is working to establish the minimum greenfield density target as part of the Municipal Comprehensive Review (MCR). Until the minimum greenfield density is established through the MCR, greenfield areas shall be planned to achieve a minimum density of 70 persons and jobs per hectare (Policy A.2.3.4.3).
10. As part of the MCR, master planning for infrastructure must be undertaken. The master planning process relies on City-wide growth allocations of people, dwelling units, and jobs that need to be updated to reflect the Provincial decision to amend the urban boundary. Planning staff are currently completing these updates which will influence phasing and timing of infrastructure necessary to service growth areas.

11. The proposed secondary plan shall be informed by the Ten Directions to Guide Development endorsed by Council to evaluate decisions related to urban growth and development (Policy A.2.1) and any future policy framework for the Urban Expansion Areas.
12. Secondary planning for the Twenty Road West area shall implement a vision and policy objectives that align with current municipal and provincial Policy direction and best practices related to neighbourhood design. Therefore, establishing a new secondary plan rather than amending the older North West Glanbrook Secondary Plan is the preferred approach.
13. The development of a new urban neighbourhood in the Twenty Road West area shall achieve the policy goals of the Neighbourhoods designation in the UHOP (Section E.3.1), including to develop a compact, mixed use, transit supportive and active transportation friendly neighbourhood that functions as part of a complete community.
14. Section E.3.7 of the UHOP provides guidance on residential greenfield design which shall be considered in the preparation of the secondary plan. New greenfield communities shall include a focal point and be designed with a unique and cohesive character. The configuration of streets, trails and open spaces within greenfield areas shall provide for clear and convenient connections for pedestrians, cyclists and vehicles.
15. Section B.3.5.3 of the UHOP includes policies for determining parkland needs, including standards for the provision of Neighbourhood and Community Parks (Table 3.5.3.1 – Parkland Standards) which shall be incorporated in the proposed secondary plan.
16. To ensure the long-term viability of the Airport Employment Growth District as an employment area, the proposed neighbourhood areas shall be planned to minimize and / or mitigate any potential impacts on industrial, manufacturing or other employment uses through the establishment of appropriate separation distances and / or transitional land uses.
17. Peer reviews of submitted studies / reports may be required at the discretion of planning staff. All peer reviews shall be at the expense of the applicant and a financial agreement may be required to secure necessary funds for peer reviews.
18. Although the Official Plan Amendment Application does not require review by the City's Design Review Panel, Design Review Panel advice may be requested for the required Urban Design and Architectural Guidelines. This shall be confirmed in the approved Terms of Reference for the Secondary Plan.

19. The City is developing guidelines for all standard studies and application materials that may be requested as part of an application. All submitted studies must meet the guideline requirements. Additional guidelines are expected to be completed later this year.
20. Planning staff recommend that at least the initial phase(s) of the Subwatershed Study be completed to identify natural heritage and hydrologic features before a land use concept is developed. The Terms of Reference for the Subwatershed Study should be reviewed and approved by the City and the Niagara Peninsula Conservation Authority prior to the Study being initiated.

PLEASE BE ADVISED OF THE FOLLOWING:

1. *The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act. Formal Consultation does not imply or suggest any decision whatsoever on behalf of City staff or the City of Hamilton to either support or refuse the application.*
2. *This document expires 18 months from the date of signing or at the discretion of the Director of Development Planning.*
3. *In the event the proposal changes (not including revisions requested by the City of Hamilton through this Formal Consultation Document) after the Formal Consultation Document is issued, or the Formal Consultation Document expires, a new Formal Consultation application must be submitted.*
4. *If an application is submitted without the information and materials identified in this Formal Consultation Document the City may deem such an application incomplete and refuse to accept the application.*
5. *In accordance with the Planning Act, it is the policy of the City of Hamilton to provide public access to all Planning Act applications and supporting documentation submitted to the City. Therefore, the information contained in an application and any documentation, including reports, studies and drawings, provided in support of an application, by the owner, or the owner's agents, consultants and solicitors, constitutes public information and will become part of the public record. With the filing of an application, the applicant consents to the City of Hamilton making the application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.*
6. *It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the Planning Act application.*

- 7. *Should a peer review of any of the requested studies be warranted, all associated costs shall be borne by the owner / applicant and shall be submitted to the satisfaction of the City of Hamilton, Director of Planning and Chief Planner.*
- 8. *The above requirements for deeming an application complete are separate and independent of any review under the Ontario Building Code (OBC) as part of the Building Permit review process. In the event that a building permit application does not comply with the OBC, a letter outlining the deficiencies or areas of non-compliance will be issued to the owner and/or agent. Formal consultation and building permit review are separate and independent processes.*

ACKNOWLEDGEMENT

I/We hereby acknowledge the above noted statements and understand that the identified reports, studies, plans and fees are required to deem any required application(s) complete.

I/We further acknowledge that this letter shall not be modified or edited.

(On behalf of the UWSLG)

John Corbett c/o Corbett Land Strategies	<i>John Corbett</i>	Nov. 20th, 2023
_____	_____	_____
Owner	Owner Signature	Date
Candice Hood c/o Corbett Land Strategies	<i>Candice Hood</i>	Nov. 20th, 2023
_____	_____	_____
Applicant (I have the authority to bind the Owner)	Applicant Signature	Date
_____	_____	_____
Agent (I have the authority to bind the Owner)	Agent Signature	Date

SIGNATURES

Melanie Pham	<i>Melanie Pham</i>	May 23, 2023
_____	_____	_____
Planning Staff	Planning Staff Signature	Date
Mark Kehler	<i>Mark Kehler</i>	May 24, 2023
_____	_____	_____
Planning Staff	Planning Staff Signature	Date
_____	_____	_____
Engineering Staff	Engineering Staff Signature	Date
_____	_____	_____
Other Staff or Agency	Signature	Date



Hamilton

Mailing Address:
71 Main Street West, 5th Floor
Hamilton, Ontario
Canada L8P 4Y5
www.hamilton.ca

Planning and Economic Development Department
Sustainable Communities
71 Main Street West, 4th Floor, Hamilton ON L8P 4Y5
Phone: 905-546-2424 Fax: 905-546-4202

May 24, 2023

File: FC-23-049

Corbett Land Strategies Inc.
c/o Candice Hood
5045 South Service Rd, Suite 301
Burlington, ON L7L 5Y7

Dear Candice Hood:

RE: Formal Consultation Application for Lands Located at 555 Glancaster Road and 9285, 9445, 9511, 9625 and 9751 Twenty Road West, Glanbrook (Ward 11)

Please find the attached Formal Consultation Document from the Development Review Team Meeting held on **April 26, 2023**, which identifies the required items that must accompany a future **Official Plan Amendment – Urban Expansion Area Secondary Plan** application and **Zoning By-law Amendment** application in order to deem the applications complete, in accordance with the *Planning Act*.

As part of the Formal Consultation Process, signatures by the Owner(s) and Agent/Applicant are required. Please return a signed copy of the Formal Consultation Document to the Planner. Should you wish to proceed with the submission of Official Plan Amendment – Urban Boundary and Zoning By-law Amendment applications for this proposal, please enclose a copy of the signed Formal Consultation Document with your application.

If you have any questions or require assistance at any time throughout the development process, please feel free to contact Mark Kehler at 905.546.2424 ext. 4148 or by e-mail at Mark.Kehler@hamilton.ca, or myself at ext. 6685.

Yours truly,

for Christine Newbold, MCIP, RPP
Manager, Sustainable Communities
Planning Division

MK:MP
Attachment