

June 4, 2025

Village of Merrickville-Wolford  
317 Brock Street West  
P.O. Box 340  
Merrickville, ON K0G 1N0

Attention: Darlene Plumley, CAO

Dear Ms. Plumley:

**Re: Planning Report – Zoning By-law Amendment Application ZBA-04-2025 (St. Ann Roman Catholic Church)**  
**Part Lot 12, Con 6, former Merrickville Village, Village of Merrickville-Wolford**  
**230 and 242 Main Street West**

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I have now had an opportunity to review ZBA Application ZBA-04-2025 as it relates to the Village of Merrickville Wolford Official Plan and Zoning By-law and the United Counties of Leeds and Grenville Official Plan and provide the following comments.

This zoning amendment application is a condition of consent for the creation of two new parcels of land and which are described as:

B-111-24 Severed Parcel = 0.07 ha (0.17 ac) lot area and 28.9 m (94.8 ft) lot frontage- vacant and to be retained by the church in the short term but to be considered a residential building lot. To be serviced with Village water and sanitary connections from Wellington Street.

B-112-24 Severed Parcel = 0.10 ha (0.24 ac) lot area and 25.9 m (84.9 ft) lot frontage- church rectory but intended for future residential use. Existing Rectory is serviced with Village water and sanitary connection from Main Street.

Retained Parcel = 0.13 ha (0.32 ac) lot area and 35 m (114.8 ft) lot frontage- occupied by church and proposed to remain as is. The Church is currently not connected to Village water and sanitary services but is proposed to be connected as a condition of consent.

The proposed severed lot as part of application B-111-24 is currently vacant and is not proposed for development at this time but is being considered as a residential building lot. The proposed severed lot as part of application B-112-24 is currently occupied by a rectory and is proposed for future residential use.

The retained lands occupied by the church currently receives water supply from the rectory and is not presently connected to any municipal sanitary servicing. The church will be required to connect to the municipal service systems as a condition of the consent.

The subject lands are designated “Core Area” with a “Wellhead Protection Area-B (WHPA-B)” overlay in the Merrickville-Wolford Official Plan. The lands are zoned “Institutional (I)” in the Merrickville-Wolford Zoning By-law 23-08.



The Zoning By-law Amendment is required to rezone the two severed parcels to a residential zone to reflect their intended use as a condition of the consents. Specifically, the zoning by-law amendment will rezoning the two severed lots from “Institutional (I)” to the “Residential Type 2 (R2)”. The proposed severed lot(s) would meet the current minimum lot frontage and area requirements for R2 lots on full municipal servicing.

### **Local Official Plan Policies**

Section 6.2.3.3 of the Merrickville Wolford Official Plan (2006) sets out the policies of the Core Area designation. The policies state that:

“In order to create a vibrant Core Area, Council will encourage residential uses in addition to the permitted commercial and public uses by permitting mixed-use commercial/residential buildings, by encouraging the rehabilitation and renovation of upper storeys of existing buildings for residential use, and by permitting residential development including intensification and redevelopment on the periphery of the Core Area.”

The proposed residential use of the severed parcel conforms to the intent of the Core Area designation.

Sections 8.5, 8.5.2 and 8.6 sets out policies for Municipal Water Supply, Wellhead Protection Areas (WHPAs), and Municipal Sanitary Sewage Treatment in the Merrickville urban area, respectfully. In summary, the policies state that new development which is located at or near the terminus of existing watermains and sanitary sewers in the Merrickville urban area is to be connected to the existing municipal infrastructure. Given that the retained lands, occupied by the existing church, is currently not connected to existing sanitary sewers or water services; staff are recommending as a condition of consent that the retained lands be connected to municipal water and sanitary services in accordance with the above policies of the Official Plan. The lot proposed for severance and future residential use which is currently occupied by the existing rectory is currently connected to municipal servicing and therefore complies with the above policies. The proposed severed vacant lot has the potential to be serviced from Wellington Street.

Section 9.3.1 sets out general policies for the creation of lands by way of consent. In summary, the size of any proposed lots should be appropriate for the proposed use, should not result in the landlocking of any parcel(s) of land, and should be able to be appropriately serviced either privately or via municipal water sanitary services.

As provided, the proposed retained and severed lot(s) are considered to be appropriately sized as it would meet the minimum lot area and frontage requirements in the Merrickville Wolford Zoning By-law for a dwelling on full municipal services. The proposed severed lots would have access on Main Street W. and Wellington Street and would not result in the landlocking of any parcels. As noted, it is a condition of consent that the retained lands be connected to municipal water and sanitary servicing in accordance with the Official Plan.

The proposed zoning by-law amendment is deemed to be in conformity with the Village Official Plan.

### **United Counties Official Plan Policies**

The Official Plan for the United Counties of Leeds and Grenville, Schedule A, designates the subject property as “Urban Settlement Area”. The intent of the Urban Settlement Area designation is to function as the primary centers for growth, development and urban activities and be the focus of residential, commercial, industrial, institutional, cultural, recreational and open space uses.



Section 2.3.2.1 of the United Counties Official Plan contains the specific policies for the Merrickville Urban Settlement Area. The policies direct that:

“Development in the Merrickville urban settlement area will occur on the form of servicing which is available and appropriate north and south of the Rideau Canal. The local municipal Official Plan will establish more detailed policies regarding development and servicing requirements north and south of the Rideau Canal within the Merrickville urban settlement area.”

The proposed zoning by-law amendment is deemed to conform to the Official Plan for the United Counties of Leeds and Grenville.

### **Local Zoning By-law Regulations**

The lands of the proposed severances are zoned “Institutional (I)”. The intended future use of the lands is residential and it is appropriate to place the properties within “Residential Type 2 (R2)” zone.

The “new” proposed R2 zone would permit the existing use of the rectory as a single detached dwelling, or conversion up to a four plex. The vacant lot would be permit a single up to a four-plex dwelling. The proposed severed lot(s) would meet the minimum lot frontage and area requirements for R2 lots on full municipal servicing.

### **Village Comments**

There were no comments or concerns expressed by staff. Public Works is working with the applicant to connect the existing church structure to municipal services.

### **Summary & Recommendations**

The proposed zoning by-law amendment to place the two severed lots into the R2 zone is deemed to conform to the United Counties and Village Official Plans and represent good land use planning.

It is recommended that Council consider any comments from the public, and if hearing none should look upon the proposed zoning by-law amendment favourably.

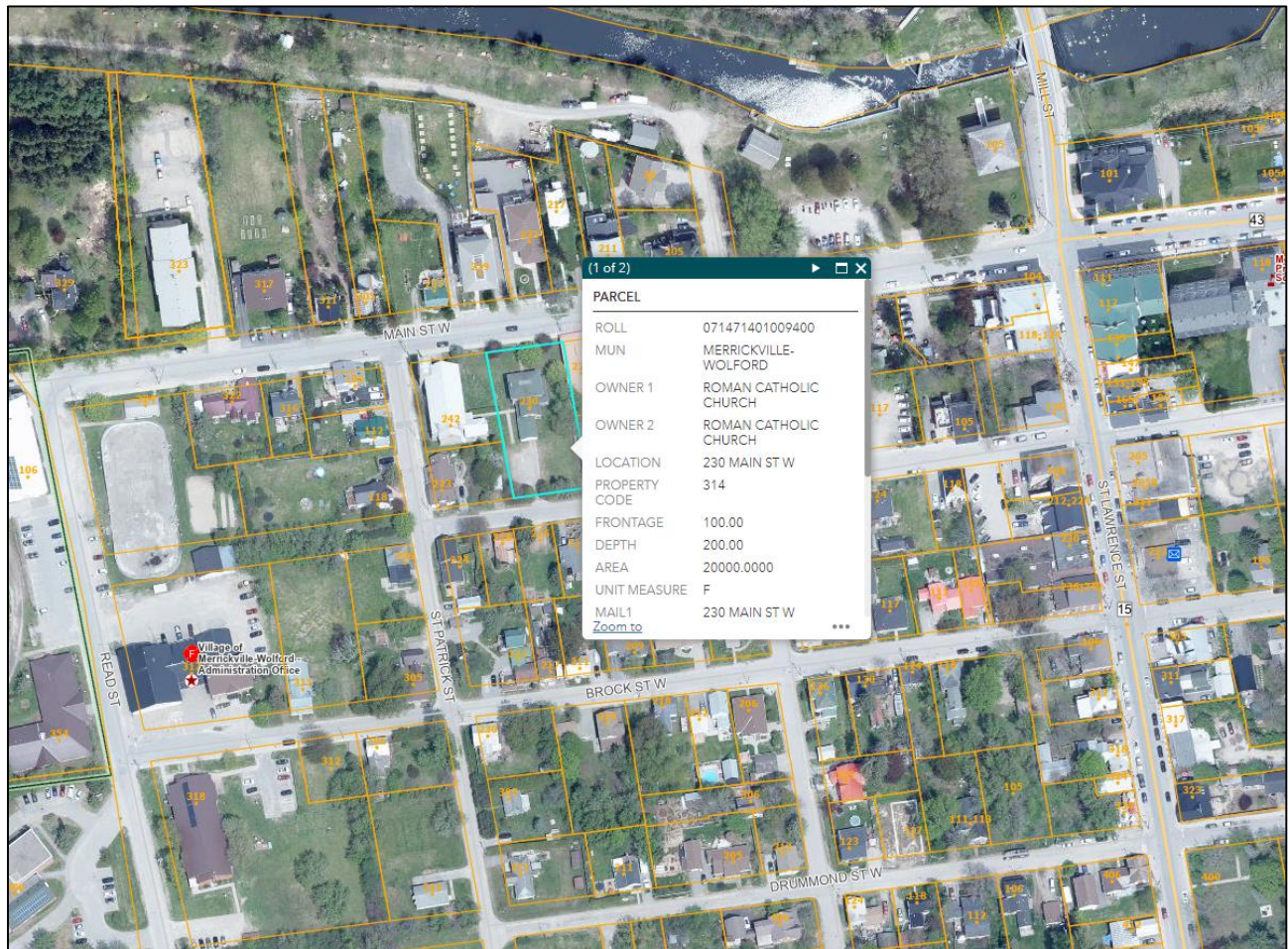
All of which is respectfully submitted.

Sincerely,  
Jp2g Consultants Inc.  
ENGINEERS • PLANNERS • PROJECT MANAGERS

A handwritten signature in blue ink, appearing to read 'F. Symon'.

Forbes Symon, MCIP, RPP  
Senior Planner

## Attachment #1 – Location Map







## Attachment #2 – Draft Survey of New Lots (Parts 2 and 3) and Retained (Part 1)

