



November 4, 2019

**To Whom it May Concern**

**RE: Notice of Open House and Proposed Town Initiated Zoning By-law Amendment  
Structure Envelope Mapping and Housekeeping Provisions  
File No. RZ 19-09**

The Town is currently in the process of digitizing the Zoning By-law mapping to bring all maps into digital (GIS) format, ultimately allowing the Zoning By-law to be viewable interactively online. As part of this larger project, staff are first revising all structure envelope (SE) maps contained within the Zoning By-law.

You are receiving this notice as your property contains a structure envelope to protect natural features on or in close proximity to your lot.

This letter outlines the proposed amendment, the methodology used by staff to draft the amendment, includes the existing structure envelope (SE) map applicable to your subdivision and also the proposed new structure envelope (SE) map.

**Public Meeting and Open House**

In addition to the formal **Public Meeting being held on December 3, 2019** (see Notice enclosed), the Town is hosting an **Open House on November 18, 2019 from 6:00 p.m. to 8:00 p.m. at the Caledon Equestrian Park, 200 Pine Avenue, Palgrave, ON, L7E 0M1**. This Open House is an informal, drop-in session and will not include a formal presentation. Staff will be available to discuss the proposed changes and answer questions.

**Proposed Zoning By-law Amendment**

The proposed Zoning By-law Amendment seeks to amend Zoning By-law 2006-50 to:

- Introduce housekeeping language into the By-law which will permit the Town to undertake minor amendments and other technical revisions that in no way affect the existing zoning
- Introduce enforcement provisions into the By-law for clarity purposes
- Alter the numbering of the structure envelope maps to be chronological
- Amend the structure envelope maps, which may include, but is not limited to the following amendments:
  - Introduce structure envelopes which already exist on title and other approved planning documentation
  - Recognize approved minor variances to expand structure envelopes in terms of location, dimensions and configuration

- Update structure envelope and natural area limits, boundaries and dimensions to reflect locations of lot lines and improve accuracy, utilizing current technology and the ability to digitally dimension structure envelopes
- Update zones, zone map and text to reflect administrative changes to implement the structure envelope mapping updates

### **Update Methodology**

In updating the structure envelope maps, staff reviewed a number of sources to compile the most accurate and current information relating to structure envelopes.

- A Review of Property Title: Staff reviewed property title to determine if there are structure envelopes and reference plans applicable to properties. As surveys are the most accurate information, these documents were then used to identify and reproduce structure envelope boundaries.
- A Review of Existing Structure Envelopes: Staff reviewed the existing structure envelopes and compared them to the reference plans, or used the existing mapping as a base map for the new structure envelopes.
- A Review of Minor Variances: Staff completed a review of all minor variances which amended structure envelopes and incorporated these changes into the new structure envelope maps.
- Other Data Sources and Ground-Truthing: Staff also reviewed applicable subdivision plans and documentation, and performed ground-truthing using aerial photography to validate proposed structure envelope boundaries.

### **Structure Envelope (SE) Mapping**

Please find attached the existing structure envelope map and the proposed structure envelope map(s) which are applicable to your subdivision. To assist you in locating your property, there are lot numbers printed on the map. Please review the enclosed.

For additional information, please do not hesitate to contact the undersigned at 905.584.2272 x. 4253 or [Stephanie.mcvittie@caledon.ca](mailto:Stephanie.mcvittie@caledon.ca).

Sincerely,



Stephanie McVittie, MCIP, RPP  
Senior Development Planner  
Community Services Department  
**TOWN OF CALEDON**

Enclosure

