

October 23, 2025

File No. 25087

Kelly Martel
Manager of Planning
City of Port Colborne
66 Charlotte Street
Port Colborne, ON L3K 3C8

**RE: Zoning By-law Amendment Application
Unaddressed Lands & 639 Main Street West, Port Colborne**

GSP Group is pleased to submit a Zoning By-law Amendment (Minor) Application pertaining to a 0.61-acre portion of the unaddressed property known by Roll # 271103003813700 in the City of Port Colborne.

The Zoning By-law Amendment proposes to change the zoning of the subject lands from “Residential Development” (RD) to “Highway Commercial” (HC). The zoning change is required to permit the continued and legal use of the subject lands for Highway Commercial purposes by the adjacent Motor Vehicle Repair Garage (B&C Truck Centre) operating at 639 Main Street West.

This Zoning By-law Amendment is related to a Consent to Sever (Boundary Adjustment) application that was filed with the City of Port Colborne Committee of Adjustment on October 2, 2025. This application (File B11-25-PC) is scheduled to be heard on November 19, 2025.

A fulsome overview of the intent and purpose of the application is provided within the Planning Justification Report that has been provided with the application submission.

In support of the application, the following required submission materials are provided digitally to the City of Port Colborne:

- 1.0** Fully Executed Zoning By-law Amendment Application;
- 2.0** Severance Sketch Plan prepared by Chambers and Associated Surveying Ltd., dated September 18, 2025.

AutoCAD File has also been provided.

- 3.0** Planning Justification Report prepared by GSP Group Inc., dated October 2024;
- 4.0** Draft Zoning By-law Amendment and Schedule
- 5.0** Parcel Register and PIN Map for the Subject Lands.
- 6.0** Pre-consultation Notes pertaining to a meeting held on September 25, 2025 inclusive of fee Clarification Email dated October 14, 2025.

Please note that the required review fee for the Zoning By-law Amendment (Minor) Application (**\$6,850.00**) will be provided to City Hall by the client.

Should you have any questions, or require any additional information, please contact the undersigned at 226-929-6026 or by email at crohe@gspgroup.ca.

Respectfully submitted,

GSP GROUP INC.



Craig A. Rohe, RPP, MCIP
Senior Planner