

October 20, 2026

541-26

**Via Digital and Delivered**

Mr. Justin Leung  
Secretary-Treasurer

Committee of Adjustment  
City of Hamilton  
71 Main Street West, 5<sup>th</sup> Floor  
Hamilton, ON L8P 4Y5

Dear Mr. Leung,

**RE:      Consent to Sever Application  
         1310 South Service Road, Hamilton**

---

UrbanSolutions Planning & Land Development Consultants Inc. ("UrbanSolutions") is the authorized planning consultant acting on behalf of Forum Winona Inc. c/o Mr. Toby Singlehurst, the registered owner of the lands municipally known as 1310 South Service Road in the City of Hamilton (the "subject lands"). On behalf of the owner, we are pleased to submit the enclosed Consent to Sever application for the subject lands.

The subject lands are currently designated 'Neighbourhoods' on Schedule E-1 – Urban Land Use Designations of the Urban Hamilton Official Plan (the "UHOP") and 'Medium Density Residential 2, Site Specific Policy – Area O' on Map B.7.4-1 – Land Use Plan of the Fruitland-Winona Secondary Plan. The lands are zoned 'Mixed Use Medium Density (C5, 851, H112)' in the City of Hamilton Zoning By-law No. 05-200.

The purpose of this application is twofold: (1) to facilitate a lot line adjustment, and (2) to establish a drainage easement over the Retained Lands in favour of the Severed Lands. As shown on the enclosed Severance Sketch prepared by UrbanSolutions, the subject lands are proposed to be divided into two (2) separate parcels, with the northerly portion fronting South Service Road referred to as the "Retained Lands" and the southerly portion as the "Severed Lands".

The Retained Lands have a lot area of 1.47 hectares and a combined frontage of 89.77 metres on South Service Road and Vince Mazza Way. The Retained Lands are currently subject to active Official Plan and Zoning By-law Amendment applications (File Nos. DPA-2026-00343 and DPA-2026-00471), which propose two (2) 9-storey multiple dwellings containing a total of 249 units and 279 vehicle parking spaces.

The Severed Lands have a lot area of 0.89 hectares and 53.12 metres of frontage on Vince Mazza Way. The Severed Lands are also subject to active Official Plan and Zoning By-law Amendment applications (File No. DPA-2026-00343), which propose an expansion of Costco's existing surface parking lot to the south within this portion of the site, providing an additional 204 parking spaces. Following final approval of this

Consent application, the Severed Lands will be conveyed to, and merged on title with, the abutting Costco property to the south (1330 South Service Road) to facilitate the proposed parking lot expansion. As the Severed Lands are proposed to merge with the abutting lands to the south, no new lot will be created, and the application therefore constitutes a lot line adjustment.

As illustrated on the enclosed Severance Sketch, this Consent application also seeks to establish a 3.0-metre-wide drainage easement over the Retained Lands, along the east property line, in favour of the Severed Lands. While the majority of stormwater runoff from the Severed Lands is proposed to be directed south to the larger Costco site, a small portion collected within the landscaped area along the east edge of the Severed Lands is proposed to be conveyed north through the drainage easement to the existing ditch within the South Service Road right-of-way.

This Consent to Sever application is in keeping with Section 53(1) of the *Planning Act*, R.S.O. 1990, c. P.13, as a plan of subdivision is not necessary for the proper and orderly development of the subject lands. Further, the resulting development of two (2) 9-storey multiple dwellings on the Retained Lands and an expansion of Costco's existing surface parking lot within the Severed Lands:

- Satisfies the evaluation criteria contained in Section 51(24) of the *Planning Act*;
- Is consistent with the Provincial Planning Statement (2024), as it will assist with the objective of focusing growth and development in settlement areas (Policy 2.3.1.1);
- Conforms to Policy B.2.4.1.3 c) of the UHOP, as the proposed residential development on the Retained Lands will aid the City in achieving its objective of accommodating approximately 30% of its intensification target within the Neighbourhoods designation, while maintaining the existing built-form and character of the surrounding area; and,
- Conforms to Policy F.1.14.3.6 of the UHOP, in that the proposed lot line adjustment is minor in nature, will not result in increased fragmentation of a core area, and does not conflict with the intent of the policies of the UHOP.

In support of this application, please find the following materials enclosed:

- One (1) copy of the completed Consent to Sever Application Form;
- One (1) copy of the Severance Sketch prepared by UrbanSolutions;
- One (1) copy of the Topographic Survey prepared by SOS Surveyors; and,
- One (1) copy of the Draft Reference Plan prepared by SOS Surveyors.

As indicated in Section 1.6 of the enclosed Application Form, please contact Brian Flynn of Forum Winona Inc. at (289) 380-2828 to coordinate payment of the required **\$3,565.00** Consent to Sever application fee via credit card over the phone.

We trust the enclosed is in order; however, please feel free to contact the undersigned with any questions.

Regards,  
**UrbanSolutions**



Matt Johnston, MCIP, RPP  
*Principal*



Matthew LeBlanc, MCIP, RPP  
*Intermediate Planner*

cc: Mr. Toby Singlehurst, Forum Winona Inc.  
Mr. Brian Flynn, Forum Winona Inc.  
Mr. Louie Loberti, Costco Wholesale Canada Ltd.  
Mr. Dean Valentinuzzi, Costco Wholesale Canada Ltd.