

## Committee of Adjustment Meeting Minutes

Date: October 15, 2024  
 Time: 6:00 PM  
 Location: Council Chambers

Members Present: Howard Pye - Chair  
 Bob Sutherland  
 Matthew Roberts  
 Jim Reid  
 Jay Pember

Amy Humphries – Secretary-Treasurer  
 Craig Wallace – Chief Building Official  
 Justin Miller - Planner

This meeting was held in person in accordance with section 238 (3.3) of the Municipal Act, 2001 as amended, and section 16.6.24 of the City of Woodstock Procedure by-law.

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1. **Declaration of Conflict of Interest**

2. **Approval of Minutes**

2.a **September 16, 2024- Regular Meeting Minutes**

Moved by Jim Reid  
 Seconded by Jay Pember

That the minutes of the September 16, 2024, Committee of Adjustment meeting be adopted.

**Carried**

3. **Business Arising from Minutes**

4. **Correspondence**

5. **Applications for Minor Variance**

5.a **MV-14-24 - Amer Cengic - 17 and 19 Bay Street**

The subject lands are described as Part of Lot 2 E/S Bay Street Plan 34 as in 457619, in the City of Woodstock. The lands are located on the east side of Bay Street lying between Dundas Street and Peel Street and are municipally known as 17 and 19 Bay Street.

The applicant is proposing relief from the above-noted provisions of the City's Zoning By-law to facilitate the conversion of an existing structure containing two dwelling units to permit a converted dwelling unit containing six dwelling units. Minor variances are required to recognize the existing conditions of the subject lands, including lot area, lot frontage, interior side yard width and front yard depth. These variances are related to the existing lot area and structure on the subject lands, and no expansion of the existing structure is proposed.

The subject property is approximately 462 m<sup>2</sup> (4,973.1 ft<sup>2</sup>) in area with frontage of approximately 11 m (36.1 ft) and contains an existing semi-detached dwelling. The semi-detached dwelling is proposed to be converted into a six unit converted dwelling.

It is the opinion of the Planning Office that the proposed relief from the lot coverage provisions of the Zoning By-law can be considered minor and desirable for the development of the lands and the neighbourhood in general.

The applicant's proposal to increase the number of units within an existing structure can be considered a minor variance from the provisions of the City's Zoning By-law. As no additional space is required for parking purposes due to the parking exemptions in the Zoning By-Law for properties in the Central Area, staff are generally satisfied that the request will facilitate the creation of a six unit converted dwelling that is desirable development of the subject lands. Further, staff are of the opinion that the proposed development will have minimal impact on surrounding land uses and will not compromise the ability of the lands to provide adequate drainage, privacy and amenity space.

It is the opinion of the Planning Office that the requested relief maintains the general intent of the Official Plan and the Zoning By-law and can be given favourable consideration.

Discussion:

H. Pye expressed concerns with lack of parking. J. Miller responded that the Central Area does not require parking as the intent is that the residents will be able to walk to all necessary amenities. Overnight parking can be provided in municipal lots if needed.

Amer Cengic of 35 Harwood Street, Innerkip, is the applicant and spoke in favour of the application. He commented that adding two additional units will increase options for residential units in the downtown.

Moved by Jim Reid  
Seconded by Bob Sutherland

That the City of Woodstock Committee of Adjustment approve Application File MV 14-24, submitted by Amer Cengic for lands described as Part of Lot 2 E/S Bay Street Plan 34 as in 457619 in the City of Woodstock as it relates to:

1. Relief from Section 8.2, Table 8.2 – Zone Provisions for Converted Dwelling House, Lot Area, to reduce the minimum required lot area from 540 m<sup>2</sup> (5,812.7 ft<sup>2</sup>) to 462 m<sup>2</sup> (4,973.1 ft<sup>2</sup>);
2. Relief from Section 8.2, Table 8.2 – Zone Provisions for Converted Dwelling House, Lot Frontage, to reduce the minimum required lot frontage from 18 m (59.1 ft) to 11 m (36.1 ft);
3. Relief from Section 8.2, Table 8.2 – Zone Provisions for Converted Dwelling House, Interior side yard width, to reduce the minimum required interior side yard width from 3m (9.8 ft) to 0.8 m (2.6 ft) on the north side of the subject lands; and
4. Relief from Section 8.2, Table 8.2 – Zone Provisions for Converted Dwelling House, Front Yard Depth, to reduce the minimum required front yard depth from 6 m (19.7 ft) to 2.4 m (7.9 ft) to permit a six unit converted dwelling house.

The requested variances meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents minor variances from the provisions of the City's Zoning Bylaw in that the reduced zone provisions are related to an existing structure that was built in 1890 and will not impact neighbouring properties, is compatible with surrounding land uses, is minor and is desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the City's Zoning By-law, and no negative impacts are anticipated associated the reduced zone provisions.
3. The relief is desirable for the use of the land as the said relief will allow for development that is permitted by the Zoning By-law, the use is compatible with planned development and is complimentary to proposed development in the area.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Central Business District designation.

And further that any comments received from the public were reviewed and considered before the decision was made in relation to this planning matter.

**Carried**

5.b MV-18-24 - Shelley Mattson - 1 Kipling Crescent

The subject lands are described as Lot 115, Plan M29, in the City of Woodstock. The lands are located on the southwest corner of Springbank Avenue South and Kipling Crescent, lying between Alice Street and Parkinson Road, and are municipally known as 1 Kipling Crescent.

The applicant is proposing relief from the above-noted provisions of the City's Zoning By-law to facilitate the development of a new detached accessory structure in the side yard of the subject lands of approximately 75.8 m<sup>2</sup> (816 ft<sup>2</sup>) in size, as depicted in Plate 3. This will result in all accessory structures covering approximately 12.5% of the property.

The subject property is approximately 681 m<sup>2</sup> (7,330 ft<sup>2</sup>) in area, with frontage of approximately 16.5 m (54 ft), and contains an existing semi-detached dwelling and shed, both of which will be retained.

It is the opinion of the Planning Office that the proposed relief from the lot coverage for accessory structures and from exterior side yard provisions of the Zoning By-law can be considered minor and desirable for the development of the lands and the neighbourhood in general.

The applicant's proposal can be considered a minor variance from the provisions of the City's Zoning By-law. Planning staff are of the opinion that the proposed development will have minimal impact on surrounding land uses and will not compromise the ability of the lands to provide adequate drainage, privacy, or amenity space.

It is the opinion of the Planning Office that the requested relief maintains the general intent of the Official Plan and the Zoning By-law and can be given favourable consideration.

Discussion:

Harold Wierenga of 565935 Towerline Road, Woodstock, spoke on behalf of the applicant in favour of the application.

Moved by Jay Pember

Seconded by Matthew Roberts

That the City of Woodstock Committee of Adjustment approve Application File MV18-24, submitted by Shelley Mattson for lands described as Lot 115, Plan M29 in the City of Woodstock as it relates to:

1. Relief from Section 7.2, Zone Provisions, to reduce the minimum required exterior side yard width from 4.5 m to 2.1 m; and,
2. Relief from Section 5.1.1.1, Table 1 – Regulations for Accessory Buildings, Uses, and Structures, to increase the maximum from 10% of the lot area to 12.5% of the lot area to permit a new detached accessory structure.

The requested variances meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents minor variances from the provisions of the City's Zoning By-law in that the reduced zone provisions will not impact neighbouring properties, are compatible with surrounding land uses, are minor, and are desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the City's Zoning By-law, and no negative impacts are anticipated associated with the reduced zone provisions.
3. The relief is desirable for the use of the land as it will allow for development permitted by the Zoning By-law.
4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development contemplated within the Low Density Residential designation.

And further that any comments received from the public were reviewed and considered before the decision was made in relation to this planning matter.

### **Carried**

#### 5.c MV-19-24 - Hunt Property Corp. c/o Steve Hunt - 124 Stoney Road

The subject property is described as Lot 142C, Plan 293 in the City of Woodstock. The property is located on the west side of Stoney Road lying between Old Wellington Street South and Finkle Street, and municipally known as 124 Stoney Road.

The applicant is proposing to facilitate construction of additions to the existing dwelling to create a semi-detached dwelling on the subject property. The applicant has indicated that they wish to sever the subject property in the future.

The subject property is approximately 685.28 m<sup>2</sup> in area and contains a duplex dwelling. As depicted by Plate 3, the existing dwelling, constructed circa 1903, is situated at the front lot line.

It is the opinion of the Planning Office that the proposed relief from the front yard depth, lot depth, and rear yard depth provisions of the Zoning By-law can be considered minor and desirable for the development of the lands and the neighbourhood in general.

The applicant's proposal can be considered a minor variance from the provisions of the City's Zoning By-law. Planning staff are of the opinion that the proposed development will have minimal impact on surrounding land uses and will not

compromise the ability of the lands to provide adequate drainage, privacy, or amenity space.

It is the opinion of the Planning Office that the requested relief maintains the general intent of the Official Plan and the Zoning By-law and can be given favourable consideration.

Discussion:

Steve Hunt was in attendance on behalf of the applicant. He had no further comments beyond the Planner's report.

Moved by Matthew Roberts

Seconded by Jim Reid

That the City of Woodstock Committee of Adjustment approve Application File MV19-24, submitted by Hunt Property Corp. for lands described as Lot 142C, Plan 293 the City of Woodstock as it relates to:

1. Relief from Section 7.2, Table 7.2 – R2 ZONE PROVISIONS, to decrease the minimum permitted Lot Depth from 28.0 m to 25.2 m.
2. Relief from Section 7.2, Table 7.2 – R2 ZONE PROVISIONS, to decrease the minimum permitted Front Yard Depth from 6.0 m to 0 m.
3. Relief from Section 7.2, Table 7.2 – R2 ZONE PROVISIONS, to decrease the minimum permitted Rear Yard Depth from 7.0 m to 6.6 m.

Subject to the following condition:

1. That the requested relief to decrease the permitted front yard depth only applies to the current extent of the existing dwelling, as depicted on Plate 3 of Report No. CP 2024-334.

The requested variances meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents minor variances from the provisions of the City's Zoning By-law in that the reduced zone provisions will not impact neighbouring properties, are compatible with surrounding land uses, are minor, and are desirable for the development of the lands.
2. The proposed relief maintains the general intent and purpose of the City's Zoning By-law, and no negative impacts are anticipated associated with the reduced zone provisions.

And further that any comments received from the public were reviewed and considered before the decision was made in relation to this planning matter.

**Carried**5.d MV-20-24 - New Apostolic Church Canada - 45 Cronyn Street

The subject lands are described as Lot 24, Plan 189, in the City of Woodstock. The lands are located on the west side of Cronyn Street, lying between Norwich Avenue and Cedar Street, and are municipally known as 45 Cronyn Street.

The applicant is proposing relief from the above-noted provisions of the City's Zoning By-law to facilitate an elevator addition to the existing church, illustrated in Plate 3, as submitted by the applicant. The elevator addition will be accessed via an at-grade walkway connected to the walkway at the church entrance. The applicant advised that the proposed location for the addition in the southerly side yard minimizes the changes to the existing site and building and optimizes access and circulation on both levels of the existing church. This proposed addition to the subject property extends into the minimum permitted 4.0 m (13.1 ft) interior side yard depth by 1.0 m (3.3 ft).

The proposed addition does not impact the rear yard depth. The subject property is approximately 1,044 m<sup>2</sup> (11,237.5 ft<sup>2</sup>) in area, and contains an existing church, which will be retained. Parking for the church is located on the north side of the church.

It is the opinion of the Planning Office that the Applicant's request can be considered minor and desirable for the development of the subject property.

Plate 3 – Applicant's Sketch - illustrates the location of the existing church, parking, and proposed location for the elevator addition. The applicant has advised that the proposed location was selected as it minimizes the changes to the existing site and building and optimizes access and circulation on both levels of the existing church. Essentially, the elevator addition will allow for more people to utilize the entirety of the church.

The location of the elevator addition on the southerly side of the building is such that it will not have a significant negative impact on privacy or land use functions within the area. Therefore, Planning staff are satisfied that the elevator will have minimal impact on surrounding properties in terms of compatibility and form, and that it does not interfere with the normal use of nearby properties.

It is the opinion of the Planning Office that the requested relief maintains the general intent of the Official Plan and the Zoning By-law and can be given favourable consideration.

**Discussion:**

Matthew Halladay of ABA Architects, spoke on behalf of the applicant in favour of the application.

The resident of 13 Cronyn Street spoke in favour of the application. He commented that the church is doing good things in the community and the elevator will assist the elderly persons who attend the church.

Moved by Jim Reid  
Seconded by Jay Pember

That the City of Woodstock Committee of Adjustment approve Application File MV20-24 submitted by New Apostolic Church Canada for lands described as Lot 24, Plan 189 in the City of Woodstock as it relates to:

1. Relief from Section 21.2 Table 21.2 – NI ZONE PROVISIONS, to reduce the minimum required Interior Side Yard Width from 4.0 m to 3.0 m.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

1. The proposed relief represents a minor variance from the provisions of the City's Zoning By-law in that the reduced zone provisions will not impact neighbouring properties, are compatible with surrounding land uses, are minor, and are desirable for the development of the lands.

2. The proposed relief maintains the general intent and purpose of the City's Zoning By-law, and no negative impacts are anticipated associated with the reduced zone provisions.

3. The relief is desirable for the use of the land as it will allow for development permitted by the Zoning By-law.

4. The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development contemplated within the Service Commercial designation.

And further that any comments received from the public were reviewed and considered before the decision was made in relation to this planning matter.

**Carried**

## 6. **Adjournment**

Moved by Jay Pember  
Seconded by Matthew Roberts

That the meeting adjourn at 6:45 p.m.

**Carried**



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Chair– Howard Pye

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Secretary-Treasurer – Amy Humphries