

**To: Mayor and Members of City of Woodstock Council**

**From: Justin Miller, Development Planner, Community Planning**

## **Applications for Consent B25-24-8 and B25-25-8 – 634524 Ontario Inc.**

### **REPORT HIGHLIGHTS**

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- The applications for consent are proposing to sever lands for a proposed three-unit townhouse dwelling. An easement is also requested over the western property to provide access to the middle unit.
- The applicant has also submitted a zone change application; the zone change application seeks to permit a minimum lot frontage of 7.8 m for the end units, a minimum side yard width of 1.5 m for the western unit and a minimum side yard width of 1.2 m for the eastern unit.
- Planning staff are recommending approval of the application as it is consistent with the Provincial Planning Statement and maintain the intent and purpose of the Official Plan respecting residential intensification.

### **DISCUSSION**

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#### **Background**

APPLICANT/OWNER: 634524 Ontario Inc.  
1-592 Adelaide Street Woodstock ON N4S 4B9

AGENT: Nesbitt Coulter LLP c/o Derek Truelove  
35 Perry Street, Woodstock ON N4S 3C4

LOCATION:

The subject lands are described as Plan 255, Block M, Lot 4 and Part Lot 5, in the City of Woodstock. The lands are located on the north side of Canterbury Street, between Beale Street and Kent Street, and are municipally known as 607 Canterbury Street.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “W-1”	City of Woodstock Land Use Plan	Residential
Schedule “W-3”	City of Woodstock Residential Density Plan	Medium Density Residential

CITY OF WOODSTOCK ZONING BY-LAW 8626-10:

Existing Zoning: 'Residential Zone 2 (R2)'

SERVICES: municipal sanitary sewer and water.

ROAD ACCESS: paved, municipal road (Canterbury Street)

PROPOSAL:

	<u>SEVERED LOT</u> <u>B25-24-8</u>	<u>SEVERED LOT</u> <u>B25-25-8</u>	<u>RETAINED LOT</u>
Area	318 m <sup>2</sup> (3,423.3 ft <sup>2</sup> )	251.8 m <sup>2</sup> (2,710.8 ft <sup>2</sup> )	316 m <sup>2</sup> (3,401.6 ft <sup>2</sup> )
Frontage	7.8 m (25.8 ft)	6.2 m (20.5 ft)	7.8 m (25.7 ft)
Depth	40.3 m (132.4 ft)	40.3 m (132.4 ft)	40.3 m (132.4 ft)

The purpose of the applications for consent are to sever two lots to create three separately conveyable lots (one unit on each lot) for a three-unit townhouse that is to be constructed. The applicant has also submitted a zone change application (ZN8-25-05); the zone change application seeks to permit a minimum lot frontage of 7.8 m for the end units, a minimum side yard width of 1.5 m for the western unit and a minimum side yard width of 1.2 m for the eastern unit.

Surrounding land uses are a mix of low, medium and high-density residential uses. There are scattered commercial uses in close proximity and Sutherland Park is approximately 200 m to the north.

Plate 1, Location Map with Existing Zoning, shows the location of the subject lands and the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2020), provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicant's Sketch, provides the dimensions of the lots to be severed and retained.

## **Application Review**

### 2024 PROVINCIAL PLANNING STATEMENT (PPS)

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the *Planning Act*, where a municipality is exercising its authority affecting a planning matter, such decisions, "shall be consistent with" all policy statements issued under the Act. The following outlines the key PPS policies that have been considered, but is not intended to be an exhaustive list.

According to Section 2.1.4, to provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and
- maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approve or registered plans.

Further, according to Section 2.1.6, planning authorities should support the achievement of complete communities by:

- accommodating an appropriate range of mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated childcare facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;
- improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and
- improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

Section 2.2 provides that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the immediate area by:

- a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;
- b) permitting and facilitating:
  1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
  2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and
- d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

Section 2.3.1 directs that settlement areas shall be the focus of growth and development. Further, according to Section 2.3.1.2, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing and planned infrastructure and public service facilities. Further, Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

OFFICIAL PLAN

The subject property is located within the 'Medium Density Residential' designation according to the City of Woodstock Residential Density Plan, as contained in the Official Plan. Medium-density residential areas include those lands that are primarily developed or planned for low profile municipal unit development that exceed densities established for Low Density Residential Districts. Medium Density Residential uses include townhouses, cluster houses, converted dwellings and apartment buildings. In these Districts it is intended that there will be a mixing and integration of different forms of housing to achieve an overall medium density.

ZONING BY-LAW

The subject lands are zoned 'Residential Zone 2 (R2)' according to the City's Zoning By-law. The 'R2' zone permits single detached dwellings, bed and breakfasts, a duplex, a home occupation in a permitted dwelling, a semi-detached dwelling and an additional residential unit subject to Section 5.2.8.

Concurrent to this application, the applicant has submitted an application for zone change to rezone the subject lands to Special Residential Zone 3 (R3-sp). Special provisions are required to permit a minimum lot frontage of 7.8 m for the end units, a minimum side yard width of 1.5 m for the western unit and a minimum side yard width of 1.2 m for the eastern unit. Staff are recommending that approval of the submitted zone change be included as a condition of the consents.

Agency Comments

The Oxford County Public Works Department provided the following comments:

If approved, a condition of severance shall be that the owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water & sanitary sewer services, to the satisfaction of the County. All properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.

The City of Woodstock Engineering Department (Building Division) provided the following comments:

1. The applicant is proposing to create the three (3) townhouse lots through the consent process.
2. If approved, a condition shall be included "the owner shall remove the existing dwelling house and all accessory buildings/structures to the satisfaction of the City of Woodstock Building Department.
3. If approved, a condition shall be included "the owner shall provide a survey prepared by an OLS to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
4. The applicant should note utilities shall be installed directly to each unit from the street.

The City of Woodstock Engineering Department (Development Division) provided the following comments:

1. Comments based on the attached revised applicant's sketch.

2. One option may be to obtain a building permit application and construct the foundation, after the zoning is approved and in place, before finalizing the severance.
3. The owner is advised that each unit shall be serviced separately and independently with water, sewer, gas, and hydro.
4. Municipal sewer and watermain are available on Canterbury St.
5. If approved, a condition of severance shall be that the owner provide confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or easements created. Any proposed easements shall be reviewed by the City of Woodstock.
6. If approved, a condition of severance shall be that the owner agrees to satisfy all requirements, financial and otherwise, of the City, regarding the installation of services and drainage facilities, to the satisfaction of the City.
7. If approved, a condition of severance shall be that the Owner enter into a severance agreement with the City of Woodstock for the severed lands. The severance agreement shall be registered on title by the owner as a first encumbrance.
8. If approved, a condition of severance shall be that the Owner agrees to register an access easement over one of the outside lots in favour of the middle lot to allow rear yard access to the middle lot. The draft of the easement shall be circulated to the City for review prior to registration.
9. If approved, a condition of severance shall be that the owner shall obtain a letter provided by the Clerk or designate of the City advising the Secretary-Treasurer of the LDC that all requirements of the City have been complied with.

### Public Consultation

Notice of the proposal was provided to the public and surrounding property owners on June 23, 2025 in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns have been received from the public.

### **Planning Analysis**

The purpose of the applications for consent is to sever a vacant lot into three lots for the purpose of establishing a three unit townhouse. The lands are occupied by a single-detached dwelling and a shed.

With respect to the PPS, the proposal is consistent with the intensification, redevelopment and housing policies as the application is considered an efficient use of land and municipal infrastructure within a serviced settlement area, provides for a diversity of housing types, and represents appropriate density for new housing that makes efficient use of existing municipal services.

Developments within the Medium Density designation shall generally consist of townhouses, cluster houses, converted dwellings and apartment buildings; the proposed development is a three-unit townhouse that is consistent with the policy-supported medium density types. Further, medium density developments shall generally be between 30 and 70 units per hectare; the proposed development is equal to approximately 33.9 units per hectare and is consistent with the policy direction for medium density developments.

With respect to the relevant Official Plan policies for Medium Density Residential areas, staff are of the opinion that the proposal can be characterized as appropriate street-oriented infill

development and intensification that is supported by the Official Plan. This area of the city is characterized by a variety of lot sizes and built forms, including infill developments, townhouses, single-detached dwellings and apartment dwellings and the proposed lots to be severed and proposed lot to be retained will not be out of character or inconsistent with the surrounding area. Staff is of the opinion that the proposed lot configurations are reasonable and will provide for an adequate building envelope for single detached dwellings on the lot to be severed and retained.

Planning staff are of the opinion that the proposed severances are a form of street-oriented infill and is consistent with the policy direction of the Provincial Planning Statement and the Official Plan, and can be supported from a planning perspective, subject to the recommended conditions.

## **RECOMMENDATIONS**

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**That Woodstock Council advise the Land Division Committee that the City supports applications B25-24-8 and B25-25-8, submitted by 634524 Ontario Inc., for lands described as Plan 255, Block M, Lot 4 and Part Lot 5, in the City of Woodstock, to create two new residential infill lots, subject to the following conditions:**

- 1. The owner shall provide confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or easements created. Any proposed easements shall be reviewed by the City of Woodstock.**
- 2. The owner shall satisfy all requirements, financial and otherwise, of the City, regarding the installation of services and drainage facilities, to the satisfaction of the City of Woodstock.**
- 3. The Owner shall submit a recent survey prepared by an OLS to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.**
- 4. The Owner agrees to satisfy all requirements, financial and otherwise, of the County of Oxford Public Works Department, regarding the installation of water & sanitary sewer services, to the satisfaction of the County of Oxford Public Works Department. Both properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.**
- 5. The Owner agrees to remove the existing dwelling and all existing accessory structures prior to the issuance of a building permit to the satisfaction of the City of Woodstock.**
- 6. That the subject lands be appropriately zoned.**
- 7. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.**

## **SIGNATURES**

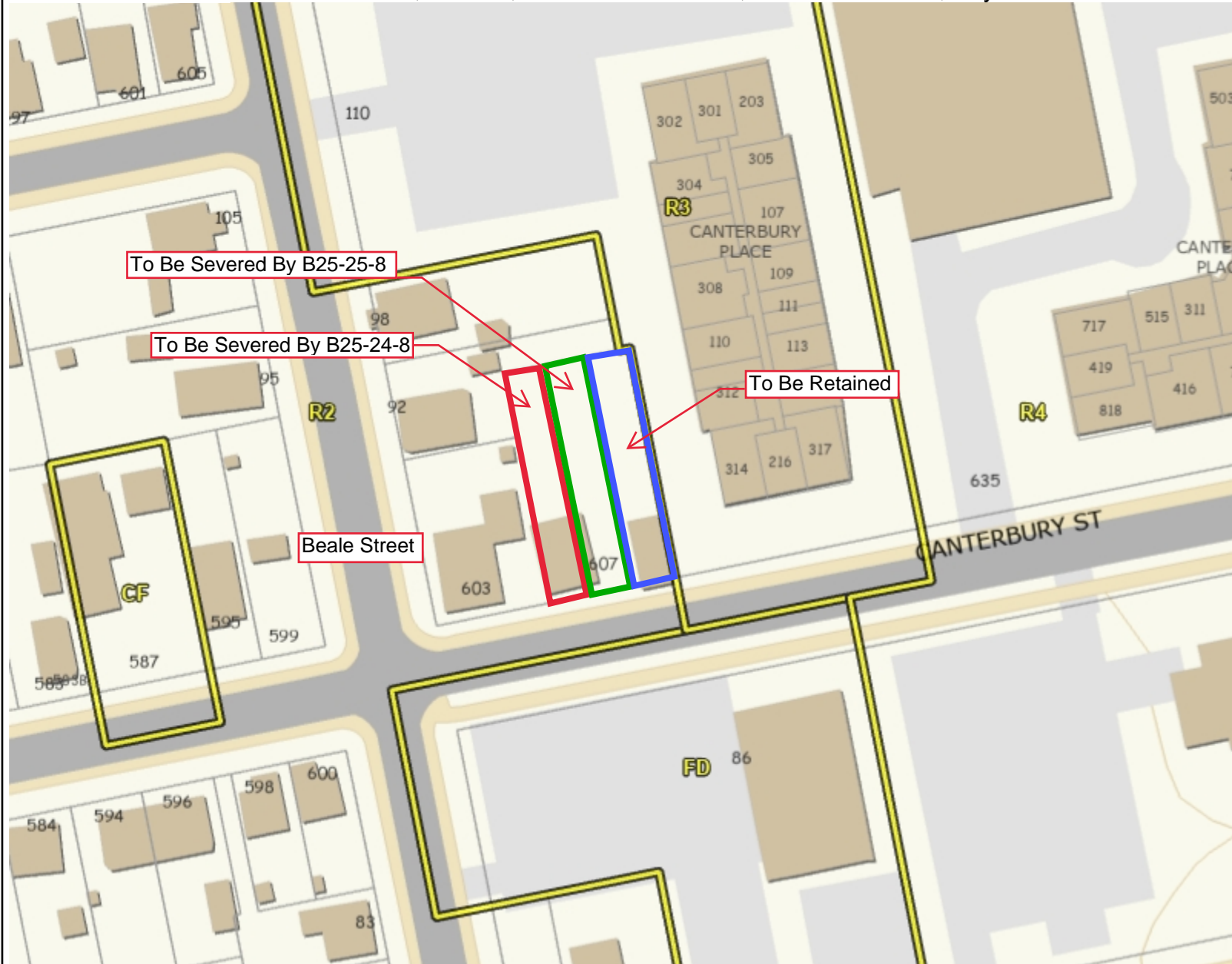
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**Authored by:** *"Original Signed by"*

Justin Miller  
Development Planner

**Approved for submission:** *"Original Signed by"*

Eric Gilbert, MCIP, RPP  
Manager of Development Planning



### Legend

- Zoning Floodlines
- Regulation Limit
- 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

### Notes



0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

June 30, 2025





Legend

Notes

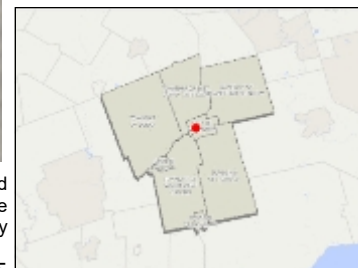
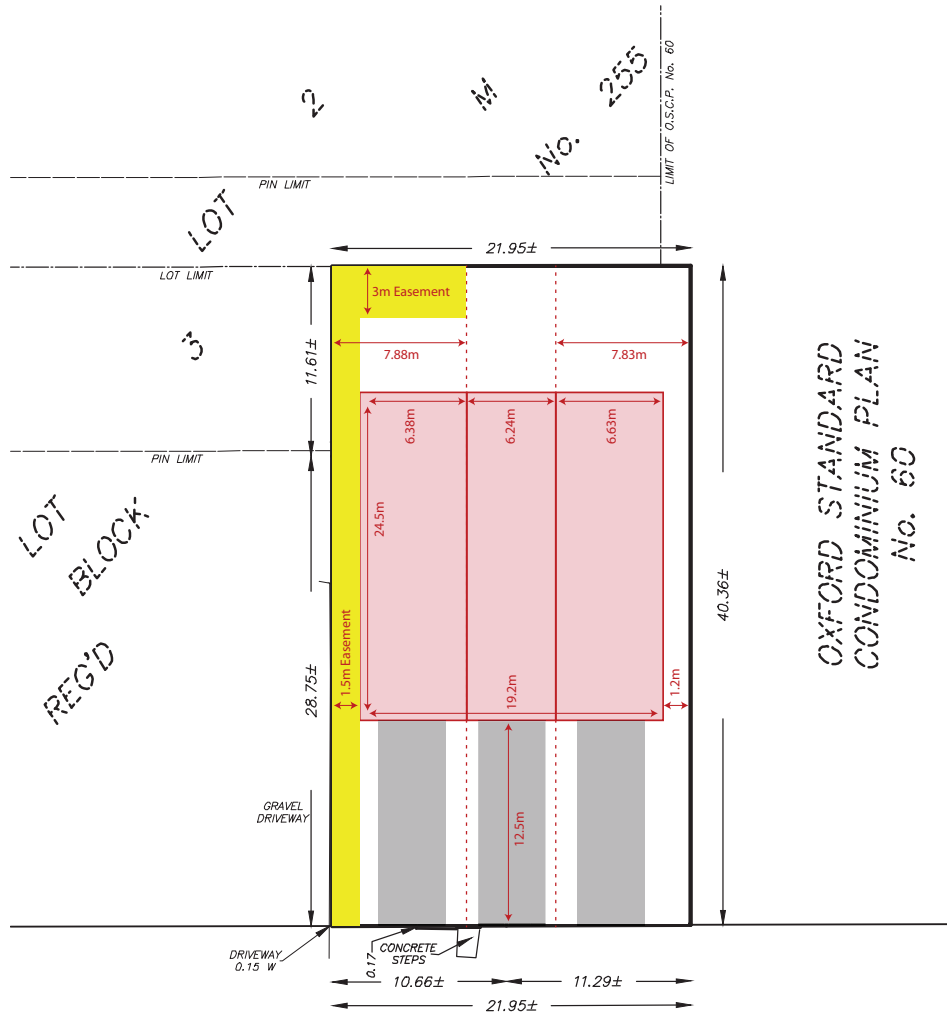


Plate 3: Applicant's Sketch

File No.: B25-24-8 and B25-25-8: 634524 Ontario Inc.

Plan 255, Block M, Lot 4 and Part Lot 5, 132 Dover Street, City of Woodstock



**SEVERANCE SKETCH**

OF ALL OF

**LOT 4**

AND PART OF

**LOT 5**

**BLOCK M**

**REGISTERED PLAN No. 255**

IN THE

**CITY OF WOODSTOCK**

**COUNTY OF OXFORD**

SCALE 1:300



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**AREAS:**

AREAS SHOWN ON THIS PLAN ARE IN  
SQUARE METRES AND CAN BE CONVERTED  
TO ACRES BY DIVIDING BY 4046.8564.

**METRIC:**

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND  
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**CAUTION:**

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED  
EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.

THIS SKETCH IS PREPARED FOR 634524 ONTARIO INC.

DATE : DECEMBER 19, 2023

REVISED: APRIL 2, 2024

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Cad File: P:\54020\100\54020-100-SV1.DWG

COGO : 54020-100-UTMGROUND.ASC

Drawn By : C. JANSSEN

Checked By : D. REAUME

File No : 54020-100-SV1 (M)