

**Woodstock City Council**  
**Public Planning Meeting Minutes**

Date: April 17, 2023  
Time: 7:00 PM  
Location: Council Chambers

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. Councillor C. Lauder chaired the meeting.

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1. **Declaration of Conflict of Interest**
2. **Planning Reports**
- 2.a **B22-84-8; B22-85-8; B22-86-8 & ZN8-22-16 - Applications for Consent and Zone Change - Arnold Spina and Luke Welsh**

The subject lands are described as Lot 4, Plan 197 in the City of Woodstock. The lands are located on the southwest corner of Admiral Street and Graham Street and are municipally known as 207, 209, 211 and 213 Graham Street.

The applications for consent propose to subdivide an existing four unit dwelling into four lots to facilitate the conveyance of each unit independently. The units/lots front on Graham Street, and the dimensions of the lots to be severed and retained are detailed above.

The applicants have also proposed a zone change to support the proposed severances. To appropriately zone the proposed severed and retained lands, a Special R3 zone is required. The R3 Zone permits a number of residential uses, including a street-row dwelling house and horizontally-attached dwelling house. The proposed special provision will reduce the required minimum lot frontage for an end unit from 8 m (26.2 ft) to 6.9 m (22.9 ft).

Easements are also proposed over the severed lots to provide access for off-street parking to serve the dwelling units. Plate 4 provides the Applicant's Sketch, and shows the proposed lots as "parts" to highlight the area and function of the proposed easements. Part 1 and Part 5 make up the northerly most lot, and Part 5 is intended to provide access across the back of the property for parking on the southerly 3 lots; Part 2 and Part 6 comprise the northern middle lot, and Part 6 is intended to provide access for parking on the southern two lots; Parts 3 and 7 comprise the southern middle lot, and Part 7 is intended to provide access for parking on the most southern proposed lot; and Part 4 on Plate 4 is the proposed

most southerly lot, and will gain access to Graham Street over the above-noted Parts 5, 6 and 7.

A number of deficiencies considered to be legal non-complying have also been identified by the City's Building Department. These deficiencies include front yard depth, interior and exterior side yard widths.

Surrounding land uses are a mix of low-density residential uses, primarily single-detached dwellings, and some medium density residential uses in close proximity to the east.

Mr. Eric Gilbert stated that the applications for consent propose to sever lands containing a four unit, street fronting townhouse dwelling into four separate units. The applicants have also submitted an application for zone change to support the proposed severances. The applicants propose to rezone the lands to R3-53 to recognize the townhouse development and reduce the minimum required lot frontage for end units from 8 m (26.2 ft) to 6.9 m (22.6 ft).

These applications have been amended from a previous applications deferred at Council on February 16, 2023. The previous applications proposed to create an additional vacant lot to the rear of the existing townhouse, resulting in a proposal that was unable to provide adequate parking to the townhouse units, and created a number of additional deficiencies to the zone provisions of the R3 Zone. The current applications no longer include the additional vacant lot, and dramatically reduced the number of variances required to facilitate the proposed severances.

Planning staff are of the opinion that the proposal promotes growth within the City of Woodstock, in accordance with Section 1.1.3.1 of the PPS. Further, the proposal supports residential intensification and promotes a mix of housing types in an area where suitable infrastructure and public service facilities are available. As such, staff are satisfied that the proposal is consistent with the policies of Section 1.1.3.3 and 1.1.4.3 of the PPS, respecting development within Settlement areas.

With regard to Official Plan policies for Low Density Residential areas, the severed and retained lands are proposed to be used for residential purposes, which is in keeping with the policies of the Low Density Residential designation and other relevant policies of the Official Plan. Surrounding residential development generally consists of single detached dwellings and a multi-residential dwelling block in close proximity to the east. Staff are satisfied that the proposal will be compatible with existing development in the area.

The Official Plan also requires proposals for conversion from rental tenure to ownership tenure to consider the impacts of that conversion, including the impact to rental unit availability within the City for similar unit types. Specifically, the approval of such conversions should occur where the vacancy rate is 3% or

greater as determined by the Canada Mortgage and Housing Corporation (CMHC). The most recent CMHC rental market statistics (October 2022) indicate that the overall rental vacancy rate in Woodstock 1%. However, regardless of the rental vacancy rate, the Official Plan provides City Council with an opportunity to consider the conversion to ownership tenure where it can be demonstrated that essential retrofitting is required to promote safe, healthy and affordable housing, and where income from rent is not capable of supporting the work required. Building staff are aware that renovations have recently taken place within the existing dwelling units.

Regarding the additional special provisions requested to accommodate the severances, the Official Plan provides an opportunity to consider reduced standards, provided such reductions are in keeping with the objectives of the Official Plan. With respect to the revised applications, it is the opinion of staff that the proposed severances and related zone change application are in keeping with the objectives of the Official Plan. The new proposal limits the required amendments to the zone standards to the frontage for the end units of the townhouse structure. The deficiency is related to the location of the existing structure on the subject lands, does not impact proposed use of the lands and maintains adequate space for access and drainage.

The applicants have proposed that each of the units will have access to Graham Street, where the limited front yard depth of the townhouses does not provide sufficient space for a vehicle to be safely located outside of the right of way. The amended applications propose an easement over the rear yards to allow the occupants of each unit to safely park in the rear yard of the structure. Plate 3 of this report identifies the parts required for this easement, providing a 6.5 m (21.3 ft) wide easement for parking over Parts 5, 6 and 7 of the requested severances.

In light of the foregoing, Planning staff are of the opinion that the proposed severances and zone change can be given favourable consideration.

2.b ZN8-22-20 - Application for Zone Change - McCowan & Associates Ltd.

The subject lands are described as Lot(s) 1-6, Registered Plan No. 49, 50 and 216 in the City of Woodstock. The lands are located on the north side of Dundas Street, between York Street and Kent Street, and are municipally known as 645 Dundas Street.

The application for zone change proposes to rezone the subject property to permit a building with a minimum floor area of approximately 92 m<sup>2</sup> (1,000 ft<sup>2</sup>) in lieu of the minimum required floor area of 418 m<sup>2</sup> (4,499 m<sup>2</sup>) currently contained in the C5-1 Zone, to facilitate the development of a take-out eating establishment. The site plan application associated with this zone change application includes a take-out eating establishment and a larger mixed-use commercial structure that exceeds the current minimum required floor area.

The subject lands are approximately 2.3 ha (5.7 ac) in area and currently contain a commercial plaza. The lands are also subject to site plan approval. The site plan review process will take place after the proposed zone change application has been finalized and will ensure conformity with the zoning bylaw and other City standards.

The subject land is located on the north side of Dundas Street, between York Street and Kent Street. Surrounding land uses are predominately commercial, with a mix of low and medium density residential uses in close proximity.

Mr. Eric Gilbert stated the purpose of the application is to rezone the subject lands to facilitate the development of take-out eating establishment with a minimum gross floor area of 92.9 m<sup>2</sup> (1,000 ft<sup>2</sup>). The current site-specific zoning (C5-1) specifically limits the minimum gross floor area for non-residential uses to 418 m<sup>2</sup> (4,500 ft<sup>2</sup>). This provision was implemented via a zone change considered by City Council in June 2014.

The proposed zone change will provide more options for non-residential uses on the lands and the reduction of the minimum floor area provisions, as proposed, is considered to be an efficient use of the lands, municipal services and infrastructure. It is the opinion of this Office that the subject application is consistent with the settlement area policies of the PPS.

The subject lands are within the Central Business District (CBD) of the City, which is intended to function as the primary business, cultural and administrative centre for the City and the broader County. Development permitted within this designation includes a full range of commercial uses without restrictions on the minimum or maximum floor space or the requirement for retail market studies to justify the size of a particular retail or service-oriented type use from locating in the CBD.

The subject lands are approximately 2.3 ha (5.7 ac) in area and currently contain a commercial plaza. The proposed take-out restaurant is one of two new units being considered within the existing plaza; the second unit is intended to contain a commercial use and exceeds the current required minimum floor area. The plaza is bound by George Street, Kent Street, Dundas Street and York Street. Dundas Street is identified as an arterial road in the Official Plan.

Planning staff are satisfied that the proposal will have minimal impact on the character of the existing neighbourhood and commercial plaza. Detailed design of the development, including matters related to parking and traffic movement, are being reviewed by the City via the required site plan approval process. Planning staff are also satisfied that the Building Department's comments can be addressed through the said site plan process.

As previously outlined, the applicant is requesting an amendment to the existing special zoning provision to reduce the required minimum gross floor area for non-residential units from 418 m<sup>2</sup> (4,500 ft<sup>2</sup>) to 92.9 m<sup>2</sup> (1,000 ft<sup>2</sup>). Planning staff are of the opinion that the reduction of gross floor area is appropriate and is supported by the policies of the Official Plan regarding development in the City's CBD.

In light of the foregoing analysis, Planning staff are satisfied that the proposed zone change is consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan as it pertains to commercial development in the City of Woodstock and can be supported from a planning perspective.

Mayor J. Acchione asked if the BIA's concerns in 2013 were for this site. E. Gilbert responded yes.

Mayor J. Acchione noted that this application was previously deferred and sought to confirm that there were no concerns brought forward. E. Gilbert confirmed that there were no concerns brought forward.

Mayor J. Acchione asked what was going into this establishment. E. Gilbert did not have this information.

Councillor M. Schadenberg asked, with regards to the second building, if the C5 zoning would exclude certain uses. E. Gilbert responded that there are no restrictions on uses, just the square footage.

Councillor B. Wheaton expressed concerns with traffic flowing in and out of the parking lot. She inquired about the stage at which traffic was or would be considered. E. Gilbert responded that City staff reviewed the site plan and signed off on it. He was not sure if a Traffic Study was submitted.

Seth Babtista, representative of the applicant, of McCowan and Associates in Barrie, was present to answer questions. He shared that the establishment would be a Taco Bell and a food supplement store. He added that a parking review for the parking allocation was completed and there is ample parking according to the City.

2.c B23-08-8 - Application for Consent - Vansittart Company Inc.

The subject lands are described as Part Lots 11 and 12, Plan 86, in the City of Woodstock. The lands are located on the west side of Mill Street, lying between Boot Hill Road and Bower Hill Road, and are municipally known as 366 Mill Street.

The purpose of the application for consent is to create a residential lot and retain a lot containing an existing single detached dwelling. A single detached dwelling is proposed to be constructed on the severed lot.

Surrounding land uses include single detached dwellings and townhouses in close proximity to the east, and a church immediately to the north.

Mr. Eric Gilbert stated that the purpose of the subject application is to create a residential lot and retain a lot containing an existing single detached dwelling. The intent of the application is to permit the construction of a new single-detached dwelling on the lands to be severed.

With respect to the PPS, the proposal is consistent with the intensification, redevelopment and housing policies as the application provides for an opportunity for redevelopment and is considered to be an efficient use of land and municipal infrastructure. Further, since the proposal will facilitate the development of underutilized lands within a settlement area, staff are of the opinion that the subject application promotes intensification.

With respect to the relevant Official Plan policies for Low Density Residential areas, staff are of the opinion that the proposed severance is a form of street oriented infill and intensification. This area of the City is characterized by a variety of lot sizes and dwelling types and the proposed severed and retained lots are compatible with other lots in the area in this regard. The proposed severed parcel exceeds the requirements of the Zoning By-law and is compatible with existing development in this area.

In light of the foregoing, Planning staff are of the opinion that the proposed severance is a form of street oriented infill and intensification, is consistent with the relevant policies of the Provincial Policy Statement and generally maintains the intent and purpose of the Official Plan.

Applicant, Daryl Homes, was present to answer questions.

2.d B22-97-8; A22-21-8 - Application for Consent and Minor Variance - Rose and Adele Figliomeni

The subject lands are described as Lots 4 and 8, Plan 47, in the City of Woodstock. The lands are located on the east side of Metcalf Street, between McQueen Street and Main Street, and are municipally known as 77 Metcalf Street.

The purpose of the application for consent is to create a lot for residential purposes and retain a lot containing an existing single detached dwelling. A single detached dwelling is proposed to be constructed on the lands to be severed. Through the commenting process, the applicant has amended the application from what was publicly circulated to address the comments provided by Woodstock's Building Department. In particular, the frontage of the lot to be severed has been reduced to accommodate a 3 m (9.8 ft) side yard requested by the Building Department; this has resulted in a further reduced lot area for the said severed lands.

The applicant is proposing relief from Section 7.2 of the City of Woodstock Zoning By-Law, to reduce the minimum required lot depth for the lot to be severed and retained from 28 m (91.9 ft) to 25.9 m (85 ft); to reduce the required lot area from 290 m<sup>2</sup> (3,121.7 ft<sup>2</sup>) to 220.7 m<sup>2</sup> (2,375.6 ft<sup>2</sup>) for the proposed severed lands; and to reduce the required frontage for the proposed severed lands from 9 m (29.5 ft) to 8.5 m (27.9 ft).

Surrounding land uses are a mix of single, semi and multi-attached dwellings with commercial uses located to the north.

Mr. Eric Gilbert stated that the purpose of the subject application is to create a residential lot and retain a lot containing an existing single detached dwelling. The intent of the application is to permit the construction of a new single detached dwelling on the lands to be severed.

With respect to the PPS, the proposal is consistent with the intensification, redevelopment and housing policies as the application provides for an opportunity for redevelopment and is considered to be an efficient use of land and municipal infrastructure. Further, since the proposal will facilitate the development of underutilized lands within a settlement area, staff are of the opinion that the subject application promotes intensification.

With respect to the relevant Official Plan policies for Low Density Residential areas, staff are of the opinion that the proposed severance is a form of street oriented infill and intensification. This area of the City is characterized by a variety of lot sizes and dwelling types and the proposed severed and retained lots are compatible with other lots in the area in this regard.

In consideration of the requested minor variances to lot frontage, area and depth, staff have reviewed the proposal in the context of the policies contained in the Official Plan and are of the opinion that the proposed variances are appropriate as they provide adequately sized lots, and provide sufficient space for services, grading, amenity and access to the existing dwelling. The existing lot fabric in the vicinity is characterized by varying lot frontages, depths and areas and the proposed lot to be severed and retained will not be out of place with the characteristics of the surrounding area. The resulting proposed lot fabric will continue to provide an adequate building envelope for a single detached dwelling. Staff are satisfied that the reduced lot frontage, lot area and lot depth are minor, desirable for the development of the lands and maintains the intent and purpose of the Zoning By-law with respect to the provision of adequately sized building envelopes and sufficient setbacks to provide access to the rear yard, and area to conduct normal property maintenance.

In light of the foregoing, Planning staff are of the opinion that the proposed severance is a form of street oriented infill and intensification, and the requested

minor variances meet the tests for minor variances under the Planning Act and can be supported.

Representative of the applicant, Adele Figliomeni, was present to provide some information. She noted that some comments were raised with regards to the width of the frontage. She explained that they applied for the 9 m minimum frontage but changed it to an 8.5 m frontage based on City staff requirements. With regards to the depth of the lot, they cannot achieve the area requirement. Other than that, they have met all requirements.

2.e OP 22-28-8 & ZN8-22-23 - Applications for Official Plan Amendment and Zone Change - 2733153 Ontario Inc. & 2774487 Ontario Inc.

The subject lands are described as Part of Park Lot 2, Plan 55, City of Woodstock. The lands are located on the north side of Raglan Street and south side of Park Row, between Waterloo Street and Cathcart Street, and are municipally known as 215 Raglan Street in the City of Woodstock.

Applications have been received to amend the Official Plan and the City's Zoning By-law to permit the replacement of an existing multiple unit dwelling building containing 5 units, with a new building containing 8 units. The Official Plan amendment proposes to redesignate the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate the proposed increase in residential density on the site.

The zone change application proposes to rezone the subject lands from 'Residential Type 2 Zone (R2)' to 'Special Residential Type 3 Zone (R3-sp)'. The proposed zoning will facilitate the proposed 8 unit dwelling building and will recognize the existing lot frontage of 3.5 m.

The subject lands comprise an approximate area of 1,226.5 m<sup>2</sup> (0.3 ac) and contain a building (circ. 1850) that currently contains 5 residential units. The existing building has an area of 308 m<sup>2</sup> (3,315 ft<sup>2</sup>) and it is proposed that the existing building will be removed and replaced with a new building with a ground floor area of 214 m<sup>2</sup> (2,305 ft<sup>2</sup>), and total area of approximately 642 m<sup>2</sup> (6,910 ft<sup>2</sup>).

Surrounding land uses include existing low density residential development consisting primarily of single detached dwellings and duplexes, with a municipal park to the west.

Mr. Eric Gilbert stated that applications have been received to amend the Official Plan and the City's Zoning By-law to permit the replacement of an existing legal non-conforming multiple attached dwelling consisting of 5 units with a new multiple attached dwelling building consisting of 8 units.



Planning staff are of the opinion that the subject proposal is consistent with the policies of the PPS as the development is an efficient use of land and municipal services within a fully serviced settlement area. The development also contributes to housing types and densities required to meet the projected requirements of current and future residents of the City and the broader regional market area.

Planning staff note that the density of the existing 5 unit multiple attached dwelling is within the range of the Medium Density policies, as the existing density is approximately 41.6 units/ha; the three additional units will increase the density to 66 units per hectare and are considered a minor intensification of the site.

The proposal is generally consistent with the Official Plan policies respecting the designation of additional medium density sites as the subject lands are located approximately 200 m west of Mill Street Avenue, which is an arterial road and the subject lands are in close proximity to Park Row Park, and McIntosh Park, and are less than 600 m from designated shopping areas on Dundas Street. Due to the location and height of the building, no shadowing impacts are anticipated on any adjacent properties. The three additional residential units will be a minor intensification of the existing residential use with minimal impact on traffic expected.

With respect to the proposed zoning amendment planning staff are supportive of the applicant's request to recognize the existing lot frontage on Raglan Street as there are no reasonable opportunities to increase the lot frontage of the existing property, and the reduced lot frontage represents an existing deficiency. It is also appropriate to recognize the existing setback of the driveway from the interior lot lines as this again represents an existing deficiency and no change to the entrance or driveway is anticipated through the application. The proposal provides all required parking and the proposed building appears to meet the relevant provisions of the R3 zone.

In light of changes to the Planning Act implemented through Bill 23, site plan approval is not applicable to this development as it represents less than 10 residential units. The applicant will be required to provide servicing drawings at the time of building permit submission, and will be required to satisfy the Ontario Building Code provisions respecting access for firefighting purposes.

This office is of the opinion that the proposed amendment to the Official Plan to accommodate the proposed development of the subject lands generally complies with the relevant policies of the Official Plan, and the proposed zoning by-law amendment is appropriate and can be given favourable consideration.

Councillor M. Schadenberg asked what the number of required parking spots were for 8 units. E. Gilbert responded that it was 12 spots plus a visitors' spot.

Councillor M. Schadenberg asked if the basement would be used for residential spaces or for facilities and amenities. C. Wallace responded that the City does not look at what the basement will be used for. He noted however that construction would need to comply with the Building Code.

Mayor J. Acchione sought to confirm that the existing building has an area of 33,015 square feet, and the ground floor of the new building has an area of 23,005 square feet, and further that if this were the case, the building would have a smaller footprint. E. Gilbert confirmed this and added that there would be an additional floor in the building to compensate.

Representative of applicant, Caroline Baker, Land Use Planner of Baker Planning Group, made a brief presentation.

Councillor M. Schadenberg asked if the five-plex was currently vacant. C. Baker responded that there are some tenants. Councillor M. Schadenberg asked if their leases would expire by then. C. Baker was unsure but noted that they would need to follow the Landlord Act.

Councillor K. Leatherbarrow asked what would happen to the tenants. C. Baker assumed they will be offered a unit in the new building but offered to consult the applicant to confirm.

Councillor B. Wheaton asked C. Baker to consult with the applicant and report back on what would happen to the tenants while the building was under construction.

Mayor J. Acchione asked if any thought had been given to affordable housing. C. Baker said these units would be market value but will pass on the feedback to the owner.

**3. No action is taken on these items at this meeting**

**4. Adjournment**

Moved by Councillor L. Wismer-Van Meer

Seconded by Councillor M. Schadenberg

That the meeting adjourn at 7:36 p.m.

Carried.