



Stratford Committee of Adjustment

**Public Hearing Pursuant to Sections 45 and 53 of the
*Planning Act R.S.O 1990, Ch. P.13.***

MINUTES

Date: Wednesday, November 19, 2025

Time: 4:00 p.m.

Location: Stratford City Council Chamber (upper level), located at 1 Wellington Street, Stratford.

Members in attendance: Roger Black, Dan Weagant, Ajay Mishra, Charlene Gordon

Member(s) absent with notice: Andy Bicanic

Staff present: Marc Bancroft- Manager of Planning, Anu Kumar-Planner, Eva Baker-Secretary-Treasurer

1. Call to Order

The Chair to call the meeting to order

Opening remarks

Land acknowledgement

Respectful Conduct Statement

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The Municipal Conflict of Interest Act requires any member declaring a pecuniary interest and the general nature thereof, where the interest of a member has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member and to otherwise comply with the Act.

Name, Item and General Nature of Pecuniary Interest

None declared

3. General Business

4. Adoption of the Previous Minutes

Motion by: R. Black

Seconded by: R. Black

THAT the minutes from the Stratford Committee of Adjustment hearing dated October 15, 2025 be adopted as printed.

Carried.

5. Current Applications

5.1 B04-25 – 208-210 Forman Avenue

The purpose and effect of this application is to sever the northern portion of the subject lands, municipally known as 210 Forman Ave, to permit individual dwelling units of an existing semi-detached dwelling to be wholly contained on separate lots. The proposed lot would have an area of 372.7 m², a depth of 38.1 m, and a frontage of 9.82 m. The lands to be retained, municipally known as 208 Forman Ave, would have an area of 382.1 m², a depth of 38.1 m, and a frontage of 9.99 m. Both the proposed severed and retained lands have road access to Forman Avenue and currently each contain one dwelling unit of an existing one (1) storey semi-detached dwelling. The northern portion of the subject lands (210 Forman Ave) also comprises a frame shed, whereas the southern portion (208 Forman Ave) also comprises a frame garage.

The memo was presented by A. Kumar.

Questions from the Committee: none

Comments from the Applicant: Terry asked about investigating the possibility of an easement for the utilities that may cross from one lot to the other.

Discussion occurred about potential for future applications for blanket easements on the property for utility services on the property. Discussion that the application could be deferred to consider the blanket easement.

The applicant requested a recess to review the memo prepared by A. Kumar.

Motion by: A. Mishra

Seconded by: D. Weagant

That the committee of adjustment proceed through the agenda and return to the application at the end of the meeting.

Carried.

5.2 B07-25 & A20-25- 91 Daly Avenue

The purpose and effect of application B07-25 is to sever the eastern vacant portion of the subject lands, municipally known as 91 Daly Avenue, to allow the construction of a new single detached dwelling. The lands to be severed would have an area of approximately 417 m², depth of approximately 40.2 m, and a frontage of approximately 10.3 m. The lands to be retained will have an area of 836 m², a depth of approximately 40.2 m, and a frontage of approximately 20.8 m. Both the proposed severed and retained lands would have road access

to Daly Avenue. The subject lands currently contain one single-detached dwelling located on the lands to be retained; the lands to be severed are vacant and are intended for the development of a new single-detached dwelling.

The purpose and effect of application A20-25 is to allow a reduction to the minimum required lot frontage requirement for the lands to be severed of Application for Consent B07-25 from 12 m to 10.3 m to facilitate the proposed severance.

Variance Requested:

1. Table 6.4.2: Regulations in the Residential Second Density (R2) Zone – to decrease the minimum lot frontage for a single detached dwelling on an interior lot from 12.0 m to 10.3 m.

Report was presented by M. Bancroft.

Questions from the Committee: C. Gordon- Asked if nearby new developments were also required to consider noise and vibration considerations. M. Bancroft – Confirmed there are conditions in the subdivision agreement for a nearby subdivision.

A discussion occurred about the mature trees on the property and the concerns raised by the adjacent neighbour. The tree concerns are ultimately a civil matter and side yard setbacks should be maintained.

Comments from the Applicant/Agent:

Lucas Collings (Applicant)- Expressed that the purpose of the severance was to construct their person home on the new lot. Lucas discussed that every effort will be made to protect the neighbour's trees.

A discussion took place about the requirement for the noise and vibration study.

Comments from the Public:

Jane Gooderham – Concerned about the trees and the costs of removing the tree should any issues arise with the health of the trees following construction. Concerned about the character of the street by removing the trees.

Decision of the Committee: B07-25

Moved By: D. Weagant

Seconded By: R. Black

THAT the City of Stratford Committee of Adjustment APPROVE Application B07-25, to sever a parcel of land having a lot frontage of 10.3 m and a lot area of 417 m², submitted by Lucas & Christina Collings, for lands legally described as PLAN 74 E PT LOT 19 W PT LOT 20, in the City of Stratford and municipally known as 91 Daly Avenue, subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act shall be given within two years of the date of the notice of decision.
2. That satisfactory arrangements be made with the City of Stratford for the payment of any outstanding Municipal property taxes.

3. That minor variance application A20-25 is approved by the Committee of Adjustment.
4. That any outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the City.
5. That prior to the stamping of deeds, a 5% cash-in-lieu payment of parkland dedication for the subject lands in accordance with the Planning Act shall be made to the City of Stratford.
6. That prior to the stamping of the deed a municipal address is to be assigned by the City of Stratford. Any costs associated with municipal addressing are the responsibility of the applicant.
7. That prior to the stamping of the deeds, the applicant is required to confirm, to the satisfaction of the City, that new sanitary, storm, and water service connections are provided for both parcels. Any services for the severed parcel shall be located entirely within the severed lands and services for the retained lands shall be located entirely within the retained lands.
8. That prior to the stamping of deeds, a development agreement between the City and the applicant shall be executed and registered against the title of the subject lands including provisions with respect to noise mitigation measures deemed acceptable by the City.
9. That prior to the stamping of the deeds, the applicant shall provide to the City a copy of the deposited reference plan in an electronic format compatible with the latest version of AutoCAD referenced to NAD83 UTM Zone 17 Horizontal Control Network for the City of Stratford. This Reference Plan shall be created from survey information utilizing the City's Survey Control Network. It is the responsibility of the applicant to obtain the necessary Reference Sketches and associated information required to complete the survey from the City.
10. That prior to the stamping of the deeds, the applicant shall provide a draft transfer prepared by the applicant's legal representative.
11. As per City Policy P.3.2 - Encroachment Policy, the property owner will be required to enter into an Encroachment Agreement with the City of Stratford for the existing concrete stairs (retained property) located within the City right of way. A Reference Plan submission will be required for final review of the Encroachment Agreement conditions.
12. Prior to the stamping of the deeds, for the purposes of satisfying any of the above conditions, the Owner shall file with the City of Stratford a complete submission consisting of all required clearances and final plans, and to advise the City of Stratford in writing how each of the conditions has been satisfied. The Owner acknowledges that, in the event that the final approval package does not include the complete information required by The City of Stratford, such submission will be returned to the Owner without detailed review by the City.

Decision of the Committee: A20-25

Moved By: D. Weagant

Seconded By: A. Mishra

THAT the City of Stratford Committee of Adjustment APPROVE Application A20-25, submitted by Lucas & Christina Collings, for lands legally described as PLAN 74 E PT LOT 19 W PT LOT 20, in the City of Stratford and municipally known as 91 Daly Avenue, as it relates to:

1. Table 6.4.2 - Regulations in the Residential Second Density (R2) Zone: to decrease the minimum lot frontage for a single detached dwelling on an interior lot from 12.0 m to 10.3 m.

For the following reasons:

1. The requested relief meets the four tests of a minor variance.
2. The requested relief maintains the general intent and purpose of the City's Zoning By-law.
3. The requested relief is minor.
4. The committee received public input and the committee accepted that input prior to this decision.

Carried.

5.3 A21-25 – 516 Nelson Street

The purpose of the application is to allow an increase to the maximum permitted encroachment of 2.5 metres for a proposed sunroom into a required rear yard. According to the submitted sketch, the existing single detached dwelling has a rear yard depth of 8.3 metres whereas the minimum rear yard depth requirement is 7.5 metres. The applicant is proposing a sunroom addition with a depth of 3.66 metres whereas the combination of the rear yard depth and the permitted yard encroachment allows a sunroom addition to a maximum depth of 3.3 metres. As such, an increased maximum rear yard encroachment of 2.9 metres for a sunroom is being requested compared to the maximum permitted encroachment of 2.5 metres.

The effect of the application is to add a single-storey unheated sunroom of 13.4 sq.m floor area to an existing two-storey semi detached dwelling unit. Access to the proposed sunroom would be through an existing doorway at the rear portion of the residential dwelling.

Variance Requested:

1. Section 4.20.1 c) iii) Projection into Required Yards: To increase the maximum encroachment permitted for a sunroom into a required rear yard from 2.5 metres to 2.9 metres.

The report was presented by A. Kumar.

Questions from the Committee: None

Comments from the Applicant/Agent:

Shawn Sawatzky (Agent): Summarized the minor variance request on behalf of the applicants.

Comments from the Public: None.

Decision of the Committee:

Moved By: R. Black

Seconded By: A. Mishra

That the City of Stratford Committee of Adjustment APPROVE Application A21-25, submitted by Shawn Sawatzky on behalf of Peter Kurn & Lesley Kurn, for lands known municipally as 516 Nelson Street, legally described as Plan 537, Part of Lot 18, Part 2 on Reference Plan 44R-3416, in the City of Stratford.

1. Section 4.20.1 c) iii) Projection into Required Yards: To increase the maximum encroachment permitted for a sunroom into a required rear yard from 2.5 metres to 2.9 metres.

For the following reasons:

1. The proposed relief is consistent with the Provincial Planning Statement.
2. No public Input was received.
3. The requested relief is desirable for the use of the land, as it provides additional space and comfort for residents without adverse impacts on surrounding lands.

Carried.

Item 5.1 Continued: B04-25- 208/210 Forman Avenue

Comments from the applicant (Terry Finlay): Spoke about how the easement should be considered at this meeting to expedite the approval process. And perhaps if the easement cannot be addressed at this meeting that perhaps the application should be deferred.

Discussion occurred that a deferral will not bring the applicant closer to a resolution on the application since investigation still needs to occur whether an easement is needed for utilities. If an easement is needed, the applicant would return and seek those additional approvals if necessary. It was discussed that a deferral is not recommended at this time.

Decision of the Committee:

Motion By: A. Mishra

Seconded by: R. Black

THAT the City of Stratford Committee of Adjustment APPROVE Application B04-25 to sever a parcel of land having a lot frontage of 9.82 m and a lot area of 372.7 m², submitted by MTE (c/o Doug Reaume) on behalf of Terrence Finlay and Anna Hnatyshen, for lands legally described as PLAN 11 N PT Lot 24, in the City of Stratford and municipally known as 208 & 210 Forman Ave., subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act shall be given within two years of the date of the notice of decision.
2. That satisfactory arrangements be made with the City of Stratford for the payment of any outstanding Municipal property taxes.
3. That any outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the City.
4. That prior to the stamping of deeds, the owner shall obtain underground utility locates for Enbridge gas services on both the severed and retained parcels of land, confirming that all laterals and meters are wholly contained within the respective individual property boundaries and do not encroach on lot lines. Where the locates identify an encroachment, the owner shall, to the satisfaction of Enbridge and the City, register a utility easement in favour of Enbridge.
5. That the applicant provide confirmation, to the satisfaction of Festival Hydro, that a hydro service connection is provided and wholly contained on each parcel to independently service individual dwelling units. Alternatively, where underground locates confirm that hydro services cross or encroach individual property lot lines, the owner shall register a utility easement in favour of Festival Hydro, to the satisfaction of Festival Hydro and the City.
6. Prior to the stamping of the deeds, the applicant is to provide proof of existing services to the satisfaction of the City's Engineering Division and ensure that new individually owned freehold dwelling units be serviced with separate sanitary, storm and water private connections. Specifically, 208 Forman Avenue requires a new sanitary service and 210 Forman Avenue requires a new storm connection.
7. Prior to the stamping of deeds, the applicant shall be required to obtain an approved Consent Application for private easement purposes if the survey plan identifies any encroachment of existing services over individual property lot lines.
8. Prior to the stamping of the deeds, the applicant shall dedicate a 1.4416-meter road widening along the Forman Ave. frontage to the satisfaction of the City's Engineering Division.
9. That prior to the stamping of the deeds, the applicant shall provide to the City a copy of the deposited reference plan in an electronic format compatible with the latest version of AutoCAD referenced to NAD83 UTM Zone 17 Horizontal Control Network for the City of Stratford. This Reference Plan shall be created from survey information utilizing the City's Survey Control Network. It is the responsibility of the applicant to obtain the necessary Reference Sketches and associated information required to complete the survey from the City.
10. That prior to the stamping of the deeds, the applicant shall provide a draft transfer prepared by the applicant's legal representative.
11. Prior to the stamping of the deeds, for the purposes of satisfying any of the above conditions, the Owner shall file with the City of Stratford a complete submission consisting of all required clearances and final plans, and to advise the City of Stratford in writing how each of the conditions has been satisfied. The Owner acknowledges that, in the event that the final approval package does not include the complete information required by The City of Stratford, such submission will be returned to the Owner without detailed review by the City.

For the following reasons:

1. The proposed consent is consistent with the Provincial Planning Statement.

2. The proposed consent conforms to the City of Stratford Official Plan.
3. The proposed consent complies with the City of Stratford Zoning By-law.

Carried.

6. New Business- Appointment of an alternate Vice Chair

Motion by : A. Mishra to nominate R. Black as an alternate Vice Chair.

Seconded by: D. Weagant.

No further nominations were received.

Roger Black accepted the nomination.

Carried.

3. **Next Meeting** – December 17, 2025 – City Hall Council Chambers (upper level), located at 1 Wellington Street, Stratford.

4. Adjournment

Motion by: D. Weagant

Seconded by: A. Mishra

THAT the November 19, 2025 Stratford Committee of Adjustment meeting adjourn.

Time Start: 4:00 pm

Time End: 5:20 pm

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