



# **Stratford Committee of Adjustment**

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

## **AGENDA**

**Date:** Wednesday, November 20, 2024

**Time:** 4:00 p.m.

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

### **1. Call to Order**

The Chair to call the meeting to order.

Opening remarks and land acknowledgement.

### **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

### **3. General Business**

### **4. Adoption of the Previous Minutes**

Motion by:

Seconded by:

**THAT the minutes from the Stratford Committee of Adjustment meeting dated October 16, 2024 be adopted as printed.**

### **5. Current Applications**

#### **5.1 A26-24 – 22 Wingfield Avenue**

**Owner:** Maiz Property Holdings Ltd.

**Agent:** Chris Machado, Arcadia Home Design

**Request:** The purpose of this application A26-24 under Section 45(1) of the Planning Act, R.S.O. 1990, is to facilitate the conversion of an existing semi-detached dwelling into a duplex dwelling through the construction of an Additional Residential Unit in the basement.

Variance(s) Requested:

Table 6.4.2 – Regulations in the Residential Second Density Zone: to decrease the minimum lot area for a duplex dwelling from 450 m<sup>2</sup> to 312.0 m<sup>2</sup>.

Table 6.4.2 – Regulations in the Residential Second Density Zone: To decrease the minimum lot frontage for a duplex dwelling from 15 m to 9.7 m.

**6. Next Meeting** – December 18, 2024, at 4:00 p.m. – City Hall Council Chambers (upper level), located at 1 Wellington Street, Stratford.

**7. Adjournment**

Motion by:

Seconded by:

**THAT the November 20, 2024 Stratford Committee of Adjustment meeting adjourn.**

**If you require this document in an alternate format, please contact City Hall at 519-271-0250 extension 5237 or email [clerks@stratford.ca](mailto:clerks@stratford.ca)**

***REPORT TO THE COMMITTEE OF ADJUSTMENT***

**Submitted By: Planning and Building Services Department  
Planning Services Division**

**Application No.: A26-24**

**Meeting Date: November 20, 2024**

**Owner: Maiz Property Holdings Ltd.**

**Agent: Chris Machado, Arcadia Home Design**

**Location: 22 Wingfield Avenue, legally described as Plan 44M-2 Part Lot 3  
as RP 44R3852 Part 1 in the City of Stratford.**

**Zoning: R2(1)-9 – Residential Second Density**

**Official Plan Designation: Residential Area**

**Road Classification: Wingfield Avenue – Local Road**

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**Purpose of Application:**

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**Variance(s) Requested:**

1. Table 6.4.2 – Regulations in the Residential Second Density Zone: to decrease the minimum lot area for a duplex dwelling from 450 m<sup>2</sup> to 312.0 m<sup>2</sup>.
2. Table 6.4.2 – Regulations in the Residential Second Density Zone: To decrease the minimum lot frontage for a duplex dwelling from 15 m to 9.7 m.

## **Background:**

### Attachments

- Map 1 – Location & Zoning Map
- Figure 1 – Concept Site Plan
- Figure 2 – Site Photo

### Site Characteristics

Existing Use:	Semi-detached Dwelling
Frontage:	9.7 m
Depth:	32.01 m
Area:	312.0 m <sup>2</sup>
Shape:	Rectangular

### Surrounding Land Uses:

North:	Single detached dwellings
East:	Semi-detached dwellings
South:	Semi-detached dwellings
West:	Semi-detached dwellings

### Agency Comments

Circulation of the application to various agencies produced the following comments:

#### **City of Stratford Building Department:**

- No comments or concerns.

#### **City of Stratford Engineering Department:**

- No comments or concerns.

#### **City of Stratford Accessibility, Diversity, and Inclusion:**

- No comments or concerns.

#### **City of Stratford Climate Action Division:**

- No comments or concerns.

#### **City of Stratford Fire Department:**

- No comments or concerns.

**Invest Stratford – Housing Consortium:**

- Supportive of increased rental housing being created.

**Enbridge Gas:**

- No comments or concerns.

**Festival Hydro:**

- Customer to contact Festival Hydro requesting a service layout if alterations (or an upgrade) are required to the existing hydro service or metering to suit.

**Upper Thames River Conservation Authority:**

- No comments or concerns.

**Canada Post:**

- No comments or concerns.

Public Comments

A Public Notice was provided to neighbouring property owners within 60 metres on October 25<sup>th</sup>, 2024, in accordance with the provisions of the Planning Act. In addition, notice of the proposed application was published in the Town Crier of the Beacon Herald on October 26<sup>th</sup>, 2024. At the time of writing this report, one (1) letter was received from a neighbouring property owner. Concerns included parking availability for the proposed additional dwelling unit and on-street overnight parking.

Any additional public comments received after the date of completion of the report will be provided to the Committee of Adjustment.

**Planning Analysis:**The Planning Act

In September 2019 and November of 2022, the Government of Ontario passed Bill 108, the More Homes, More Choices Act and Bill 23, the More Homes Built Faster Act resulting in amendments to Ontario's Planning Act. One such change created new requirements for municipalities to not prohibit Additional Residential Units (ARUs) subject to full municipal services. As per Section 35.1, a maximum of two ARUs are permitted "as-of-right" on residential properties containing a single detached dwelling, semi-detached dwelling, or townhouse dwelling, without requiring a Zoning By-law Amendment. In addition, tandem parking for ARUs is now permitted.

The application is proposing to convert the existing semi-detached dwelling into a duplex dwelling through the construction of an ARU in the basement. However, the subject property does not conform to the Zoning By-law regulations for minimum lot area or minimum lot frontage for a duplex dwelling, and permission to decrease the minimum regulations under Section 45(1) of the Planning Act is required to facilitate the development.

### Provincial Planning Statement (2024)

All planning decisions in the Province of Ontario shall be consistent with the Provincial Planning Statement (PPS) which came into effect on October 20<sup>th</sup>, 2024, which is intended to streamline the provincial planning framework and replaces the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe, with an emphasis on more enabling housing policies. The 2024 PPS provides policy direction on matters of provincial interest relating to Building Homes, Sustaining Strong and Competitive Communities, Infrastructure and Facilities, Wise Use and Management of Resources, and Protecting Public Health and Safety.

Section 2.2 of the PPS states that cities shall provide for an appropriate range and mix of housing options and densities by permitting and facilitating all forms of residential housing required to meet the social, health and well-being requirements of current and future residents. In addition, cities shall permit and facilitate all types of residential intensification, development as well as the 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. Section 2.3.1.3 states that 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.

Staff is of the opinion that the proposal is consistent with the promotion of intensification policies as well as the appropriate range and mix of housing types and densities set forward by the PPS.

### Does the variance meet the General Intent of the Official Plan?

The Subject Lands are designated 'Residential Area' on Schedule 'A' of the Official Plan. Wingfield Avenue is identified as a local road on 'Schedule D'. The Residential Area policies allow for a range of dwelling types from single detached and semi-detached dwellings to townhouses and low-rise apartment buildings. Section 4.5.1 of the Official Plan outlines goals and objectives for Residential Areas, including maintaining essential neighbourhood qualities, privacy, upkeep, public health, safety, and compatibility with the surrounding neighbourhood, and to achieve a mix of housing types to provide diversity in the housing

stock and more affordable housing opportunities. As per Section 4.5.3.1, intensification in Stable Residential Areas is permitted and is set out to be modest and incremental. Development shall maintain elements of the structure and character of the immediate surrounding residential area.

The applicant has requested a minor variance to reduce the minimum lot area and required frontage for a duplex dwelling. The application proposes that the existing semi-detached dwelling be converted to duplex dwelling through the construction of a basement ARU. The ARU provides additional housing and contributes to housing diversity within the City of Stratford, supports an intensive use of land, respects the existing character of the neighbourhood, and provides for compatible development that results in modest intensification.

As such, Staff are satisfied that the application maintains the general intent and purpose of the Official Plan.

#### Does the variance meet the General Intent of the Zoning By-law?

The subject lands are zoned Residential Second Density R2(1)-9. Permitted uses on the subject property include duplex dwellings, group homes, semi-detached dwellings, and ARU's (which are permitted ancillary to a semi-detached dwelling). The surrounding area primarily contains semi-detached dwellings and single detached dwellings.

Table 6.4.2 of the Zoning By-law states that the minimum lot area for a duplex dwelling is 450 m<sup>2</sup> and the minimum lot frontage is 15 m. The proposed basement ARU will result in the existing semi-detached dwelling being converted to a duplex dwelling. The applicant has requested a variance to decrease the minimum required lot area to 312.0 m<sup>2</sup>, representing a variance of 138 m<sup>2</sup>. Relief is also being requested to decrease the minimum required lot frontage to 9.7 m for a duplex dwelling, representing a variance of 5.3 m.

The purpose of the minimum lot area and frontage provisions in the Zoning By-law are to ensure consistency in lot shapes and sizes and that appropriate space and access is provided for development. As the semi-detached dwelling is existing, Staff are satisfied that the lot area of the property is consistent with the surrounding neighbourhood. Additionally, as the proposed ARU is a conversion of the existing basement and no new floor area is proposed, Staff are of the opinion that the property provides appropriate room for development.

Section 5.3.1 a) i) of the Zoning By-law requires a minimum driveway width for a semi-detached dwelling of 2.4 m. Additionally, Table 5.1 of the Zoning By-law states that a minimum of 1.5 parking spaces are required per duplex dwelling unit. The proposed site plan indicates that the width of the existing driveway is 4.8 m and that 3 parking spaces can be provided (including the existing garage). However, Planning Staff have concerns that the existing driveway does not provide sufficient width for 2 parking spaces and

recommend a condition of approval requiring the applicant to confirm the width of the driveway. If the width of the driveway is less than 4.8 m, a driveway alteration permit will be required to ensure appropriate access and space for 2 vehicles can be provided. Concern from the neighbourhood was also received, regarding parking on the property and the potential for increased street parking. On-street parking is subject to the City's Traffic and Parking By-law and overnight parking is not permitted. Any instances of overnight parking are to be addressed by the City's Clerks or Police Department.

As the semi-detached dwelling is existing, Staff do not anticipate that the proposed application will result in adverse impacts to the surrounding neighbourhood, subject to the proposed on-site parking condition. No alterations to the exterior façade of the dwelling are being proposed, notwithstanding a new independent entrance located in the side yard of the property. As such, subject to the proposed condition, Staff are satisfied that the requested variance maintains the general intent and purpose of the City's Zoning By-law.

#### Is the variance desirable?

It is not anticipated that the proposed application will result in adverse impacts to the surrounding neighbourhood. The requested relief facilitates the conversion of an existing semi-detached dwelling into a duplex to provide additional livable space as a basement ARU. The variance makes efficient use of land through minor intensification and utilization of existing resources and maintains the character of the neighbourhood by converting an existing structure on the subject lands.

As such, Staff are satisfied that the requested variance is desirable for the appropriate development of the lands

#### Is the variance minor?

Whether a variance is minor is evaluated in terms of the impact the proposed development is expected to have on the surrounding neighbourhood. Given that the variance for a reduced required minimum lot area and minimum lot frontage is not anticipated to have any negative impacts on adjacent properties and the surrounding neighbourhood and no physical expansion is being undertaken to the existing dwelling, planning staff is of the opinion that the requested relief can be considered minor in nature and appropriate for the subject property.



**Recommendation:**

**THAT the City of Stratford Committee of Adjustment APPROVE Application A26-24, submitted by Maiz Property Holdings Ltd. for lands described as Plan 44M-2 Part Lot 3 as RP 44R3852 Part 1, and municipally known as 22 Wingfield Avenue in the City of Stratford, as it relates to:**

1. Table 6.4.2 – Regulations in the Residential Second Density Zone: to decrease the minimum lot area for a duplex dwelling from 450 m<sup>2</sup> to 312.0 m<sup>2</sup>.
2. Table 6.4.2 – Regulations in the Residential Second Density Zone: To decrease the minimum lot frontage for a duplex dwelling from 15 m to 9.7 m.

Subject to the following condition:

- i) That the width of the existing driveway be confirmed to the satisfaction of the City's Manager of Planning to be in compliance with the City's Comprehensive Zoning By-law. If the width is deemed insufficient, a driveway alteration application will be required to provide sufficient space for two parking spaces.

**Prepared by:**

Jade McGowan, Planning Student

**Reviewed by:**

Alexander Burnett, Planner

**Recommended & Approved by:**

Marc Bancroft, Manager of Planning, MPL, MCIP, RPP

**Report finalized:** November 15, 2024

# Map 1 – Location & Zoning Map

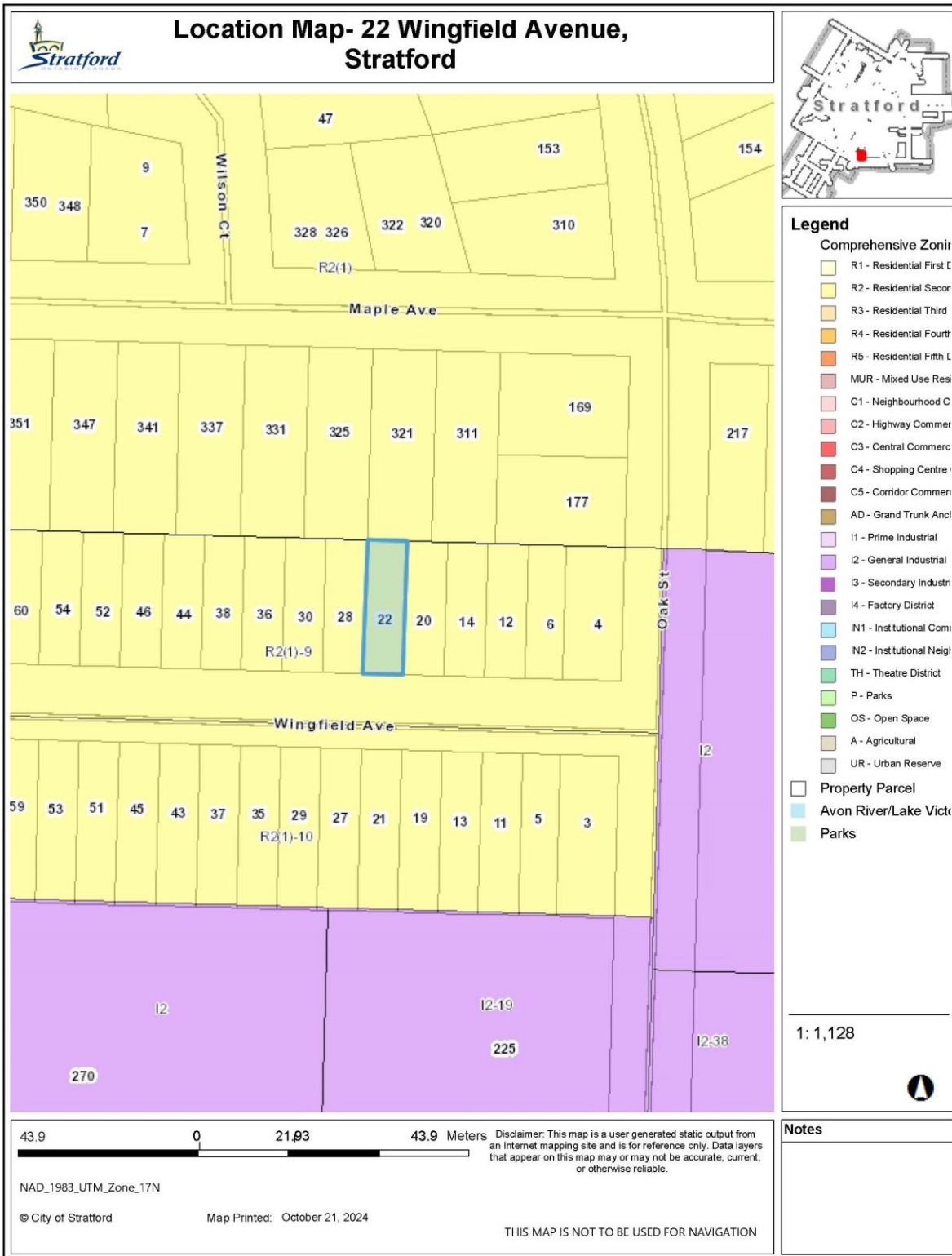


Figure 1 – Concept Site Plan

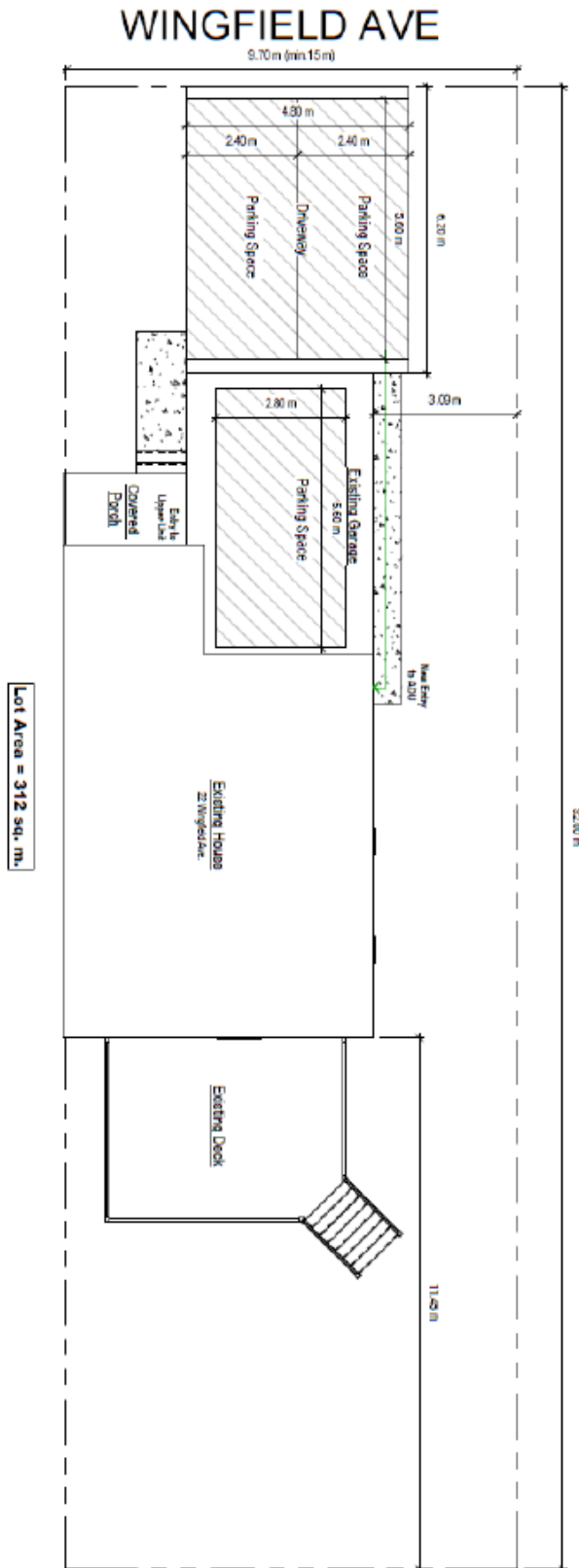


Figure 2 - Site Photo



Public Comment Letter  
A26-24

**From:** [Corrine Hyde](#)  
**To:** [Planning Division](#); [Alexander Burnett](#)  
**Subject:** Application no. A26-24  
**Date:** Thursday, October 31, 2024 1:34:19 PM

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**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Not sure if I need an application or voice my concerns with this email.  
Will express my concerns here and if application is needed will fill out.

I live at 21 Wingfield directly across from 22. For the last 6 weeks renovations have already been going on and Tennant is already in upper, so it has already been done. My concern is the parking. New Tennants already have 2 vehicles and there is no way they can exit if 1 vehicle is in the driveway.

We already have residents who use the street in our area as personal parking spaces including overnight parking. During summer it was tricky getting out of driveway as they park directly across from each other. Obviously police did nothing as it was all summer including the present.

I don't care what they have done with the house but there is not enough room for adequate parking.

Let me know if I need to rerecord on an application.

Corrine Hyde