



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, July 16, 2025

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

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

3. General Business

4. Adoption of the Previous Minutes

Motion by:

Seconded by:

THAT the minutes from the Stratford Committee of Adjustment hearing dated June 18, 2025 be adopted as printed.

5. Current Applications

5.1 A02-25 – 250 William Street

The purpose of the application is to permit a detached garage with a second storey and increased maximum height and wall height. The application further requests an increased lot coverage and floor area for the proposed garage, and to permit the proposed garage and balcony to be located 2.9 m from an exterior lot line. The application also requests a reduced exterior side yard setback for a shed. The effect of the application is to facilitate the development of the two-storey detached garage and a shed on the subject lands.

Variances Requested:

1. Table 4.1.2: Accessory Building or Structure Locations – to decrease the minimum required exterior side yard setback for an accessory structure from 1.5 m to 1.0 m.
2. Table 4.1.4: Accessory Use Regulations – to increase the maximum height permitted for an accessory structure from 5.0 m to 6.35 m.
3. Table 4.1.4: Accessory Use Regulations – to increase the maximum wall height for an accessory structure from 3.0 m to 6.35 m.
4. Table 4.1.4: Accessory Use Regulations – to increase the maximum lot coverage for an accessory structure from 10% to 16%
5. Table 4.1.4: Accessory Use Regulations – to increase the maximum floor area permitted for an accessory structure from 75 m² to 153 m².
6. Table 4.1.4: Accessory Use Regulations – to permit a second storey accessory structure where a maximum of one storey is permitted.
7. Section 4.20.1. h) – Permitted yard encroachments – to permit a balcony to be located a minimum distance of 2.9 m from an exterior side yard line and an encroachment of 3.1 m into a required exterior side yard whereas an encroachment of no more than 1.5 m is permitted provided the balcony is no closer than 3 m from the exterior side lot line.
8. Table 6.4.2. Regulations in the Residential Second Density (R2) Zone Additional Regulations – To permit a garage to be located 2.9 m from an exterior lot line whereas 6 m is required.

5.2 A13-25 – 10 Lightbourne Avenue

The purpose of the application is to permit an increase to the gross floor area requirement of a proposed second suite being 63% of the gross floor area of the principal dwelling with the second suite having a gross floor area of 137 m², whereas the Zoning By-law permits a second suite provided it is not greater than 50% of the gross floor area of the principal residential dwelling to a maximum of 100 m².

The effect of the application is to add a second suite to the existing single-detached dwelling, which currently contains one living area and separate kitchens on the lower and upper storeys. Access to the proposed second suite and the existing principal residential dwelling would be provided through a shared foyer, with the second suite having additional access from the enclosed sunroom at the rear of the dwelling.

Variance Requested:

1. Section 4.24.1 b) – A second suite shall not be greater than 50% of the gross floor area of the principal residential dwelling on the lot, up to a maximum size of 100 m², whereas the second suite would be 63% of the gross floor area of the principal residential dwelling and would have a gross floor area of 141 m².

5.3 A14-25 – 30 Queensland Road

The purpose of the application is to permit a reduced visitor parking rate to increase the number of parking spaces that can be rented to tenants. A visitor parking space requirement of 0.10 parking spaces per dwelling unit is requested, whereas 0.25 parking spaces per dwelling unit is currently required.

The effect of this application is to reduce the required number of visitor parking spaces required for a six-storey 155-unit apartment building. With a total of 225 parking spaces on-site, this application would not result in a reduction in the overall number of parking spaces but rather the use or allocation of said spaces.

Variance Requested:

Table 5.1: Minimum Parking Space Requirements – To reduce the minimum visitor parking requirement from 0.25 spaces per dwelling unit as required by note ① of the additional regulations for Table 5.1 to 0.10 visitor parking spaces per dwelling unit.

3. **Next Meeting** – August 20, 2025 – City Hall Council Chambers (upper level), located at 1 Wellington Street, Stratford.

4. **Adjournment**

Motion by:

Seconded by:

THAT the July 16, 2025 Stratford Committee of Adjustment meeting adjourn.

Time Start:

Time End:

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

REPORT TO THE COMMITTEE OF ADJUSTMENT

Submitted By: Building & Planning Services Department - Planning Division

Application No.: A02-25

Meeting Date: July 16, 2025

Owner: James MacArthur

Agent: N/A

Location: 250 William Street, legally described as PLAN 68 E PT LOT 65 in the City of Stratford.

Zoning: R2(1) – Residential Second Density

Official Plan Designation: Residential Area

**Road Classification: William Street – Local Road
James Street – Local Road**

Purpose and Effect of Application:

The purpose of the application is to permit a detached garage with a second storey and increased maximum height and wall height. The application further requests an increased lot coverage and floor area for the proposed garage, and to permit the proposed garage and balcony to be located 2.9 m from an exterior lot line. The application also requests a reduced exterior side yard setback for a shed.

The effect of the application is to facilitate the development of the two-storey detached garage and a shed on the subject lands. In addition to storage, the applicant is proposing to operate a 1-on-1 personal massage establishment out of the building. As per Section 4.13 of the Zoning By-law, the applicant is permitted to operate a home occupation within an accessory building, provided that all requirements of the Zoning By-law are maintained (required parking, signage, maximum area, etc.).

Variances Requested:

1. Table 4.1.2: Accessory Building or Structure Locations – to decrease the minimum required exterior side yard setback for an accessory structure from 1.5 m to 1.0 m.

2. Table 4.1.4: Accessory Use Regulations – to increase the maximum height permitted for an accessory structure from 5.0 m to 6.35 m.
3. Table 4.1.4: Accessory Use Regulations – to increase the maximum wall height for an accessory structure from 3.0 m to 6.35 m.
4. Table 4.1.4. Accessory Use Regulations – to increase the maximum lot coverage for an accessory structure from 10% to 16%
5. Table 4.1.4: Accessory Use Regulations – to increase the maximum floor area permitted for an accessory structure from 75 m² to 153 m².
6. Table 4.1.4: Accessory Use Regulations – to permit a second storey accessory structure where a maximum of one storey is permitted.
7. Section 4.20.1. h) – Permitted yard encroachments – to permit a balcony to be located a minimum distance of 2.9 m from an exterior side yard line and an encroachment of 3.1 m into a required exterior side yard whereas an encroachment of no more than 1.5 m is permitted provided the balcony is no closer than 3 m from the exterior side lot line.
8. Table 6.4.2. Regulations in the Residential Second Density (R2) Zone Additional Regulations – To permit a garage to be located 2.9 m from an exterior lot line whereas 6 m is required.

Background:

Attachments

- Map 1 - Existing Zoning & Location Map
- Map 2 – Proposed Site Plan
- Figure 1 – Proposed Elevations
- Figure 2 - Site Photo

Site Characteristics

Existing Use: Single detached dwelling

Frontage: Approximately 13.56 m

Depth: Approximately 40.23 m

Area: 545.52 m²

Shape: Rectangular

Surrounding Land Uses

North: Single detached dwellings

East: Single detached dwellings

South: Single detached dwellings, parkland

West: Single detached dwellings

Agency Comments

This minor variance application was circulated to agencies for comments on June 20, 2025. The following comments were received:

City of Stratford Building and Planning Department – Building Services:

A legal survey and grading plan will be required for the building permit application.

A driveway permit will be required.

City of Stratford Infrastructure Services Department – Engineering Division:

A damage deposit will be required prior to construction as per "Schedule E" of the Fees and Charges By-Law 117-2023.

The Engineering Division will require a grading plan for review and approval, prior to receiving a Building Permit.

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 located on the City right of way. A Reference Plan submission will be required for final review of the Encroachment Agreement conditions.

City of Stratford Fire Prevention:

No comments or concerns.

City of Stratford Clerks Division:

The Clerk's Office has reviewed the application and has no concerns with the proposed development of the garage.

We would however like to note that our office has received an increased number of complaints for William Street particularly the section between Waterloo Street North and James Street. There has been an increase in incidents of vehicles parking overnight on the road as well as vehicles parked across from driveways. Due to the width of William Street, parking across driveways is not permitted in accordance with the City's Traffic and Parking By-law.

In addition, we would also like to note the following parking restrictions for William Street and James Street:

- Due to the width of the road, parking across driveways is not permitted on James Street.
- Parking is not permitted on the north side of William Street between Waterloo Street North and James Street.

Festival Hydro:

No hydro related concerns with the proposal. If there is a need to upgrade the existing hydro service or change the number of hydro metres, the customer, or customers contractor is to reach out to Festival Hydro to request a service layout.

Upper Thames River Conservation Authority:

The subject lands at 250 William Street are not affected by any regulations made pursuant to Section 28 of the Conservation Authorities Act. The UTRCA has no objections to the application, and we have no Section 28 approval requirements.

Public Comments

Notice of the requested variance was sent to surrounding property owners on June 20, 2025. In addition, notice of the requested variance was published in the Town Crier of the Beacon Herald on June 28, 2025. At the time of writing this report, several comments have been received by members of the public expressing their concerns.

Concerns from the public include:

- Site specific variances applied to this property and not the entire City.
- The development of what constitutes as a second house on the property.
- Opportunity for short-term rentals to operate on the proposed second storey.
- Increased traffic in the neighbourhood.
- Impact from home business operating out of the garage.
- Impact on neighbourhood character.
- Impact on drainage for neighbouring properties.
- The second storey being used as a rental apartment.
- Reduction of privacy for abutting properties.
- Shadowing impacts on abutting properties.

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

Analysis:

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 20th, 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 2.3.1.2 of the PPS states that land use patterns within settlement areas should be based on a mix of land uses which effectively use land and resources and optimize existing and planned infrastructure. As the subject lands are located on an existing municipal street and the application proposes to more efficiently use the rear yard

through the development of a garage, the proposal is consistent with the policies of the PPS. The requested variances encourage the use of existing infrastructure and add functional space to an existing residential property.

Section 45 of the Planning Act allows the Committee of Adjustment to grant relief from zoning by-law requirements, subject to four tests, as follows:

Does the request Maintain the Intent and Purpose of the Official Plan?

The property is designated "Residential Area" on Schedule "A" of the Official Plan. The Residential Area policies allow for a range of dwelling types from single detached dwellings to low-rise apartment buildings. The 'Residential Area' goals and objectives include maintaining essential neighbourhood qualities, privacy, upkeep, public health, safety, and compatibility with the surrounding neighbourhood. In addition, the Official Plan includes development standards within Section 4.5.3.1 for stable residential areas. These policies direct development in existing residential areas to generally maintain the structure and character of the immediate surrounding residential area.

The applicant has requested several minor variances to facilitate the development of a two-storey detached garage on the subject lands. These include minor variances for increased height and to permit a second storey, increased gross floor area and lot coverage, and to reduce the minimum required setbacks for a garage and balcony from the exterior lot line. The applicant is also requesting a reduction in the required exterior side yard setback for a shed partially constructed on the property.

Due to the size of the existing dwelling and the dimensions of the corner lot, relief from the Zoning By-law is required to permit a two-car garage at the rear of the property. Most properties in the neighbourhood contain a garage and the development of one on the subject lands would not undermine the goals and objectives of the Official Plan for Residential Areas. The requested variances for a reduced exterior side yard setback and increased lot coverage / floor area to facilitate the proposed garage are not anticipated to result in any negative impacts to the privacy or safety of neighbouring properties and are therefore considered to conform to the policies of Section 4.5.1. Furthermore, though the size of the garage is greater than currently permitted, the proposal with respect to floor area / lot coverage, is appropriate for the site and respects the relationship of abutting properties by maintaining greater than the minimum required side yard setbacks. To ensure the nature of the streetscape is maintained, Planning Staff recommend scaling back the proposed garage 0.17 metres so that it is in line with the existing dwelling (an exterior side yard setback of 3.07 metres). As such, provided that the proposed garage is located a minimum of 3.07 metres from the exterior side yard, Planning Staff are of the opinion that the requests for a reduced exterior side yard

setback and increased lot coverage / floor area are consistent with the Residential Area policies of the Official Plan.

However, the proposed garage also includes a second storey, which necessitates the requested variances for height, wall height, increased floor area, and reduced setback for a balcony. Planning Staff have concerns with respect to the privacy of neighbouring properties and that the proposed two-storey garage does not maintain the structure and character of the surrounding area. The height of the proposed garage is greater than any accessory structure in the neighbourhood and may lead to privacy or shadowing impacts on abutting properties. Accessory structures are intended to be visually subordinate and secondary to a main residential use in terms of height and massing, whereas the proposed two-storey garage would not be visually subordinate compared to the dwelling.

Concerns from members of the public have also been received regarding the proposed second storey garage and its anticipated impact on the neighborhood, including the two abutting properties of the subject lands. As such, Planning Staff are of the opinion that the requested variances to permit the second storey of the proposed garage do not conform to the Residential Policies and therefore do not maintain the intent and purpose of the Official Plan.

Additionally, the applicant is requesting a reduced exterior side yard setback for the partially constructed shed on the property. The shed is located approximately 0.3 metres from the property line and is required to be located a minimum of 1.5 metres from the exterior side lot line. The proposed relocated shed is not anticipated to have any impacts on the surrounding neighbourhood and Staff are of the opinion that sufficient space is provided for drainage and maintenance. As such, the requested variance to reduce the exterior side yard setback for the proposed shed maintains the intent and purpose of the Official Plan.

Does the request Maintain the General Intent and Purpose of the Zoning By-law?

The subject lands are zoned Residential Second Density R2(1) in the City of Stratford Zoning By-law 10-2022. This zone permits single detached dwellings and accessory structures, and the surrounding area primarily contains single detached dwellings.

Section 4.1 of the City's Zoning By-law outlines provisions for accessory buildings and structures, including maximum height and wall height, maximum floor area and lot coverage, and minimum setbacks. Section 4.20.1 h) sets out the permitted encroachments for balconies and the required 3.0 metre setback. And Section 6.4.2 lists the provisions for the R2 Zone and includes the setback requirement of 6.0 metres for garages.

The intent of the maximum height, wall height, and additional regulation preventing second storeys for accessory structures in the Zoning By-law is to maintain a consistent

streetscape (where structures are visible from the street), prevent privacy and shadowing issues on neighbouring properties, and to ensure accessory structures are not visually dominant compared to the main residential use. As the proposed garage fronts directly onto James Street and no other accessory structures within the neighbourhood are greater than one storey, Staff have concerns that the proposal will create an inconsistent streetscape. Additionally, privacy and shadowing concerns have been raised by the neighbours, including abutting properties because of the proposed second storey. Though minimum setbacks of 1.5 metres are proposed, due to the proposed massing, height of the garage, and inclusion of a balcony, Staff are of the opinion that the proposed second storey will result in negative impacts on abutting properties with respect to privacy and shadowing on their rear yards. Furthermore, the increased height and floor area of the garage due to the proposed second storey will result in a structure of similar massing to the principal dwelling on the lot. Accessory structures are to be secondary in nature and not undermine the primary use of the property. Staff have concerns that proposed two-storey garage will compete with the principal dwelling as the primary use of the property, given its massing and proposed home occupation use. As such, the requested variances for height, wall height, and to permit an accessory structure with a second storey are not appropriate and fail to maintain the intent and purpose of the Zoning By-law.

The intent of the maximum floor area and lot coverage provisions for accessory structures in the Zoning By-law is to maintain compatible massing of structures in the neighbourhood and to ensure adequate outdoor amenity area is provided. Staff are satisfied that the massing of the proposed first storey of the garage is compatible with the surrounding neighbourhood and that no negative impacts to abutting properties are anticipated. (Note: without the second storey, the proposed GFA of the garage would be 88 m², which will require a variance of 13 m²). Furthermore, the property is proposed to maintain the minimum 30% landscaped open space requirement of the Zoning By-law. As such, the request for increased lot coverage and gross floor area for an accessory structure would maintain the intent and purpose of the Zoning By-law, limited to a single storey detached garage.

The intent of the minimum setback for a garage from an exterior lot line is to ensure a consistent streetscape and that sufficient space can be provided for vehicles in a driveway. As the proposed garage location is generally consistent with neighbouring properties, Planning Staff are of the opinion that the proposal will maintain a consistent streetscape, subject to its realignment with the principal dwelling. However, the proposed driveway has a length of approximately 3 metres, which does not meet the length requirements of a parking space in the Zoning By-law. Parking spaces in a driveway are required to have a minimum length of 5.6 m to be considered a legal parking space. The proposed garage includes room for the two required parking spaces for the single detached dwelling on the lot. However, the applicant's proposal to include a home occupation (1 on 1 massage establishment) within the proposed garage will require an additional parking space to be provided on site. As the existing driveway for the subject lands is currently located on the City right-of-way, and no safety concerns

have been received, Planning Staff have no concerns with permitting the third required parking space to be partially located on City property, provided that an encroachment agreement is obtained and registered on title. As such, the reduced minimum setback for a garage from an exterior lot line is considered to maintain the intent and purpose of the Zoning By-law, subject to condition of obtaining the necessary encroachment agreement.

The intent of the minimum exterior side yard setback for an accessory structure is to ensure consistent building lines along the street and to maintain clear sightlines for the safe passage of pedestrians, cyclists, and motor vehicles. As the partially constructed shed on the property is proposed to be located in the rear yard of the property and a minimum of 1.0 metre from the exterior property line, Staff do not anticipate any safety or sightline concerns for traffic along James or William Street. Furthermore, as the proposed shed is less than the minimum size required for a building permit and will not front onto James Street, it will have no negative impacts to the character of the street. As such, the request for the reduced exterior side yard setback for the accessory shed on the property is considered to maintain the intent and purpose of the Zoning By-law.

Are the requested variances desirable for the appropriate development of the lands?

The subject lands are designated as "Residential Area" in the City's Official Plan and zoned Residential Second Density R2(1) in the Zoning By-law. The applicant has requested several minor variances to facilitate the development of a two-storey garage on the subject lands as well as a shed. The requested variances would allow the homeowner to construct a detached garage on the subject lands. The garage will provide the applicant the ability to park his vehicles entirely on private property and additional space to be used for the massage home occupation. Furthermore, the proposed shed will provide storage opportunity. As such, Staff is of the opinion that the requested variances are desirable for the appropriate development of the lands, provided the detached garage is limited to a single storey structure.

Are the requested variances minor in nature?

Whether a variance is minor is evaluated in terms of the impact the proposed development is expected to have on the surrounding neighbourhood. The proposed variances would facilitate the development of a two-storey garage on the property, in addition to a shed. Subject to the noted conditions, Staff is of the opinion that the lot coverage / lot area and setback requests would not have an adverse impact on the character of the area or the ability of property owners to use their property in accordance with the Zoning By-law. However, the requested variances for height, wall height, reduced setback for a balcony, and to permit the second storey would have an adverse impact on the character of the area and negatively impact the privacy of neighbouring properties. As such, the requested variances related to the height of the proposed two-storey garage are not considered minor.

In conclusion, subject to the noted conditions and revisions, Staff are supportive of the requests to reduce the exterior side yard setback for the proposed shed, to reduce the exterior side yard setback for a garage, and increase the maximum floor area and lot coverage for a detached garage on the subject lands. If approved, this will permit the development of the proposed shed and the proposed garage, limited to a single storey.

Conversely, staff are unsupportive of the variance requests for the increased building height, wall height, second storey for an accessory structure, and the reduced setback for a balcony. Should the Committee approve the subject application as recommended by staff, the effect of the decision would be a denial of these requests that are not supported by Staff, to which the applicant would have the right to appeal the Committee's decision to the Ontario Land Tribunal.

Recommendation:

THAT the City of Stratford Committee of Adjustment APPROVE Application A02-25, submitted by James MacArthur, for lands legally described as PLAN 68 E PT LOT 65 in the City of Stratford, and municipally known as 250 William Street, as it relates to:

1. Table 4.1.2: Accessory Building or Structure Locations – to decrease the minimum required exterior side yard setback for an accessory structure from 1.5 m to 1.0 m.
2. Table 4.1.4. Accessory Use Regulations – to increase the maximum lot coverage for an accessory structure from 10% to 16%
3. Table 4.1.4: Accessory Use Regulations – to increase the maximum floor area permitted for an accessory structure from 75 m² to 88 m².
4. Table 6.4.2. Regulations in the Residential Second Density (R2) Zone Additional Regulations – To permit a garage to be located 3.07 m from an exterior lot line whereas 6 m is required.

Subject to the following conditions:

- i) That the applicant enter into an encroachment agreement with the City to address the required parking spaces partially on City property and the existing concrete stairs, to the satisfaction of the Manager of Planning.
- ii) That the proposed garage not be used for residential purposes.
- iii) That the reduced exterior side yard setback of 1.0 metre only apply to the proposed shed included as part of this application.

The proposed relief is consistent with the Provincial Planning Statement.

And the proposed relief, subject to the listed conditions, meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The requested relief maintains the intent and purpose of the Official Plan as the proposal conforms to the "Residential Area" goals and objective policies of the Official Plan.

The requested relief maintains the intent and purpose of the City's Zoning By-law as no negative impacts regarding privacy, drainage, maintenance, or safety are anticipated as a result of the revised garage (one storey) or shed.

The requested relief is desirable for the use of the land as it will facilitate the development of a garage and shed on the subject lands.

The requested relief is minor in nature as the requested variances will not affect the ability of neighbouring property owners to use their land in accordance with the provisions of the Zoning By-law.

Prepared by:

Alexander Burnett, Intermediate Planner

Reviewed, Recommended, & Approved by:

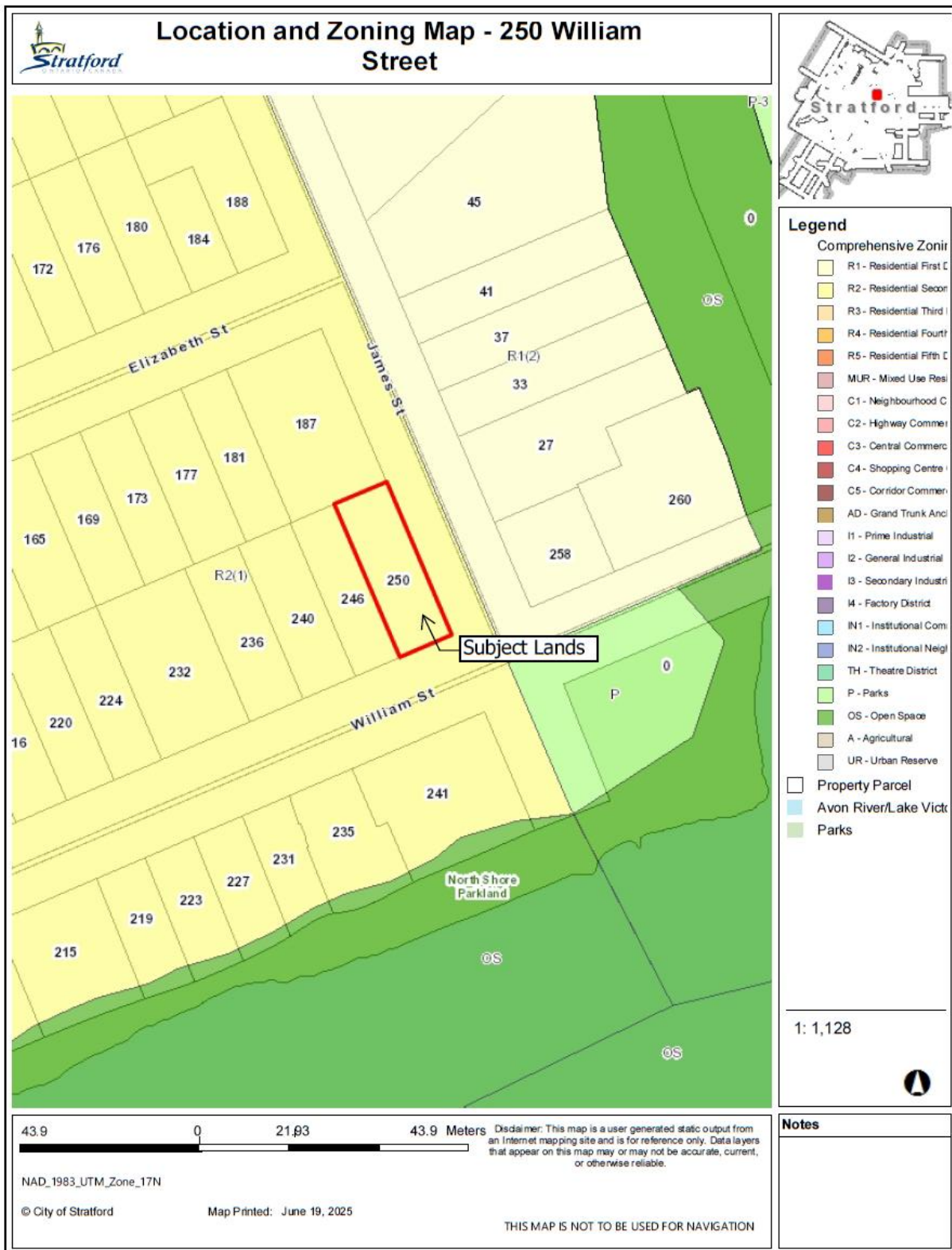
Marc Bancroft, Manager of Planning, MPL, MCIP, RPP

Report finalized: July 11th, 2025

Map 1 – Location & Zoning Map

File # A02-25

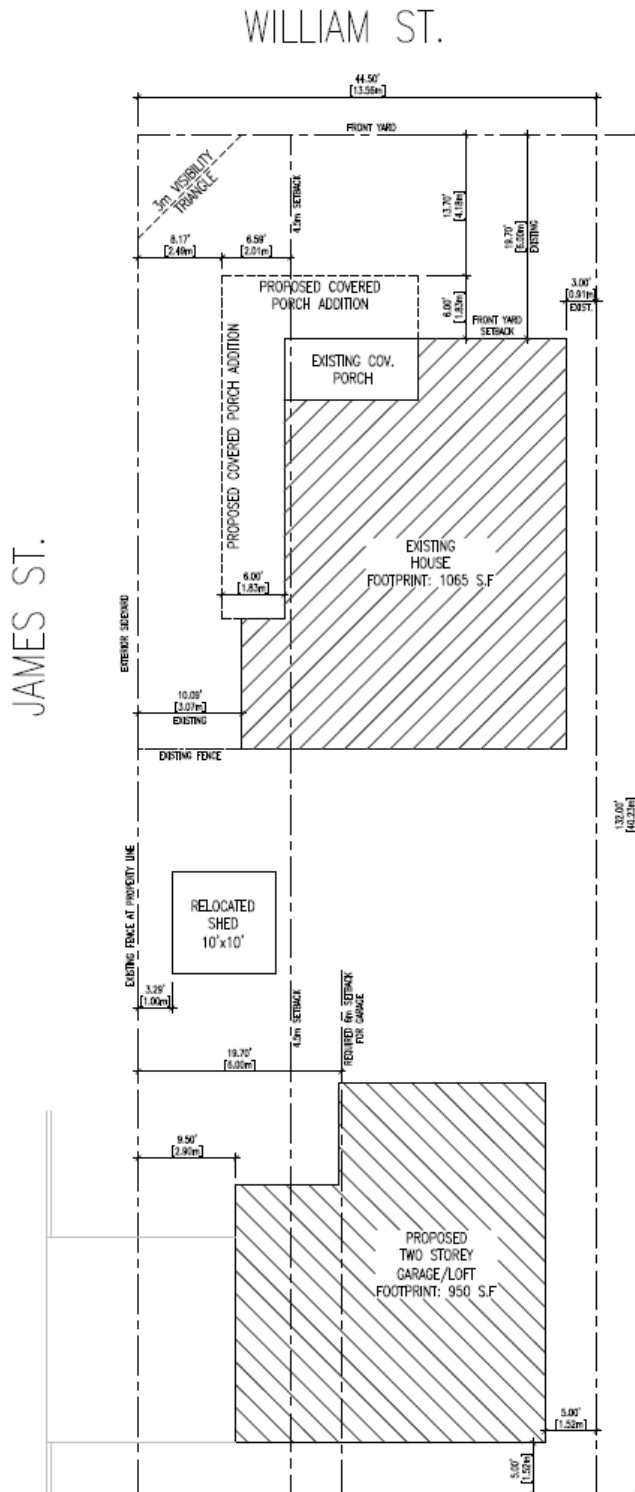
James MacArthur – 250 William Street



Map 2 – Proposed Site Plan

File # A02-25

James MacArthur – 250 William Street



James MacArthur – 250 William Street

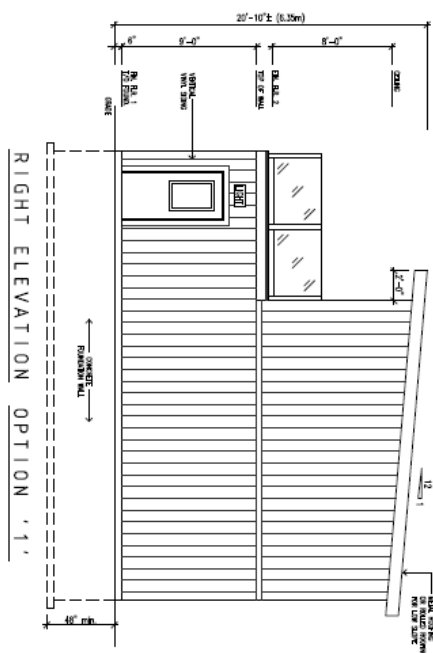
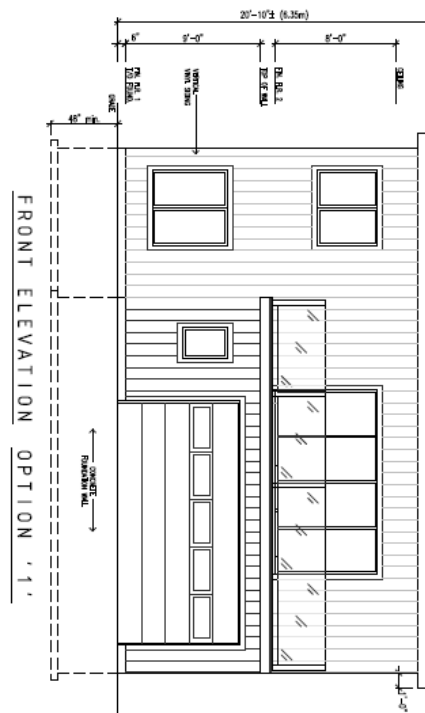
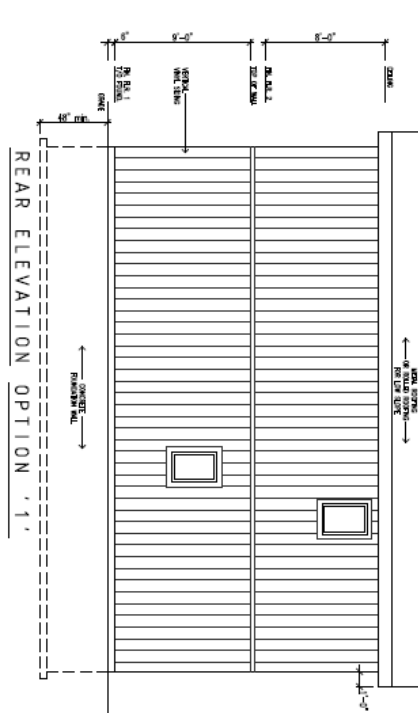


Figure 2 – Site Photo

File # A02-25

James MacArthur – 250 William Street



Public Comments received- Application A02-25 – 250 William Street

Dear Mr. Burnett,

This letter is in regard to City of Stratford – Committee of Adjustment Notice dated June 20th, Application #A02-25, to build a two-story structure in the backyard of 250 William Street.

As residents of [REDACTED], we wish to register our opposition to the plan for 250 William Street, on a number of issues, including the many variances the property owner has asked for, especially the rezoning for commercial use.

Your sincerely,
Augusta Dwyer
Luis Porter

From: [Derek Conrod](#)
To: [Alexander Burnett](#)
Cc: [Peter Shackleton](#)
Subject: Concerns regarding application A02-25 (250 William St.)
Date: Thursday, July 3, 2025 8:27:19 PM

Dear Mr Burnnett,

This letter is in reference to Application No. A02-25, a request for variances to the existing bylaws for the construction of a garage at 250 William Street by Mr. James MacArthur. We have met personally with Mr. MacArthur, and have heard from a number of our immediate neighbours regarding the request.

As we expressed to Mr. MacArthur, our primary interests are:

1. That the building not be used as a second dwelling.
2. That the immediate neighbours adjacent to and across from the property be comfortable with this proposal, as they will be the most directly affected.
3. That the use of the property will not adversely affect the neighbourhood, especially with regard to traffic and noise, but also in proportion and appearance.

It appears that a number of our neighbours are feeling quite concerned about the size and potential uses of this structure. We hope that Mr. MacArthur will come back with a revised plan that addresses their concerns.

Regards,
Peter Shackleton/Derek Conrod



From: [Edward Gubernat](#)
To: [Planning Division](#)
Cc: [Alexander Burnett](#)
Subject: Planning Application Number A02-25
Date: Wednesday, July 2, 2025 2:38:24 PM

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

Re: Objection to 250 William Street, legally described as PLAN 68 E PT LOT 65 in the City of Stratford (planning application number A02-25)

We are writing to object to the proposed building of a detached two-storey garage with balcony at 250 William Street, legally described as PLAN 68 E PT LOT 65 in the City of Stratford (planning application number A02-25).

We reside directly opposite the site and strongly object on the following basis:

Non-compliance with the objectives of the zone.

The proposal does not meet the purpose of the Neighbourhood Residential Zone, which specifically seeks to ensure that a detached garage does not exceed the maximum height, maximum wall height, maximum lot coverage nor maximum floor area. We strongly object to a two storey garage as the zone specifies that only a one storey garage is permitted. The overall planned size of the structure is comparable to building a second house on the subject property. The proposed plan also violates Zone regulations as per Table 6.4.2 and Section 4.20.1 h regarding the placement of the structure plus balcony and yard encroachments. In total, there are 8 variances requested, none of which are slight and we fear that the allowance of any of these variances will open the door to other zoning non-compliances. We object to all of the requested variances.

Additional concerns:

We spoke with the owner of the subject property and he elaborated on his intentions for the two storey garage with balcony. His plans for the structure include a garage, office, client fitness area, music studio, balcony and a washroom. We are concerned that it would be very easy for this proposed structure to become a short term or longer rental unit and/or retreat for guests.

Any increased vehicle traffic due to the business activity would be incompatible with the nature of this residential area and made more difficult due to the three super mailboxes already located along James Street at the subject property. We are also concerned about the hours of operation for the business and how that could impact our residential neighbourhood.

The large footprint will block any existing views for several homes in the area including ours and will not respect the character of the neighbourhood.

Has storm water run-off been taken into consideration? Where will the rain water from the

roof be dispersed? We are concerned that the increased volume and velocity of runoff of storm water from the larger roof may overwhelm our already taxed drainage systems and direct extra water to neighbouring yards.

We plan on attending the public hearing on July 16 at 4 p.m. and we are requesting to be notified of the decision of the Committee of Adjustment in respect to the application.

We are requesting a copy of the Staff Report in regards to Planning Application Number A02-25.

Sincerely,

EDWARD GUBERNAT
JOAN TOMAZIN-GUBERNAT

[REDACTED]

July 3, 2025

Attn: Alexander Burnett, Planner
Stratford Planning Division

Re: City of Stratford Committee of Adjustments notice of June 20, 2025
Application #A02-25

We are writing to express concern regarding the above application. We are the owners of [REDACTED]
[REDACTED] and [REDACTED]
[REDACTED]

While we are not contesting the large footprint of the proposed building – though we do feel it's excessive – it is the *height* of the proposed structure that we adamantly oppose. A two story building, especially of that size, will unnecessarily block sightlines, and create a real eyesore in what is otherwise a lovely greened neighbourhood.

We question the necessity, as well as the real intended use, of the second floor: Mr MacArthur has stated to those in the neighbourhood that his massage studio and garage will be on the main floor. His stated uses for the second floor, however, have varied from conversation to conversation and have included a massage studio, an exercise room, and a music studio.

The design clearly shows a large balcony and wide patio doors on the second level – suggestive of secondary living quarters, rather than needed space for his business. Calling the structure merely a “garage” is misleading.

We do not wish to stop Mr MacArthur from building a needed garage and massage studio, so that he may carry on with his current successful business. But the second floor is extraneous, its true intended purpose and use is unknown and suspect, and it will impose on the enjoyment of the homes of a number of his neighbours.

Respectfully, we ask that you deny Mr MacArthur's requests for variances 2, 3, and 6 (Table 4.1.4): the requests for a second story and height related variances.

Sincerely,

Heather and Stephen Herman
[REDACTED]

Patricia Lightfoot
[REDACTED]

From: [Joe Mohr](#)
To: [Alexander Burnett](#)
Subject: Application A02-25
Date: Thursday, July 3, 2025 7:45:52 PM

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

July 3, 2025

To:
Alexander Burnett, Planner
Stratford Planning Division

Re: Committee of Adjustment Notice – Application #A02-25 (June 20, 2025)

Dear Mr. Burnett,

I am writing to express my concern regarding Application #A02-25. I am the owner of [REDACTED]

I grew up in Stratford, and my career took me all over Canada the past 25 years. I've recently moved back to my hometown after I was offered a local opportunity. To my delight I was able to purchase a home in this wonderful neighborhood and have been welcomed by all.

I am not formally objecting to the overall floorplan of the proposed building, although I do strongly oppose the height of the structure. A two-storey building of this scale will obstruct sightlines and detract from the character of an otherwise green and visually appealing neighbourhood. Keep in mind the request is to more than double the maximum wall height for an accessory structure.

I want to emphasize that I do not wish to prevent Mr. MacArthur from constructing a garage and massage studio to support his ongoing business. However, the second floor appears unnecessary to me to support his desire for a garage and studio. It's intended use as workout out room and music studio is inconsistent with the description as a garage in Application No A02-25.

Furthermore, it's construction would negatively impact my privacy and the enjoyment of several neighbouring properties including my own.

For these reasons, I respectfully request that the Committee deny variances 2, 3, and 6 (as outlined in Table 4.1.4), which relate specifically to the second storey and height of the proposed accessory structure.

Sincerely,

Joe Mohr

[REDACTED]

From: [Loch](#)
To: [Planning Division](#)
Subject: Application AO2-25
Date: Tuesday, July 1, 2025 3:57:05 PM

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

Re: Variances requested

After having reviewed the material sent to us by the Building and Planning Department, we have the following comments:

Variance: Item 1, 4, 7 and 8

The current requirements should be upheld unless the appropriate bylaw/bylaws are amended so that they apply to ALL homeowners in Stratford. We doubt that such an amendment is in the interests of the residents of Stratford and therefore, do not support this request for variances.

Variance: Item 2, 3, 5, and 6

We think that this request is in keeping with the Federal and Provincial Governments to encourage increased densification. However, as above, we think that the request for these variances should only be approved after appropriate changes have been made to the bylaws affecting all residents of Stratford.

In general, we are wary of approving individual variances without appropriate changes to the bylaws which would make these changes applicable to all current and future property owners in Stratford.

Yours truly,
Warren Holmes and Lucille Roch

A black rectangular redaction box covering the signature of Warren Holmes and Lucille Roch.

Sent from my iPad

July 3, 2025

Attention: Alexander Burnett, Planner, Stratford Planning Division

Subject: City of Stratford – Committee of Adjustment Notice dated June 20th, Application #A02-25.

We are writing to offer our views on the application requesting modifications and additions to the property at 250 William St.

We own [REDACTED], which became a second (family) home for me in 1984 and my primary address in 2008. I have lived here fulltime with my partner Holly Levine, since 2013. I have known the Williams St property in question for many decades.

Over this time, much has changed, yet it has somehow managed to also remain much the same. The back gardens between William and Elizabeth Streets have evolved into a lovely patchwork of green space, where each owner has made the improvements, they felt needed and in a manner that suited their tastes. While the properties have evolved, they have always done so in relationship to each other, one never overwhelming the other, each expressing the desires of their owner while contributing to a greater whole. The net result is a very lovely corridor of green (in season) that eventually opens onto James Street.

Owners have built auxiliary structures such as garages and sheds etc, but they have always stayed within whatever bylaws were in force at the time. As a result, one is aware of them but they do not jar the senses or seem particularly out of place.

What Mr. MacArthur is requesting however is a completely different matter. What he is essentially asking for is permission to ignore any existing planning codes that do not suit his purpose and to build a coach house on his property, in the guise of a garage.

To do so, he wants to :

- Pretend that the one-story limitation does not exist
- Double the amount of allowed floor area (square footage)
- More than double the allowable wall height
- Push the height limits up by 1.35 m.
- Increase the property percentage from 10% up to 16%

along with a few other setback and variance requests.

In our opinion, these requests are an extreme overreach that is completely out of step with both the codes and all of the properties around his. The net result will essentially be a 21 ft high by 35 ft long box that will barricade a big chunk of the open space between his house and the house at 187 Elizabeth Street. The view from the green space between the two streets will be terminated by a very large and unattractive wall, instead of opening gracefully onto James Street as it has always done. It makes no difference how he clads the structure in an effort to blend in, a huge wall will always be a huge wall, one that we have no wish to see every time we look out of our back window or go out on our rooftop deck.

The property owners between William and Elizabeth Streets will lose a big chunk of their eastern view and the resulting sense of openness, along with some early morning light. The owners on James Street will have to live with a big box rising above an existing compound-like fence, a fence that has already caused dismay to some of the home owners on James.

There also appears to be a lack of clarity on what he wishes to use the structure for, apart from the two-car garage. He claims to want to use the rest of the space as a home for his massage therapy business and also as a sound studio / work space. Is this a place of business or is it a personal space, and can he legally have it both ways under the current zoning? His motivation is another point of confusion in that he does not appear to actually live at this address. While he has owned the property for some years, he comes and goes and the people in the immediate neighbourhood rarely see him.

If we examine the codes without any variances, it is obvious that he has every right to build a single-story auxiliary building on his property, and we have no significant complaint with him doing so. The most contentious aspect of his request is that of adding a second floor, impermissible under the current statutes.

We therefore strongly oppose his plans and urge you to deny his request for a second floor and any height related variances. This will significantly lower the profile of the structure so that it does not negatively impose on everyone surrounding his property. That in itself would put an end to the worst aspect of his request, one that is both discordant and an eyesore for his neighbours.

Regards

Steven Hawkins

Holly Levine

July 4, 2025

Attention: Alexander Burnett, Planner, Stratford Planning Division

Subject: City of Stratford – Committee of Adjustment Notice dated June 20th,
Application #A02-25,

I am the owner of [REDACTED]
[REDACTED]

Upon receipt of the above notice, I want to formally register my opposition to Mr. MacArthur's plans.

The building being proposed is inappropriately large. The proposal of a second story is in direct opposition to the existing regulations and bylaws for this neighbourhood. It does not fall under the definition of a garage as defined in the bylaws – The zoning by law provides for the following:

*"GARAGE means an attached or detached **building** or **structure** which is **used** or intended to be **used** for the sheltering of **vehicles**, and which there are no facilities for repairing or servicing such **vehicles**, and includes a **carport**."*

As such it does not conform to the definition of a "Garage" in the zoning by law.

Nor does it fall under an accessory structure.

SECTION 3 DEFINITIONS

ACCESSORY, when **used** in reference to a **use**, **building** or **structure**, means a **use**, **building** or **structure** that is clearly incidental, secondary or subordinate to, and exclusively devoted to, a **main use**, **building** or **structure**, and located on the same **lot** therewith.

As such it does not conform to the definition of an "Accessory Structure" in the zoning by law.

The plans represent a secondary live/work space given its proportions and amenities on a property that is in disrepair and remains unoccupied.

The specific variances requested are significant in character and magnitude and as a result there are implications to surrounding properties and the residential community.

These are:

- *To permit a second story accessory structure where a maximum of one story is permitted by municipal regulations.*
- *To increase the maximum height permitted for an "accessory structure" from 5.0m to 6.35 m. This represents a 27% increase in the height of the structure from the legislated provisions.*
- *To increase the maximum wall height for an "accessory structure from 3.0 m to 6.35 m; representing a 112% increase in wall height from the legislated provisions.*
- *To increase the maximum floor area permitted for an "accessory structure" from 75 square meters to 153 square meters which represents a 104% increase from the legislated provisions.*
- *A reduction in the minimum required exterior side yard setback for "an accessory structure" from 1.5 m to 1.0 m. This represents a 33.3% reduction from the legislated provisions.*
- *To permit a yard encroachment associated with a balcony to be located a minimum distance of 2.9 m from an exterior side yard line and an encroachment of 3.1 m into a required exterior side yard whereas an encroachment of no more than 1.5 m is permitted provided the balcony is no closer than 3 m from the exterior lot line.*
- *To increase the maximum lot coverage for an "accessory structure" from 10% to 16% which represents a 60% increase from the legislated provisions*
- *To permit a garage to be located 2.9 m from an exterior lot line whereas 6 m is required. This represents a 52% reduction in the legislated requirements.*

The nature and magnitude of these proposed variations will have a significant negative visual impact to the surrounding residential properties, and in addition will have a negative shade and shadow impact to abutting residential properties.

Mr. MacArthur has informed our neighbours as well as myself, that he intends to run his massage practice from here which would imply a commercial use of this building in a neighbourhood zoned for residential.

In summary, Mr. MacArthur's proposal clearly represents a huge overreach of the existing building regulations and would also appear to be in violation of the zoning laws as to purpose of use. As such, I must reiterate my strong objection to the proposal and ask the esteemed committee for a dismissal of such as it currently stands.

A handwritten signature in cursive script, appearing to read "B Surminski".

Brenda Surminski



REPORT TO THE COMMITTEE OF ADJUSTMENT

Submitted By: Building & Planning Services Department -
Planning Division

Application No.: A13-25

Meeting Date: July 16, 2025

Owner: Chris Varey and Cheryl Varey

Agent: Justine Nigro (The Hive Design Co.)

Location: 10 Lightbourne Ave, legally described as Plan 551, Lot 73 in the City of Stratford.

Zoning: R1(3) – Residential First Density

Official Plan

Designation: Residential Area

Road Classification: Lightbourne Ave. – Local Road

Purpose and Effect of Application:

The purpose of the application is to permit an increase to the gross floor area requirement of a proposed second suite being 63% of the gross floor area of the principal dwelling with the second suite having a gross floor area of 137 m², whereas the Zoning By-law permits a second suite provided it is not greater than 50% of the gross floor area of the principal residential dwelling to a maximum of 100 m².

The effect of the application is to add a second suite to the existing single-detached dwelling, which currently contains one living area and separate kitchens on the lower and upper storeys. Access to the proposed second suite and the existing principal residential dwelling would be provided through a shared foyer, with the second suite having additional access from the enclosed sunroom at the rear of the dwelling.

Variance Requested:

1. Section 4.24.1 b) – A second suite shall not be greater than 50% of the gross floor area of the principal residential dwelling on the lot, up to a maximum size of 100 m², whereas the second suite would be 63% of the gross floor area of the principal residential dwelling and would have a gross floor area of 141 m².

Upon further review, it was determined that the application should be amended to reflect the revised gross floor area for the proposed second suite, which is 84 m². Consequently, the proposed gross floor area of the second suite would exceed 61% of the principal residential dwelling's gross floor area of 139 m² but would remain within the 100 m² gross floor area allowed by the City's Zoning By-law. Therefore, the updated variance request is as follows:

1. Section 4.24.1 b) – A second suite shall not be greater than 50% of the gross floor area of the principal residential dwelling on the lot, up to a maximum size of 100 m², whereas the second suite would be 61% of the gross floor area of the principal residential dwelling and would have a gross floor area of 84 m².

Background:

Attachments

- Map 1 – Zoning & Location Map
- Map 2 – Aerial Map
- Existing Floor Plans
- Site Photograph

Site Characteristics

Existing Use: Single Detached Residential Dwelling

Frontage: 15.25m

Depth: Variable

Area: 723.8 sq.m

Shape: Irregular

Surrounding Land Uses to 10 Lightbourne Ave. (Subject Property)

North: Lands with residential dwellings

East: Lands with residential dwellings

South: Lands with residential dwellings

West: Lands with institutional use - Stratford and District Christian School

Agency Comments

This minor variance application was circulated to agencies for comment on June 23, 2025. The following comments were received:

City of Stratford Building and Planning Services Department – Building

No comments or concerns.

City of Stratford Infrastructure Services Department – Climate Action

No comments from the Climate Action Division at this time.

City of Stratford Infrastructure Services Department – Engineering

No comments or concerns.

City of Stratford – Clerks

The Clerk's Office has reviewed the application and have no concerns with respect to parking.

Upper Thames River Conservation Authority (UTRCA):

The subject lands are not located within a vulnerable area and therefore the property is not designated for restricted land use under S. 59 of the Clean Water Act, 2006.

The subject lands associated with Minor Variance application A13-25 are not affected by any regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The UTRCA has *no objections* to the application, and we have *no* Section 28 approval requirements.

City of Stratford Fire Department – Fire Prevention:

No comments or concerns from Fire Prevention at this time.

Festival Hydro

No concerns.

Invest Stratford

Housing Division at investStratford is in favour of adding infill development to appropriate sites in Stratford to increase affordable housing options. Thus, we are in favour of the minor variance to allow a slightly larger footprint for the secondary suite at 10 Lightbourne Avenue.

Public Comments

Planning staff have not received any public input. Any additional public comments received after the date of completion of the report will be provided to the Committee of Adjustment.

Analysis:

Provincial Planning Statement (PPS)

All planning decisions in the Province of Ontario shall be consistent with the Provincial Planning Statement (PPS), which came into effect on October 20, 2024. This statement is intended to streamline the provincial planning framework and replaces the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe, emphasizing 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, the wise use and management of resources, and protecting public health and safety.

Section 2.2 of the PPS states that cities shall provide an appropriate range and mix of housing options and densities by permitting and facilitating all forms of residential housing required to meet current and future residents' social, health, and well-being needs. Section 2.2.1 supports the redevelopment and efficient use of underutilized residential land, allowing for modest intensification in built-up areas. Section 2.3.1.4 directs municipalities to implement intensification targets appropriate to local conditions and urban forms, which include encouraging additions to existing housing in cities.

The proposal is consistent with the policies of the PPS. The proposed variance encourages the use of existing infrastructure and adds a second suite to an existing residential dwelling.

Section 45 of the Planning Act allows the Committee of Adjustment to grant relief from zoning by-law requirements, subject to four tests, as follows:

Does the request Maintain the Intent and Purpose of the Official Plan?

The subject property is designated as 'Residential Area' in Schedule A of the Official Plan, permitting low- and medium-density residential uses, including single-detached, semi-detached, duplex, triplex, and townhouse dwellings (Section 4.5 of the City of Stratford Official Plan). The City's goals and objectives for the 'Residential Area' designation include maintaining essential neighbourhood qualities such as privacy, upkeep, public health, safety, and compatibility with the surrounding area. Additionally, the policy aims to enhance housing diversity and provide more affordable housing opportunities.

The City's Official Plan supports residential intensification and the development of additional residential units (such as second suites) within existing neighbourhoods. The proposed second suite contributes to the City's goal of accommodating a greater diversity of housing forms and increasing the supply of affordable housing options. The modest intensification is consistent with the surrounding low-density residential character and efficiently uses existing infrastructure and services.

Additionally, the development adds a second suite, enhancing housing affordability by introducing a new unit within an existing structure. This conforms to Section 3.4.1 of the Official Plan, which encourages a broad range of housing types and tenures. Hence, the proposed second suite complies with the intent of the Official Plan.

Does the requested variance maintain the intent and purpose of the Zoning By-law?

The subject property is zoned as 'Residential First Density-R1(3)' according to the City of Stratford Comprehensive Zoning By-law 10-2022, which permits diverse housing types, including single-detached, semi-detached, and converted dwellings. The applicant proposes a second suite with a gross floor area of 84 m², which would be 61% of the principal residential dwelling's gross floor area of 139 m². Thus, the applicant is requesting relief from Section 4.24.1 (b) of the zoning by-law, which states the second suite shall not exceed 50% of the gross floor area of the principal dwelling, up to a maximum size of 100 m².

Second suites are permitted as an accessory use within a single detached dwelling as per Section 4.24 of the by-law. In this case, although the second suite exceeds 50% of the gross floor area of the principal dwelling, the proposed gross floor area of 84 m² remains within the 100 m² permitted by the zoning by-law. The proposed second suite would not alter the appearance or function of the primary residential unit. Furthermore, no exterior modifications are proposed that would impact the character of the existing low-rise residential neighbourhood.

It shall be noted that the existing residential building is a backsplit-style single detached dwelling with staggered floors containing upper and lower stories. The proposed second suite will occupy portions of both the upper and lower stories of the dwelling, internally connected through steps, allowing for functional and continuous access between floors. Additionally, the proposed second suite will have two access points: a primary entrance through a shared foyer and a secondary entrance through an enclosed sunroom located at the rear portion of the building, providing a private and independent entry to the unit. Thus, no changes are being proposed to the existing building footprint.

According to the City's Zoning By-law, two parking spaces are required for a single detached residential unit (Table 5.1), and one additional parking space is required for a second suite (Section 4.24.2), all of which must be located on the same lot. Thus, a total of three parking spaces are required. The existing residential lot contains sufficient parking spaces in the garage and driveway to satisfy these requirements, and the proposal should not increase demand for on-street parking in the neighbourhood. Moreover, as the proposed second suite will be wholly contained within the existing residential dwelling, no change in landscaped open area is being proposed.

Therefore, the proposed second suite complies with all other zoning regulations and ensures compatibility with surrounding uses. The requested variance will not negatively impact surrounding residential uses or the neighbourhood character. The requested variance upholds the intent and purpose of the Zoning By-law.

Is the requested variance desirable for the appropriate development of the lands?

The proposed second suite would utilize the existing building footprint on site, without altering parking or landscaped open spaces. Therefore, the proposed second suite maintains compatibility with surrounding residential lands. The proposal represents modest intensification that will have a minimal impact on adjacent properties. There are no anticipated impacts related to privacy and overlook. Therefore, the requested variance represents appropriate development of the lands.

Is the requested variance minor in nature?

Whether a variance is minor is evaluated based on the impact the proposed development is expected to have on the surrounding neighbourhood. Firstly, the proposed second suite is expected to have no significant impact on the neighbourhood as it would be wholly contained within the existing residential dwelling. Secondly, although the proposed second suite would constitute 61% of the gross floor area of the principal residential dwelling, it remains significantly under the 100 m² permitted by the Zoning By-law. The second suite shall not result in any exterior additions that would impact surrounding buildings. Hence, the requested variances are minor in nature.

Recommendation:

That the City of Stratford Committee of Adjustment **APPROVE** Application A13-25, submitted by Justine Nigro on behalf of Chris Varey and Cheryl Varey, for lands known municipally as 10 Lightbourne Ave, legally described as Plan 551, Lot 73 in the City of Stratford.

1. Section 4.24.1 b) – A second suite shall not be greater than 50% of the gross floor area of the principal residential dwelling on the lot, up to a maximum size of 100 m², whereas the second suite would be 61% of the gross floor area of the principal residential dwelling and would have a gross floor area of 84 m².

Reasons

The requested relief is consistent with the Provincial Planning Statement. The requested relief also meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The requested relief maintains the intent and purpose of the Official Plan, as the proposal meets the residential policies of the Official Plan.

The requested relief maintains the intent and purpose of the city's Comprehensive Zoning By-law, as the second suite remains subordinate to the principal dwelling, preserves the existing landscaped open spaces and parking within the residential lot, and maintains the neighbourhood character.

The requested relief is desirable for the use of the land, as it will provide additional housing within an existing single-detached residential dwelling and supports gentle intensification within the subject property that is designated for residential uses.

The requested relief is minor, as the GFA of the second suite (84 m²) remains within the maximum permitted size (100 sq.m), with no negative impact on neighbouring properties.

Prepared & Recommended by:

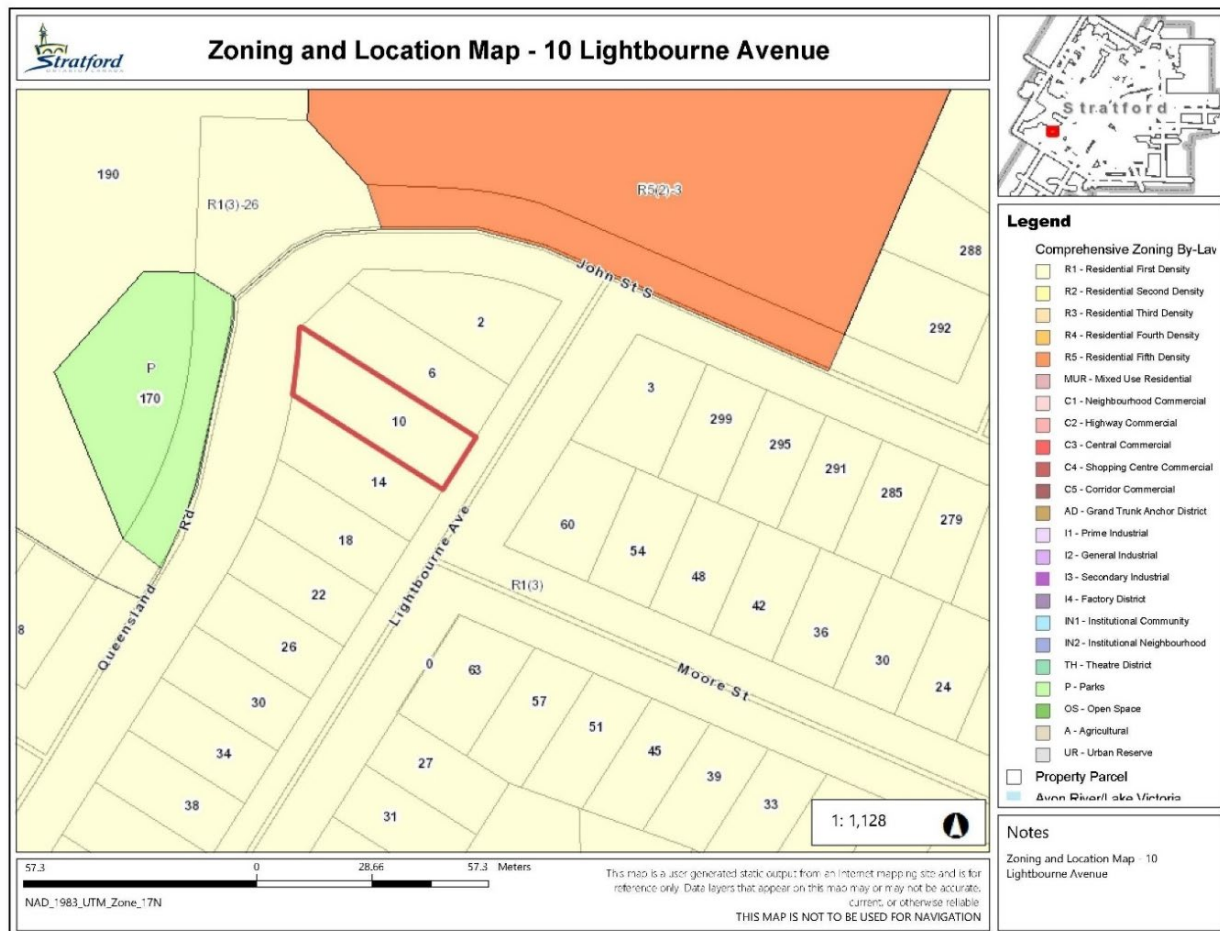
Anu Kumar,
Planner

Approved by:

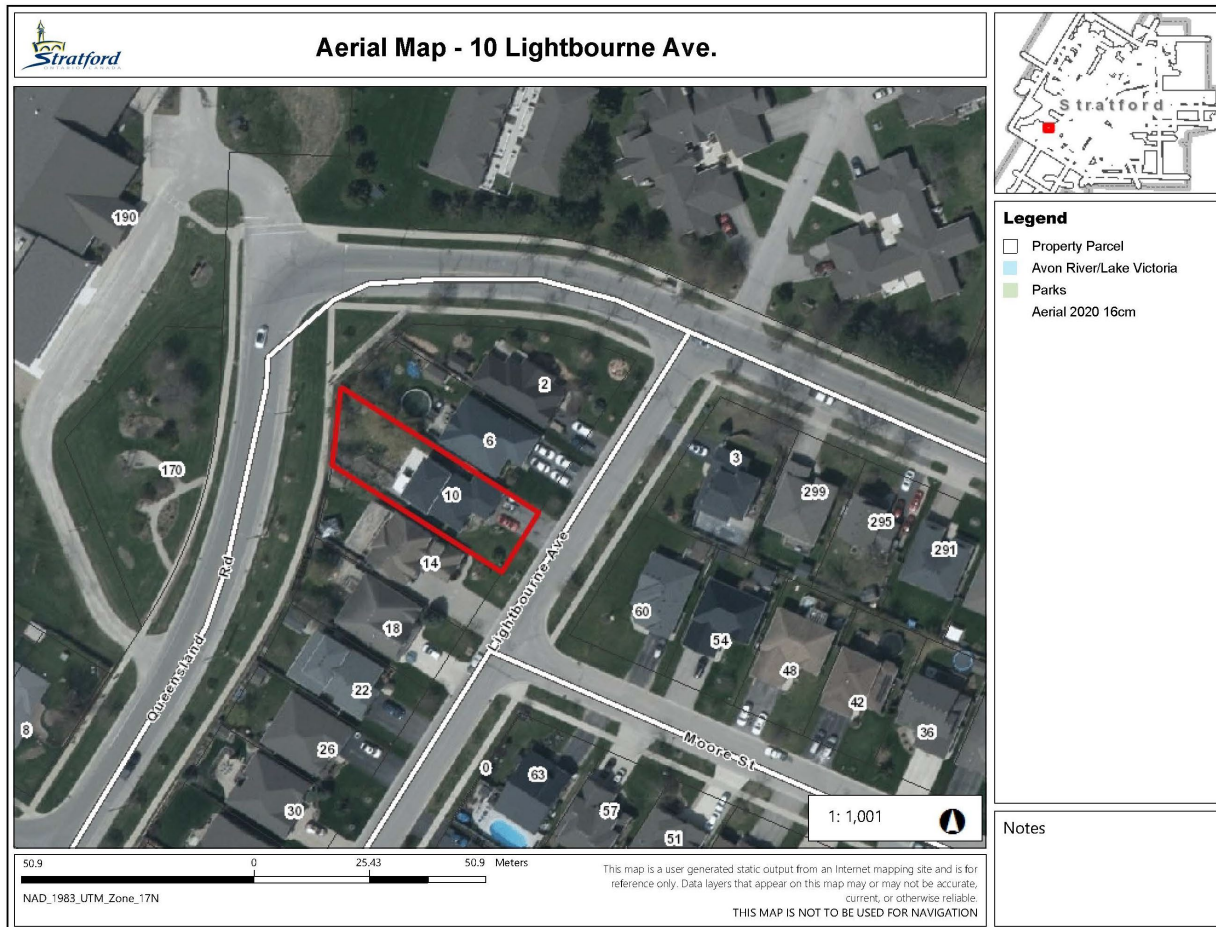
Marc Bancroft, MPL, MCIP, RPP
Manager of Planning

Report finalized: July 10, 2025

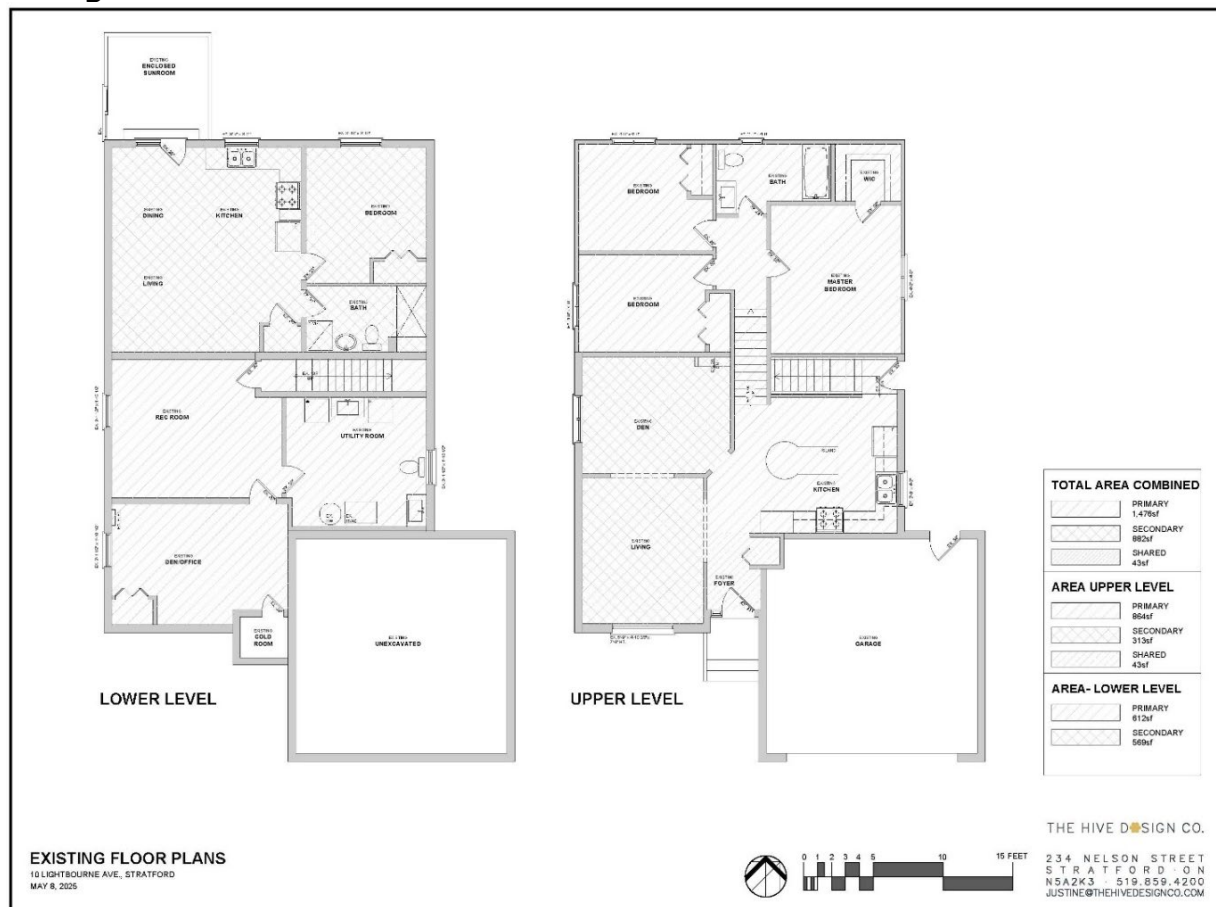
Map 1 – Location & Zoning Map
File # A13-25
10 Lightbourne Ave.



Map 1 – Aerial Map
File # A13-25
10 Lightbourne Ave.



Existing Floor Plans
File # A13-25
10 Lightbourne Ave.



REPORT TO THE COMMITTEE OF ADJUSTMENT

Submitted By: Building & Planning Services Department -
Planning Division

Application No.: A14-25

Meeting Date: July 16, 2025

Owner: HIP Queensland Inc. C/O Wesley Hordyk

Agent: GSP Group C/O Rachel Bossie

Location: 30 Queensland Road, legally described as Block 27 Plan 513, Parts 1 and 2 Plan 44R-6038, in the City of Stratford; situated on the north-west corner at the intersection of Queensland Road & Lorne Avenue West

Zoning: Residential Fifth Density – R5(3)-1

**Official Plan
Designation:** High Density Residential Area

**Road
Classification:** Queensland Road – Collector, Lorne Avenue West – Arterial

Purpose and Effect of Application:

The purpose of the application is to permit a reduced visitor parking rate to increase the number of parking spaces that can be rented to tenants. A visitor parking space requirement of 0.10 parking spaces per dwelling unit is requested, whereas 0.25 parking spaces per dwelling unit is currently required.

The effect of this application is to reduce the required number of visitor parking spaces required for a six-storey 150-unit apartment building. With a total of 225 parking spaces on-site, this application would not result in a reduction in the overall number of parking spaces but rather would change the use or allocation of said spaces.

Variance Requested:

1. Table 5.1: Minimum Parking Space Requirements – To reduce the minimum visitor parking requirement from 0.25 spaces per dwelling unit as required by note ① of the additional regulations for Table 5.1 to 0.10 visitor parking spaces per dwelling unit.

Current Zoning By-law requirements stipulate that an apartment building with 150 dwelling units must provide 38 designated visitor parking spaces, based on a rate of 0.25 spaces per unit. This application proposes to reduce the required number of visitor parking spaces from 38 to 15, which reflects a lower rate of 0.10 spaces per unit. This change represents a reduction of 23 visitor parking spaces from the current requirement.

Background:

Attachments

- Map 1 – Zoning and Location Map
- Map 2 – Aerial Map
- Figure 1 – Site Plan
- Figure 2 – Site Photo

Site Characteristics

Existing Use: Vacant, proposed six-storey apartment building

Frontage: 96.6 m

Depth: 153.8 m

Area: 15,793.3 m²

Shape: Irregular

Surrounding Land Uses

North: Single-detached dwellings

East: Single-detached dwellings, Apartment, Cluster Townhouses

South: Industrial & Agricultural uses

West: Single-detached dwellings, Apartment

Agency Comments

This minor variance application was circulated to agencies for comment on June 23, 2025. The following comments were received:

City of Stratford Building and Planning Services Department – Building Division:

Building has no concerns with the variance proposed.

City of Stratford Infrastructure Services Department – Engineering:

The Engineering Division has no comments or concerns regarding this application.

City of Stratford Infrastructure Services Department – Climate Action:

There are no comments from the Climate Action Division at this time.

City of Stratford Corporate Services – Clerk’s Office

The Clerk’s Office has reviewed the application and have no concerns with the requested reduction in the visitor parking rate.

However, we would like to note that overflow parking on adjacent streets will be limited due to the following restrictions:

- No parking is permitted on both sides of Queensland Road from Lorne Avenue to John Street
- Overnight parking between 2:00 a.m. to 6:00 a.m. is not permitted all year round on any roadway or City parking lot

In addition to the above-noted restrictions, we would also like to note that McGregor Street, to the north of the property, is a bus route. Barron Street to the east of the property is a local street. While there are no parking restrictions for these streets, our office has received complaints from residents about vehicles parked across from each other resulting in access issues especially for larger vehicles.

Upper Thames River Conservation Authority (UTRCA):

The subject lands at 30 Queensland Road are not affected by any regulations made pursuant to Section 28 of the *Conservation Authorities Act*. The UTRCA has ***no objections*** to the application, and we have ***no*** Section 28 approval requirements.

The subject lands are not located within a vulnerable area and therefore the property is not designated for restricted land use under S. 59 of the Clean Water Act, 2006. For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at: <https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/>

City of Stratford Fire Department – Fire Prevention:

No comments from Fire Prevention at this time.

Festival Hydro:

No comments or concerns.

Public Comments

Planning staff have not received any public input. Any additional public comments received after the date of completion of the report will be provided to the Committee of Adjustment.

Analysis:

Provincial Planning Statement (PPS)

All planning decisions in the Province of Ontario shall be consistent with the Provincial Planning Statement (PPS), which came into effect on October 20, 2024. The PPS 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 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 types of residential intensification including the redevelopment of underutilized commercial site for residential use, to meet the social, health and well-being requirements of current and future residents.

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 are 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.

Section 45 of the *Planning Act* allows the Committee of Adjustment to grant relief from zoning by-law requirements subject to four tests, as follows:

Does the request Maintain the Intent and Purpose of the Official Plan?

The subject lands are designated 'High Density Residential Area' as per Schedule A of the Official Plan and are located at the intersection of 'Arterial Road' and a 'Collector Road' as per Schedule D of the Official Plan. The subject lands front onto Lorne Avenue West, an 'Arterial Road' with the exterior side yard facing Queensland Road, a 'Collector Road'. The High Density Residential Area policies of the Official Plan permit a range of dwelling types including the proposed apartment building (4.6.2). Development within High Density Residential Areas is intended to provide alternative housing solutions at a high density while respecting the existing character of the area and adjacent development (4.6.1). Development within High Density Residential Areas shall be primarily street oriented in design, have direct access to collector and arterial roads, and have no significant negative impacts with respect to privacy and shadowing (4.6.4).

The applicant is requesting a minor variance to reduce the minimum visitor parking space requirement for this site. The application proposes a visitor parking rate of 0.10 spaces per dwelling unit, whereas 0.25 spaces per dwelling unit are required. The proposed reduction will not result in a reduction in the overall number of parking spaces but rather the use or allocation of said spaces; The total number of parking spaces will remain the same. The apartment development provides additional housing and contributes to housing diversity within the City of Stratford, supports intensive use of land, respects the existing neighbourhood character, and makes efficient use of an underutilized lot. No negative impacts to neighbouring properties are anticipated with respect to privacy and shadowing. There are no outstanding concerns regarding the proposed reduction in visitor parking.

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

Does the request Maintain the Intent and Purpose of the Zoning By-law?

The subject lands are zoned Residential Fifth Density R5(3)-1 as per the City of Stratford Zoning By-law 10-2022. Permitted uses include an apartment building, retirement home, hospice, and nursing home.

Table 5.1 of the Zoning By-law outlines Minimum Parking Space Requirements for all uses in the City of Stratford, and states that 0.25 of the parking spaces required per dwelling shall be designated as visitor parking spaces. The applicant is seeking to reduce the minimum visitor parking requirement to 0.10 parking spaces per dwelling unit.

The parking study submitted by the applicant provides a detailed analysis of the visitor parking supply and demand on four proxy sites, a review of visitor parking standards for five (5) comparable municipalities and an assessment of the site's transportation context. The study supports the subject application and concludes that the proposed visitor parking rate exceeds the anticipated demand, aligns with minimum requirements of the comparable municipalities and is sufficient to meet the visitor parking needs without reliance on on-street parking on adjacent streets. Planning staff are satisfied that the proposed visitor parking supply is adequate.

The intent of regulating minimum visitor parking requirements is to ensure that adequate on-site parking is available for guests of site residents. By accommodating visitors on-site, reliance on street parking is reduced, thereby enhancing pedestrian safety and improving overall walkability. Staff are satisfied that the proposed visitor parking supply is appropriate for the intended use and will not negatively impact the surrounding neighbourhood or streetscape through increased street parking.

As such, Staff are satisfied that the application maintains the general intent and purpose of the Zoning By-law.

Is the requested variance desirable for the appropriate development of the lands?

The subject lands pertain to Application for Site Plan Approval SP08-22, which proposed the redevelopment of an underutilized parcel to accommodate 150 additional housing units in the form of a six-storey apartment building. The requested variance will allow for an increase in resident parking spaces while maintaining 15 visitor parking spaces, including one barrier-free space. This variance supports the development of the proposed building, contributing to the City's housing stock. It represents an efficient use of land and is not anticipated to result in any unacceptable adverse impacts on the surrounding neighbourhood. Furthermore, the requested reduction is appropriate considering alternatives to visitor parking including access to public transit, active transportation facilities and the requirement for bicycle parking spaces (on the approved site plan).

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

Is the requested variance minor in nature?

Whether a variance is considered minor is determined by the extent of its impact on the surrounding neighbourhood. The requested variance to reduce the minimum visitor parking requirement is not anticipated to have any negative impacts on adjacent properties or the broader neighbourhood. The on-site parking is considered adequate for both tenants and visitors, and is not expected to increase on-street parking in the area. Staff is of the opinion that the requested variance is minor in nature and appropriate for the subject lands.

Recommendation:

That the City of Stratford Committee of Adjustment **APPROVE** Application A14-25, submitted by GSP Group on behalf of HIP Queensland Inc., for lands known municipally as 30 Queensland Road, legally described as Block 27 Plan 513, Parts 1 and 2 Plan 44R-6038, in the City of Stratford; situated on the north-west corner at the intersection of Queensland Road & Lorne Avenue West.

1. Table 5.1: Minimum Parking Space Requirements – To reduce the minimum visitor parking requirement from 0.25 spaces per dwelling unit as required by note ① of the additional regulations for Table 5.1 to 0.10 visitor parking spaces per dwelling unit.

Subject to the following condition:

1. That a Letter Amendment be required to the existing site plan agreement with respect to Application for Site Plan Approval SP08-22, as the approved plans identify the originally required number of visitor parking spaces and as such, the revised plans shall be updated to reflect the approved reduction and must include revised labels for the visitor parking spaces accordingly.

Reasons

The proposed relief is consistent with the Provincial Planning Statement.

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

The requested relief maintains the intent and purpose of the Official Plan as the proposal conforms to the 'High Density Residential Area' goals and objective policies of the Official Plan.

The requested relief maintains the intent and purpose of the City's Zoning By-law. The proposed reduction in visitor parking is appropriate for the use of the site and no significant negative impacts to the surrounding neighbourhood are anticipated.

The requested relief is desirable for the use of the land as it will facilitate the development of a 150-unit apartment building, enhancing the City's housing supply and contributing to a broader range of housing options within the community.

The requested relief is minor in nature as the requested variance will not affect the ability of neighbouring property owners to use their land in accordance with the provisions of the Zoning By-law.

**Prepared
& Recommended by:**

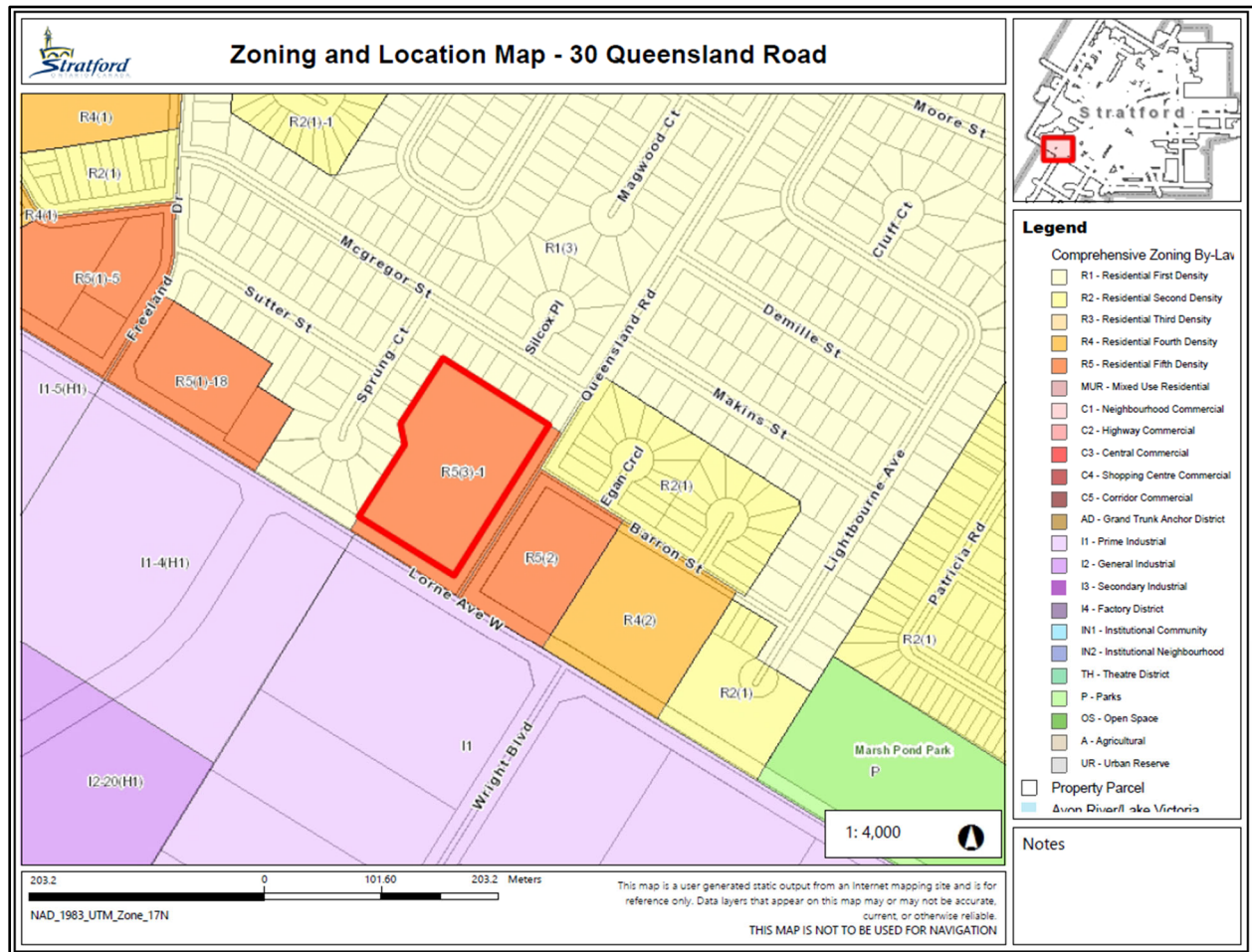
Ryan Queenan,
Planner

Approved by:

Marc Bancroft, MPL, MCIP, RPP
Manager of Planning

Report finalized: July 10, 2025

Map 1 – Location & Zoning Map



Map 2 – Aerial Map

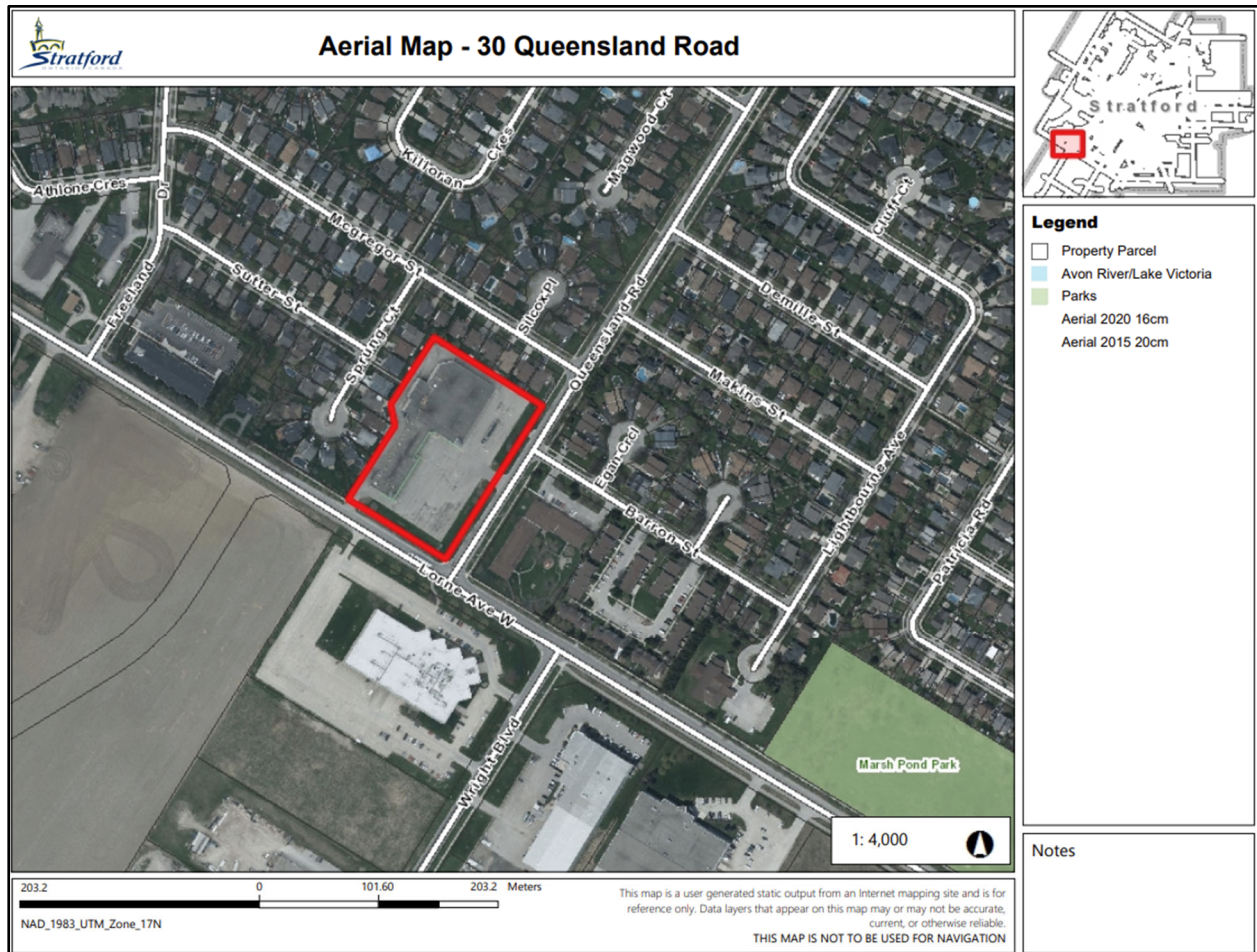


Figure 2 – Site Photo



30 Queensland Road, as seen from the north-west corner of the site looking south (July 2, 2025)