



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, August 20, 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

Welcome to our new Committee Member Dan Weagant. At the June 23, 2025 regular council meeting, the City of Stratford appointed Dan to the Committee for a term effective July 18, 2025 to November 14, 2026.

4. Adoption of the Previous Minutes

Motion by:

Seconded by:

THAT the minutes from the Stratford Committee of Adjustment hearing dated July 16, 2025 be adopted as printed.

5. Current Applications

5.1 A16-25 – 166 Brunswick Street

The purpose of the application is to increase the maximum encroachment permitted for a covered porch, balcony, and sunroom in a required front yard from 2.5 m to 3.9 m and to be located 0.6 m from the front lot line and 0.5 m from the side lot line, whereas the Zoning By-law requires that such structures not be located closer than 1.5 m to any lot line.

The effect of the application is to facilitate the enlargement of the existing covered front porch with a sunroom addition on the upper level.

Variance(s) Requested:

Section 4.20.1 c) iii) – Projection into Required Yards: To increase the maximum encroachment permitted for a covered porch, balcony, and sunroom into a required front yard to 3.9 meters, whereas the Zoning By-law permits a maximum of 2.5 m. Additionally, relief is requested to permit the proposed structure to be located 0.6 m from the front lot line and 0.5 m from the side lot line, whereas the Zoning By-law requires that such structures not be located closer than 1.5 m to any lot line.

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

4. Adjournment

Motion by:

Seconded by:

THAT the August 20, 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.: A16-25

Meeting Date: August 20, 2025

**Owner: Katherine Aubree Sara Erickson & Leland Alexander Ehgoetz
Miliokas**

Agent: N/A

**Location: 166 Brunswick Street, legally described as Plan 20 W Part Lot
543 in the City of Stratford; more specifically, the subject
property is situated on the north side of Brunswick Street**

Zoning: Residential Second Density – R2(2)

**Official Plan
Designation: Residential Area**

Road Classification: Brunswick Street - Collector

Purpose of Application:

The purpose of the application is to increase the maximum encroachment permitted for a covered porch, balcony, and sunroom in a required front yard from 2.5 m to 3.9 m and to be located 0.6 m from the front lot line and 0.5 m from the side lot line, whereas the Zoning By-law requires that such structures not be located closer than 1.5 m to any lot line.

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Variance(s) Requested:

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structure to be located 0.6 m from the front lot line and 0.5 m from the side lot line, whereas the Zoning By-law requires that such structures not be located closer than 1.5 m to any lot line.

Background:

It is noted that Minor Variance application A07-25, also pertains to the subject lands, granted on April 16, 2025 by the Committee of Adjustment. The purpose of that variance was to facilitate the same proposed enlargement of the existing covered front porch with a sunroom addition on the upper level. The variance was as follows:

Section 4.20.1 c) iii) – Projection into Required Yards: To increase the maximum encroachment permitted for a covered porch into a required front yard from 2.5 m to 3.5 m, provided a setback of at least 1 metre is maintained from the front lot line.

As part of the building permit application, a survey was required and submitted to the City which revealed the proposed enlargement would be 0.6 m from the front lot line. As such, the applicants have submitted Minor Variance application A16-25 to request further relief from the City's Comprehensive Zoning By-law.

Attachments

- Map 1 – Zoning & Location Map
- Map 2 – Aerial Map
- Existing Site Photograph
- Proposed Site Plan
- Proposed Elevation and Plan View
- Site Survey

Site Characteristics

Existing Use: Single Detached Residential Dwelling

Frontage: 10.98 m

Depth: 31.77 m

Area: 348.75 m²

Shape: Rectangular

Surrounding Land Uses to 166 Brunswick Street (Subject Property)

North: Lands with residential dwellings.

East: Lands with residential dwellings; Optimist Playground is located further east.

South: Lands with residential dwellings.

West: Lands with residential dwellings.

Agency Comments

This minor variance application was circulated to agencies for comment on July 25, 2025. The following comments were received:

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

No comment.

City of Stratford Fire Department – Fire Prevention:

No comments or concerns from Fire Prevention.

Upper Thames River Conservation Authority (UTRCA):

The subject lands associated with Minor Variance application A16-25 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.

Source Water Protection (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. 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/>

Festival Hydro:

Customer or customers contractor shall ensure the veranda/second floor balcony (in relation to the OH service wire supplying the dwelling) complies with the latest OESC regarding clearance to windows, doors, porches, and accessible surfaces. The customer or customers contractor is to contact Festival Hydro requesting a service layout if alterations to the hydro service and/or hydro metering are required to suit.

Public Comments

Planning staff have received 2 public comments from neighbours in support of the application. Neighbours state that there are no concerns with the proximity of the proposed porch to the street, and believe that the renovation will improve the appearance of the subject property and the streetscape.

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 updated PPS is designed to streamline the provincial planning framework and replaces the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe, with a focus on enabling housing policies. The 2024 PPS provides policy direction on matters of provincial interest, including Building Homes, Sustaining Strong and Competitive Communities, Infrastructure and Facilities, Wise Use and Management of Resources, and Protecting Public Health and Safety.

Section 2.3.1.3 of the PPS mandates that planning authorities shall support general intensification and redevelopment to create complete communities. Front porches contribute positively by fostering community cohesion and activating public streets. Enlarging the existing porch on the site will promote social interaction and enhance the streetscape. Therefore, the proposal aligns with the promotion of intensification policies as outlined in 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 'Residential Area' as per Schedule A and front a 'Collector Road' as per Schedule D of the Official Plan. The Residential Area policies of the Official Plan permit a range of low and medium density residential uses including the existing single-detached dwelling (4.5.2). The proposed development is consistent with the 'Residential Area' designation and supports the City's goals and objectives by maintaining key neighbourhood qualities such as privacy, public health and safety, and compatibility with the surrounding area.

The property is subject to the 'Stable Residential Areas' policies of the City's Official Plan (Section 4.5.3.1). These policies require new development to respect the height, massing, and density of adjacent residential dwellings. These policies also require new development to maintain compatibility with the existing streetscape character. The proposed development aligns with these policies, as it reflects the prevailing built form and contributes to an enhanced streetscape. It is also important to note that the 'Stable Residential Areas' policies require the protection of trees identified as significant by the City (Section 4.5.3.1.xii). As the existing residential lot is fronted by a tree owned by the City and located in the road allowance, this tree shall be protected and conserved during the porch construction phase.

Additionally, the subject property is located within a 'Heritage Area' (Schedule E of the Official Plan), which encourages any proposed development to retain the neighbourhood's existing heritage character. As the proposed enlargement of the porch will be designed to complement the existing detached house on the property, it is expected that this new addition will positively contribute to the established heritage character of the neighbourhood.

The proposal aligns with the residential goals, stable residential area policies, and heritage policies of the Official Plan by respecting the heritage character of the area. Therefore, the development 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 Second Density R2(2) as per the City of Stratford Comprehensive Zoning By-law 10-2022, which permits the existing single-detached dwelling. The applicant is requesting an increase in the maximum encroachment permitted for a covered porch, balcony, and sunroom into a required front yard to 3.9 metres, whereas the Zoning By-law permits a maximum of 2.5 metres. Additionally, relief is requested to permit the proposed structure to be located 0.6 metres from the front lot line and 0.5 metres from the interior side lot line, whereas the Zoning By-law requires that such structures not be located closer than 1.5 metres to any lot line.

Section 4.20.1 (Permitted Yard Encroachments – Projections into Required Yards) of the City of Stratford Zoning By-law allows specific projections into required yards to support functional and aesthetic building features while maintaining flexibility in site design. The objective is to ensure these encroachments do not negatively impact neighbouring properties, public safety, or the overall intent of the zoning regulations. According to the zoning by-law, porches, decks, verandahs, and exterior steps providing access between finished grade and either the basement or the first storey of a building should not project more than 2.5 m into the required front yard and shall not be closer than 1.5 m to any lot line.

In this case, although the applicant is proposing to increase the front yard encroachment for a covered porch from 2.5 m to 3.9 m, it enhances the streetscape and the front façade of the existing detached dwelling. The existing porch on the property, already projects beyond the minimum front yard setback permitted by the Zoning By-law. The proposed covered porch would also be setback 0.6 m from the front lot line compared to the minimum requirement of 1.5 m. The requested reduced side yard setback of 0.5 m is requested to accommodate the existing set back of the existing detached dwelling. The porch will maintain the required side yard setbacks and will not impede visibility from the street. The proposed covered porch is consistent with the existing built form in the neighbourhood. It is to be noted that similar encroachments exist through previously approved minor variances.

As such, staff is of the opinion that the requested variance will not negatively impact adjacent properties or interfere with sightlines and pedestrian activity. The requested variance maintains the intent and purpose of the Zoning By-law.

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

The proposed enlarged porch improves the functionality of the existing detached dwelling by providing a seamless transition between the public street and the private residence. This minor addition can increase the long-term usage of the property, reducing the likelihood of vacancy or neglect. It is expected that the porch will not obstruct views, interfere with access, or generate shadowing or privacy issues for adjacent properties. Therefore, Planning Staff are of the opinion that the requested variance is desirable for the appropriate development of the land.

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 proposed encroachment increases from the previously approved encroachment of 3.5 m (A07-25) to 3.9 m, which would result in the front porch being 0.6 m from the front lot line. This increase represents a minor proportional increase relative to the size of the lot, size of the dwelling and the previously approved porch expansion. The requested reduced side yard setback is required to accommodate the existing detached dwelling, and will not facilitate the enlarged porch from extending closer to any shared lot lines than the dwelling. The proposal respects all other zoning standards including building height, and lot coverage requirements. As such, the relief requests maintains the intended low-density residential character of the area. Staff is of the opinion that the requested variance is minor in nature, considering there are no unacceptable adverse impacts anticipated on neighbouring lands.

Recommendation:

That the City of Stratford Committee of Adjustment approves Application A16-25, submitted by Katherine Aubree Sara Erickson & Leland Alexander Ehgoetz Miliokas, for lands known municipally as 166 Brunswick Street, legally described as Plan 20 W Part Lot 543 in the City of Stratford; more specifically, the subject property is situated on the north side of Brunswick Street.

1. Section 4.20.1 c) iii) – Projection into Required Yards: To increase the maximum encroachment permitted for a covered porch, balcony, and sunroom into a required front yard to 3.9 m, whereas the Zoning By-law permits a maximum of 2.5 m. Additionally, relief is requested to permit the proposed structure to be located 0.6 m from the front lot line and 0.5 m from the side lot line, whereas the Zoning By-law requires that such structures not be located closer than 1.5 m to any lot line.

Subject to the following conditions:

1. This approval applies only to the proposed enlargement of the covered front porch of the existing detached dwelling with a sunroom addition on the upper level, and not for any future developments.
2. That any excavation work required to install the covered front porch shall be undertaken in accordance with the following best management practices provided by the City of Stratford Manager of Parks, Forestry and Cemetery with respect to the large mature tree fronting the property and located within the road allowance: If there are any tree roots visible during the excavation process, the contractor shall make clean saw cuts where the root is affected. Also, no machinery, gravel, or soil piles are to be stored under the tree canopy during construction.

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. The proposed encroachments maintain sufficient front yard depth and does not result in any adverse visual impact.

The requested relief is desirable for the use of the land, as the proposed porch enhancement improves the functionality of the existing dwelling and maintains compatibility with the established residential character.

The requested relief is minor in nature, as the requested variance will not impact neighbouring residents' ability to use their properties in accordance with the Zoning By-law.

**Prepared
& Recommended by:**

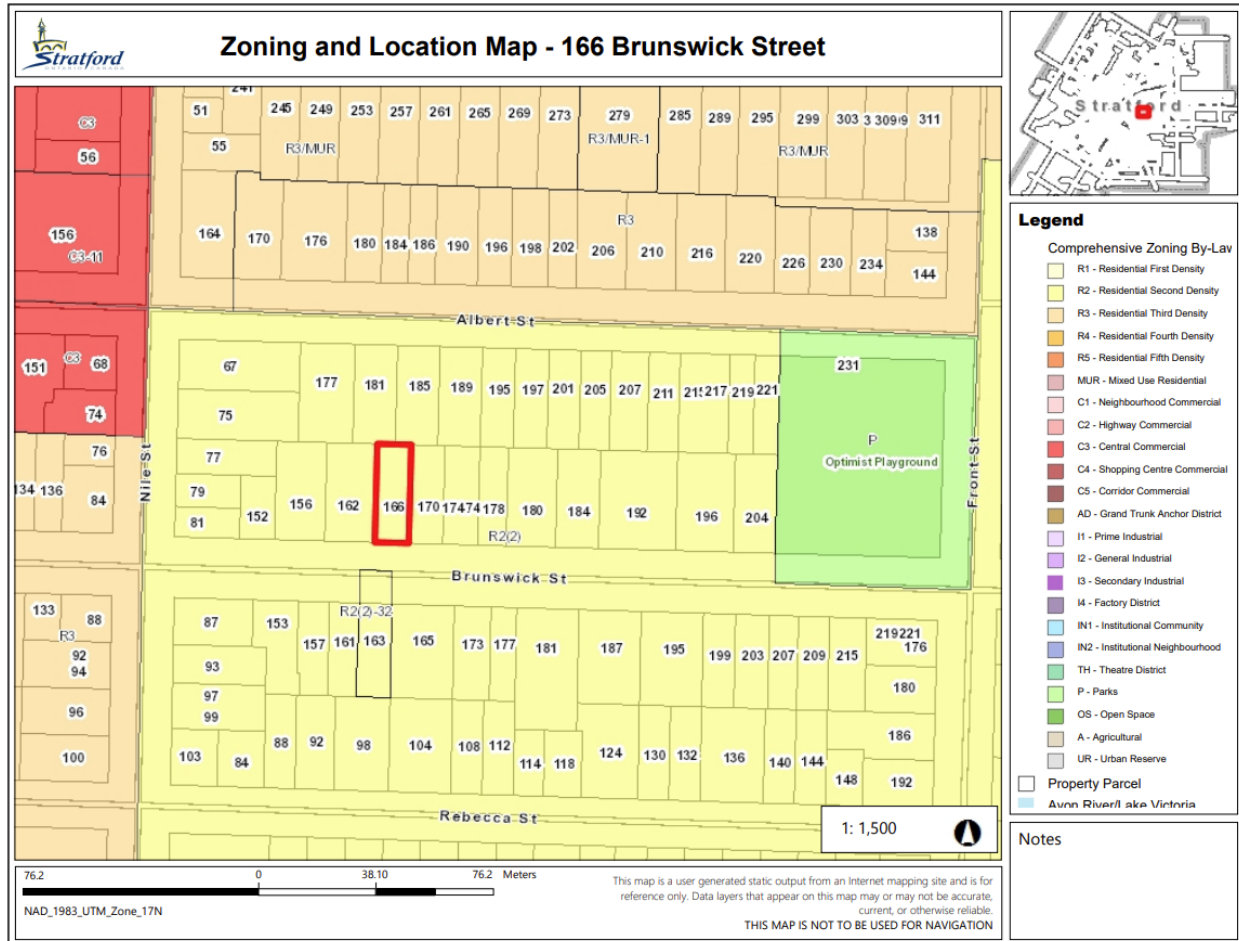
Ryan Queenan,
Planner

Approved by:

Marc Bancroft, MPL, MCIP, RPP
Manager of Planning

Report finalized: August 8, 2025

Map 1 – Zoning & Location Map



Map 2 – Aerial Map

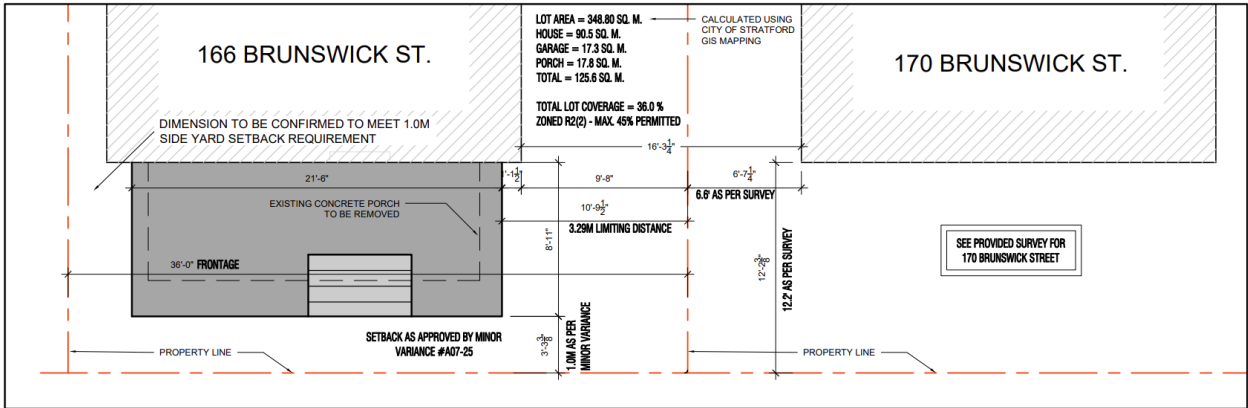


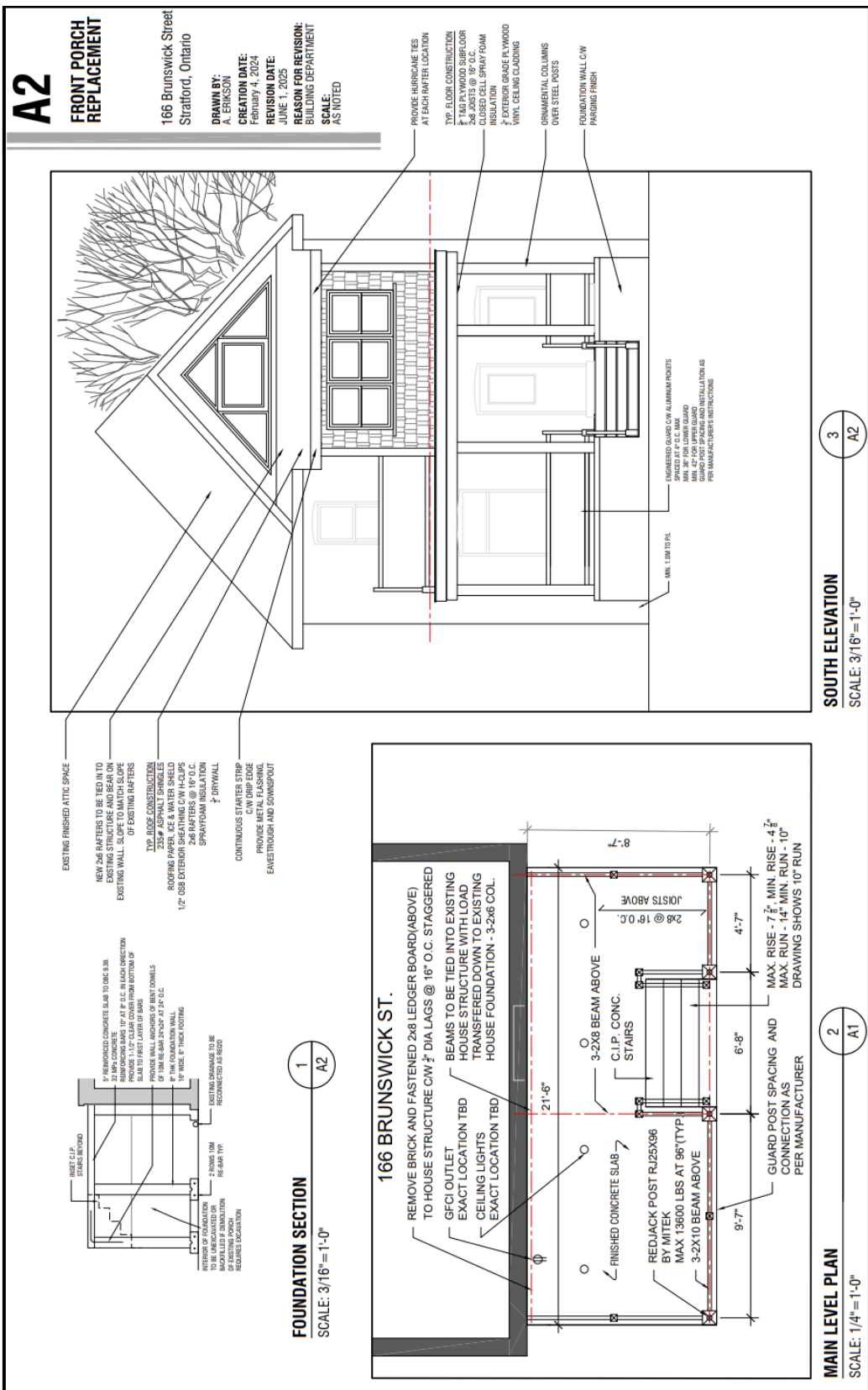
Existing Site Photograph



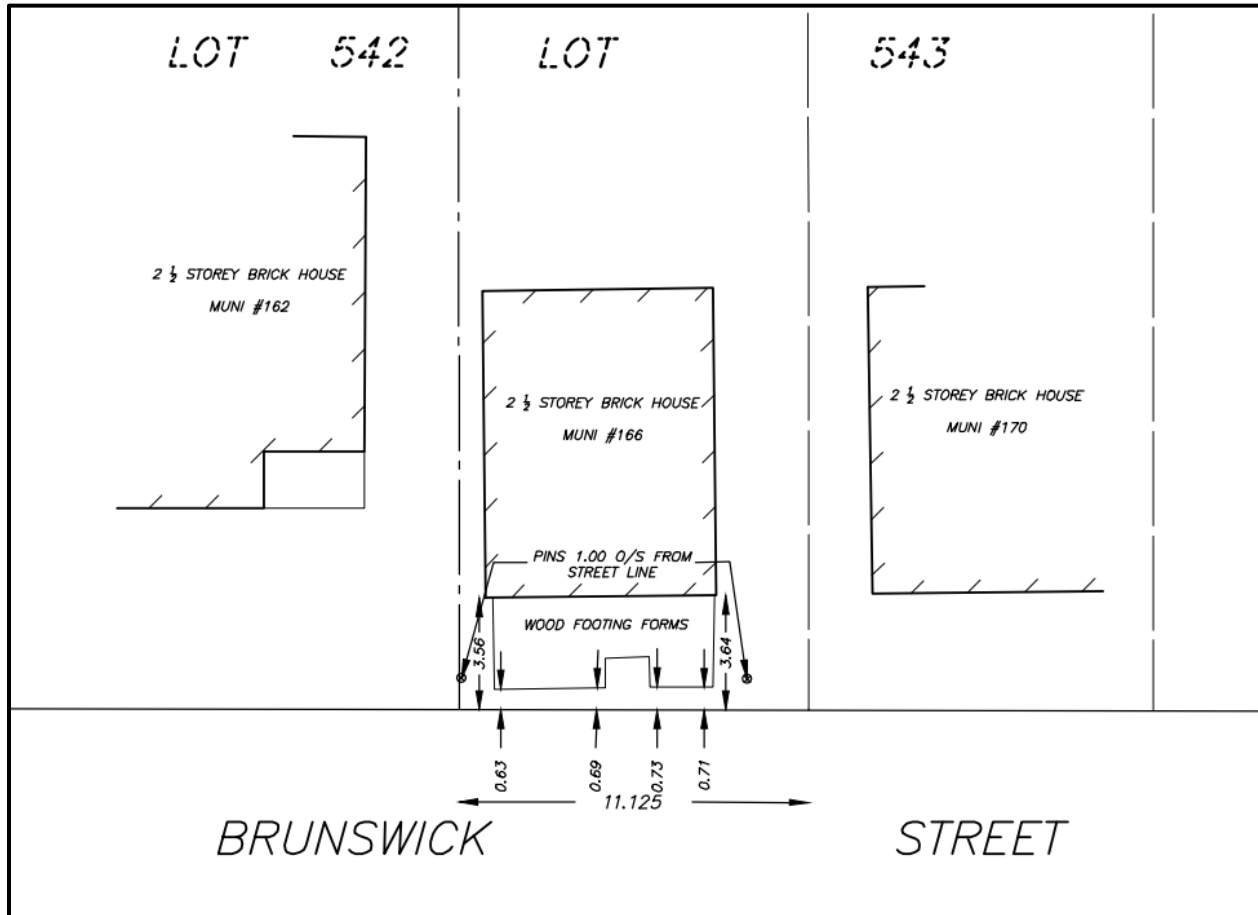
166 Brunswick Street, looking north from Brunswick Street (August 7, 2025)

Proposed Site Plan





Site Survey



CAUTION:

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED
EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.
THIS SKETCH IS PREPARED FOR AUBREE ERICKSON
DATE : JUNE 18, 2025



MTE

MTE ONTARIO LAND SURVEYORS LTD.
365 HOME STREET
STRATFORD, ONTARIO, N5A 2A5
TEL: 519-271-7952

Cad File: P:\62999_001\62999_001-SK1.DWG

COGO : 62999_001-GROUND.ASC

Drawn By : M MARSH

Checked By : D REAUME

File No : 62999_001-SK1 (S)

Public Comments received- Application A16-25 – 166 Brunswick Street

From: [Marjolyn F Pritchard](#)
To: [Planning Division](#)
Subject: Application no.: A16-25
Date: August 6, 2025 12:46:28 PM

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

Dear Sir/Madam

As the immediate neighbours of the property, we would like to advise that we are **very much** in favour of the alterations proposed by the owners of 166 Brunswick Street.

There proposed renovation will significantly improve the look of the front of this house and hopefully add not only to the value of the property but will certainly add to the overall appearance from the street.

We highly encourage any property owners who are making improvements to their homes.

Thom and Marjolyn Pritchard

Property owners of [REDACTED]

From: [Jeanne Grier - Stylish Fireplaces](#)
To: [Planning Division](#)
Subject: Fwd: Committee of Adjustment Application A16-25
Date: July 31, 2025 12:17:29 PM

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

Further to our letter of March 26, 2025, attached below, in which we supported the original Application A07-25, we continue to support this application. We do not believe that the closer proximity to the lot lines will have any negative impacts on neighbouring properties or the public's continued safe use of the sidewalk. In fact, this new structure will greatly enhance our streetscape. We encourage you to approve it and we look forward to the renovations being completed.

Jeanne & Colin Grier
[REDACTED]

----- Original Message -----

Subject: Committee of Adjustment Application A07-25
Date: 2025-03-26 09:11
From: "Jeanne Grier" [REDACTED]
To: planning@stratford.ca

As the owners of [REDACTED], and the closest neighbour to 166 Brunswick St., we wish to voice our support for the planned porch renovations at 166. We believe the new porch and upper structure will add to the curb appeal of the home and will enhance our overall street-scape. We are confident that it will not negatively impact our property, or that of other neighbours, in any way. The home at 166 Brunswick is in need of a face-lift, as many of our older homes are, and we encourage the Committee to support this application.

Jeanne & Colin Grier