



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, December 17, 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 November 19, 2025 be adopted as printed.

5. Current Applications

5.1 A22-25- 86 Athlone Crescent

The purpose of the application is to permit a reduced parking requirement for a street townhouse dwelling and a proposed second suite (Additional Residential Unit). A total of 3 parking spaces are required for a street townhouse dwelling and the proposed second suite whereas only 2 parking spaces can be provided on the subject property.

The effect of this application is to reduce the required number of parking spaces required for a street townhouse dwelling with a second suite. Of the 2 parking spaces on-site, one space would remain for the principal dwelling unit while the other would serve as the parking space for the proposed second suite. The parking spaces are in tandem.

Variance Requested:

Table 5.1: Minimum Parking Space Requirements – To decrease the minimum required number of parking spaces for a street townhouse dwelling and a second suite (Additional Residential Unit) from 3 to 2 spaces.

5.2 B12-25- 52 & 54 Avonwood Drive

The purpose and effect of this application is to sever the eastern portion of the subject lands, municipally known as 52 Avonwood Drive, so that each unit of the existing semi detached dwelling is wholly contained on a separate lot. The proposed severed lot would have an area of 283 m², a depth of 31 m, and a frontage of 9.2 m. The lands to be retained, municipally known as 54 Avonwood Drive, would have an area of 279 m², a depth of 31 m, and a frontage of 9 m. Both the severed and retained lands would have road access to Avonwood Drive, and each currently contains one (1) dwelling unit of the existing two (2) storey semi detached dwelling.

- 6. Next Meeting** – January 21, 2026 – City Hall Council Chambers (upper level), located at 1 Wellington Street, Stratford.

7. Adjournment

Motion by:

Seconded by:

THAT the December 17, 2025 Stratford Committee of Adjustment meeting adjourn.

Time Start:

Time End:

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Stratford Committee of Adjustment

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

MINUTES

Date: Wednesday, November 19, 2025

Time: 4:00 p.m.

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

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

Member(s) absent with notice: Andy Bicanic

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

1. Call to Order

The Chair to call the meeting to order

Opening remarks

Land acknowledgement

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2. Disclosure of Pecuniary Interest and the General Nature Thereof

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Name, Item and General Nature of Pecuniary Interest

None declared

3. General Business

4. Adoption of the Previous Minutes

Motion by: R. Black

Seconded by: R. Black

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

Carried.

5. Current Applications

5.1 B04-25 – 208-210 Forman Avenue

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

The memo was presented by A. Kumar.

Questions from the Committee: none

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

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

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

Motion by: A. Mishra

Seconded by: D. Weagant

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

Carried.

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

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

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

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

Variance Requested:

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

Report was presented by M. Bancroft.

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

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

Comments from the Applicant/Agent:

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

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

Comments from the Public:

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

Decision of the Committee: B07-25

Moved By: D. Weagant

Seconded By: R. Black

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

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

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

Decision of the Committee: A20-25

Moved By: D. Weagant

Seconded By: A. Mishra

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

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

For the following reasons:

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

Carried.

5.3 A21-25 – 516 Nelson Street

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

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

Variance Requested:

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

The report was presented by A. Kumar.

Questions from the Committee: None

Comments from the Applicant/Agent:

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

Comments from the Public: None.

Decision of the Committee:

Moved By: R. Black

Seconded By: A. Mishra

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

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

For the following reasons:

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

Carried.

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

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

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

Decision of the Committee:

Motion By: A. Mishra

Seconded by: R. Black

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

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

For the following reasons:

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

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

Carried.

6. New Business- Appointment of an alternate Vice Chair

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

Seconded by: D. Weagant.

No further nominations were received.

Roger Black accepted the nomination.

Carried.

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

4. Adjournment

Motion by: D. Weagant

Seconded by: A. Mishra

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

Time Start: 4:00 pm

Time End: 5:20 pm

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.: A22-25

Meeting Date: December 17, 2025

Owners: Balaji Ramachandiran & Hemalatha Balaji Jambunathan

Agent: N/A

Location: 86 Athlone Crescent, legally described as PLAN 545 PT LOT 11 PT LOT 12 AS RP 44R3039 PARTS 5 & 6 WITH ROW, in the City of Stratford.

Zoning: R4(1) – Residential Fourth Density

Official Plan Designation: Residential Area

Road Classification: Athlone Crescent – Local Road

Purpose and Effect of Application:

The purpose of the application is to permit a reduced parking requirement for a street townhouse dwelling and a proposed second suite (Additional Residential Unit). A total of 3 parking spaces are required for a street townhouse dwelling and the proposed second suite whereas only 2 parking spaces can be provided on the subject property.

The effect of this application is to reduce the required number of parking spaces required for a street townhouse dwelling with a second suite. Of the 2 parking spaces on-site, one space would remain for the principal dwelling unit while the other would serve as the parking space for the proposed second suite. The parking spaces are in tandem.

Variances Requested:

1. Table 5.1: Minimum Parking Space Requirements – To decrease the minimum required number of parking spaces for a street townhouse dwelling and a second suite (Additional Residential Unit) from 3 to 2 spaces.

Background:

Attachments

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

Site Characteristics

Existing Use: Street townhouse dwelling

Frontage: Approximately 6.81 m

Depth: Approximately 34.77 m

Area: Approximately 244.10 m²

Shape: Rectangular

Surrounding Land Uses

North: T.J. Dolan Natural Area

East: Street townhouse dwellings, single detached dwellings

South: Condominium townhouse dwellings

West: Street townhouse dwellings

Agency Comments

This minor variance application was circulated to agencies for comments on November 27, 2025. The following comments were received:

City of Stratford Infrastructure Services Department – Engineering Division:

It should be noted that the reduction in parking spaces for the two units will still prohibit a third vehicle from parking on any City street overnight (By-Law 159-2008) year-round.

City of Stratford Corporate Services Department – Clerk's Office:

The Clerk's Office has reviewed the application and does not support the requested reduction to on-site parking.

Under the City's Traffic and Parking By-law, parking is prohibited on any roadway or municipal lot between 2:00 a.m. and 6:00 a.m. From 2022 to 2025, the Parking Division received numerous complaints regarding overnight parking on Athlone Crescent that impeded snow removal. Stratford Police Service and Parking Enforcement have also responded to vehicles parking on Athlone Crescent for extended periods.

Given this history, the proposed reduction, combined with a new secondary suite, would likely increase on-street parking demand and further exacerbate overnight parking and winter maintenance issues in the area.

City of Stratford Fire Prevention:

No comments or concerns.

Festival Hydro:

No hydro related concerns. If the customer requires a service upgrade or additional hydro meters to suit said project, they shall reach out to Festival Hydro requesting a service layout.

Upper Thames River Conservation Authority:

The subject lands associated with application A22-25 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.

Upper Thames River Conservation Authority – Source Water Protection:

The subject lands **are** located within a vulnerable area to which the policies of the Thames-Sydenham and Region Source Protection Plan apply. The land use proposed at the above noted property has been designated as a restricted land use under Section 59 of the Clean Water Act, 2006. Within these designated restricted land use areas, a notice from the Risk Management Official is required prior to approval of any Planning Act or Building Permit application. **Please contact your Municipalities Risk Management Official for more information.** For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan <https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/>

Public Comments

Notice of the requested variance was sent to surrounding property owners on November 27, 2025. In addition, notice of the requested variance was published in the Town Crier of the Beacon Herald on November 29, 2025. At the time of writing this report four public comments have been received. The comments speak to concerns regarding the lack of parking, stating that 2 parking spaces are not enough for the property and that this application could result in street parking issues. The comments also speak to concerns regarding using the rear of the property as the main entry point to the basement second suite. Comments are generally against the addition of the second suite to the townhouse dwelling.

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 2.2.1 of the PPS requires planning authorities to permit and facilitate all housing options and types of residential intensification, and directs that new housing should promote densities that efficiently use land, resources and infrastructure. By removing a parking supply barrier to establishing an Additional Residential Unit on an existing lot, while still providing adequate on-site parking, the proposal implements PPS direction to facilitate additional housing options that make efficient use of existing infrastructure.

Section 2.3.1.2 of the PPS states that land use patterns within settlement areas should be based on densities and a mix of land uses which efficiently use land and resources, optimize existing and planned infrastructure and public service facilities, and support active transportation. The subject lands are within a serviced settlement area, and the variance facilitates gentle intensification while avoiding the need to pave additional front-yard area for a third parking spot. As such, the proposal supports efficient use of land and municipal services and aligns with active transportation objectives, and is therefore consistent with 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 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 a variance to facilitate the addition of a proposed second suite. The variance will decrease the parking requirement for a townhouse with a second suite from 3 spaces to 2 spaces.

Section 4.5.3.1 directs that intensification in existing neighbourhoods be modest and incremental, through forms such as accessory apartments, while generally maintaining the structure and character of the immediate area, including landscaped areas and the relationship between the public street, front yards and primary entrances. The addition of a second suite within the existing townhouse fabric meets this intent: no exterior alterations to the dwelling or driveway are proposed, and the functional parking arrangement will continue to operate within the established streetscape, thereby maintaining neighbourhood character while addressing servicing and traffic considerations. Details regarding the parking arrangement and its implementation are addressed in the following sections of this report.

Furthermore, The City's Intensification Strategy (3.2.2) directs the removal of barriers to modest intensification, explicitly including parking standards, and encourages the creation of second suites in low-density residential units. Table 1 (Land Uses Permitted In All Designations) confirms that second suites may be permitted in townhouse dwellings, and states that second suites "shall not be subject to the density provisions of this Plan".

As such, the requested variance for reduced parking for a townhouse dwelling with a second suite, 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 Fourth Density R4(1) in the City of Stratford Zoning By-law 10-2022. This zone permits street townhouse dwellings, and the surrounding area primarily contains street townhouse dwellings.

Section 5 of the City's Zoning By-law specifies parking and loading requirements for different land uses. Additionally, Table 5.1 denotes minimum parking space requirements, including the parking space requirements for street townhouse dwelling units.

The intent of these regulations is to ensure that each dwelling has sufficient, safe and functional parking while protecting streetscape character, landscaped open space, and pedestrian safety by locating parking within driveways, limiting hard surface in front yards, and avoiding spillover onto the street network.

In this case, the variance reduces the on-lot parking space count from three spaces to two spaces, however the By-law's intent for adequate parking can be maintained through a recommended condition of approval requiring the applicants to enter into an encroachment agreement with the City to allow a third parking space in tandem within the adjacent right-of-way. With this condition, the functional parking supply for the street townhouse unit with a second suite would be three spaces, with two spaces being wholly contained on the property with the third space being partially contained within the City right-of-way. All three spaces will remain within the existing driveway, avoiding the need for an additional curb cut, additional parking pad, or removal of landscaped open space in the front yard. The encroachment agreement secures location, design, and safety standards to the satisfaction of the City.

Staff are satisfied that the variance (as conditioned) maintains the general intent and purpose of the Zoning By-law.

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

The requested variance enhances the property's functionality by facilitating the addition of a proposed second suite while maintaining functional parking that respects the streetscape. The proposal enables gentle intensification without any exterior modification to the existing dwelling and without any modification to the existing driveway. With a condition securing an encroachment agreement for a third parking space, the arrangement provides the full functional parking supply expected by the Zoning By-law while preserving landscaped open space, curbside safety, and neighbourhood character. As such, Staff is of the opinion 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 evaluated in terms of the impact the proposed development is expected to have on the surrounding neighbourhood. The proposed parking reduction, with the noted condition, results in a functional parking supply of three spaces. There are no exterior alterations to the dwelling, no expansion of hard surface beyond the existing driveway, no additional curb cuts, and tandem parking remains within a typical residential configuration. As a result, there is no anticipated adverse effect on streetscape character, pedestrian or traffic safety, sightlines, snow storage, drainage, or neighbouring properties. Therefore, the requested variance is deemed minor in nature, as it does not present significant adverse effects or disruptions to the local community.

Recommendation:

That the City of Stratford Committee of Adjustment **APPROVE** Application A22-25, submitted by Balaji Ramachandiran & Hemalatha Balaji Jambunathan, for lands legally described as PLAN 545 PT LOT 11 PT LOT 12 AS RP 44R3039 PARTS 5 & 6 WITH ROW in the City of Stratford, and municipally known as 86 Athlone Crescent, as it relates to:

1. Table 5.1: Minimum Parking Space Requirements – To decrease the minimum required number of parking spaces for a street townhouse dwelling and a second suite (Additional Residential Unit) from 3 to 2 spaces.

Subject to the following condition:

- i) That the applicant enters into an Encroachment Agreement to be registered against the title of the subject lands with the City of Stratford to permit the parking of a third vehicle, in tandem, which partially encroaches onto the City Road Allowance albeit clear of the travelled portion of Athlone Crescent, and to the satisfaction of the Manager of Planning.

Reasons

The proposed relief is consistent with the Provincial Planning Statement.

And 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 '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 the expected functional parking supply will be maintained through an encroachment agreement. No negative impacts regarding drainage, safety or maintenance are anticipated as a result of the proposed variance.

The requested relief is desirable for the use of the land, facilitating the addition of a proposed second suite through a reduction of required parking that will be addressed through an encroachment agreement. The result will be that three parking spaces will be accommodated in the existing driveway without modification, respecting the existing character of the neighbourhood.

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:

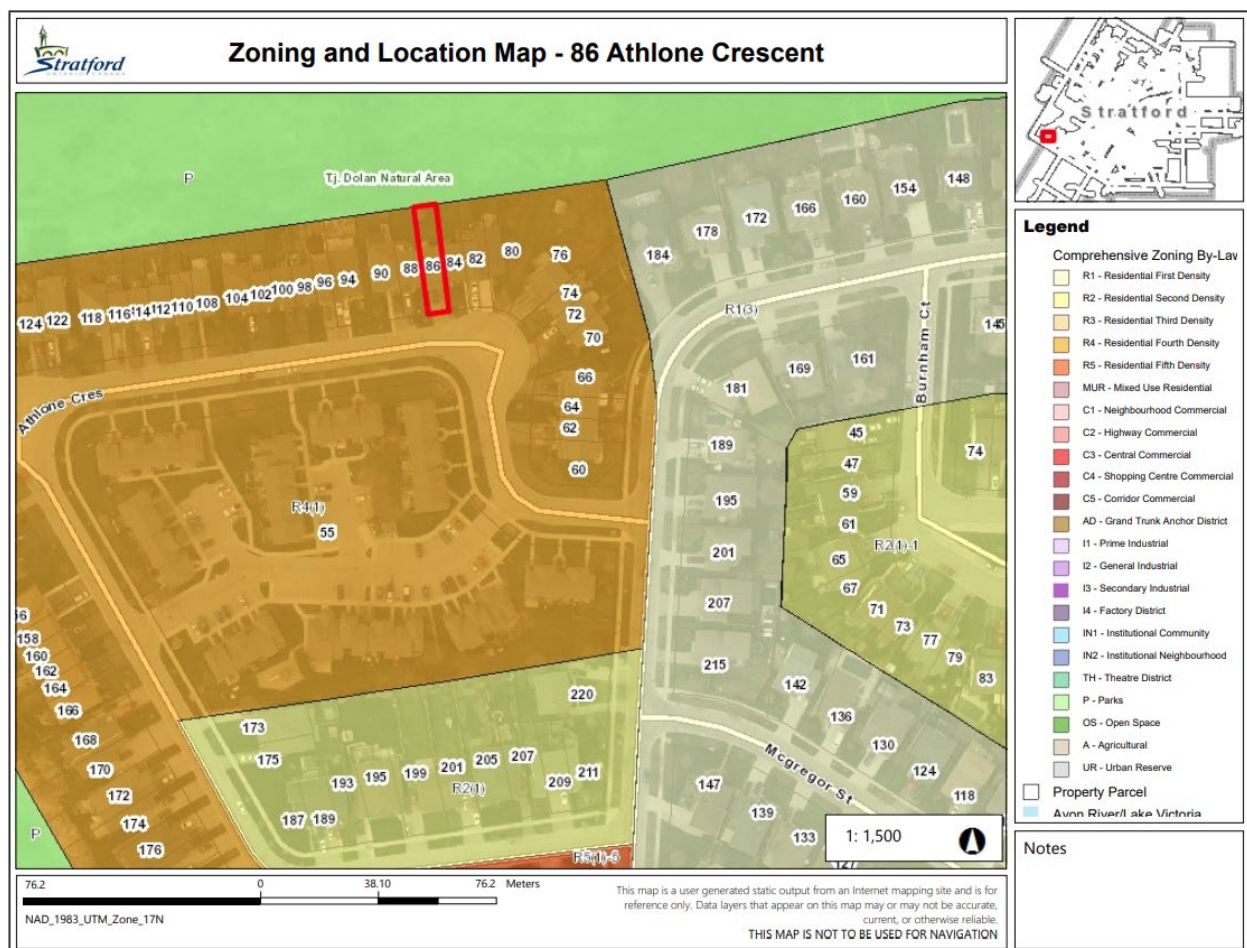
Ryan Queenan, Planner

Reviewed, Recommended, & Approved by:

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

Report finalized: December 11th, 2025

Map 1 – Zoning & Location Map



Map 2 – Aerial Map



Figure 1 – Concept Site Plan

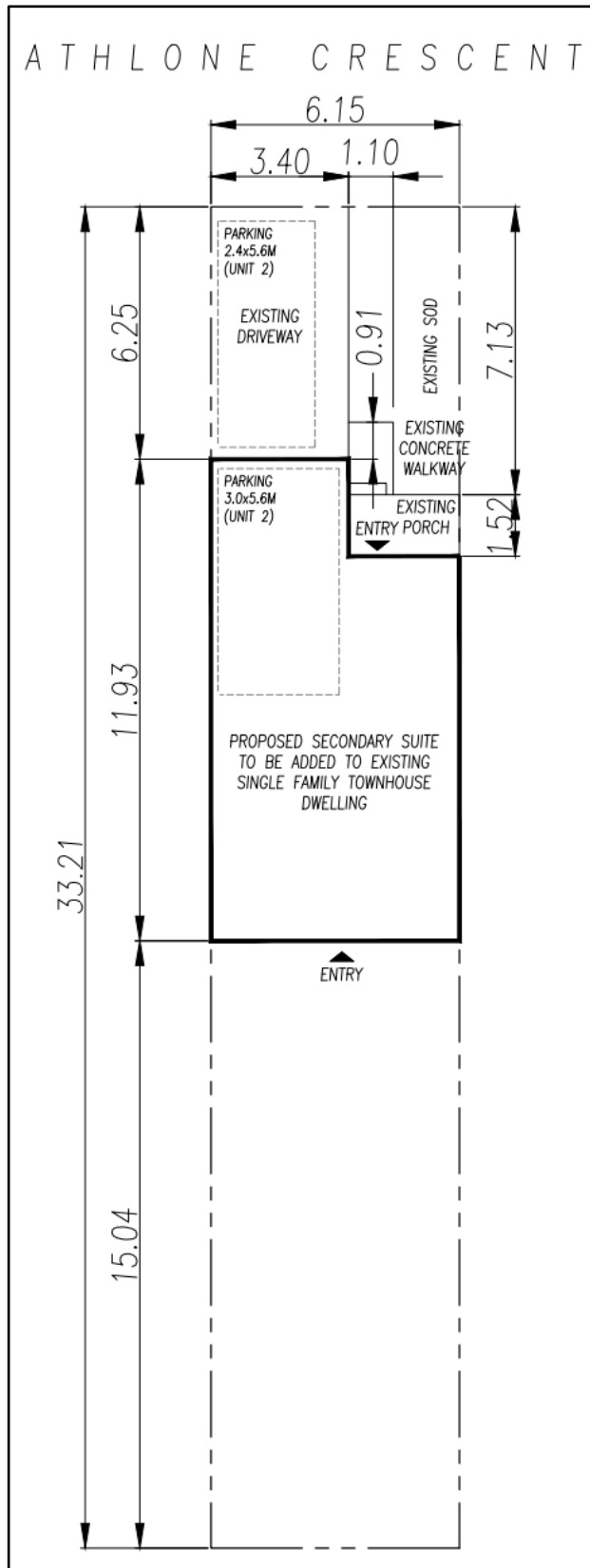


Figure 2 – Site Photo



86 Athlone Crescent, as seen from Athlone Crescent looking north (December 5, 2025)

Public Comments Received- A22-25- 86 Athlone Crescent

From: Jonathan Schellenberger [REDACTED]
Sent: Wednesday, December 3, 2025 5:08 AM
To: Ryan Queenan
Subject: Application number A22-25

Hello I'm the owner of [REDACTED] received notice for this project on this property my concern is the parking 2 parking spaces are not enough for this property they will be parking on the street directly in front of my property adding to way to much road parking already I don't agree with this secondary unit in a townhouse project where density is already there thanks
Jon Schellenberger

From: Lori MacMillan [REDACTED]
Sent: Saturday, December 6, 2025 4:36 PM
To: Planning Division
Subject: application no A22-25 86 Athlone Cres Stratford

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

Hello

I received the letter/notice from the city just today as I just now checked my mailbox for the first time today and hope that my comments/concerns can be included in the decision making process.

I have a few concerns regarding the proposed plan for 86 Athlone Cres.

I have lived at [REDACTED] for 7 years and use the easement to access my backyard for grass cutting etc and to use the walking trails of TJ Dolan. The surface area of the easeway is grass and quite steep. There are times I can not use it due to snow accumulation or when it rains it becomes very muddy and slippery. I believe accessing an entryway by this means would be unsafe, not to mention an invasion of the property owner's privacy where the tenants would have to pass by uncovered windows that look in to the homes of people who currently live there.

Since our homes back on to green space, most enjoy the view and not having to cover the windows for privacy as there are not many people passing by. If a tenant had to use this to access their home, this could mean walking by people's windows several times a day basically through other's backyards. I feel this is an invasion of privacy.

The other concern I have is parking. Athlone Cres is currently already often full with cars parked on the road and this plan has the potential to add more. The corner across from where this unit is can be dangerous at times due to where some people chose to park, obstructing the view of oncoming vehicles and children on bikes. There are many children who play and bike on this street.

My third concern is for potential negative impacts of property value of the current homeowners due to the invasion of privacy and foot traffic going by your windows. The property value is already reduced due to the condition of some of the homes across the street as well as regular police presence. If this is passed, there is potential for more applicants and I fear this street will completely change. One of the reasons I stay in this home is due to the serenity of the greenspace which is unique and beautiful. I do not want to have to put curtains on my patio doors etc.

Please keep me informed about the decision that is made.

thank you,
Lori MacMillan

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Lori MacMillan [REDACTED]
[REDACTED]

From: Mary Black [REDACTED]
Sent: Thursday, December 4, 2025 6:56 PM
To: Planning Division
Subject: City of Stratford-Committee of Adjustment Application # A22-25

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

I would like to voice my concerns with regard to this application.

1. Parking; Since this area is densely populated, adequate street parking is always a concern. The lots are narrow, and the green space indicated at the front of the property is shared by two addresses: 86 and 88 Athlone Crescent. In reality, the street space allows parking for only one vehicle, and, of course, no overnight parking. There would be no available parking for guests visiting or staying overnight in either the main residence or the suggested suite at 86 Athlone. The driveway at 86 Athlone is joined to the driveway at 84 Athlone; ie, two single-lane drives joined together. This configuration provides limited space for "shuffling" of cars.
2. The Proposed Suite: Since I owned this property for many years, I am well aware of its design. The lower level, as per the diagram, labelled Proposed Secondary Suite, consists of a family room, a two-piece powder room, and an unfinished space housing laundry and storage. I am assuming that a kitchen and full bath would be needed in order to make the suite habitable. Also, the access from the street includes the front door entry from the porch and the man-door entry from the garage. The back of the property has no access, and the exit is a patio door to the concrete patio, which leads to the backyard. This door locks from the inside only.
3. Emergency Services: If such services were required for the occupants of the suite, access would be limited and cumbersome, especially in winter.
4. Easement: An easement is provided on the property of 90 Athlone Crescent. Its purpose is to provide for the moving of lawn equipment and large pieces of furniture from the front yard to the back of the property. The easement services 10 townhomes: five to the west and five to the east. The easement is grassed and maintained by the owners of 90 Athlone. It is a private easement for the exclusive use of the properties indicated above and not a public access. There is no parking on the street adjacent to the easement, since a fire hydrant exists there.

It is my assumption that, should this variance be granted, a precedent would be set, allowing for a similar suite to be added to any townhome on the street. For the reasons stated above, I feel that this would negatively impact the quality of life for all residents of Athlone Crescent.

Mary Black
[REDACTED]
[REDACTED]





December 5, 2025

Re. Application No.: A22-25

Concerning the request for a variance being put forward by the owners of 86 Athlone Crescent "to decrease the minimum required number of parking spaces for a street townhouse dwelling and a second suite (Additional Residential Unit) from 3 to 2 spaces", we offer the following comments and concerns:

- We reside at [REDACTED], a bungalow-style, two-storey townhouse that shares a narrow passageway between 90 and 94 Athlone, and we understand that this passageway allows and enables residents in the two six-plex townhouses (#80-90 and #94-104) to gain access to their respective backyards. The usage of the passageway is almost always during the summer months when homeowners move lawn mowers and when homeowners see to property maintenance at the rear of their respective townhouses.
- We have a serious concern that a proposed "second suite" at 86 Athlone would necessitate using the backdoor of the unit to gain **entry** to the second suite (most likely a ground floor unit).
- We have a serious concern that using a backdoor **entry** would necessarily lead to constant (day and night) use of the above mentioned passageway, where we have identified a number of issues: 1) passageway is not lit for nighttime use 2) using the passageway during winter, when Stratford streamers are abundant, makes it potentially very dangerous due to heavy snow and icy conditions 3) the grade of the passage, without the snow and ice, is about 40° and is in itself a slipping hazard 4) we are concerned about the potential for unexpected 'noise' when we are asleep with the comings and the goings from the proposed "second suite".
- Changing the parking space requirement from three to two spaces is beside the point. The real issue is adding a second suite to this dwelling.

We are very much against the idea of utilizing these particular townhouses to increase the density of Stratford by adding second units to them. We believe they are only suitable as single-unit dwellings.

Sincerely,

Vaughn H. Thurman

Louise C. Gallagher

REPORT TO THE COMMITTEE OF ADJUSTMENT

Submitted By: Building & Planning Services Department - Planning Division

Application No.: B12-25

Meeting Date: December 17, 2025

Owner: Myrtle M. Small c/o Fred Shuh (Shuh Cline & Grossman LLP)

Agent: Colin Vanderwoerd (Van Harten Surveying Inc.)

**Location: 52 & 54 Avonwood Drive, legally known as PLAN 468 LOT 13
AS RP 44R597 PARTS 7 & 8, City of Stratford.**

Zoning: Residential Second Density R2(1)-1

Official Plan Designation: Residential Area

Road Classification: Avonwood Drive – Local Road

Purpose and Effect of Application

The purpose and effect of this application is to sever the eastern portion of the subject lands, municipally known as 52 Avonwood Drive, so that each unit of the existing semi-detached dwelling is wholly contained on a separate lot. The proposed severed lot would have an area of 283 m², a depth of 31 m, and a frontage of 9.2 m. The lands to be retained, municipally known as 54 Avonwood Drive, would have an area of 279 m², a depth of 31 m, and a frontage of 9 m. Both the severed and retained lands have road access to Avonwood Drive, and each currently contains one (1) dwelling unit of the existing two (2) storey semi-detached dwelling.

Background:

Attachments

- Map 1 – Zoning & Location Map
- Map 2 – Aerial Map
- Map 3 – Severance Sketch
- Site Photograph

Site Characteristics

Existing Use: Semi-detached dwelling

Frontage: 18.2 m

Depth: 31 m
Area: 562 m²
Shape: Regular

Proposal:

Metric	Lands to be Severed	Lands to be Retained
Area	283 m ²	279 m ²
Frontage	9.2m	9 m
Lot Depth	31 m	31 m
Road Access	Avonwood Drive	Avonwood Drive

Surrounding Land Uses

North: Semi-detached dwellings.
East: Semi-detached dwellings.
South: Semi-detached dwellings.
West: Semi-detached dwellings; townhouse dwellings are located further west.

Agency Comments

This consent application was circulated to agencies for comments on November 27, 2025.
The following comments were received:

City of Stratford Infrastructure Services Department – Engineering Division:

1. An existing sanitary easement along the south property line of 54 Avonwood Drive as per 44R-597.
2. An existing utility easement is located along the rear property line of 52/54 Avonwood Drive as per 44R-597.
3. New individually owned freehold dwelling units or other occupied buildings in the City must be serviced with separate sanitary, storm and water private connections.
 - 3.3.1. Our 1976 records currently show:
 - 3.3.1.1. 54 Avonwood Drive has:
 - 3.3.1.1.1. Existing ¾" Water Service
 - 3.3.1.1.2. Existing 4" ABS Sanitary Service
 - 3.3.1.1.3. Missing Storm Service - Required
 - 3.3.1.2. 52 Avonwood Drive has:
 - 1.3.1.2.1. Existing ¾" Water Service
 - 1.3.1.2.2. Existing 4" ABS Sanitary Service
 - 1.3.1.2.3. Existing 4" ABS Storm Service
 - 3.3.2. Therefore, a new storm service connection for 54 Avonwood Drive is required for the severance of this property. It is the responsibility of the property owner to provide a survey identifying the locations of the existing servicing (specifically the storm service) within the private lands in relation to the proposed severance location. This will determine what

address will receive the new storm service.

3.3.3. Once the survey is submitted for review by the Engineering Division, the property owner must provide written notice requesting the new storm servicing estimates for installation be initiated. The Engineering Division will generate estimates for the work to be completed within the public right-of-way. Based on the estimate generated, deposits will be required for the new service installations within the City of Stratford right-of-way prior to construction. Payment of these deposits is the responsibility of the property owner. City forces are required to install the public drain connections (into the existing storm main and up to property line). The property owner is responsible for all private drain connections (PDC) on private property (tie-into the stubbed public drain connection at property line to the house). Provide private service connection details once available.

3.4. It is the property owner's responsibility to confirm the condition of their existing services if they are to be reused. Provide the private drain connection (servicing) details once available to the Engineering Division.

City of Stratford Building and Planning Department – Building:

No concerns from Building.

City of Stratford Fire Prevention:

No concerns from Fire Prevention.

City of Stratford – Clerks:

No concerns related to parking.

Upper Thames River Conservation Authority (UTRCA):

The subject lands associated with application B12-25 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

Festival Hydro:

No concerns with the proposed severance.

Enbridge Gas Inc.:

It is the responsibility of the applicant to verify the existing gas servicing does not encroach on more than one property when subdividing or severing an existing land parcel. Any service relocation required due to a severance would be at the cost of the property owner. For any encroachments, please contact ONTLands@enbridge.com

Public Comments

Notice of the proposal was circulated to neighbouring property owners within 60 metres of the subject property and published in the Town Crier (Stratford Beacon Herald) on November 27, 2025. One written submission was received from a neighbouring property owner requesting clarification of the severance sketch submitted as part of the application. The inquiry asked whether the proposed severance would include the addition or demolition of any buildings or structures. Staff advised that no buildings or structures are proposed to be added or demolished as part of the severance application.

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 2.2 of the PPS requires planning authorities to facilitate all types of residential intensification and redevelopment that result in a net increase in residential units. Additionally, the PPS encourages general intensification and redevelopment to achieve complete communities, including planning for a range and mix of housing options and prioritizing the necessary infrastructure. In this case, severing the existing two-storey, semi-detached dwelling into individually conveyable lots directly implements these PPS directions by adding a residential lot within the City's built boundary. As such, staff are satisfied that the proposal is consistent with the PPS.

Official Plan

Section 9.5.1 of the Official Plan provides evaluation criteria for consent applications. The applicable criteria for the evaluation of consent applications are outlined below followed by a staff response:

- *a plan of subdivision is not required to ensure the proper and orderly development of the lands, which shall generally be where more than five lots are being created and in accordance with the policies of Section 9.3 of this Plan;*

The applicant proposes creating a single lot to accommodate the existing residential use on the subject lands. Thus, a plan of subdivision is not required.

- *the proposed consents will not adversely affect the financial status of the City;*

This consent will not adversely affect the city financially as there is no physical development proposed other than a severance to wholly contain existing semi-detached dwelling units on separate parcels of land.

- *the proposed use is compatible with adjacent land uses and in an existing built-up residential area the lot size, frontage and configuration of the severed and retained lots shall generally be in keeping with the existing development in the area;*

The existing semi-detached dwelling on the subject lands is compatible with the surrounding residential area, which predominantly comprises low-rise developments consisting of semi-detached residential dwellings, townhouses and single-detached residential dwellings. Additionally, the proposed lot size, frontage, and configuration align with the existing neighbourhood and other semi-detached lots within the city.

- *the proposed lots front on, and have direct access from, an improved public road which is maintained on a year-round basis and which is of a reasonable standard of construction;*

The lands to be severed and retained both have frontage and access onto Avonwood Drive, which is designated as a 'Local Road' under the City's Official Plan.

- *the access to the proposed lot shall not create a traffic hazard or serve to increase an existing traffic hazard as a result of limited sight lines, curves or grades;*

The existing semi-detached dwelling is accessed by driveways that would comply to the requirements of the City's Zoning By-law.

- *the additional lots do not extend or create a strip of development nor limit the potential for development of the retained lands and adjacent lands, and a consent shall be given favourable consideration if it has the effect of infilling;*

This proposal is an infill consent request in a residential area to recognize existing semi-detached dwelling units on separate conveyable parcels of land

- *the proposed lots can be adequately serviced;*

The lands to be severed and retained are capable of being serviced and confirmation will be required as a condition of approval. Currently, there is a 1.524 m-wide easement in favour of Grand River Cable TV Limited that runs north-south across the subject property, and a 3.048 m-wide easement in favour of The Corporation of the City of Stratford for stormwater and sanitary services along the southern boundary of the subject lands.

- *the lot frontage and area of the proposed lots are adequate for the existing and proposed uses and comply with the Zoning By-law. Where it is not possible to meet the standards of the Zoning By-law, an amendment or variance shall be required as a condition of approval, where such action is considered appropriate;*

The proposed lot meets the R2(1)-1 Zone standards for a semi-detached dwelling under the City's Zoning By-law, including minimum lot frontage, lot area, and required yard setbacks. Hence, a minor variance would not be required.

Recommendation:

THAT the City of Stratford Committee of Adjustment APPROVE Application B12-25 to sever a parcel of land having a lot frontage of 9.2 m and a lot area of 283 m², submitted by Colin Vanderwoerd (Van Harten Surveying Inc.) on behalf of Myrtle M. Small c/o Fred Shuh (Shuh Cline & Grossman LLP), for lands legally known as PLAN 468 LOT 13 AS RP 44R597 PARTS 7 & 8, City of Stratford and municipally known as 52 & 54 Avonwood Drive, subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act shall be given within two years of the date of the notice of decision.
2. That satisfactory arrangements be made with the City of Stratford for the payment of any outstanding Municipal property taxes.
3. That any outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the City.
4. Prior to the stamping of the deeds, all newly created individually owned freehold dwelling units and any other occupied buildings shall be serviced with separate private sanitary, storm, and water services, to the satisfaction of the City's Engineering Division.
5. Prior to the stamping of the deeds, the applicant shall provide a survey identifying the locations of the existing servicing, specifically the storm service within the private lands in relation to the proposed severance line to determine which address will receive the new storm service connection. Per the City's 1976 Engineering records, a new storm service connection will be required for 54 Avonwood Drive.
6. Prior to the stamping of the deeds, the applicant shall provide written notice to the City's Engineering Division requesting that an estimate be prepared for the installation of a new storm service. It is the owner's responsibility to pay the required deposits based on the estimate, for work to be completed within the public right-of-way.

7. That the applicant shall confirm the condition of any existing services if they are to be reused and provide the private drain connection (servicing) details to the City's Engineering Division once available.
8. That the applicant provide confirmation, to the satisfaction of the City, that gas service connections are provided and wholly contained on the severed and retained parcels to independently service each dwelling unit. Any service relocation required due to a severance would be at the cost of the property owner.
9. That prior to the stamping of the deeds, the applicant shall provide to the City a copy of the deposited reference plan in an electronic format compatible with the latest version of AutoCAD referenced to NAD83 UTM Zone 17 Horizontal Control Network for the City of Stratford. This Reference Plan shall be created from survey information utilizing the City's Survey Control Network. It is the responsibility of the applicant to obtain the necessary Reference Sketches and associated information required to complete the survey from the City.
10. That prior to the stamping of the deeds, the applicant shall provide a draft transfer prepared by the applicant's legal representative.
11. Prior to the stamping of the deeds, for the purposes of satisfying any of the above conditions, the Owner shall file with the City of Stratford a complete submission consisting of all required clearances and final plans, and to advise the City of Stratford in writing how each of the conditions has been satisfied. The Owner acknowledges that, in the event that the final approval package does not include the complete information required by The City of Stratford, such submission will be returned to the Owner without detailed review by the City.

Reasons

The proposed consent is consistent with the Provincial Planning Statement.

The proposed consent conforms to the City of Stratford Official Plan.

The proposed consent complies with the City of Stratford Comprehensive Zoning By-law.

Prepared by:

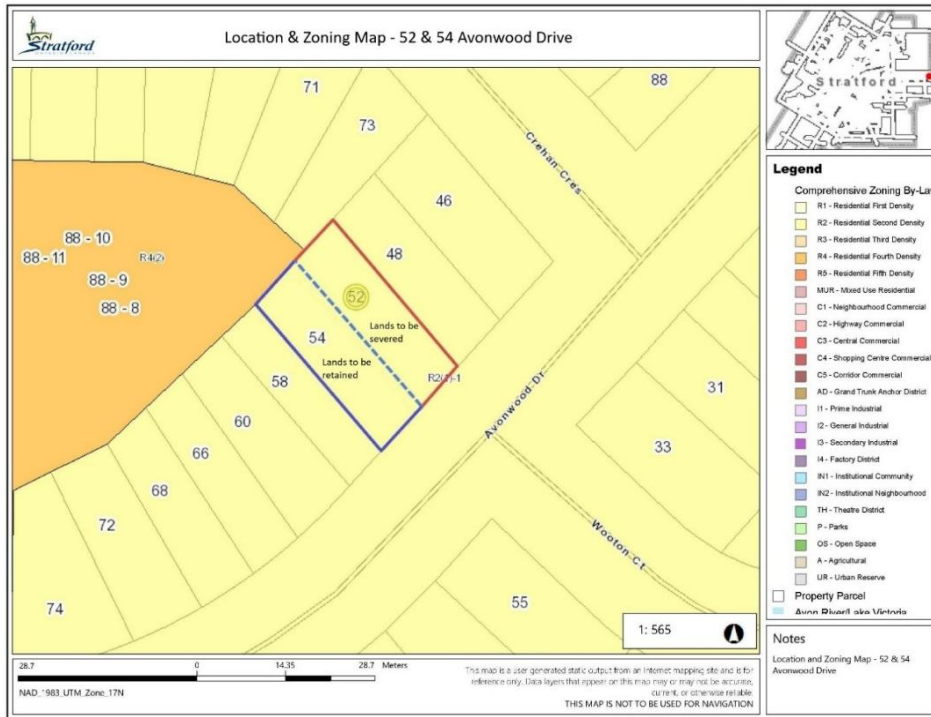
Anu Kumar, Planner

Recommended & approved by:

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

Report finalized: December 12, 2025

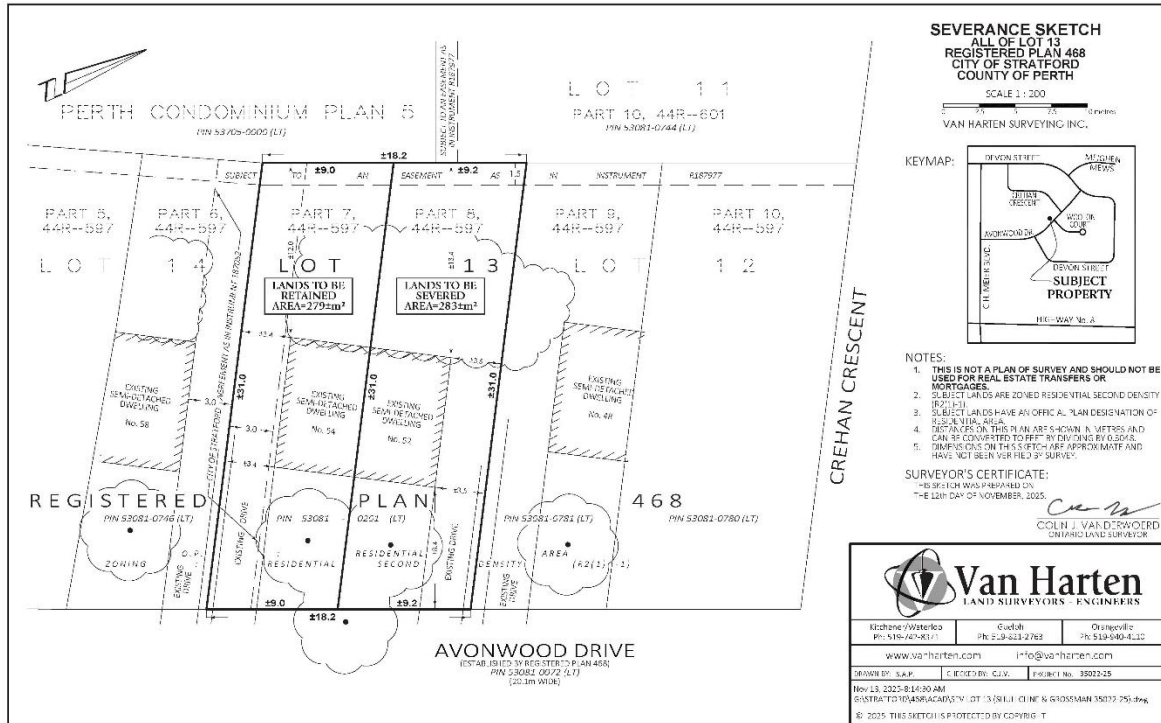
Location & Zoning Map File # B12-25 52 & 54 Avonwood Drive



Aerial Map File # B12-25 52 & 54 Avonwood Drive



Severance Sketch
File # B12-25
52 & 54 Avonwood Drive



Site Photograph
File # B12-25
52 & 54 Avonwood Drive

