



Stratford Committee of Adjustment

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

AGENDA

Date: Wednesday, March 18, 2026

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 February 18, 2026 be adopted as printed.

5. Current Applications

5.1 A02-26- 680 Orr Street

The purpose of this application is to facilitate a proposed residential development on the subject lands consisting of two 6-storey apartment buildings containing a total of 148 dwelling units. The effect of this application is to allow reduced setbacks for a parking area, reduced side yard and arterial road setbacks for the buildings, and to permit a reduction in the required visitor parking designation. Specifically, whereas Note 5 (Table 15.4.16) requires that 0.25 of the required spaces per dwelling unit be designated as visitor parking (resulting in a requirement for 56 visitor parking spaces based on a total of 222 required parking spaces), the applicant is requesting that 0.10 of the required spaced per dwelling unit be designated as visitor parking (resulting in 23 visitor parking spaces). This variance does not propose a reduction in the total number of on-site parking spaces (223 spaces); rather, it would change the allocation/designation of the on-site parking supply between visitor parking and standard parking categories.

These variances are intended to accommodate the proposed building placements and parking layout as reflected in the associated site plan submission.

Variances Requested:

1. Table 5.3.2: Location of Driveways, Parking Areas and Parking Aisles - To reduce the minimum parking area setback on a lot abutting an arterial road from 7.5 m to 3.9 m;
2. Table 15.4.16 - To reduce the minimum setback from an arterial road from 7.5 m to 7.2 m;
3. Table 15.4.16 - To reduce the minimum west side yard setback from 10.5 m to 7.0 m and the minimum east side yard setback from 10.5 m to 8.8 m; and
4. Table 15.4.16 - To reduce the minimum visitor parking requirement from 0.25 of the required spaces per dwelling unit to 0.10 of the required spaced per dwelling unit.

5.2 A03-26 – 361 Nelson Street

The purpose of the application is to permit an existing accessory structure with a reduced side yard setback of 0.6 m where 1.0 m is required.

The effect of the application is to facilitate the conversion of an existing accessory structure in the form of a detached garage into an Additional Residential Unit (ARU), which are currently defined and regulated in the City's Zoning By-law as "Garden Suites".

In 2019, the Provincial Government amended the Planning Act through Bill 108, being the "More Homes, More Choice Act", by mandating municipalities to authorize the use of Additional Residential Units through zoning by-laws. In addition, Bill 108 also clarified parking requirements associated with Additional Residential Units.

Variance Requested:

Table 4.1.2: Accessory Building or Structure Locations – to decrease the required side yard setback for an accessory structure from 1 m to 0.6 m.

- 6. Next Meeting** – April 15, 2026 – City Hall Council Chambers (upper level), located at 1 Wellington Street, Stratford.

Upcoming hearing attendance:

7. Adjournment

Motion by:
Seconded by:

THAT the March 18, 2026 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.*

AGENDA

Date: Wednesday, February 18, 2026

Time: 4:00 p.m.

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

Members in Attendance: Chair- Charlene Gordon, Ajay Mishra, Roger Black, Dan Weagant

Member(s) absent with notice: Andy Bicanic

Staff in Attendance: Marc Bancroft- Manager of Planning, Ryan Queenan- Planner, Eva Baker- Secretary-Treasurer

1. Call to Order

The Chair to call the meeting to order

Opening remarks

Land acknowledgement

Respectful Conduct Statement

2. Disclosure of Pecuniary Interest and the General Nature Thereof

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

Name, Item and General Nature of Pecuniary Interest

Member Weagant- Item 5.3 – Currently has an ongoing business relationship with the agent.

3. General Business

4. Adoption of the Previous Minutes

Motion by: A. Mishra
Seconded by: D. Weagant

THAT the minutes from the Stratford Committee of Adjustment hearing dated December 17, 2025 be adopted as printed.

Carried.

5. Current Applications

5.1 A23-25- 13, 15, 17, 19, 21 and 23 Manuel Street, Block 90 on Plan 44M-101

The purpose of the application is to seek relief regarding the minimum front yard depth requirement relative to the garage. The effect of the application is to allow residential development in the form of street townhouse dwellings.

Variance Requested:

1. Section 15.4.33(h) – Regulations in the R4(1)-33 zone - a reduced front yard depth of 5.64 m relative to the garage is being requested whereas a minimum front yard depth relative to the garage of 6 m is required.

R. Queenan Presented the application.

Questions from the Committee: None

Comments from the Agent: None

Decision of the Committee:

Motion by: R. Black
Seconded by: A. Mishra

THAT the City of Stratford Committee of Adjustment APPROVE Application A23-25, submitted by Erica Forrest on behalf of Cachet Developments (Stratford) Inc. (c/o Marcus Gagliardi), for lands known municipally as 13, 15, 17, 19, 21 and 23 Manuel Street, being Block 90 on Plan 44M-101, in the City of Stratford.

Section 15.4.33(h) – Regulations in the R4(1)-33 zone - a reduced front yard depth of 5.64 m relative to the garage is being requested whereas a minimum front yard depth relative to the garage of 6 m is required.

Subject to the following condition:

1. That the applicant provides a survey plan confirming actual measurements on-site to ensure that the

street townhouse dwelling meets the 5.64 m front yard depth relative to the garage, to the satisfaction of the City's Building Division.

For the following reasons:

1. The proposed relief is consistent with the Provincial Planning Statement.
2. The request meets the 4 tests of minor variance.
3. The requested relief is desirable for the appropriate development and use of the land.

Carried.

5.2 B13-25 & B14-25- 601-603 Downie Street

The purpose and effect of application B13-25 is to sever the southern portion of the lands, municipally known as 603 Downie Street to facilitate the conveyance of semi-detached dwelling units. The proposed lot would have an approximate frontage of 10.98 m, depth of 30.48 m, and an area of 334.7 m². The lands to be severed currently contain a semi-detached dwelling unit and would have frontage and road access to Downie Street. The lands to be retained (601 Downie Street) also contain a semi-detached dwelling unit and would have an approximate frontage of 10.97 m, depth of 30.52 m and an area of 334.6 m². The lands to be retained would have frontage and road access to Downie Street.

The purpose and effect of application B14-25 is to create a blanket servicing easement over 601 Downie Street (retained lands) in favour of 603 Downie Street (severed lands).

The report was presented by R. Queenan

Questions from the Committee: None

Comments from the Agent: None

Decision of the Committee for B13-25:

Motion by: D. Weagant

Seconded by: R. Black

THAT the City of Stratford Committee of Adjustment APPROVE Application B13-25, submitted by Caroline Baker on behalf of Ken & Shirley Gene, for lands legally described as PLAN 402 LOT 6 in the City of Stratford and municipally known as 601 and 603 Downie Street, 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 prior to the stamping of the deed, a 4.94 m wide road widening along the Downie Street frontage be conveyed to the City free and clear of all encumbrances, to the satisfaction of the Infrastructure Services Department. Costs associated with registering the conveyance documents shall be the responsibility of the applicant.
4. That consent applications B13-25 and B-14-25 be approved by the Committee of Adjustment including the concurrent issuance of the Certificates of Consent under Section 53(42) of the Planning Act.

5. That any outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the City.
6. 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, unless the necessary easement has been approved.
7. 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.
8. That prior to the stamping of the deeds, the applicant shall provide a draft transfer prepared by the applicant's legal representative.
9. 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 meets all requirements of the City of Stratford Comprehensive Zoning By-law, through approved Minor Variance A20-23.
4. There were no members of public providing comments.

Carried.

Decision of the Committee for B14-25:

Motion by: D. Weagant

Seconded by: R. Black

THAT the City of Stratford Committee of Adjustment APPROVE Application B14-25, to create an easement in favour of the severed lands across the retained lands, both associated with Application B13-25, submitted by Caroline Baker on behalf of Ken & Shirley Gene, for lands legally described as PLAN 402 LOT 6 in the City of Stratford and municipally known as 601 and 603 Downie Street, 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 consent applications B13-25 and B-14-25 be approved by the Committee of Adjustment including the concurrent issuance of the Certificates of Consent under Section 53(42) of the Planning Act.

3. That prior to the stamping of the deeds, the Owner shall prepare and submit to the satisfaction of the Manager of Planning a Joint Use and Maintenance Agreement to be registered on title.

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. No one from the public was in attendance

Carried.

5.3 B15-25 – 976 Erie Street

The purpose and effect of this application is to sever the north and west portion of the subject lands to create a new lot to support a new industrial development. The proposed severed lands would have an approximate frontage of 30.0 m along Packham Avenue, frontage of 80.0 m along Erie Street, depth of 152.4 m from Erie Street, and area 14,444.6 m². The proposed retained lands would have an approximate frontage of 74.9 m along Erie Street, depth of 109.5 m along Packham Avenue, and area of 9,014.0 m². Both the lands to be severed and lands to be retained are vacant.

R. Queenan Presented the application.

Questions from the Committee: None.

Comments from the Agent: Aliyah Richards (agent) stated she was supportive of the conditions proposed.

Decision of the Committee:

Motion by: A. Mishra
Seconded by: R. Black

THAT the City of Stratford Committee of Adjustment APPROVE Application B15-25, submitted by Aliyah Richards on behalf of 1935362 Ontario Inc., for lands legally described as DOWNIE CON 3 PT LOT 2 RP 44R1902 PT PART 1, in the City of Stratford and municipally known as 976 Erie Street, 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, a 2% 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.
5. That prior to the stamping of the deed, separate municipal addresses are to be assigned by the City of Stratford for each parcel. Any costs associated with municipal addressing are the responsibility of the applicant.
 6. 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.
 7. 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.
 8. That prior to the stamping of the deed, confirmation shall be provided by the applicant to the satisfaction of the City that all private wells on the lands to be severed and the lands to be retained have been decommissioned as per O.Reg 903. A copy of the decommissioning records shall be sent to the Water Division.
 9. Prior to the stamping of deeds, the 0.305 m reserve along the Erie Street frontage of the subject lands shall be removed limited to the driveway access for the proposed lands to be severed. The applicant shall be responsible for all legal and surveying costs to facilitate this request.
 10. 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 shall 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 conforms to the City of Stratford Comprehensive Zoning By-law.
4. No public input was received.

Carried.

6. **Next Meeting** – March 18, 2026 – City Hall Council Chambers (upper level), located at 1 Wellington Street, Stratford.

Noted that all members stated they expect to attend, with the exception of member Bicanic, with notice.

7. **Adjournment**

Motion by: R. Black
Seconded by: A. Mishra

THAT the February 18, 2026 Stratford Committee of Adjustment meeting adjourn.

Time Start: 4:00pm

Time End: 4:22pm

Carried.

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

Unapproved

REPORT TO THE COMMITTEE OF ADJUSTMENT

Submitted By: Building & Planning Services Department -
Planning Division

Application No.: A02-26

Meeting Date: March 18, 2026

Owner: Northwest Stratford (2016) Developments Inc.

Agent: Siv-ik Planning and Design Inc. (c/o Lauren Sooley)

Location: 680 Orr Street, legally described as PLAN 44M92 BLK 5, in the
City of Stratford.

Zoning: R4(2)-16(H16) – Residential Fourth Density with Zone
Exceptions

**Official Plan
Designation:** Medium Density Residential within Special Policy Area 17

**Road
Classification:** McCarthy Road W – Arterial Road / Orr Street – Local Road

Purpose and Effect of Application:

The purpose of this application is to facilitate a proposed residential development on the subject lands consisting of two apartment buildings (being 5 and 6-storeys) containing a total of 148 dwelling units. The effect of this application is to allow reduced setbacks for a parking area, reduced side yard and arterial road setbacks for the buildings, and to permit a reduction in the required visitor parking designation. Specifically, whereas Note 5 (Table 15.4.16) requires that 0.25 of the required spaces per dwelling unit be designated as visitor parking (resulting in a requirement for 56 visitor parking spaces based on a total of 222 required parking spaces), the applicant is requesting that 0.10 of the required spaced per dwelling unit be designated as visitor parking (resulting in 23 visitor parking spaces). This variance does not propose a reduction in the total number of on-site parking spaces (223 spaces); rather, it would change the allocation/designation of the on-site parking supply between visitor parking and standard parking categories. These variances are intended to accommodate the proposed building placements and parking layout as reflected in the associated site plan submission.

Variations Requested:

1. Table 5.3.2: Location of Driveways, Parking Areas and Parking Aisles - To reduce the minimum parking area setback on a lot abutting an arterial road from 7.5 m to 3.9 m;
2. Table 15.4.16 - To reduce the minimum setback from an arterial road from 7.5 m to 7.2 m;
3. Table 15.4.16 - To reduce the minimum west side yard setback from 10.5 m to 7.0 m and the minimum east side yard setback from 10.5 m to 8.8 m; and
4. Table 15.4.16 - To reduce the minimum visitor parking requirement from 0.25 of the required spaces per dwelling unit to 0.10 of the required spaced per dwelling unit.

The zoning of the subject lands, R4(2)-16(H16), stipulates 148 apartment dwelling units requires 1.5 parking spaces per unit, of which 56 visitor parking spaces are required, based on a rate of 0.25 spaces per unit. This application proposes to reduce the required number of visitor parking spaces from 56 to 23 spaces, which reflects a lower visitor parking rate of 0.10 spaces per unit. This change represents a reduction of 33 visitor parking spaces from the current requirement.

The H16 provision applies to the zoning of the subject lands, which does not function as a "holding symbol" but rather implements a zoning restriction for multiple zones/properties. Holding symbols are typically used to prevent the premature development of land subject to a prerequisite required to be undertaken prior to development proceeding. In this case, there is no development prerequisite. Under the H16 provision, a maximum of 707 dwelling units is permitted on lands zoned R4(2)-16 and R4(2)-17. The origins of this restriction is to regulate the maximum number units based on the capacity of the wastewater catchment area in this part of the City. The proposed 148 apartment dwelling units combined with existing and planned dwelling units does not exceed the maximum of 707 dwelling units.

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

Frontage: 136.6 m (Orr Street)/ 137.2 m (McCarthy Road West)

Depth: 139.3 m
Area: 19,075.2 m²
Shape: Rectangular

Surrounding Land Uses

North: Vacant land (future residential)
East: Vacant land (future residential), retirement home (further east of vacant land)
South: Stratford Rotary Complex, low density residential
West: Vacant land (high density residential under construction)

Agency Comments

This minor variance application was circulated to agencies for comment on February 24, 2026. The following comments were received:

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

No comments or concerns.

City of Stratford Infrastructure Services Department – Engineering:

It should be noted that no on-street parking is available along the fronting streets, should the need for visitor parking exceed the proposed reduction.

City of Stratford Corporate Services – Clerk’s Office

Sufficient parking to meet both resident and visitor needs should be available on the subject property. While the requested reduction does not decrease the total number of parking spaces for the property, minimal visitor parking could result in issues related to overflow parking on City streets.

City of Stratford Fire Prevention:

No comments or concerns.

Festival Hydro:

No comments or concerns.

Upper Thames River Conservation Authority:

The subject lands 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 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/>

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. The PPS further promotes densities for new housing that efficiently use land, resources, and infrastructure, and that support active transportation. It is also stated that residential intensification should be prioritized in proximity to transit, including along transit corridors and near transit stations.

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.

The subject proposal is consistent with the PPS policies by promoting residential intensification and providing an appropriate range and mix of housing types and densities. The subject lands have proposed access from McCarthy Road West, which is designated as an Arterial Road in the City of Stratford Official Plan and functions as a transit-supportive corridor, with an existing public transit bus route and on-road bike lane. In this regard, the proposal aligns with the PPS direction to prioritize intensification in proximity to transit, including along transit corridors, and to support active transportation.

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 'Medium Density Residential Special' (within Special Policy Area 17) as per Schedule A of the Official Plan and have frontage on an 'Arterial Road' (McCarthy Road West), and a 'Local Road' (Orr Street) as per Schedule D of the Official Plan. The subject lands are located within the Stratford West Secondary Plan Area, which is one of the primary areas to accommodate new residential growth in the City of Stratford (11.2). Special Policy Area 17 permits apartment buildings; has a minimum density of 16 upnh and a maximum density of 100 upnh; and allows for a maximum height of 6 storeys for apartment buildings (11.2.18, 11.2.19). The proposed development falls within these acceptable parameters with a proposed density of 78 upnh, and proposed building heights of 5 and 6 storeys. Medium density residential uses, such as the proposed apartment buildings are encouraged to be located adjacent to arterial roads, park and greenland areas, and community facilities (4.5.3.2).

The applicant is requesting minor variances to facilitate the proposed apartment buildings by reducing the required setbacks and adjusting the visitor parking rate. Specifically, the application proposes to reduce the minimum parking area setback from an arterial road (McCarthy Road West) from 7.5 m to 3.9 m, to reduce the minimum building setback from an arterial road from 7.5m to 7.2m, and to reduce the west and east side yard setbacks from 10.5 to 7.0 m 8.8 m, respectively. The requested reductions improve the site's functional layout while maintaining appropriate separation from the street and adjacent lands. The proposal meets the intent of the New Residential Area, Medium Density Residential, and Stratford West Secondary Plan policies by supporting intensification and efficient land use in a planned growth area, while maintaining compatibility with surrounding residential development. The orientation and layout of the proposed buildings and parking areas promote a street-oriented design, with the majority of surface parking obscured from McCarthy Road West through thoughtful building siting.

The applicant also requests a reduction in the visitor parking requirement from 0.25 spaces per dwelling unit to 0.10 spaces per dwelling unit. Staff note that the subject lands are located on an arterial road with transit service and active transportation facilities, which supports reduced reliance on private vehicle trips and can reasonably justify a lower visitor parking ratio. The proposed visitor parking rate is not anticipated to create significant adverse impacts, and the development will contribute to housing supply and housing choice within the Stratford West Secondary Plan Area. Notwithstanding, the requested decrease in visitor parking does not propose a reduction in the total number of on-site parking spaces (223 spaces); rather, it would change the allocation/designation of the on-site parking supply between visitor parking and standard parking categories.

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 Fourth Density with Zone Exceptions (R4(2)-16(H16)). Permitted uses include cluster housing in the form of single detached, semi-detached, townhouse dwellings, back-to-back townhouse dwellings, stacked townhouse dwellings, and apartment dwellings.

Table 5.3.2 of the Zoning By-law outlines location requirements for driveways, parking areas and parking aisles, and states that parking areas and parking aisles cannot be located less than 7.5 m from the street line for any use on a lot abutting an arterial road.

Table 15.4.16 of the Zoning By-law outlines requirements for Northwest Stratford Development on the north side of McCarthy Road West. This table states that for an apartment building the minimum setback from an Arterial Road is 7.5 m, that the side yard width is 5.0 m or half the height of the building whichever is greater (10.5 m being half the height of the building in this case), and Note 5 states that 0.25 of the required parking spaces per dwelling unit shall be designated as visitor parking (56 parking spaces in this case).

The intent of yard setbacks, including setbacks from arterial roads is to ensure appropriate siting of buildings and parking areas to maintain adequate separation from the public realm and adjacent properties. These regulations are intended to provide space for landscaping, streetscaping and maintenance, support a consistent street wall, and help mitigate potential impacts such as noise, privacy and shadowing. In particular, the arterial road setbacks along McCarthy Road West are intended to support an attractive and safe pedestrian environment, reduce the visual prominence of surface parking along a major corridor, and ensure that site design contributes to the planned urban character of the Secondary Plan area.

The intent of regulating minimum visitor parking requirements is to ensure that adequate on-site parking is available for guests of residents and to limit parking-related impacts on the surrounding area. Staff are satisfied that the proposed reduction in visitor parking is not anticipated to result in undue impacts, as the development continues to provide the minimum required resident parking supply and the proposed site plan includes an additional 34 underground tandem parking spaces for residents' use, which are above and beyond the minimum required parking rate. The development also exceeds the minimum bicycle parking requirements, and is situated along McCarthy Road West, an arterial road with existing transit service and active transportation facilities, which can reduce reliance on private vehicle trips.

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 SP11-25, which proposed the development of a vacant parcel to accommodate 148 additional housing units in the form of 2 apartment buildings, being 5 and 6-storeys. The requested variances will facilitate residential development with a compact built form while still providing for a functional, street-oriented site design with a substantial amenity area. The existing surrounding context is such that the proposed variances will not introduce any negative impacts to surrounding properties. Furthermore, the requested reduction of visitor parking is appropriate considering alternatives to visitor parking include access to public transit, active transportation facilities and the requirement for bicycle parking (implemented through site plan approval).

As such, Staff are satisfied that the requested variances are 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 variances for reduced setbacks from an arterial road (McCarthy Road West) allow enough area for landscaping, and is not anticipated to negatively impact the public realm. The variances for reduced side yard setbacks are not anticipated to impact future development of neighbouring properties, and there are no anticipated adverse effects regarding shadowing, privacy or maintenance. Finally, 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 to be adequate for both residents and visitors, and the reduced visitor parking is not anticipated to increase

street parking in the area. Staff is of the opinion that the requested variances are minor in nature and appropriate for the subject lands.

Recommendation:

That the City of Stratford Committee of Adjustment **APPROVE** Application A02-26, submitted by Siv-ik Planning and Design Inc. on behalf of Northwest Stratford (2016) Developments Inc., for lands known municipally as 680 Orr Street, legally described as Block 5 on Plan 44M-92, in the City of Stratford.

1. Table 5.3.2: Location of Driveways, Parking Areas and Parking Aisles - To reduce the minimum parking area setback on a lot abutting an arterial road from 7.5 m to 3.9 m;
2. Table 15.4.16 - To reduce the minimum setback from an arterial road from 7.5 m to 7.2 m;
3. Table 15.4.16 - To reduce the minimum west side yard setback from 10.5 m to 7.0 m and the minimum east side yard setback from 10.5 m to 8.8 m; and
4. Table 15.4.16 - To reduce the minimum visitor parking requirement from 0.25 of the required spaces per dwelling unit to 0.10 of the required spaced per dwelling unit.

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 Plan's goals and objectives and is consistent with the applicable policy framework, namely the "New Residential Area" policies and the policies of the Stratford West Secondary Plan Area, including the "Medium Density Residential Special" designation.

The requested relief maintains the intent and purpose of the City's Zoning By-law. The variances allow for appropriate separation from McCarthy Road West and adjacent lands, preserve opportunities for landscaping/screening and a safe, attractive pedestrian environment and support a functional on-site parking layout. The proposed visitor parking supply is appropriate for the intended use and is not anticipated to result in undue on-street parking demand or cause unacceptable adverse impacts to the surrounding neighbourhood.

The requested relief is desirable for the use of the land as it will facilitate the development of two apartment buildings containing a total of 148 dwelling units, 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 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

& Recommended by:

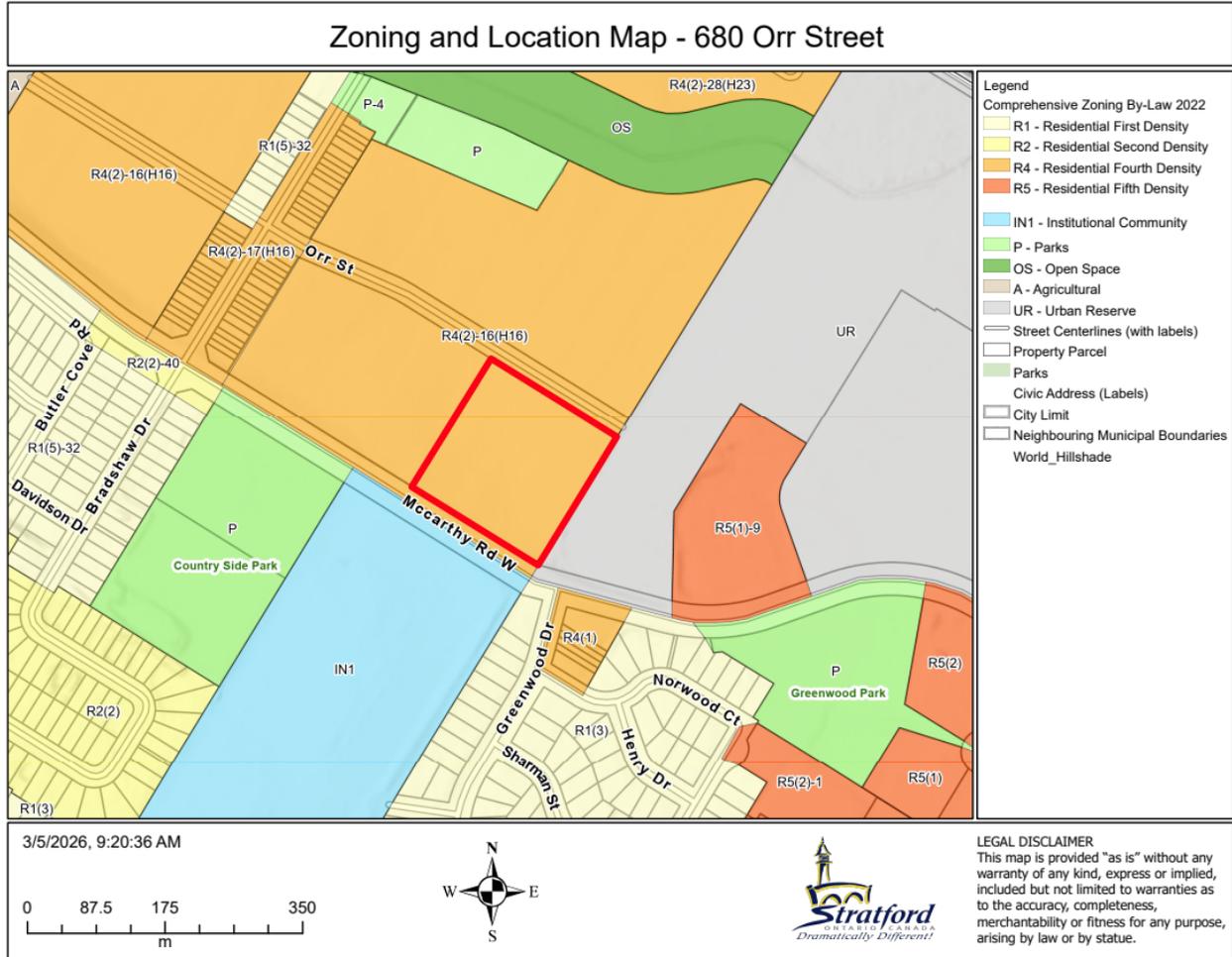
Ryan Queenan,
Planner

Approved by:

Marc Bancroft, MPL, MCIP, RPP
Manager of Planning

Report finalized: March 12, 2026

Map 1 – Zoning and Location Map



Map 2 – Aerial Map

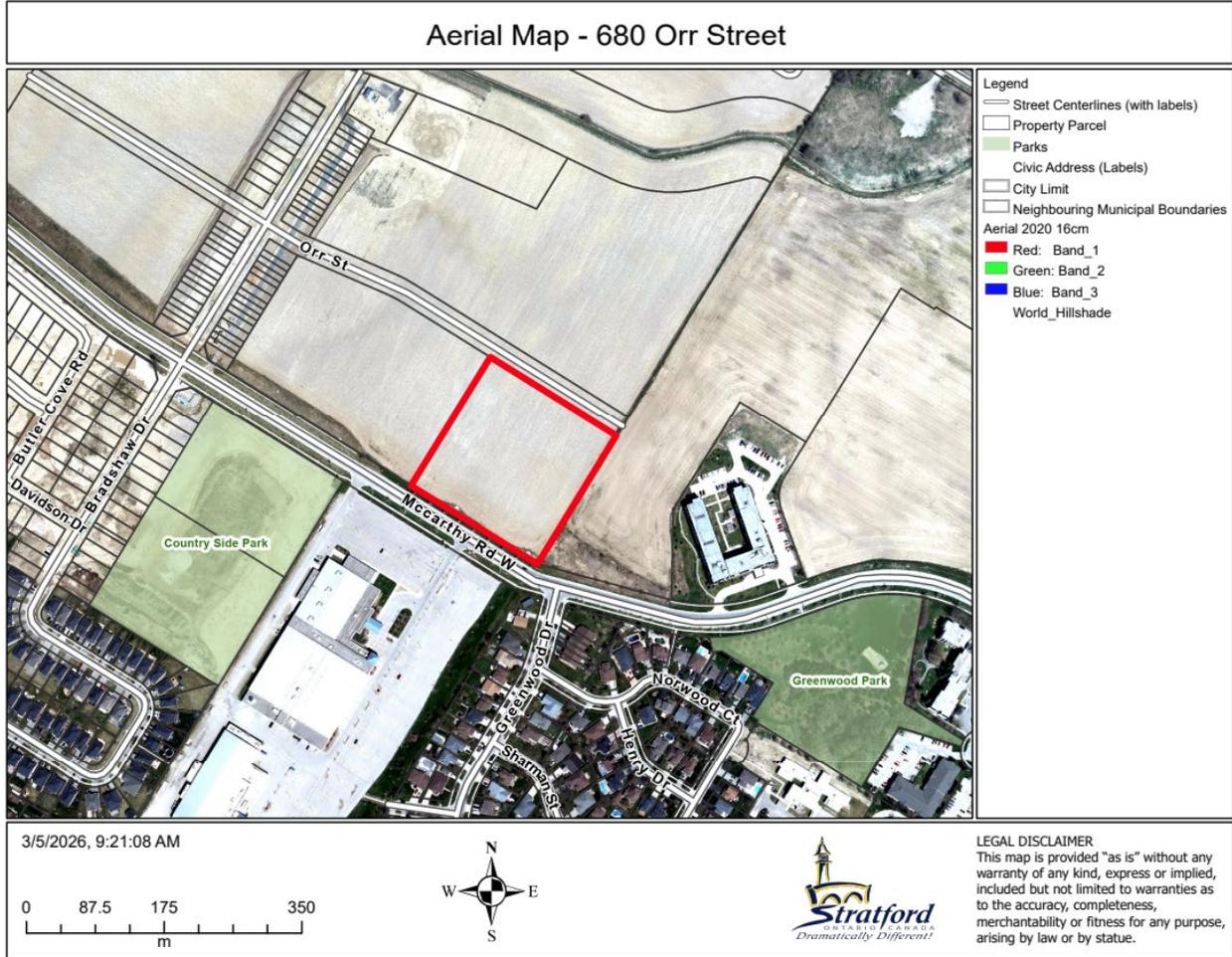
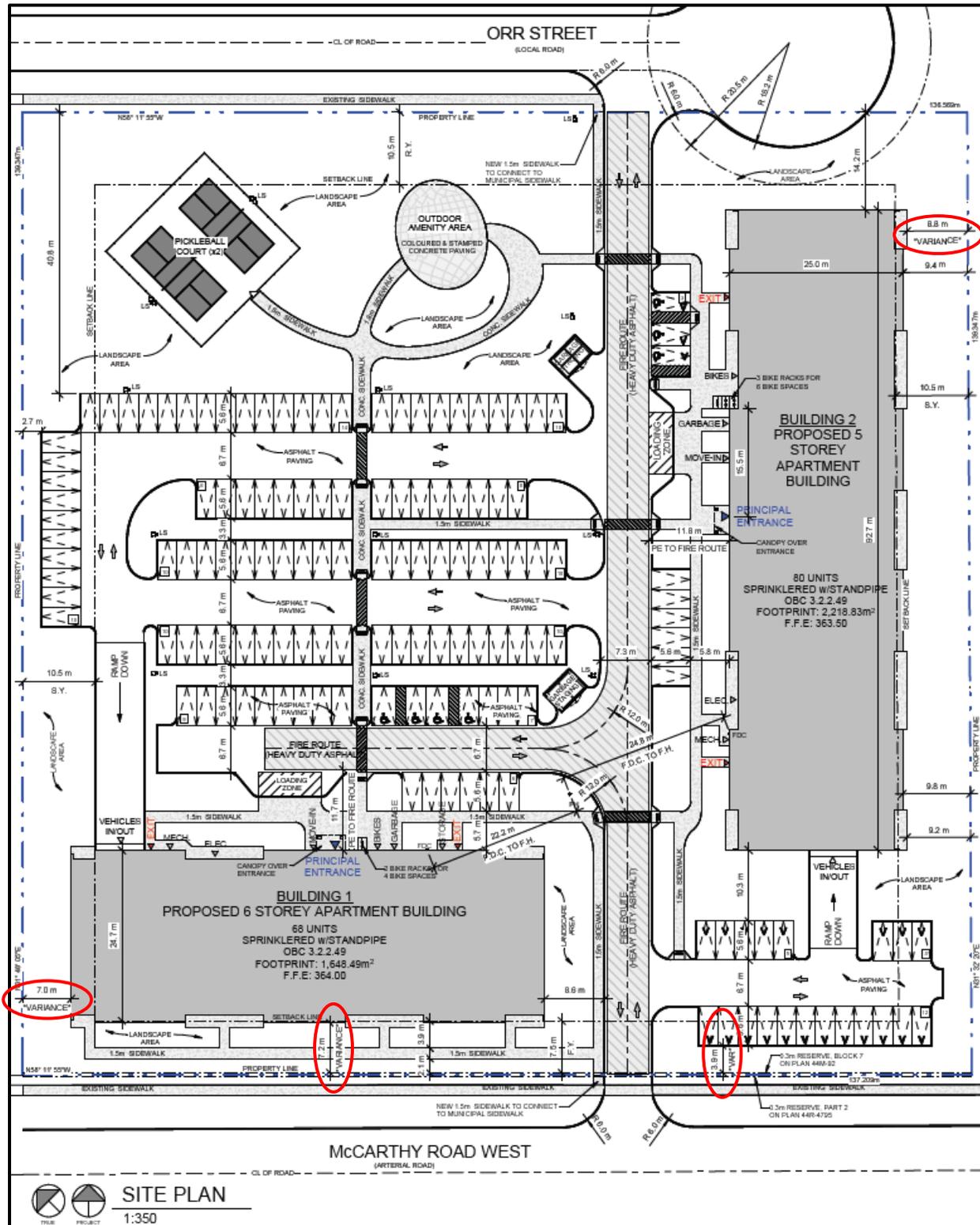


Figure 1 – Site Plan



Variances 1-3 are outlined in red

Figure 2 – Site Photo



680 Orr Street, as seen from McCarthy Road West looking north (March 6, 2026)

REPORT TO THE COMMITTEE OF ADJUSTMENT

Submitted By: Building & Planning Services Department - Planning Division

Application No.: A03-26

Meeting Date: March 18, 2026

Owner: Hayle Housing Inc. (c/o Jordan Hayle)

Agent: The Hive Design Co. (c/o Justine Nigro)

Location: 361 Nelson Street, legally described as PLAN 2 LOT 150 in the City of Stratford.

Zoning: R2(1) – Residential Second Density

Official Plan Designation: Residential Area

Road Classification: Nelson Street – Local Road

Purpose and Effect of Application:

The purpose of the application is to permit an existing accessory structure with a reduced side yard setback of 0.6 m where 1.0 m is required.

The effect of the application is to facilitate the conversion of an existing accessory structure in the form of a detached garage into an Additional Residential Unit (ARU), which are currently defined and regulated in the City's Zoning By-law as "Garden Suites".

In 2019, the Provincial Government amended the Planning Act through Bill 108, being the "More Homes, More Choice Act", by mandating municipalities to authorize the use of Additional Residential Units through zoning by-laws. In addition, Bill 108 also clarified parking requirements associated with Additional Residential Units.

Variance Requested:

Table 4.1.2: Accessory Building or Structure Locations – to decrease the required side yard setback for an accessory structure from 1 m to 0.6 m.

Background:

Attachments

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

Site Characteristics

Existing Use: Single detached dwelling

Frontage: 20.1 m

Depth: 40.3 m

Area: 810 m²

Shape: Rectangular

Surrounding Land Uses

North: Single detached dwellings

East: Single detached dwellings

South: Single detached dwellings

West: Single detached dwellings

Agency Comments

This minor variance application was circulated to agencies for comments on February 20, 2026. The following comments were received:

City of Stratford Building and Planning Department – Building Services:

Building has no concerns with the proposed minor variance and would like to add the following as comments.

1. A building permit is required for the conversion on the existing detached accessory structure to a residential dwelling unit.
2. As part of the building permit application, the building department would like to note that a survey of the property is required to be submitted.
3. The property owner is not permitted to connect sanitary services from the proposed ARU through the single detached dwelling. Connection of sanitary services is required to be complete on private property exterior of the existing dwelling prior to connecting with public sanitary services.

City of Stratford Infrastructure Services Department – Engineering Division:

General Comments

New and existing downspout locations on the garage/ADU are not to project the discharge onto the adjacent property.

Section 6.7.7 – Rainwater Leaders: For infill or redevelopment, rainwater

leaders for all buildings shall discharge to grade onto concrete splash pads in landscaped areas and directed to side yard swales, where proper drainage can be achieved and no adverse impact to neighbouring properties will occur.

Where proper drainage can be achieved positive overland flow towards the frontage is should be established, ensuring the overall lot grading does not negatively impact the adjacent lands.

A damage deposit is required prior to construction as per "Schedule D" of the Fees and Charges By-Law 125-2025. To be acquired before commencing construction – contact the Engineering Division (Infrastructure Services).

Servicing

Historical records indicate that the existing servicing infrastructure at this property are as follows:

- Sanitary: 6" Glazed Tile (1923)
- Storm: No storm service on record
- Water: Unknown size/date

Confirm that the existing sanitary and water services are appropriately sized for the additional unit in accordance with the OBC.

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) drawings once inspected to the Engineering Division.

The City of Stratford recommends replacing the existing sanitary and water, and adding a storm service to the property, due to the age of the existing services.

City Planning Response: The replacement of existing services and installation of a new storm service is a suggestion to the applicant, however, is not a requirement of the City's Engineering Division for ARU developments.

Environmental Service – Water Division Comments:

Please note that the City only issues and maintains an account for one water meter per municipal address. In the case of an apartment complex served by a single water service but containing multiple municipal addresses (e.g., 209 Waterloo Street Unit A), multiple meters may be permitted. However, they must be installed together in a meter manifold, with each meter (e.g., Meter A) supplying its corresponding unit (e.g., Unit A) directly, with no cross-connections between units. Each unit meter needs to be set up for billing through Festival Hydro.

Alternatively, if you do not wish to install a centralized meter manifold system and would prefer to have a meter located at each individual unit, the following would apply: One larger City-issued meter would be installed to the building. This meter would be under the corporation's water account through Festival Hydro and the water charges would be the responsibility of the property owner. Any additional meters at individual units would need to be privately purchased (not provided or supported by the City), and all billing, tracking, and maintenance for those meters would need to be managed by the property management/corporation.

City of Stratford - Fire Prevention:

No comments.

City of Stratford - Clerks Department:

The Clerk's Office has reviewed the application and have no concerns related to parking. However, we would like to note that due to the width of Nelson Street and the parking restrictions in the area, there is limited on-street parking available and any overflow parking from the property will negatively impact vehicles access on Nelson Street especially during the winter season.

<p>City Planning Response: The subject application is meeting the parking requirement of the Zoning By-law through the provision of 3 parking spaces on-site. Matters related to on-street parking have no bearing on this proposal.</p>

City of Stratford – Housing Division:

In regard to the minor variance request for 361 Nelson Street, the Housing Division of InvestStratford is in favour of this application as it increases housing options within the City of Stratford, while also providing infill density.

Festival Hydro:

No concerns. If the customer is looking to upgrade or change the existing hydro service or metering as part of the project, please contact Festival Hydro requesting that a service layout be completed.

Public Comments

Notice of the requested variance was sent to surrounding property owners on February 20, 2026. In addition, notice of the requested variance was published in the Town Crier of the Beacon Herald on February 21, 2026. At the time of writing this report, no comments have been received by members of the public regarding this application.

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

Analysis:

Planning Act

In September 2019 and November of 2022, the Government of Ontario passed Bill 108, the More Homes, More Choices Act and Bill 23, the More Homes Built Faster Act. As part of these legislations, changes to Ontario's Planning Act were made. One such change created new requirements for permitting Additional Residential Units (ARUs). As per Section 35.1, ARUs are permitted "as-of-right" on properties containing a single detached dwelling, semi-detached dwelling, or townhouse dwelling, without requiring a Zoning By-law Amendment. In addition, tandem parking for ARUs is now permitted.

The applicant is proposing to convert an existing detached garage into an ARU with tandem parking provided on site. Although Section 4.10 of the City of Stratford's Zoning By-law – Garden Suites – requires a Zoning By-law Amendment to permit the use of Garden Suites or ARUs, because of the changes to the Planning Act, the Zoning By-law can no longer prohibit ARUs as of right on properties containing a single detached, semi-detached, or townhouse dwelling. As a result, the proposal meets the requirements of the Planning Act.

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. The 2024 PPS provides policy direction on matters of provincial interest relating to Building Homes, Sustaining Strong and Competitive Communities, Infrastructure and Facilities, Wise Use and Management of Resources, and Protecting Public Health and Safety.

Section 2.2 of the PPS states that cities shall provide for an appropriate range and mix of housing options and densities by permitting and facilitating all forms of residential housing required to meet the social, health and well-being requirements of current and future residents. In addition, cities shall permit and facilitate all types of residential intensification, development as well as the introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3. Section 2.3.1.3 states that planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities. The policy also supports promotion of densities for new housing which efficiently uses land, resources, infrastructure and public service facilities and supports the use of active transportation and transit in areas where it exists or is to be developed.

The proposal to convert the existing garage into an ARU is consistent with the PPS as the proposed development will contribute towards the provision of an appropriate range and mix of housing and densities. The application would create a new residential dwelling unit in a planned residential area within the City's built boundary, which is a form of gentle intensification and is an efficient use of land and municipal infrastructure. As such, staff is satisfied that the proposal is consistent with the PPS.

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 and ARUs to townhouses and 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 and to achieve a mix of housing types to provide diversity in the housing stock and more affordable housing opportunities. 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 maintain the structure and character of the immediate surrounding residential area.

The applicant has requested a minor variance for a reduced side yard setback for the existing accessory structure to facilitate its conversion to an ARU. As the existing structure is one-storey and of similar massing to accessory structures within the neighbourhood, it maintains the character of the immediate surrounding area and is considered to conform to the Residential policies of Section 4.5. The provided off-street parking in conformity with the requirements of the Zoning By-law will also assist in maintaining the character of the neighbourhood. In addition, the creation of an accessory dwelling unit meets the goals and objectives of the "Residential Area" by diversifying the housing stock and providing more affordable housing opportunities.

To ensure that the proposed ARU does not negatively impact neighbouring properties in respect to drainage, staff is recommending approval of the minor variance application be subject to a condition regarding stormwater being directed away from the abutting property line. As such, Staff is satisfied that application A03-26, subject to the noted condition, 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(1) in the City of Stratford Zoning By-law 10-2022. This zone permits single detached dwellings and ARUs (which are permitted ancillary to a single detached dwelling), and the surrounding area primarily contains single detached dwellings, semi-detached dwellings, and multi-unit residential uses.

Section 4.1 of the City's Zoning By-law outlines provisions for accessory buildings and structures, including minimum side yard setbacks. The applicant is requesting a minimum side yard setback of 0.6 metres whereas the Zoning By-law requires a minimum of 1 m. It is worth noting that the existing garage is not parallel to the abutting side lot line. As such, the front of the garage does not meet the required 1 metre setback, but the rear of the garage does.

The intent of the minimum side yard setback for an accessory structure is to provide sufficient space for maintenance and drainage. As the garage is existing, and no maintenance or drainage concerns have been raised, staff do not anticipate any concerns resulting from the requested minimum side yard setback. However, to ensure that drainage is not inadvertently directed towards the abutting property, staff recommend adding a condition of approval regarding confirmation that stormwater from any downspout is directed away from the mutual lot line. As such, Staff are of the opinion that 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 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 requested variance to reduce the minimum side yard setback for an accessory structure is to facilitate the conversion of an existing garage into an ARU. As the application proposes to increase the availability of housing stock through the creation of the ARU, the requested variance is desirable for the appropriate development of the lands.

Is the requested variance 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. It is not expected that the requested variance would have an adverse impact on the surrounding area or the ability of adjacent property owners to use their property in accordance with the Zoning By-law, subject to the recommended condition regarding drainage. As such, the requested variance is considered minor.

Recommendation:

THAT the City of Stratford Committee of Adjustment APPROVE Application A03-26, submitted by The Hive Design Co. for lands legally described as PLAN 2 LOT 150 in the City of Stratford, and municipally known as 361 Nelson Street, as it relates to:

1. Table 4.1.2: Accessory Building or Structure Locations – to decrease the required side yard setback for an accessory structure from 1 m to 0.6 m.

Subject to the following conditions:

- 1) That the requested variance apply only to the existing detached garage and not for any future developments.
- 2) That the Owner submit documentation to the City of Stratford which demonstrates that any downspout from the roof associated with the ARU is not directed onto abutting property lines, to the satisfaction of the Manager of Planning.

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 garage is existing and no negative impacts regarding privacy, drainage, maintenance, or safety are anticipated as a result of the conversion of the garage into an ARU.

The requested relief is desirable for the use of the land as it will facilitate the conversion of the garage into an ARU.

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 by: Alexander Burnett, MCIP, RPP,
Intermediate Planner

Reviewed, Recommended, & Approved by: Marc Bancroft, MPL, MCIP, RPP,
Manager of Planning

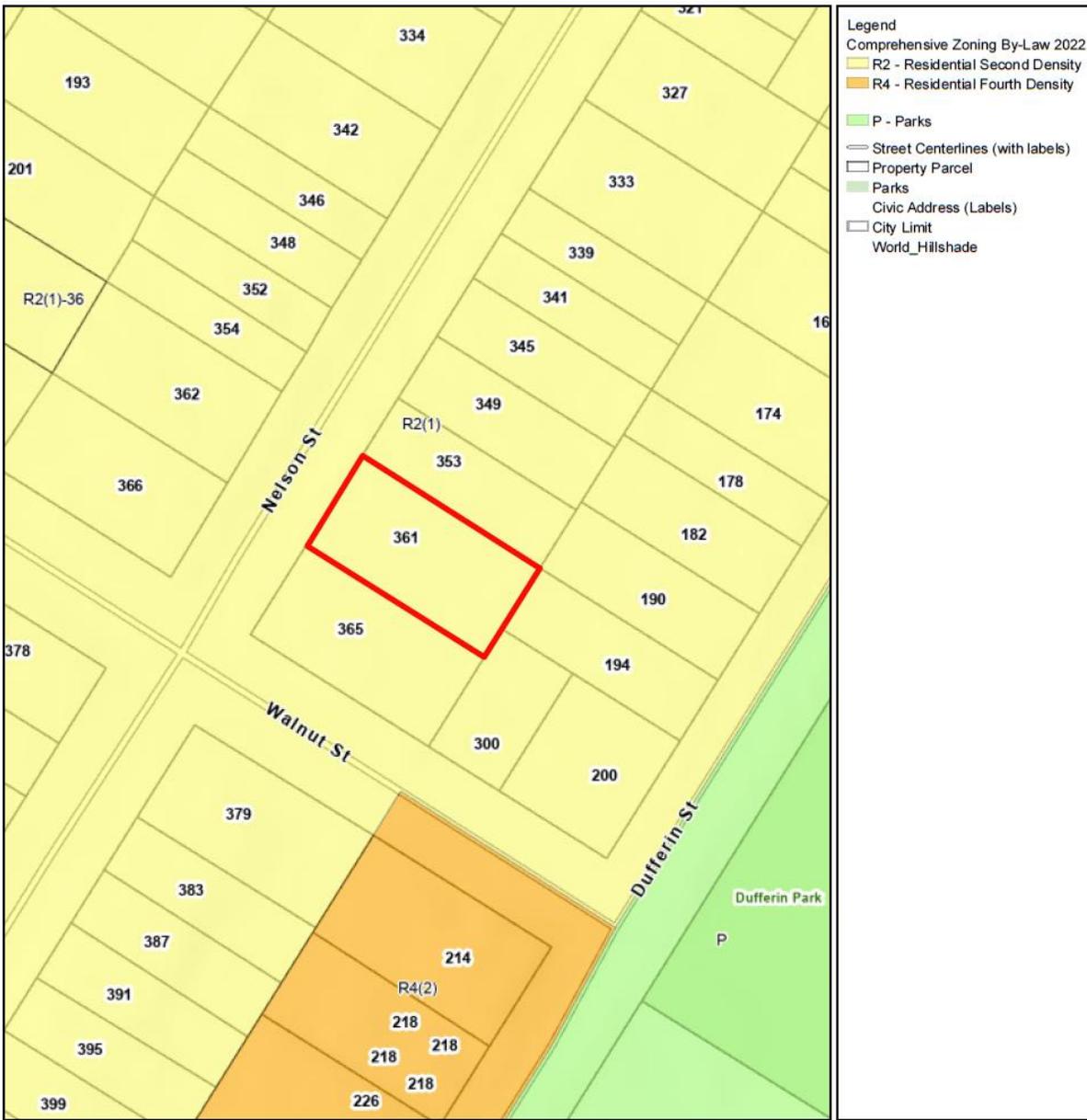
Report finalized: March 12th, 2026

Map 1 – Location & Zoning Map

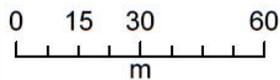
File # A03-26

The Hive Design Co. c/o Justine Nigro – 361 Nelson Street

Location & Zoning Map - 361 Nelson Street



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LEGAL DISCLAIMER
 This map is provided "as is" without any warranty of any kind, express or implied, included but not limited to warranties as to the accuracy, completeness, merchantability or fitness for any purpose, arising by law or by statute.

Map 2 – Proposed Site Plan
File # A03-26
The Hive Design Co. c/o Justine Nigro – 361 Nelson Street

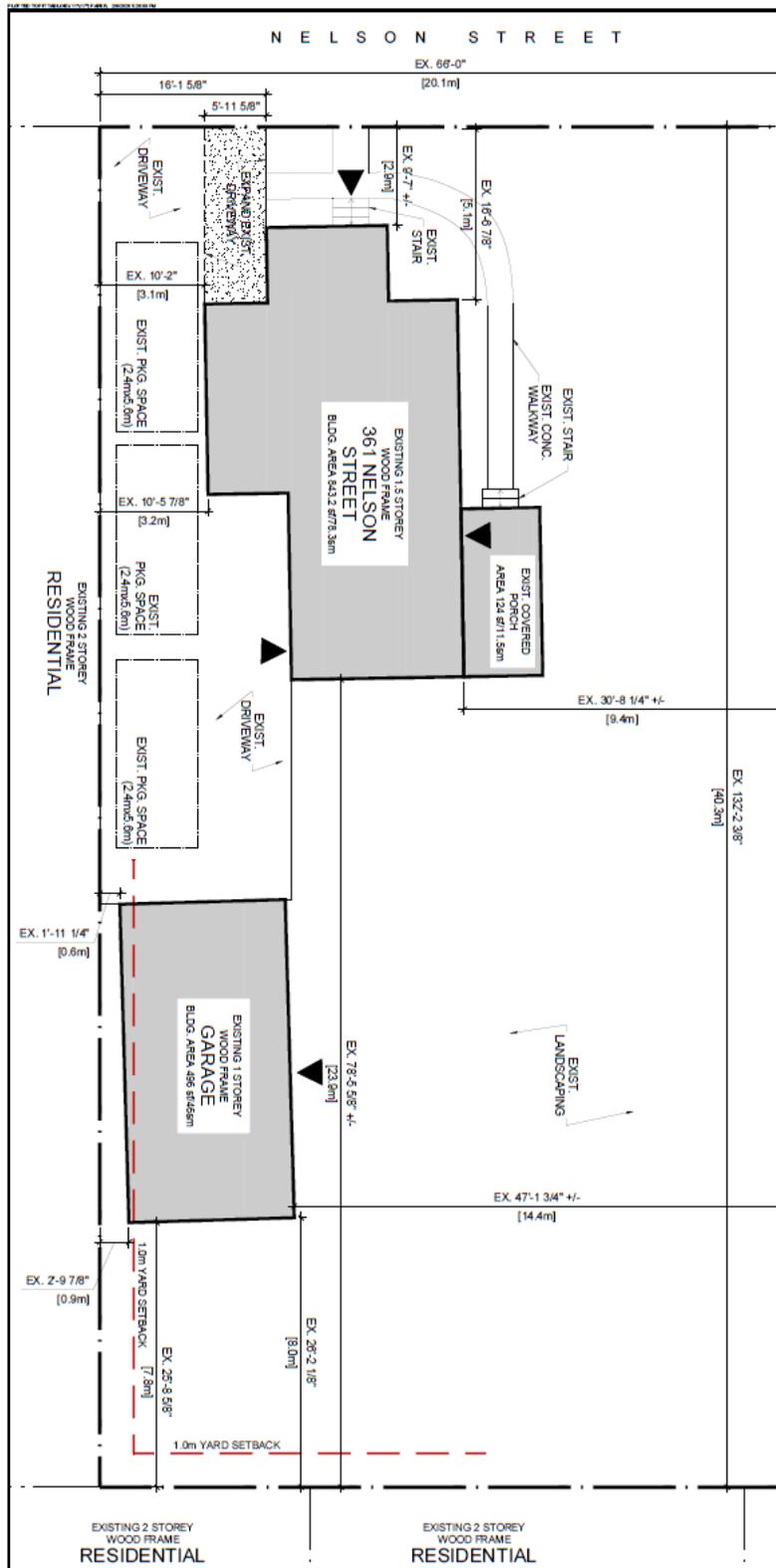


Figure 1 – Site Photo
File # A03-26
The Hive Design Co. c/o Justine Nigro – 361 Nelson Street

