

To: Chair and Members of Oxford County Land Division Committee

From: Justin Miller, Development Planner, Community Planning

Application for Consent B26-07-8 – Timothy Ede

REPORT HIGHLIGHTS

- The application for severance proposes to create a new lot for a contractor's yard or shop within lands designated for Traditional Industrial purposes. The retained lot is to be zoned FD-sp, and the severed lot is to be zoned M2-sp. The proposed severed lands are vacant, and the proposed retained lands contain a single-detached dwelling.
- Planning staff are recommending that the applications be supported as the proposal is consistent with the Provincial Planning Statement (PPS) and maintains the intent and purpose of the Official Plan respecting Traditional Industrial designations.

DISCUSSION

Background

OWNER: Timothy Ede
715101 Oxford County Road 4, Woodstock ON N4S 7V9

LOCATION:

The subject lands are described as Part Lot 13, Concession 1 (formerly Blandford) in the City of Woodstock. The lands are located on the west side of Oxford Road 4 between Devonshire Avenue and Dundas Street and are municipally known as 715093 Oxford Road 4.

COUNTY OF OXFORD OFFICIAL PLAN:

Existing:

Schedule "W-1"	City of Woodstock Land Use Plan	'Traditional Industrial'
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CITY OF WOODSTOCK ZONING BY-LAW 8626-10

Existing: 'Future Development Zone (FD)'

Proposed: 'Special Restricted Industrial Zone (M2-sp)'
and 'Special Future Development Zone (FD-sp)'

Services: Lot to Be Severed: municipal sanitary sewer and water
Lot to Be Retained: municipal sanitary sewer and water

ROAD ACCESS: paved, county road (Oxford Road 4)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>
Area	1,199 m ² (12,905 ft ²)	3,118 m ² (33,562 ft ²)
Frontage	36.4 m (119 ft)	93 m (305 ft)
Depth	33 m (108 ft)	33 m (108 ft)

The purpose of the application for consent is to sever lands for a contractor's yard from the existing dwelling on the subject lands. Of note, the lands were previously two lots but have since merged, and the application for severance proposes to create a slightly larger lot for the contractor's yard and shop than existed previously.

On September 17, 2026 City of Woodstock Council supported the proposed severance and conditionally approved a related zone change (ZN8-26-14) to permit the contractor's yard and a proposed shop, requiring reduced zone provisions for front yard depth, rear yard depth, side yard width and distance from an Environmental Protection Zone. In support of the application, the applicant has provided an Environmental Impact Study that was subsequently peer-reviewed and the EIS was revised in accordance with the comments of the peer-reviewer. Mitigation measures including a proposed restoration plan will be implemented through the site plan control process, subject to approval of the severance and zone change applications.

The subject lands are located on the west side of Oxford Road 4 and have an approximate area of 4,317 m² (1.97 ac) and contain a single-detached dwelling. Surrounding land uses are generally industrial, with an environmental area to the west and south bordering the property.

Plate 1, Location Map with Existing Zoning, indicates the location of the subject site and the existing zoning in the immediate vicinity.

Plate 2, Aerial Map (2025), provides an aerial view of the subject property and surrounding area.

Plate 3, Applicant's Sketch, provides a site plan, as provided by the applicant.

Application Review

2024 PROVINCIAL PLANNING STATEMENT

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be

consistent with all policy statements issued under the Act. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

Section 2.1(6) of the PPS states that the achievement of complete communities accommodates an appropriate range and mix of land uses, housing and transportation options, employment, public services facilities, recreation and parks, and open space to meet long-term needs. Further, complete communities improve accessibility for people of all ages and abilities and improve social equity and overall quality of life.

Section 2.3.1 of the PPS indicates that settlement areas shall be the focus of growth and development and land use patterns within settlement areas shall be based on densities and a mix of land uses which;

- a) Efficiently use land and resources;
- b) Optimize existing and planned infrastructure and public service facilities;
- c) Support active transportation;
- d) Are transit-supportive as appropriate, and
- e) Are freight supportive.

OFFICIAL PLAN

The subject lands are designated 'Traditional Industrial' in the City of Woodstock Land Use Plan. Areas designated Traditional Industrial are planned for a full range of industrial type activities including light, medium and heavy industrial uses. Permitted uses include assembling, manufacturing, fabricating, processing, repair and recycling activities, environmental industries, warehousing, distribution, indoor and outdoor storage facilities, construction uses, utilities, transportation and storage uses and research and technological service industries.

The subject lands are also within the East Woodstock Secondary Plan area. This secondary plan area permits traditional industrial uses and municipal recreation facilities. The policies of the secondary plan area also establish criteria for setbacks, parking locations, lighting, screening, stormwater management and EIS requirements. City Council shall be satisfied that:

- buildings will be sufficiently setback from the street line to ensure that substantial landscaping in the form of berming and/or vegetative screening can be incorporated into yards and parking areas directly adjacent to the street line;
- parking between the building and street line will generally be limited to that necessary to adequately serve customers. Employee parking, loading bays and service areas will be located in a yard that does not abut a street, to the extent that this is feasible. The visual appearance of parking lots, loading bays and service areas which are visible from the street and pedestrian systems will be enhanced using a variety of methods such as fencing, vegetation and berms to provide visual relief and to screen the use from adjacent uses;
- the provision of adequate parking facilities for bicycles;
- light spill-over or glare from any lighting source, including illuminated signs, on to adjacent uses is minimized by such means as directed lighting;
- where development included commercial uses which serve employees of the adjacent industrial area and the general public in the immediate area, clearly demarcated pedestrian facilities will be incorporated into the site design to provide access to such uses from adjacent areas;
- the needs of persons with disabilities or special needs are adequately addressed;
- any outdoor mechanical equipment and facilities, such as garbage containers, will be adequately screened from view from public streets;

- on-site management of stormwater will be satisfactory, in accordance with the interim stormwater management policies contained in Section 3.2; and
- direct access to abutting arterial roads will be restricted.

Further, development adjacent to a Provincially Significant Wetland shall be in accordance with the policy contained in Section 3.2.4.2.1 – Significant Wetlands and Section 3.2.6 – Environmental Impact Studies. Where an Environmental Impact Study or other appropriate study is required, such study shall be prepared in consultation with the Conservation Authority having jurisdiction and shall be approved by County Council and/or City Council.

ZONING BY-LAW

The subject lands are currently zoned 'Future Development Zone (FD)'. The applicant proposes to rezone the portion of the subject lands to be severed to 'Special Restricted Industrial Zone (M2-sp)'. The FD Zone permits an existing single-detached dwelling and a home occupation in a permitted dwelling house. The M2 Zone permits 27 lighter industrial uses including some accessory sales and office uses.

Related to this application, the applicant has requested special zone provisions for the lands to be severed to reduce the minimum required front, rear and side yards; the applicant is also required to reduce the minimum distance from an 'Environmental Protection 1 Zone (EP1)'. The intent of the requested reductions is to facilitate the construction of a shop for the proposed contractor's yard and shop. City Council approved the zone change application in-principle on September 17 to allow Land Division Committee to consider this severance application. The zone change will amend the zoning on the lands to be retained from FD to FD-sp and is required to address the changing lot size; the FD Zone currently permits a minimum lot area as existing at the time of the passing of the By-law and does not support severances without special provisions. The lands to be severed have been approved in-principle to become M2-sp; special provisions were reviewed and supported by City Council to permit a minimum rear yard of 1.25 m (4.1 ft), a minimum interior side yard width of 1.25 m (4.1 ft), and a minimum setback from an EP1 Zone of nil to facilitate the construction of a shop. The requested special provisions were reviewed for compatibility and with support of a peer-reviewed EIS, which City of Woodstock Council ultimately supported at their September 17 Council meeting.

AGENCY COMMENTS

The City of Woodstock Engineering Department (Building Division) has provided the following comments:

- The retained lot is zoned FD, a dwelling is on the subject property. FD permits an existing single detached dwelling with or without a home occupation, a farm or a seasonal produce outlet.
- The severed lot is zoned FD and proposing an M2-special
- Both the retained lot and severed lot are within the UTRCA reg limits and also are adjacent to the EP1 zone.
- The EP1 zone, restricts development, stockpiling and site alterations within 120m.
- An Environmental Impact Study (EIS) is required and to be approved prior to any development
- Site plan approval will be required for the development on the severed lot.
- Relief is required for:
 - Front yard depth from 22m to 19m;
 - Rear yard depth from 7.5m to 1.25m;

- Interior side yard width from 3.0m to 1.25m;
- Landscape open space of 10% to undetermined as not noted on requested relief
- Relief may be required from setback from centerline of Oxford Road 4 of 32m as this distance has not been provided
- A real survey has not been submitted with the application, so the requested relief cannot be verified and is subject to any information detailed on a real property report prepared by an OLS with respect to lot areas, lot coverages, lot dimensions and building setbacks.

If approved, please include the following conditions in the Notice of Decision for Consent.

- The Owner provides confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or an easement created. Any proposed easements shall be reviewed by the City of Woodstock.
- The Owner shall submit a recent survey prepared by an OLS to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
- The Owner enter into a severance agreement with the City of Woodstock for the severed lands. The severance agreement shall be registered on title by the owner as a first encumbrance.
- If approved, a condition of severance shall be that the owner shall obtain a letter provided by the Clerk or designate of the City advising the Secretary-Treasurer of the LDC that all requirements of the City have been complied with.
- The Owner shall remove all existing structures located on the severed parcel to the satisfaction of the City of Woodstock.

The City of Woodstock Engineering Department (Development Division) indicated that grading and SWM will be reviewed during the site plan control process.

The Oxford County Public Works Department provided the following comments regarding the severance application:

1. If approved, a condition of severance shall be that the owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water & sanitary sewer services, to the satisfaction of the County. Both properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.
2. As per the Guidelines for Entrances to the County Road System, only once entrance per property is permitted. Therefore, the north entrance on the proposed retained property will need to be removed. In addition, all the landscaping located with the County right-of-way must also need to be removed and the ditch restored to the satisfaction of Oxford County Public Works.

PUBLIC CONSULTATION

Notice of complete application regarding this proposal was provided to the public and surrounding neighbours on July 17, 2026, and notice of public meeting was issued on August 31, 2026. At the time of the writing of this report no comments were received from the public.

CITY OF WOODSTOCK COUNCIL RESOLUTION

The City Council approved in-principle the zone change related to this application (ZN8-26-14) and supported the consent application at their regular Council meeting on September 17, 2026.

Planning Analysis

The application for consent, which proposes the creation of a new industrial lot within the City of Woodstock, has been reviewed under the policy direction of the Provincial Planning Statement (PPS) and the Official Plan.

In the opinion of Planning staff, the proposal is consistent with the PPS as the proposed consent will efficiently facilitate future industrial development on a parcel that will be served by full municipal services and is in close proximity to major transportation networks such as Highway 401.

The proposed development of the subject lands will provide an opportunity for new industrial development on lands that are presently designated for industrial purposes in the County Official Plan and have been approved in-principle for industrial development in the City's Zoning By-law. The lands to be severed will be of sufficient area to accommodate the proposed industrial use, and the lands to be retained are not compromised from future industrial uses and will remain zoned for future development.

Detailed matters such as lot grading, access, stormwater management, and servicing will be addressed through the site plan approval process, to the satisfaction of the City and County.

It is the opinion of this Office that the proposal to create one new building lot for industrial purposes is consistent with the policies of the PPS and generally maintains the intent and purpose of the Official Plan. As such, Planning staff are satisfied that the proposal can be supported from a planning perspective, subject to the recommended conditions.

RECOMMENDATIONS

Whereas the application for consent is consistent with the 2024 Provincial Planning Statement, complies with the County of Oxford Official Plan, and the lands are in appropriately zoned, we are of the opinion that the application is acceptable from a planning perspective, and should be granted, subject to the following conditions:

- 1. The Owner shall submit a recent survey prepared by an Ontario Land Surveyor to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.**
- 2. The owner shall provide the minimum required side yard setback in relation to the new property line and the existing accessory structures located on the retained lands and/or the structures shall be removed, relocated or altered to the satisfaction of the City of Woodstock Building Department.**
- 3. The Owner provides confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or an easement created. Any proposed easements shall be reviewed by the City of Woodstock.**
- 4. The Owner shall enter into a severance agreement with the City of Woodstock for the lands to be severed. The severance agreement shall be registered on title by the Owner as a first encumbrance.**

5. The Owner shall remove all existing structures located on the severed parcel to the satisfaction of the City of Woodstock.
6. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.
7. The north entrance to the retained property must be removed to the satisfaction of the County of Oxford Public Works Department.
8. All landscaping and undesirable materials located within the right-of-way must be removed and the ditch must be restored to the satisfaction of the County of Oxford Public Works Department.
9. The owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water & sanitary sewer services, to the satisfaction of the County. Both properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.

SIGNATURES

Authored by:

Original Signed By

Justin Miller
Development Planner

Approved for submission: *Original Signed By*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

- Parcel Lines**
 - Municipal Boundary
 - Property Boundary
 - - - Assessment Boundary
 - Road
 - Unit
- Zoning Floodlines**
 - Regulation Limit
 - ♦♦ 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 65 130 Meters

NAD_1983_UTM_Zone_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

July 14, 2026



Legend

Parcel Lines

- Municipal Boundary
- Property Boundary
- - - Assessment Boundary
- Road
- Unit

Zoning Floodlines

Regulation Limit

- ◆ 100 Year Flood Line
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0 33 65 Meters

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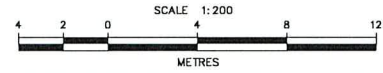
July 14, 2026

GEOGRAPHIC TOWNSHIP OF BLANDFORD
CITY OF WOODSTOCK
COUNTY OF OXFORD

METRIC
DISTANCES AND CO-ORDINATES SHOWN ON
THIS PLAN ARE IN METRES AND CAN BE
CONVERTED TO FEET BY DIVIDING BY 0.3048.

CAUTION:
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED
EXCEPT FOR THE PURPOSES INDICATED IN THE TITLE BLOCK.

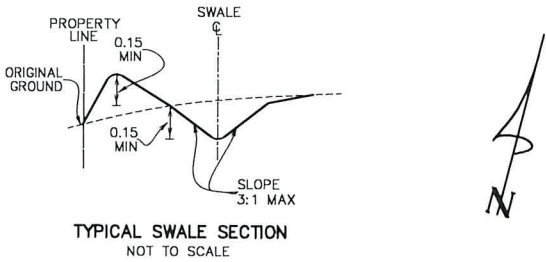
SKETCH FOR BUILDING PERMIT
715093 COUNTY ROAD 4



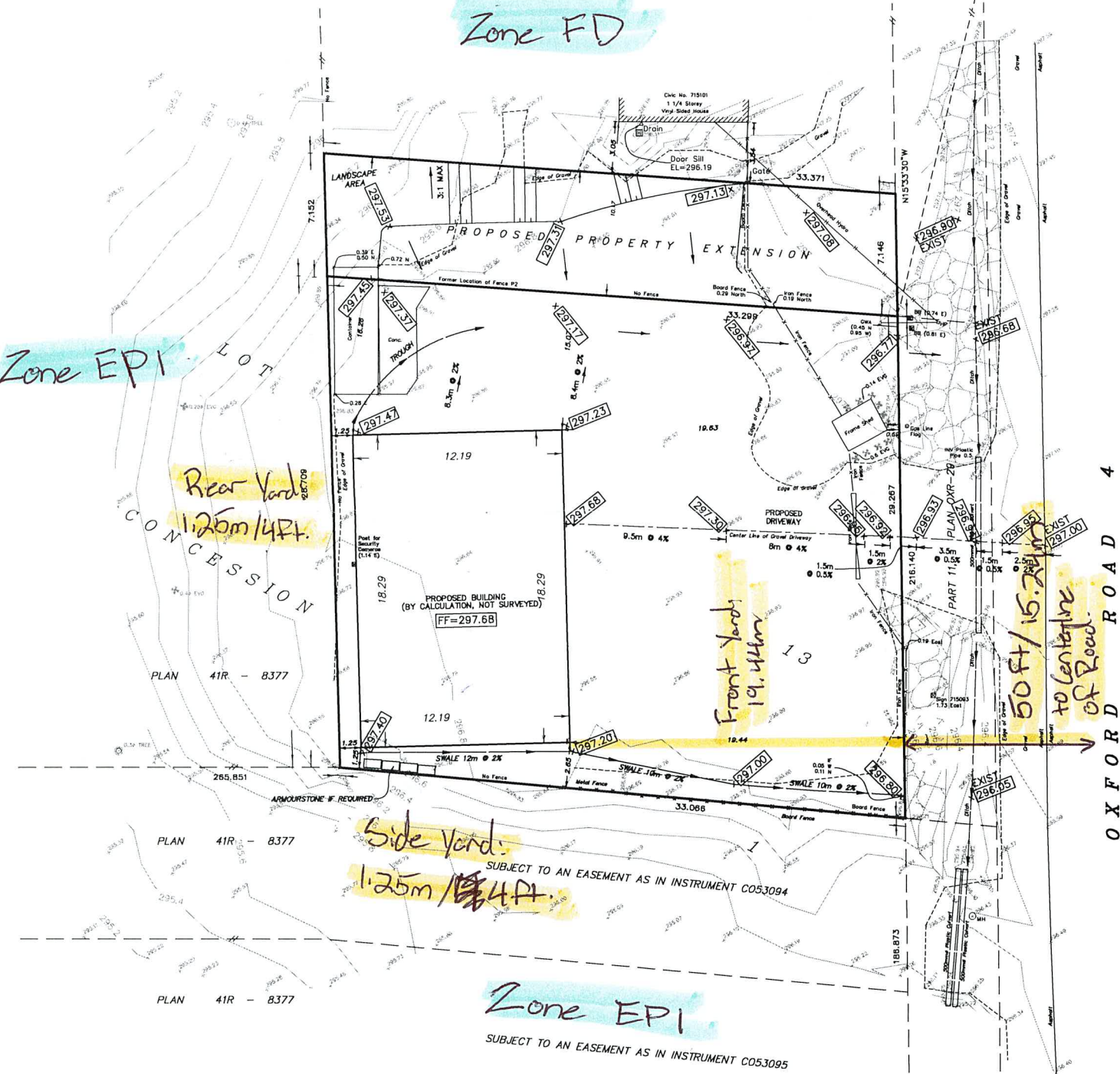
ARIE J. LISE - ONTARIO LAND SURVEYOR
© COPYRIGHT 2025

TOPO NOTES:

1. THIS SKETCH WAS PREPARED FOR TIMOTHY EDE AND THE UNDERSIGNED ACCEPTS NO RESPONSIBILITY FOR USE BY ANY OTHERS.
2. PROPOSED BUILDING POSITIONED BY CALCULATION, NOT BY ACTUAL SURVEY.
3. THE POSITION OF ALL POLE LINES, CONDUITS, WATER MAINS, SEWERS AND OTHER UNDERGROUND AND OVERHEAD UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THIS PLAN, AND WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.
4. LOT DIMENSIONS ARE SHOWN ON CSRRP BY BROOKS LISE SURVEYING LTD. FILE L11037-00-01, DATED DEC 17, 2025.



- LEGEND**
- CC - CUT CROSS
 - N,S,E,W - NORTH, SOUTH, EAST, WEST
 - GWA - GUY WIRE ANCHOR
 - HP - HYDRO POLE
 - H- - OVERHEAD HYDRO LINE
 - BB - BELL BOX
 - IF - IRON FENCE
 - T/W - TOP OF FOUNDATION WALL
 - FF - FINISHED FLOOR
 - USF - UNDER SIDE OF FOOTING
 - 100.00 - PROPOSED GRADE
 - 100.00 - EXISTING GRADE



NOTE:
1) DOWNSPOUTS NOT TO BE
DIRECTED TO SIDEYARDS.

BENCHMARK:
ELEVATIONS SHOWN HEREON ARE GEODETIC
ELEVATIONS AND ARE DERIVED FROM REAL
TIME NETWORK GPS READINGS PROVIDED BY
CAN-NET GEOID MODEL HT_2.
BM#8002 CC
ELEVATION 300.06

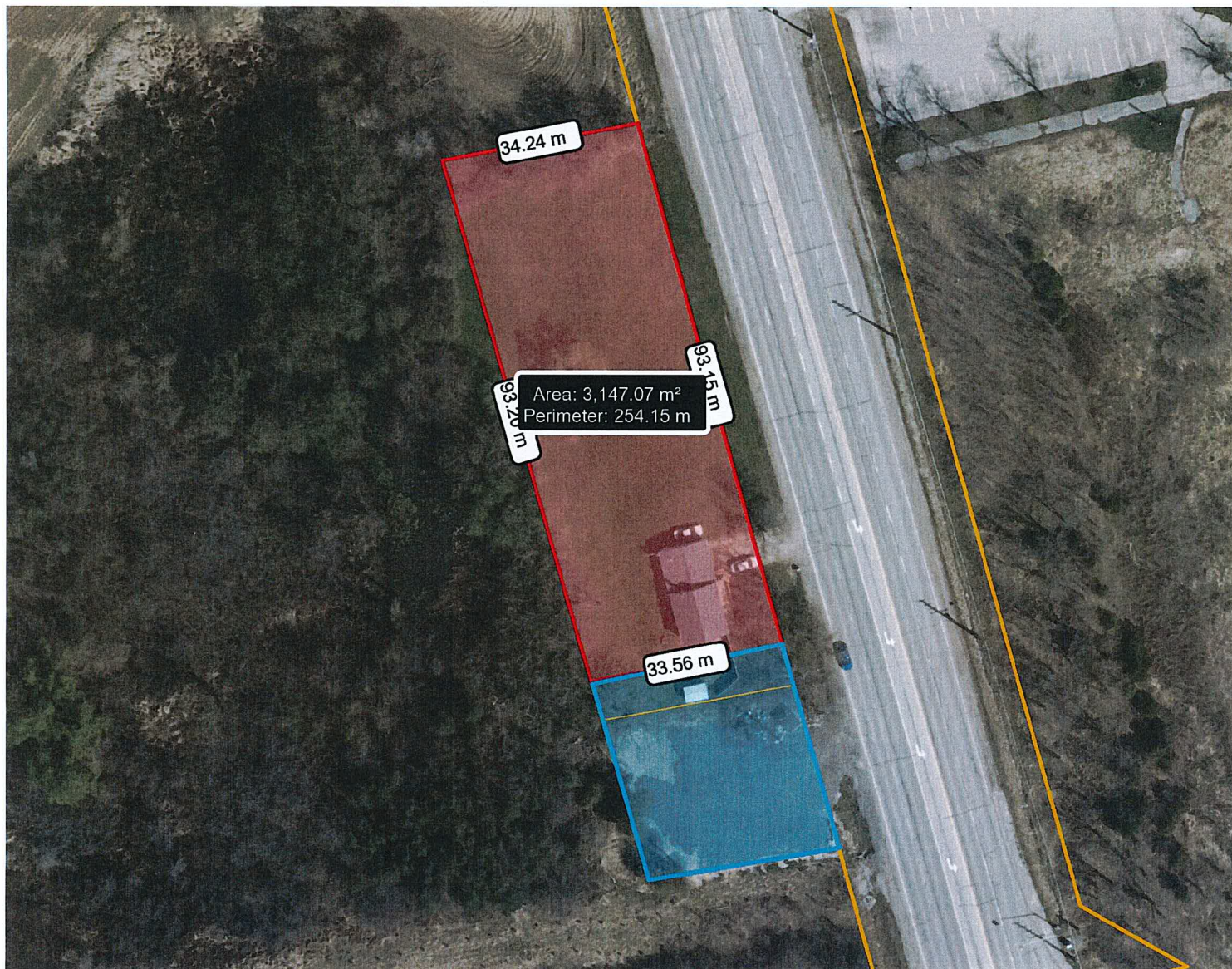
ASSOCIATION OF ONTARIO LAND SURVEYORS
ARTHUR J. LISE
26-01-21
1883
VALID WHEN DATED AND
SIGNED BY THE PROFESSIONAL
(THIS IS NOT AN ORIGINAL COPY
UNLESS EMBOSSED BY SEAL)

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THE SURVEY WAS COMPLETED ON THE 26TH DAY OF SEPTEMBER, 2025.

BROOKS LISE SURVEYING LTD ONTARIO LAND SURVEYORS UNIT 1-17 WELLINGTON ST. NORTH, WOODSTOCK, ON, N4S 6P1 TEL. 519-539-8089 EMAIL: brookamul@bellnet.ca			L11037 -00-04
DRAWING: DRG/EWC	CHECKING: AJL	CREW CHIEF: JS	

Sketch 1: Severed and Retained Lands



Legend

- Parcel Lines**
- Municipal Boundary
 - Property Boundary
 - Assessment Boundary
 - ROAD
 - Unit
 - Severed Lands
 - Retained Lands

Notes



0 25 51 Meters
NAD_1983_UTM_Zone_17N



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February 18, 2026

