

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

HYBRID HEARING

Thursday, March 5, 2026

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, and virtually via livestream, on Thursday, March 5, 2026, at 9:30 a.m. with the following individuals:

Chairperson	-	D. Paron
	-	A. Tenhove
	-	L. Martin
	-	G. Brumby - <i>absent</i>
	-	D. Matheson
	-	C. van Haastert
	-	L. Bartlett
Senior Planner	-	H. St. Clair
Secretary-Treasurer	-	A. Karn Sims

The meeting was called to order at 9:36am.

DECLARATION OF CONFLICT OF INTEREST:

None.

APPROVAL OF MINUTES:

Moved by: L. Bartlett  
Seconded by: L. Martin

*"The Minutes of the Meeting of February 5, 2026, be approved as amended, printed and circulated."*

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

GENERAL BUSINESS:

None.

CORRESPONDENCE:

None.

APPLICATIONS FOR CONSENT:

B25-67-1 – Derek, John, Valerie and Gerry Pynenburg  
(Pt Lt 9 & Lt 10, Conc. 3 (Blenheim), Township of Blandford-Blenheim)

Ryan Verhoog was present online to speak to the application.  
Derek, John, and Valerie Pynenburg were present to hear the application.

H. St. Clair reviewed the staff Planning Report. The purpose of the application for consent is to create one new vacant agricultural parcel in the Township of Blandford-Blenheim. The lot to be severed is currently vacant and is in agricultural production. The lot to be retained contains a barn, shed, and a dwelling accessory to a farming operation serviced by private septic and well, the remainder of the lands are used for agricultural production.

The subject lands contain two areas of natural heritage features as identified in the Official Plan and the Oxford Natural Heritage Systems Study. No immediate development is proposed at this time as a result of this application and staff are satisfied that the proposal will have no impact on the identified natural heritage areas. The proposed new lot line will not cause fragmentation of these areas and there will be adequate tillable land remaining on both parcels to continue the principal cash-cropping use. Surrounding lands uses are predominantly agricultural operations ranging in type and size.

The subject lands are described as Part Lot 9 and Lot 10, Concession 3 (Blenheim) Save and Except Part 1, 41R-10786. The lands are located on the south side of Township Road 4, lying between Oxford Road 3 and Blenheim Road. The subject lands are currently municipally addressed as 747258 Township Road 4.

Overall Planning Staff are supportive of the application and recommend approval subject to the noted conditions.

R. Verhoog had no questions or concerns and understood and accepted all noted conditions.

No comments or concerns were received from the Committee.

B25-67-1

Moved by: A. Tenhove  
Seconded by: D. Matheson

*'Granted'*

CONDITIONS:

1. If required, a drainage assessment re-apportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the Owners' expense, to the satisfaction of the Township of Blandford-Blenheim.
2. If required, the Owners shall enter into a standard Severance Agreement with the Township of Blandford-Blenheim, to the satisfaction of the Township.
3. The Clerk of the Township of Blandford-Blenheim advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise, have been complied with.
4. The Owners shall enter into an agreement with the County of Oxford, to be registered on title to prohibit the construction of a new residential dwelling of any type, other than one single detached dwelling, on both the lot to be severed and the lot to be retained, to the satisfaction of the Land Division Secretary-Treasurer.
5. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting the application.

CARRIED.

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B25-51-4; B25-52-4; B25-53-4 – Teresa and Michael Ptak

(Lt 120-123, 133, 143-149, Plan 75, Pt Lt 124-127, 130-132, 134, 141-142, and Part Henrietta St, Plan 75, Between Raglan Street and Head Street, and Part 1 on Plan 41R-10873, Township of South-West Oxford)

Teresa Ptak, owner, and her biologist Katharina Richter, were present to speak to the application. Nick and Nancy Donker, neighbours, were present to speak to the application. David Allen, agent, was present to hear the application.

H. St. Clair presented the Staff report. The intent of the consent applications is to facilitate the creation of three (3) new residential lots for residential development and the retention of one (1) lot for continued residential use.

The dimensions of the proposed new residential lots and lot to be retained are as follows:

B25-51-4: Proposed Lot 1 will have an approximate area of 3,859.8 m<sup>2</sup> (41,546.5 ft<sup>2</sup>) with 10.05 m (33 ft) of frontage on Raglan Street and an average lot depth of 69 m (226 ft). Excluding the area required for the access driveway, the proposed lot area is 2,822 m<sup>2</sup> (30,375.8 ft<sup>2</sup>). This area does not contain any structures.

B25-52-4: Proposed Lot 2 will have an approximate area of 4,494 m<sup>2</sup> (48,373 ft<sup>2</sup>) with 10.05 m (33 ft) of frontage on Raglan Street and an average lot depth of 85.25 m (279.7 ft). Excluding area required for the access driveway, the proposed lot area is 2,820 m<sup>2</sup> (30,354 ft<sup>2</sup>). This area does not contain any structures.

B25-53-4: Proposed Lot 3 will have an approximate area of 4,453.9 m<sup>2</sup> (47,941.4 ft<sup>2</sup>) with 10 m (32.8 ft) frontage on Raglan Street. This area does not contain any structures. Proposed Lot 3 will contain an Access Easement (to be Registered) for the benefit of the Lot to be Retained (to provide access to Raglan Street).

Proposed Lot to be Retained will be 25,559.3 m<sup>2</sup> (275,118 ft<sup>2</sup>) in area with frontage on Raglan Street and an average lot depth of 239 m (784.1 ft). Access to Raglan Street will be provided via an Access Easement over Proposed Lot 3 to facilitate the use of the existing driveway. This lot contains an existing dwelling, an existing shed, and an existing barn (not used for livestock, manure storage).

The subject lands are legally described as Lots 120-123, 133, 143-149, Part Lots 124-127, 130-132, 134, 141-142, and Part of Henrietta Street, Plan 75 Between Raglan Street and Head Street, and Part 1 on Plan 41R-10873 (PIN 0142-0137), Township of South-West Oxford. The lands are located between Raglan Street and King Street and are known municipally as 19 Raglan Street.

Overall Planning Staff are supportive of this application and recommend approval subject to the noted conditions.

T. Ptak had no comments or concerns and accepted all noted conditions.

In response to C. Van Haastert's inquiry about the consequences of the road allowance changes, H. St. Clair noted that the allowance was never open due to the environmental features and that would continue to be the case. It is unlikely that future development would occur on that road

allowance without some fairly significant environmental mediation work.

In response to C. Van Haastert, H. St. Clair noted that the applicants have already submitted an Environmental Impact Study (EIS) which has been peer reviewed. The conditions that are attached to the report are essentially to implement the recommendations that have come from that study and peer review. She noted that separate reports would not be required.

In response to A. Tenhove, H. St. Clair noted that the Planning Staff report does provide a breakdown of the EIS results. Essentially to satisfy that condition a planting plan and a tree inventory of removals would be required to ensure the health of that existing woodlot.

A. Tenhove requested to have a more detailed breakdown of the studies in the future.

N. and N. Donker, property neighbours, shared their concerns about the implications of this application for their property regarding drainage, tree/shrub removal, snow removal on the driveway, and increased traffic.

In response to D. Paron, H. St. Clair noted that a lot grading and drainage plan would be a requirement of the building permits and would be to the satisfaction of the Township.

D. Paron recommended that the Donkers reach out to the Township to have discussions about their concerns with any potential development.

In response to N. Donker, H. St. Clair noted that we generally do not require fencing for the creation of lots for single detached dwellings. It would be up to the property owner if they decide to fence their property.

D. Paron encouraged N. Donker to connect with the Township Building Department to share their comments and concerns.

In response to C. Van Haastert, H. St. Clair noted that the laneway would be included in any of the development considerations as part of the permit process from the Township Building Department.

K. Richter noted that the EIS does recommend that the tree removal be limited. In response to the comments of that report, they have provided a new map to identify the approximate areas of tree removal and compensation.

In response to D. Paron, T. Ptak noted that the barn is currently used for storage.

No further comments or questions were received from the Committee.

#### B25-51-4

Moved by: A. Tenhove  
Seconded by: L. Martin

*'Granted'*

#### CONDITIONS:

1. The lot to be severed be appropriately zoned, to the satisfaction of the Township of South-West Oxford.
2. The owner shall submit an updated survey to confirm lot sizes, dimensions of existing and proposed legal rights-of-way, easements and/or vehicular accesses, to the satisfaction of the Township of South-West Oxford.
3. The owner(s) shall enter into any necessary agreements with the Township of South-West Oxford for the municipal storm services and maintenance of the access driveways to Raglan Street, to the satisfaction of the Township of South-West Oxford. A draft copy of

- the Reference Plan and agreement for the easement shall be provided to the Township of South-West Oxford and the Secretary-Treasurer of the Land Division Committee prior to the issuance of a certificate. All cost sharing requirements and maintenance responsibilities shall be clearly indicated in the agreement, and the said agreement shall be registered on title.
4. The owner shall provide confirmation of the setback and location of all sewage systems and wells located on the retained parcel and parcels adjacent to the subject lands, relative to the new proposed lot lines, to the satisfaction to the Township of South-West Oxford.
  5. The owner shall grant an environmental easement to CN for operational noise and vibration emissions, to be registered against the subject property in favour of CN, to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
  6. The owner shall provide a cash-in-lieu of parkland payment, to the satisfaction of the Township of South-West Oxford.
  7. The owner shall update the EIS to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
  8. The owner shall provide a woodland planting plan, with appropriate securities, to provide compensation for any woodland removal on the subject lands at a ratio greater than 1:1, to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
  9. The owner shall enter into a Severance Agreement with the Township of South-West Oxford, to the satisfaction of the Township of South-West Oxford.
  10. The Clerk of the Township of South-West Oxford advise the Secretary-Treasurer of the Land Division Committee that all requirements of the own, financial and otherwise, have been complied with.
  11. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

B25-52-4

Moved by: L. Martin  
Seconded by: L. Bartlett

*'Granted'*

CONDITIONS:

1. The lot to be severed be appropriately zoned, to the satisfaction of the Township of South-West Oxford.

2. The owner shall submit a recent survey to confirm lot sizes, existing and proposed legal rights-of-way, easements and/or vehicular accesses, to the satisfaction of the Township of South-West Oxford.
3. The owner(s) shall enter into any necessary agreements with the Township of South-West Oxford for the municipal storm services, and maintenance of the access driveways to Raglan Street, to the satisfaction of the Township of South-West Oxford. A draft copy of the Reference Plan and agreement for the easement shall be provided to the Township of South-West Oxford and the Secretary-Treasurer of the Land Division Committee prior to the issuance of a certificate. All cost sharing requirements and maintenance responsibilities shall be clearly indicated in the agreement, and the said agreement shall be registered on title.
4. The owner shall provide confirmation of the setback and location of all sewage systems and wells located on the retained parcel and parcels adjacent to the subject lands, relative to the new proposed lot lines, to the satisfaction to the Township of South-West Oxford.
5. The owner shall grant an environmental easement to CN for operational noise and vibration emissions, to be registered against the subject property in favour of CN, to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
6. The owner shall provide a cash-in-lieu of parkland payment, to the satisfaction of the Township of South-West Oxford.
7. The owner shall update the EIS to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
8. The owner shall provide a woodland planting plan, with appropriate securities, to provide compensation for any woodland removal on the subject lands at a ratio greater than 1:1, to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
9. The owner shall enter into a Severance Agreement with the Township of South-West Oxford, to the satisfaction of the Township of South-West Oxford.
10. The Clerk of the Township of South-West Oxford advise the Secretary-Treasurer of the Land Division Committee that all requirements of the own, financial and otherwise, have been complied with.
11. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

B25-53-4

Moved by: A. Tenhove  
Seconded by: L. Martin

*'Granted'*

CONDITIONS:

1. The lot to be severed and the lot to be retained be appropriately zoned, to the satisfaction of the Township of South-West Oxford.
2. The owner shall submit a recent survey to confirm lot sizes, existing and proposed legal rights-of-way, easements and/or vehicular accesses, to the satisfaction of the Township of South-West Oxford.
3. The owner shall provide confirmation of the setback and location of all sewage systems and wells located on the retained parcel and parcels adjacent to the subject lands, relative to the new proposed lot lines, to the satisfaction to the Township of South-West Oxford.
4. The owners shall enter into any necessary easement agreement regarding a driveway easement on the lot to be severed via B25-53-4 for the benefit of the lot to be retained to provide access to Raglan Street, to the satisfaction of the Township of South-West Oxford and Secretary-Treasurer of the Land Division Committee. A draft copy of the Reference Plan and agreement for the easement shall be provided to the Township of South-West Oxford and the Secretary-Treasurer of the Land Division Committee prior to the issuance of a certificate. All cost sharing requirements and maintenance responsibilities shall be clearly indicated in the agreement, and the said agreement shall be registered on title.
5. The owner shall grant an environmental easement to CN for operational noise and vibration emissions, to be registered against the lot to be severed and the lot to be retained in favour of CN, to the satisfaction of the Secretary-Treasurer of the Land Division Committee.
6. The owner shall provide a cash-in-lieu of parkland payment, to the satisfaction of the Township of South-West Oxford.
7. The owner shall enter into a Severance Agreement with the Township of South-West Oxford, to the satisfaction of the Township of South-West Oxford.
8. The Clerk of the Township of South-West Oxford advise the Secretary-Treasurer of the Land Division Committee that all requirements of the own, financial and otherwise, have been complied with.
9. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

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CARRIED.

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B25-68-8 – Bajram Dragusha  
(Pt Blk B, Plan 179, PT 1, 41R-9164, City of Woodstock)

No one was present online to speak to the application.

H. St. Clair reviewed the staff Planning Report. The application for consent seeks to sever a lot with a frontage of 8.3 m (27.5 ft), a depth of 36.6 m (120.1 ft) and an area of 306.8 m<sup>2</sup> (3,303.2 ft<sup>2</sup>) and retain a lot of the same size. The intent of the application is to sever a proposed semi-detached dwelling with an additional residential unit, while retaining a semi-detached dwelling with an additional residential unit.

The subject lands front on the southeast side of Frederick Street, lying between Vansittart Avenue and Pittock Park Road, and are legally described as Part Block B, Plan 179, Part 1 41R-9164, Part 1, in the City of Woodstock, known municipally as 64 Frederick Street.

Planning Staff have reviewed the application and recommend approval subject to the recommended conditions.

In response to L. Martin, H. St. Clair noted that her understanding of the application is that their intent is to establish one additional ARU per property for a total of 4 units. L. Martin noted he reads it that we are going from two units to six. H. St. Clair stated that the provisions of the Zoning By-law would allow for either circumstance regardless.

In response to C. Van Haastert, H. St. Clair noted that she would not recommend deferral as Planning Staff are supportive of the application and would remain supportive in either instance. She also noted that the City of Woodstock has already granted approval to facilitate the widening of the driveway to accommodate the parking space for the additional unit(s).

In response to A. Tenhove, H. St. Clair stated that it would be possible to have two ARU's in this type of zoning as the Planning Act does allow up to three. She also noted that the Planning Act requires one parking space per ARU and two for the principal unit. The owner has planned ahead and increased the driveway width to accommodate additional parking.

In response to D. Paron, H. St. Clair noted that the application's intent is to create two semi-detached dwellings with a party wall in between that are separately transferrable. ARU's can not be separated from the principal dwelling.

No further comments or concerns were received from the Committee.

B25-68-8

Moved by: L. Bartlett  
Seconded by: A. Tenhove

*'Granted'*

CONDITIONS:

1. The owner shall provide 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 easements created. Any proposed easements shall be reviewed by the City of Woodstock.
2. The owner shall satisfy all requirements, financial and otherwise, of the City, regarding the installation of services and drainage facilities, to the satisfaction of the City of Woodstock.
3. 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.

4. The Owner agrees to satisfy all requirements, financial and otherwise, of the County of Oxford Public Works Department, regarding the installation of water and sanitary sewer services, to the satisfaction of the County of Oxford Public Works Department. 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.
5. 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.
6. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

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B25-69-3 – Mark Gagnon

(Pt Lt 17, Conc. 5 (East Oxford) Pt 1 & Pt 2, 41R3095, Pt 1, 41R2051, Township of Norwich)

Mark Gagnon was present to speak to the application.

H. St. Clair reviewed the staff Planning report. The application has been requested to sever two residential parcels that have inadvertently merged on title. It is proposed that the lot to be severed will be approximately 3,052.4 m<sup>2</sup> (0.75 ac) in size with approximately 36.5 m (120 ft) of frontage on Curries Road. The lot to be severed contains a single detached dwelling with an attached garage served by private septic and well.

It is proposed that the lot to be retained will be approximately 4,578.6 m<sup>2</sup> (1.13 ac) in size with approximately 54.8 m (180 ft) of frontage on Curries Road. The lot to be retained contains a single detached dwelling with an attached garage served by private septic and well.

The subject lands are described as Part of Lot 17, Concession 5 (East Oxford) being Parts 1 and 2, 41R-3095 and Part 1, 41R-2051, in the Township of Norwich. The subject lands are located on the north side of Curries Road lying between Highway 59 and Middletown Line and are municipally known as 465085 and 465091 Curries Road.

Overall Planning staff are supportive of the application and recommend approval, subject to the conditions noted in the Staff report. H. St. Clair summarized the conditions for M. Gagnon.

M. Gagnon understood and accepted all conditions and had no questions or concerns.

There were no comments or concerns received from the Committee.

B25-69-3

Moved by: D. Matheson  
Seconded by: A. Tenhove

*'Granted'*

CONDITIONS:

1. If required, drainage assessment re-apportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the Owner(s) expense, to the satisfaction of the (Municipality).
2. The Clerk of the Township of Norwich advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise, have been complied with.
3. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting the application.

CARRIED.

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B25-70-8; A25-17-8 – Raycro Real Estate Inc.  
(Pt Lt 7 N/S Park Row, Plan 55, City of Woodstock)

Mark Burke and Gary Raycroft were present online to speak to the application.

H. St. Clair presented the Staff report. The application for consent proposes to sever an existing semi-detached dwelling. It is proposed that the lot to be severed will be 308 m<sup>2</sup> (3,315.3 ft<sup>2</sup>) in size with 8.4 m (27.5 ft) of frontage on Park Row and a depth of 44 m (144.3 ft). It is proposed that the lot to be retained will be 359 m<sup>2</sup> (3,864.2 ft<sup>2</sup>) in size with 6.3 m (20.7 ft) of frontage on Park Row and a depth of 45.7 m (149.9 ft).

Minor variances have been requested for the lot to be severed to permit a reduced frontage of 8.4 m (27.5 ft) and for the lot to be retained to permit a reduced frontage of 6.3 m (20.7 ft). Minor variances have also been requested to permit reduced parking (one space per lot) and a reduced side yard width associated with the existing structure; because these variances do not result from the lot creation, they cannot be considered by the Land Division Committee. The R2 Zone permits a minimum frontage of 9 m (29.5 ft), a minimum lot area of 290 m<sup>2</sup> (3,121.6 ft<sup>2</sup>), a minimum interior side yard width of 3 m (9.8 ft) and a minimum parking requirement of two parking spaces.

The subject lands are located on the north side of Park Row, lying between Cathcart Street and Waterloo Street, and are municipally known as 225 and 227 Park Row in the City of Woodstock.

Overall Planning staff are supportive of the application and recommend approval, subject to the conditions noted in the Staff report.

M. Burke and G Raycroft had no comments or concerns and understood and accepted the noted conditions.

The Committee had no comments or questions.

B25-70-8

Moved by: C. Van Haastert  
Seconded by: A. Tenhove

*'Granted'*

CONDITIONS:

1. That the Owner agrees to satisfy all requirements, financial and otherwise, of the County Public Works Department, regarding the installation of water and sanitary sewer services, to the satisfaction of the County of Oxford Public Works Department.
2. The Owner shall confirm all building construction requirements for the creation of the semi-detached dwelling house including the fire separation provisions required from the Ontario Building Code for the interior party wall construction through a building permit and/or report prepared by a Building Code qualified designer confirming the existing construction 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 agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock regarding the installation of services and drainage facilities.
5. The Owner shall submit a recent survey prepared by an Ontario Land Surveyor to confirm lot sizes to the satisfaction of the City of Woodstock.
6. The Owner shall obtain a letter from the City of Woodstock advising the Secretary Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.
7. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

A25-17-8

Moved by: C. Van Haastert  
Seconded by: A. Tenhove

*'Granted'*

REASONS:

1. The variances requested are minor variances from the provisions of the City of Woodstock Zoning By-law No. 8626-10;
2. The variances requested are desirable for the appropriate development or use of the land;
3. The variances requested are in keeping with the general intent and purpose of the City of Woodstock Zoning By-law No. 8626-10; and
4. The variances requested are keeping with the general intent and purpose of the County Official Plan.

CARRIED.

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B25-71-8; B25-72-8; B25-73-8 – Paul and Denal Soares and 2718700 Ontario Inc.  
(Pt Lt 8, Blk B, Plan 76 and Pt Lt 7 & 8, Blk B, Plan 76, City of Woodstock)

Paul Soares and Mukesh Grover, the property owners, were present to speak to the application. Margaret Losee, a neighbour, was present to speak to the application.

H. St. Clair presented the Staff report. The purpose of these applications is to establish reciprocal easements in the central area of Woodstock.

The applications for easements propose establish additional parking, and storage space for the benefiting lands in the applications. The easements proposed in B25-71-8 and B25-72-8 will establish small areas that can be used for parking or storage. Specifically, the proposed easement in B25-71-8 will provide approximately two parking spaces that may serve the tenants of the Al Smith Flowers Ltd. building at 583 Dundas Street. The same-sized easement proposed in B25-72-8 is primarily proposed to provide additional space for parking or snow storage or garbage collection to 580 Adelaide Street; of note, this development was recently approved through site plan and does not require this space to satisfy any zoning by-law requirements. The easement proposed through B25-73-8 will provide some parking space but will function primarily as space to maneuver and access the parking area to be created through B25-71-8.

The subject lands are described as Part Lots 7 and 8 Block B, Plan 76, in the City of Woodstock. The lands are located on the south side of Adelaide Street east of Victoria Street North, and are known municipally as 580 and 590 Adelaide Street, Woodstock.

Planning staff are satisfied that the proposed easements appear to be consistent with the policies of PPS which promote a mix of land uses that efficiently use land, resources and available infrastructure within settlement areas.

Staff are also of the opinion that the proposal complies with the relevant policies of Official Plan as the proposed easement will provide each of the subject properties with additional access, parking and storage spaces, increasing the function of the benefitting lands. For Committee's information, the depth of the rear yard impacted by applications B25-71-8 and B25-72-8 appears to be approximately 14 m (46 ft) deep, and ample amenity space will remain with the existing dwelling outside of the easement lands.

Overall Planning staff are satisfied that the applicant's proposal is consistent with the policies of

the Provincial Planning Statement and Official Plan and can be supported from a Planning perspective and recommend approval subject to the conditions noted in the Staff report.

H. St. Clair summarized the recommended conditions for the owners.

P. Soares accepted the conditions and noted that he is working with Nesbitt Coulter who will be assisting him with the process.

M. Grover had no concerns and understood and accepted the noted conditions.

M. Losee expressed detailed concerns about insufficient spacing for vehicles on the driveway, garbage collection, snow removal, trespassing and potential damage to her neighbouring property.

In response to D. Paron, H. St. Clair stated that the issue is the access on the west side of M. Losee's property which does not currently have a formalized easement agreement. It would be up to the property owners to initiate and formalize that agreement, which would be a separate process outside of the applications currently under review. We would encourage the owners to establish a formalized easement agreement to avoid considerations of trespassing.

M. Grover noted that this application is only for easement purposes. The two owners have agreed to help each other with a parking issue and have a mutual agreement. He noted the garbage storage location was dealt with during the site plan application and that the laneways are service laneways between all the properties according to the City of Woodstock. He commented that if M. Losee notices issues arising from the garbage collection that she can contact the building superintendent who is on site 24 hours a day to help resolve any issues.

D. Paron commented that there seems to be goodwill between all sides and encouraged them to keep an open dialogue and work together to resolve any potential issues.

In response to C. Van Haastert, H. St. Clair confirmed that in regard to condition 1, yes, the copies of the Easement agreement would be considered draft until the City of Woodstock approves them.

The Committee had no further comments or questions.

#### B25-71-8

Moved by: A. Tenhove  
Seconded by: L. Bartlett

*'Granted'*

#### CONDITIONS:

1. A draft copy of the Easement Agreement between the owners of the lands on which the easements will be established and the owner of the benefitting lands be provided to the City of Woodstock and the Secretary-Treasurer of the Land Division Committee, prior to the issuance of the certificate. All cost sharing requirements and maintenance responsibilities shall be clearly indicated in the said Agreement and the said Agreement shall be registered on title.
2. The Owner agrees, in writing, to satisfy all requirements, financial and otherwise, of the City, regarding the installation of services and drainage facilities.
3. 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.
4. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification

pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

B25-72-8

Moved by: A. Tenhove  
Seconded by: L. Bartlett

*'Granted'*

CONDITIONS:

1. A draft copy of the Easement Agreement between the owners of the lands on which the easements will be established and the owner of the benefitting lands be provided to the City of Woodstock and the Secretary-Treasurer of the Land Division Committee, prior to the issuance of the certificate. All cost sharing requirements and maintenance responsibilities shall be clearly indicated in the said Agreement and the said Agreement shall be registered on title.
2. The Owner agrees, in writing, to satisfy all requirements, financial and otherwise, of the City, regarding the installation of services and drainage facilities.
3. 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.
4. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

B25-73-8

Moved by: A. Tenhove

Seconded by: L. Bartlett

*'Granted'*

CONDITIONS:

1. A draft copy of the Easement Agreement between the owners of the lands on which the easements will be established and the owner of the benefitting lands be provided to the City of Woodstock and the Secretary-Treasurer of the Land Division Committee, prior to the issuance of the certificate. All cost sharing requirements and maintenance responsibilities shall be clearly indicated in the said Agreement and the said Agreement shall be registered on title.
2. The Owner agrees, in writing, to satisfy all requirements, financial and otherwise, of the City, regarding the installation of services and drainage facilities.
3. 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.
4. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2024 Provincial Planning Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

CARRIED.

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On the motion of L. Martin the Land Division Committee meeting adjourned at 11:16 am.

*"Original Signed by"*

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CHAIRPERSON