

To: Mayor and Members of City of Woodstock Council

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN 8-26-16 – Woodstock Business Centre Inc.

REPORT HIGHLIGHTS

- The purpose of the application for zone change is to rezone the subject lands to add a tax services establishment as an additional permitted use.
- Planning staff are recommending approval of the application as the proposal is consistent with the policies of the Provincial Planning Statement and maintains the general intent and purpose of the Official Plan respecting regional and neighbourhood-serving commercial uses.

DISCUSSION

BACKGROUND

OWNERS: Woodstock Business Centre Inc.
9300 Goreway Drive, Suite 111, Brampton, ON L6T 0C4

APPLICANT: Jay Gill
Unit 905 – 10 Day Spring Circle, Brampton, ON N2R 0R5

LOCATION:

The subject lands are described as Unit 13, Level 1, Oxford Standard Condominium Plan No. 150, in the City of Woodstock. The lands are located on the northwest corner of the Montclair Drive and Juliana Drive intersection and are municipally known as 200 Montclair Drive in the City of Woodstock.

COUNTY OF OXFORD OFFICIAL PLAN:

Existing:

Schedule “W-1”	City of Woodstock Land Use Plan	‘Regional Commercial Node Development’
Schedule “W-5”	City of Woodstock Transportation Network Plan	‘Collector Road’

CITY OF WOODSTOCK ZONING BY-LAW 8626-10:

Existing Zoning: 'Special Regional Commercial Zone (C6-13)'

Proposed Zoning: Amended 'Special Regional Commercial Zone (C6-13)'

PROPOSAL:

The application for zone change proposes to amend the existing 'Special Regional Commercial Zone (C6-13)' to permit a tax services establishment as an additional permitted use on the subject lands.

The subject lands are approximately 0.94 ha (2.34 ac) in area and currently contain a commercial plaza that has been divided into a commercial condominium. The applicant is proposing to establish a tax services establishment within one of the units, with an approximate area 357.3 m² (3,846 ft²).

Surrounding land uses consist primarily of regional commercial uses to the north, west, and east, with industrial uses to the south. Vacant commercial lands exist to the south on the opposite side of Juliana Drive.

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

Plate 2, Aerial Map (2025), provides an aerial view of the subject lands and surrounding uses as existing in the Spring of 2025.

Plate 3, Applicant's Sketch, identifies the general site layout, including parking, 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, Planning for People and Homes, directs that planning authorities should support complete communities by:

- a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated childcare facilities, long term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;
- b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and
- c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

Section 2.3.1, General Policies for Settlement Areas, establishes that settlement areas shall be the focus of growth and development and that land use patterns within settlement areas should be based on densities and a mix of land uses which efficiently use land and resources and optimise existing and planned infrastructure and public service facilities. This section also directs planning authorities to support general intensification and redevelopment to achieve 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.

OFFICIAL PLAN

The subject lands are designated 'Regional Commercial Node Development' according to the Land Use Plan for the City of Woodstock, as contained in the County Official Plan.

According to Section 7.3.3.1, 'Regional Commercial Node Development' are intended to provide a wide range of commercial uses that meet specialized service and comparison shopping needs. 'Regional Commercial Node Development,' by reason of their size and range of uses, are regarded as major activity centres and may have trade areas that extend throughout large areas of the County. Within the context of the County of Oxford, Regional Commercial Nodes will serve a trade area population of approximately 50,000 people.

Uses permitted within Regional Commercial Nodes generally include a wide range of retail outlets, grocery and food stores, medical and dental offices and clinics, personal services, financial offices and services, convenience commercial uses, restaurants, home and auto supply stores, pharmacies and commercial recreation uses. In addition, uses such as retail warehouses, large specialty superstores, either in freestanding buildings or incorporated into a shopping area, may be permitted through site specific zoning. The subject lands are subject to the site-specific policies of Section 7.3.3.4.2 which advise that financial offices, professional offices, and government offices are not permitted within this specific Regional Commercial Node based on a market impact analysis that was done at the time of implementation.

ZONING BY-LAW

The subject lands are currently zoned 'Special Regional Commercial Zone (C6-13)' in the City of Woodstock Zoning By-law. The standard 'C6' zone permits a variety of commercial uses including, but not limited to, a bank/financial institution, an eating establishment, a personal service shop, and a retail shop. The 'C6-13' zone contains site specific provisions also permitting a veterinarian clinic while prohibiting a retail food store/supermarket, a brewers retail outlet, and an LCBO outlet. A special provision is also included in the 'C6-13' zoning which advises that notwithstanding any land severances or land ownership, those lands zoned 'C6-1' and 'C6-13' shall be considered one lot for the purpose of this zoning by-law.

The 'C6-13' zone requires a minimum lot frontage of 20 m (65.6 ft) and a minimum lot depth of 30 m (98.4 ft) when considering a non-residential use. A maximum lot coverage of 30% is permitted. No variances are currently being requested from the existing zoning provisions for 'C6-13.'

AGENCY COMMENTS

The City Economic Development Department, the City Engineering Department, and the City Chief Building Official have indicated no concerns or objections regarding the proposed zoning amendment.

PUBLIC CONSULTATION

Notice of a Complete Application for the proposal was circulated to neighbouring property owners on July 17, 2026 and the Notice of a Public Meeting was circulated on August 31, 2026 in accordance with the requirements of the *Planning Act*. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

The application for zone change proposes to amend the current zoning provisions on the subject lands to permit a tax services establishment as an additional permitted use within the commercial plaza that currently exists on the subject lands.

As the proposal will promote an efficient use of existing infrastructure, a mix and range of employment uses, and a diverse economic base Planning staff are satisfied that the proposed development is consistent with the policies of the PPS with respect to employment uses within a designated Settlement Area.

The Region Commercial Node Designation permits a wide range of commercial uses, including financial offices and services. A tax services establishment is a similar use to a financial office and Planning staff are of the opinion that the proposed tax services establishment is an appropriate use within the Regional Commercial Node designation and will serve the broader public while remaining compatible with surrounding commercial land uses. The tax services establishment is not expected to generate unreasonable amounts of traffic and the existing site has appropriate parking for the intended use. Despite Section 7.3.3.4.2 of the Official Plan, staff are of the opinion that a tax services establishment can be considered on the site without the need for a market impact study given the seasonal nature of such a use and the limited scale proposed.

In light of the foregoing, Planning staff are satisfied that the proposal is consistent with the policies of the PPS and meets the general intent and purpose of the Official Plan respecting commercial uses within the Regional Commercial Node designation and can be given favourable consideration.

RECOMMENDATIONS

THAT, the Council of the City of Woodstock approve the Zone Change Application submitted by Woodstock Business Centre Inc. (File No. ZN 8-26-16) whereby a text amendment to the existing 'Special Regional Commercial Zone (C6-13)' is proposed to permit a tax services establishment as a permitted use.

SIGNATURES

Authored by:	Original Signed By	Dustin Robson, MCIP, RPP Development Planner
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Approved for submission:	Original Signed By	Eric Gilbert, MCIP, RPP Manager of Development Planning
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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 33 65 Meters

NAD_1983_UTM_Zone_17N



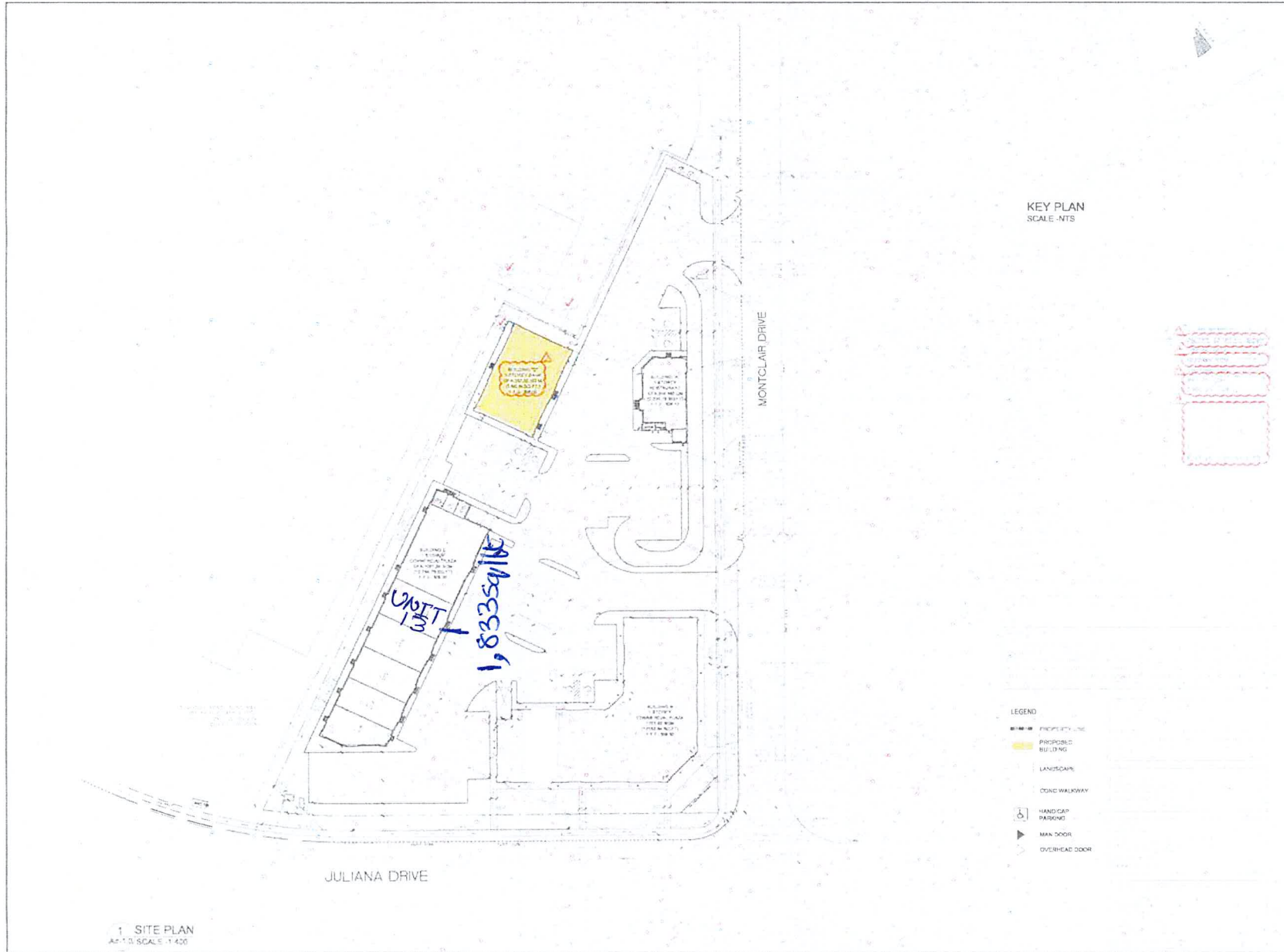
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

July 13, 2026

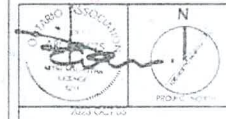
Plate 3: Applicant's Sketch

File No.: ZN 8-26-16: Woodstock Business Centre Inc.

Unit 13, Level 1, Oxford Standard Condominium Plan No. 150 - 200 Montclair Drive, City of Woodstock



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No.	Date	Version	Drawn
1	2022-09-20	ISSUED FOR B.P.	E.Y.
2	2023-10-05	ISSUED FOR B.P. REV.	E.Y.

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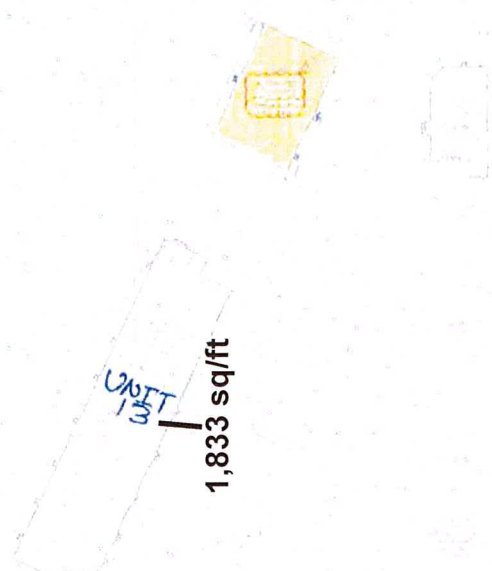
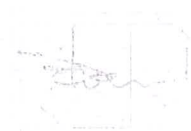
PROJECT:
PROPOSED COMMERCIAL DEVELOPMENT (SHELL BUILDING - D) 200 MONTCLAIR DR. WOODSTOCK, ON

DRAWING TITLE	
SITE PLAN	
DRAWN BY: JAF	DATE: 17 SEP 2022
CHECKED BY: NMA	SCALE: AS NOTED
PROJECT NO:	DRAWING NO:
22-21	Ad-1.0



n Architecture Inc

KEY PLAN
SCALE: NTS



1,833 sq/ft

PROJECT
**PROPOSED
COMMERCIAL
DEVELOPMENT**
(SHELL BUILDING- D)
200 MONTCLAIR DR.
WOODSTOCK, ON

SITE PLAN

22-21 Ad-1.0