

To: Chair and Members of Oxford County Land Division Committee

From: Justin Miller, Development Planner, Community Planning

Application for Consent and Easements B26-14-8 – Urban Cliff Developments Inc. and Cliff Zaluski

REPORT HIGHLIGHTS

- The application for consent proposes to create a commercial lot and easements for vehicular access and servicing.
- Planning staff are recommending approval of the application, as it is generally consistent with the policies of the Provincial Planning Statement and maintains the intent and purpose of the Official Plan respecting service commercial development.

DISCUSSION

Background

OWNER/APPLICANT: Urban Cliff Developments Inc. and Cliff Zaluski
1193 Dundas Street, Woodstock ON N4A 7V9

AGENT: Baker Planning Group
PO Box 23002, Stratford ON N5A 7V8

SOLICITOR: Nesbitt Coulter LLP
354 Perry Street, Woodstock ON N4S 3C4

LOCATION:

The subject lands are described as Lots 4, 5, 6 and 7 and Part Lot 3, Plan 573, Parts 2, 3, 4, 16 to 21, 27, 28 and 32 to 35, 41R9971 and Parts 7, 8 and 9, 41R10233, subject to easements in the City of Woodstock. The lands are located at south side of Dundas Street between Beard's Lane and Houser's Lane and are municipally known as 1222 Dundas Street.

OFFICIAL PLAN:

Schedule "W-1"

City of Woodstock
Land Use Plan

Service Commercial

CITY OF WOODSTOCK ZONING BY-LAW No. 8626-10:

Existing Zoning: Highway Commercial Zone (C4)

SERVICES: Lots to be Severed & Retained – municipal water and sewer

ROAD ACCESS: Paved, County Road (Dundas Street)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>
Area	0.7 ha (1.7 acres)	0.3 ha (0.7 ac)
Frontage	124.8 m (409.4 ft)	43.7 m (143.3 ft)
Depth	47.6 m (156 ft)	47.6 m (156 ft)

The purpose of the application for consent is to create a commercial lot. The lot to be severed has an area of approximately 0.7 ha and is proposed for one commercial structure with an approximate area of 1,029 m² (11,076.4 ft²). The lot to be retained has an area of approximately 90.3 ha and is proposed for one commercial structure with an approximate area of 305 m² (3,283.1 ft²). The owners have also requested approval for an easement for vehicular access and water and sanitary services over Parts 11, 12 and 13 shown on the Applicant's Sketch (Plate 3).

For Committee's information, the applicants have also requested a minor variance (MV21-26) for setbacks from parking areas to address the two sites which will function as one lot. The minor variance requests a nil setback for parking areas, where the Zoning By-law requires a minimum setback of 1.5 m. The minor variance will be heard by the City of Woodstock's Committee of Adjustment. Staff recommend that the minor variance be obtained as a condition of this consent application.

The surrounding land uses include a mix of service commercial and industrial uses.

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

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

Plate 3, Applicant's Sketch, provides a Reference Plan of the subject lands

Application Review

2024 PROVINCIAL PLANNING STATEMENT (PPS)

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, planning authorities should support the achievement of complete communities by:

- 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;
- improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and
- improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

Section 2.3.1 directs that settlement areas shall be the focus of growth and development. Further, according to Section 2.3.1.2, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing and planned infrastructure and public service facilities. Further, 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.

Official Plan

Service Commercial areas are intended to provide locations for a broad range of commercial uses that, for the most part, are not suited to locations within the Central Area or within Shopping Areas because of their site area, access or exposure requirements or due to incompatibility or land use conflicts with residential development. Generally, Service Commercial uses cater to vehicular traffic and single purpose shopping trips where customers are typically generated from passing traffic or a wide ranging market area.

New uses permitted within the Service Commercial designation generally include commercial recreational establishments, automotive service stations, gas bars, car wash facilities, retail sales of automobile supplies, hotels, motels, automotive services, automotive dealerships, sale of seasonal produce, nurseries and garden centres, animal hospitals and boarding kennels, assembly halls and private clubs, personal and business services, convenience commercial uses, recreation and entertainment uses, restaurants and fast food outlets.

Development in the Service Commercial designation will generally be subject to site plan control to address matters such as landscaping, open storage, lighting, setbacks, access, buffering and drainage.

CITY OF WOODSTOCK ZONING BY-LAW:

The subject lands are currently zoned ‘Highway Commercial Zone (C4)’ in the City’s Zoning By-law. The ‘C4’ zone permits a variety of service commercial uses including an automobile service station, eating establishment, convenience store, laundry shop, parking lot, public garage and a motor vehicle washing establishment. The ‘C4’ zone also requires a minimum lot area of 450 m² (4,843 ft²), frontage of 20 m (65.6 ft), and lot depth of 30 m (98.4 ft).

Based on the site plan provided by the applicant, it would appear that the relevant provisions of the 'C4' zone will be maintained for the proposed severed and retained lands with the exception of setbacks from parking areas. The General Provisions of the Zoning By-law require a minimum setback of 1.5 m (4.9 ft) from an interior lot line from a commercial use. Through the City of Woodstock's minor variance process, the applicants are requesting a nil setback to reflect that the uses will function as one site notwithstanding the proposed severance.

Agency Comments

The application has been circulated to those agencies that were considered to have an interest in the proposal. The following comments were received:

The City of Woodstock Engineering Department (Building Division) indicated that they have no objection to the proposed severance, but require a minor variance for setbacks to parking areas. Subsequently, the City has provided comments associated with the propose minor variance (MV21-26) stating that they have no objection to the proposed variance.

Public Consultation

Public notice regarding the application was provided to surrounding property owners in accordance with the *Planning Act*. As of the date of this report, no concerns or objections have been received regarding the subject application.

Planning Analysis

Planning staff have reviewed the applicant's request to create a lot for service commercial uses and an easement for access and water, sanitary and storm services and are satisfied that the proposal is acceptable from a planning perspective.

The proposal is consistent with the PPS as it is an efficient use of existing infrastructure and promotes a mix and range of employment uses and diverse economic base. The creation of a lot for service commercial use, and retaining a lot for similar purposes, will enable the applicant to establish separate commercial businesses on separate lots, with appropriate easements in place to allow for the necessary access and services to be used efficiently. Staff have reviewed the proposed location of the easement in relation to the proposed severance boundaries, and it appears that the easement will provide sufficient space for access between the proposed property boundaries and sufficient space for servicing (water and sanitary) while utilizing the existing entrance.

Planning staff are satisfied that both the severed and retained lots are in keeping with the relevant policies of the Official Plan. The severed and retained lots will each be used for highway commercial type uses, which is in keeping with the Service Commercial designation. Further, staff are satisfied that both the severed and retained lots appear to meet the relevant zoning provisions of the 'C4' zone of the City's Zoning By-law except for the setback for parking areas which is intended to be dealt with through minor variance application MV21-26.

It is the opinion of Planning staff that the proposed application for consent and easement is consistent with the policies of the PPS, is in keeping with the County Official Plan and the subject property is appropriately zoned. As such, Planning staff are satisfied that the application can be given favourable consideration.

RECOMMENDATIONS

Whereas the application for consent is consistent with the 2024 Provincial Planning Statement, complies with the County Official Plan and the lands are appropriately zoned (subject to the approval of a minor variance), 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 Owners 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 an easement created. Any proposed easements shall be reviewed by the City of Woodstock.
2. The Owners shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock, regarding the installation of services and drainage facilities.
3. The Owners shall submit a recent survey to confirm lot sizes to the satisfaction of the City of Woodstock.
4. The Owners shall submit a plan showing all access and servicing details for the severed and retained lands to the satisfaction of the City of Woodstock and the County of Oxford.
5. A draft copy of the reference plan and Shared Easement Agreement for servicing and access 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 Agreement and the said Agreement shall be registered on title.
6. The Owners shall obtain minor variance approval for the zoning deficiencies resulting from the proposed severance.
7. 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.

SIGNATURES

Authored by:

Original Signed By

Justin Miller
Development Planner

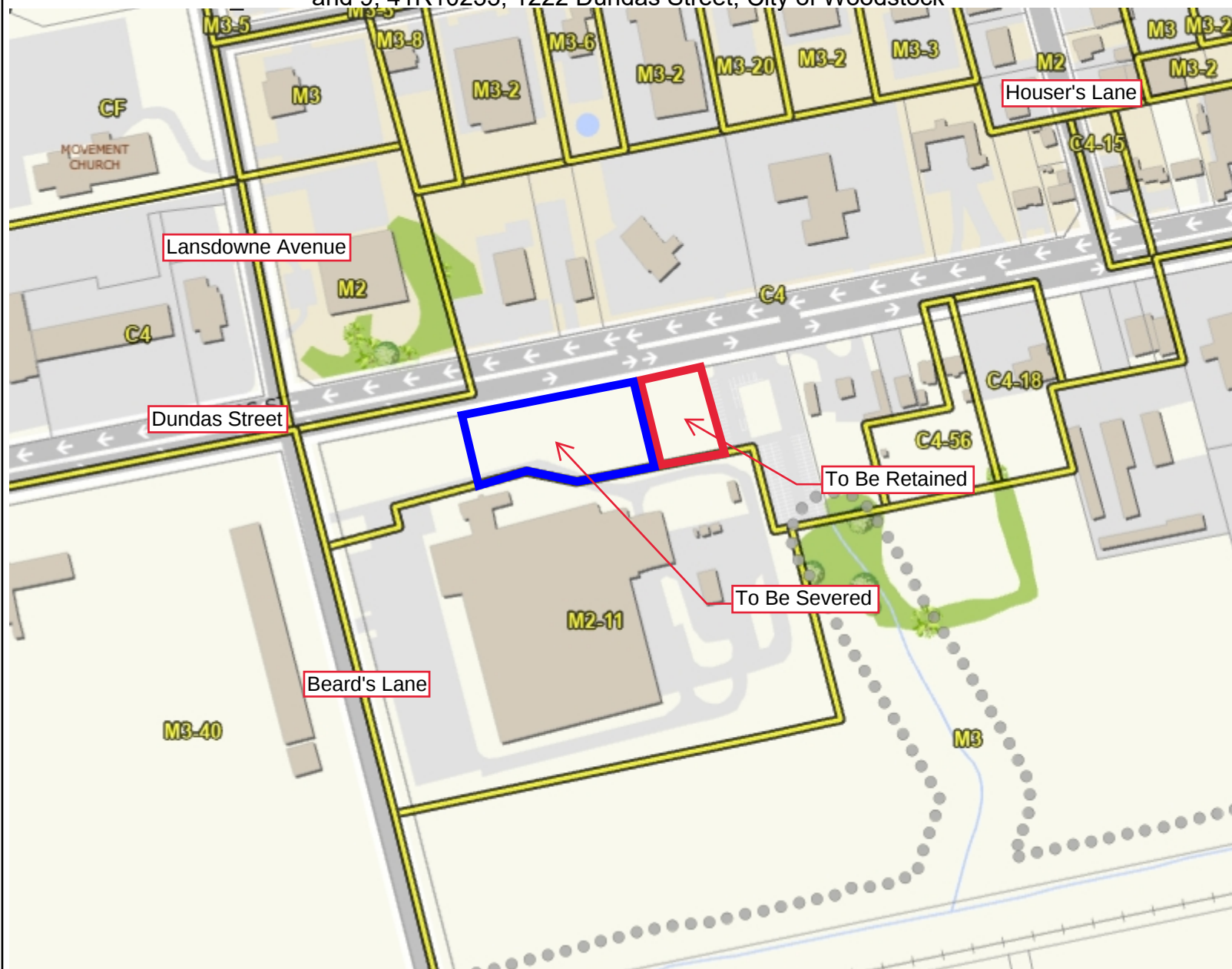
Approved for submission: *Original Signed By*

Eric Gilbert, RPP, MCIP
Manager of Development Planning

Plate 1: Location Map with Existing Zoning



File No.: B26-14-8: Urban Cliff Developments Inc. and Zaluski
 Lots 4, 5, 6 & 7 and Part Lot 3, Plan 573, Parts 2, 3, 4, 16 to 21, 27, 28 and 32 to 35, 41R9971 and Parts 7,8
 and 9, 41R10233, 1222 Dundas Street, City of Woodstock



Legend

- 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



0 102 205 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

April 13, 2026



Legend

- Parcel Lines
- Municipal Boundary
 - Property Boundary
 - Assessment Boundary
 - Road
 - Unit

Notes



0 51 102 Meters

NAD_1983_UTM_Zone_17N



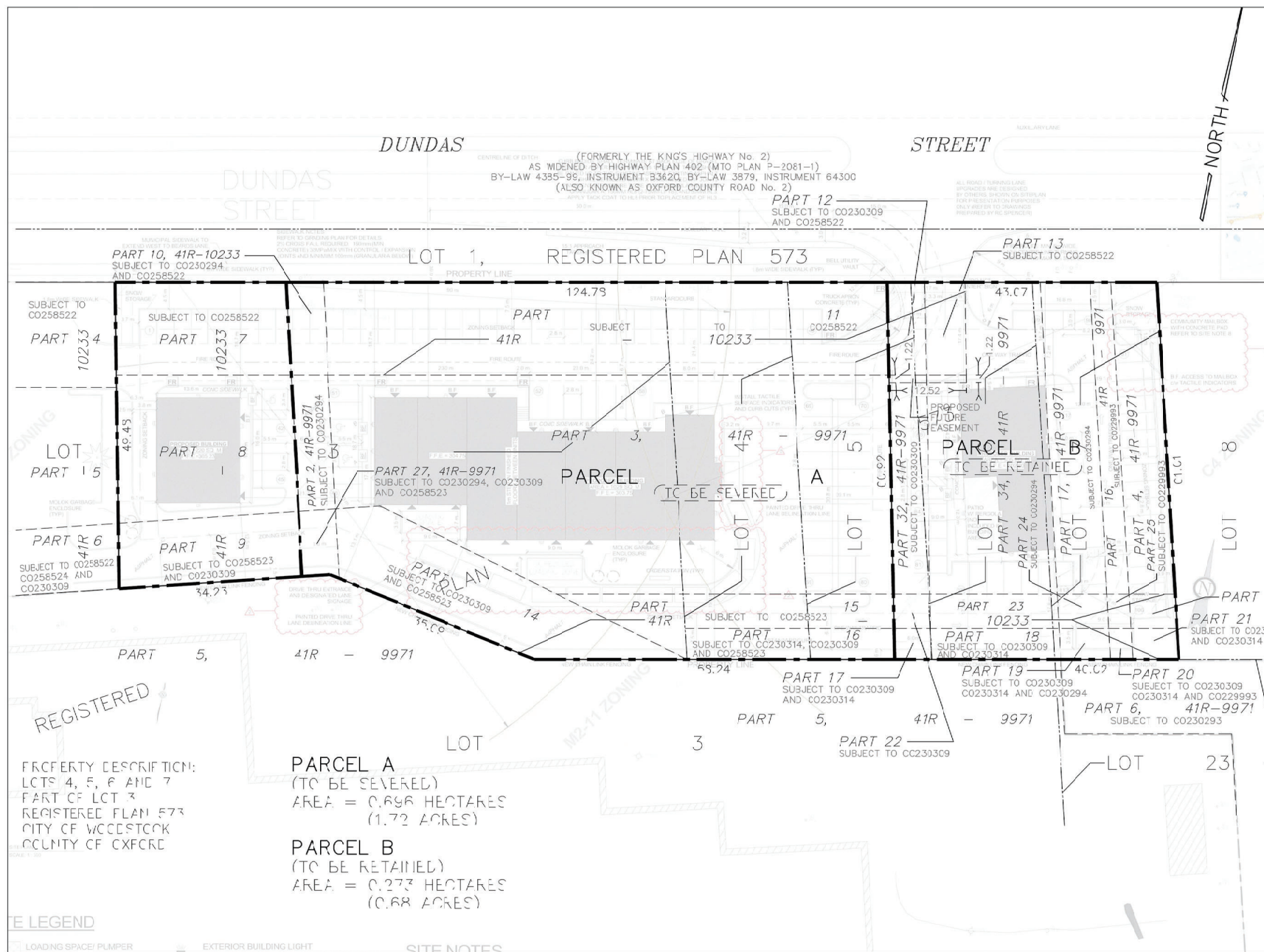
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

April 13, 2026

Plate 3: Applicant's Sketch

File No.: B26-14-8: Urban Cliff Developments Inc. and Zaluski

Lots 4, 5, 6 & 7 and Part Lot 3, Plan 573, Parts 2, 3, 4, 16 to 21, 27, 28 and 32 to 35, 41R9971 and Parts 7,8 and 9, 41R10233, 1222 Dundas Street, City of Woodstock



North:

Project Name:

**1222 DUNDAS STREET
WOODSTOCK, ON**

BAKER
Planning Group

Sheet Title:

SEVERANCE PLAN

DISCLAIMER
Site boundary and dimensions are approximate and subject to change based on a formal land survey. The design is conceptual and subject to engineering and municipality confirmation and input.

Version No:	Sheet No:
1	SEV-1

Scale:	Date:
1:300,00 METRIC	21/04/2025

File Location:	Drawn By:
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