

To: Mayor and Members of Town of Ingersoll Council

From: Heather St. Clair, Senior Development Planner, Community Planning

Application for Zone Change ZN6-25-07 – Tru-Built Construction Inc. Supplementary Report

REPORT HIGHLIGHTS

- The purpose of the application for zone change is to rezone the lot to be severed from an associated consent application (File No. B25-45-6) from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the development of a multiple-unit dwelling consisting of four units with a number of site-specific provisions.
- The associated consent application was conditionally approved by the Oxford County Land Division Committee on April 2, 2026, and the proposed rezoning is a condition of approval.
- Planning staff are recommending support of the application as it is generally consistent with the direction of the Provincial Planning Statement for the development of lands located within a designated settlement area and conforms to the Official Plan policy direction for lands designated 'Medium Density Residential'.

DISCUSSION

Background

OWNER: Tru-Built Construction Inc. (Troy Harret)
594681 Oxford Road 59, Woodstock ON, N4S 7V8

LOCATION:

The subject property is described as Part Lot 21, Concession 1 (West Oxford) in the Town of Ingersoll. The subject lands are further described as the lot to be severed from Consent Application B25-45-6, and the property is located on the north side of Clark Road East, lying between Thames Street South and Whiting Street and is municipally known as 65 Clark Road East.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "I-1"	Town of Ingersoll Land Use Plan	Residential
Schedule "I-2"	Residential Density Plan	Medium Density Residential

ZONING BY-LAW NO. 04-4160:

Existing Zoning:	'Residential Type 1 Zone (R1)'
Proposed Zoning:	'Special Residential Type 3 Zone (R3-sp)'

PROPOSAL:

The application for zone change has been submitted to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the development of a multiple-unit dwelling containing four dwelling units on lands that have been conditionally approved for severance (File No. B25-45-6). Special provisions to the 'R3' zone have been requested to facilitate the proposed development, including;

- a reduction to the required interior side yard width from 4 m (9.8 ft) to 1.2 m (2.9 ft) on the east side;
- a reduction to the required front yard depth from 7.5 m (24.6 ft) to 6 m (19.6 ft);
- a reduction to the required landscaped open space from 30% lot area to 25%, and;
- a special provision to include accessible parking as part of the overall parking requirement.

The subject lands are currently vacant and once severed will be approximately 645 m² (6,942.9 ft²) in size with approximately 21.6 m (70.8 ft) of frontage on Clark Road and a depth of 30.5 m (100 ft). It is proposed that a multiple-unit dwelling consisting of four units will be constructed with six parking spaces to the rear of the proposed dwelling units. In support of the proposal, the applicant has provided a Transportation Impact Study (TIS), which has been peer reviewed by the Town's traffic engineering consultant.

Surrounding land uses consist primarily of single detached dwellings to the southwest and east, the Ingersoll Golf Course to the north and south, with the lands to the north approved for future residential development.

Plate 1, Location Map with Existing Zoning, indicates the location of the subject lands, once severed, as well as the existing zoning in the vicinity.

Plate 2, Aerial Map, provides an aerial view of the subject lands and depicts the configuration of the subject lands, as per the condition consent approval.

Plate 3, Applicant's Sketch, illustrates the proposed dimensions of the subject lands, together with the proposed development plan, as provided by the applicant.

Application Review

2024 PROVINCIAL PLANNING STATEMENT (PPS)

The Provincial Planning Statement is a policy statement issued under Section 3 of the *Planning Act* that came into effect on October 20, 2024. Section 3 of the *Planning Act* requires that decisions affecting planning matters “shall be consistent with policies statements issued under the Act”. The following outlines the key PPS policies that have been considered, but it is not intended to be an exhaustive list.

Section 2.2 of the PPS provides that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the immediate area by:

- a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;
- b) permitting and facilitating:
 - 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
 - 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and
- d) requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.

Section 2.3 of the PPS states that settlement areas shall be the focus of growth and development and land use patterns within settlement areas should be based on densities and a mix of land uses which efficiently use land and resources, optimize existing and planned infrastructure and public service facilities, support active transportation, are transit-supportive and are freight supportive.

OFFICIAL PLAN

The subject property is designated ‘Medium Density Residential’, as per Schedule ‘I-2’, Residential Density Plan for the Town of Ingersoll in the Official Plan. Medium Density Residential areas are those lands that are primarily developed or planned for low to medium profile multiple-unit development that exceeds the densities established for Low Density areas. Residential uses within the Medium Density designation include townhouses, medium density cluster development, converted dwellings and low-rise apartments. In these areas it is intended that there will be a mixing and integration of different forms of housing to achieve an overall medium density. To help achieve a variety of forms of housing, Town Council may choose to restrict the range of uses permitted on individual sites through the Zoning By-law.

The maximum net residential density in the Medium Density Residential designation is 62 units per hectare (25 units per acre), and no buildings shall exceed four stories in height at grade.

Within areas of new Medium Density Residential development, the minimum net residential density shall be 31 units per hectare (13 units per acre).

ZONING BY-LAW

The subject lands are currently zoned 'Residential Type 1 Zone (R1)' in the Town Zoning By-law, which permits a single detached dwelling. It is proposed that the subject lands will be rezoned from 'R1' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the development of a four-unit multiple-unit dwelling. The 'R3' zone permits apartment dwellings, multiple-unit dwellings and street fronting townhouses (among other uses). The 'R3' zone requires a minimum lot area of 150 m² (1,614.6 ft²) per unit and a minimum lot frontage of 20 m (65.5 ft). The proposed four-unit multiple-unit dwelling would require a minimum lot area of 600 m² (6,458.5 ft²). Based on the site sketch submitted by the applicant, the proposed lot frontage, area and depth appear to meet the minimum standards of the 'R3' zone for the development of a four-unit multiple-unit dwelling.

The applicant is requesting relief from a number of the zoning provisions of the 'R3' zone with respect to interior side yard width, front yard depth and landscaped open space, as follows:

- a reduction to the required interior side yard width from 4 m (9.8 ft) to 1.2 m (2.9 ft) on the east side;
- a reduction to the required front yard depth from 7.5 m (24.6 ft) to 6 m (19.6 ft);
- a reduction to the required landscaped open space from 30% lot area to 25%, and;

Table 5.19.2.1 of the Zoning By-law provides that 1.5 parking spaces per dwelling unit are required for multiple unit dwellings, which would result in six required parking spaces for the proposed four dwelling units. As per Section 5.19.2.2.4, accessible parking spaces are required in addition to the requirements set out in Table 5.19.2.1, which would result in one additional parking space on the subject lands for accessible parking.

The applicant is proposing to include the accessible parking space in the overall parking requirement and is proposing to provide five regular parking spaces and one accessible parking space.

AGENCY COMMENTS:

The Town of Ingersoll Engineering Department has commented that they have no concerns with the application for zone change, and have provided a number of comments for consideration as part of the building permit process:

1. Lot Grading and drainage must ensure that all surface runoff is fully contained, does not negatively impact on adjoining property, is directed away from existing and future buildings, and is directed to an adequate stormwater outlet, all to the satisfaction of the Town.
2. The existing sanitary and water service sizes shall be reviewed with the Town's Chief Building Official to confirm their suitability for the proposed use.
3. All depressed curbs and gutters not utilized for driveways shall be replaced with barrier curbs and gutters.
4. The proposed driveway location for the new parcel must be positioned as indicated in the TraffMobility - Traffic Operations Study, Revision 2, dated December 1, 2025.
5. All work in the road allowance must be designed and constructed in accordance with the Town of Ingersoll Engineering Design Guidelines and Specifications for Municipal Work, latest revision.

6. A Town of Ingersoll “Right of Way Work Permit” will be required for all work within the Clarke Road right of way.

Southwestern Public Health, Town of Ingersoll Fire Services, the Upper Thames River Conservation Authority and the County of Oxford Public Works Department have indicated that they have no comments respecting the proposed zone change application.

PUBLIC CONSULTATION:

Notice of complete application regarding the proposal and notice of public meeting were provided to surrounding property owners in accordance with the requirements of the *Planning Act* on August 14, 2026 and August 25, 2026 and Ingersoll Town Council held a public meeting to consider the application on September 14, 2026. One comment was received from a neighbouring property owner at 69 Clark Road East, indicating that they had no objection to the application, however they requested that a fence be constructed on the east property line to reduce light pollution from vehicle headlights.

PLANNING ANALYSIS:

The application for zone change has been requested to fulfill a condition of consent that proposes the severance of the subject lands to facilitate the construction of a multiple-unit dwelling containing four dwelling units. The proposal would rezone the subject lands from ‘Residential Type 1 Zone (R1)’ to ‘Special Residential Type 3 Zone (R3-sp)’.

Planning staff are generally satisfied that the proposal will facilitate appropriate residential infill and intensification, consistent with Section 1.1.3.1 of the PPS. Staff are of the opinion that the proposal will assist with providing additional lands for residential development, which is consistent with the policies of Section 2.1.4 of the PPS and further that the proposal supports residential intensification and will facilitate development that will efficiently use existing municipal land, infrastructure and public service facilities, which is also consistent with the policy direction of the PPS.

Planning staff are also satisfied that the proposal conforms to the policy direction of the Official Plan with respect to the ‘Medium Density Residential’ designation as the proposal will facilitate future residential development that is consistent with the density requirements of this designation. The application will result in a density of 62 units/ha (25 units/ac) which complies with the maximum density allowance for the ‘Medium Density Residential’ designation and the proposal will comply with the relevant ‘R3’ provisions of the Zoning By-law with respect to lot area, frontage and depth.

The applicant is requesting relief from the interior side yard setback, as well as the front yard depth requirement and the landscaped open space requirement of the Zoning By-law to facilitate their proposed building design. The interior side yard relief has been requested for the easterly interior lot line from 4 m (9.8 ft) to 1.2 m (2.9 ft) to maximize the driveway width on the west side of the subject lands. The intent of the interior side yard is to ensure that sufficient space is provided between structures on private property to allow for yard maintenance and appropriate spatial separation from neighbouring land uses. In this instance the subject lands are adjacent to a vacant recreational path that provides access to the recreational lands to the north. Planning staff are generally satisfied that proposed reduction to the interior side yard width can be supported in this instance as there will be minimal impact on adjacent land owners.

The applicant has also requested relief from the front yard depth provision from 7.5 m (24.6 ft) to 6 m (19.6 ft). The intent of the front yard depth is to ensure that sufficient space is maintained on private property for residential amenity area and parking, while ensuring that sufficient setbacks are provided to the road allowance for vehicle and pedestrian safety and typical road maintenance efforts. Planning staff are generally satisfied that the proposed 6 m (19.6 ft) setback will be sufficient to provide for front yard amenity space and parking will be provided at the rear of the property. Further, staff are of the opinion that the proposed structure will be sufficiently setback from the Clark Road East road allowance to avoid any conflict with traffic and road maintenance. The applicant has also provided a traffic impact brief, which was peer reviewed, to demonstrate that there will be sufficient sightlines to avoid issues from a traffic safety perspective and Town Engineering staff have indicated they have no concerns with the proposed front yard reduction.

Similarly, the applicants have requested a reduction to the minimum landscaped open space requirement from 30% to 25% of the lot area. The intent of the landscaped open space requirement is to ensure there is sufficient pervious area on private property to accommodate proper lot grading and drainage. Planning staff are generally satisfied that the requested 5% reduction can be considered appropriate in this instance. Specifically, staff are satisfied that the applicant will be required to demonstrate that there will be a legal and adequate stormwater outlet for the proposed development as part of the building permit process. Further, a lot grading and drainage plan, to the satisfaction of Town staff, has been included as a condition of the associated consent application.

The applicants are also proposing 6 parking spaces, one of which would be dedicated as an accessible parking space. The Zoning By-law requires 1.5 parking spaces/dwelling unit, with accessible parking required in addition to the standard parking requirements, which in this case would result in 6 parking spaces plus 1 accessible space. Planning staff have reviewed the request and are generally satisfied that it can be supported in this instance. The proposed parking arrangement will continue to provide for individual parking spaces for each of the proposed units, and the inclusion of accessible parking as part of the overall parking rate (being 1.5 spaces/unit in this instance) is a typical zoning requirement in other municipalities and is a minor reduction to the parking standard that can be considered appropriate in this instance.

Town Council held a public meeting on September 14, 2026, at which time the neighbouring residential property owner to the east outlined concerns with respect to negative impacts from vehicle lights and requested that a fence be constructed on the property. While the proposed development will not be subject to a site plan approval process, which would typically provide the Town an opportunity to regulate site plan considerations such as fencing, the applicant has been advised of this request and staff will continue to work with the applicant to encourage them to construct a fence or establish a vegetative buffer to address this concern, however it is noted that due to provincial changes to the Planning Act, the Town does not have any regulatory authority to enforce the construction of a fence as part of this application.

In light of the foregoing, Planning staff are of the opinion that the proposal is consistent with the policy direction of the Provincial Planning Statement and conforms to the intent of the Official Plan for lands designated 'Medium Density Residential' and can be supported from a planning perspective.

RECOMMENDATION

It is recommended that the Council of the Town of Ingersoll approve the zone change application submitted by Tru-Built Construction Inc. (Troy Harret), for the lands described as Part Lot 21, Concession 1 (West Oxford) in the Town of Ingersoll, to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the development of a multiple-unit dwelling containing 4 units, with special provisions to the interior side yard width, front yard depth, landscaped open space and accessible parking and to fulfill a condition of consent from File No. B25-45-6.

SIGNATURES

Authored by: *'original signed by'*

Heather St. Clair, MCIP, RPP
Senior Development Planner

Approved for submission: *'original signed by'*

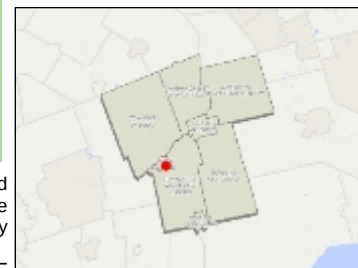
Eric Gilbert, MCIP, RPP
Manager of Development Planning



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



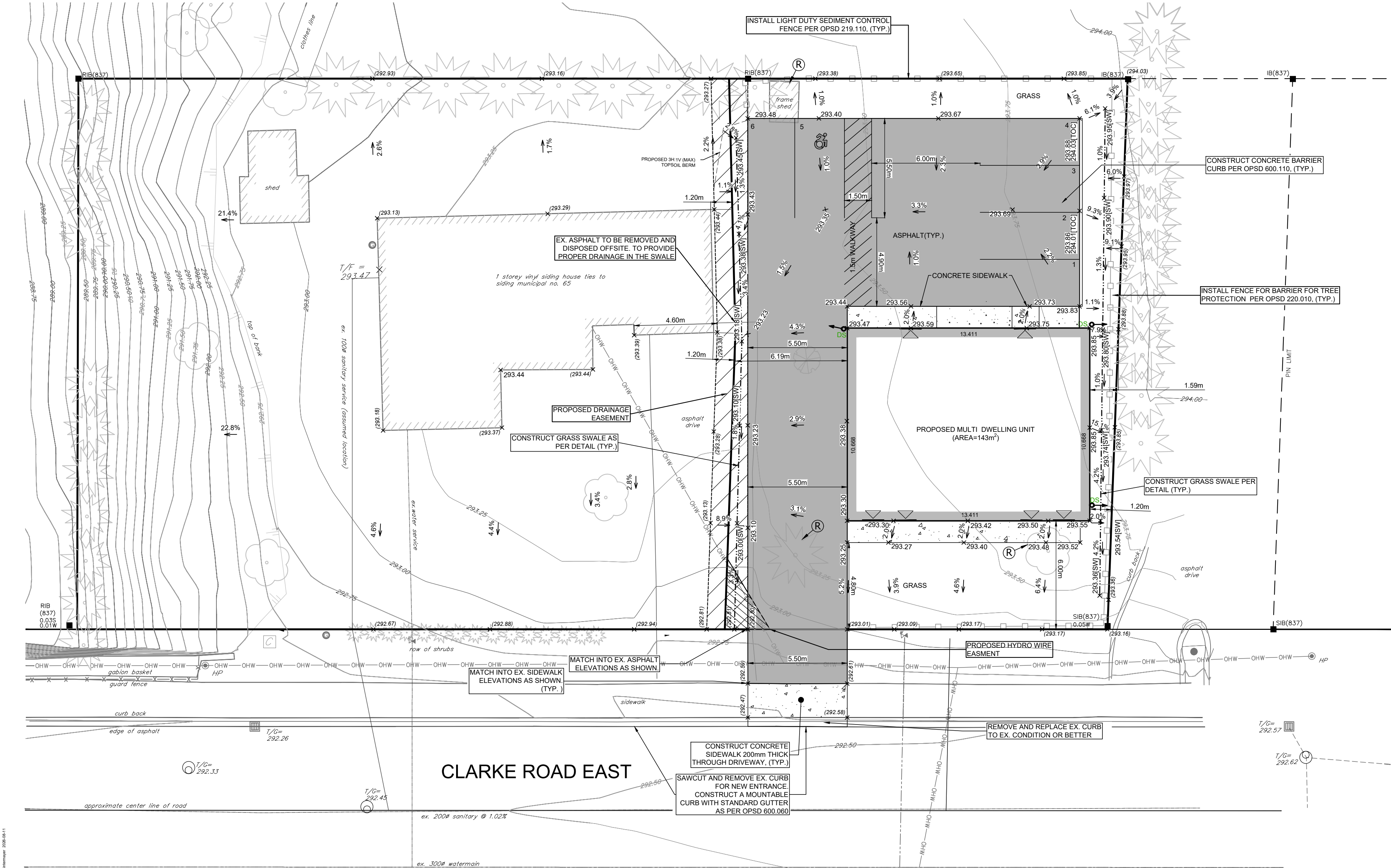


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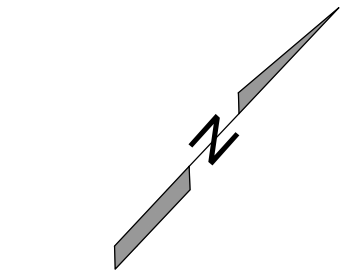




ZONING INFORMATION:		
ZONING TYPE	RESIDENTIAL ZONE	
ZONE:	R3	
LOT AREA	651.4m²	450m² (MIN.)
LOT FRONTAGE	21.2m	20.0m (MIN.)
FRONT YARD DEPTH	6.0m	7.5m(MIN.)
REAR YARD DEPTH	13.8m	10.0m (MIN.)
INTERIOR SIDE YARD DEPTH	1.2m	4.0m (MIN.)
LOT COVERAGE	22.4%	40% (MAX.)
LANDSCAPED OPEN SPACE	25.0%	30% (MIN.)
SETBACK	15.92	MIN. DISTANCE FROM CENTRELINE OF ARTERIAL RD = 19.0m (MIN.)
TOTAL PARKING SPACES	6 SPACES	1.5 SPACE PER DWELLING UNITS (4x1.5=6)

LEGEND

EX. ELEVATIONS	x (360.00)
EX. CONTOURS	300.00 298.00
PROPOSED ELEVATION	x 360.00
PROPOSED SWALE	---
PROPOSED LD ASPHALT	▬
PROPOSED CONCRETE	▬
PROPOSED BUILDING	▬
PROPOSED OVERHEAD DOOR	▽
REMOVE ASPHALT	▬
PROPOSED LIGHT DUTY SILT FENCE	□ □ □
PROPOSED REMOVALS	Ⓡ
ACCESSIBLE PARKING ICON	♿



GRIT ENGINEERING
133 REGENT STREET, STRATFORD, ON N5A 3W2
www.gritengineering.ca

CONSTRUCTION NOTES:
CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY ERRORS TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORK.

ALL DRAWINGS SHALL REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION.

DRAWING SHOULD NOT BE SCALED FOR DIMENSIONS PURPOSES. THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSES INDICATED.

No.	ISSUED DESCRIPTION	DATE
1	ISSUED FOR CLIENT REVIEW	2026/05/04
2	ISSUED FOR CLIENT REVIEW	2026/07/22
3	ISSUED FOR CLIENT REVIEW	2026/08/14

DRAWING NAME:
LOT GRADING PLAN
65 CLARKE ROAD
INGERSOLL, ONTARIO

CLIENT NAME:
TROY HARRETT

SCALE: 1 : 150 METRIC
0 2 4 6 8

PROJECT NO:
GE24-1079-LGP

DRAWN BY: AG
CHECKED BY: AZ
DRAWING NO.
LGP1

BUILDING NOTES:

TOP OF FOUNDATION = 294.00
FINISHED FLOOR ELEVATION = 294.000
UNDERSIDE OF FOOTING @ FRONT OF HOUSE = 292.43
FOUNDATION WALL HEIGHT = 4'-8"
FOOTING HEIGHT = 0'-6"

BENCHMARK (GEODETIC)

ELEVATIONS ARE DERIVED FROM THE CANNET REALTIME NETWORK, NAD 83 CSRS(2010)

BENCHMARK (SITE)

BENCHMARK DESCRIPTION: LOCATED TO THE EAST OF CLARKE STREET ON THE TOP NUT OF THE FIRE HYDRANT.

ELEVATION: 293.93

I HEREBY CERTIFY THAT THE PROPOSED GRADING AND APPURTENANT DRAINAGE WORKS COMPLY WITH SOUND ENGINEERING DESIGN AND THAT THE PROPOSED GRADING IS IN CONFORMITY FOR DRAINAGE AND RELATIVE ELEVATIONS WITH THE ACCEPTED SUBDIVISION GRADING PLANS FILED WITH THE APPROVAL AUTHORITY/SUBDIVISION AGREEMENT.

PRELIMINARY

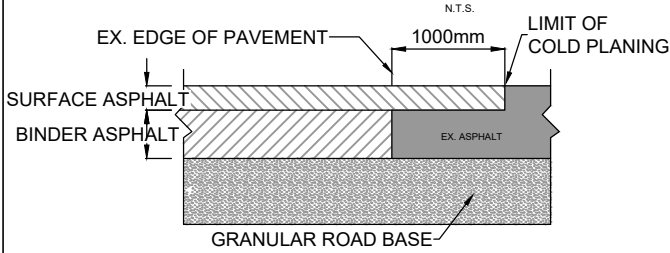
GENERAL NOTES

- GRIT ENGINEERING INC. IS NOT RESPONSIBLE FOR THE ACCURACY OF ANY INFORMATION (EXISTING TOPOGRAPHY, BENCHMARKS, PROPERTY BOUNDARY, BUILDING DIMENSIONS, ETC.) PROVIDED BY OTHERS.
- CAUTION THIS IS NOT A PLAN OF SURVEY. BEARING AND DISTANCES SHOWN WERE DERIVED FROM REGISTERED PLAN No. 41R-5311.
- EXISTING INFORMATION ILLUSTRATED WAS DERIVED FROM A TOPOGRAPHIC SURVEY COMPLETED BY GRIT ENGINEERING INC. ON JANUARY 23, 2025.
- THE DEPTH TO THE UNDERSIDE OF ALL FOOTINGS MUST MAINTAIN A MINIMUM COVER BELOW THE FINISHED GRADE OF 1.2m FOR FROST PROTECTION IN ACCORDANCE WITH OPSP 3090.101.
- ANY ELEVATION DISCREPANCIES FOR STORM OR SANITARY SERVICE CONNECTIONS MUST BE REPORTED TO THE DEVELOPER'S ENGINEER AND GRIT ENGINEERING INC. PRIOR TO COMPLETING THE CONNECTIONS AND BACKFILLING.
- THE CONTRACTOR SHALL EXTEND THE BUILDING SERVICES TO THE PROPOSED HOUSE LOCATION PRIOR TO EXCAVATING FOR THE FOUNDATION.
- WEEPING TILES ARE TO OUTLET TO THE SUMP PIT AND BE PUMPED TO GRADE OR STORM SERVICE, IF AVAILABLE.
- THE CONTRACTOR SHALL CONFIRM THE BUILDING

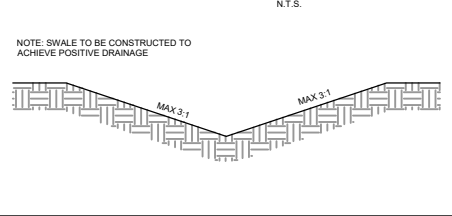
DIMENSIONS AND UNPROTECTED OPENING REQUIREMENTS WITH THE APPROVED ARCHITECTURAL PLANS PRIOR TO CONSTRUCTION COMMENCING.

- PREVENTATIVE BASEMENT FLOODING REQUIREMENTS ARE TO BE CONFIRMED WITH THE APPROVAL AUTHORITY WHEN OBTAINING THE BUILDING PERMIT.
- A MINIMUM OF 150mm FROM THE TOP OF THE FOUNDATION TO THE FINISHED ELEVATION OUTSIDE THE BUILDING IS REQUIRED.
- THE EXISTING DRAINAGE OF ABUTTING LANDS IS NOT TO BE DISTURBED WITHOUT PRIOR WRITTEN PERMISSION FROM THE ADJACENT LANDOWNER AND APPROVED BY THE APPROVAL AUTHORITY.
- THE CONTRACTOR SHALL LOCATE ALL UTILITIES PRIOR TO ANY EXCAVATION.
- A GEOTECHNICAL INVESTIGATION/REVIEW IS REQUIRED PRIOR TO ANY FOOTING BEING PLACED ON ENGINEERED FILL.
- SEALED FOR GRADING ONLY ON SUBJECT SITE.

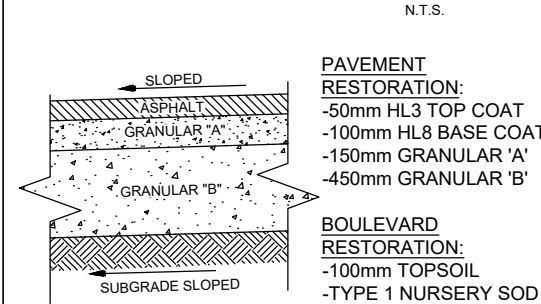
ASPHALT JOINT DETAIL



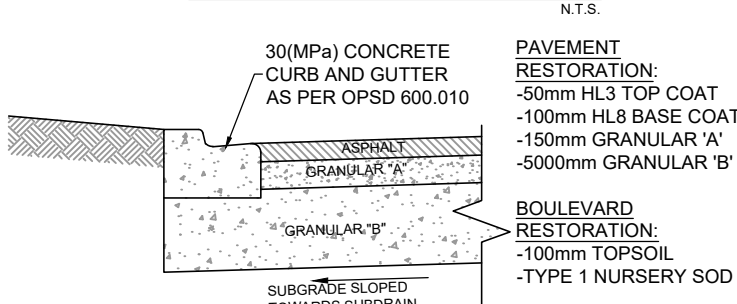
TYPICAL SWALE



PRIVATE PAVEMENT STRUCTURE



CLARKE ROAD RESTORATION



NOTE: ROAD STRUCTURE PER TOWN OF INGERSOLL DESIGN GUIDELINES. ROAD STRUCTURE TO BE VERIFIED ONSITE BY A QUALIFIED GEOTECHNICAL ENGINEER