

To: Mayor and Members of South-West Oxford Township Council

From: Laurel Davies Snyder, Development Planner, Community Planning

Application for Zone Change ZN 4-25-14 – Renkema Family Farms Ltd.

REPORT HIGHLIGHTS

- This application proposes to amend the existing 'General Agricultural Zone (A2)' to permit a 108.3 m² (1,165.3 ft²) Garden Suite in the side yard of the subject property for a period of up to twenty (20) years (until February 3, 2046).
- The subject property currently contains a single detached residential dwelling and several agricultural structures including three (3) barns, four (4) silos, and an open manure storage facility, all of which will be maintained.
- Planning staff are recommending support of the application, as it is generally consistent with the policies of the Provincial Planning Statement and maintains the general intent and purpose of the Official Plan with respect to accessory residential uses in agricultural areas.

DISCUSSION

BACKGROUND

OWNERS: Renkema Family Farms Ltd.
312824 Dereham Line, Mount Elgin, ON N0J 1N0

AGENT/APPLICANT: Witzel Dyce Engineering Inc. c/o Jenny Tu
826 King Street North, Unit 20, Waterloo, ON N2J 4G8

LOCATION:

The subject property is legally described as South of Part Lot 14, Concession 7 (Dereham), and is located on the east side of Dereham Line, between Prouse Road and Airport Road. The subject property is municipally known as 312824 Dereham Line in the Township of South-West Oxford.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "S-1"	Township of South-West Oxford Land Use Plan	Agricultural Reserve
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TOWNSHIP OF SOUTH-WEST OXFORD ZONING BY-LAW 25-98:

Existing Zoning: 'General Agricultural Zone (A2)'

Requested Zoning: 'Special Temporary General Agricultural Zone (A2-spT)' with a site-specific provision permitting a temporary 108.3 m² (1,165.3 ft²) garden suite.

PROPOSAL:

The intent of this application is to amend the existing 'General Agricultural Zone (A2)' to 'Special Temporary General Agricultural Zone (A2-spT)' to permit a 108.3 m² (1,165.3 ft²) garden suite as a temporary use on the subject property for a period of up to twenty (20) years, where the maximum permitted gross floor area for a garden suite is 70 m² (753.5 ft²).

As shown in Plates 1 and 2, the applicants are proposing to locate the garden suite in the northwest corner of the property. Vehicular access to Dereham Line and parking would be provided via a new driveway and parking area. The applicants are proposing a new septic tank and septic bed, and potable water would be provided via a connection to Barn 1.

The subject property contains a single detached dwelling and several agricultural structures including three (3) barns, four (4) silos, and an open manure tank.

The property is rectangular in shape, and approximately 38.7 ha (95.5 ac) in area, with an approximate frontage of 529 m (1,735.6 ft) on Airport Road.

A section of a municipal drain, known as the King Drain, runs beside the northerly property line and across the northeast corner of the subject property.

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

Plate 2, Aerial Map (2020), provides an aerial view of a portion of the subject property, structures currently contained on the property, and the approximate location of the proposed new garden suite, driveway and parking area, septic bed, and septic tank.

Plate 3, Applicants' Sketch, shows the structures currently contained on the property and the approximate location of the proposed new garden suite, driveway and parking area, septic bed, and septic tank, 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 2.2, Housing, 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 (e.g., shopping malls and plazas) 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 4.3, Agriculture, directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses, and on-farm diversified uses. All types, sizes, and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards. New land uses, including the creation of new lots, shall comply with the Minimum Distance Separation formulae (MDS I).

OFFICIAL PLAN

The subject lands are located within the Agricultural Reserve designation according to the Township of South-West Oxford Land Use Plan, as contained in the Oxford County Official Plan. Lands in the Agricultural Reserve are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with associated farm buildings and structures required for the farm. Within the Agricultural Reserve designation, residential uses are also permitted as accessory to the farming operation and shall be permitted only as part of the farm.

Section 10.3.9 of the Official Plan states that Area Municipalities may permit uses for temporary periods including garden suites in the Agricultural Reserve. Prior to permitting a garden suite, an amendment to the Zoning By-law is required. The zone change will be subject to the following criteria:

- The garden suite can be accommodated using private services and should generally use the existing sanitary sewage disposal, water supply, and electrical services of the principal dwelling.
- The proposal is compatible with the surrounding area and able to satisfy the Minimum Distance Separation Formula I (MDS I).
- The subject property is suitable for an additional temporary dwelling unit with respect to relevant zone provisions (lot area, lot coverage, yard setbacks, setback from a public road allowance).
- The garden suite will generally use the existing road access.
- The garden suite will not be located to the front of the principal dwelling on the lot.

Section 10.3.9 further establishes that as garden suites are intended to be temporary in nature; consent to sever a garden suite will not be permitted by the County Land Division Committee (LDC).

ZONING BY-LAW

The subject property is zoned 'General Agricultural Zone (A2)' in the Township of South-West Oxford Zoning By-Law. Section 8.1, Uses Permitted, establishes that a garden suite is a permitted use in the 'A2' zone in accordance with the provisions of Section 6.9 in the Zoning By-law. Section 2.50 of the Township of South-West Oxford Zoning By-law defines a garden suite as a "one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed to be portable".

Section 6.9, Garden Suites, establishes that garden suites require the owner to secure approval of the appropriate zoning prior to establishing the temporary use. Section 6.9 also sets out specific provisions regarding garden suites including occupancy, satisfying Minimum Distance Separation (MDS) requirements, and that a garden suite shall not exceed one storey in height and shall have a maximum gross floor area of 70 m² (753.5 ft²).

Section 8.2.5, Location of New Farm Residences, requires that all new farm dwellings, including temporary dwellings, satisfy the minimum distance separation (MDS) requirements or not further reduce an existing insufficient setback ("existing" is defined as existing on the date of passing of the By-law, which was in 1998).

The subject property and proposed location of the garden suite appear to meet the relevant provisions of the Zoning By-law except for the proposed size of the garden suite. The applicants have requested a special provision to permit a 108.3 m² (1,165.3 ft²) garden suite on the subject property; 38.3 m² (412.3 ft²) or 54% larger than the maximum permitted size. The requested increase in size is to accommodate the needs of the prospective users.

For Council's information, the applicant and owners are aware that they are required to obtain a building permit from the Township of South-West Oxford to facilitate the garden suite on the subject property, and the applicant has been in communication with Building Services staff.

AGENCY COMMENTS

The application was circulated to a number of public agencies considered to have an interest in the proposal. All of the comments received through the circulation process are summarized below.

Oxford County Public Works Staff, Long Point Region Conservation Authority (LPRCA) Staff commented that they reviewed the application and do not have any comments or concerns.

PUBLIC CONSULTATION

Notice of Complete Application and Notice of Public Meeting regarding the application for the Zone Change were provided to surrounding property owners in accordance with the requirements of the *Planning Act* on December 15, 2025, and January 14, 2026, respectively. At the time of writing this report, Staff had not received any questions or comments regarding the application.

Planning Analysis

Planning staff have reviewed the applicants' request and are of the opinion that the proposal is generally consistent with the policies of the Provincial Planning Statement with respect to permitted uses within the prime agricultural areas. More specifically, Planning staff are satisfied that the proposed garden suite will not hinder surrounding agricultural uses and is an appropriate use in a prime agricultural area.

Planning staff are satisfied that the proposal is generally consistent with the criteria for garden suites set out in the Official Plan. Sufficient area exists for all required on-site servicing, and the size of the proposed garden suite is compatible with the surrounding area. Although garden suites are typically required to be located in proximity to the existing dwelling, Staff is of the opinion that in this instance, based on the configuration of the agricultural structures and existing dwelling contained on the property, the proposed location minimizes the loss of agricultural land on the subject lands, and as shown on Plate 2, is generally within the cluster of structures on the subject property. There would be limited opportunity to site the garden suite south, west, east or north in close proximity to the dwelling and the proposed location minimizes the potential MDS impact of the garden suite on other agricultural properties.

The subject property is zoned 'General Agricultural Zone (A2)' in the Township of South-West Oxford By-law which permits garden suites subject to an amendment to the Zoning By-law to permit the temporary use. The maximum permitted gross floor area for a garden suite is 70 m² (753.5 ft²) and the applicant has requested a special provision to permit a 108.3 m² (1,165.3 ft²) garden suite on the subject property; 38.3 m² (412.3 ft²) or 54% larger than the maximum permitted size. The applicants have indicated that the requested increase in gross floor area is required for the proposed users of the garden suite.

The provisions in the Zoning By-law are intended to ensure that accessory uses and structures remain clearly secondary to the main residential use of the property and have minimal impact on the main building and neighbouring properties. As the primary dwelling on the property is approximately 138 m² (1,485 ft²), staff is of the opinion that the proposed garden suite will remain secondary to the main residential use of the property. Furthermore, Staff notes that the subject property is larger than the minimum lot size for a property zoned 'A2' which provides additional area to ensure compatibility and minimize any impact of the proposed garden suite on surrounding land uses and neighbouring properties. Based on the information submitted by the applicants, Staff is also of the opinion that sufficient space will be maintained on the property to accommodate drainage, private services, and space for access and maintenance. Although the proposed garden suite exceeds the maximum permitted gross floor area, Staff notes that the proposed garden suite is less than the maximum permitted gross floor area for a detached Additional Residential Unit (ARU) in an Agricultural Area (i.e. 10% of the gross floor area of the primary residential unit, to a maximum of 140 m² (1506 ft²)), which is an alternative permitted use for providing an additional dwelling unit on the subject property. Staff is therefore of the opinion that the request to increase the size of the garden suite is reasonable and appropriate.

Section 39.1 of the Planning Act allows municipalities to permit garden suites as temporary residential uses for up to twenty (20) years. Based on the applicant's request, Planning Staff are recommending that the proposed garden suite be permitted on the subject lands for a period of up to twenty years, being February 3, 2026, to February 3, 2046.

Planning Staff are satisfied that the proposal is in keeping with the policy directions of the Provincial Planning Statement and the Oxford County Official Plan. Staff are supportive of the

applicants' request to permit a 108.3 m² (1,165.3 ft²) garden suite on the subject property for a period of up to twenty years (February 3, 2026 – February 3, 2046).

RECOMMENDATIONS

It is recommended that the Council of the Township of South-West Oxford approve the Zone Change application submitted by Renkema Family Farms Ltd, whereby the lands described as South Part Lot 14, Concession 7 (Dereham), Township of South-West Oxford are rezoned to 'Special Temporary General Agricultural Zone (A2-58T)' with a special provision to permit a garden suite of 108.3 m² (1,165.3 ft²) maximum gross floor area on the subject property as a temporary use for a period of up to twenty (20) years (February 3, 2026 – February 3, 2046).

SIGNATURES

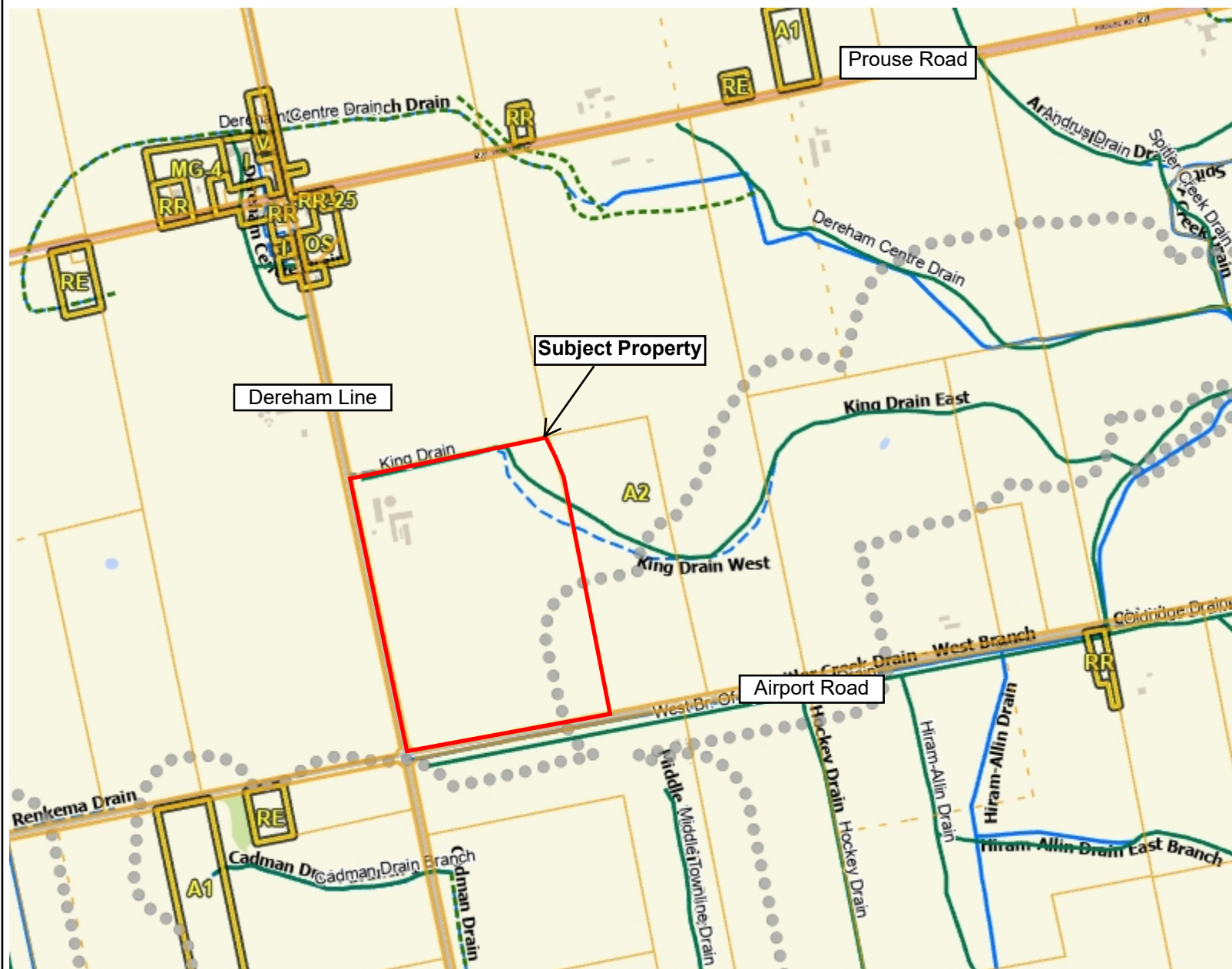
Authored by:

"Original Signed By"

Laurel Davies Snyder, RPP, MCIP
Development Planner

Approved for submission: *"Original Signed By"*

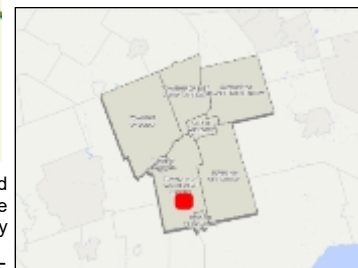
Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

- Parcel Lines**
 - Municipal Boundary
 - Property Boundary
 - - - Assessment Boundary
 - Road
 - Unit
- Zoning Floodlines**
 - Regulation Limit
 - 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**
- Constructed Drains**
 - Open or Unknown
 - - - Closed/Tiled
- SWOX Constructed Drains**
 - Open
 - - - Closed/Tiled

Notes



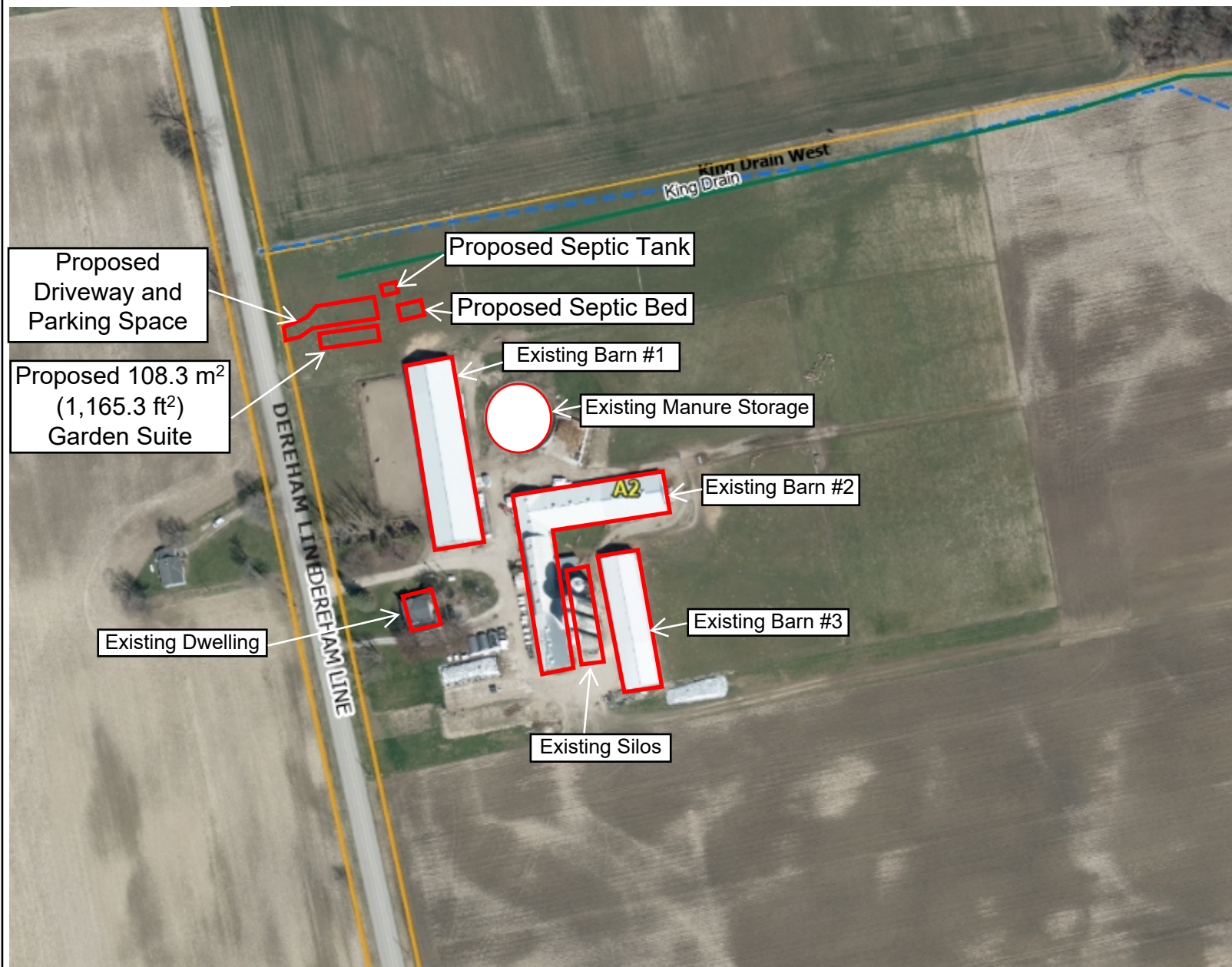
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NAD_1983_UTM_Zone_17N



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

December 10, 2025



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)

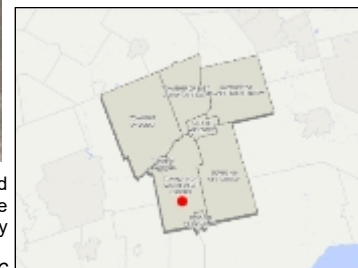
Constructed Drains

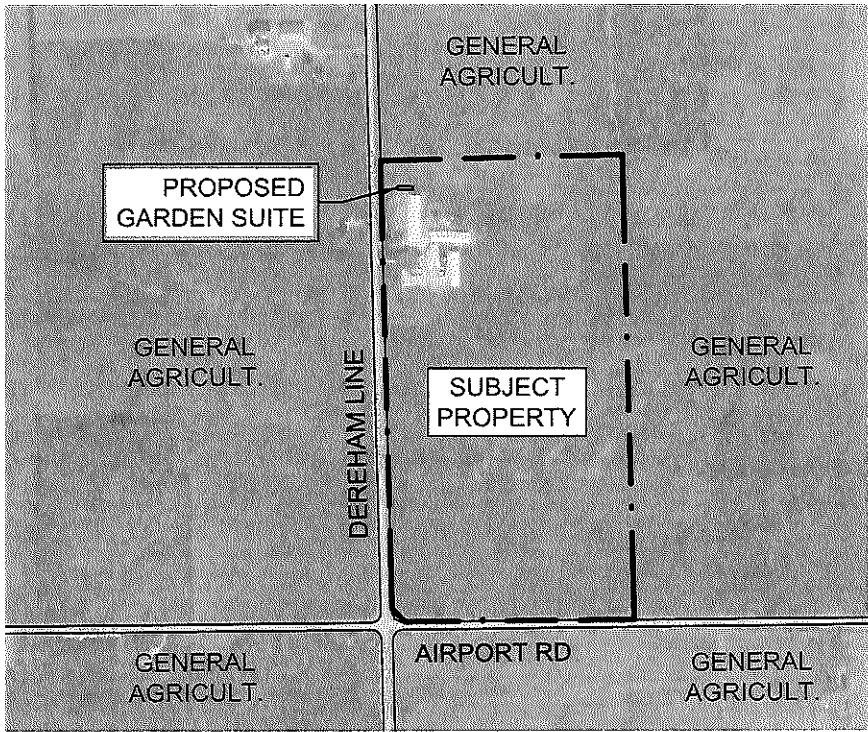
- Open or Unknown
- - - Closed/Tiled

SWOX Constructed Drains

- Open
- - - Closed/Tiled

Notes

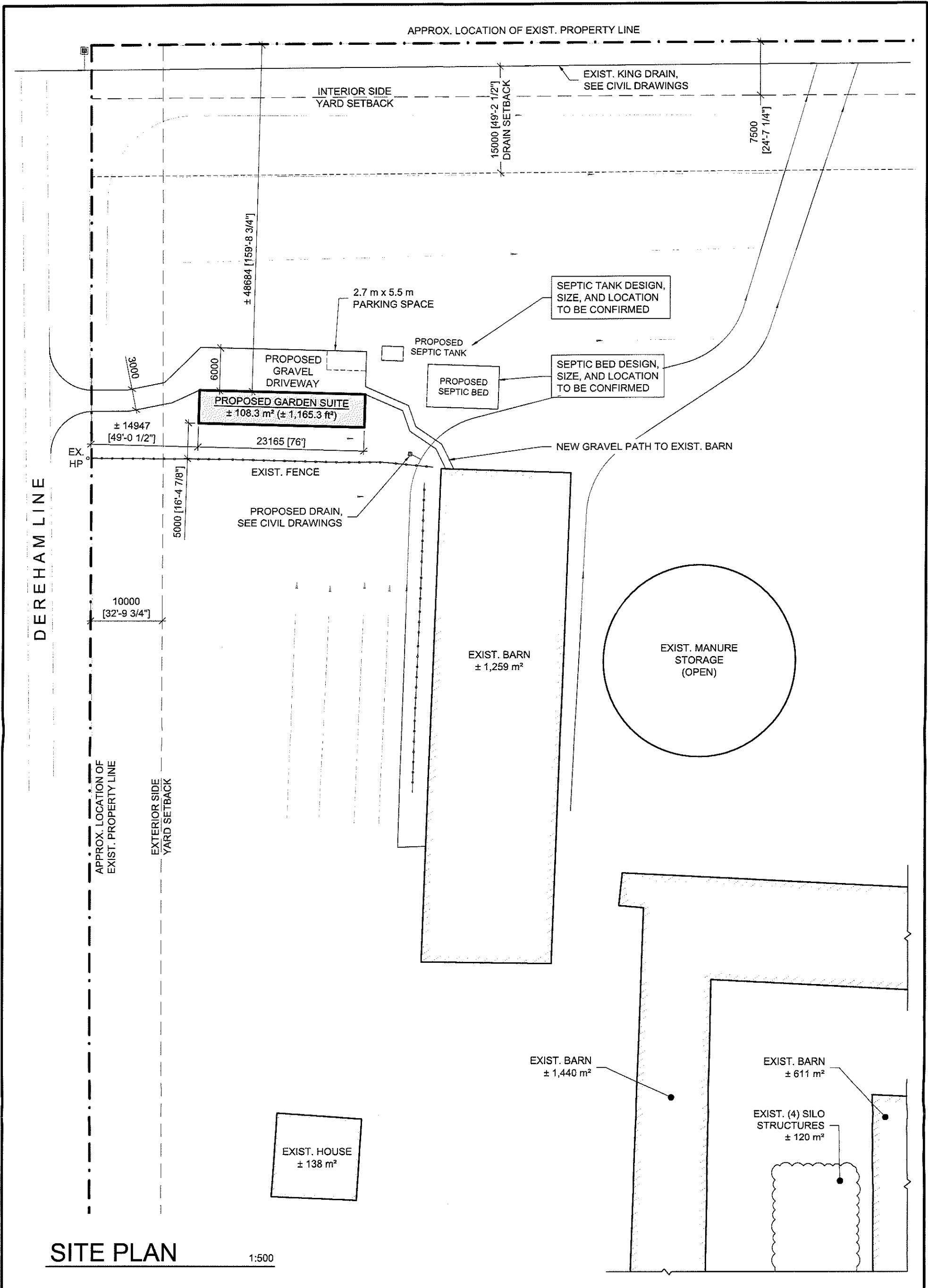




KEY PLAN
 N.T.S.

LEGAL INFORMATION
PT S1/2 LT 14 CON 7 DEREHAM AS IN 445519; SOUTH-WEST OXFORD 312824 DEREHAM LINE, MOUNT ELGIN, ON THE TOWNSHIP OF SOUTH-WEST OXFORD

ZONING PROVISION TABLE FOR PROPOSED GARDEN SUITE			
	ITEM	REQUIRED	PROPOSED
1	ZONE	A2 (GENERAL AGRICULTURAL)	A2 (GENERAL AGRICULTURAL)
2	PERMITTED USES	SEE BY-LAW	FARM, SINGLE DETACHED DWELLING, GARDEN SUITE
3	LOT AREA (ha)	30 ha (74.1 ac) MIN.	± 38.3 ha (± 94.6 ac)
4	LOT FRONTAGE & WIDTH	100 m MIN.	± 528.9 m
5	FRONT YARD SETBACK	10 m MIN.	> 10 m
6	EXTERIOR SIDE YARD SETBACK	10 m MIN.	± 14.9 m
	INTERIOR SIDE YARD SETBACK	7.5 m MIN.	± 48.7 m
7	REAR YARD SETBACK	7.5 m MIN.	> 7.5 m
8	BUILDING HEIGHT	1 STOREY	1 STOREY
9	LOT COVERAGE (ACCESSORY)	10% LOT AREA MAX. OR 185 m², WHICHEVER IS LESSER	< 185 m²
10	GARDEN SUITE GROSS FLOOR AREA	70 m² MAX.	± 108.3 m² (± 1,165.3 ft²)
11	PARKING SPACES 2.7 m x 5.5 m	1 PARKING SPACE PER GARDEN SUITE	1 PARKING SPACE



SITE PLAN

1:500



826 King Street North, Unit 20
Waterloo, Ontario, N2J 4G8
www.witzeldyce.com

PROJECT
**RENKEMA FARM
GARDEN SUITE**
312824 DEREHAM LINE MOUNT ELGIN, ON
DRAWING
SITE PLAN

PROJECT NO.
16817-100
DATE
NOVEMBER 2025
SCALE
AS NOTED
DRAWING NO.
A1.1