

To: Chair and Members of Oxford County Land Division Committee

From: Justin Miller, Development Planner, Community Planning

**Applications for Consent for Easement
B25-71-8, B25-72-8 and B25-73-8
– Paul and Denal Soares and 2718700 Ontario Inc.**

REPORT HIGHLIGHTS

- The applications for consent propose the creation of easements for parking, access, garbage and snow storage in favour of 580 Adelaide Street and 583 Dundas Street in the City of Woodstock.
- The easement proposed through B25-71-8 will provide additional parking area in favour of the business located at 583 Dundas Street; the easement proposed through B25-72-8 will provide additional space for parking, snow removal and garbage storage for a multi-unit residential building at 580 Adeliade Street; and the easement proposed through B25-73-8 will provide additional space for parking and access to the business located at 583 Dundas Street.
- Planning staff are recommending approval of the applications as the proposal appears to be consistent with the policies of the Provincial Planning Statement and the general intent and purpose of the Official Plan respecting Central Commercial uses in designated settlement areas.

DISCUSSION

Background

APPLICATIONS B25-71-8 AND B25-72-8

OWNER/APPLICANT: Paul and Denal Soares
584 Adelaide Street, Woodstock ON N4S 4B9

AGENT: Derek Truelove
35 Perry Street, Woodstock ON N4S 3C4

APPLICATION B25-73-8

OWNER/APPLICANT: 2718700 Ontario Inc. c/o Mukesh Grover
581 Dundas Street, Woodstock ON N4S 4B9

AGENT: Derek Truelove
35 Perry Street, Woodstock ON N4S 3C4

Application B25-73-8 proposes an easement from 580 Adelaide Street in favour of 583 Dundas Street to provide space for parking and access; largely, this proposed easement connects to the easement proposed in B25-71-8 and allows vehicles to maneuver and park on the lands to come under easement in B25-71-8. The proposed easement is an 'L' shape with an area of 88.6 m² (953.7 ft²) and currently exists as a paved laneway between Smith Flowers and 584 Adelaide Street (which contains an existing dwelling).

Surrounding land uses are a mix of residential and commercial uses. The subject lands are within the Central Commercial District which permits a diverse range of residential and commercial uses, and this is reflected in the general vicinity of the subject lands.

Plates 1a, 1b and 1c, Location Map with Existing Zoning, shows the location of the subject lands and the existing zoning in the immediate vicinity. Plate 1a reflects the easement described in B25-71-8, Plate 1b reflects the easement described in B25-72-8 and Plate 1c reflects the easement described in B25-73-8.

Plate 2, Subject Lands (2020 Aerial Map), provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicants' Sketch, provides the configuration of the proposed easements.

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

The subject lands are designated 'Central Business District' (CBD) in the Land Use Plan for the City of Woodstock. The CBD is intended to be the most intensive functionally diverse and dominant business, cultural and administrative centre within the County. The CBD will provide a full range of commercial, office, administrative, cultural entertainment, recreation, institutional open space, medium and high density residential uses.

The boundaries of the CBD reflect the existing land use patterns associated with the administrative and cultural uses north of Dundas Street, the historical pedestrian shopping area along Dundas Street and established business uses oriented toward Peel Street. The shopping area along Dundas Street is characterized by continuous narrow street oriented buildings (583 Dundas Street).

ZONING BY-LAW

The subject lands are zoned 'Central Commercial Zone (C5)' and 'Special Central Commercial Zone (C5-17)'. The C5 Zone permits medium and high density built forms (apartments, townhouses, converted dwellings, multiple-attached dwellings) and more than four dozen non-residential uses, including commercial, administrative, office, institutional and recreational uses. The C5-17 zone establishes site-specific zone provisions for a multiple-use apartment dwelling house that relate to the location of parking, building height and a maximum number of dwelling units.

Agency Comments

The City of Woodstock Engineering Department (Building Division) provided the following comments:

1. As noted, three downtown properties are participating in the subject applications to assign a legal use to the paved area known as a lane or courtyard to the rear of all properties.
2. We have no concerns with the proposed easement arrangements.

If approved, please include the following 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.

Public Consultation

Notice of the proposal was provided to the public and surrounding property owners on February 19, 2026 in accordance with the requirements of the Planning Act. At the time of writing this report, no comments have been received from the public.

Planning Analysis

The applications for easements propose establish additional parking, and storage space for the benefitting 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.

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.

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.

RECOMMENDATIONS

Whereas the applications for consent for easement are consistent with the 2024 Provincial Planning Statement and comply with the Official Plan, we are of the opinion that the applications are acceptable from a planning perspective, and should be granted, subject to the following conditions:

B25-71-8

- 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.

B25-72-8

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.

B25-73-8

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.

SIGNATURES

Authored by:

“Original Signed by”

Justin Miller
Development Planner

Approved for submission:

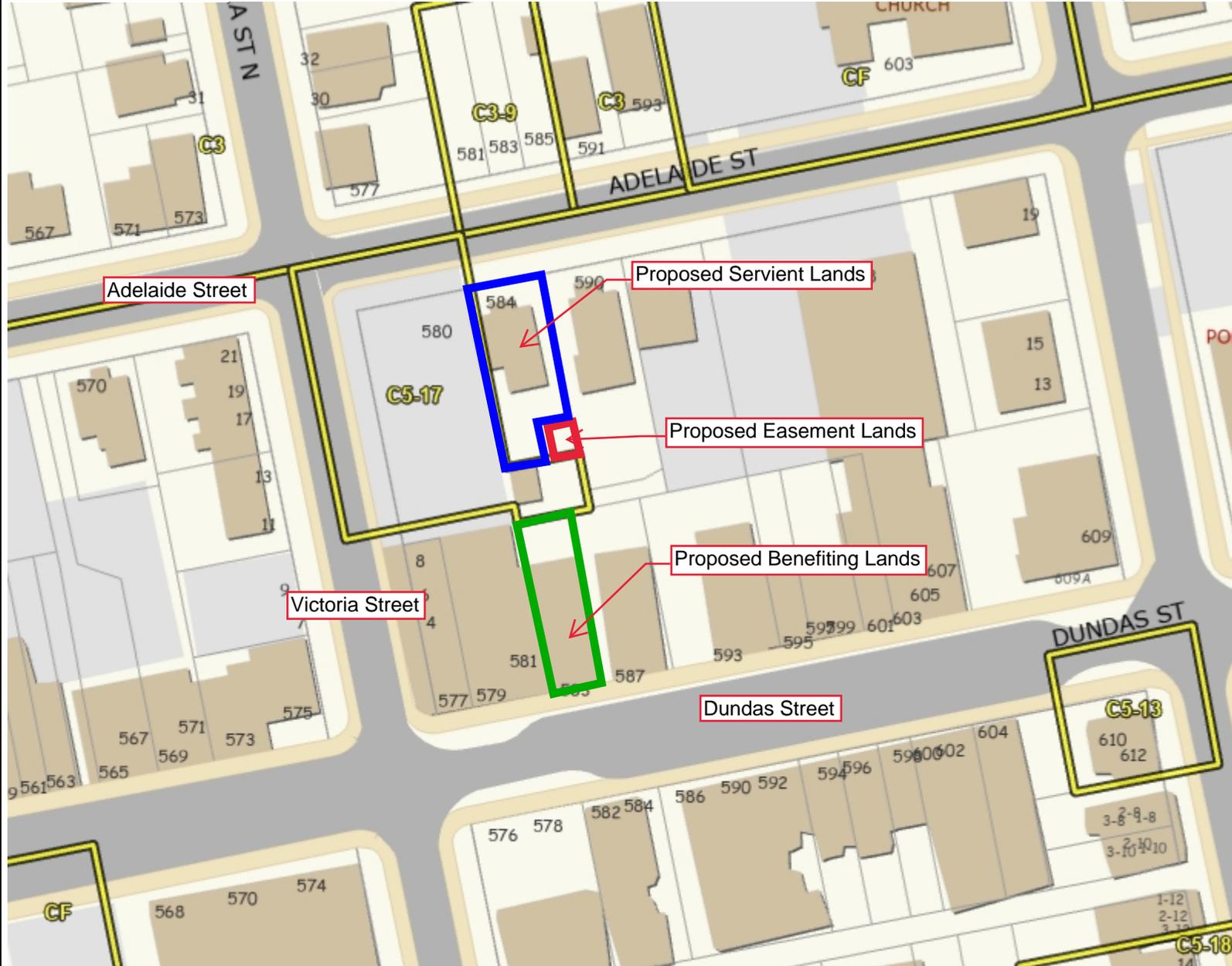
“Original Signed by”

Eric Gilbert, MCIP, RPP
Manager of Development Planning

Plate 1a: Location Map with Existing Zoning

File No.'s: B25-71-8; B25-72-8; B25-73-8: Soares and 2718700 Ontario Inc.

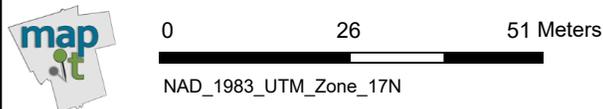
Part Lots 7 and 8, Plan 76, 580 Adelaide Street and 590 Adeliade Street, City of Woodstock



Legend

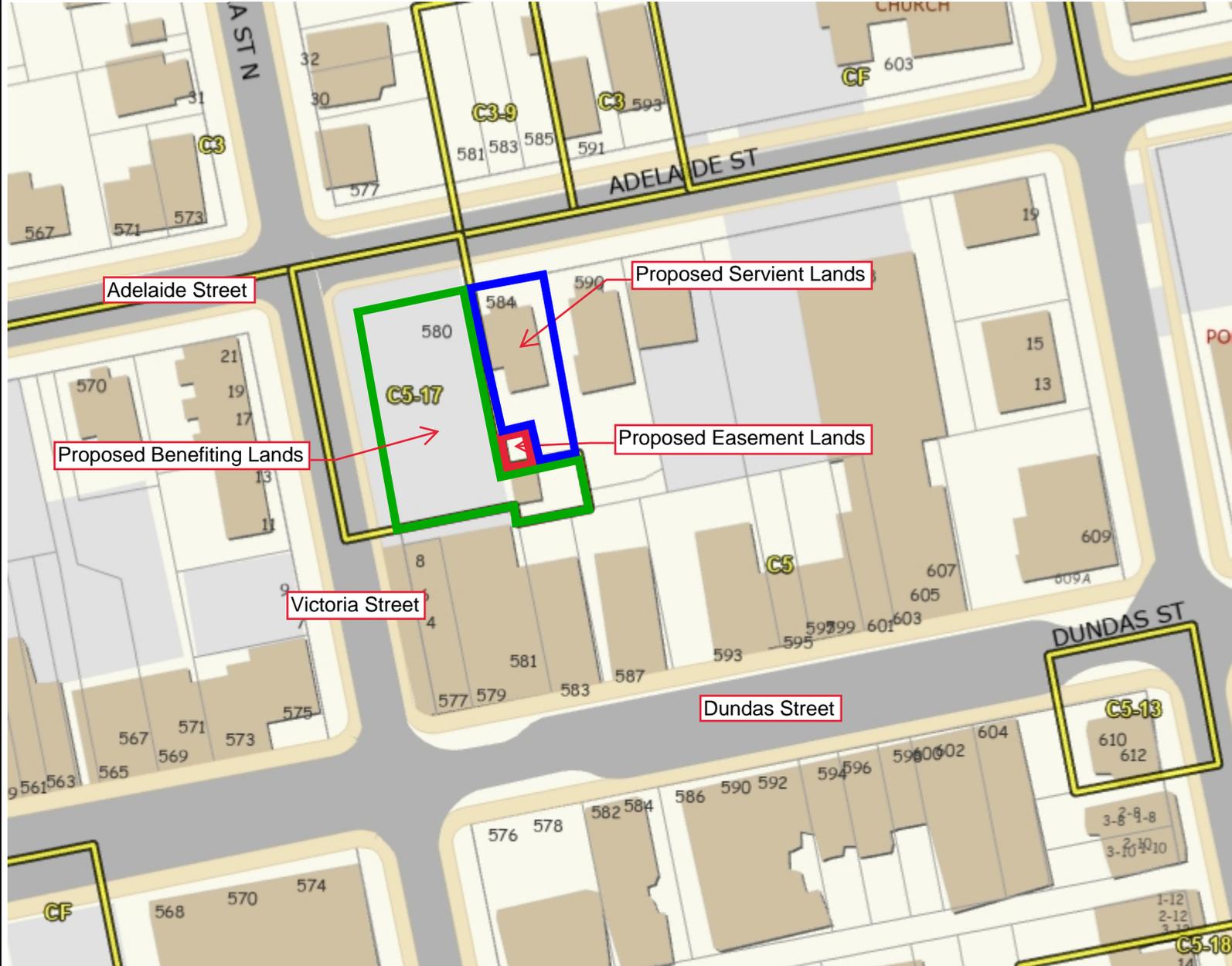
- Zoning Floodlines
- Regulation Limit
- ♦♦ 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



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

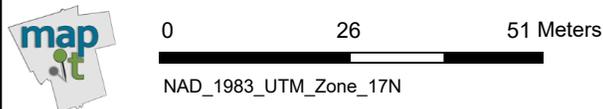
January 16, 2026



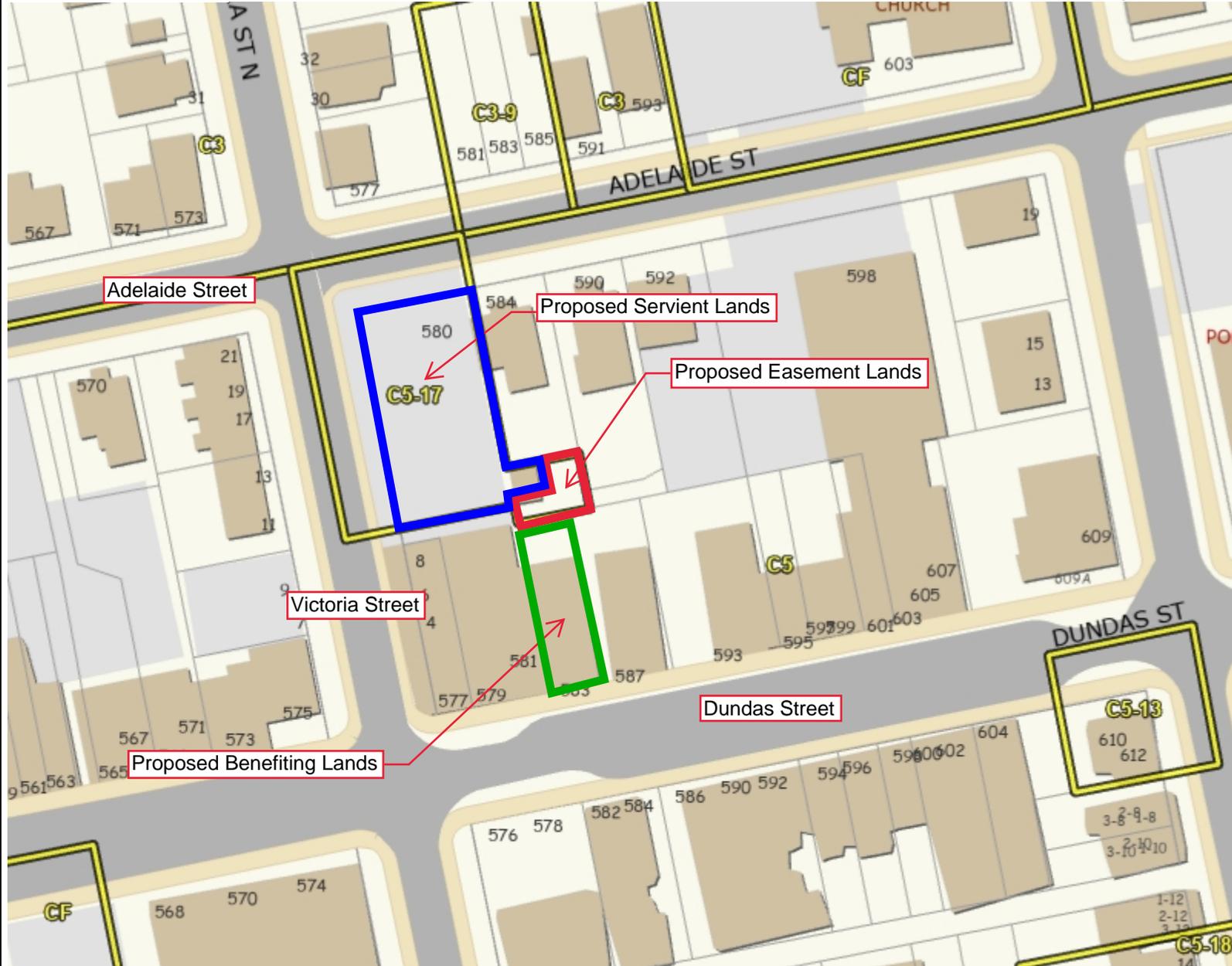
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- Zoning Floodlines Regulation Limit
- ♦♦ 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
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- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



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Legend

- Zoning Floodlines
- Regulation Limit
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Notes



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NAD_1983_UTM_Zone_17N



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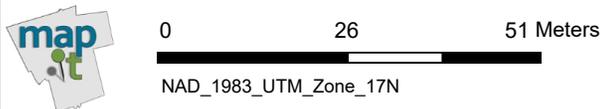
January 16, 2026



Legend

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

Notes



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February 19, 2026

Easement A: 584 Adelaide Street to 583 Dundas Street

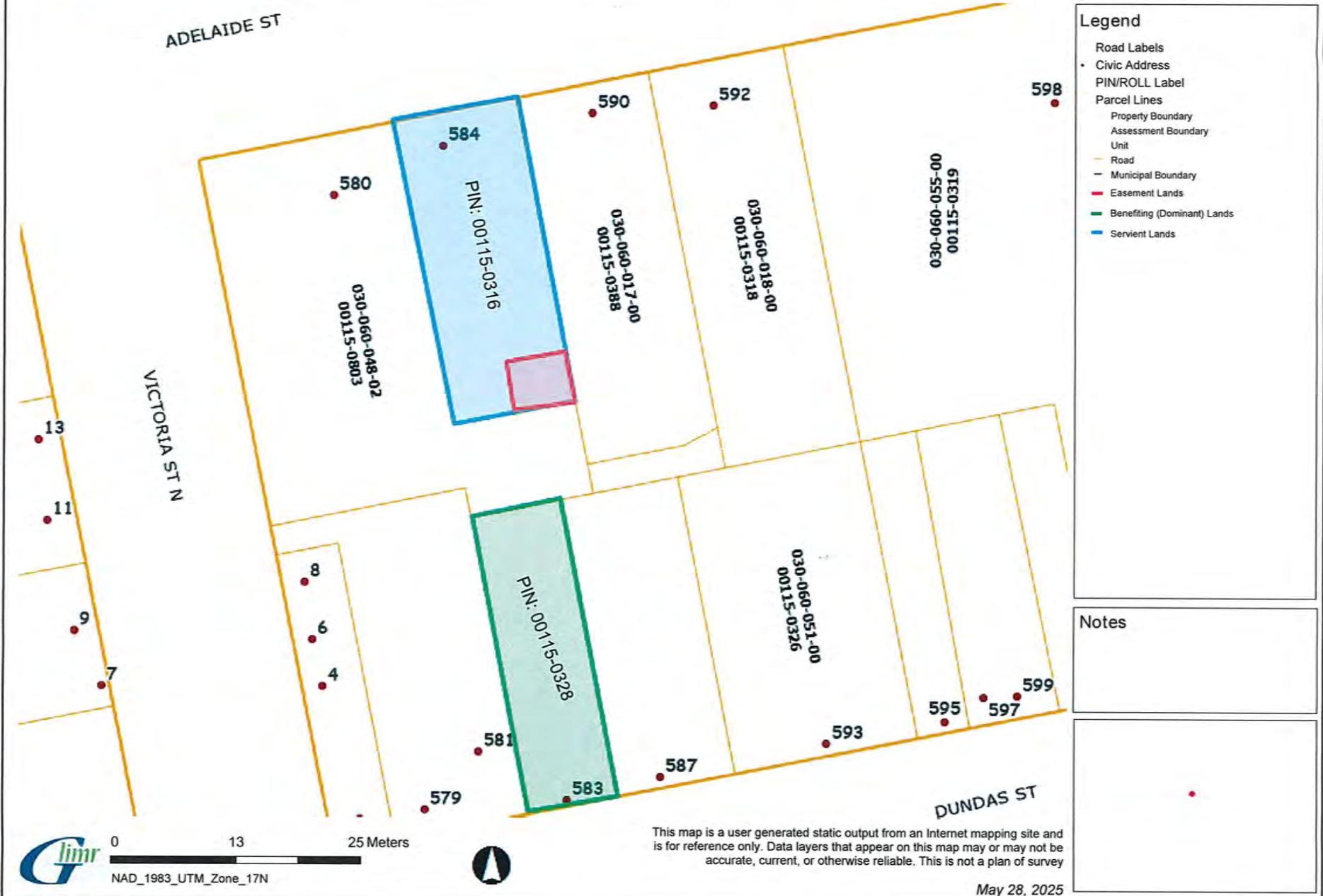


Plate 3: Applicant's Sketch

File No.'s: B25-71-8; B25-72-8; B25-73-8: Soares and 2718700 Ontario Inc.

Part Lots 7 and 8, Plan 76, 580 Adelaide Street and 590 Adelaide Street, City of Woodstoc

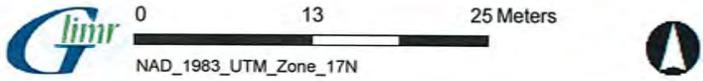
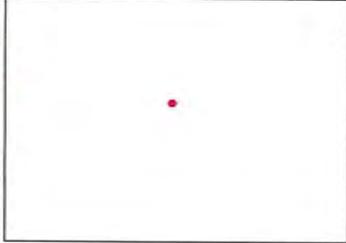
Easement B: 584 Adelaide Street to 580 Adelaide Street



Legend

- Road Labels
- Civic Address
- PIN/ROLL Label
- Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary
- Easement Lands
- Benefiting (Dominant) Lands
- Servient Lands

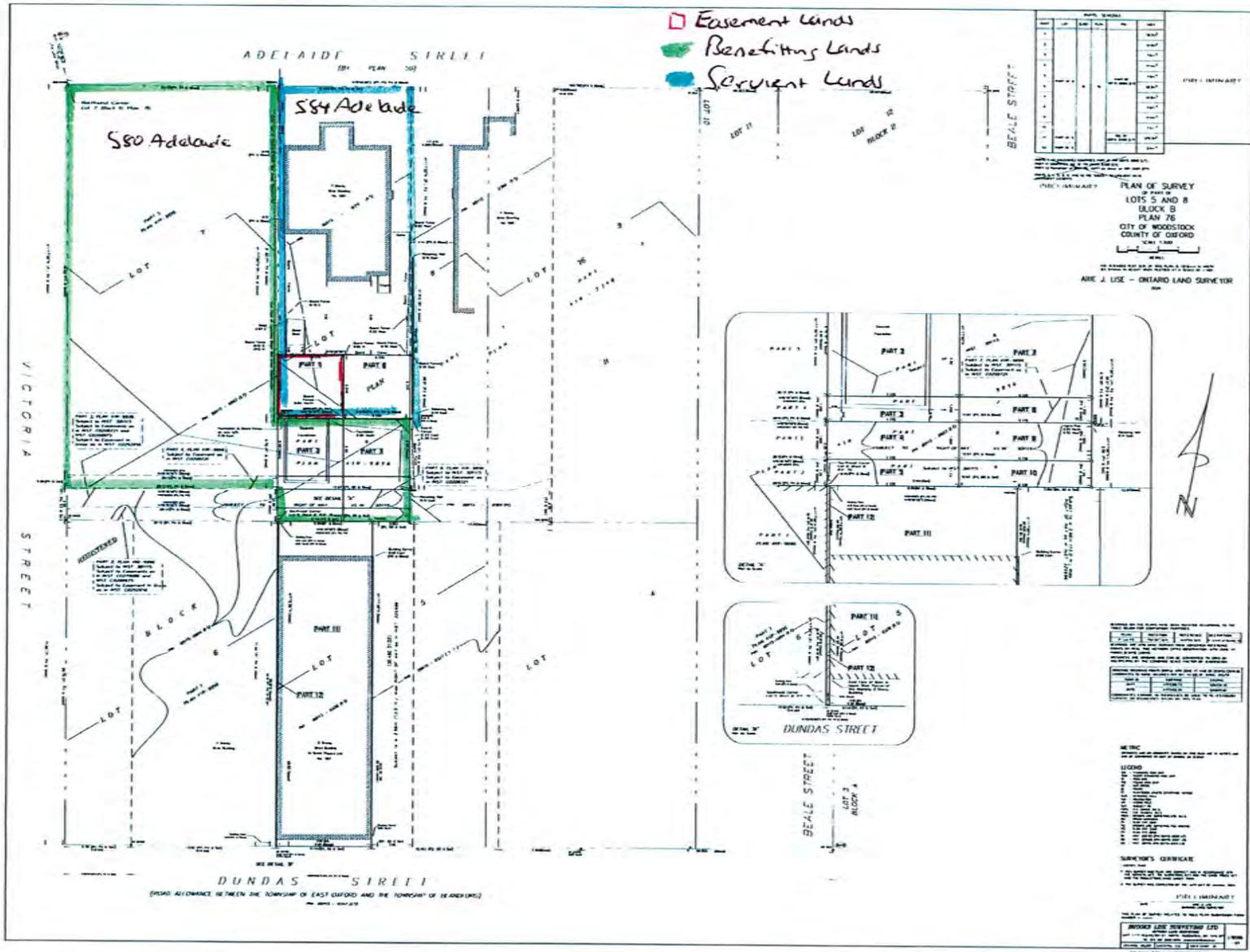
Notes



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May 28, 2025

NAD_1983_UTM_Zone_17N



Easement B
 584 Adelaide St to 580 Adelaide St

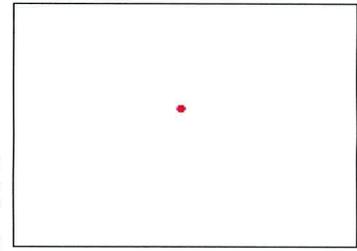
Easement: 580 Adelaide St to 583 Dundas St

Legend

- Road Labels
- Civic Address
- PIN/ROLL Label
- Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary
- Lot Fabric

- Easement lands
- Benefitting lands
- Servient lands

Notes



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