

To: Chair and Members of Oxford County Land Division Committee

From: Justin Miller, Development Planner, Community Planning

Application for Consent B25-68-8 – Bajram Dragusha

REPORT HIGHLIGHTS

- The application for consent proposes to sever a proposed semi-detached dwelling into separately conveyable lots.
- The proposed development is for a semi-detached dwelling with two additional residential units per semi-detached unit; on January 12, 2026, Woodstock's Committee of Adjustment approved a minor variance to increase the maximum additional residential unit size (from 100 m² to 128 m²) to facilitate the proposed development.
- The City of Woodstock Council supported this severance application at its regular Council meeting on February 19, 2026.
- Planning staff are recommending approval of the application as it is generally consistent with the Provincial Planning Statement and maintain the general intent and purpose of the Official Plan with respect to infill development in Low Density Residential areas.

DISCUSSION

Background

OWNERS: Bajram Dragusha
38 Burgetz Avenue, Kitchener, ON N2A 3B8

AGENT/APPLICANT: Boban Jekanovic
18 Watervale Drive, Kitchener, ON N2A 0E9

LOCATION:

The subject property is legally described as Part Block B Part Lot 179, Part 1 41R-9164, in the City of Woodstock. The property is located on the east side of Frederick Street lying between Vansittart Avenue and Pittock Park Road and is known municipally as 62 Frederick Street.

OFFICIAL PLAN:

Schedule "W-1"	City of Woodstock Land Use Plan	'Residential'
Schedule "W-3"	City of Woodstock Residential Density Plan	'Low Density Residential'

CITY OF WOODSTOCK ZONING BY-LAW:

Existing Zone: 'Special Residential Type 2 Zone (R2-44)'

SERVICES: Municipal water and sewage services

ROAD ACCESS: Paved, municipal road (Frederick Street)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>
Area	306.9 m ² (3,303.2 ft ²)	306.9 m ² (3,303.2 ft ²)
Frontage	8.4 m (27.5 ft)	8.4 m (27.5 ft)
Depth	36.6 m (120.14 ft)	36.6 m (120.14 ft)

The application for consent has been received to facilitate the creation of one new residential building lot and retain a lot for similar purposes. Each lot is intended to contain one unit of a semi-detached dwelling and associated additional residential units. The subject lands are currently vacant.

Surrounding land uses are primarily single-detached dwellings to the north and west, and open space and railway uses to the south and east.

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 Photo (2020), provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicant's Sketch, provides the dimensions of the lots to be severed and retained, 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.

As per the Provincial Planning Statement (PPS), settlement areas are urban and rural settlements, which include cities, towns, villages and hamlets and can vary significantly in terms of size, density population, economic activity, diversity and intensity of land uses, service levels and types of infrastructure available.

Section 2.3 of the PPS outlines that healthy, liveable, and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

Further, Section 2.3.1.1 directs that settlement areas shall be the focus of growth and development. 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 infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

OFFICIAL PLAN

The subject lands are located within the 'Low Density Residential' designation according to the City of Woodstock Residential Density Plan, as contained in the Official Plan. Low-density residential areas include those lands that are primarily developed or planned for a variety of low-rise, low-density housing forms including single detached dwellings, semi-detached dwellings, duplex, converted dwellings, quadraplexes, townhouses and low-density cluster development. In these districts, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

Infill housing is defined as the placement of new residential development into established built-up areas on vacant or underutilized sites. To efficiently utilize designated residential land and any municipal servicing infrastructure, infill housing will be supported in the Low Density Residential areas of Serviced Villages.

The introduction of new residential housing into an established streetscape pattern will only be permitted if the proposal is deemed to be consistent with the characteristics of existing development in the immediate area. To ensure that street-oriented infill projects are sensitive to the continuity of the existing residential streetscape, City Council and the County Land Division Committee will ensure that the proposal is consistent with the street frontage, setbacks, lot area and spacing of existing development within the immediate area.

Section 7.2.4.3 of the Official Plan outlines the policies for additional residential units within Low Density Residential Districts. It is noted that a maximum of two ARUs are permitted on a lot, in addition to the principal dwelling. The ARUs may consist of up to two units in the principal dwelling or one in the principal dwelling and/or one in a structure ancillary the principal dwelling. The applicant is proposing two ARUs within each proposed semi-detached dwelling.

ZONING BY-LAW

The subject property is zoned 'Special Residential Type 2 Zone (R2-44)' in the City of Woodstock Zoning By-law. The 'R2-44' zone permits several residential uses including single- and

semi-detached dwellings, home occupations, bed and breakfast establishments, duplexes, and additional residential units, subject to Section 5.2.8 of the Zoning By-law.

Section 5.2.8, Additional Residential Units (ARUs) allows for the construction of an ARU as an accessory use to a single-detach dwelling house, semi-detached dwelling house, or street row dwelling house, where permitted. Table 3A – Regulations for Additional Residential Units (ARUs), within Section 5.2.8, lay out the criteria for ARUs within the City of Woodstock. These criteria include, but are not limited to, the number of ARUs permitted per lot, ARU unit size, parking, permitted dwelling types, and restricted areas. Of note, 2 ARUs are permitted per lot, in addition to the principal dwelling, and ARU unit size is cumulatively limited to being no greater than 60% of the gross floor area of the principal dwelling house on a lot, to a maximum of 100 m². ARUs within the basement or the cellar of the principal dwelling house shall not count towards this cumulative total. The applicant has received relief from this maximum size to be increased to 128 m². Staff note that all other ARU provisions appear to be satisfied to support the proposed development.

AGENCY COMMENTS

The City of Woodstock's Manager of Building and Facilities noted that the semi-detached dwelling proposed for the site and two (2) ARUs per side are permitted uses under the R2 zoning provisions. For clarity, the zoning provisions apply to each side of the semi-detached dwelling.

The zoning by-law permits the size of the dwelling building footprint (125.7 m²), for ARU construction, is typically contained to each floor which results in a second floor ARU size of approximately 128 m². They note that all other provisions of the zoning by-law are being complied with, including the number of parking spaces.

The Oxford County Public Works department provided the following comments:

1. If approved, a condition of severance shall be that the owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water & sanitary sewer services, to the satisfaction of the County. Both properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.

PUBLIC CONSULTATION

Notice of the application was circulated to neighbouring property owners on February 3, 2026, in accordance with the provisions of the Planning Act. At the time of writing this report, no comments or concerns have been received from the public.

CITY OF WOODSTOCK COUNCIL RESOLUTION

City of Woodstock Council passed a resolution in support of the proposed consent at City Council's regular meeting of February 19, 2026.

Planning Analysis

The purpose of the subject application is to sever a lot for a semi-detached dwelling to have one semi-detached unit on each lot to be separately conveyable. The applicant also proposes two ARU units for each semi-detached unit; with the exception of the previously granted minor variance regarding the ARU size, the semi-detached dwellings and associated ARUs comply with all of the applicable zone provisions.

With respect to the PPS, the proposal is consistent with the intensification, redevelopment and housing policies as the application is considered an efficient use of land and municipal infrastructure within a serviced settlement area and will provide additional housing units for current and future residents.

With regard to the street-oriented infill policies of the Official Plan, the subject lands are located in an area characterized by low density residential development. The existing lot fabric in the vicinity is characterized by varying lot frontages, depths and areas, including some very large residential lots to the north. The R2-44 zone establishes a minimum lot frontage of 8.3 m (27.2 ft) and a maximum driveway coverage for dwellings with ARUs of 65.6%; for Committee's information, the minimum frontage for lots in the R2 Zone is typically 9 m for semi-detached dwellings, and the maximum driveway coverage for properties with ARUs is typically 65%.

Overall, Planning staff are satisfied that the proposal is consistent with the Provincial Planning Statement and maintains the intent of the residential infill policies of the Official Plan and as such, the application can be supported from a planning perspective, subject to the recommended conditions.

RECOMMENDATIONS

Whereas the application for consent is consistent with the 2024 Provincial Planning Statement, complies with the Official Plan and the lands are appropriately zoned, 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 owner shall 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 easements created. Any proposed easements shall be reviewed by the City of Woodstock.**
- 2. The owner shall satisfy all requirements, financial and otherwise, of the City, regarding the installation of services and drainage facilities, to the satisfaction of the City of Woodstock.**
- 3. The Owner shall submit a recent survey prepared by an OLS to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.**
- 4. The Owner agrees to satisfy all requirements, financial and otherwise, of the County of Oxford Public Works Department, regarding the installation of water & sanitary sewer services, to the satisfaction of the County of Oxford Public Works Department. Both properties must be serviced (water/sanitary) independently, and any/all**

services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department.

5. 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.

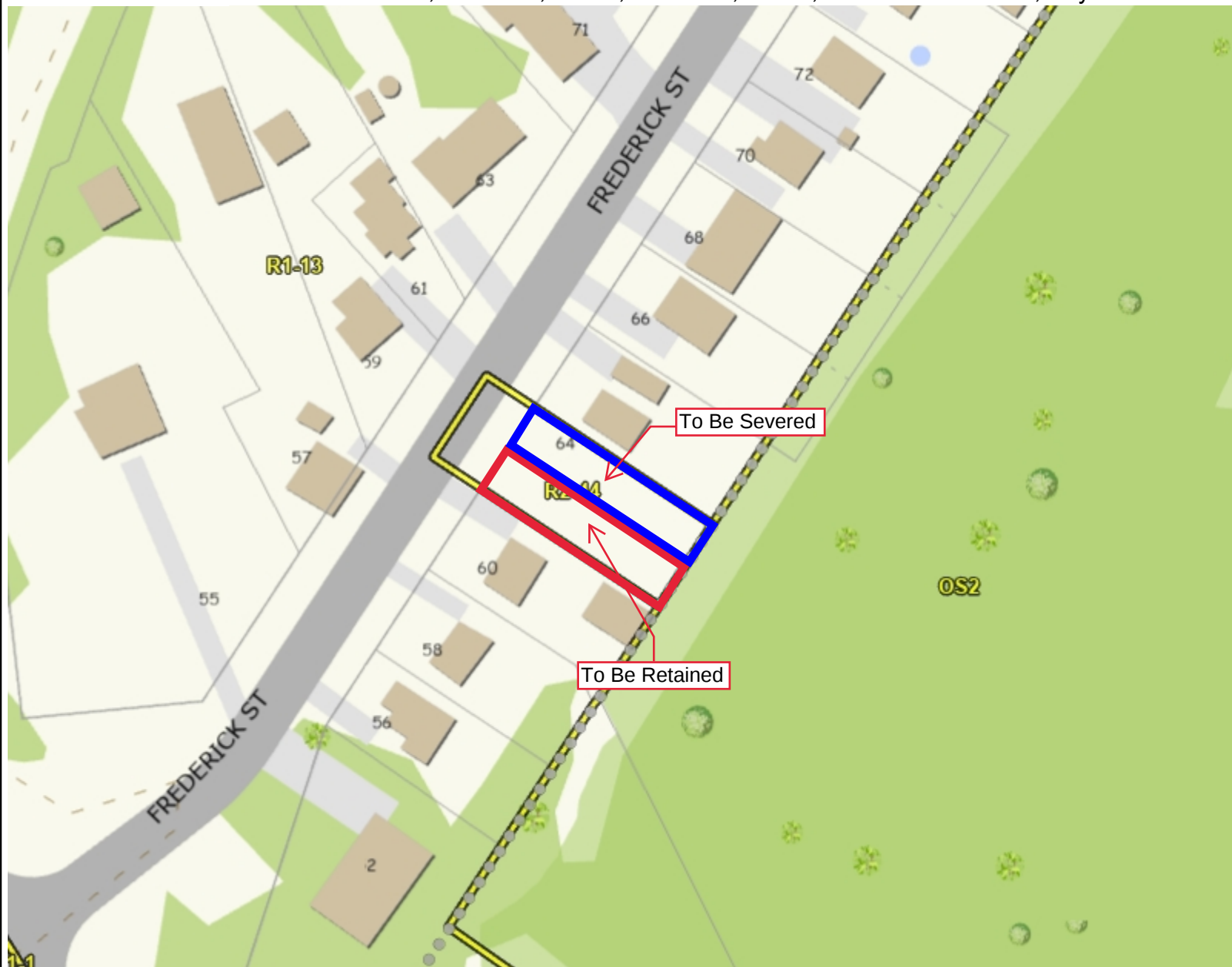
SIGNATURES

Authored by: *"Original Signed by"*

Justin Miller
Development Planner

Approved for submission: *"Original Signed by"*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



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 26 51 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

December 3, 2025



Legend

Notes



Declaration Statement:

☐ I, BOBAN JOKANOVIC, REVIEW AND TAKE RESPONSIBILITY FOR DESIGN WORK ON BEHALF OF A FIRM REGISTERED UNDER SUBSECTION 3.2.4. OF DIVISION C, OF THE BUILDING CODE 1990 QUALIFIED, AND THE FIRM IS REGISTERED, IN THE APPROPRIATE CLASSES/CATEGORIES:

HOUSE

INDIVIDUAL BCIN: 40997

FIRM BCIN: 113444

Signature:

Drawing Name:

PROPOSED
SEVERANCE SKETCH

Project Address:

62 FREDERICK ST,
WOODSTOCK, ONTARIO

Date: NOVEMBER 20, 2025

Scale: 3" = 1'-0"

Revision: ISSUED FOR COA

Sheet No.:

SK1

Plate 3: Applicant's Sketch

File No.: B25-68-8: Dragusha

Part Block B, Plan 179, Part 1, 41R9164, Part 1, 62 Frederick Street, City of Woodstock

