

To: Chair and Members of Oxford County Land Division Committee

From: Amy Hartley, Development Planner, Community Planning

Application for Consent and Minor Variance B25-56-3; A25-13-3 MA Stubbe Holdings Inc.

REPORT HIGHLIGHTS

- The application for consent proposes the creation of one residential building lot in the Village of Norwich and the retention of a lot containing an existing single detached dwelling.
- Minor variances have been proposed to permit a reduction to the lot area and lot frontage for both lots, and an increased lot coverage as well as an increase to the permitted projection into the side yard for an existing deck on the lot to be retained.
- Planning staff are recommending approval of the applications as they are generally consistent with the Provincial Planning Statement and maintain the general intent and purpose of the Official Plan with respect to infill development in a designated settlement area.

DISCUSSION

Background

OWNER/APPLICANT: MA Stubbe Holdings Inc. (c/o Matt Stubbe)
32.5 Centre Street, Norwich, ON N0J 1P0

AGENT: Build Ontario Developments (c/o Ushdeep Sandhu)
15 Kenview Boulevard, Unit 2, Brampton, ON L6T 5G5

LOCATION:

The subject lands are described as Lot 437, Plan 745, Township of Norwich. The subject lands are located on the southeast corner of Albert Street and South Court Street East and are municipally known as 18 Albert Street, Village of Norwich.

OFFICIAL PLAN:

Schedule "C-3"

County of Oxford
Settlement Strategy Plan

Serviced Village

Schedule "N-1"	Township of Norwich Land Use Plan	Settlement (Norwich Village)
Schedule "N-2"	Village of Norwich Land Use Plan	Low Density Residential

TOWNSHIP OF NORWICH ZONING BY-LAW 07-2003-Z:

Lots to be Severed and Retained - 'Residential Type 1 Zone (R1)'

SERVICES:

Lot to be Retained – Municipal water and sewage services
Lot to be Severed – Proposed municipal water and sewage services

ROAD ACCESS:

Lot to be Retained – Paved Township Road (Albert Street)
Lot to be Severed – Paved Township Road (South Court Street East)

PROPOSAL:

	<u>Lot to be Severed</u>	<u>Lot to be Retained</u>
Area	426.9 m ² (4,585.4 ft ²)	513.2 m ² (5,521.8 ft ²)
Frontage	13.8 m (45.2 ft)	16.75 m (54.9 ft)
Depth	30.8 m (101 ft)	30.8 m (101 ft)

REQUESTED MINOR VARIANCES FROM SECTION 11.2:

	<u>Required</u>	<u>Proposed – Severed Lot</u>	<u>Proposed – Retained Lot</u>
Lot Area	450 m ² (4,844 ft ²)	426 m ² (4,585.4 ft ²)	N/A
Lot Area (corner lot)	600 m ² (6,458.6 ft ²)	N/A	513.2 m ² (5,524 ft ²)
Lot Frontage	15 m (49.2 ft)	13.8 m (45.2 ft)	N/A
Lot Frontage (corner lot)	20 m (65.6 ft)	N/A	16.75 m (54.9 ft)
Lot Coverage	30%	N/A	35%
Permitted Projections – Interior Side Yard	0.6 m (1.9 ft)	N/A	0.16 m (0.52 ft)

The purpose of the application for consent is to create a new residential building lot in the Village of Norwich. It is proposed that the lot to be severed will be approximately 426 m² (4,585.4 ft²) in area with 13.8 m (45.2 ft) of frontage on South Court Street East. It is proposed that a single detached dwelling with attached garage will be constructed on the lot to be severed. The proposed severed lot currently contains a shed that is proposed to be removed.

It is proposed that the lot to be retained will be approximately 513.2 m² (5,524 ft²) in area with 16.75 m (54.9 ft) of frontage on South Court Street East. The lot to be retained contains an existing single detached dwelling.

Minor variances have been requested as noted above to facilitate the creation of the lot and recognize the existing building and condition of the dwelling on the lot to be retained.

Surrounding land uses are predominantly single detached dwellings on a variety of lots sizes.

Plate 1, Location Map with Existing Zoning, shows the location of the subject lands and the existing zoning in the immediate vicinity as well as configuration of the proposed lots to be severed and retained.

Plate 2, Subject Lands (2020 Air Photo), provides an aerial view of the property and surrounding lands in the immediate area.

Plate 3, Applicant's Sketch, provides the dimensions of each lot, as proposed by the applicant, as well as the location of the existing buildings on the lands.

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 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 Provincial Planning Statement (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.

Section 2.3 directs that settlement areas shall be the focus of growth and development. Further, according to Section 1.1.3.2, 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.

Section 2.4 of the PPS directs that planning authorities shall provide for an appropriate mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by, among other matters, establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements.

Official Plan

The subject lands are located within the Village of Norwich, which is a 'Serviced Village' according to the Settlement Strategy Plan for the County of Oxford. The subject lands are further designated 'Low Density Residential' according to the Village of Norwich Land Use Plan.

Low Density Residential areas are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings and street fronting townhouses. It is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use, within the Low Density Residential designation.

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. In order to ensure that street-oriented infill projects are sensitive to the continuity of the existing residential streetscape, Township 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.

In addition, all infill proposals in serviced villages are subject to the following criteria:

- Stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;
- Adequate off-street parking and outdoor amenity areas will be provided;
- The location of vehicular access points, the likely impact of traffic generated by the proposal on public streets and potential traffic impacts on pedestrian and vehicular safety and surrounding properties is acceptable;
- Existing municipal services or private services and community facilities will be adequate to accommodate the proposed infill project;
- The extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- All infill proposals will be evaluated as to the environmental impacts and constraints associated with the proposed development in accordance with Section 3.2, as well as to the potential effect of the development on heritage resources (Section 3.2.7.5);
- Compliance of the proposed development with the provisions of the Zoning By-Law of the Township and other municipal by-laws.

Further, the applicant has proposed minor variances to the Township's Zoning By-law to reduce the lot areas of the severed parcels, and the lot frontage of the severed parcels, as detailed previously in this report.

When considering an application for minor variance to the Zoning By-law, the Committee shall take into account the following:

- The objectives of the policies of the Official Plan can be met if the minor variance is granted;
- The request for variance constitutes a minor departure from the performance standards of the Zoning By-law;
- The general intent and purpose of the Zoning By-law; and
- Whether the variance is desirable for the appropriate development of the land.

In addition to the considerations outlined above, in determining whether the variance is desirable, the following shall be taken into account:

- Whether constraints and/or restrictions to meeting the requirements of the Zoning By-law due to the physical or inherent conditions of the site are involved;
- Whether alternative designs of the proposal which would be in conformity with the relevant by-law are clearly not feasible or appropriate for the site;
- The concerns of the effect on adjacent owners, residents and community in general have been considered;
- The approval of the minor variance would not create an undesirable precedent;
- That compliance with the standards of the relevant by-law would be unreasonable or impossible and would impose an undue hardship on the applicant.

Zoning By-law

The subject lands are zoned 'Residential Type 1 Zone (R1)' according to the Township of Norwich Zoning By-law.

The 'R1' zone permits a single detached dwelling and requires a minimum lot area of 450 m² (4,844 ft²) and 600 m² (6,458.6 ft²) for a corner lot, and minimum lot frontage of 15 m (49.2 ft) for an interior lot and 20 m (65.5 ft) for a corner lot, as well as a maximum lot coverage of 30%. Additionally, Section 5.32.1 allows a minimum setback between a projection and a lot line for an unenclosed deck not exceeding one storey in height of 0.6 m (2 ft).

An application for minor variance has been received requesting relief of the following:

	<u>Proposed – Severed Lot</u>	<u>Proposed – Retained Lot</u>
Lot Area	426 m ² (4,585.4 ft ²)	N/A
Lot Area (corner lot)	N/A	513.2 m ² (5,524 ft ²)
Lot Frontage	13.8 m (45.2 ft)	N/A
Lot Frontage (corner lot)	N/A	16.75 m (54.9 ft)
Lot Coverage	N/A	35%
Permitted Projections – Interior Side Yard	N/A	0.16 m (0.52 ft)

Agency Comments

Canada Post indicated that mail delivery will be via PO Box at the Norwich Post Office.

Oxford County Public Works requested a condition regarding the installation of water and wastewater services to the proposed lot to be severed. Both properties must be serviced independently, and any/all services crossing the proposed property line be disconnected.

The Township of Norwich Building Department requested that elevation drawings for the easterly side of the existing dwelling with respect to the proposed property line be provided to confirm spatial separation and limiting distances as per the Ontario Building Code be included as a condition of approval

Township of Norwich Fire Department indicated no concerns with the proposed severance.

Public Consultation

Notice of the application was circulated to neighbouring property owners on November 20, 2025, in accordance with the provisions of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

The application for consent proposes the creation a residential building lot in the Village of Norwich. The applicant has also applied for a number of variances for both lots.

Planning staff have reviewed the proposal under the policy direction of the PPS and the Official Plan and are satisfied that the proposal is consistent with the policies of the PPS respecting intensification and development within settlement areas. Further, adequate municipal sewage and water services are available to service the proposed severed lot, which supports the servicing policies of the PPS. A grading and drainage plan will be reviewed prior to the issuance of a building permit to ensure that stormwater run-off is adequately controlled and will not negatively affect adjacent properties.

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. In this case, the lots to be severed and retained appear to be compatible with the street frontage, setbacks, lot area and spacing of the existing residential development in the immediate area, which offers a variety of lot sizes and configurations which support single detached dwelling units.

In consideration of the requested minor variances to the lot areas, lot frontages and lot coverage, staff have reviewed the proposal in the context of the policies contained in the Official Plan and are of the opinion that the proposed variances are appropriate as they will provide for adequately sized lots and frontages to accommodate an appropriate building envelope, off-street parking, and private amenity space. The proposed lots are compatible with the existing lot fabric, dwelling types and development in the vicinity and will be generally in-keeping with the characteristics of the surrounding area. Staff are satisfied that the reduced lot areas, lot frontages and a request for an increased lot coverage for the lot to be retained are minor, desirable for the development of the lands and maintains the intent and purpose of the Zoning By-law with respect to the provision of adequately sized building envelopes, off-street parking and private amenity space.

The requested variance to reduce the permitted setback between a property line and a projection, in this instance being an existing deck on the east side of the dwelling, is appropriate and will maintain the deck as additional amenity space. While staff recognize that the proposed reduced setback from 0.6 m (2 ft) to 0.16 m (0.5 ft) is limited, staff are satisfied that adequate space exists on the opposite side yard to facilitate proper access to the rear yard and sufficient space will be available to allow for maintenance of the existing dwelling and grading and drainage of the site. In this respect, Planning staff are of the opinion that the requested relief can be considered minor and desirable for the development of the lands.

As noted by the Township Chief Building Official, elevation drawings are required for review to determine whether the area of unprotected openings on the east side of the house will comply with spatial separation requirements of the Ontario Building Code. If the review does not satisfy the requirements of the Building Code, unprotected openings may need to be removed, or compensating construction of the easterly wall may be required, to the satisfaction of the Township Building Department. A condition of approval has been included to require the submission of the required drawings to the satisfaction of the Township Building Department.

In light of the foregoing, Planning staff are of the opinion that the proposed severance is a form of street-oriented infill and intensification, and the requested minor variances meet the tests for minor variances under the Planning Act and can be supported.

RECOMMENDATIONS

Whereas the application for consent is consistent with the 2024 Provincial Planning Statement, complies with the policies of the County of Oxford Official Plan and the subject 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:

B25-56-3

- 1. The Owner agrees to satisfy all requirements, financial and otherwise, of the County Public Works Department, regarding the installation of water and sanitary services, to the satisfaction of the County of Oxford. 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.**
- 2. The Owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the Township of Norwich.**
- 3. The existing accessory buildings on the lot to be severed be removed, subject to Building Permits for Demolition, to the satisfaction of the Township of Norwich.**
- 4. The Owner shall provide a building report prepared by an architect or professional engineer outlining the requirements of the Ontario Building Code respecting spatial separation and exposure protection, for the existing building on the lot to be retained. The report will indicate the limiting distance, area of unprotected openings and required construction of exposing building faces of the existing buildings located on the retained lot adjacent to the new interior property lines, to the satisfaction of the Township of Norwich.**

5. The Owner shall provide cash-in-lieu of parkland, to the satisfaction of the Township of Norwich.
6. If required, a drainage reapportionment be undertaken, pursuant to Section 65 of the Drainage Act. R.S.O., 1990, at the owner's expense, to the satisfaction of the Township of Norwich.
7. If required, the Owner shall enter into a Severance Agreement with the Township of Norwich, to the satisfaction of the Township of Norwich.
8. The Clerk of the Township of Norwich advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.

A25-13-3

That the Oxford County Land Division Committee approve Minor Variance Application A25-13-3 submitted by MA Stubbe Holdings Inc. (c/o Matt Stubbe), for lands described as Lot 437, Plan 745, Township of Norwich, being the lots to be severed and retained from Consent Application B25-56-3 as it relates to:

1. Relief from Section 11.2 – Residential Type 1 Zone Provisions, to reduce the minimum lot area of the severed lands from 450 m² (4,844 ft²) to 426.9 m² (4,585.4 ft²);
2. Relief from Section 11.2 – Residential Type 1 Zone Provisions, to reduce the minimum lot area (corner lot) of the retained lands from 600 m² (6,458.6 ft²) to 513.2 m² (5,521.8 ft²);
3. Relief from Section 11.2 – Residential Type 1 Zone Provisions, to reduce the minimum lot frontage of the severed lands from 15 m (49.2 ft) to 13.8 m (45.2 ft).
4. Relief from Section 11.2 – Residential Type 1 Zone Provisions, to reduce the minimum lot frontage (corner lot) of the retained lands from 20 m (65.6 ft) to 16.75 m (54.9 ft);
5. Relief from Section 11.2 – Residential Type 1 Zone Provisions, to increase the maximum lot coverage of the retained lands from 30% to 35%; and
6. Relief from Section 5.32.1, Table 5.32.1 – Permitted Projection into Required Yards, to reduce the minimum setback between an existing uncovered deck projection and a side lot line from 0.6 m (1.9 ft) to 0.16 m (0.5 ft) for the lot to be retained subject to the following condition:
 - i) The variance only applies to the existing deck located on the east side of the existing dwelling as at the date of approval of the variance.

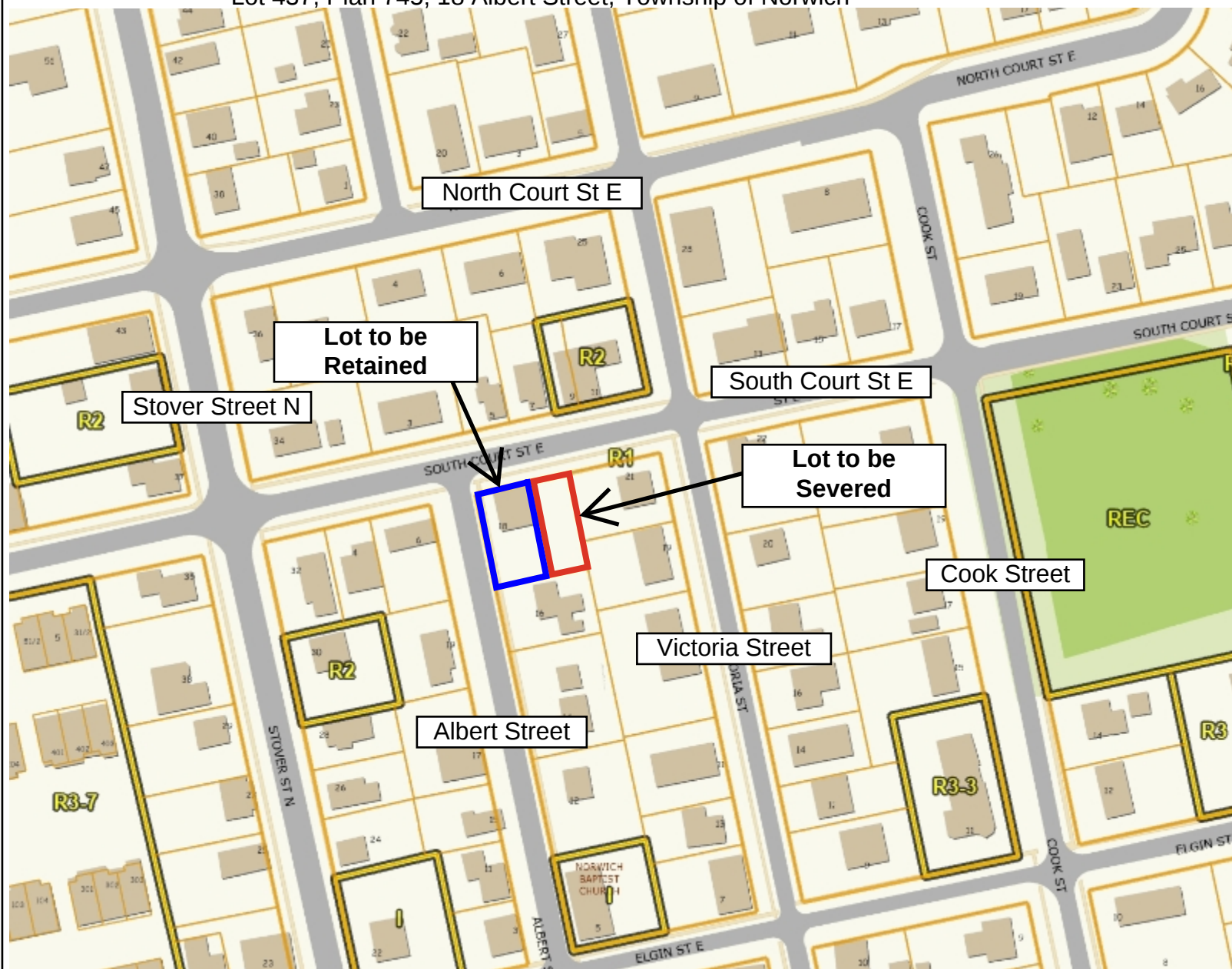
As the proposed variances are:

- (i) deemed to be minor variances from the provisions of the Township of Norwich Zoning By-law No. 07-2003-Z;**
- (ii) desirable for the appropriate development or use of the land;**
- (iii) in keeping with the general intent and purpose of the Township of Norwich Zoning By-law No 07-2003-Z, and;**
- (iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.**

SIGNATURES

Authored by: Original Signed By Amy Hartley
Development Planner

Approved for submission: Original Signed By Heather St. Clair, MCIP, RPP
Senior Development Planner



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- 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 48 96 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

September 23, 2025



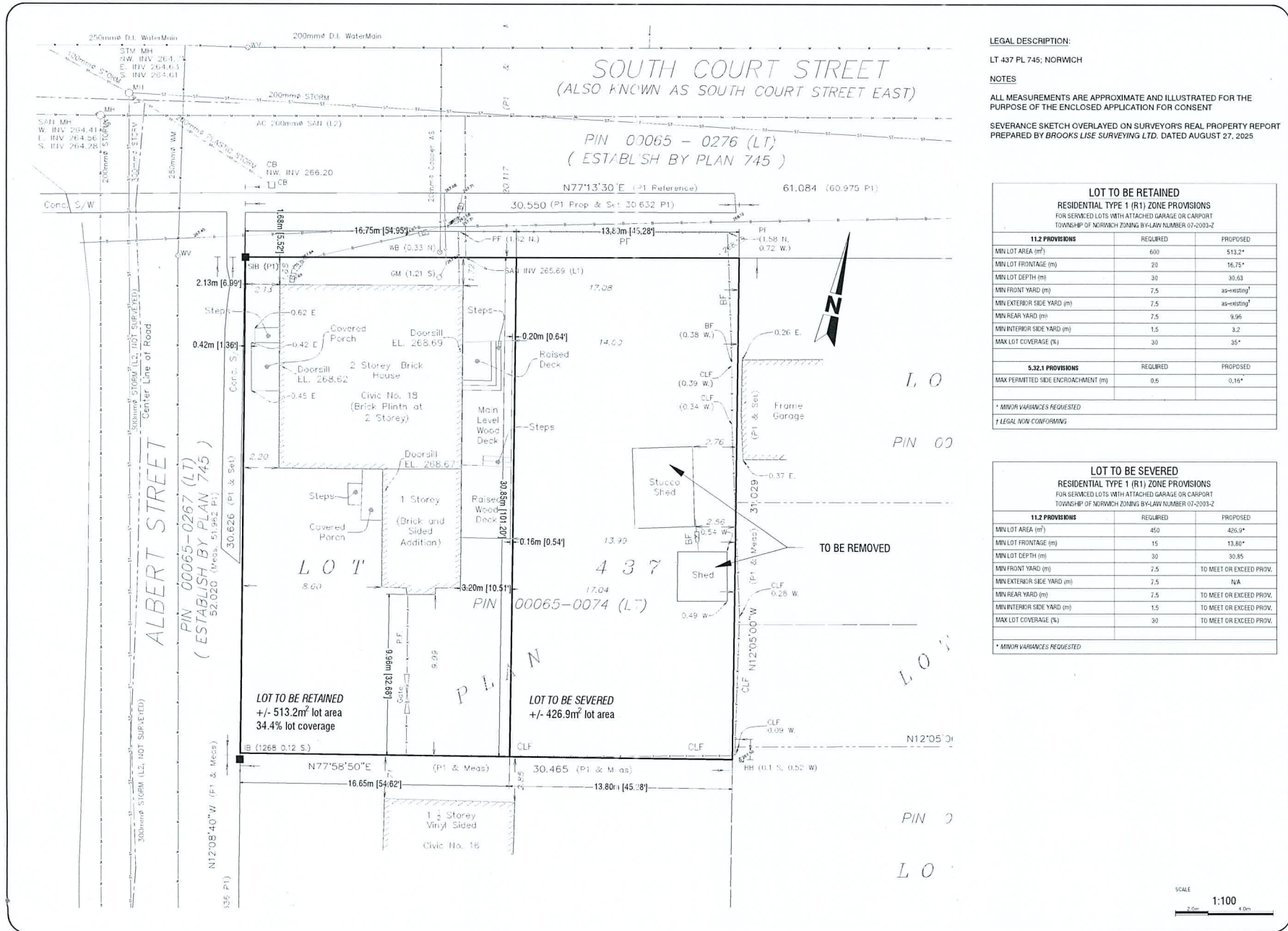
Legend

- 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)

Notes



Plate 3: Applicant's Sketch
File No.: B25-56-3; A25-13-3 (MA Stubbe Holdings Inc.)
Lot 437, Plan 745; 18 Albert Street, Township of Norwich



LEGAL DESCRIPTION:

LT 437 PL 745, NORWICH

NOTES

ALL MEASUREMENTS ARE APPROXIMATE AND ILLUSTRATED FOR THE PURPOSE OF THE ENCLOSED APPLICATION FOR CONSENT

SEVERANCE SKETCH OVERLAYED ON SURVEYOR'S REAL PROPERTY REPORT PREPARED BY BROOKS LEE SURVEYING LTD. DATED AUGUST 27, 2025

LOT TO BE RETAINED		
RESIDENTIAL TYPE 1 (R1) ZONE PROVISIONS		
FOR SERVICED LOTS WITH ATTACHED GARAGE OR CARPORT TOWNSHIP OF NORWICH ZONING BY-LAW NUMBER 07-2003-2		
11.2 PROVISIONS	REQUIRED	PROPOSED
MIN LOT AREA (m²)	600	513.2*
MIN LOT FRONTAGE (m)	20	16.75*
MIN LOT DEPTH (m)	30	30.63
MIN FRONT YARD (m)	7.5	as-existing†
MIN EXTERIOR SIDE YARD (m)	7.5	as-existing†
MIN REAR YARD (m)	7.5	9.96
MIN INTERIOR SIDE YARD (m)	1.5	3.2
MAX LOT COVERAGE (%)	30	35*
5.3.2.1 PROVISIONS	REQUIRED	PROPOSED
MAX PERMITTED SIDE ENCROACHMENT (m)	0.6	0.19*
* MINOR VARIANCES REQUESTED		
† LEGAL NON CONFORMING		

LOT TO BE SEVERED		
RESIDENTIAL TYPE 1 (R1) ZONE PROVISIONS		
FOR SERVICED LOTS WITH ATTACHED GARAGE OR CARPORT TOWNSHIP OF NORWICH ZONING BY-LAW NUMBER 07-2003-2		
11.2 PROVISIONS	REQUIRED	PROPOSED
MIN LOT AREA (m²)	450	426.9*
MIN LOT FRONTAGE (m)	15	13.80*
MIN LOT DEPTH (m)	30	30.85
MIN FRONT YARD (m)	7.5	TO MEET OR EXCEED PROV.
MIN EXTERIOR SIDE YARD (m)	7.5	N/A
MIN REAR YARD (m)	7.5	TO MEET OR EXCEED PROV.
MIN INTERIOR SIDE YARD (m)	1.5	TO MEET OR EXCEED PROV.
MAX LOT COVERAGE (%)	30	TO MEET OR EXCEED PROV.
* MINOR VARIANCES REQUESTED		

BUILD
ONTARIO

TITLE	DATE
18 ALBERT ST, NORWICH TOWNSHIP OF NORWICH	
Severance Sketch	

CLIENT
 MA Stubbe Holdings Inc.
 32.5 Centre Street
 Norwich, Ontario, N0J 1P0
 519.465.9255
 matt.stubbe@kwcornerstone.com

DATE
 2025/09/02
 REVISION NO.
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