

To: Mayor and Members of City of Woodstock Council

From: Justin Miller, Development Planner, Community Planning

Application for Zone Change ZN 8-25-13 – 1000645203 Ontario Inc.

REPORT HIGHLIGHTS

- The application for zone change seeks to add a commercial school as a permitted use to the existing 'Special Highway Commercial Zone (C4-15)' to facilitate a portion of the subject lands to be used for private educational services, home school enrichment programming and small group classes.
- Planning staff are recommending that the application be approved as it is consistent with the Provincial Planning Statement and maintains the intent and purpose of the Official Plan with respect to Service Commercial areas.

DISCUSSION

BACKGROUND

OWNERS: 1000645203 Ontario Inc.
1295 Dundas Street, Woodstock Ontario N4S 7V9

AGENT/APPLICANT: Laura Bloxsidge
23 Delatre Street, Woodstock Ontario N4S 6B6

LOCATION:

The subject lands are described as Lot 4, Plan 959. The lands are located on the north side of Dundas Street, between Houser's Lane and Woodall Way, and are municipally known as 1295 Dundas Street, City of Woodstock.

COUNTY OF OXFORD OFFICIAL PLAN:

Existing:

Schedule "W-1"	City of Woodstock Land Use Plan	Service Commercial
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CITY OF WOODSTOCK ZONING BY-LAW 8626-10:

Existing Zoning: 'Special Highway Commercial Zone (C4-15)'

Requested Zoning: 'Amended Special Highway Commercial Zone (C4-15)'

PROPOSAL:

The application for zone change is proposing to add a commercial school as an additional *permitted use* to the existing uses permitted in the C4-15 Zone. The commercial school is proposed to be located within an existing structure on the subject lands. In addition to the permitted uses of the C4 Zone, the C4-15 zone permits a health club and a specialty store for the sale and rental of costumes, masks and party supplies. Although the existing structure is proposed to be used for a commercial school, additional space exists on the subject lands for potential future development, and the additional uses are to remain in place should future development be proposed.

Within the application, the applicant has requested a site-specific provision to “add educational use as a permitted use within the existing zoning”, and have specifically identified “private educational services, including homeschool enrichment programming, and small group classes” as permitted uses on the property. Through discussion with the City’s Building Department, staff have determined that the requested uses fall within the existing definition of commercial school. The City’s Zoning By-law currently defines a commercial school as a school wherein specialized instruction is given for hire or gain in subjects such as music, dance or art, business or trades, driving, language or any other such specialized instruction.

The subject lands comprise an area of 1,541.6 m² (16,594 ft²) and contains an existing two-storey structure. The existing structure on-site has an approximate gross floor area of 186.6 m² (2,008.6 ft²), and the entirety of the structure is proposed to be used for the private school.

Surrounding land uses include a mix of commercial, industrial and low-density residential uses; the residential uses are generally existing uses that do not conform to the policies of the Official Plan.

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), provide an aerial view of the subject lands and surrounding uses as existed in Spring 2020.

Plate 3, Applicant’s Sketch, identifies the general site plan for the proposed commercial, 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 2.1(6) of the PPS states that the achievement of complete communities accommodates an appropriate range and mix of land uses, housing and transportation options, employment, public services facilities, recreation and parks, and open space to meet long-term needs. Further, complete communities improve accessibility for people of all ages and abilities and improve social equity and overall quality of life.

Section 2.3.1 of the PPS indicates that settlement areas shall be the focus of growth and development and land use patterns within settlement areas shall be based on densities and a mix of land uses which;

- a) Efficiently use land and resources;
- b) Optimize existing and planned infrastructure and public service facilities;
- c) Support active transportation;
- d) Are transit-supportive as appropriate, and
- e) Are freight supportive.

OFFICIAL PLAN

The subject lands are designated 'Service Commercial' according to the Land Use Plan for the City of Woodstock, as contained in the Official Plan. Service Commercial areas are intended to support a broad range of commercial uses that, for the most part, are not suited to locations within the Central Area or within Shopping Areas because of their site area, access or exposure requirements or due to incompatibility or land use conflicts with residential development.

New uses permitted within the Service Commercial designation include video rental establishments, commercial recreational establishments, automotive service stations, gas bars, car wash facilities, retail sales of automobile supplies, automated teller machines or kiosks, tourist information outlets or kiosks, hotels, motels, automotive services, automotive dealerships, building supply outlets and hardware stores, sale of seasonal produce, furniture stores and home furnishing stores, nurseries and garden centres, animal hospitals and boarding kennels, assembly halls and private clubs, personal and business services, convenience commercial uses, retail food stores, recreation and entertainment uses, restaurants and fast food outlets, uses which require large areas for on-site storage of goods or vehicles and other types of commercial uses that offer a service to the traveling public, business and industry.

Section 7.4.3 of the Official Plan, which identifies where minor institutional uses shall be located, provides that minor institutional uses, including schools, are permitted uses within the Service Commercial and Central Area designations (and are permitted as ancillary uses within the Residential Area. City Council may limit the range of minor institutional uses permitted within a particular designation through the Zoning-Bylaw.

ZONING BY-LAW

The subject lands are currently zoned 'Special Highway Commercial Zone (C4-15)' according to the City's Zoning By-law. The C4-15 Zone permits all of the uses of the C4 Zone, which includes more than three dozen commercial and service uses, plus a health club and a specialty store for the sale and rental of costumes, masks and party supplies.

The applicant is proposing to amend the existing C4-15 Zone to permit a commercial school as an additional permitted use. The Zoning By-law defines a commercial school as a school wherein specialized instruction is given for hire or gain in subjects such as music, dance or art, business or trades, driving, language or any other such specialized instruction.

AGENCY COMMENTS

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

1. For the proposed use, it is preferable to identify "a commercial school" as the permitted use.
2. The required number of parking spaces are being provided.

PUBLIC CONSULTATION

Notice of the zone change was provided to the public and surrounding property owners on September 19, 2025 and notice of public meeting was issued on October 28, 2025 in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns were received.

Planning Analysis

The applicant is proposing to rezone the subject property to facilitate the use of an existing building for a commercial school to provide private educational services, including homeschool enrichment programming and small group classes.

It is the opinion of staff that the subject application is consistent with the PPS as the proposal directs development to an existing settlement area. Further, the proposal efficiently utilizes land and resources and utilizes existing infrastructure.

Planning staff are also satisfied that the proposal maintains the intent and purpose of the Official Plan for development within the Service Commercial designation. The proposed use as a commercial school is similar to other uses permitted within the designation and is contemplated as a minor institutional use. The Service Commercial designation permits assembly halls, private clubs, and personal and business services which share similarities to private schools where people assemble to receive educational services. Further, the Official Plan explicitly permits minor institutional uses, including schools, to be located in Service Commercial designation.

The existing C4-15 Zone permits the more than than three dozen commercial and service uses, plus a health club and a specialty store for the sale and rental of costumes, masks and party supplies. The applicant has requested that a private school be added to the list of permitted uses to permit private school-type programming to be located in an existing building on the subject

lands. Other than the requested permitted use, the proposal appears to meet all other relevant zone provisions of the By-law, and the Building Department has confirmed in its comments that sufficient parking has been provided to the proposed use.

Planning staff are satisfied that the proposal is consistent with the policies of the Provincial Planning Statement and meets the general intent of and purpose of the Official Plan. As such, staff are of the opinion that the application can be given favourable consideration.

RECOMMENDATIONS

It is recommended that the Council of the City of Woodstock approve the zone change application for lands described Lot 4, Plan 959, in the City of Woodstock, to amend the 'Special Highway Commercial Zone (C4-15)' on the subject lands to facilitate the use of the subject lands for a commercial school.

SIGNATURES

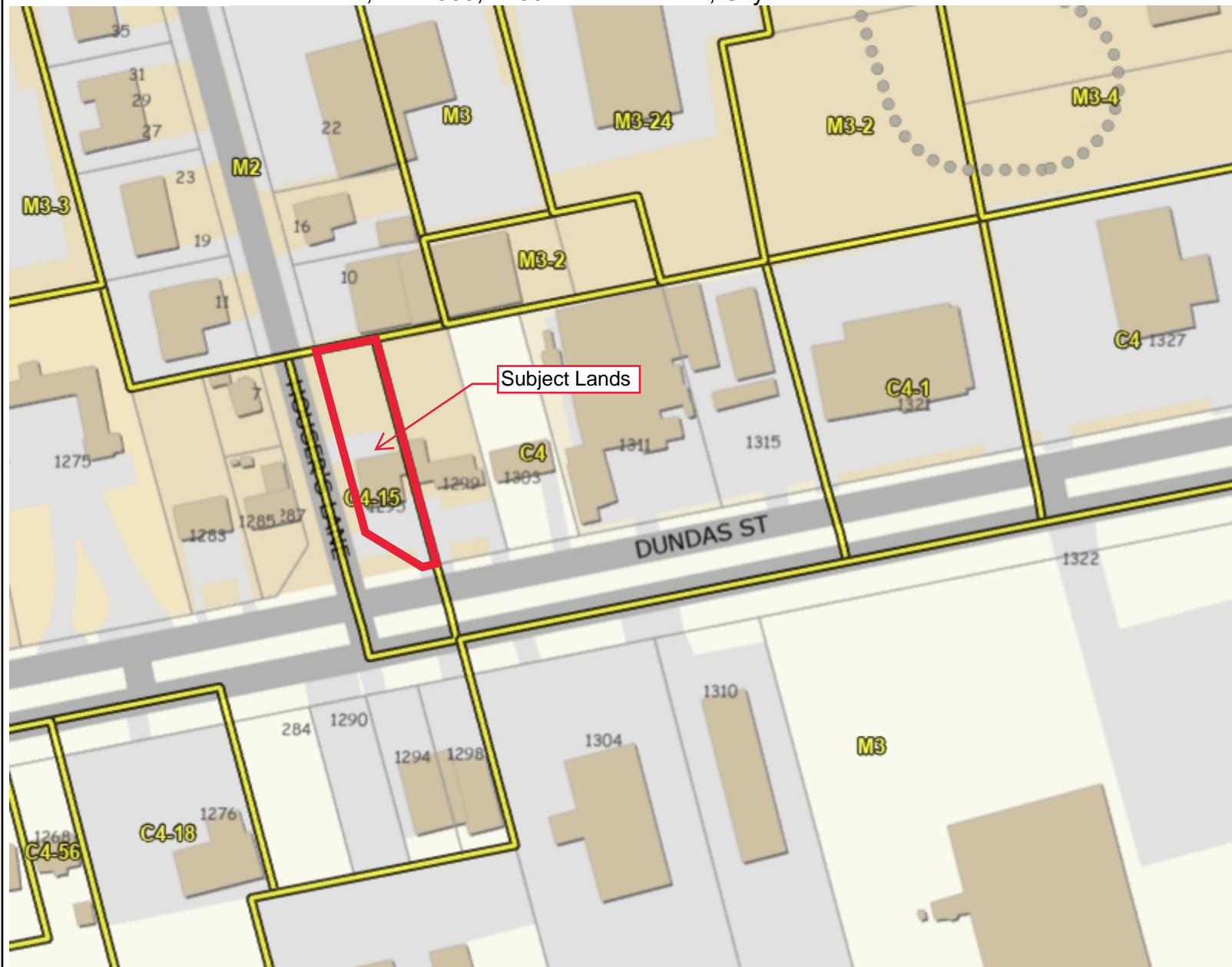
Authored by:

"Original Signed by"

Justin Miller
Development Planner

Approved for submission: *"Original Signed by"*

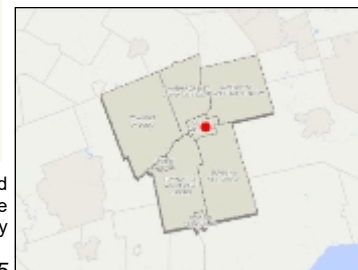
Eric Gilbert, MCIP, RPP
Manager of Development Planning



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 51 102 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 18, 2025



Legend

Notes



0 26 51 Meters

NAD_1983_UTM_Zone_17N



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October 30, 2025

