

To: Chair and Members of Oxford County Land Division Committee

From: Justin Miller, Development Planner, Community Planning

Application for Consent B26-01-8 – Mark and Andrea Burke

REPORT HIGHLIGHTS

- The application for consent is proposing to sever lands that make up a portion of a rear yard of a single-detached dwelling and add them to lands to the north, also containing a single-detached dwelling.
- Planning staff are recommending approval of the application as it is consistent with the Provincial Planning Statement and maintain the intent and purpose of the Official Plan respecting residential development in Low Density Residential areas.

DISCUSSION

Background

OWNERS: Mark and Andrea Burke
310 Finkle Street, Woodstock ON N4S 3E5

LOCATION:

The subject lands are described as North ½ Lot 23, Plan 77 in the City of Woodstock. The lands are located on the west side of Finkle Street, between Spencer Street and Parkinson Road, and are municipally known as 310 Finkle Street.

COUNTY OF OXFORD 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 8626-10:

Existing Zoning: ‘Residential Zone 1 (R1)’

SERVICES: LOT TO BE SEVERED: municipal sanitary sewer and water
Lot to be RETAINED: municipal sanitary sewer and water

ROAD ACCESS: paved, municipal road (Finkle Street)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>	<u>ENLARGED LOT</u>
Area	680.6 m ² (7,326 ft ²)	1,358.4 m ² (14,621.7 ft ²)	2,039 m ² (21,947.6 ft ²)
Frontage	nil	20.1 m (65.9 ft)	19.8 m (64.9 ft)
Depth	34.1 m (112 ft)	67.5 m (221.5 ft)	101.3 m (332.3 ft)

The purpose of the application for consent is to sever a portion of the rear yard of an existing single detached dwelling and add it to adjacent lot to the north (also containing a single-detached dwelling). No additional development is proposed with this application.

Surrounding land uses are a generally low-density residential uses with Southside Park located on the opposite side of Finkle Street to the 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 Map (2020), provides an aerial view of the subject lands and surrounding area.

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

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.

According to Section 2.1.4, to provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and
- maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approve or registered plans.

Further, according to Section 2.1.6, planning authorities should support the achievement of complete communities by:

- accommodating an appropriate range of 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 2.2 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 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 property is 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.

Zoning By-law

The subject lands are zoned 'Residential Zone 1 (R1)' according to the City's Zoning By-law. The 'R1' zone permits a single-detached dwelling, a bed and breakfast, a home occupation and an additional residential unit subject to Section 5.2.8. The proposed severed and enlarged parcels appear to meet the relevant zoning provisions.

Agency Comments

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

1. The lands are zoned R1 and the proposed retained and severed parcels conform to the R1 zone provisions.
2. The applicant should be aware, if future rear yard development is considered at 308 Finkle, gravity sanitary sewer is required from a new building to the street.

If approved, please include the following conditions in the Notice of Decision for Consent.

- The Owner provides 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 an easement created. Any proposed easements shall be reviewed by the City of Woodstock.
- The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock regarding the installation of services and drainage facilities.
- The Owner shall submit the final survey prepared by an OLS to confirm lot sizes to the satisfaction of the City of Woodstock.
- A severance agreement is not required.

Public Consultation

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

Planning Analysis

The purpose of the application for consent is to sever a portion of the rear yard of an existing single detached dwelling and add it to a lot to the north (also containing a single-detached dwelling). No additional development is proposed with this application.

With respect to the PPS, the proposal is consistent with development being directed toward serviced settlement areas. With respect to the relevant Official Plan policies for Low Density Residential areas, staff are of the opinion that the subject lands for existing single-detached dwellings is in-keeping with the intent of the Official Plan. Staff is of the opinion that the proposed lot configurations are reasonable and will maintain appropriate setbacks relative to the location of existing buildings. Further, the proposed boundary adjustment will result in lots that maintain the minimum zone provisions of the R1 Zone.

Planning staff are of the opinion that the proposed boundary adjustment is consistent with the policy direction of the Provincial Planning Statement and the Official Plan, and 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 County 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, severed and lot to be enlarged. 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 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

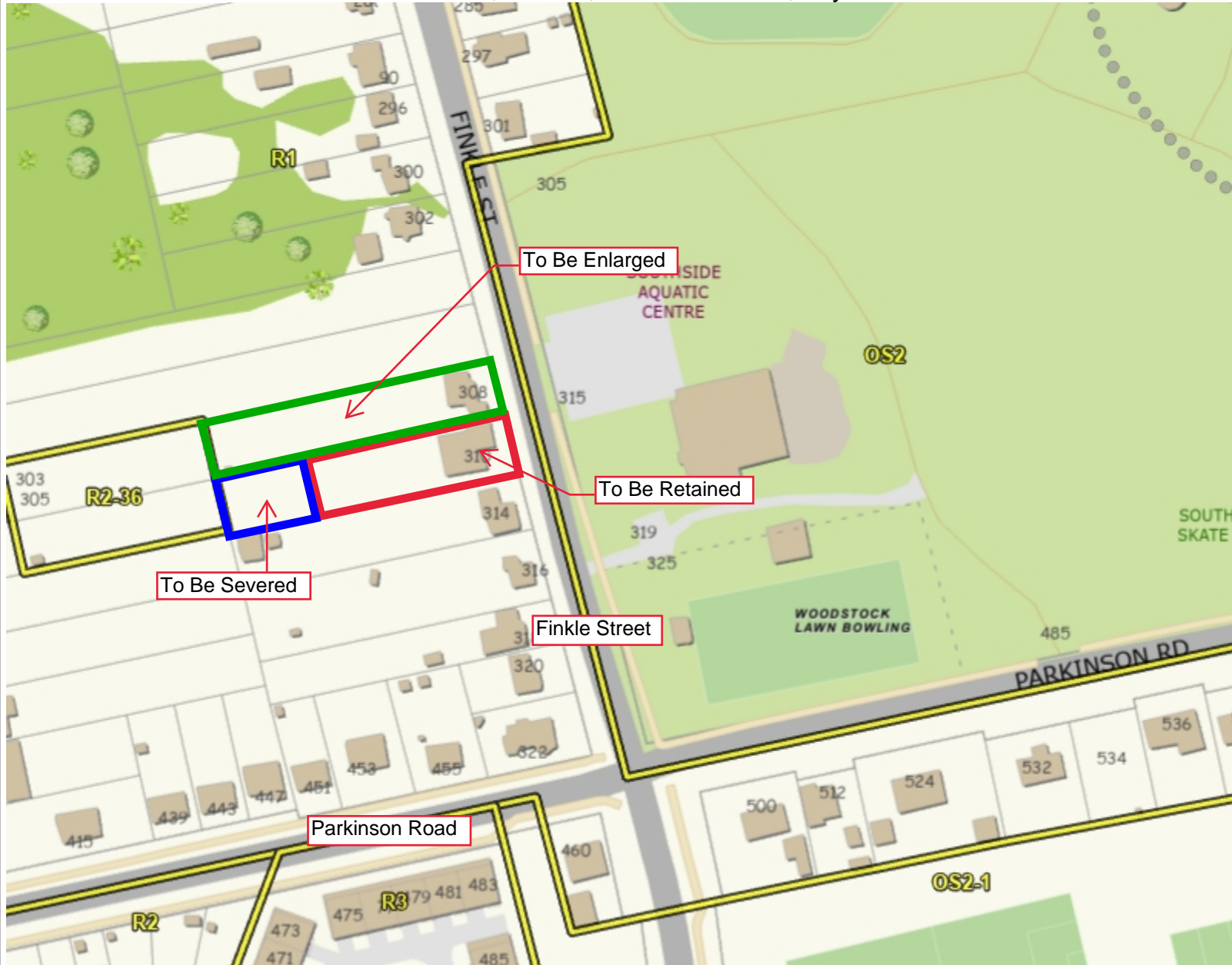
Approved for submission: *Original Signed By*

Eric Gilbert, RPP, MCIP
Manager of Development Planning

Plate 1: Location Map with Existing Zoning

File No.: B26-01-8: Burke

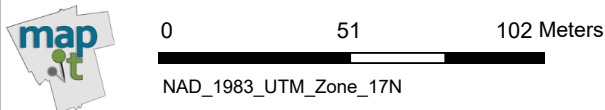
North 1/2 Lot 23, Plan 77, 310 Finkle Street, City of Woodstock



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 14, 2026



Legend

Notes



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NAD_1983_UTM_Zone_17N



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January 14, 2026



Legend

- Parcel Lines
- Municipal Boundary
- Property Boundary
- Assessment Boundary
- ROAD
- Unit
- Hours

Finkle Street

Notes

