

To: Chair and Members of Oxford County Land Division Committee

From: Justin Miller, Development Planner, Community Planning

Applications for Consent and Minor Variance B25-70-8 and A25-17-8 – Raycro Real Estate Inc.

REPORT HIGHLIGHTS

- The application for consent proposes to sever an existing semi-detached dwelling so that each dwelling unit can be conveyed into separate ownership.
- The application for minor variance proposes a reduced lot frontage of 8.4 m (27.5 ft) for the lot to be retained to permit a reduced frontage of 6.3 m (20.7 ft) for the lot to be severed.
- 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 development in Low Density Residential areas.

DISCUSSION

Background

OWNER/APPLICANT: Raycro Real Estate Inc.
29 Wellington Street North, Woodstock ON N4S 6P4

AGENT: Mark Burke
28 Wellington Street North, Woodstock ON N4S 6P3

LOCATION:

The subject lands are described as Part Lot 7, north side of Park Row, Plan 55 as in 312159, in the City of Woodstock. The lands are located on the north side of Park Row, between Cathcart Street and Waterloo Street and are municipally known as 225 and 227 Park Row.

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 Type 2 Zone (R2)'

SERVICES: Lot to be Severed – municipal water and sanitary services
Lot to be Retained – municipal water and sanitary services

ROAD ACCESS: paved, municipal road (Park Row)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>
Area	308 m ² (3,315.4 ft ²)	359 m ² (3,864.4 ft ²)
Frontage	8.4 m (27.6 ft)	6.3 m (20.8 ft)
Depth	44 m (144.4 ft)	45.7 m (478.1 ft)

The purpose of the application for consent is to sever one lot with an approximate area of 308 m² (3,315.4 ft²) containing one semi-detached unit and retain a lot with an approximate area of 359 m² (3864.4 ft²) containing the other unit of a semi-detached dwelling.

The application for minor variance proposes relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum required lot frontage from 9 m (29.5 ft) to 8.4 m (27.5 ft) for the lot to be retained, and to reduce the minimum required lot frontage for the lot to be severed to 6.3 m (20.7 ft). The applicant has also identified minor variances for interior side yard width and off-street parking; however, because these variances are existing, and not related to the proposed lot creation, they cannot be considered by Land Division Committee.

Surrounding land uses are a mix of single and semi-detached dwellings. Park Row Park is a short distance to the south-west, and the property is bound by a rail-line to the north. There are a mix of limited industrial uses and residential uses north of the CN Railway rail-line.

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 the approximate configuration of the proposed severed and retained lands.

Plate 2, Subject Lands (2020 Aerial Photo), 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 (PPS)

In respect of the exercise of any authority that affects a planning matter, Section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with the policy

statements issued under the Act. The following outlines the key PPS policies that have been considered, but it 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.

The applicant has proposed minor variances to the City's Zoning By-law to reduce the minimum lot frontage for the proposed severed and retained lands. 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.

City of Woodstock Zoning By-law

The subject lands are zoned 'Residential Zone 2 (R2)' according to the City's Zoning By-law. The 'R2' zone permits single detached dwellings, semi-detached dwellings, duplexes, bed and breakfasts, and a home occupation in a permitted dwelling. The proposed severed and retained parcels appear to meet the relevant zoning provisions, with the exception of previously identified variances for the severed and retained lots.

The applicant has proposed minor variances to the City's Zoning By-law to reduce the minimum lot frontage for the proposed severed and retained lands. The applicant has also identified variances to the minimum interior side yard width and off-street parking requirement; however, because these deficiencies are due to the location of the existing structure, and not resulting from the proposed lot creation, they cannot be considered by the Land Division Committee. The application for minor variance that Committee can consider proposes relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum required lot frontage from 9 m (29.5 ft) to 8.4 m (27.5 ft) for the lot to be retained, and to reduce the minimum required lot frontage for the lot to be severed to 6.3 m (20.7 ft).

Agency Comments

The Oxford County Public Works Department provided the following comment:

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.

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

We have reviewed the application for consent and minor variance from the above-noted owner. The application for consent proposes to sever an existing semi-detached dwelling. It is proposed that the lot to be severed will be 308 m² (3,315.3 ft²) in size with 8.4 m (27.5 ft) of frontage on Park Row and a depth of 44 m (144.3 ft). It is proposed that the lot to be retained will be 359 m² (3,864.2 ft²) in size with 6.3 m (20.7 ft) of frontage on Park Row and a depth of 45.7 m (149.9 ft).

Minor variances have been requested for the lot to be severed to permit a reduced frontage of 8.4 m (27.5 ft) and for the lot to be retained to permit a reduced frontage of 6.3 m (20.7 ft). Minor variances have also been request to permit reduced parking (one space per lot) and a reduced side yard width associated with the existing structure; because these variances do not result from the lot creation, they cannot be considered by the Land Division Committee. The R2 Zone permits a minimum frontage of 9 m (29.5 ft), a minimum lot area of 290 m² (3,121.6 ft²), a minimum interior side yard width of 3 m (9.8 ft) and a minimum parking requirement of two parking spaces.

We provide the following comments.

1. Please note a real survey has not been submitted with the application. Our comments are subject to the review of a real survey.
2. The application notes the dwelling house is a semi-detached dwelling house. A condition will be required to have the owner confirm the existing construction of the fire wall as

required by the Building Code to be determined by a qualified building code designer. The owner shall be aware this may require construction upgrades within the dwelling. Please note the firewall (party wall) shall be centred on the interior lot line being proposed to sever the properties.

3. As noted, relief is required for the reduced frontages and are subject to the actual values found on a real survey.
4. This department would consider the existing yard setbacks to be legal non-conforming. The existing double dwelling was constructed prior to May 1959.
5. Relief is noted to reduce the parking from two (2) spaces to one (1) space per lot. The parking is considered legal non-conforming at 1 space per dwelling.
6. The owner shall confirm the locations of the utilities. Separate utilities are required for each lot including sewer and water.

Please include the following conditions:

1. 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.
2. 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.
3. The Owner shall submit a recent survey prepared by an OLS to confirm lot sizes, party wall location and building setbacks to the satisfaction of the City of Woodstock.
4. The Owner shall confirm all building construction requirements for the creation of the semi-detached dwelling house including the fire separation provisions required from the Ontario Building Code for the interior party wall construction through a building permit and/or report prepared by a building code qualified designer confirming the existing construction to the satisfaction of the City of Woodstock Building Department.
5. If approved, a condition of severance shall be that the owner shall obtain a letter provided by the Clerk or designate of the City advising the Secretary-Treasurer of the LDC that all requirements of the City have been complied with.

Public Consultation

Notice of the application was circulated to neighbouring property owners on February 19, 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.

PLANNING ANALYSIS

The purpose of the subject applications is to sever an existing semi-detached dwelling so that each unit can be conveyed into separate ownership. Minor variances are requested to address deficiencies in lot frontage for the lands to be severed and retained. Other variances described by the applicant are considered legal non-conforming by the City's Building Department and no additional relief is required.

With respect to the PPS, the application is considered an efficient use of land and municipal infrastructure within a serviced settlement area.

With respect to the Official Plan policies for Low Density Residential areas, the existing lot fabric in the vicinity is characterized by varying lot frontages, depths and areas and the proposed lots to be severed and retained will not be out of place with the characteristics of the surrounding area.

Based on this, staff are of the opinion that the proposal meets the intent of the Official Plan with respect to Low Density Residential areas.

In consideration of the requested minor variances, 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 and recognize the existing development on the subject lands that was constructed around 1959, subject to the conditions detailed in the recommendations of this report.

Minimum lot frontage requirements in the Zoning By-law are intended to ensure that lots are wide enough to provide for safe and efficient access and to accommodate an adequate building envelope that maintains sufficient setbacks and provides sufficient area for off-street parking. The minimum frontage provision for interior lots containing a semi-detached dwelling in the 'R2' Zone is 9 m (29.5 ft) per dwelling unit; the applicant has requested a minimum frontage of 6.3 m (20.7 ft) for the lands to be retained and 8.4 m (27.5 ft) for the lands to be severed. This request recognizes the location of the long-standing semi-detached dwelling and is similar to frontage reductions previously granted within the City for existing semi-detached dwellings. The existing semi-detached dwelling has functioned for nearly 70 years, therefore, requested reduction in frontage is a minor departure from the Zone Provisions and will not have a negative impact on surrounding development and will continue to provide sufficient frontage for the existing dwelling units.

If the existing structure was a new structure to be constructed, compliance with the parking requirements and interior side yard width would likely be recommended; however, similar existing structures have received support from planning staff because the only change to the existing structure is the tenure-type. As no new structures or additions to the existing dwelling are proposed, staff support the proposed reduction in frontage, recognizing that the existing lot area and lot depth provides additional space for a building envelope, drainage and amenities, and no issues have arisen from the existing situation.

Overall, staff are satisfied that the reduced lot frontages are 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 and sufficient setbacks.

Planning staff are of the opinion that the proposed consent is appropriate, and that the requested minor variances meet the tests for minor variances under the Planning Act and can be supported.

RECOMMENDATIONS

That the Oxford County Land Division Committee approve Application File A25-17-8, submitted by Raycro Real Estate Inc., for lands described as Part Lot 7, north side of Park Row, Plan 55 as in 312159 in the City of Woodstock, and known municipally as 225 and 227 Park Row as it relates to:

- 1. Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum lot frontage for the lands to be severed from 9 m (29.5 ft) to 8.4 m (27.5 ft); and**
- 2. Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum lot frontage for the lands to be retained from 9 m (29.5 ft) to 6.3 m (20.7 ft).**

The recommended relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i) The relief is a minor variance from the provisions of the City's Zoning By-law.
- ii) The relief is desirable for the use of the land.
- iii) The relief maintains the general intent and purpose of the City's Zoning By-law.
- iv) The relief maintains the intent and purpose of the Official Plan.

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. That the Owner agrees to satisfy all requirements, financial and otherwise, of the County Public Works Department, regarding the installation of water and sanitary sewer services, to the satisfaction of the County of Oxford Public Works Department.
- 2. The Owner shall confirm all building construction requirements for the creation of the semi-detached dwelling house including the fire separation provisions required from the Ontario Building Code for the interior party wall construction through a building permit and/or report prepared by a Building Code qualified designer confirming the existing construction to the satisfaction of the City of Woodstock Building Department.
- 3. 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.
- 4. 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.
- 5. The Owner shall submit a recent survey prepared by an Ontario Land Surveyor to confirm lot sizes to the satisfaction of the City of Woodstock.
- 6. The Owner shall obtain a letter from the City of Woodstock advising the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.

SIGNATURES

Authored by:

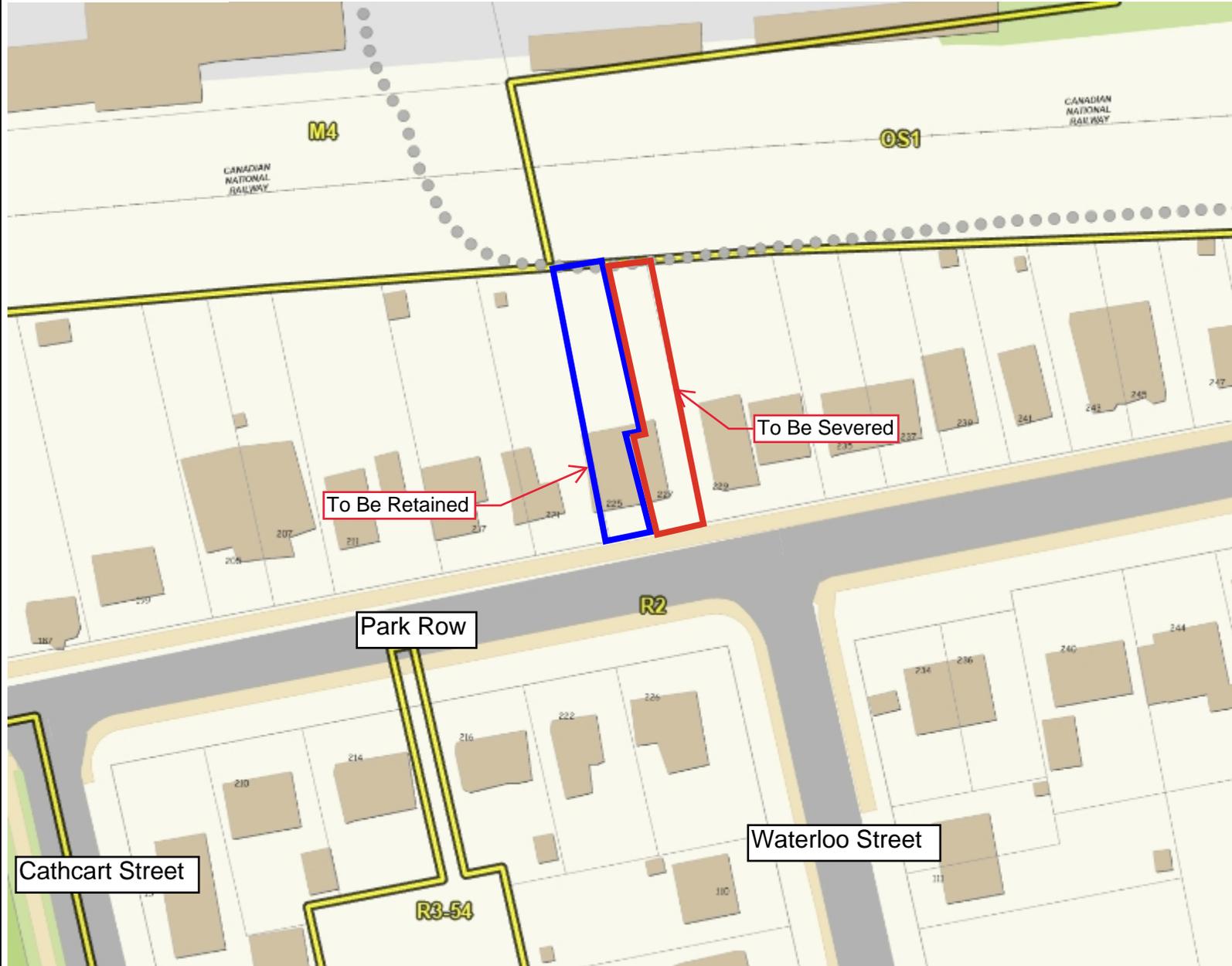
"Original signed by"

Justin Miller
Development Planner

Approved for submission:

"Original signed by"

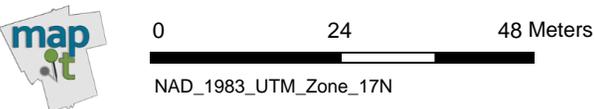
Eric Gilbert, RPP, MCIP
Manager of Development Planning



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



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December 8, 2025



Legend

Notes



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NAD_1983_UTM_Zone_17N

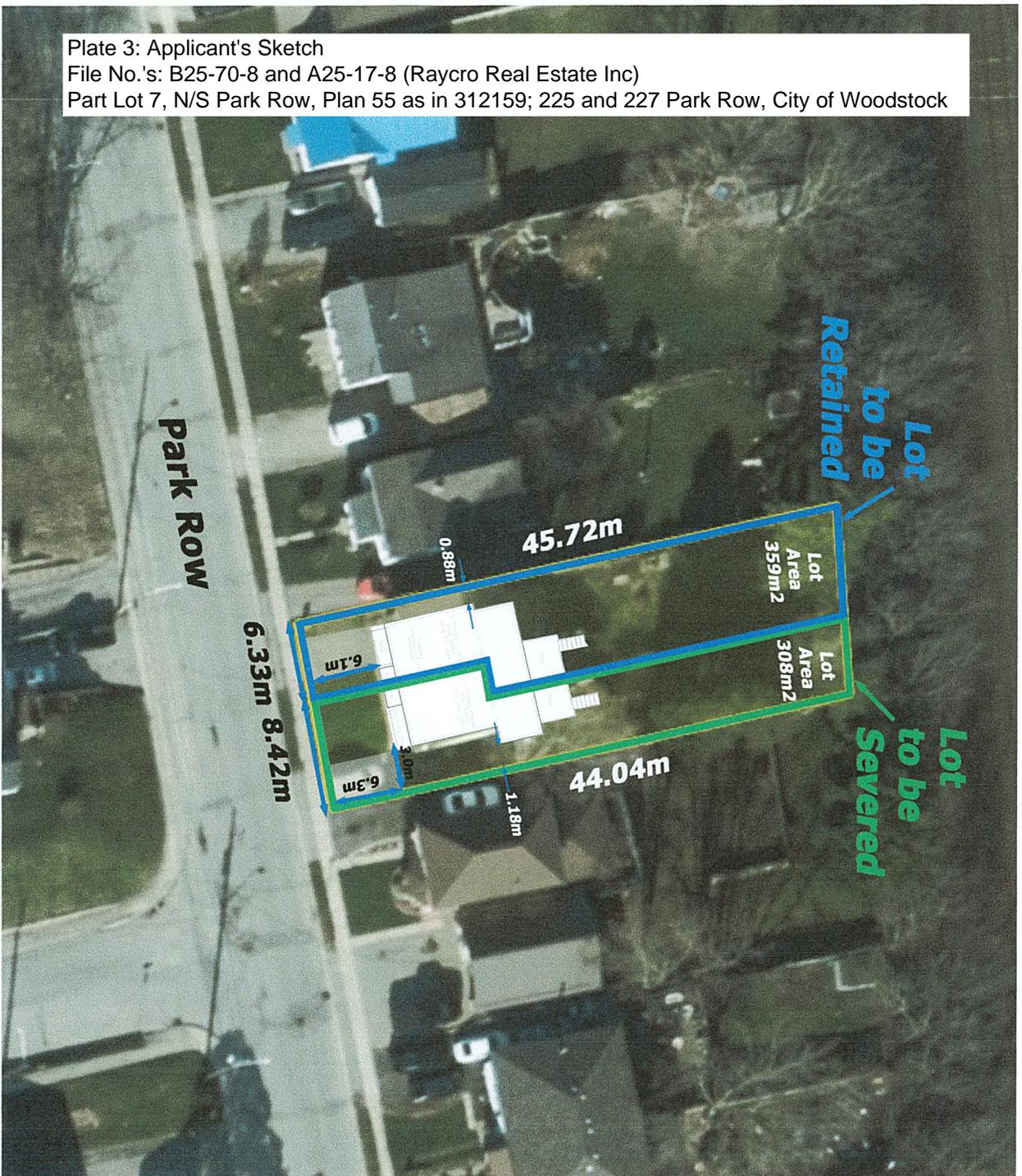


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February 18, 2026

225-227 Park Row Woodstock

Plate 3: Applicant's Sketch
File No.'s: B25-70-8 and A25-17-8 (Raycro Real Estate Inc)
Part Lot 7, N/S Park Row, Plan 55 as in 312159; 225 and 227 Park Row, City of Woodstock



225-227 Park Row Woodstock

Lot to be Retained		Semi-detached 2-storey	
225 Park Row		R2 Minimum/Maximum	
R2 By-Law 7.2	Proposed		
Lot Area	359m ²	290m ²	290m ²
Lot Coverage	30%	41%	41%
Lot Frontage	6.33m	9.0m	9.0m
Lot Depth	45.72m	28.0m	28.0m
Front Yard Depth	6.16m	6.0m	6.0m
Rear Yard Depth	26.0m	7.5m	7.5m
Interior Side Yard Width	0.8m	1.2m	1.2m
Exterior Side Yard Width	n/a	4.5m	4.5m
Setback	n/a	n/a	n/a
Landscaped Open Space	61%	30%	30%
Height	2-storey	11.0m	11.0m
Parking spaces	1	2	2
Dwelling unit area	106m ²	n/a	n/a

Lot to be Severed		Semi-detached 2-storey	
227 Park Row		R2 Minimum/Maximum	
R2 By-Law 7.2	Proposed		
Lot Area	308m ²	290m ²	290m ²
Lot Coverage	37%	41%	41%
Lot Frontage	8.42m	9.0m	9.0m
Lot Depth	44.0m	28.0m	28.0m
Front Yard Depth	6.34m	6.0m	6.0m
Rear Yard Depth	24.0m	7.5m	7.5m
Interior Side Yard Width	1.18m	1.2m	1.2m
Exterior Side Yard Width	n/a	4.5m	4.5m
Setback	n/a	n/a	n/a
Landscaped Open Space	51%	30%	30%
Height	2-storey	11.0m	11.0m
Parking spaces	1	2	2
Dwelling unit area	114m ²	n/a	n/a

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

August 20, 2025



0 13 25 Meters

NAD_1983_UTM_Zone_17N

