

MINUTES

OXFORD COUNTY LAND DIVISION COMMITTEE

HYBRID HEARING

Thursday, April 4, 2024

The Oxford County Land Division Committee met in the Council Chambers, County Administration Building, Woodstock, Ontario, and met virtually via livestream, on Thursday, April 4, 2024, at 9:30 a.m. with the following individuals:

Chairperson	-	G. Brumby
	-	L. Martin
	-	J. Lessif
	-	D. Paron
	-	D. Matheson
	-	A. Tenhove - <i>absent</i>
	-	C. van Haastert
Senior Planner	-	H. St. Clair
Secretary-Treasurer	-	A. Karn Sims

The meeting was called to order at 9:32am.

DECLARATION OF CONFLICT OF INTEREST:

None.

APPROVAL OF MINUTES:

Moved by: C. van Haastert
Seconded by: L. Martin

"The Minutes of the Meeting of March 7, 2024, be approved as amended, printed and circulated."

CARRIED.

BUSINESS ARISING FROM THE MINUTES:

None.

CORRESPONDENCE:

None.

APPLICATIONS FOR CONSENT:

B23-78-7; B23-79-7 – Peter Staley & Jeff Snow
(Pt Lt 1385, Plan 500, Pt 2, 41R6145 & Pt of Blk A, Plan 966, Pt 1, 41R10254, Town of Tillsonburg)

Stephen Cornwell, the agent, was present to speak to the application.

H. St. Clair reviewed the staff Planning Report. The overall purpose of these applications is to retain two existing residential lots and the existing residential dwellings on each lot and create one (1) new parcel between these two lots for a future residential development.

Consent Application B23-78-7 proposes to sever a parcel from the property located at 22 Old Vienna Road, containing an existing residential dwelling and having a frontage of 30 m (98 ft),

depth of 50 m (164 ft), and approximate area of 1,492 m² (16,048 ft²) while retaining a parcel with a frontage of 32 m (105 ft), depth of 56 m (184 m) and approximate area of 1,347 m² (14,509 ft²).

Application B23-79-7 proposes to sever a parcel from the property located at 26 Old Vienna Road with a frontage of 15 m (49 ft), depth of 44 m (144 ft) and approximate area of 1,089 m² (11,700 ft²) and add it to the new lot proposed to be created through application B23-78-7. The parcel to be retained contains an existing residential dwelling which will be maintained.

The final lot size of the newly created and enlarged lot for future residential development will have an approximate area of 2,182.7 m² (23,494.4 ft²).

The subject lands are described as Pt. Lt. 1385 Plan 500 Pt 2, 41R6145, and Part of Block A Plan 966 Part 1 Plan 41R10254 and located on the east side of Old Vienna Road lying between Van Street and Oxford Street, and are municipally known as 22 and 26 Old Vienna Road, Tillsonburg.

A preliminary proposal was provided for the residential lot to be created which shows a three storey six-unit residential building which would require an amendment to the Town of Tillsonburg Zoning By-law to facilitate.

Planning Staff have reviewed the proposal and are satisfied that it is in keeping with the direction of the Provincial Policy Statement and the Official Plan and that the new proposed lot is suitable for residential purposes.

The lands located at 22 Old Vienna Road are zoned as 'R1' while the lands located at 26A Old Vienna Road are zoned as a special 'R3-14' zoning which permits a range of residential uses and is subject to a number of site-specific provisions. The lots to be retained will continue to comply with the relevant zone provisions, however it is noted that the new lot to be created will require a rezoning to facilitate any future development and to ensure that consistent zoning is applied to the entirety of the property.

The Tillsonburg Engineering department did comment that they do have some concerns regarding drainage in the area and therefore conditions of approval were recommended to identify the specific location of the drainage ditch and to dedicate an easement over this area to the Town. They also requested the submission of a stormwater management technical brief to confirm the overland waterflows that are entering the site from all adjacent properties and the road allowance.

The Long Point Region Conservation Authority commented that the new lot does appear to have sufficient room to provide for the appropriate setbacks from the existing drainage ditch but that the lands are regulated by their agency and a permit will be required for any future development.

Overall Planning Staff are satisfied that the applications do comply with the direction of the Provincial Policy Statement and Official Plan and can be supported from a Planning perspective subject to the recommended conditions.

S. Cornwell had no comments or concerns regarding the report and accepted the conditions.

In response to J. Lessif, H. St. Clair indicated that the LPRCA would be consulted by the Town of Tillsonburg prior to issuing the building permit to ensure their requirements are met.

In response to J. Lessif, S. Cornwell noted that the Town of Tillsonburg recommended approval for these applications based on the conditions that were recommended by the County Planner.

In response to J. Lessif, H. St. Clair noted that Condition #9 for application B23-79-7 is because the applicant submitted a concept plan showing future development for the newly created lot and the purpose would be to try to solidify the plan to the satisfaction of the building department in greater detail from what was originally submitted. Essentially they are looking to confirm the feasibility of the proposed multi-unit development. There will be other planning applications required. Specifically, a rezoning in order to achieve that proposed use on the property. The Town building department will have other opportunities to review the proposed development here before anything gets approved. They will be able to clear that condition through those processes.

In response to J. Lessif, S. Cornwell noted that he appreciated the interest in knowing if some of the conditions are superfluous and stated that they understand that although it is a significant undertaking, they are all related to site specific issues that are expected to be resolved and they plan to resolve them anyways. He noted that he feels as though the approval process is taking the same amount of time as it has in the past.

In response to G. Brumby, S. Cornwell advised that Mr. Staley and Mr. Snow live next to the subject lands and they have made a deal with Abe Hiebert who is planning to buy the pieces from them to develop the property.

B23-78-7

Moved by: L. Martin
Seconded by: J. Lessif

'Granted'

CONDITIONS:

1. The lot to be severed be appropriately zoned.
2. The owners shall agree, in writing, to satisfy all requirements financial and otherwise, of the Town of Tillsonburg regarding the installation of services and drainage facilities to the satisfaction of the Town of Tillsonburg. Any work being done in the Town's right-of-way will require an Encroachment Permit and a representative of the developer's consultant must be on site. The owner shall submit a stamped and sealed letter to the Town of Tillsonburg from the consulting engineer stating that all servicing and restoration work has been completed to the Town's design standards.
3. The owners shall submit a preliminary lot grading plan, including servicing, for the lot to be created through B23-78-7 and B-23-79-7 to the satisfaction of the Town of Tillsonburg Engineering Services Department.
4. A Stormwater Management (SWM) Technical Brief which identifies the location of the existing drainage ditch that traverses the subject lands, addresses the minor and major overland flows entering the site from all adjacent properties and right of ways, and identifies the size of the easement required over the said drainage ditch, be submitted to the satisfaction of the Town.
5. An Easement over the existing drainage ditch that runs east to west through the existing lands of 26A Old Vienna Road, the size of which will be determined through the SWM Technical Brief, will be dedicated to the Town of Tillsonburg to the satisfaction of the Town.
6. The owner shall agree to satisfy all requirements, financial and otherwise, of the County of Oxford, regarding the installation of water and sanitary sewer services, to the satisfaction of the County including payment of all outstanding fees regarding the same. To this regard, the lot to be severed must be independently serviced (water/sanitary), and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department. Water/sanitary servicing is available on Old Vienna Rd. and the applicant will be required to connect to the services for the new lot. An application to connect will be required.
7. Prior to building permit issuance, the applicant must submit a preliminary drawing / plan to Building Services containing sufficient information to determine the feasibility of the proposed development on the new enlarged lot created through B23-78-7 and B23-79-7, to the satisfaction of Building Services.
8. The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Tillsonburg have been complied with.

9. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The Land Division Committee did not receive any comments from the public respecting this application.

B23-79-7

Moved by: L. Martin
Seconded by: J. Lessif

'Granted'

CONDITIONS:

1. The lot to be severed be appropriately zoned.
2. The owners shall agree, in writing, to satisfy all requirements financial and otherwise, of the Town of Tillsonburg regarding the installation of services and drainage facilities to the satisfaction of the Town of Tillsonburg. Any work being done in the Town's right-of-way will require an Encroachment Permit and a representative of the developer's consultant must be on site. The owner shall submit a stamped and sealed letter to the Town of Tillsonburg from the consulting engineer stating that all servicing and restoration work has been completed to the Town's design standards.
3. The owners shall submit a preliminary lot grading plan, including servicing, for the lot to be created through B23-78-7 and B-23-79-7 to the satisfaction of the Town of Tillsonburg Engineering Services Department.
4. A Stormwater Management (SWM) Technical Brief which identifies the location of the existing drainage ditch that traverses the subject lands, addresses the minor and major overland flows entering the site from all adjacent properties and right of ways, and identifies the size of the easement required over the said drainage ditch, be submitted to the satisfaction of the Town.
5. An Easement over the existing drainage ditch that runs east to west through the existing lands of 26A Old Vienna Road, the size of which will be determined through the SWM Technical Brief, will be dedicated to the Town of Tillsonburg to the satisfaction of the Town.
6. The parcel intended to be severed be conveyed to the abutting landowner to the immediate north and be consolidated with said owner's existing property. Any additional transactions with regard to the severed parcel must comply with Section 50(3) & (5) of the Planning Act, R.S.O., 1990, as amended, and be reflected on the certificate.
7. The certificate for Application B23-78-7 be issued, the Transfer registered, and a copy of the registered Transfer be provided to the Secretary-Treasurer of the Land Division Committee, prior to the issuance of the certificate for Application B23-79-7.
8. The owner shall agree to satisfy all requirements, financial and otherwise, of the County,

regarding the installation of water and sanitary sewer services, to the satisfaction of the County including payment of all outstanding fees regarding the same. To this regard, the lot to be severed must be independently serviced (water/sanitary), and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department. Water/sanitary servicing is available on Old Vienna Rd. and the applicant will be required to connect to the services for the new lot. An application to connect will be required.

9. Prior to building permit issuance, the applicant must submit a preliminary drawing / plan to Building Services containing sufficient information to determine the feasibility of the proposed development on the new enlarged lot created through B23-78-7 and B23-79-7, to the satisfaction of Building Services.
10. The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Tillsonburg have been complied with.
11. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

B23-85-6; B23-91-6; B23-92-6 – 14573188 Canada Inc.
(Pt Lt 19, Conc. 1 (West Oxford), Town of Ingersoll)

Joe Costa, the agent, and Bobby Dhillon, the owner, were present online to speak to the application.

H. St. Clair reviewed the staff Planning Report. The County of Oxford Land Division Committee received applications for consent to facilitate the creation of three new residential parcels in the Town of Ingersoll, and the retention of a residential lot for the construction of 4 new semi-detached dwellings.

It is proposed that each of the lots would have approximately 10 m (32.8 ft) of frontage on Harris Street, with approximately 37.8 m (124 ft) of depth and lot areas ranging between 373.7 m² (4,022.6 ft²) – 399.2 m² (4,297 ft²). It is proposed that the four new semi-detached dwellings would have one shared driveway access to Harris Street and it is proposed that the existing single detached dwelling on the subject lands would be removed.

The subject lands are located on the west side of Harris Street, lying between Clarke Road and Chamberlain Avenue and are municipally known as 328 Harris Street, in the Town of Ingersoll.

The subject lands do contain an existing single detached dwelling that will be removed. It is proposed that four new semi-detached dwelling units being one per lot will be constructed. The proposed lots will be accessed by a shared driveway entrance onto Harris Street but each lot will have its own private driveway for off street parking.

Planning Staff are generally satisfied that the proposal is consistent with the direction from the province and will support residential intensification directives of the Provincial Policy Statement.

The subject lands are designated as 'Medium Density Residential' in the Official Plan and Planning Staff are satisfied that the proposal is appropriate in this instance.

It is noted that the higher topography of the subject lands may result in challenges for future development for apartments and limited driveway access opportunities are available on Harris Street. Planning Staff are satisfied that the proposed shared entrance arrangement is appropriate. Staff are recommending that a maintenance agreement be established between each of the four lots to address future considerations such as snow clearance and maintenance.

No comments of concern were received from any of the public agencies circulated. It was noted that a condition is recommended to rezone the subject lands to facilitate the proposed semi-detached dwellings. The applicant would also be required to satisfy the Oxford County Public Works requirements with respect to the connection for water and wastewater services.

Overall Planning Staff are satisfied that the application does meet the policy criteria and can be given favourable consideration subject to recommended conditions.

J. Costa had no comments or concerns and understood and accepted all the noted conditions.

In response to C. van Haastert, J. Costa noted that the grade of the site will be regraded to achieve a suitable driveway pitch and will also be incorporating a retaining wall to allow the site to be dropped down to meet that grade.

In response to D. Paron, H. St. Clair advised that in order to facilitate the creation of the proposed lots, the existing dwelling does need to be removed to establish a clean slate on the property and have them separately transferrable.

No further comments or concerns were given from the Committee members.

B23-85-6

Moved by: C. van Haastert
Seconded by: D. Matheson

'Granted'

CONDITIONS:

1. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to provision of water and sewer services to the lot to be severed have been complied with. To this end, each property must be serviced independently and any/all services crossing the proposed property lines be disconnected, to the satisfaction of the Oxford County Public Works Department.
2. A maintenance agreement be established over the lots to be severed resulting from applications B23-91-6, B23-92-6, B23-85-6 and the retained lands, outlining responsibilities for the future maintenance of the entranceway to the subject lands. A draft copy of the maintenance agreement shall be provided to the Town of Ingersoll and the Secretary-Treasurer of the Land Division Committee prior to the issuance of the certificate and all cost sharing requirements and maintenance responsibilities shall be clearly indicated in the agreement and the said agreement shall be registered on title.
3. The driveway entrance arrangement shall be in-keeping with the site plan, submitted by the applicant, as illustrated on Plate 4 of Report CP2024-104, to the satisfaction of the County of Oxford.

4. The certificate for Application B23-92-6 be issued, the Transfer registered and a copy of the registered Transfer be provided to the Secretary-Treasurer of the Land Division Committee prior to the issuance of the certificate for Application B23-85-6.
5. The owner shall submit a recent survey to confirm the lot sizes to the satisfaction of the Town of Ingersoll.
6. The owner is to provide the payment of cash-in-lieu of parkland for the creation of the new lots.
7. The Owner shall apply for and obtain a permit for the demolition of the existing dwelling and all demolition material shall be removed from the site to the satisfaction of the Town of Ingersoll Building Department.
8. If required, the Owner shall submit a proposed grading plan, prepared by a Professional Engineer or Ontario Land Surveyor, to confirm drainage run-off for the proposed severed lot, to the satisfaction of the Town of Ingersoll.
9. If required, the Owner provides confirmation of the location of any 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 Town of Ingersoll.
10. The Clerk of the Town of Ingersoll advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town, financial, services and otherwise, have been complied with.
11. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

B23-91-6

Moved by: C. van Haastert
Seconded by: D. Matheson

'Granted'

CONDITIONS:

1. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to provision of water and sewer services to the lot to be severed have been complied with. To this end, each property must be serviced independently and any/all services crossing the proposed property lines be disconnected, to the satisfaction of the Oxford County Public Works Department.
2. A maintenance agreement be established over the lots to be severed resulting from applications B23-91-2, B23-92-6, B23-85-6 and the retained lands, outlining responsibilities for the future maintenance of the entranceway to the subject lands. A draft copy of the maintenance agreement shall be provided to the Town of Ingersoll and the Secretary-Treasurer of the Land Division Committee prior to the issuance of the certificate and all cost sharing requirements and maintenance responsibilities shall be clearly indicated in the agreement and the said agreement shall be registered on title.
3. The driveway entrance arrangement shall be in-keeping with the site plan, submitted by the applicant, as illustrated on Plate 4 of Report CP2024-104, to the satisfaction of the County of Oxford.
4. The owner shall submit a recent survey to confirm the lot sizes to the satisfaction of the Town of Ingersoll.
5. The owner is to provide the payment of cash-in-lieu of parkland for the creation of the new lots.
6. The Owner shall apply for and obtain a permit for the demolition of the existing dwelling and all demolition material shall be removed from the site to the satisfaction of the Town of Ingersoll Building Department.
7. If required, the Owner shall submit a proposed grading plan, prepared by a Professional Engineer or Ontario Land Surveyor, to confirm drainage run-off for the proposed severed lot, to the satisfaction of the Town of Ingersoll.
8. If required, the Owner provides confirmation of the location of any 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 Town of Ingersoll.
9. The Clerk of the Town of Ingersoll advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town, financial, services and otherwise, have been complied with.
10. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.

4. The Land Division Committee did not receive any comments from the public respecting this application.

B23-92-6

Moved by: C. van Haastert
Seconded by: D. Matheson

'Granted'

CONDITIONS:

1. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to provision of water and sewer services to the lot to be severed have been complied with. To this end, each property must be serviced independently and any/all services crossing the proposed property lines be disconnected, to the satisfaction of the Oxford County Public Works Department.
2. A maintenance agreement be established over the lots to be severed resulting from applications B23-91-6, B23-92-6, B23-85-6 and the retained lands, outlining responsibilities for the future maintenance of the entranceway to the subject lands. A draft copy of the maintenance agreement shall be provided to the Town of Ingersoll and the Secretary-Treasurer of the Land Division Committee prior to the issuance of the certificate and all cost sharing requirements and maintenance responsibilities shall be clearly indicated in the agreement and the said agreement shall be registered on title.
3. The driveway entrance arrangement shall be in-keeping with the site plan, submitted by the applicant, as illustrated on Plate 4 of Report CP2024-104, to the satisfaction of the County of Oxford.
4. The certificate for Application B23-91-6 be issued, the Transfer registered and a copy of the registered Transfer be provided to the Secretary-Treasurer of the Land Division Committee prior to the issuance of the certificate for Application B23-92-6.
5. The owner shall submit a recent survey to confirm the lot sizes to the satisfaction of the Town of Ingersoll.
6. The owner is to provide the payment of cash-in-lieu of parkland for the creation of the new lots.
7. The Owner shall apply for and obtain a permit for the demolition of the existing dwelling and all demolition material shall be removed from the site to the satisfaction of the Town of Ingersoll Building Department.
8. If required, the Owner shall submit a proposed grading plan, prepared by a Professional Engineer or Ontario Land Surveyor, to confirm drainage run-off for the proposed severed lot, to the satisfaction of the Town of Ingersoll.
9. If required, the Owner provides confirmation of the location of any 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 Town of Ingersoll.
10. The Clerk of the Town of Ingersoll advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town, financial, services and otherwise, have been complied with.
11. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of

Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

B23-89-6; A23-23-6 – Timothy & Holly Schaafsma
(Lt 10, Pt Lt 9, Blk 31, Plan 279, Town of Ingersoll)

Brandon Kortleve, the agent, was present to speak to the application.

H. St. Clair reviewed the staff Planning Report. The purpose of the application for consent is to create one new residential parcel in the Town of Ingersoll containing an existing single detached dwelling, and retain a lot also containing an existing single detached dwelling. It is proposed that the lot to be severed will be 502.3 m² (5,406.8 ft²) in size, with 9.42 m (30.9 ft) of frontage on Wonham Street South and a depth of 53.3 m (174.8 ft). The lot to be severed contains an existing single detached dwelling built in approximately 1946. It is proposed that the lot to be retained will be approximately 753.5 m² (8,110.8 ft²) with 14.2 m (46.5 ft) of frontage on Wonham Street and a depth of 53.7 m (176.1 ft). The lot to be retained also contains an existing single detached dwelling, built in approximately 1940. No new development is proposed for the subject lands.

Minor variances to the Town of Ingersoll Zoning By-law have been requested, as follows;

Lot to be Severed

- Relief from Table 7.2 – ‘R2’ Zone Provisions, to reduce the minimum lot frontage from 15 m (49.2 ft) to 9.4 m (30.9 ft);
- Relief from Table 7.2 – ‘R2’ Zone Provisions, to reduce the minimum front yard depth from 6 m (19.7 ft) to 4.6 m (15 ft);
- Relief from Table 7.2 – ‘R2’ Zone Provisions, to reduce the minimum interior side yard width from 3 m (9.8 ft) to 1.8 m (5.9 ft);
- Relief from Table 7.2 – ‘R2’ Zone Provisions, to reduce the minimum gross floor area for a single detached dwelling from 75 m² (807 ft²) to 45 m² (484.3 ft²), and;
- Relief from Table 5.19.1.6 – Parking Space and Parking Aisle Standards, to reduce the size of a parking space from 2.7 m x 5.5 m (8.8 ft x 18 ft) to 2.7 m x 4.6 m (8.8 ft x 15 ft).

Lot to be Retained

- Relief from Table 7.2 – ‘R2’ Zone Provisions, to reduce the minimum front yard depth from 6 m (19.7 ft) to 4.6 m (15 ft);
- Relief from Table 7.2 – ‘R2’ Zone Provisions, to reduce the minimum interior side yard width from 3 m (9.8 ft) to 1.5 m (4.9 ft);
- Relief from Table 7.2 – ‘R2’ Zone Provisions, to reduce the minimum gross floor area for a single detached dwelling from 75 m² (807 ft²) to 70 m² (753.4 ft²), and;
- Relief from Table 5.19.1.6 – Parking Space and Parking Aisle Standards, to reduce the size of a parking space from 2.7 m x 5.5 m (8.8 ft x 18 ft) to 2.7 m x 4.6 m (8.8 ft x 15 ft).

The subject lands are legally described as Lot 10 and Part Lot 9, Block 31, Plan 279 in the Town of Ingersoll. The subject lands are located on the west side of Wonham Street South, lying

between Ann Street and Melita Street and are municipally known as 272 & 274 Wonham Street South in the Town of Ingersoll.

Planning Staff are satisfied that the application does promote growth within the Town of Ingersoll and will continue to provide housing options within the designated settlement area. Suitable infrastructure and public service facilities are available to accommodate the proposal.

Surrounding land uses contain a mix of residential development and the use of the lands as proposed is consistent with the existing development within the immediate neighbourhood.

Both existing dwellings have historically had separate areas dedicated to both private amenity space and off-street parking and staff are satisfied that the severance of the property will not impact the ability of the subject lands to function successfully as individual lots.

Staff are satisfied that the existing 4.6 m of front yard depth is sufficient to continue to accommodate the required off street parking for these lots and the minor variances can be considered appropriate in this instance.

No comments of concern were received from the agencies or neighbouring property owners circulated and overall Planning Staff are satisfied that the proposal does comply with the policy direction and the application can be supported from a Planning perspective.

B. Kortleve had no comments or concerns and understood and accepted all of the noted conditions.

In response to J. Lessif, H. St. Clair stated that typically 5.5 m (18 ft) is what is considered an average sized vehicle, and the By-law officers would deal with any potential violations or complaints in that regard.

The Committee had no further comments or concerns.

B23-89-6

Moved by: L. Martin
Seconded by: J. Lessif

'Granted'

CONDITIONS:

1. The Owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the Town of Ingersoll.
2. The Clerk of the Town of Ingersoll advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town, financial, services and otherwise, have been complied with.
3. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.

-
2. The application for consent complies with the policies of the County of Oxford Official Plan.
 3. The subject property is appropriately zoned.
 4. The Land Division Committee did not receive any comments from the public respecting this application.

A23-23-6

Moved by: L. Martin
Seconded by: J. Lessif

'Granted'

REASONS:

1. The variance requested is a minor variance from the provisions of the Town of Ingersoll Zoning By-law No. 04 4160.
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of the Town of Ingersoll Zoning By-law No. 04 4160.

CARRIED.

B24-01-1; A24-01-1 – Loretta Siminoski
(Pt Blk C, Plan 104, Pat 2, 41R9428, Township of Blandford-Blenheim)

Roy & Loretta Siminoski, the owners, were present to speak to the application.

David Templeton, a resident, was present to speak to the application.

H. St. Clair reviewed the staff Planning Report. The Application for Severance is to create one (1) new residential lot. The lot to be severed by B24-01-1 will be approximately 450.1 m² (4,844.8 ft²) in area and currently contains an accessory building. The existing accessory building is proposed to remain on the lot to be severed through the submitted variance request. The lot to be retained would be approximately 532.5 m² (5,731.7 ft²) in area and currently contains a single detached dwelling in addition to an accessory building. Both structures are proposed to remain on the lot to be retained.

The subject lands are described as Block C, Plan 104, Part 2, 41R9428 in the Township of Blandford-Blenheim. The subject lands are located on the south side of Oxford Street West, between Centre Street and Wilmot Street South. The subject lands are currently municipally addressed as 20 Oxford Street West.

An application for minor variance was also received to permit the existing detached garage on the retained lands to remain in the absence of the establishment of the single detached dwelling at this time. The subject lands are located within an area that has an established residential neighbourhood although there are a number of surrounding parcels that are zoned commercially. The subject lands themselves are zoned as 'Residential Type 1' which does allow for the construction of single detached dwellings.

The lands are designated as 'Village Core' in the Official Plan. These policies generally permit low density residential development but the recent amendment through the Secondary Plan exercise

did restrict residential development on lands with frontage on Oxford Street or Wilmot Street in Drumbo. However, Section 10 of the Official Plan does direct that consideration of recognized uses that do not conform to the Official Plan can be given from the Land Division Committee.

Planning Staff are satisfied that the impact of the new lot can be considered appropriate for the village core and will not impede the intent of the Secondary Plan policies. It is also consistent with the infill policies of the Official Plan, and the proposed lot is sufficiently sized and will offer the appropriate off-street parking, private amenity space and lot grading and drainage.

Both lots will exceed the frontage area and depth requirements of the 'R1' Zone. The existing dwelling on the lot to be severed meets the required minimum interior side yard width with the proposed lot line between the parcels.

The retention of the existing residential accessory structure on the retained lot would be in non-compliance with the Zoning By-law once severed as there would be no main use established on the property. In order to retain this structure, the applicant has requested a minor variance to this provision. Staff are generally satisfied that the request is appropriate in this instance. The applicant has indicated that a single detached dwelling will be constructed on the lot once severed. To assist in ensuring that the new dwelling is constructed in a timely manner, Planning Staff are recommending that a condition of approval be included to the variance whereby the accessory building is permitted to remain on the lot without a principal dwelling for a maximum of two years from the approval date of the minor variance. The applicant would be required to remove the accessory structure to the satisfaction of the Township if the new dwelling is not constructed within that time frame.

No comments or concerns were received from the agencies circulated and overall Planning Staff are satisfied that the application can be supported from a Planning perspective subject to the noted conditions.

R. Siminoski noted that there was a discrepancy between the two plates shown on the slideshow in regard to which lands were to be severed versus retained. H. St. Clair responded with the correction and noted the proper Plate for the lands to be severed and lands to be retained.

R. Siminoski had no questions or concerns and understood and accepted the noted conditions.

In response to D. Templeton's concerns about the possible aesthetic and size of a new build on the severed lot which could potentially take away the village feel in his opinion, R. Siminoski agreed with his comments and noted that the By-law allows a three storey building, although that is not his intention for this severed lot. His intention was to build a bungalow for his retirement, however given the three storey home beside him now they may alter their plans.

H. St. Clair noted that the Township of Blandford-Blenheim Zoning By-law is only able to regulate certain things like setbacks, lot coverage and height but they are unable to dictate the aesthetic on buildings that are less than 10 units.

In response to G. Brumby, D. Templeton stated that he trusts his neighbours and he understands the situation and is not bothered by a single detached build provided the aesthetics fit the village feel. He noted that he wanted his concerns heard on record and felt this was a good opportunity to share his comments.

In response to J. Lessif, D. Templeton said that he had not taken his comments to municipal Council yet but welcomed any direction on suggestions for next steps for voicing his concerns publicly.

G. Brumby encouraged D. Templeton to continue to share his comments through the various avenues of government and take the opportunities to attend their meetings etc.

D. Paron noted that there does appear to be some new builds that will be taking advantage of the current provisions and do build more than one storey.

In response to D. Paron, H. St. Clair noted that the condition would be cleared by the Township

and if they were satisfied that the applicant was actively working towards completion within the timeline then they would be allowed to continue to move through the processes and would clear the condition.

The Committee had no further questions or concerns.

B24-01-1

Moved by: D. Paron
Seconded by: D. Matheson

'Granted'

CONDITIONS:

1. If required, drainage assessment 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 Blandford-Blenheim.
2. If required, the Owners shall enter into a standard Severance Agreement with the Township of Blandford-Blenheim, to the satisfaction of the Township.
3. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all requirements, financial and otherwise, of the County of Oxford with respect to provision of water and sewer services to the subject property have been complied with.
4. The Clerk of the Township of Blandford-Blenheim advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township of Blandford-Blenheim, financial, services and otherwise, have been complied with.
5. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
3. Comments received from the public were reviewed, and where appropriate, were considered in the Land Division Committee's decision to approve the application.

A24-01-1

Moved by: D. Paron
Seconded by: J. Lessif

'Granted'

CONDITIONS:

1. That the proposed relief shall only apply to the accessory building existing on the severed lot resulting from Consent Application B24-01-1 as of April 4, 2024.
2. That the relief shall be valid for a period of two years from the date of approval, expiring on April 4, 2026. Should a principal building or structure not be constructed on-site by this time, the relief shall no longer be valid, and the accessory building shall be removed to the satisfaction of the Township of Blandford-Blenheim.

REASONS:

1. The variance requested is a minor variance from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002.
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002.

CARRIED.

B24-02-5; A24-02-5 – James & Lydia Knudsen
(Lt 10, Plan 346, Township of Zorra)

Lydia & Jim Knudsen, the owners, present to speak to the application.

H. St. Clair reviewed the staff Planning Report. The purpose of this application is to create one (1) new residential infill lot in the Village of Embro. It is proposed that an area approximately 1,114 m² (0.27 ac) be severed from the subject property, while an area of approximately 914 m² (0.22 ac) be retained for continued residential purposes. The lot to be severed currently contains an accessory structure, while the lot to be retained contains an existing single-detached dwelling and an accessory structure. The associated application for minor variance seeks relief from the minimum frontage provisions for the lot to be retained. The applicant is requesting a frontage of 12.5 m (41 ft) rather than the required 15 m (49.2 ft).

The subject land is described as Lot 10, Registered Plan No. 346, is located on the north side of Commissioner Street, between Elgin Street and Wallace Street, and is municipally known as 66 Commissioner St. Embro, Township of Zorra.

A minor variance has been requested for the severed lot to permit a reduction in the frontage from 15 m to 12.5 m. Planning Staff are overall satisfied that the proposal complies with the direction of the province with regard to the Provincial Policy Statement and Official Plan. Both lots will continue to be used for residential purposes which is consistent with the policy direction from the Official Plan.

Planning Staff are satisfied that the reduced lot frontage requested is sufficient area to accommodate the proposed single detached dwelling while still accommodating for those typical provisions like off street parking, private amenity area, lot grading and drainage and a sufficient building envelope would remain.

No comments of concern were received from neighbouring property owners or the public agencies circulated. The Township of Zorra did request a condition that cash in lieu of parkland dedication be applied and that new municipal addresses would also be required.

The Public Works department did indicate that the applicant would be required to confirm the location of the existing services and to connect new service to the future dwelling ensuring that no services cross any future property lines.

Planning Staff are satisfied that the proposal can be supported from a Planning perspective and can be given favourable consideration subject to the noted conditions.

J. Knudsen inquired whether the garden shed at the back of the severed property could remain instead of being removed as their daughter will be building a new house on the lot.

In response to J. Knudsen, G. Brumby noted that the rule is there to prevent a lot existing with just an accessory building on it. He noted that the Planning report indicated that it could be moved or removed which gives some flexibility. It is a common requirement for a severance of this type.

J. Knudsen understood and accepted the noted conditions.

In response to L. Martin, H. St. Clair noted that a condition could be added to allow the garden shed to remain on the lot without a dwelling and recommended that similar wording be used as was on the previous application heard today where a time limit of two years was given.

In response to J. Lessif, J. Knudsen thought that was a good suggestion.

A. Karn Sims provided sample wording for an amendment to the condition which would allow the garden shed to remain on the property for two years while the new dwelling is being constructed. If the new dwelling is not constructed within the specified timeframe, the garden shed would need to be removed to the satisfaction of the Township.

No further comments or questions were expressed by the Committee.

B24-02-5

Moved by: L. Martin
Seconded by: J. Lessif

'Granted'

CONDITIONS:

1. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to provision of water and sewer services to the lots to be severed and retained have been complied with.
2. The owner provide cash-in-lieu of parkland, to the satisfaction of the Township of Zorra.
3. The owner request a new municipal address for the lot to be severed, to the satisfaction of the Township of Zorra.
4. The Clerk of the Township of Zorra advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise, have been complied with.
5. That the accessory structure existing on the severed lot resulting from Consent Application B24-02-5 as of April 4, 2024 can remain for a period of two years from the date of approval, expiring on April 4, 2026. Should a dwelling not be constructed on-site by this time, the relief shall no longer be valid, and the accessory structure shall be removed to the satisfaction of the Township of Zorra.
6. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of

Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

A24-02-5

Moved by: L. Martin
Seconded by: J. Lessif

'Granted'

REASONS:

1. The variance requested is a minor variance from the provisions of the Township of Zorra Zoning By-law No. 35 99.
2. The variance requested is desirable for the appropriate development or use of the land, building or structure.
3. The variance requested is in keeping with the general intent and purpose of the County of Oxford Official Plan.
4. The variance requested is in keeping with the general intent and purpose of the Township of Zorra Zoning By-law No. 35 99.

CARRIED.

B24-04-4 – Dale Woolley Farms Inc.
(Pt Lt 17, Conc. 10 (Dereham), Township of South-West Oxford)

Tanya & Charlie Crossett, the owners, were present to speak to the application.

H. St. Clair reviewed the staff Planning Report. The purpose of this application is to facilitate an agricultural lot addition whereby an area of approximately 10.3 ha (25.5 ac) be severed and conveyed to the existing agricultural lot to the immediate east. The net result of the application would be the lot to be retained having an area of 35.5 ha (87.9 ac) and the lot being enlarged having an area of approximately 30 ha (75 ac). The lot proposed to be severed is currently vacant and is under agricultural production (cash cropping). The lot to be retained contains two existing single-detached dwellings, accessory structures and a barn. The lot to be enlarged contains an existing single detached dwelling and a livestock barn. No new development is being proposed at this time.

The subject land is described as Lot 16 & 17, Conc. 10, Township of South-West Oxford. The lands are located on the north side of Brownsville Road, between Dereham Line and Culloden Line and are municipally known as 163767 & 163811 Brownsville Road, Township of South-West Oxford.

Planning Staff are satisfied that the proposal meets the policy intent of the Provincial Policy Statement and the Official Plan. Overall, the proposal will not result in the creation of a new agricultural parcel. Once severed the newly enlarged and retained parcels will both be of a sufficient size to maintain flexibility for changes in farming operations and there is no indication that the proposal will have any negative impact on surrounding agricultural operations.

The Township drainage superintendent did request that a drainage assessment reapportionment be included as a condition of consent, but overall Planning Staff are satisfied that the proposal can be supported from a planning perspective subject to conditions.

T. Crossett had no comments or concerns and understood and accepted the noted conditions.

In response to J. Lessif, T. Crossett indicated that during her father's estate there was some merging that was created and because the lot is undersized, they submitted this application to achieve consistency with the requirements of Oxford County.

There were no further comments or concerns from the Committee.

B24-04-4

Moved by: D. Matheson
Seconded by: D. Paron

'Granted'

CONDITIONS:

1. The parcel intended to be severed and conveyed to the abutting landowner to the immediate east be consolidated with the existing property. Any additional transactions with regard to the severed parcel must comply with Sections 50 (3) and (5) of the Planning Act, R.S.O., 1990, as amended, and be reflected on the certificate.
2. If required, drainage assessment re-apportionment 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 South-West Oxford.
3. The Clerk of the Township of South-West Oxford advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.
4. All stated conditions must be satisfied pursuant to Subsection 41, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within two years of the mailing of this Notice of Decision. If all conditions are not met within two years, this Application for Consent shall be deemed to be refused. The required instruments must be presented for certification pursuant to Subsection 42, of Section 53 of the Planning Act, R.S.O., 1990, as amended, within one year from the date of the mailing of this Notice of Decision. If the said instruments are not presented and certified within two years, the consent herein shall lapse.

REASONS:

1. The application for consent is consistent with the 2020 Provincial Policy Statement.
2. The application for consent complies with the policies of the County of Oxford Official Plan.
3. The subject property is appropriately zoned.
4. The Land Division Committee did not receive any comments from the public respecting this application.

CARRIED.

On the motion of J. Lessif the Committee meeting adjourned at 10:52 am

“Original Signed by”

CHAIRPERSON