

Memo

To: Justina Nwaesei, MCIP, RPP – Senior Planner – Development
City of Windsor

From: Melanie Muir, MCIP, RPP – Associate, Dillon Consulting Limited

cc: Kyle Edmunds – Dillon Consulting Limited
John Rauti – J. Rauti Custom Homes Ltd.

Date: May 6, 2026

Subject: Planning Justification Memo – Amendment to Plan of Subdivision Agreement (CE811195)

Our File: 25-2385

Dillon Consulting Limited (Dillon) has been retained by J. Rauti Custom Homes Ltd (Applicant) in support of the proposed amendment to the existing Plan of Subdivision Agreement (CE811195), related to lots 11-14, municipally known as 3586, 3592, 3597, 3598 Sutton Avenue ('Subject Site'), within the City of Windsor.

The proposed amendment would allow northerly access from Sutton Avenue (Street "A") to Maguire Street, contrary to the provisions of the existing agreement. The intent of this amendment is to facilitate access to the four (4) existing residential lots along Sutton Avenue via Maguire Street (refer to Figure 1: Concept Plan).

Figure 1: Concept Plan



1.0 Planning Framework

The Subject Site is designated accordingly in the City of Windsor Official Plan and the Zoning By-law 8600 as follows:

City of Windsor Official Plan – Schedule D: Land Use

- Residential

City of Windsor Zoning By-law 8600 – Schedule A: Zoning District Map 8

- Residential District 1.2 (RD1.2)

The Subject Site is designated 'Residential' under the City's Official Plan (OP) and zoned 'Residential District 1.2 (RD1.2)' in the City's Zoning By-law 8600. The proposed amendment pertains only to the configuration and access arrangement of the local road network within the subdivision. As such, the underlying Residential land use designation, zoning and its associated policy framework remain unaffected. Further examination is provided in the Section 3 – Planning Analysis, on how the amendment to Sutton Avenue is still consistent with the intent of the Official Plan (OP) and the requirements of the Zoning By-law.

2.0 Proposed Application

The Applicant is proposing an amendment to the existing Subdivision Agreement (CE811195) to modify the configuration of Street "A" (Sutton Avenue) within the registered Plan of Subdivision (Plan 12M-635). Specifically, the proposed amendment would establish a connection between Sutton Avenue (Street "A") and Maguire Street to the north, while relocating the approved cul-de-sac to the southern end of Street "A" instead of the northern end.

This modification is intended to facilitate northerly access from Sutton Avenue to Maguire Street for the four (4) existing residential lots municipally known as 3586, 3592, 3597, and 3598 Sutton Avenue. As a result of the proposed street reconfiguration, several provisions of the existing Subdivision Agreement require amendments to reflect the updated road geometry and access arrangement.

The revised concept plan includes:

- A 4.6m x 4.6m (15' x 15'), corner cut-off at the intersection of Maguire Street and Sutton Avenue for the property located at 3586 Sutton Avenue; and
- A 54.42 m² sightline dedication at the north east corner of 3586 Sutton Avenue.

The proposed amendments to the Subdivision Agreement are summarized in [Table 1 – Proposed Amendments](#) below.

Table 1 – Proposed Amendments

Section	Proposed Amendments
B-1 (f) Schedule "A"	That Section B-1 (f) of the Basic Provisions be amended to replace the referenced Draft Plan of Subdivision (Map No. SDN-004/014-1) with a revised plan that illustrates the connection to Maguire Street and the new southern cul-de-sac.
S-2 (4) Land Conveyance for Rights-of-Way	That Section S-2(4) be amended to remove the requirement for a 0.3-metre reserve at the north limit of Street "A" also known as "Block 21", as this will now be an open intersection.
S-3 Land Conveyance for Corner Cut-Offs	That Section S-3 be amended to include "on the east side of Street "A", and" between "corner cut-offs..." and "...on both the east and west sides of Street "B" and "C" ..."
S-8 (2) Temporary Cul-de-Sacs	That Section S-8 (2) be deleted in its entirety, and S-8 (1) be amended to include " "A", after "Streets..."
S-5 Sidewalks	The requirement of Section S-5 remains applicable; however, the associated approved engineering drawings will be revised to depict the sidewalk of Street "A" continuing through the new Maguire Street intersection and the new southern cul-de-sac geometry.

Ultimately, these proposed amendments will align the legal Subdivision Agreement with the revised engineering and site requirements. This ensures the four (4) residential lots benefit from safe, functional, and formally documented access to Maguire Street.

3.0 Motorist Sightline Memo

A Motorist Sightline Memo, prepared by Dillon Consulting Limited in April 2026, evaluates the proposed intersection connecting Sutton Avenue to Maguire Street, and confirms that access to the four (4) residential lots can be accommodated without compromising public safety.

To the east of the proposed intersection, Maguire Street features a horizontal curve with posted advisory signage establishing a design speed of 30 km/h or less. Based on this design speed, a minimum intersection sight distance of 65 m is required for motorists turning left from Sutton Avenue, while westbound motorists on Maguire Street require a stopping sight distance of 35 m. To achieve these requirements, the assessment identifies several constraints: (1) built form on the first lot east of Sutton Avenue (south of Maguire Street) must be restricted to maintain the required sightlines; (2) vegetation and other vertical elements north of the dwelling must be limited to avoid obstructing visibility for westbound motorists; and (3) on-street parking must be prohibited on the south side of Maguire Street east of Sutton Avenue, including along the inside of the curve.

To permanently secure the required 65 m intersection sight distance, the memo identifies the need for a property conveyance at the corner lot. Specifically, approximately 54.42 m² along the northern boundary of 3586 Sutton Avenue is proposed to be dedicated to the City of Windsor as public right-of-way. This conveyance ensures that no future buildings, vegetation, or obstructions can encroach within the visibility triangle, thereby maintaining safe sightlines for westbound motorists approaching the curve.

4.0 Planning Analysis

This section reviews the applicable planning policy framework governing the proposed amendment. The Subject Site is located within the City of Windsor and is subject to the Provincial Planning Statement (PPS, 2024), City of Windsor's Official Plan (OP) and Zoning By-law 8600.

4.1. Provincial Planning Statement (2024)

The 2024 Provincial Planning Statement (PPS) establishes a strong policy framework for the development of complete, accessible communities that optimize existing infrastructure and prioritize public safety. The proposed road configuration, which establishes a connection from Street "A" to Maguire Street, directly advances the goals of the PPS by optimizing planned municipal infrastructure and improving overall transportation connectivity (PPS, 2.3.1.2; 3.2.3).

In response to municipal safety concerns, eliminating the northern dead-end in favour of an open intersection significantly enhances public safety by creating a safe transportation system that facilitates the efficient movement of people and actively supports the effective and efficient delivery of emergency management services (PPS, 3.1.3; 3.2.1). Furthermore, integrating this continuous, connected route into the subdivision layout inherently fosters the achievement of complete communities, providing residents with flexible, multimodal transportation options and establishing safe, direct streetscapes that encourage active transportation and community connectivity rather than isolating residents behind a cul-de-sac (PPS, 2.1.6.a; 2.2.1.c; 3.9.1.a).

To ensure the long-term safety and functionality of this new intersection, the proposed land conveyances directly support the PPS directive to plan for and protect transportation corridors and rights-of-way to meet current and projected needs (PPS, 3.3.1). By legally dedicating the east-side corner cut-off and the sightline triangle as part of the municipal right-of-way, the configuration expands and protects the public corridor to ensure unobstructed sightlines for motorists. Furthermore, securing this additional physical space allows the municipality to plan public streets that are safe for all users, accommodating pedestrian infrastructure separated from vehicular paths to safely facilitate active transportation and community connectivity at the intersection (PPS, 3.9.1.a).

4.2. City of Windsor Official Plan

The proposed subdivision agreement amendments, which include the extension of Street "A" (Sutton Avenue) to Maguire Street, the east-side 4.6m x 4.6m corner cut-off, and the sightline conveyance of 54.42

m², have been evaluated against the City of Windsor Official Plan policies. The proposed road configuration achieves these policies as follows:

4.2.1. Residential Policies

The Official Plan requires new residential developments to be located where direct access to a collector or arterial road is available (OP S.6.3.2.4(a)). Opening the northern portion of Street "A" to Maguire Street satisfies this by establishing a clear, navigable route rather than isolating the lots. Additionally, shifting the access point to the north supports the municipal objective of developing compact neighbourhoods that encourage a balanced transportation system (OP S.6.3.1.2). This adjustment integrates the subdivision into the surrounding urban fabric, facilitating efficient pedestrian, cyclist, and vehicular movement. The updated street pattern also ensures that full municipal and emergency services can be readily provided (OP S.6.3.2.5(e)), as eliminating the temporary northern cul-de-sac allows for the prompt and safe routing of fire and EMS vehicles directly from Maguire Street.

4.2.2. Public Safety, Emergency Access, and Unobstructed Sightlines

The intersection modifications prioritize a high standard of public safety, aligning with the Healthy Community goal of fostering a secure environment across the city (OP S.4.1.7). Opening the street to the north streamlines circulation systems, ensuring that emergency responders have prompt access to adjacent properties (OP S.8.12.2.4). Removing the temporary northern dead-end also prevents the formation of ambiguous spaces caused by unfinished road allowances (OP S.8.12.2.3(b)). This geometric improvement enhances natural surveillance, thereby increasing personal safety, reducing opportunities for crime (OP S.8.12.1.1), and facilitating the unobstructed observation of public areas (OP S.8.12.2.1). Furthermore, addressing the horizontal curve on Maguire Street requires a sightline conveyance to secure a 65-metre visibility triangle. Restricting structures and high vegetation within this area guarantees clear views for both drivers and pedestrians, fulfilling the requirement for on-site design elements that mitigate impacts on surrounding land uses and ensure safe operations (OP S.10.2.9(j)).

4.2.3. Road Configuration, Connectivity, and Streetscapes

Reorienting the isolated road segment to connect directly with Maguire Street naturally extends the existing municipal pattern, helping to integrate the new development while maintaining local character and ease of orientation (OP S.8.11.2.1). This configuration offers a deliberate access route that still allows users flexibility in movement (OP S.8.12.2.2(b)). The strategic layout supports a broadly balanced transportation network by smoothly guiding vehicles, cyclists, and pedestrians from the residential street to broader collector roads (OP S.8.11.2.2(d)). At the intersection itself, the municipal corner cut-off widens the right-of-way to provide dedicated space that safely separates sidewalks and crosswalks from vehicular turning paths. This creates an integrated, attractive streetscape tailored to the needs of both pedestrians and vehicles (OP S.8.11.1.1) and ensures the network can handle pedestrian movement safely at intersections (OP S.8.11.2.9(d)).

Ultimately, these road modifications and land conveyances demonstrate a safety-first approach to neighbourhood development. By optimizing emergency access, protecting crucial sightlines, and logically reconfiguring the street's access point, the proposed amendment comprehensively fulfills the public safety, transportation, and urban design objectives of the City of Windsor Official Plan.

4.3. City of Windsor Zoning By-law 8600

The Subject Site is zoned Residential District 1.2 (RD1.2) in the City of Windsor's Zoning By-law 8600. By extending Sutton Avenue to Maguire Street, the new road configuration directly satisfies the general provisions of the By-law by providing the necessary street frontage and infrastructure access for the new development. Each of the configured lots and their respective single detached dwellings will conform to the zoning requirements of the RD1.2 zone, including:

- Minimum Lot Width: 12.0 m
- Minimum Lot Area: 360.0 m²
- Maximum Lot Coverage: 45.0%
- Maximum Main Building Height: 9.0 m
- Minimum Front Yard Depth: 6.0 m
- Minimum Rear Yard Depth: 7.50 m
- Minimum Side Yard Width: 1.20 m; and
- Maximum Gross Floor Area (Main Building): 400 m².

Ultimately, the proposed road configuration successfully establishes the necessary municipal road framework, allowing the four (4) lots to be built out in compliance with the RD1.2 zoning requirements.

5.0 Conclusion

Based on the foregoing analysis, the proposed amendment to the Subdivision Agreement (CE811195) to permit a northerly connection between Sutton Avenue (Street "A") and Maguire Street represents sound engineering and planning practice. The relocation of the cul-de-sac from the north end to the south end of Street "A", together with the provision of an east-side 4.6 m x 4.6 m corner cut-off and a 54.42 m² sightline conveyance, enhances the functionality of the local road network by improving access, removing an inefficient dead-end condition, and facilitating safe and direct access for the four (4) existing residential lots.

The supporting Motorist Sightline Memo confirms that the proposed intersection can operate safely, with appropriate measures secured through corner cut-offs, sightline conveyances, and parking restrictions to maintain unobstructed visibility. These design elements ensure that long-term public safety is preserved and that the intersection functions effectively within the existing road network.

The proposed development is consistent with the 2024 Provincial Planning Statement, as it promotes a safe, efficient, and connected transportation system while supporting the development of complete communities. The amendment also conforms to the City of Windsor Official Plan by improving emergency access, strengthening neighbourhood connectivity, enhancing streetscape design, and prioritizing pedestrian and vehicular safety. Furthermore, the proposed road configuration facilitates compliance with the City's Zoning By-law 8600, enabling the orderly development of the subject lands in accordance with the RD1.2 zone provisions.

Overall, the proposed subdivision agreement amendments represent good planning by optimizing existing infrastructure, improving safety and accessibility, and aligning with applicable provincial and municipal policy frameworks. Accordingly, the proposed amendment is appropriate, justified, and desirable for the development of the subject lands.

Should you have any questions or require additional information, please do not hesitate to contact the undersigned at mmuir@dillon.ca.

Sincerely,

DILLON CONSULTING LIMITED



Melanie Muir, MCIP RPP
Associate