

Committee of Adjustment

MISSION STATEMENT:

“Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together.”

Author’s Name: Sophia Di Blasi	File No.: A-026/26
Author’s Phone: 519-255-6543 ext. 6820	Report Date: Apr 08, 2026
Author’s E-mail: sdibiasi@citywindsor.ca	Committee Meeting Date: Apr 16, 2026

To: Committee of Adjustment

Subject Application: Relief from the provisions of the Sign By-law 250-2004, 84-2019, and 93-2024.

Owner: GL WINDSOR INC.

Applicant: COUNTRY SIGNS

Location: 3920 DOUGALL AVE

Legal Description: PLAN 1489; LOTS 1 TO 3; 213 & 214 & PT LOTS 4; 34; 39 & 215; RP
12R21631; PARTS 1 & 4

1. RECOMMENDATION:

That the Minor Variance application of **GL WINDSOR INC** for the relief from the provisions of **Sign By-law 250-2004, 84-2019, and 93-2024** to request to increase the maximum permitted sign height over a roofline **BE APPROVED**.

2. THE REQUESTED VARIANCES:

Request to increase the maximum permitted sign height over a roofline, thereby seeking the following reliefs of Sign By-law 250-2004, 84-2019, and 93-2024:

	PROVISION	PROVISION DESCRIPTION	REQUIRED	PROPOSED
1	6.4.7	Sign Face Extension – The CANOPY SIGN may project above the upper edge of the CANOPY to a maximum height of 0.6m .	0.6m	1.0m

3. PLANNING ANALYSIS:

The subject property, consists of PLAN 1489; LOTS 1 TO 3; 213 & 214 & PT LOTS 4; 34; 39 & 215; RP 12R21631; PARTS 1 & 4, also municipally known as 3920 Dougall Avenue, is developed as an existing commercial plaza with an accessory gas bar.

The applicant, GL Windsor Inc., is proposing to maintain the existing gas station use while updating the canopy signage to reflect current corporate branding. The proposal requires relief from Provision 6.4.7 of Sign By-law 250-2004, as amended, to permit an increase in the maximum canopy sign face extension from 0.6 metres to 1.0 metres.

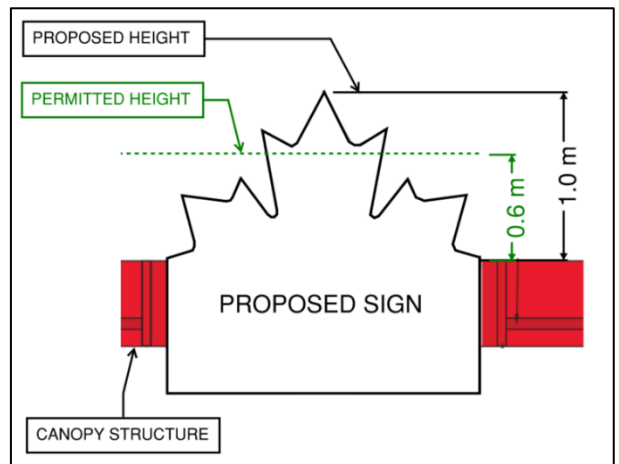


Figure 1: Proposed height increase.

Administration notes that the proposed signage is typical of contemporary gas station canopy branding and is consistent with similar developments throughout the City. The increase in sign face extension is not anticipated to result in adverse visual impacts, as the subject site is located within an established commercial area characterized by a mix of retail uses. Given the existing context, the proposed minor increase in canopy sign face extension is considered appropriate and compatible with the surrounding built environment.

No concerns have been identified with respect to illumination, scale, or compatibility with adjacent uses. As such, the requested variance is considered minor in nature and maintains the general intent and purpose of the Sign By-law.

PLANNING ACT

Subsection 45(1) of the Planning Act states that the Committee of Adjustment “may, despite any other Act, authorize minor variance from the provisions of the by-law, in respect of the land building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained.”

PROVINCIAL PLANNING STATEMENT (PPS) 2024

The Planning Staff has reviewed the relevant policies of the PPS - “Strategic Growth Areas” (Policy statement 2.4.1.2 b of the PPS). The requested minor variance is consistent with these policies, which direct planning authorities to focus commercial uses within strategic growth areas such as this stretch of Dougall Avenue.

OFFICIAL PLAN (OP)

The Minor Variance Policies in Section 11.6.6 are hereto attached as **Appendix A**. Section 11.6.6.2 outlines the evaluation criteria for minor variance applications. The general intent and purpose of the Official Plan is maintained with the proposed development; the requested variances are minor in nature and desirable for the subject building.

The subject land is designated Mixed Use Corridor per the Official Plan. The proposed development is permitted and conforms to the associated objectives and policies. Therefore, the requested variances meet the general intent and purpose of the Official Plan per Section 11.6.6.2(a).

The proposed development is permitted and conforms to the zoning by-law provisions, except for the requested variances. Therefore, the general intent and purpose of the by-law being varied is maintained as per Section 11.6.6.2(b).

The proposal will have minimal impact on the properties in the immediate neighbourhood. Therefore, the variances are minor in nature as per Section 11.6.6.2(c).

The requested variances do not exceed a 20 per cent variation above the bylaw regulations which complies with Section 11.6.6.2(d).

The variances are desirable for the appropriate use of the land, building, or structure and would not hinder the reasonable development and/or use of properties in the neighbourhood, thus complying with Section 11.6.6.2(e).

SIGN BY-LAW 250-2004, 84-2019 AND 93-2024

On March 12th, 2026, an application was submitted by Country Signs on behalf of the owner, the GL Windsor Inc., for a minor variance from the Sign By-law, particularly Provision 6.4.7 of By-law 250-2004, which states the following:

“SIGN FACE EXTENSION – The CANOPY SIGN may project above the upper edge of the CANOPY to a maximum height of 0.6m.

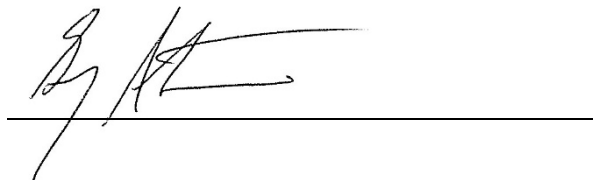
Non-conformity has been outlined in Section 2 (THE REQUESTED VARIANCES) of this report as requested variances to the Sign By-law.

4. PLANNER’S OPINION:

The requested variance is minor in nature and maintains the general intent and purpose of the Official Plan and the Sign By-law 250-2004 and 84-2019 and 93-2024. The Planning Division recommends approval of the applicant’s request.

Sophia Di Blasi
Planner III – Senior Urban Designer

I concur with the above comments and opinion of the Planner III.



Greg Atkinson MCIP, RPP
Deputy City Planner - Development

CONTACT:

Name: **Sophia Di Blasi**
Phone: 519-255-6543 ext. 6820

Fax: (519) 255-6544
Email: sdiblas@citywindsor.ca

APPENDICES:

Appendix "A" - Excerpts from the Official Plan Volume I

Appendix "B" - Comments received by the Secretary Treasurer of the Committee of Adjustment

APPENDIX "A"

Excerpts From Official Plan Volume I

11.6.6 Minor Variance Policies

COMMITTEE OF ADJUSTMENT

11.6.6.1 Council has appointed a Committee of Adjustment pursuant to the Planning Act to consider applications for minor variance from the Zoning By-law (s) and/or any other by-law that implements the Official Plan.

EVALUATION CRITERIA

11.6.6.2 When reviewing an application for minor variance the Committee of Adjustment shall be satisfied that:

- (a) The general intent and purpose of the Official Plan, including the Strategic Directions, Goals and Objectives of the land use designation in which the property is located, is maintained;
- (b) The general intent and purpose of the By-law being varied is maintained;
- (c) The variance or the number of variances to the By-law are minor in nature, would not more appropriately be considered through an application to amend the Zoning By-law due to the cumulative impacts of the variances, preserves the pattern, scale and character of the blockface;
- (d) The variance(s) are generally not more than 20 percent above the By-law regulation being varied where the variances would increase the building envelope of a main building or accessory building containing a dwelling unit. For clarity this includes variances related to lot width; lot area; lot coverage; front, rear, and side yard depth; building height; and maximum gross floor area; and
- (e) The variance is desirable for the appropriate use of the land, building or structure and would not hinder the reasonable development and/or use of properties in the neighbourhood, would City of Windsor Official Plan1 Volume I 1 Tools 11 - 22 not cause a detriment, safety concerns, or would not detract from the character or amenity of nearby properties or the neighbourhood. The area of influence or the neighbourhood will vary with the scale of development and associated areas of potential impact.

EXISTING UNDERSIZED LOTS

11.6.6.3 Notwithstanding the provisions of sub-section (d) above, the Committee may give further consideration to variances required to enable appropriate development for existing undersized lots, where existing non-complying structures are being altered or where infilling and intensification is occurring provided that the Committee is satisfied that the provisions of 11.6.6.2 subsections (c) and (e) have been fully addressed.

TERMS & CONDITIONS

11.6.6.4 The Committee of Adjustment may attach such terms and conditions as it deems reasonable and appropriate to the approval of the application for a minor variance. The conditions shall relate directly to the impact of the variance and may include measures required to mitigate the impact of altering the zoning regulations on the resulting built form or property development, including but not limited to: a) Specifying architectural elements such as window location, outdoor amenity space, fencing or other screening and door location; b) Requiring additional landscaping including low impact design elements; c) Providing additional bicycle facilities in lieu of motor vehicle parking; and d) Improvement to grading and stormwater management.

AGREEMENTS

11.6.6.5 The Committee of Adjustment may require the owner of the land to enter into one or more agreements with the Municipality and address the impacts of the variance dealing with some or all of the terms and conditions of its decision. An agreement may be registered against the land to which it applies, and the Municipality is entitled to enforce the agreement against the owner and, subject to the Registry Act and the Land Titles Act, against any and all subsequent owners of the land.

APPENDIX "B"

Comments Received by the Secretary Treasurer of the Committee of Adjustment

Zoning Review

Requested variances of Zoning By-law 8600:

	PROVISION	PROVISION DESCRIPTION	REQUIRED	PROPOSED
1	6.4.7	Sign Face Extension – The CANOPY SIGN may project above the upper edge of the CANOPY to a maximum height of 0.6m .	0.6m	1.0m

Development, Projects & Right-of-Way

This department has no objections to the proposed application, Right of way permits must be obtained for any work within the right of way. (Mark Schaffhauser)

Windsor Police Service

The Windsor Police Service has no concerns or objections with any of the applications listed in this agenda. In reviewing them, all are relatively minor in terms of their potential impact to public safety, security, or public disorder. None of the applications to be considered are therefore anticipated to create outcomes that will negatively impact the ability of the Windsor Police Service to provide proper and adequate response to incidents, whether emergency or non-emergency in nature, and other service delivery requirements.

Respectfully,

Barry Horrobin
Director of Planning & Physical Resources
Windsor Police Service (Riley Dufour)