

## 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.”*

<b>Author’s Name:</b> Conner O'Rourke	<b>File No.:</b> B-011/26
<b>Author’s Phone:</b> (519) 255-6543 e 6918	<b>Report Date:</b> Apr 02, 2026
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**To:** Committee of Adjustment

**Subject Application:** Consent to create a new lot.

**Owner:** Luis Varon

**Applicant:** Paul Peterson

**Location:** 3207 BRUCE AVE

**Legal Description:** PLAN 1300 LOTS 200 201 & 202; CORNER

### 1. RECOMMENDATION:

That the Consent application of Luis Varon for the conveyance of part of the subject lands, legally described as Plan 1300 Lots 200 201 & 202, municipally known as 3207 Bruce Avenue, for the creation of a new lot as shown on the drawing attached to the application **BE GRANTED** with the following conditions:

- I. Owner to alter the existing single unit dwelling to bring it into compliance with the provisions of By-law 8600 on the proposed retained lot to the satisfaction of the City Planner.<sup>1</sup>
- II. Provide Site Servicing drawings for the overall property, outlining all existing services.<sup>2</sup>
- III. Abandon any existing redundant services as per BP1.3.3 and to the satisfaction of the City Engineer.<sup>2</sup>
- IV. Obtain Right-of-Way permits for any work within the right-of-way.<sup>2</sup>
- V. Remove encroaching items or apply for an encroachment agreement.<sup>2</sup>
- VI. Gratuitous conveyance (to the City of Windsor) of corner cut off required (4.5m x 4.5m) on corner of Bruce and Norfolk.<sup>2</sup>

<sup>1</sup>For questions regarding Planning conditions, please contact Conner O’Rourke at [corourke@citywindsor.ca](mailto:corourke@citywindsor.ca)

<sup>2</sup>For questions regarding Engineering conditions, please contact Mark Schaffhauser at [mschaffhauser@citywindsor.ca](mailto:mschaffhauser@citywindsor.ca)

*Note: Severance conditions must be fulfilled after the consent has been granted. If the conditions are not satisfied within the required timeline, the application is deemed to be null and void. A new Committee of Adjustment application will be required for any expired decision order.*

**2. THE REQUESTED MUNICIPAL CONSENT:**

Land conveyance of part of the subject land, 3207 Bruce Avenue, as shown on the attached drawing, for the purpose of creating a new lot.

**3. PLANNING ANALYSIS:**

The applicant is seeking severance to create a new lot for the future development of a single unit dwelling while retaining a portion of the lot for the continued use of an existing single unit dwelling. The subject land is designated Residential in the Official Plan. The proposed use of both the retained and severed lots are Residential. Both the retained and severed lots do not comply with the minimum lot width requirement of Zoning By-law 8600. Therefore, this request is being concurrently made with the submission of a Minor Variance Application (A-025/26)

The existing single unit dwelling on the subject property is currently on both the proposed retained and severed lots. The owner is to make alterations to the existing single unit dwelling to bring it into compliance with Windsor's Zoning By-law 8600 on the proposed retained lot to the satisfaction of the City Planner before severance can be completed (i.e. demolition of the attached garage).

**PLANNING ACT**

Subsection 53(1) of the Planning Act gives council the authority to grant consent if satisfied that a plan of subdivision of land is not necessary for the proper and orderly development of the municipality. Council for the Corporation of the City of Windsor has delegated its consent authority to the Committee of Adjustment of the City of Windsor in accordance with Section 54(5) of the Planning Act.

Subsection 51(25) of the Planning Act allows the approval authority to impose such conditions to the approval of an application as it considers reasonable having regard to the nature of the development proposed.

**PROVINCIAL PLANNING STATEMENT (PPS) 2024**

Planning Staff has reviewed the relevant policies of the PPS - "Building Homes, Sustaining Strong and Competitive Communities" (Policy statement 2.2.1.b of the PPS). The requested consent is consistent with these policies permitting and facilitating all housing options required to meet the social, health, economic, and well-being requirements of current and future residents.

**OFFICIAL PLAN (OP)**

The Consent Policies, Section 11.4.3 of the Official Plan provide evaluation criteria and conditions of approval for consent applications. Appendix "A" attached herein shows the Consent Policies 11.4.3.

This consent is for creation of a new lot, which represents an appropriate consent per Section 11.4.3.2(a).

The consent is subject to conditions outlined in Section 1 of this report which, when completed, will satisfy the evaluation criteria in Sections 11.4.3.4 related to municipal standard for construction.

The severed and retained lots have access to a public highway paved with a hard surface and are serviced by municipal sanitary and storm services, complying with sections Section 11.4.3.4 and 11.4.3.5.

This consent satisfies the evaluation criteria in Section 11.4.3.6 for continuation of an orderly development pattern.

The City of Windsor Official Plan designates the subject property as Residential and the proposed development maintains the same use and conforms to the associated objectives and policies; therefore, the requested consent meets the general intent and purpose of the Official Plan.

Section 11.4.3.7 of the Official Plan states that the Committee of Adjustment may attach conditions as deemed appropriate to the approval of a consent; therefore, the applicant is required to complete the conditions noted in Section 1 of this report to the satisfaction of the City Planner and City Engineer.

#### **ZONING BY-LAW**

The subject land is zoned Residential District 1.4 (RD1.4) per Windsor's Zoning By-law 8600, which permits a single unit dwelling. The application is submitted concurrently with a Minor Variance Application (A-025/26) seeking relief for minimum lot width for both the retained and severed lots.

#### **4. PLANNER'S OPINION:**

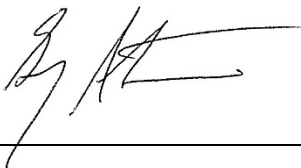
This consent application is consistent with the Planning Act and Provincial Planning Statement 2024 and represents good planning. The requested Consent complies with the Official Plan and Zoning By-law 8600. The Planning Division recommends the approval of the applicant's request for consent with the conditions noted in the recommendation.



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**Conner O'Rourke**  
**Planner II – Development Review**

*I concur with the above comments and opinion of the Planner II.*



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**Greg Atkinson, MCIP RPP**  
**Deputy City Planner - Development**

#### **CONTACT:**

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**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

	<b>11.4.3</b>	<b>Consent Policies</b>
COMMITTEE OF ADJUSTMENT	11.4.3.1	Council has delegated by by-law the authority to grant consents to the Committee of Adjustment.
APPROPRIATE REASONS FOR CONSENTS	11.4.3.2	Without limiting the relevant provisions of the Planning Act, Consents may only be granted where completing a subdivision process is deemed not to be necessary to ensure the proper and orderly development of the subject lands. The consent process will be used for matters such as granting easements and rights of way, leases or other interests in land lasting in excess of 21 years or lot line adjustments. Consents may be used for lot creation in the following circumstances; <ul style="list-style-type: none"> <li>a) Small scale Infilling or intensification for development that is compatible with the neighbourhood;</li> <li>b) Lot line adjustments;</li> <li>c) An entire parcel is being developed and there are no remaining lands;</li> <li>d) There is no need to extend or improve municipal services outside of the subject lands;</li> <li>e) Where there is no phasing of the development; and</li> <li>f) Where parkland dedication may be cash-in-lieu.</li> </ul>
CONFORM WITH PERMITTED USES	11.4.3.3	Consents shall only be granted for the creation of lots which comply with the Official Plan and Zoning By-law.
ACCESS TO A PUBLIC HIGHWAY	11.4.3.4	Consents shall only be granted for lots that will have access to a public road that meets municipal standards for construction. Where the abutting road requires improvement, the City may require the land owner to contribute to the improvement costs.
MUNICIPAL SERVICES	11.4.3.5	All new lots created by consent shall be serviced by municipal sanitary sewer and water services and provide for stormwater management.
EVALUATION CRITERIA	11.4.3.6	Without limiting the relevant provisions of the Planning Act, the approval authority shall evaluate applications for consent in the same manner as an application for plan of subdivision, including; <ul style="list-style-type: none"> <li>a) Provincial legislation, provincial policies and applicable provincial guidelines;</li> <li>b) Conformity with the policies of this Plan, Volume II: Secondary Plans and Special Policy Areas and other relevant municipal standards and guidelines;</li> <li>c) Conformity with the recommendations of any support studies prepared as part of the application;</li> <li>d) The continuation of an orderly development pattern and the lot pattern in the neighbourhood;</li> <li>e) Impact of the development on adjacent properties and the lot pattern and density in the community; and</li> <li>f) The requirements or comments of Municipal departments and public agencies or authorities.</li> </ul>
CONDITIONS OF APPROVAL	11.4.3.7	The approval authority may attach such conditions as it deems appropriate to the approval of a consent. Such conditions may include, but are not limited to, the following: <ul style="list-style-type: none"> <li>a) The fulfillment of any financial requirement to the City;</li> <li>b) The conveyance of lands for public open space purposes or payments-in-lieu thereof in accordance with the Open Space policies of this Plan;</li> <li>c) The conveyance of lands for public highways or widenings as may be required;</li> <li>d) The conveyance of appropriate easements;</li> <li>e) The provision of municipal infrastructure or other services;</li> <li>f) The completion of a development or servicing agreement with the City if required; and</li> <li>g) Other such matters as the approval authority considers necessary and/or appropriate.</li> </ul>
APPROPRIATE CIRCUMSTANCES FOR CONSENTS	11.4.3.8	Consents may only be granted when it is not necessary for the proper and orderly development of the city. Accordingly, consents will generally be limited to: <ul style="list-style-type: none"> <li>a) Creation of lots for minor infilling;</li> <li>b) The mortgaging or leasing of land beyond 21 years;</li> <li>c) Lot boundary adjustments; and</li> <li>d) Easements and rights-of-ways.</li> </ul>

## Zoning Review

Consent to create a new lot.

[ *Samuel Perry- Zoning Coordinator* ]

## Development, Projects & Right-of-Way

"A site servicing drawing is required to determine the location of existing services, as individual connections are required for each lot. Any redundant connections to the retained property are to be abandoned as per BP 1.3.3. Redundant driveways are to be abandoned and boulevard to be restored to city standards. Remove encroaching items or apply for encroachment agreement. Corner cut-off required (4.5m x 4.5m) at corner of Bruce and Norfolk. Driveways to be off Bruce as per Transportation Planning.

This department has no objections to the proposed application, subject to the following condition:

1. Provide Site Servicing drawings for the overall property, outlining all existing services.
2. Abandon any existing redundant services as per BP1.3.3 and to the satisfaction of the City Engineer.
3. Obtain Right-of-Way permits for any work within the right-of-way.
4. Remove encroaching items or apply for an encroachment agreement
5. Corner cut off required (4.5m x 4.5m) on corner of Bruce and Norfolk.

[ *Mark Schaffhauser- Technologist* ]

## Heritage Planner, Planning and Build

There is no apparent built heritage concern with this property, and it is not located within an Archaeological Potential Zone (APZ). Nevertheless, the Applicant should be notified of the following archaeological precaution.

1. Should archaeological resources be found during grading, construction or soil removal activities, all work in the area must stop immediately and the City's Planning & Development Services Department, the City's Manager of Culture and Events, and the Ontario Ministry of Citizenship and Multiculturalism must be notified and confirm satisfaction of any archaeological requirements before work can recommence.
2. In the event that human remains are encountered during grading, construction or soil removal activities, all work in that area must be stopped immediately and the site secured. The local police or coroner must be contacted to determine whether or not the skeletal remains are human, and whether the remains constitute a part of a crime scene. The Local police or coroner will then notify the Ontario Ministry of Citizenship and Multiculturalism and the Registrar at the Ministry of Government and Consumer Services if needed, and notification and satisfactory confirmation be given by the Ministry of Citizenship and Multiculturalism.

Contacts:

Windsor Planning & Development Services Department:

519-255-6543 x6851, ktang@citywindsor.ca, planningdept@citywindsor.ca

Windsor Manager of Culture and Events (A):

Michelle Staadegaard, (O) 519-253-2300x2726, (C) 519-816-0711, mstaadegaard@citywindsor.ca

Ontario Ministry of Citizenship and Multiculturalism

Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca  
Windsor Police: 911  
Ontario Ministry of Public and Business Service Delivery and Procurement  
Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures:  
Ian Hember, 1-437-244-9840, ian.hember@ontario.ca

[ *Ryan Upton- Landscape Architect* ]

## **Transportation Planner**

Transportation Planning requires corner cut-off 4.6m\*4.6m. No driveways on Norfolk rd.

[ *Aashvi Sarvaiya- Transportation Planner* ]

## **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.

[ *Barry Horrobin- Windsor Police Service* ]

## **Forestry**

There are City owned trees adjacent to the subject property. City Trees are protected from damages and removal under City by-law 135-2004 and 131-2019.

[ *Conner O'Rourke – Planner* ]

## **Environmental Policy**

Environmental Policy staff have no objection to the proposal, and nothing further is required at this time. To maintain high regard for Natural Heritage in the City during development, the following applies:

1. Should Species at Risk or their habitat be found at any time on or adjacent to the site, cease activity immediately and contact MECP at SAROntario@ontario.ca for recommendations on next steps to prevent contravention of the Endangered Species Act (2007). The City of Windsor SAR hotline (519-816-5352) can also be used for relevant questions and concerns.
2. For a list of Species at Risk and other provincially tracked species with potential to be around the site, use the Natural Heritage Information Centre (NHIC) Make A Map tool, found at <https://www.ontario.ca/page/make-natural-heritage-area-map>
3. Active nests of most bird species are protected under the Migratory Birds Convention Act (1994), the Fish and Wildlife Conservation Act (1997), and/or the Endangered Species Act (2007). If trees, shrubs or ground area on/adjacent to the site are to be removed, damaged, or disturbed during the breeding bird season (April 1 – August 31), then sweeps for nesting birds should be conducted to prevent contravention of these regulations. Protect any trees, shrub or ground area where an active nest is

found, and leave the nest unharmed until the young have permanently left the vicinity of the nest. Visit <https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/reduce-risk-migratory-birds.html> for more information.

4. Beaver dams and dens of fur-bearing mammals are protected under section 8 of the Fish and Wildlife Conservation Act (1997) and are not to be damaged or destroyed without the proper authorization and/or license.
5. The City of Windsor is a Bird Friendly City. Bird Friendly Design is encouraged, particularly window collision mitigation. Options for integrating bird friendly design can be found here: [www.birdsafe.ca](http://www.birdsafe.ca) and bird friendly guidelines can be found here: Bird-Friendly Guidelines – City of Toronto.
6. Ontario has a list of Regulated Species in the Ontario Invasive Species Act (ISA) (2015). If any species on this list are identified on site, it is recommended that Best Management Practices be followed to remove the invasive species from the site prior to starting development activities. If guidance is required, report the occurrence to the City Naturalist. For a list of ISA Regulated species: Ontario Invasive Species Act – Invasive Species Centre.

Contacts:

Karen Alexander

City of Windsor Naturalist and Supervisor of Natural Areas

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Connor Wilson

Planner II – Revitalization & Policy Initiatives

[conwilson@citywindsor.ca](mailto:conwilson@citywindsor.ca)

[ *Connor Wilson- Environmental Policy* ]