

Staff Report



Development Services Department

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REPORT TO: Committee of Adjustment

DATE OF MEETING: June 17, 2025

SUBMITTED BY: Tina Malone-Wright, Manager, Development Approvals
519-783-8913

PREPARED BY: Jade McGowan, Student Planner, 519-707-4759

WARD(S) INVOLVED: Ward 5

DATE OF REPORT: June 4, 2025

REPORT NO.: DSD-2025-267

SUBJECT: Minor Variance Application A2025-059 – 22 Parkglen Street

RECOMMENDATION:

That Minor Variance Application A2025-059 for 22 Parkglen Street requesting relief from Special Regulation Provision 605R of Zoning By-law 85-1, to permit a rear yard setback of 2.6 metres instead of the minimum 7 metres, to facilitate a sunroom addition to the existing detached dwelling, generally in accordance with drawings prepared by KS Group of Designers Inc., dated February 2025, BE APPROVED.

REPORT HIGHLIGHTS:

- The purpose of this report is review and make a recommendation with respect to the Minor Variance Application to facilitate the construction of a sunroom addition in the rear yard of 22 Parkglen Street.
- The key finding of this report is that the requested variance meets the 4 tests of the Planning Act
- There are no financial implications.
- Community engagement included a notice sign being placed on the property advising that a Committee of Adjustment application has been received, notice of the application was mailed to all property owners within 30 metres of the subject property and this report was posted to the City's website with the agenda in advance of the Committee of Adjustment meeting.
- This report supports the delivery of core services.

BACKGROUND:

The subject property is located on the northeastern side of Parkglen Street between Amand Drive and Seabrook Drive, in the Rosenberg neighbourhood.



Figure 1: Location Map

The subject property is identified as 'Neighbourhood Area' on Map 22a – Rosenberg Community Structure Plan and is designated 'Low Density Residential One' on Map 22e – Rosenberg Secondary Plan Land Use Plan.

The property is zoned 'Residential Four Zone (R-4) with Special Regulation Provisions 604R, 605R, 612R' in Zoning By-law 85-1.

The purpose of the application is to facilitate the construction of a sunroom addition to the existing dwelling in the rear yard. The proposed sunroom would be in the location of an existing deck and will provide additional amenity space. A minor variance is required to allow a rear yard setback of 2.6 metres where 7 metres is required.



Figure 4: View of Existing Deck in Rear Yard



Figure 5: Woodlot Abutting Rear Yard to the Northeast

REPORT:

Planning Comments:

In considering the four tests for the minor variances as outlined in Section 45(1) of the Planning Act, R.S.O, 1990 Chap. P 13, as amended, Planning staff offers the following comments:

General Intent of the Official Plan

The subject property is designated as 'Low Density Residential One' in the City's Rosenberg Secondary Plan. The intent of this designation is to encourage a range of different housing to achieve a low rise built form in the neighbourhood. The proposed rear yard addition for a sunroom is a natural extension of the existing detached dwelling and will still be used for amenity area in the form of indoor rather than outdoor amenity area. Therefore, Planning Staff's are of the opinion that the requested variance maintains the general intent of the Official Plan.

General Intent of the Zoning By-law

The subject property is zoned 'R-4 Zone, 604R, 605R, 612R' in Zoning By-law 85-1. Special Regulation Provision 605R states that notwithstanding Section 38.2.1 of the By-law, the minimum required rear yard setback for a single detached dwelling in the R-4 zone is 7 metres. The rear yard setback of the proposed addition is 2.6 metres, representing a variance of 4.4 metres.

The intent of the Zoning By-law rear yard setback regulation is to provide a sufficient amenity area and privacy from neighbouring dwellings. Due to the irregular shape of the property as shown in Figure 2, it is Staff's opinion that sufficient amenity area for the dwelling will still be provided in the northwest area of the rear yard. The proposed sunroom will also function as an indoor amenity area for residents. In addition, Staff do not anticipate any privacy concerns as the subject property abuts Williamsburg Woods South, part of the Williamsburg Cemetery, in the rear (Figure 5). Therefore, Planning Staff are of the opinion that the requested variance maintains the general intent of the Zoning By-law.

Is/Are the Effects of the Variance(s) Minor?

The proposed sunroom addition will be in the location of an existing deck and will generally maintain the same footprint. Staff do not anticipate any significant or adverse impacts resulting from the new addition and proposed reduced rear yard setback. Therefore, Planning Staff are of the opinion that the effects of the requested variance are minor in nature.

Is/Are the Variance(s) Desirable For The Appropriate Development or Use of the Land, Building and/or Structure?

The proposed sunroom addition will provide additional interior amenity space for the existing dwelling. Therefore, Planning Staff are of the opinion that the requested variance is desirable and appropriate for the use of the land.

Environmental Planning Comments:

No comments.

Heritage Planning Comments:

No comments.

Building Division Comments:

The Building Division has no objections to the proposed variance. A Building Permit Application has been made for the sunroom addition.

Engineering Division Comments:

No concerns.

Parks/Operations Division Comments:

There is an existing City-owned street tree within the boulevard on Park Glen Street. It is expected that all City owned tree assets will be fully protected to City standards throughout demolition and construction as per Chapter 690 of the current Property Maintenance By-law. Protection and Enhancement Plans to Forestry's satisfaction will be required outlining complete protection of City assets prior to any demolition or building permits being issued.

Transportation Planning Comments:

No comments.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

FINANCIAL IMPLICATIONS:

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City's website with the agenda in advance of the Committee of Adjustment meeting. A notice sign was placed on the property advising that a Committee of Adjustment application has been received. The sign advises interested parties to find additional information on the City's website or by emailing the Planning Division. A notice of the application was mailed to all property owners within 30 metres of the subject property.

PREVIOUS REPORTS/AUTHORITIES:

- *Planning Act*
- *Provincial Planning Statement (PPS 2024)*
- *Regional Official Plan*
- *Official Plan (1994)*
- *Zoning By-law 85-1*

ATTACHMENTS: Attachment A – Proposed Site Plan