

Development & Heritage Standing Committee Meeting Agenda

Date: Monday, January 5, 2026

Time: 4:30 o'clock p.m.

Location: Council Chambers, 1st Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

MEMBERS:

Ward 1 – Councillor Fred Francis

Ward 4 - Councillor Mark McKenzie

Ward 7 - Councillor Angelo Marignani

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison (Chairperson)

Member Anthony Arbour

Member Joseph Fratangeli

Member Daniel Grenier

Member John Miller

Member Charles Pidgeon

Member Robert Polewski

Member Khassan Saka

Member William Tape

ORDER OF BUSINESS

Item #	Item Description
1.	CALL TO ORDER

READING OF LAND ACKNOWLEDGMENT

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

2.	DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
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3.	REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS
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4.	COMMUNICATIONS
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5.	ADOPTION OF THE <i>PLANNING ACT</i> MINUTES
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5.1.	Adoption of the Development & Heritage Standing Committee minutes (<i>Planning Act</i>) of its meeting held December 1, 2025 (SCM 382/2025)
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6.	PRESENTATION DELEGATIONS (<i>PLANNING ACT</i> MATTERS)
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7.	<i>PLANNING ACT</i> MATTERS
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7.1.	Rezoning – 1913, 1925 & 1949 Devonshire Court – Z-027/25 ZNG/7331 – Ward 4 (S 136/2025)
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7.2.	Zoning By-law Amendment Application for 3025 Rivard Avenue, Z-032/25 [ZNG-7337], Ward 8 (S 137/2025)
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7.3.	Zoning By-law Amendment for the property known as 1744 Norman Rd; Applicant: Lassaline Planning Consultants Inc.; File No. Z-028/25 [ZNG/7332]; Ward 8 (S 138/2025)
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7.4. Zoning By-law Amendment Application for 3220 Church Street, Z-022/25 [ZNG-7326], Ward 1 (**S 135/2025**)

7.5. Official Plan Review Outline - City Wide (**S 141/2025**)

8. ADOPTION OF THE MINUTES

9. PRESENTATIONS AND DELEGATIONS (COMMITTEE ADMINISTRATIVE MATTERS)

10. HERITAGE ACT MATTERS

11. ADMINISTRATIVE ITEMS

11.1. Downtown Community Improvement Plan Application - 629 Riverside Dr W - Ward 3 (**S 139/2025**)

11.2. Ford City CIP/ Main Street CIP Application, 1009 Drouillard Road, Owners: Gary Gordon and Ruth Rebekah Spencer - Ward 5 (**S 143/2025**)

12. COMMITTEE MATTERS

12.1. Minutes of the International Relations Committee of its meeting held December 17, 2025 (**SCM 399/2025**)

13. QUESTION PERIOD

14. ADJOURNMENT



Committee Matters: SCM 382/2025

**Subject: Adoption of the Development & Heritage Standing Committee minutes
(*Planning Act*) of its meeting held December 1, 2025**

**Development & Heritage Standing Committee Meeting
(*Planning Act* Matters)**

Date: Monday, December 1, 2025

Time: 4:30 o'clock p.m.

Members Present:

Councillors

Ward 1 - Councillor Fred Francis

Ward 7 - Councillor Angelo Marignani

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison (Chairperson)

Councillor Regrets

Ward 4 - Councillor Mark McKenzie

Members

Member Anthony Arbour

Member Charles Pidgeon

Member Khassan Saka

Member William Tape

Member Regrets

Member Joseph Fratangeli

Member John Miller

Member Daniel Grenier

Member Robert Polewski

**PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM
ADMINISTRATION:**

Robert Martini, Municipal Gaming Analyst

**ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM
ADMINISTRATION:**

Jelena Payne, Deputy Chief Administrative Officer / Commissioner, Economic Development

Neil Robertson, City Planner

Greg Atkinson, Deputy City Planner – Development

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Jason Campigotto, Deputy City Planner – Growth
Aaron Farough, Senior Legal Counsel
Patrick Winters, Manager, Development
Laura Diotte, Manager, Planning
Elara Mehrilou, Supervisor, Coordinator Maintenance
Aashvi Sarvaiya, Development Review Technician
Frank Garado, Planner III – Policy & Special Studies
Adam Szymczak, Planner III - Development
Brian Nagata, Planner III - Development
Averil Parent, Planner II - Development Review
Tracy Tang, Planner III – Heritage
Natasha McMullin, Clerk Steno Senior
Anna Ciacelli, Deputy City Clerk

Delegations—participating via video conference

Item 7.2 Larry Holmes, Property Owner
Item 7.3 Jasmeen Dhillon, Applicant
Item 7.4 Esam Saeed , Area Resident
Item 7.5 Heather Howie, Area Resident

Delegations—participating in person

Item 7.1, 7.2, 7.5 Tracey Pillon-Abbs, Principal Planner, Pillon Abbs Inc
Item 7.1 Andi Shallvari and Brent Klundert, Property Owners, BK Cornerstone
Item 7.4 Davide M. Petretta, Applicant, Petcon Realty Corp.
Item 7.4 Max Song, Area Resident
Item 7.5 Daniel Grenier, Applicant
Item 7.5 Linda Lucente, Area Resident
Item 7.5 Debora Bessette, Area Resident
Item 10.1 Charlie Simpkins, University of Windsor

1. CALL TO ORDER

The Chairperson calls the meeting of the Development & Heritage Standing Committee to order at 4:30 o'clock p.m.

2. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None disclosed.

3. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

11.2. Amendment to Sign By-law 250-04 for 3663 Walker Rd, File No. SGN-003/24 (BILLBOARD) - Ward 9

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Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

THAT the report of the Senior Planner--Special Projects dated November 7, 2025, entitled "Amendment to Sign By-law 250-04 for 3663 Walker Rd, File No. SGN-003/24 (BILLBOARD) - Ward 9" **BE DEFERRED** to a future meeting of the Development & Heritage Standing Committee to allow for further discussion between the applicant and administration to take place.

Carried.

Report Number: S 131/2025

Clerk's File: SBS2025

4. COMMUNICATIONS

None presented.

5. ADOPTION OF THE *PLANNING ACT* MINUTES

5.1. Adoption of the Development & Heritage Standing Committee minutes (*Planning Act*) of its meeting held November 3, 2025

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Fred Francis

THAT the *Planning Act* minutes of the Development & Heritage Standing Committee meeting held November 3, 2025 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 355/2025

7. *PLANNING ACT* MATTERS

7.1. ZBA Application - 475 Cabana Road W - Z012-2025 [ZNG/7306] -Ward 1

Frank Garardo (author), Planner III – Policy & Special Studies, presents application.

Tracey Pillon-Abbs (agent), is available for questions. Ms. Pillon-Abbs states that the applicant has decided to go along with the originally submitted concept plan and neighbours were in support of the original concept at the open house. Ms. Pillon-Abbs states that they are in support of the staff recommendations.

Andi Shallvari and Brent Klundert (owners), is available for questions.

Councillor Fred Francis clarifies that the original proposal is being presented for approval and inquires about the site-specific provisions. Neil Robertson agrees and defers the question to Frank

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Garardo. Mr. Garardo states that site specific provisions are unique to mitigate any concerns of residents such as requiring rear yard landscaping and fencing, with one access of Cabana Road.

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 784**

- I. THAT Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

x. SOUTH SIDE OF CABANA ROAD WEST, WEST OF DOUGALL AVENUE

For the lands comprising Part Lot 3, Registered Plan 1478, a *Townhome Dwelling* shall be an additional permitted *main use* and shall be subject to the following additional provisions:

- a) For this provision a Townhome Dwelling means one *dwelling* vertically divided into a row of a maximum of three dwelling units attached by common interior walls, each wall having a *minimum* area above *grade* of 10.0 sq. m., and may include, where permitted by Section 5.99.80, additional *dwelling units*.
- b) *Lot Width: minimum* 20.0 m
- c) *Lot Width: minimum per townhome dwelling unit* 5.0 m
- d) *Lot Area: minimum* 540 m²
- e) *Lot Coverage: maximum* 35.0%
- f) *Building height: maximum* 9.0 m
- g) *Front Yard Depth: minimum / maximum* 6.0 m / 7.0 m
- h) *Rear Yard Depth: Main Building: minimum* 20.0 m
- i) *Side Yard Width: minimum* 1.20 m
- j) In any *required front yard*, a *parking space* is prohibited.
- k) Notwithstanding Section 25.5.20.1.5, the *minimum* parking area separation from a *building* wall in which is located a main pedestrian entrance facing the *parking area* shall be 1.5 m.
- l) Notwithstanding Section 25.5.20.1.6, where a *building* is located on the same *lot* as the *parking area*, for that portion of a *building* wall not containing a *habitable room window* within 4.0 m of the *ground*, the *minimum* parking area separation from that portion of the *building* wall shall be 3.0 m.
- m) A *screening fence* with a *minimum* height of 1.8 m shall be provided along the south *lot line*.
- n) A landscaped area with a minimum width of 2.0 m shall be provided abutting the south *lot line*.

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- o) A minimum of 50% of the north exterior wall elevation shall be covered in masonry, brick or any combination thereof. A minimum of 35% of east and west exterior wall elevations shall be covered in masonry, brick or any combination thereof.

[ZDM 9; ZNG/7306]

- II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part Lot 3, Registered Plan 1478, situated on the south side of Cabana Road West, west of Dougall Avenue, from RD1.4 to RD1.4x(x).
- III. THAT when Site Plan Control is applicable:
 - A. Prior to the submission of an application for site plan approval, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer:
 - 1. Those documents submitted in support of the application for amendment to the Zoning By-law 8600 **BE UPDATED** to reflect the site plan for which approval is being sought, and any comments from municipal departments and external agencies included in Appendix D.

Carried.

Report Number: S 103/2025
Clerk's File: ZB/15009

7.2. Zoning By-law Amendment Application for 2525 Annie Street, Z-024/25 [ZNG-7328], Ward 8

Brian Nagata (author), Planner III – Development, presents the application.

Tracey Pillon-Abbs (agent) is available for questions. Ms. Pillon-Abbs states that the applicant supports the staff recommendation.

Larry Holmes (owner) is available for questions.

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 785**

- I. THAT Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

14. SOUTH SIDE OF ANNIE STREET AND EAST SIDE OF MEADOWBROOK LANE AND SYCAMORE DRIVE

For the lands comprising of Part of Rose Avenue (Closed by R844364 & R963716), Plan 1151; Part 1, Plan 12R-18901 (PIN 01380-0155 LT & PIN 01380-0077 LT), *Dwelling Units* in a *Combined Use Building* and a *Multiple Dwelling* shall be an additional permitted *main use*, and the following additional provisions shall apply:

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- a) *Dwelling Units in a Combined Use Building* shall be permitted with any one or more of the following uses.

1. *Business Office*
2. *Convenience Store*
3. *Personal Service Shop*
4. *Professional Studio*

- b) *Dwelling Units: maximum* 13
- c) *Building Setback - minimum* 3.50 m
- d) *Amenity Area - Per Dwelling Unit - minimum* 12.0 m² per unit
- e) *Gross Floor Area - maximum*

For each *Business Office*,
Convenience Store, *Personal*
Service Shop or Professional Studio: 250.0 m²

- f) Notwithstanding clause .3 of Table 25.5.20.1, the minimum parking area separation from an interior lot line or alley shall be 0.0 metres.
- g) Notwithstanding clause .5 of Table 25.5.20.1, the minimum separation of a parking area from a building wall in which is located a main pedestrian entrance facing the parking area shall be 0.74 metres.

[ZDM 15; ZNG/7328]

- II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part of Rose Avenue (Closed by R844364 & R963716), Plan 1151; Part 1, Plan 12R-18901; PIN No. 01380-0077 LT & PIN No. 01380-0155 LT), situated on the south side of Annie Street and east side of Meadowbrook Lane and Sycamore Drive from CD3.3 to CD3.3x(14).
- III. THAT, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer, the following **BE SUBMITTED** with an application for Site Plan Approval:
- a. Planning Rationale Report, prepared by Pillon Abbs Inc., dated September 8, 2025.
 - b. Sanitary Sewer Analysis, prepared by Haddad Morgan & Associates Ltd.: Consulting Engineers, dated June 5, 2025.
 - c. Servicing Assessment, prepared by Haddad Morgan & Associates Ltd.: Consulting Engineers, dated February 4, 2025.
 - d. Video Inspection Report, prepared by Haddad Morgan & Associates Ltd.: Consulting Engineers, dated June 5, 2025.
- IV. THAT the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, subject to any updated information, into an approved site plan and executed and registered site plan agreement:

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a. Approved Site Plan

- i. Sewer Connections - All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
 - 1. Modify drawings to include all sewer connections and water services.
 - 2. Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.
- ii. Encroachment Agreement - There are existing items encroaching into the right-of-way, which require either removal or an encroachment agreement to legalize said items.
 - 1. Modify drawings to remove encroaching items or identify that an encroachment agreement with the City of Windsor will be required for the existing raised curbs and proposed sewers.
- iii. Proper Agreement for Access and/or Services - If any portion of the driveway or sewer connections will be shared with the adjacent property, said items must be identified on the drawing.
 - 1. Modify drawings to identify shared accesses/services with adjacent property.

b. Site Plan Agreement

i. General Provisions

- 1. G-14 - Driveway Approaches
- 2. G-15 (1) - Street Opening Permits
- 3. G-15 (2) - Site Servicing Drawings
- 4. G-28 - Video Inspection

ii. Special Provisions

- 1. Encroachment Agreement - The owner agrees to submit application for and execute an agreement with the Corporation for the proposed encroachments into the right-of-way (i.e. raised curbs along existing driveway approach) to the satisfaction of the City Engineer.
- 2. Proper Agreement for Access and/or Services - The owner agrees to enter into a reciprocal agreement with the abutting property owners for access and services.
- 3. Sanitary Sampling Manhole - The owner agrees for all non-residential uses, to install a sanitary sampling manhole accessible at the property line of the subject lands to the City Engineer at all times. The determination of the requirement or interpretation if a sampling manhole

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exists or exceptions to such, will be to the satisfaction of the City Engineer.

4. A Record of Site Condition (RSC) be filed with the Ministry of the Environment, Conservation and Parks (MECP) in accordance with Ontario Regulation 153/04. And that written acknowledgement of the RSC filing issued by the MECP be provided prior to Building Permit issuance.

Carried.

Report Number: S 128/2025
Clerk's File: Z/15043

7.3. ZBA Application - Z 029/25 (ZNG-7333) 3185, 3187, 3189 & 3191 McRobbie Rd. - Ward 7

Averil Parent (author), Planner II - Development Review, presents application.

Jasmeen Dhillon (applicant), is available for questions.

Councillor Angelo Marignani inquires about the reason for the request of an increased garage width and whether cars will be parked inside. Ms. Dhillon states to meet variance requirements the garage width needed to be increased to park one car in the garage and one in the driveway.

Councillor Marignani inquires about the relief of lot width. Ms. Dhillon states that relief is necessary to meet the semi-detached requirements based on the zoning residential district (RD) 2.1.

Councillor Marignani inquires if there are any plans for additional dwelling units (ADUs) or additional buildings on the lot. Ms. Dhillon states that that there are no plans for this.

Councillor Marignani inquires about the height of the proposed building and whether it will exceed the current height of the neighbourhood buildings or be equal. Ms. Dhillon states that the elevations will not exceed the zoning requirements within RD2.1.

Councillor Marignani inquires if the building will be the same height of existing residential homes. Ms. Parent states that it will not exceed the height of existing residential homes.

Councillor Marignani inquires if the façade mediums will be compatible and blend in with those existing on neighbouring homes. Ms. Parent states that the proposed designs appear similar and we cannot dictate what building materials are to be used.

Councillor Marignani inquires about the façade and whether it will be made of similar materials used on neighbouring buildings to maintain the character of the neighbouring. Ms. Dhillon states that stucco and brick are to be used which is similar to adjacent homes.

Councillor Marignani inquires if there are any concerns with parking or infrastructure features on McRobbie Street. Ms. Parent states that there are only four parking spaces required and the

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applicant is providing eight parking spaces which is more than the required. Ms. Parent states that there were no infrastructure concerns brought forward.

Councillor Marignani inquires about whether green space was decreased to provide additional parking. Ms. Parent states that a variance was not required for green space and proposed paving is under 50%.

Councillor Jim Morrison states that a semi-detached dwelling can have up to six units and asks for clarification on the number of ADUs for this development. Ms. Parent states that the maximum gross floor area would restrict the addition of two ADUs and would require approval from the Committee of Adjustment to increase the maximum gross floor area.

Moved by: Councillor Angelo Marignani

Seconded by: Member Anthony Arbour

Decision Number: **DHSC 786**

- I. THAT Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

13. **WEST SIDE OF MCROBBIE ROAD, BETWEEN MULBERRY ROAD AND LEISURE CRESCENT**

For the lands comprising of Part Lot 1 and Part Lot 2, Registered Plan 1597, designated as Parts 2, 3 and 5 on 12R-29955, one *Semi-Detached Dwelling* shall be an additional permitted *main use*, and the following additional provisions shall apply to a *Semi-Detached Dwelling*:

a) *Lot Width: minimum 14.2 m*

b) *Garage width: maximum 8.1 m*

[ZDM 15; ZNG/7333]

- II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part Lot 1 and Part Lot 2 on Registered Plan 1597, known municipally as 3185, 3187, 3189 and 3191 McRobbie Road (Roll No. 070-890-04702 and 070-890-00114), situated on the west side of McRobbie Road between Mulberry Road and Leisure Crescent, from RD1.1 to RD1.1x(13).

Carried.

Report Number: S 125/2025

Clerk's File: Z/15051

7.4. Rezoning – 4276 Roseland Drive East – Z-030/25 ZNG/7334 – Ward 1

Adam Szymczak (author), Senior Planner – Development, presents application.

Davide Petretta (applicant), states that he is a resident of Windsor and understands the significance of the church to the neighbourhood, held an open house to hear resident's concerns prior to the mandatory required meeting to engage neighbours. Mr. Petretta states that the

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development is compatible with the neighbourhood, with a moderate impact on intensification and little to no additional burden on existing infrastructure services.

Esam Saeed (area resident) states that he was not notified of an open house and states that changing to Residential District 1.4 is less of an impact than rezoning to RD2.2.

Max Song (area resident) states a concern with not receiving notice of the proposal and is opposed to the proposal as it is not compatible with the neighbourhood.

Councillor Fred Francis inquires why the developer decided to propose a smaller build than the site could potentially have built there. Mr. Petretta states that the residents would be opposed to a larger build and decided to build something with minimal impact and compatible with the neighbourhood.

Councillor Marignani inquires about the lack of consultation and how we can improve informing residents of developments. Mr. Petretta states that he conducted a pre consultation meeting for residents prior to the open house requested by Administration, and notification was provided by hand delivering over 150 flyers and mailed out notices to residents within a reasonable radius of the property.

Councillor Marignani inquires what distance was used from the radius of the property to notify residents. Mr. Petretta states that the distance notified exceeded the requirement in the Planning Act. Chair Morrison states that City provides official notice in the Windsor Star newspaper and distributes a courtesy public notice to property owners within 200 m of the subject land.

Councillor Kieran McKenzie inquires about the adaptive reuse of the church and if there will be parts of the development that will be reminiscent of the old church. Mr. Petretta states that church artifacts followed the congregation at the new site for the church.

Moved by: Councillor Fred Francis

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 787**

1. THAT Zoning By-law 8600 **BE AMENDED** by adding the following clause to Section 91.10:

12. **ROSELAND DRIVE SOUTH AND ROSELAND DRIVE EAST, WEST OF KENNEDY DRIVE / NEAL BOULEVARD**

For the lands comprising BLK D PL 1241 SANDWICH WEST; WINDSOR (PIN 01289-1265), for any *main use* permitted in RD2.2, the following additional provisions shall apply:

a) Notwithstanding Section 3.10,

1. **FRONT LOT LINE** means the *exterior lot line* closest to the wall of the *main building* that contains a garage door or a primary pedestrian entrance.
2. Any *exterior lot line* that is not defined as a *front lot line* is deemed to be a *side lot line*.

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3. Where two *side lot lines* meet at the same point on a *lot*, that point is deemed to be the *rear lot line*.

b) The *minimum lot frontage* shall equal the *minimum lot width* required for that permitted *main use*.

c) For a *main building*, the *minimum* building setback from an *interior lot line* or a *side lot line* shall be 1.50 m.

d) Section 5.15.1, Section 5.23.5.1, and the *lot width*, *rear yard* depth, and *side yard* width provisions in Section 11.2.5 shall not apply.

[ZDM 9; ZNG/7334]

2. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of BLK D PL 1241 SANDWICH WEST; WINDSOR (PIN 01289-1265), situated on Roseland Drive South and Roseland Drive East, west of Kennedy Drive East / Neal Boulevard (4276 Roseland Drive East; Roll No. 080-090-06100), from ID1.1 to RD2.2x(12).

3. THAT, when Site Plan Control is applicable:

A. The Site Plan Approval Officer **BE DIRECTED** to incorporate into an approved site plan or an executed and registered site plan agreement, additional requirements identified in Appendix D to Report S 126/2025, to the satisfaction of the municipal department or external agency requesting them.

B. The Site Plan Approval Officer **CONSIDER** incorporating into an approved site plan or an executed and registered site plan agreement any additional comments identified in Appendix D to Report S 126/2025, to the satisfaction of the municipal department or external agency requesting them.

Carried.

Report Number: S 126/2025
Clerk's File: Z/15052

7.5. Zoning By-law Amendment Application for 3503 Byng Road, Z-019/25 [ZNG-7317], Ward 9

Brian Nagata (author), Planner III – Development, presents the application.

Tracey Pillon-Abbs (agent) states she agrees with the recommendations put forward by the Administration. Ms. Pillon-Abbs addresses all written concerns raised by constituents, including infrastructure impacts, parking, traffic, sidewalk safety, airport noise, privacy, refuse, rodents, and density impacts. Ms. Pillon-Abbs is available for questions.

Daniel Grenier (applicant) states that the current concept plan helped maximize parking spaces. Mr. Grenier addresses concerns of the quality of the tenants, stormwater management, and refuse bin placement. Mr. Grenier states that the concept plan is still in the preliminary phases and can be adjusted to create a functional lot. Mr. Grenier is available for questions.

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Heather Howie (area resident) presents two letters from residents stating concerns regarding the development. Ms. Howie states worries of a lack of parking, increased traffic, and child and pedestrian safety.

Linda Lucente (area resident) states concerns of the lack of parking, maintenance of property, safety concerns for children in the neighbourhood, and the height of the building exceeds single-family homes, which is incompatible with the surrounding neighbourhood.

Debora Bessette (area resident) has concerns of the strain on infrastructure, resources and residents, narrow roads for two-way traffic, lack of parking, no sidewalks for pedestrians, increase in noise and density, lack of privacy, increase in refuse and rats, drainage, and lack of green space.

Councillor Kieran McKenzie inquires about maintenance issues with the site. Ms. Bessette states the property has been vacant for a year, the fence has fallen, and the grass height exceeds by-law standards.

Councillor Kieran McKenzie inquires if the height of the current building is two storeys. Ms. Bessette agrees and confirms that most of the houses in the area are less than two storeys.

Councillor Kieran McKenzie inquires about the parking situation. Ms. Bessette states that parking is only on the west side of Byng on the 3500 block.

Councillor Kieran McKenzie inquires about improvements of the stormwater management system since the City made them, and whether there has been any flooding. Ms. Bessette states she is unsure and that there has been no flooding.

Councillor Kieran McKenzie inquires about the reduction in the parking minimum and the justification. Elara Mehrilou states that there were no parking concerns, even with one parking spot short, given a ratio of one parking spot per unit and street parking on Byng.

Councillor Kieran McKenzie inquires about the maintenance of the yard. Mr. Grenier states that he received a letter from the By-law Department and that, in the future, someone will appropriately maintain the grass. Mr. Grenier states that he was unaware of the fallen fence and the site.

Councillor Kieran McKenzie inquires if Mr. Grenier explored a severance with the Administration. Mr. Grenier states that the parcel of land has two lots and that they conducted an in-house evaluation before approaching Administration. Once they evaluated all factors, we developed the proposed concept plan, which illustrates the most functional parking layout.

Councillor Kieran McKenzie inquires if they could achieve the parking minimum with the current design. Mr. Grenier states that the parking minimum was not achievable with the current concept plan due to the lot size and access from the side lot.

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Councillor Kieran McKenzie inquires about the number of bedrooms and the target market. Mr. Grenier states that the proposal consists of six units with two bedrooms each, which attract smaller families or young professionals.

Councillor Kieran McKenzie inquires about the stormwater management capacity and how much remains available, given the area's flooding-prone nature. Mr. Grenier defers the question to Engineering and states that they consulted Engineering to mitigate any flooding on site.

Councillor Kieran McKenzie inquires about the impact of the development on existing stormwater capacity. Patrick Winters states that stormwater management is part of the development approval process, and that this property was included in the drainage area for Byng when it was reconstructed, with standard requirements to limit post-development runoff to pre-development flow and to provide onsite storage.

Councillor Kieran McKenzie inquires about the massing and side-yard setback to address privacy. Mr. Nagata states that the recommended side-yard provisions are identical to those in RD1.1 zoning.

Councillor Kieran McKenzie inquires about the possibility of subdividing the property to create six units with reduced parking. Mr. Nagata states that the property consists of two lots on a registered plan of subdivision, both of which are transferable without City approval. Mr. Nagata further states that a Minor Variance would be required to obtain relief from the minimum lot width and lot area provisions of the RD1.1 zoning to construct a single-unit dwelling on either lot.

Councillor Kieran McKenzie inquires about the significant increase in massing and the number of units per hectare. Mr. Nagata states that the recommended minimum front yard depth, rear yard depth, side yard width and maximum building height are identical to the RD1.1 zoning provisions. Mr. Nagata further states that the density policies do not apply in this circumstance, and the only thing to go by is whether the proposed residential is low, medium, or high profile.

Councillor Kieran McKenzie inquires whether the applicant could propose the same density without requiring Council approval. Mr. Nagata agrees and states that necessary minor variances would have to be approved by the Committee of Adjustment instead.

Councillor Angelo Marignani inquires about the water mitigation onsite and an underground cistern. Mr. Grenier states that drainage would be directed to the parking lot to restrict the flow into the sewers. Mr. Grenier states that the engineers may design an underground stormwater storage system to ensure it will not impact the sewer system.

Councillor Marignani asks about sound mitigation for the airport. Mr. Grenier explains that the completed noise study provided recommendations to ensure the construction meets the development's location standards.

Minutes

Development & Heritage Standing Committee

Tuesday, September 3, 2024

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Councillor Kieran McKenzie states that, based on Administration, there are no concerns regarding flooding; the applicant will take care of any maintenance concerns; and if this proposal were not to be approved, another proposal may have a larger impact on the surrounding community.

Councillor Francis states concerns of setting a precedent for future high-density developments and states he cannot support the motion.

Moved by: Councillor Kieran McKenzie

Seconded by: Member Anthony Arbour

Decision Number: **DHSC 788**

- I. THAT Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:

14. SOUTHWEST CORNER OF BYNG ROAD AND LAPPAN AVENUE

For the lands comprising of Lots 110 & 111 and Part of Closed Alley, Plan 1215; Part 2, Plan 12R-27297 (PIN 01348-0464 LT & PIN 01348-0841 LT), a *Multiple Dwelling* shall be subject to the following additional provisions:

- a) *Lot Area: minimum* 674 m²
- b) *Building Height: Main Building: maximum* 9.0 m
- c) *Side Yard Width: minimum* 1.2 m
- d) *Dwelling Units: maximum* 6
- e) Notwithstanding Table 24.20.5.1, the *minimum* number of *required parking spaces* shall be 6.
- f) Notwithstanding clause .2 of Table 25.5.20.1, the *minimum parking area* separation from a *street* shall be 2.63 m and an ornamental *screening fence* having a height of 1.20 m shall span the length of that *parking area* separation, save and except that portion within 0.30 m of an *access area*.
- g) Notwithstanding clause .6 of Table 25.5.20.1, the *minimum* separation of a *parking area* from a *building* wall containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* facing the *parking area* where the *building* is located on the same *lot* as the *parking area* shall be 2.25 m, and the *parking area* separation shall be maintained with *soft landscaping*, save and except any area occupied by a public walkway providing access to a main pedestrian entrance.
- h) A *screening fence* having a height of 1.83 m shall be maintained along the west *lot lines* and any portion of the south *lot line* abutting a *parking area*.
- i) A central air conditioning system shall be provided for each *dwelling unit*.

[ZDM 12; ZNG/7317]

Minutes

Development & Heritage Standing Committee

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- II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by deleting and replacing Section 1.7.1 as follows:

1.7.1 CITY PLANNER

The City Planner shall be responsible for administering and interpreting this By-law. Any reference to the "City Planner" in this By-law shall include a Deputy City Planner or a designate authorized by the City Planner.

The City Planner shall have the authority to execute an agreement related to the implementation of noise mitigation measures identified in a noise study, provided that the noise study is deemed satisfactory by the City Planner and all legal documentation is in a form satisfactory to the City Solicitor.

[ZNG/6277; ZNG/7317]

(B/L 52-2024 Apr 22/2024)

- III. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by adding the following site specific holding condition clause to Section 95.20:
- (3) A noise study shall be submitted to the satisfaction of the City Planner. The City Planner shall determine and approve which mitigation measures identified in the approved noise study are to be included in an agreement. The agreement shall be in a form satisfactory to the City Solicitor and registered on title.
- [ZNG/7317]
- IV. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lots 110 & 111 and Part of Closed Alley, Plan 1215; Part 2, Plan 12R-27297 (PIN 01348-0464 LT & PIN 01348-0841 LT), situated at the southwest corner of Byng Road and Lappan Avenue from RD1.1 to H(3)RD3.1x(14).

Carried.

Councillors Fred Francis and Angelo Marignani voting nay.

Report Number: S 127/2025

Clerk's File: Z/15054

8. ADJOURNMENT

There being no further business the meeting of the Development & Heritage Standing Committee (*Planning Act* Matters) portion is adjourned at 6:28 o'clock p.m.

Ward 10 – Councillor Jim Morrison
(Chairperson)

Deputy City Clerk / Supervisor of Council
Services



Council Report: S 136/2025

**Subject: Rezoning – 1913, 1925 & 1949 Devonshire Court – Z-027/25
ZNG/7331 – Ward 4**

Reference:

Date to Council: January 5, 2026
Author: Adam Szymczak, MCIP, RPP
Senior Planner - Development
519-255-6543 x6250
aszymczak@citywindsor.ca
Planning & Building Services
Report Date: 11/27/2025
Clerk's File #: Z/15049

To: Mayor and Members of City Council

Recommendation:

1. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of Parts 1 to 4, Plan 12R-27198 (known municipally as 1913, 1925 & 1949 Devonshire Court; Roll No. 020-220-03903, 020-220-03906, 020-220-03901), situated at the southeast corner of Devonshire Court and Kildare Road, by deleting and replacing Section 20(1)340 with the following:

340. SOUTHEAST CORNER OF DEVONSHIRE COURT AND KILDARE ROAD

For the lands comprising Parts 1 to 4, Plan 12R-27198, the following additional provisions shall apply:

1. Additional permitted *main uses*:

Double Duplex Dwelling

Duplex Dwelling

Multiple Dwelling

Semi-Detached Dwelling

Townhome Dwelling

2. Any *use* accessory to an additional permitted *main use*.

3. For any *dwelling*, the following additional provisions shall apply:

a) An *access area* or driveway in any *front yard* or any *exterior side yard* is prohibited. Access to a *parking space* shall be from an *alley*.

- b) Exposed flat concrete block, untextured concrete whether painted or unpainted and vinyl siding on any exterior wall is prohibited. A minimum of 50 per cent of the area of any exterior wall shall be covered in brick, textured concrete block, stucco, stone or any combination thereof.
- 4. For a *Single Unit Dwelling*, the following additional provisions shall apply:
 - a) *Building Height: Main Building: minimum 7.00 m*
 - b) *Front Yard Depth: minimum 7.50 m*
- 5. For a *Double Duplex Dwelling, Duplex Dwelling, Semi-Detached Dwelling, or Townhome Dwelling*, the following additional provisions shall apply:
 - a) *Lot Width: minimum:*
 - 1. *Double Duplex Dwelling: 12.0 m*
 - 2. *Duplex Dwelling: 9.0 m*
 - 3. *Semi-Detached Dwelling: 15.0 m*
 - 4. *Townhome Dwelling: 20.0 m*
 - b) *Lot Area: minimum:*
 - 1. *Double Duplex Dwelling: 530.0 m²*
 - 2. *Duplex Dwelling: 350.0 m²*
 - 3. *Semi-Detached Dwelling: 425.0 m²*
 - 4. *Townhome Dwelling: per Townhome Dwelling Unit: 250.0 m²*
 - c) *Lot Coverage: maximum 52%*
 - d) *Building Height: Main Building: maximum 12.0 m*
 - e) The *Front Yard Depth, Rear Yard Depth, Side Yard Width* provisions in Section 10.1.5 shall not apply
 - f) *Building Setback: Any Building: minimum*
 - 1. From the *lot line* abutting Kildare Road: 1.20 m
 - 2. From the *lot line* abutting Devonshire Court: 3.39 m
 - 3. From the midpoint of the 20ft radius of Lot 87 RP 684: 1.70 m
 - 4. From an *interior lot line*: 1.20 m
 - g) For a *Duplex Dwelling and Semi-Detached Dwelling*, the *maximum gross floor area* of the *main building* shall be 400 m²
 - h) For a *Townhome Dwelling*, a *minimum of 2 parking spaces per townhome dwelling unit* shall be provided
 - i) *Required Number of Visitor Parking Spaces: 0*
- 6. For a *Multiple Dwelling*, the following provisions shall apply:
 - a) *Lot Width: minimum 35.0 m*
 - b) *Lot Area: minimum 2,145.0 m²*
 - c) *Lot Coverage: maximum 35.0%*
 - d) *Building Height: Main Building: maximum 15.0 m*
 - e) *Building Setback: minimum*

1. From the *lot line* abutting Kildare Road: 2.62 m
 2. From the *lot line* abutting Devonshire Court: 3.39 m
 3. From the midpoint of the 20ft radius of Lot 87 RP 684: 1.89 m
 4. From an *interior lot line*: 1.20 m
- f) *Landscaped Area: minimum 27.5% of lot area*
- g) *Dwelling Units: maximum 23*

[ZDM 7; ZNG/4715; ZNG/6571; ZNG/7331]

2. THAT the Site Plan Approval Officer **BE DIRECTED** to consider the comments from municipal departments and external agencies in Appendix C to Report S 136/2025.

Executive Summary:

N/A

Background:

Application Information

Location: 1913, 1925 & 1949 Devonshire Court; Southeast corner of Devonshire Court and Kildare Road.

Legal: Lots 84 to 87, Registered Plan 684, further described as Parts 1 to 4, Plan 12R-27198; PIN 011310959, 011310967, 011310962.

Roll No. 020-220-03903, 020-220-03906, 020-220-03901

Ward: 4 **Planning District:** Walkerville **Zoning District Map:** 7

Applicant: Agbaba Holdings Corporation (Marko Agbaba)

Owner: Agbaba Holdings Corporation

Agent: Pillon Abbs Inc. (Tracey Pillon-Abbs, RPP)

Proposal: The proposed development includes a two-storey townhouse building with a height of 10.57 metres, containing eight townhome dwelling units. Each townhome will incorporate two Additional Dwelling Units (ADUs) within the main structure, resulting in a total of 16 ADUs and an overall count of 24 dwelling units.

The proposal includes sixteen parking spaces (two per townhome dwelling unit) with direct access from the alley. To accommodate the development, an amendment to Zoning By-law 8600 is required to:

- Permit townhomes as an additional permitted main use;
- Allow a maximum lot coverage of 52%;
- Reduce the front yard setback from 6.0 m to 3.39 m; and
- Decrease minimum building setbacks from 2.62 m to 1.20 m along Kildare Road, and from 1.89 m to 1.70 m at the midpoint of the 20 foot radius of Lot 87, RP 684.

Submissions: All documents are available [online](#) or aszymczak@citywindsor.ca.

Attached to this Report S 136/2025 as an Appendix:

Concept Site Plan & Elevations (Appendix A); PRR Addendum (Appendix B)

Not attached to Report S 136/2025 but available [online](#):

Application Zoning By-law Amendment; Heritage Impact Assessment (HIA); Open House Materials; Planning Rationale Report (PRR); Stormwater Management Report; Topographic Plan

Site Information:

OFFICIAL PLAN	ZONING	CURRENT USE	PREVIOUS USE
Residential	Residential District 1.1 (RD1.1) S.20(1)267 & S.20(1)340	Vacant Land	Place of Worship
LOT FRONTAGE KILDARE ROAD	LOT FRONTAGE DEVONSHIRE COURT	LOT AREA	LOT SHAPE
~39.8 m	~51.1 m	2,149.67 m ²	Irregular

Neighbourhood: Section 2.0 in the Applicant's PRR provides an overview and photos of the site and the surrounding land uses.

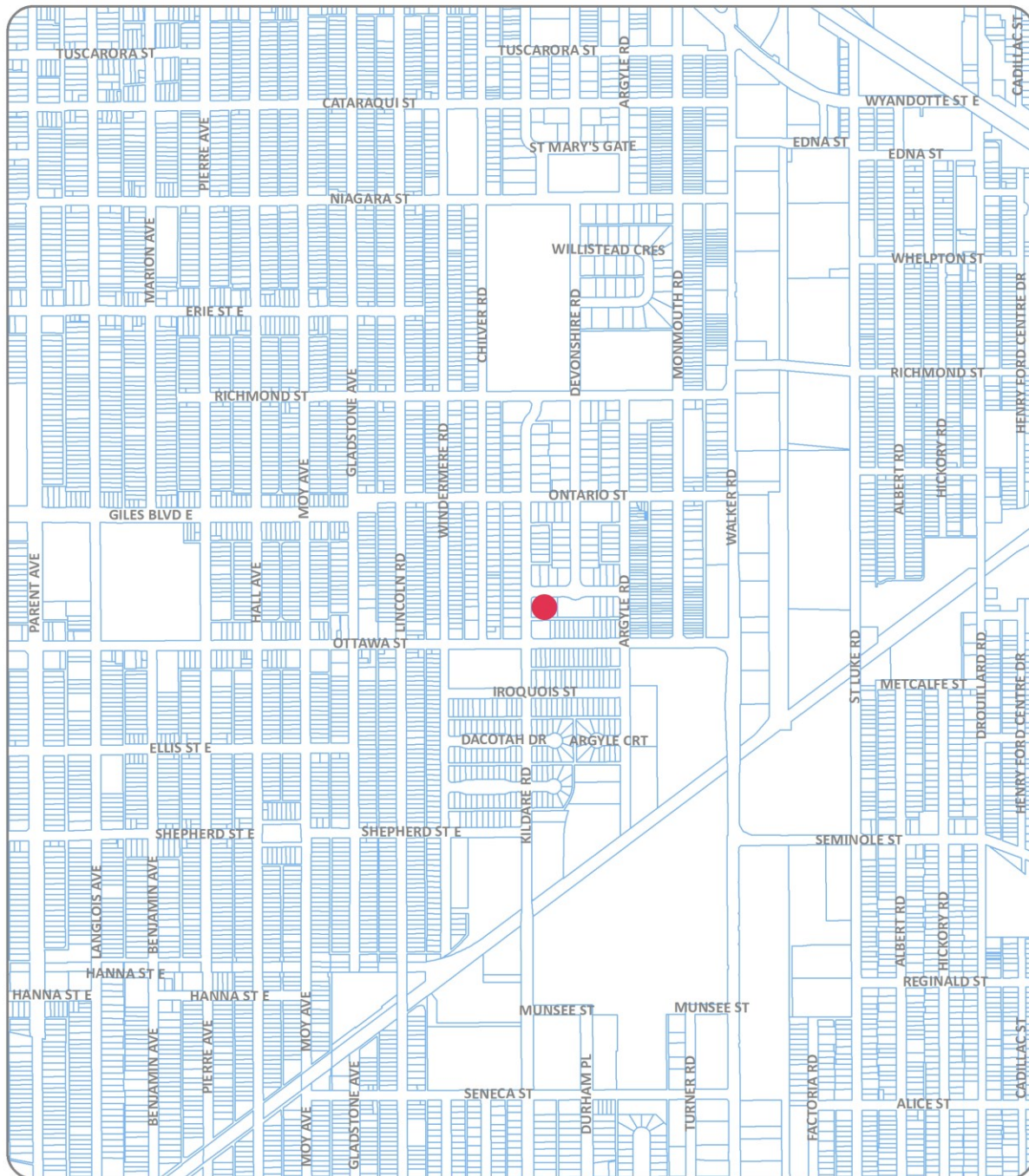
The parcel is located at the southern edge of a predominantly low-density residential neighbourhood characterized by single unit dwellings, with some semi-detached, townhome, and multiple dwellings. To the north and northeast are low-profile residential uses, Willstead Park, Walkerville Secondary School, and St. Anne French Immersion Catholic Elementary School.

Immediately to the east is Devonshire Park. Beyond the park are additional residential uses. Walker Road, a major north-south corridor, contains residential, commercial, and industrial uses, while Ottawa Street, a key east-west corridor, features mixed residential, institutional, recreational, and commercial uses, including Windsor Market Square at Ottawa and Walker. South of the parcel are an alley, a Tim Hortons with drive-through, and Ottawa Street. École Élémentaire L'envolée is located at Ottawa and Kildare, with further low-density residential to the south and west.

Kildare Road, Devonshire Court, Devonshire Road, and Argyle Road are Local Roads; Kildare and Argyle have sidewalks on both sides, Devonshire Court has one on the south side, and Devonshire Road has none. Ottawa Street is a Class I Collector. Walker Road is a Class II Arterial providing access to major east-west arterials and Highway 401. Gladstone Avenue and Lincoln Road are Class I Collectors and Bikeways north of Ottawa Street, and Class II Collectors and Bikeways south of Ottawa Street. On-street bicycle lanes are available on Gladstone (southbound) and Lincoln (northbound). Richmond is a signed east-west bicycle route. The Active Transportation Master Plan identifies Kildare Road as a future Regional Spine in the bicycle network and future All Ages and Abilities cycling facilities.

Public transit is available via the Ottawa 4 bus route on Ottawa Street and the Walkerville 8 bus route on Gladstone Avenue and Lincoln Road. The 2023 Transit Master Plan maintains similar transit access with a new secondary route known as Route 200.

Figure 1: Key Map

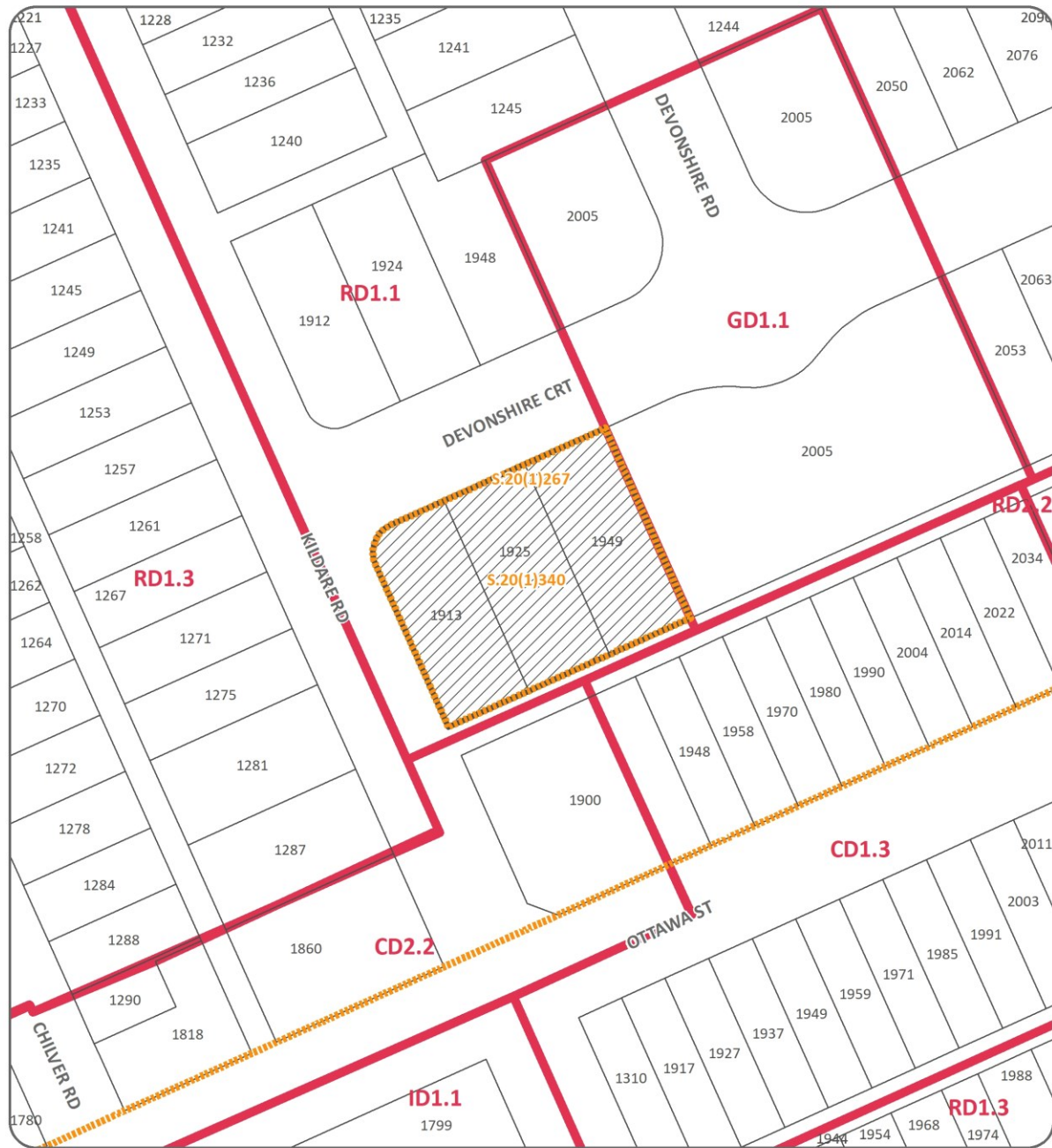


KEY MAP - Z-027/25, ZNG/7331



SUBJECT LANDS

Figure 2: Subject Parcel - Rezoning



PART OF ZONING DISTRICT MAP 7

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Agbaba Holdings Corporation



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : OCTOBER, 2025
FILE NO. : Z-027/25, ZNG/7331

Figure 3: Neighborhood Map



NEIGHBOURHOOD MAP - Z-027/25, ZNG/7331



SUBJECT LANDS

Discussion:

Planning Rationale Report (PRR) (Pillon Abbs Inc., 9 September 2025)

Section 6.1 in the PRR states that the site *“is ideally suited for residential development”*, *“has access to full municipal water, storm and sewer systems”*, and can accommodate *“the proposed development in terms of heritage, scale, massing, height and siting”*. The PRR further states that the proposed development *“is an efficient use of the Site”*, *“will contribute towards infilling requirements”*, and *“that minimizes land consumption and servicing costs”*. The PRR concludes that the proposed development is *“consistent with the PPS, conforms with the intent and purpose of the OP and ZBL and represents good planning”*. City of Windsor Planning and Development Services generally concurs with the overall analysis in the PRR.

Planning Rationale Report Addendum (Pillon Abbs Inc., 9 December 2025)

In response to feedback provided by, and discussions with, City of Windsor Planning & Development Services staff, the Applicant submitted a revised concept site plan and elevations that better align with that feedback. The revised concept plan eliminates the accessory building along the alley which staff had concerns with regarding the intensity of the proposed development and operational issues such as access to the yard and parking spaces. The current proposal has 8 Townhome Dwellings with 2 Additional Dwelling Units per Townhome Dwelling Unit, for a total of 24 dwelling units, all in the main building.

An Addendum to the PRR was submitted that summarizes the changes and provides a review of the required zoning exceptions to permit the development as revised. The Addendum should be read together with the PRR dated September 9, 2025.

Heritage Impact Assessment (HIA) (MHBC Planning Ltd., September 2025)

The HIA states that the *“proposed development is limited to the subject lands and will not affect heritage properties through destruction or alteration”*, that *“no shadow impacts or obstruction of views will occur”*, and that *“overall, no adverse impacts to surrounding heritage properties are anticipated”*.

Regarding the Walkerville Heritage Area policies, the HIA states that the:

“new building will be distinguishable from historic building stock (i.e. will not be an emulation of historic buildings), while drawing on similar elements of the area, including materials, colours, and massing. It is concluded that the proposed development conforms to the applicable urban design criteria.”

The HIA concludes that as *“no adverse impacts are expected, no mitigation recommendations are required. The development is appropriate and can proceed as proposed”*.

Comments from the Heritage Planner and Senior Urban Designer of the City of Windsor’s Planning and Development Services are included in Appendix C. These comments are based on the application circulated to municipal departments and external agencies on October 8, 2025. Heritage and urban design considerations are inherently iterative; therefore, feedback will evolve as the design progresses. Additional refinements will be addressed through the Site Plan Control process.

Stormwater Management Report (GS Engineering, 15 September 2025)

The report recommends that to *“maintain the allowable release rate, an orifice, flow restrictor device, or pump will be used”* and that adequate storage is provided by *“ponding on the parking surface at a maximum depth of 150mm and underground storage in the parking area”*. The report concludes that the *“proposed development at 1913-1925-1949 Devonshire Court is feasible from a stormwater management perspective. As a result, the site development will not have a negative impact on the municipal system”*.

Stormwater management will be finalized during Site Plan Control and building permit stages.

Provincial Planning Statement 2024 (PPS 2024):

The PPS 2024 provides policy direction on matters of provincial interest related to land use planning in Ontario. All advice, comments, submissions, and municipal decisions shall be consistent with the PPS 2024. Section 5.1.1 in the PRR provides an analysis of the relevant PPS 2024 policies. The PRR states that the proposed development *“will help provide for a new housing option and density to meet the needs of the City”, “has access to transportation options, public service facilities, medical facilities, libraries, institutional uses and parks”, “offers an opportunity for intensification and infilling”* and *“proposed height and massing of the dwellings will blend with the existing residential uses in the area”*. The PRR concludes that the proposed development is consistent with the PPS 2024.

Official Plan (OP):

The parcel has a designation of “Residential” on Schedule D: Land Use in the OP. Section 5.1.2 in the PRR submitted by the Applicant has a review and analysis of appropriate Official Plan policies. The PRR states that the proposed development provides *“a range of housing types and densities”, “offers appropriate infilling within the existing settlement area”, “is close to employment and schooling opportunities”, “has access to transportation options, including transit”, and “is compatible with the area”*. The PRR concludes that the *“proposed development conforms to the purpose and intent of the OP”*. City of Windsor Planning and Development Services generally concurs with the analysis in the PRR and that the recommended amendment to Zoning By-law 8600 conforms to the overall policy direction of the OP.

City of Windsor Intensification Guidelines:

Section 5.1.3 of the PRR provides an analysis of the applicable intensification policies and guidelines. The PRR states that the proposed development *“will fulfill the need for additional residential units in the area, while infilling a vacant parcel of land in a mature neighbourhood”, has “visible pedestrian access from the street” and “is compatible with the surrounding land uses (land use, scale, massing, landscaping, etc.), and it is consistent with the mix of land uses in the surrounding neighbourhood”*. The PRR notes that *“infill housing projects offer numerous benefits, including reducing urban sprawl and revitalizing existing neighbourhoods”* and concludes that *“the proposed development conforms to the purpose and intent of the guidelines”*.

Zoning By-Law 8600:

The subject lands are zoned Residential District 1.1 (RD1.1), S.20(1)267 & S.20(1)340. The RD1.1 zoning permits a single unit dwelling with a maximum building height of 10 m on a parcel with a minimum lot width of 15m and a minimum lot area of 450 m². Maximum lot coverage is 45%.

S.20(1)267 is an area-wide exception that applies to the Walkerville Heritage Area that prohibits front yard parking, save and except for front yard parking that existed prior to September 15, 2010.

S.20(1)340 is a zoning exception that applies to the parcel. Clause 1 of S.20(1)340 is new and lists all additional permitted main uses. Clause 2 is new and clarified that an accessory use is permitted.

Clauses 3 and 4 are unchanged from current clauses 1 and 2 in S.20(1)340. Clause 3 regulates the location of an access way (driveway) and the materials that may cover the exterior walls. Clause 4 provides additional requirements for a Single Unit Dwelling.

Clause 5 is new and applies to a double duplex, duplex, semi-detached, or townhome dwelling. The minimum lot width and lot area are based on the whole dwelling, save for the lot area of a townhome dwelling which is per townhome dwelling unit. Maximum lot coverage is limited to 52% which allows for some flexibility in the design of the building, including potential roofs over entrances. Maximum main building height is limited to 12.0 m. The Applicant is proposing a building height of 10.57 m.

Subclause 5e) clarifies that the front yard depth, rear yard depth and side yard width provisions in 10.1.5 do not apply as building setbacks are regulated by Subclause 5f).

Subclauses 5f)1 and 5f)3 differ slightly from the setbacks approved by Council and but will have no adverse impact on surrounding parcels and allow the revised development concept as proposed. Subclauses 5f)2 and 5f)4 reflect the setbacks previously approved by Council for the Multiple Dwelling.

Subclause 5g) limits the gross floor area of the main building to 400 m² for a duplex or semi-detached dwelling which is standard in the Zoning By-law.

Subclause 5h) regulates the amount of required parking by dwelling type. Subclause 5i) exempts the proposed development from providing visitor parking spaces.

Clause 6 applies to a Multiple Dwelling and, save for updated wording, is the same as current clause 3 in S.20(1)340.

Site Plan Control (SPC):

Site Plan Control will apply to the development. Detailed design matters, including urban design and built heritage considerations, will be addressed during SPC. Recommendation 2 directs the Site Plan Approval Officer to incorporate comments from municipal departments and external agencies as part of this review.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

A townhome dwelling implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. Residential infill intensification minimizes the impact on community greenhouse gas emissions as these developments create complete communities and neighbourhoods while using available infrastructure.

Climate Change Adaptation:

The development offers an opportunity to increase resiliency for the development and surrounding area by supporting a complementary and compact form of housing and intensification that is near transit and active transportation options. New construction must meet current provisions of the Building Code, which will be implemented through a building permit. Incorporation of storm water management best practices is required.

Financial Matters:

N/A

Consultations:

An in-person and virtual Open House was held on April 23, 2025, from 5:00 to 7:00 p.m. Public comments, and the applicant's responses are summarized in Section 3.2 of the PRR. Comments from municipal departments and external agencies are in Appendix C to Report S 136/2025. Statutory notice was published in the Windsor Star, and courtesy notices were distributed to property owners within 200 m of the subject parcel.

Conclusion:

Based on the applicant's submissions and the analysis contained in this report, the recommended amendment to Zoning By-law 8600 is consistent with the Provincial Policy Statement 2024 and conforms to the Official Plan.

The amendment will permit a townhouse development comprising eight units and sixteen additional dwelling units, which is compatible with surrounding uses, represents an appropriate increase in density, contributes to modern housing supply, and supports a complementary form of housing near transportation, community services, and employment opportunities.

The recommendation to amend Zoning By-law 8600 constitutes good planning.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

JP

RM

Approvals:

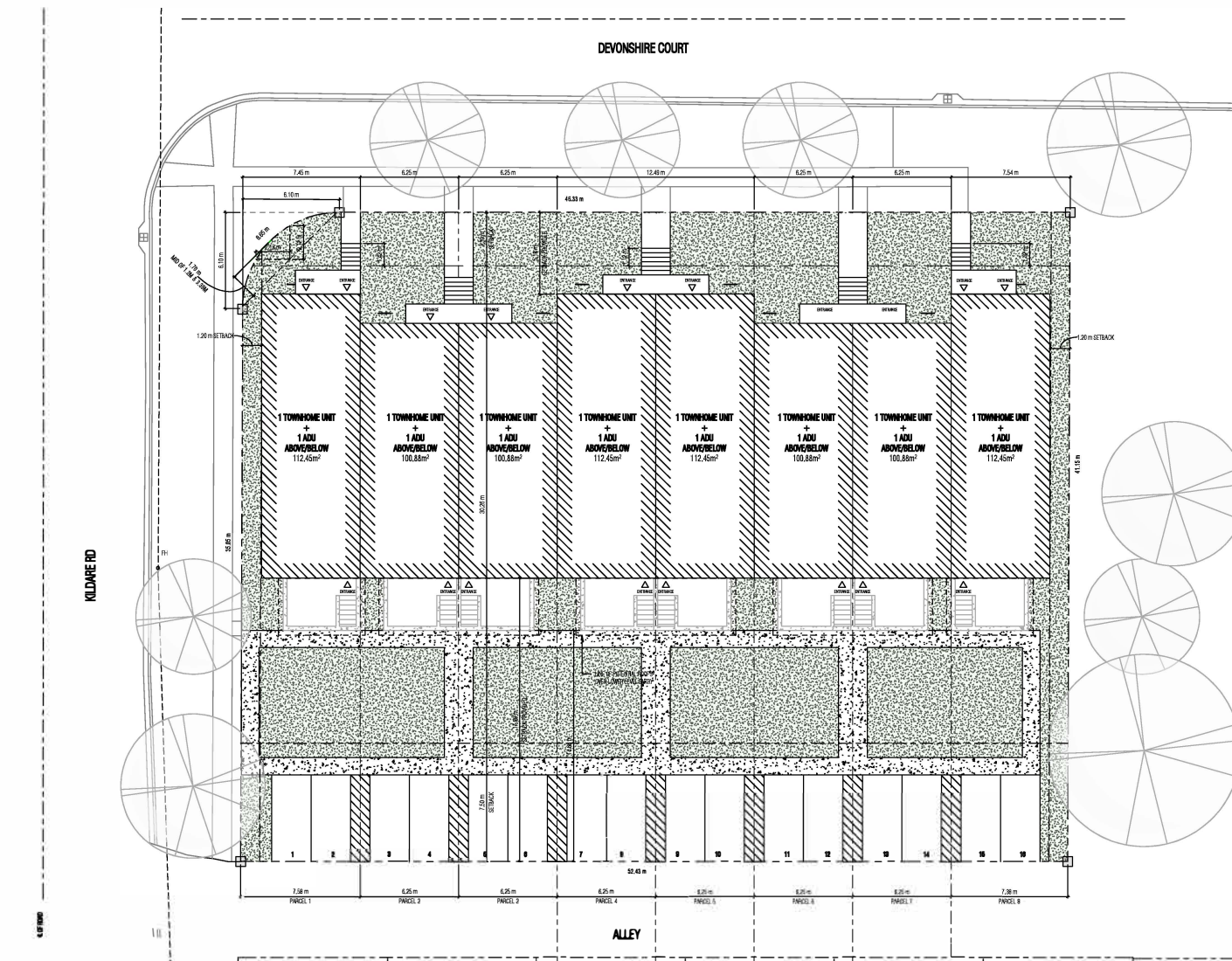
Name	Title
Adam Szymczak	Senior Planner - Development
Greg Atkinson	Deputy City Planner - Development
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Concept Site Plan & Elevations Revised 2025 12 08
- 2 Appendix B - Planning Rationale Report Addendum 2025 12 09
- 3 Appendix C - Consultations



1 SITE PLAN
A-100 3/8" = 1'-0"

SITE DATA MATRIX			
PROJECT DESCRIPTION: 2 STORY TOWNHOME BUILDING WITH ADU UNITS AT REAR AND SECOND FLOOR		<input checked="" type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> CHANGE OF USE	
ARCHITECT: MAS		<input type="checkbox"/> PART 2 <input checked="" type="checkbox"/> PART 3 <input type="checkbox"/> PART 11	
ZONING DESIGNATION: RDL1			
MAJOR OCCUPANCY: RESIDENTIAL			
BUILDING CLASSIFICATION: GROUP C			
SITE AREA:		BUILDING AREA:	
EXISTING: 2146.89sf	EXISTING: 0sf	EXISTING: 0sf	
PROPOSED: 2146.89sf	TOWNHOME: 885.24sf	PROPOSED: 0sf	SEE SITE PLAN
TOTAL: 2146.89sf	TOTAL: 885.24sf	TOTAL: 0sf	SEE SITE PLAN
LOT COVERAGE:		BUILDING HEIGHT:	
MAX: 45%	LOT FRODORE: 24m	MAXIMUM: 15m	
PROPOSED: TOWNHOME = 885.24sf	POTENTIAL ROOF AT LOWER LEVEL = 140sf	PROPOSED: 45.33m	PROPOSED: 10.53m
PROPOSED: 48.12%			
MINIMUM FRONT YARD DEPTH:		MINIMUM REAR YARD DEPTH:	
MAXIMUM: 3.3m	REQUIRED: 7.5m	MIN: 1.20m	
PROPOSED: 5.10m	PROPOSED: 17.30m	PROPOSED: 1.20m	
PARKING:		BICYCLE SPACES:	
USE CLASSIFICATION:	EXISTING: 0	EXISTING: 0	
EXISTING: 0	PROPOSED: 0	PROPOSED: 0	
REQUIRED: TOWNHOME 1 UNIT	REQUIRED: 0	REQUIRED: 0	
PROPOSED: TOWNHOME 1 UNIT	TOTAL: 0	TOTAL: 0	
TOTAL: TOWNHOME 1 UNIT			
LANDSCAPE AREA:		SCREENING FENCE LENGTH:	
EXISTING: N/A	REQUIRED: N/A	EXISTING: AS SHOWN	
PROPOSED: N/A	PROPOSED: N/A	PROPOSED: N/A	
TOTAL: N/A	TOTAL: N/A	TOTAL: N/A	
NOTES: 1. ALL EXTERIOR PATHS OF TRAVEL SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION 60.03 OF THE ONTARIO REGULATION 191/17 TO THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT AND SECTION 3.1.3 AND 3.1.3.2 OF THE ONTARIO BUILDING CODE. 2. ALL CURB RAMPS SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION 60.01(1) OF THE ONTARIO REGULATION 191/17 TO THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT AND SECTION 3.1.3.10 OF THE ONTARIO BUILDING CODE. 3. ALL BARRED FREE/ACCESSIBLE PARKING SPOTS TO HAVE SIGNAGE AS PER ONTARIO ACCESSIBLE PARKING WITH PERSONS WITH DISABILITIES			

mas

melodie architecture studio

DEVONSHIRE DEVELOPMENT

ACBABA HOLDINGS CORPORATION




ACBABA HOLDINGS CORPORATION

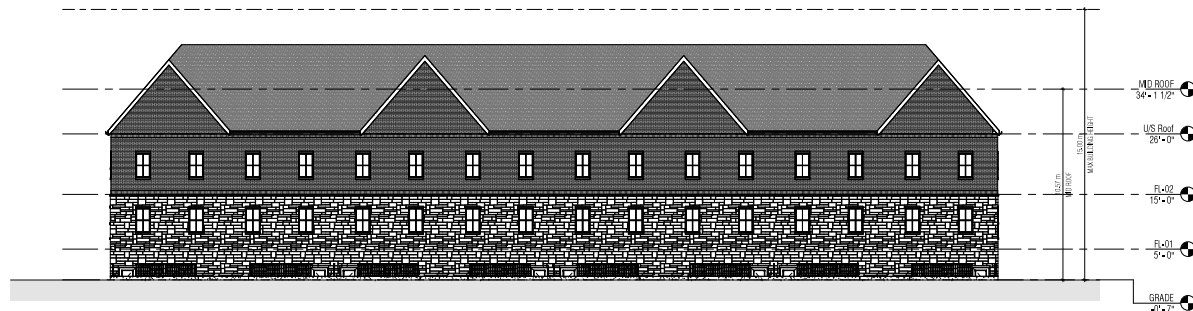
SITE PLAN

2025-01-05

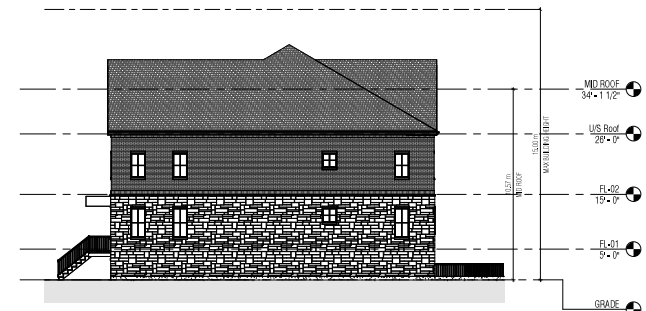
25-012

A-100

EXTERIOR FINISH LEGEND		
	STONE FINISH - COLOUR AND STYLE TO BE SELECTED	EXTERIOR NOTES: • EXTERIOR INSULATION FINISH SYSTEMS SHALL COMPLY WITH U.S. GBC 2012, IRC 2012 AND CANULC 2012. • PROTECTION OF EXTERIOR BUILDING FACE SHALL COMPLY WITH U.S. GBC 2012 AND CANULC 2012. THERE SHALL BE NO EXTERIOR FINISHES OR MATERIALS. • IF'S DESIGN AND INSTALLATION SHALL COMPLY WITH CANULC 2012 AND CANULC 2012. THERE SHALL BE NO EXTERIOR FINISHES OR MATERIALS. • HOUSE WRAP SHALL NOT BE USED WITH IF'S.
	BRICK - COLOUR AND STYLE TO BE SELECTED	
	EIFS FINISH - COLOUR AND STYLE TO BE SELECTED	



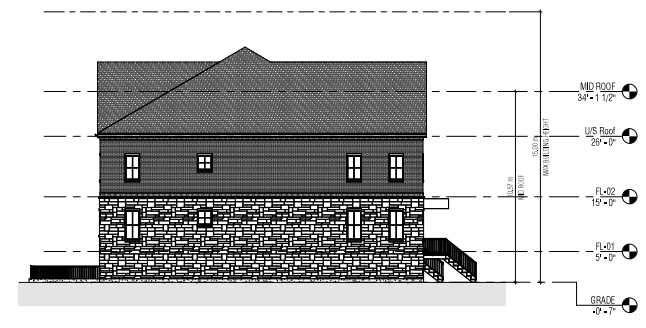
2 SOUTH ELEVATION
A-201 3/32" = 1" = 0"



3 WEST ELEVATION
A-201 3/32" = 1" = 0"



1 NORTH ELEVATION
A-201 3/32" = 1" = 0"



4 EAST ELEVATION
A-201 3/32" = 1" = 0"



1. 100% COMPLETE
2. 100% COMPLETE
3. 100% COMPLETE
4. 100% COMPLETE

ISSUE



AM, DT
Checked
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Approved
AM, DT
Noted

100% COMPLETE
100% COMPLETE
100% COMPLETE
100% COMPLETE

DEVONSHIRE DEVELOPMENT
AGBABA HOLDINGS CORPORATION
AGBABA HOLDINGS CORPORATION

BUILDING ELEVATIONS

25-012

A-201

PLANNING RATIONALE REPORT ADDENDUM

ZONING BY-LAW AMENDMENT FOR PROPOSED RESIDENTIAL DEVELOPMENT

**1913, 1925 and 1949 Devonshire Court
City of Windsor, Ontario**

December 09, 2025

Prepared by:



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1.0 INTRODUCTION

A new residential development is proposed for property located at 1913, 1925 and 1949 Devonshire Court (herein the "Site") in the City of Windsor, Province of Ontario.

The Site is made up of 3 parcels of land (4 legal descriptions), presently vacant and is within the Walkerville Planning District (Ward 4).

The Applicant is proposing to develop the Site with townhomes.

An application for a Zoning By-law Amendment (ZBA) is required in order to permit the proposed development.

The purpose of the application is to change the type of dwelling to support the provision of more housing.

As part of the formal ZBA application (stage 3) submission, comments were received by the City administration and proposed changes to the concept plan have been made.

This PRR Addendum provides a summary of the proposed changes.

2.0 PROPOSAL

The Applicant is proposing to develop the Site for residential use.

Previously, one new townhome with 8 dwelling units was proposed with Additional Dwelling Units (ADUs) in the main dwelling and ADUs in accessory structures. A total of 24 units were proposed to be created.

Based on comments received by the City of Windsor administration, a revised concept plan has been prepared (see Figure 2a – Revised Concept Plan).

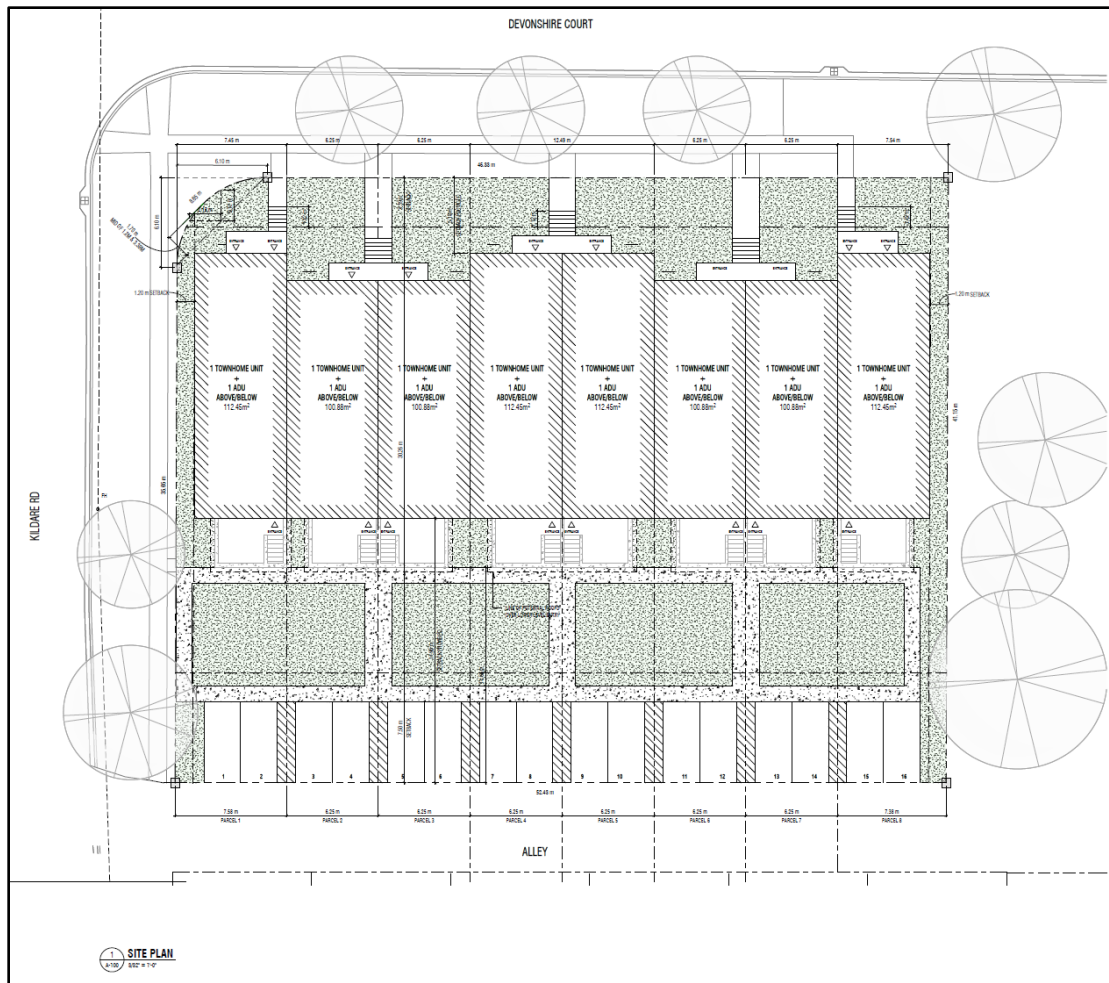


Figure 2a – Revised Concept Plan

As revised, one new townhome with 8 dwelling units is proposed with 2 ADUs in each of the main dwelling units only. No accessory structures are proposed. A total of 24 units are proposed to be created.

The proposed height of the townhome and the detached structure is **10.57 m** and will be 2-storeys (with basement).

Tenure of the units will be rental (ADUs) and individually owned (main dwelling). Each dwelling unit will be severed along the common wall.

Revised elevations have been prepared (see Figure 2b – Revised Elevations).

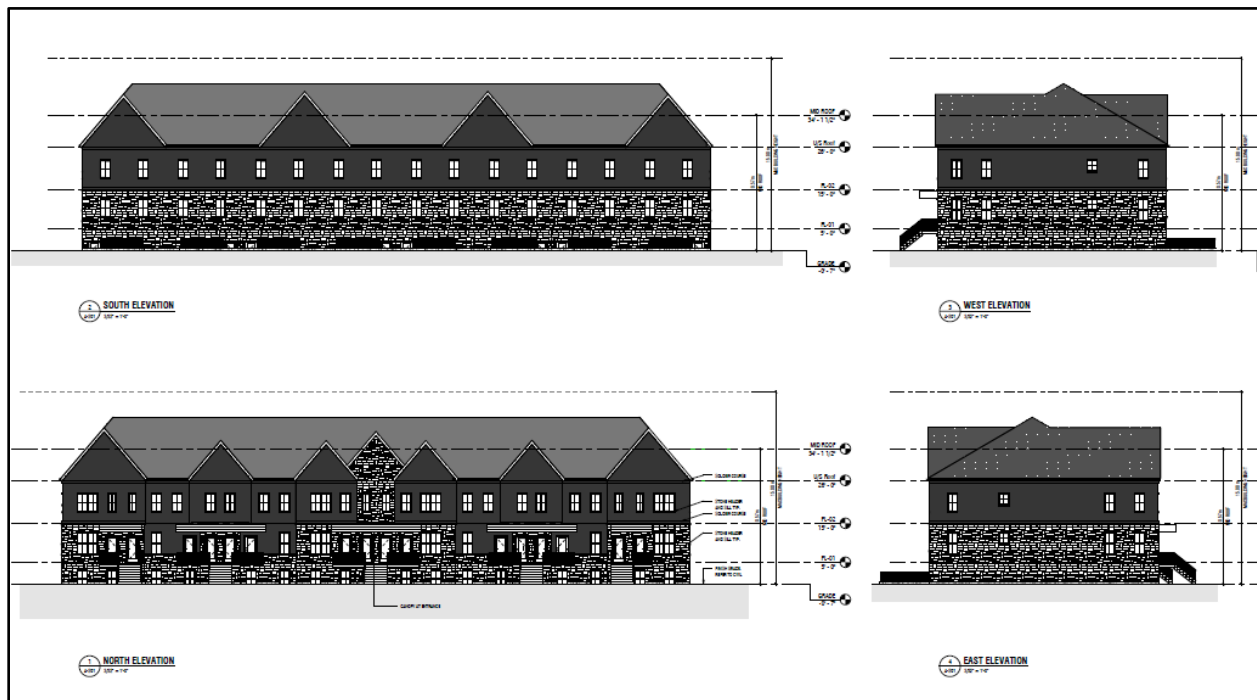


Figure 2b – Revised Elevations

The elevations are conceptual.

Vehicle access will remain directly from the existing alley.

A total of 16 parking spaces are provided on paved driveways (2 per townhome unit).

Private amenity space provided, including a courtyard with benches, landscaping, etc.

The proposed development will be serviced by full municipal infrastructure, including water, storm and sanitary sewer.

3.0 ZONING BY-LAW AMENDMENT

A site specific application for Zoning By-law Amendment (ZBA) is required in order to permit the proposed development.

The Site is currently zoned "Residential District 1.1 (RD1.1)" on Map 7 of the City of Windsor Zoning By-law 8600.

The Site is also subject to S.20(1)267 and S.20(1)340, which restricts front yard parking space in any existing front yard and permits a multiple dwelling with relief.

It is proposed to **further** amend the "Residential District 1.1 (RD1.1- S.20(1)XXX)" zone category and permit the proposed townhome dwellings as an additional permitted use (with requested relief).

A review of the RD1.1 zone provisions, as set out in Section 10.1 of the ZBL, is as follows:

Zone Regulations	Required RD1.1	Proposed RD1.1- S.20(1)XXX	Compliance and/or Relief Requested with Justification
Permitted Uses	Existing Duplex Dwelling Existing Semi-Detached Dwelling One Single Unit Dwelling Any use accessory to the preceding uses	Townhome, as an additional permitted use Total 8 townhome dwelling units (to be severed along the common wall)	Complies, subject to the approved ZBA. The Site is large enough to accommodate the proposed development. The proposed townhomes will be front-facing.
Additional Dwelling Units (Section 5.99.80.1)	For any zoning district that permits a single unit dwelling, semi-detached dwelling, duplex dwelling, or townhome dwelling , the following additional provisions shall apply: .1 Additional Permitted Uses a) Two additional dwelling units shall be permitted on a parcel of urban residential land. This may be either: i. Two additional dwelling units within the primary dwelling unit located in the	2 ADU in each townhome dwelling unit (2 in the main dwelling) Total of 16 ADUs	Complies. ADUs are considered 'as-of-right'. It is the intent to sever each townhouse dwelling unit along the common wall. There will be 3 units total per urban parcel of land.

Zone Regulations	Required RD1.1	Proposed RD1.1- S.20(1)XXX	Compliance and/or Relief Requested with Justification
	main building, or ii. One additional dwelling unit in the primary dwelling unit located in the main building and one additional dwelling unit in a building accessory to said dwelling.		
Minimum Lot Width	None	35.05 m along the east side of Kildare Road (as existing)	Complies The zoning acknowledges the frontage as Kildare; however, the building will face Devonshire Court. Once the townhouse dwellings are severed, the lot width will then be Devonshire Court. Lot width ranges from 6.25 m to 7.58 m.
Minimum Lot Area	None	2,149.67 m ² (as existing)	Complies Once the townhouse dwellings are severed, the new lot areas will range in size. 8 parcels total.
Maximum Lot Coverage	None	52 % lot coverage is requested in order to provide flexibility for the grade entries and patios in front of the proposed building (entire Site)	Complies

Zone Regulations	Required RD1.1	Proposed RD1.1- S.20(1)XXX	Compliance and/or Relief Requested with Justification
Maximum Main Building Height	None	10.57 m – 2-storey Main Building	Complies The proposed height provides for a roof pitch that is unique to the surrounding neighbourhood. The zoning for a multiple dwelling is 15.0 m.
Minimum Front Yard Depth	None	1.20 m (from Kildare Rd, to the west) <i>Kildare is the shortest exterior lot line</i>	Complies Once the townhouse dwellings are severed, the front yard depth will then be Devonshire Court. 5.18 m front yard depth is proposed (from the main dwelling). Steps/porch will be allowed to encroach.
Minimum Rear Yard Depth	None	1.20 m (from the main dwelling) (Devonshire Park, to the east)	Complies Once the townhouse dwellings are severed, the rear yard depth will be along the alley. 17.96 m is proposed (from the main dwelling). Steps/porch will be allowed to encroach. The rear yard is where the back yard/green space will be located.

Zone Regulations	Required RD1.1	Proposed RD1.1- S.20(1)XXX	Compliance and/or Relief Requested with Justification
			Parking will also be located in the rear yard, with access from the alley.
Minimum Side Yard Width	None	5.18 m (Devonshire Court, north side) 17.96 m (from the main dwelling) (Alley, south side)	Complies Once the townhouse dwellings are severed, the side yard width will be along Kildare Road (1.20 m proposed) and along the park (1.20 m proposed) for the main building.
Minimum Parking Requirements 24.20.5.1	Townhome with an attached garage or carport - 1 for each dwelling unit Townhome without an attached garage or carport - 1.25 for each dwelling unit 1 st ADU – 0 each (exempt) 2 nd ADU – 0 each (exempt) Total = 10 parking spaces	16 parking spaces (total Site) (2 per lot)	Complies A total of 16 additional parking spaces will be provided for the entire Site. A total of 6 extra parking spaces are proposed. Once units are severed, there will be 2 parking spaces per townhome dwelling unit. Access from the existing alley.
Dwelling – Semi-Detached & Townhomes - Additional	For a dwelling unit in a semi-detached dwelling or in a townhome	To be confirmed at the time of the final building design.	Shall comply.

Zone Regulations	Required RD1.1	Proposed RD1.1- S.20(1)XXX	Compliance and/or Relief Requested with Justification
Provisions (Section 5.23.1)	dwelling, a door that opens to the rear yard shall be located a minimum of 1.20 m from the centreline of the common wall between the dwelling units.		
Dwelling – Semi-Detached & Townhomes - Additional Provisions (Section 5.23.5)	<p>When a lot on which a semi-detached dwelling or townhome dwelling has been erected and is subsequently severed by a common interior lot line that separates the dwelling units, for each dwelling unit the following additional provisions shall apply:</p> <p>1 Lot Width – minimum – equal to the width of the dwelling unit plus any exterior side yard as existing at the time of the lot severance</p> <p>2 Lot Area – minimum – as existing at the</p>	<p>To be confirmed at the time of the final building design.</p> <p>Total lot coverage proposed (entire site) is 52 %.</p>	<p>Shall comply.</p> <p>Relief required.</p>

Zone Regulations	Required RD1.1	Proposed RD1.1- S.20(1)XXX	Compliance and/or Relief Requested with Justification
	<p>time of the lot severance</p> <p>3 Lot Coverage – Total – maximum – 50% of lot area</p> <p>7 An interior side yard shall not be required along the common interior lot line for that part of the dwelling unit lawfully existing at the time of the lot severance</p>		
<p>Additional Dwelling Units (5.99.80.5) Main Building</p>	<p>a) For an additional dwelling unit located within a basement or cellar in a dwelling not located in a floodplain, 1. Downspouts shall be disconnected from the municipal sewer system and splash to grade; 2. A sump pump is required. Foundation drains shall be disconnected from the municipal sewer and shall be connected to the sump pump; 3. A</p>	<p>To be confirmed at the time of the final building design.</p> <p>The Site is not within a floodplain.</p>	<p>Shall comply</p>

Zone Regulations	Required RD1.1	Proposed RD1.1- S.20(1)XXX	Compliance and/or Relief Requested with Justification
	sanitary backflow valve shall be installed in the dwelling unit located within the basement or cellar; all to the satisfaction of the City Engineer or Chief Building Official.		
Section 21(1)340	e)minimum building setback of 2.62 m from the lot line abutting Kildare Road and 1.89 m from the midpoint of the 20ft radius of Lot 87 RP 684	Kildare – 1.20 m Midpoint – 1.70 m	Relief requested. Relief is considered minor. Sightlines are appropriate. The specific zoning requirement was intended for a multiple dwelling.

Therefore, the proposed development will comply with the purpose and intent of the RD1.1 zone.

Further, site specific requirements for the proposed townhome and ADUs in the RD1.1 zone provisions are requested, as set out in the above-noted chart and include the following:

- *A maximum lot coverage of 52 % for the entire lot,*
- *A maximum building height of 10.57 m, and*
- *Decreasing the minimum building setback from 2.62 m to 1.20 m from the lot line abutting Kildare and 1.70 from the midpoint of the 20 ft radius.*

4.0 CONCLUSION

The Site is compatible with the surrounding area in terms of heritage, scale, massing, height and siting.

The proposed height is similar to a single detached dwelling located in the neighbourhood.

The development pattern is proposed to be an efficient use of the Site. The proposed building will be front-facing.

The development will also act as a buffer between the existing residential uses and the commercial uses.

The proposal represents good planning as it addresses the need for the City to provide housing.

The proposed residential dwelling units will contribute toward infilling requirements.

The additional residential dwelling units will not put any additional stress on municipal infrastructure.

There are examples of this type of development in the area

The proposed development on the Site is appropriate and should be approved by the City of Windsor.

The proposed development is consistent with the PPS, conforms with the intent and purpose of the City of Windsor OP and ZBL, and represents good planning.

Planner's Certificate:

I hereby certify that this report was prepared by Tracey Pillon-Abbs, a Registered Professional Planner, within the meaning of the Ontario Professional Planners Institute Act, 1994.



Tracey Pillon-Abbs, RPP
Principal Planner



APPENDIX D – CONSULTATION

CANADA POST: BRUNO DESANDO

Service type and location

1. Canada Post (CP) will provide mail delivery service to the development through centralized Community Mail Boxes (CMBs).
2. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install and maintain the mail delivery equipment within these buildings to CPs specifications.

Municipal requirements

1. Please update our office if the project description changes so that we may determine the impact (if any).
2. Should this development application be approved, please provide notification of the new civic addresses as soon as possible.

Developer timeline and installation

1. Please provide CP with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin, and the expected installation date(s) for the CMB(s).

Additional Developer Requirements:

- The developer will consult with CP to determine suitable permanent locations for the CMBs. The developer will indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all CMBs within the development, as approved by CP.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via CMB. The developer also agrees to note the locations of all CMBs within the development, and to notify affected homeowners of any established easements granted to CP to permit access to the CMB.
- The developer will provide a suitable and safe temporary site for a CMB until curbs, sidewalks and final grading are completed at the permanent CMB. CP will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each CMB site and to include these requirements in appropriate servicing plans:
 - Any required walkway across the boulevard, per municipal standards
 - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult CP for detailed specifications)
 - A CMB concrete base pad per CP specifications.

APPENDIX D – CONSULTATION

CITY OF WINDSOR: DEVELOPMENT ENGINEERING: JUAN PARAMO

Sewers - The site may be serviced by a 375mm x 500mm brick combined sewer located within the alley south of the subject property. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

Due to the age of the existing municipal sewer abutting the subject lands, the proposed development will require a local sewer installed on private property for individual service connections. An easement and a reciprocal servicing agreement will be required for this local sewer. Any existing private drain connection that becomes redundant shall be abandoned as per City of Windsor Engineering Best Practice B.P.1.3.3.

Per the City's Best Practice on Connections to Combined Sewers (BP1.1.1), the storm PDC shall be connected to the sanitary PDC by way of a wye connection within the right-of-way.

Based on the proposed number of new sewer connections, the applicant will be required to complete a preliminary CCTV video inspection of the existing brick combined sewer to review and assess its condition.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This includes:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

Right-of-Way - Devonshire Court is classified as a Local Road according to the Official Plan. The current right-of-way is sufficient. No conveyance is required.

In summary we have no objection to the proposed development, subject to the following requirements:

Video Inspection - The Owner further agrees, at its entire expense and to the satisfaction of the City Engineer:

- a) To undertake a video inspection, of the existing combined sewer and any existing connections proposed for reuse to ensure the suitability of the connection and sewer for use in accordance with City of Windsor Standard Specifications S-32 CCTV Sewer Inspection.

APPENDIX D – CONSULTATION

- b) To replace the sewer along the rear property line if the CCTV Sewer Inspection indicates that the sewer is in poor condition and no additional private sewer connections can be supported.
- c) Any redundant connections will be abandoned according to the City of Windsor Engineering Best Practice B.P.1.3.3.
- d) Any new connections to combined sewers will follow City of Windsor Engineering Best Practice B.P.1.1.1

Reciprocal Access & Services – The owner agrees to enter into a reciprocal agreement with the abutting property owners for access and services to the local sewer.

Contact: Jaegar King, jking@citywindsor.ca

CITY OF WINDSOR: PARKS DEVELOPMENT: HODA KAMELI

Parks Development does not have any comments on this application.

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: LANDSCAPE ARCHITECT: RYAN UPTON

There are no objections or documents required from a Landscape Architecture perspective as it pertains to a Zoning By-law Amendment (ZBA).

There are City owned trees adjacent along Devonshire Crt and Kildare Rd. City Trees are protected from damages and removal under City by-law 135-2004 and 131-2019. The Applicant will be required to consult with Forestry on the protection of all City trees which may be impacted by the development.

Forestry will require detailed site plans prior to construction that show adequate Tree Root protection zones for each individual tree if they are to be preserved. Basic tree protection includes exclusion fencing at the 'drip-line +1 meter' distance for each tree. Full details regarding the size of protection area required, the permitted activity within the protection zone and the type of fencing for protection zones can be provided by Forestry. If City-owned trees are damaged and/or need to be removed because of development, replacement costs will be assessed and issued to the property owner.

The Applicant is required to produce the following documents at Site Plan Control:

- 1) **Tree Inventory & Preservation Study** – The purpose of a Tree Inventory and Preservation Study is to investigate existing trees/woodlots, within and adjacent to a development proposal and to determine how protection and enhancement can coincide with proposed development. The TIPP shall capture all live trees over 10cm DBH within the proposed development area, both city and privately owned. This inventory should include trees on adjacent lots in proximity (5 meters) to the property lines. See the TIPP Terms of Reference for more information.
- 2) **Landscape Plan** – The purpose of a Landscape Plan is to determine landscape features proposed as part of the development. This Plan must be prepared by an OALA Landscape Architect, illustrating the tree preservation fencing location and details on the plans. Please see Site Plan Control – Application Support Material Terms of Reference for more information.

APPENDIX D – CONSULTATION

- 3) **Photometric Plan and Light Fixture Data Sheets** – These must be prepared by a qualified Lighting Engineer or Consultant. Please see Site Plan Control – Application Support Material Terms of Reference for more information.

Unless otherwise noted by Forestry, for circulation purposes these comments capture Forestry's concerns.

Contact: Ryan Upton, rupton@citywindsor.ca

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: SITE PLAN CONTROL

The proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at <https://ca.cloudpermit.com/login>

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: URBAN DESIGN (Sophia Di Blasi) & HERITAGE PLANNING (Tracy Tang)

The following are joint Urban Design and Heritage Planning comments.

Further refinement is required to ensure the proposal better aligns with Chapter 8 – Urban Design of the Official Plan and addresses concerns raised by the Heritage Planner.

A more deliberate integration of built form, massing, and materiality is necessary to achieve compatibility with the surrounding Walkerville Heritage Area. Consistent with Official Plan Sections 8.2.2.3 and 8.7.2.3, new development within heritage areas must maintain and reinforce the existing character and scale through appropriate massing, complementary materials, and architectural design. Materials should be cohesive, durable, and selected with intent to reflect or complement the established architectural vernacular of Walkerville.

The following design refinements are supported by both the Senior Urban Designer and Heritage Planner:

- Reduce the roof pitch on both the main townhouse structure and the rear ADU townhouse structure to reduce the overall impact of scale, perceived building height, and perceived massing.
- Reduce the height of the ADU to be 8 metres tall from grade to roof peak. Zoning By-law 8600 requires ADUs to be subordinate in height, no more than 8 metres tall for a pitched roof design.
- On elevation drawings, label total height from grade to roof peak of the two storey main townhouse structure and of the two storey ADU townhouse structure to illustrate subordination.

APPENDIX D – CONSULTATION



- Remove the Tudor Revival style half-timber design on the gables. Continue the brick façade treatment up through the gables instead to maintain visual compatibility while avoiding mimicry or imitation. Consider adding decorative windows or brickwork accents on the gable ends.
 - [Standards and Guidelines for Conservation of Historic Places in Canada](#): “11. Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.”
- Consider adding a stoop, porch, or awning covering over the front entrances facing Devonshire Court. This will break up the visual impact of the façade, improve visibility and presence, and introduce human-scale design.

The following Heritage Planning concerns relate directly to the massing, scale, and form of the proposal:

The individual proposed 2-storey, 9 metre high, 8 unit wide townhouse structure is acceptable from a Heritage Planning perspective. However, it is the combination of that with the 2-storey, 9 metre tall, 8-unit wide detached ADU townhouse structure in the rear that makes the development proposal inappropriate for the Walkerville Heritage Area and Mature Neighbourhood regarding size, width, massing, and form. The proposal as-is results in two 2-storey tall townhouse structures on a singular lot that overwhelms the scale of what is existing. In Walkerville fronting a Local Road, existing historic townhouses or rowhouses are 4-6 units across in a building that is approximately 28m to 34m in width.


The following **Urban Design** concerns relate directly to the organizational layout and function of the proposal:

- Site connectivity and accessibility require significant improvement. The site plan does not clearly demonstrate barrier-free paths of travel, and access to rear parking areas involves long walking distances without weather protection. These elements should be addressed in accordance with Universal Design and AODA principles, and in keeping with OP Section 8.3 – Design for People and Intensification Guidelines Section 3.3.1.3, which emphasize pedestrian connectivity, comfort, and accessibility. If feasible, the property could be divided into 7 lots instead of 8 to allow for improved interconnectivity between parking areas and residential dwellings, consistent with these objectives.
- The current floor plans do not indicate access from the main building into the proposed courtyard. Clarification is required regarding the intended use and access of this amenity space. If the courtyard is intended as a shared common area, direct access from each dwelling unit should be provided to avoid conflicts between neighbouring properties.

APPENDIX D – CONSULTATION

To improve the overall site massing, scale, width, and function, the **Senior Urban Designer and Heritage Planner** recommend one or both of the following.

Should the development proposal be revised to Recommendation A, Recommendation B, or a combination of both, a revised HIA will not be required because the Official Plan policies and Intensification Design Guidelines regarding massing, profile, width, and height would be addressed.

Recommendation	Sketch
<p>A Integrate the second ADUs into the principal building form by raising the main floor to incorporate a partial basement. Remove the two-storey rear ADU townhouse structure. This will thereby:</p> <ul style="list-style-type: none"> ○ reduce visual bulk of the property ○ increase the Landscaped Area ○ create a less structurally intensive lot configuration ○ will be a more appropriate and compatible scale ○ and all while not compromising on the total number of proposed residential units. 	

APPENDIX D – CONSULTATION

	<p>8 TOWNHOUSE UNITS 2 ADUs WITHIN EACH UNIT 24 TOTAL UNITS</p> <p>ADDED STAIRS TO ALLOW ACCESS TO RAISED MAIN LEVEL AND SECOND FLOOR</p> <p>TOWNHOUSE SHIFTED BACK ON SITE TO ALLOW FOR ADDED ENTRANCES ALONG DEVONSHIRE CRT</p> <p>ADDED GRADE LEVEL ENTRANCES TO BASEMENT ADU & SECONDARY EXIT FROM MAIN LEVEL UNIT</p> <p>ACCESSORY STRUCTURES REMOVED TO INCREASE OPEN SPACE YARD</p> <p>DESIGN ALLOWS FOR DIRECT ACCESS TO PARKING ON EACH LOT</p>
<p>B Revise the lot configuration to reduce the number of townhouse lots from 8 to 7 lots and break up the massing. The reduction will:</p> <ul style="list-style-type: none"> allow for more landscaped area allow for the creation of a pedestrian-oriented pathway enhance internal connectivity and accessibility reduce the visual impact of massing, width, and scale of both the main townhouse structure and the rear ADU townhouse structure result in a more harmonious built form in the Walkerville Heritage Area. 	<p>7 TOTAL TOWNHOUSE UNITS 2 ADUs ON EACH LOT 21 TOTAL UNITS</p> <p>SHARED PATHWAYS ADDED BETWEEN TOWNHOME UNITS</p> <p>DESIGN ALLOWS IMPROVES SITE CIRCULATION</p>

APPENDIX D – CONSULTATION

The following HERITAGE PLANNING comments relate directly to the HIA:

City staff are in receipt of the scoped Heritage Impact Assessment (HIA) prepared by MacNaughton Hermsen Britton Clarkson (MHBC), dated September 2025, and submitted as part of the zoning by-law amendment application. Upon review of the submitted materials, Staff have the following comments:

- The HIA states that the property is not within the proposed Walkerville HCD boundary. However, it is within the boundary (on the very southern edge) in Sub-Area 4: Southern Residential. Although the property is considered “non-contributing” due to its current vacant state, any infill development must address the applicable Official Plan policies and Intensification Design Guidelines to ensure compatibility and good fit given the heritage context.
- *4.2 Conformity with Official Plan*
*OP s. 9.3.7.1(e)(i) Respecting the **massing**, profile and character of adjacent buildings;*
*OP s. 9.3.7.1(e)(ii) Approximating the **width** and setback patterns of nearby heritage buildings;*

The response provided in *Table 2.0 – Compliancy with Urban Design Criteria* speaks to the proposed height, cladding materials, façade, and setbacks. **However, the response does not address building massing and building width in respect to nearby heritage buildings or adjacent buildings.**

- *5. Options for Mitigation and Alternatives*
*Demonstrate effort to mitigate impact, **maximizing integrity and compatibility** with heritage resources impacted by provision of description of work and analysis of visual impact of proposal with heritage resources*

Section 1.1 Report Overview of the HIA states that the HIA will provide recommendations that ensure the conservation of heritage resources, the compatibility of the proposal with the surrounding area, and that overall design standards are met. **However, the report does not provide any suggestions or recommendations on how the proposed development could be improved or optimized to be more compatible and meet a higher design standard.**

Again, should the development proposal be revised to Recommendation A, Recommendation B, or a combination of both, a revised HIA addressing the above points will not be required because the Official Plan policies and Intensification Design Guidelines regarding massing, profile, width, and height would be addressed.

Contact: Sophia Di Blasi, Senior Urban Designer, sdiblas@citywindsor.ca

Contact: Tracy Tang, Heritage Planner (A) / Senior Planner – Special Projects, TTang@citywindsor.ca

APPENDIX D – CONSULTATION

CITY OF WINDSOR: PLANNING & DEVELOPMENT SERVICES: ZONING COORDINATOR: STEFAN PAVLICA

Current Zoning: Residential District 1.1 (RD1.1), S.20(1)267 & S.20(1)340

Proposed Zoning: Residential District 2.2 (RD2.2) with a new zoning exception

Existing Use Per Historical Information: Vacant land

Proposed Use: Townhome Dwelling with an additional dwelling unit the main building and an additional dwelling unit in an accessory building; for a total of 24 dwelling units

Section 5 – General Provisions:

- **Accessory Building [5.10]:**
 - **5.10.9 – in any development reserve or residential district: 5.10.9.10 – maximum lot coverage for all accessory buildings:**
Required: 10%; Proposed: 15% Does Not Comply
- **5.99.80: Additional Dwelling Unit / Second Unit:**
 - **5.99.80.1.5.b.7 – maximum gross floor area:**
Required: 100 m2; Provided: 653 m2 Does Not Comply

Section 11.2.5.5: Residential District 2.2 (RD2.2) with new zoning exception:

- **11.2.5.5.1: Lot Width: Minimum:**
Required: 20.0 m; Provided: 52.4 m
- **11.2.5.5.2: Lot Area: Minimum – per *dwelling unit*:**
Required: 24 units at 200 m2 = 4,800 m2; Proposed: 2,149.7 m2
- **11.2.5.5.3: Lot Coverage: Minimum:**
Required: 45%; Proposed: 54.19% Does Not Comply
- **11.2.5.5.4: Main Building Height: Main Building: Maximum**
Required: 9.0 m; Proposed: 7.8 m
- **11.2.5.5.5: Front Yard Depth: Maximum:**
Required: 6.0 m; Proposed: 3.39 m
- **11.2.5.5.6: Rear Yard Depth: Minimum:**
Required: 7.50 m; Proposed: 19.75 m
- **11.2.5.5.7: Side Yard Depth: Minimum:**
Required: 1.20 m; Proposed: 1.24 m

Zoning Exceptions:

- **S.20(1)340.3.b): Lot Area: Minimum:**
Required: 2,152.0 m2; Provided: 2,149.7 m2 Does Not Comply

APPENDIX D – CONSULTATION

- **S.20(1)340.3.e).3: Building Setback – From the midpoint of the 20ft radius of Lot 87 RP 684: does not comply**

Required: 1.89 m; Proposed: 1.66 m Does Not Comply

Section 24: Parking, Loading, and Stacking Provisions:

- 24.22.1.1: Required Number of Visitor Parking Spaces: does not comply

Required: 2; Provided: 0 Does Not Comply

Section 25: Parking Area Regulations:

- Construction and Maintenance of Parking Area:
 - 25.5.10.3: A curb shall bound the perimeter of a parking area and shall separate a landscaped open space yard, landscaped open space island or parking area separation from the parking area.
- 25.5.20.1.5: Parking Area Separation from a building wall in which is located a main pedestrian entrance facing the parking area:

Required: 2.00; Proposed: 0.92m Does Not Comply

CITY OF WINDSOR: RIGHT-OF-WAY: MARK SCHAFFHAUSER

Required Drawing Revisions:

1. **Sewer Connections** – All existing / proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
 - Modify drawings to include all sewer connections and water services.
 - Due to the age of the existing municipal sewer abutting the subject lands, the proposed development will require a local sewer installed on private property for individual service connections. An easement and a reciprocal servicing agreement will be required for this local sewer. Any existing private drain connection that becomes redundant shall be abandoned as per City of Windsor Engineering Best Practice B.P.1.3.3.
2. **Encroachment Agreement** – There is an existing chain-link fence encroaching into the right-of-way, which requires either removal or an encroachment agreement to legalize said items.
 - Modify drawings to remove encroaching items or identify that an encroachment agreement with the City of Windsor will be required for the chain-link fence.
3. **Alley Paving** – Proposal includes access off existing alley.
 - Modify drawings to include alley paving in proposal
4. **Proper Agreement for Services** – If any portion of the connections will be shared with the adjacent property, said items must be identified on the drawing.
 - Modify drawings to identify shared services with adjacent property.

APPENDIX D – CONSULTATION

General Provisions: Required prior to Building Permit Application:

All General Provisions not listed below shall be included in the Site Plan Control agreement; however, are not required prior to submission of a Building permit application or permit issuance.

Item	General Provision	Prior to Building Application
G-14	Driveway Approaches	
G-15 (1)	Street Opening Permits	X
G-15 (2)	Site Servicing Drawings	X
G-28	Video Inspection	X

Special Provisions: To be included in Site Plan Control Agreement

The following special provisions will be required prior to submitting a building permit application:

Site Plan Control Agreement – The applicant enter into an agreement with the City of Windsor for all requirements under the General Provisions of the Site Plan Control Agreement for the Engineering Department.

Alley Paving – The owner shall agree to place concrete in the alley abutting the subject lands including any drainage works required to insure positive drainage, at their entire expense. The minimum acceptable cross-section will be 150 mm Granular “A” and 150 mm concrete in accordance with Standard Engineering Drawings AS-201, Concrete Alley Paving, and Standard City of Windsor Specifications, Concrete Pavement and Concrete Base (S-7). Any excavated areas must be in accordance with Standard City of Windsor Specification S-29. The geometrics of the pavement shall comply with City of Windsor Standard Drawing AS-201. All work shall include the full restoration of affected highway and boulevard areas, and compliance with all pre-construction, base, and final inspection and testing requirements as outlined by the City Engineer. All work shall be to the satisfaction of the City Engineer.

Encroachment Agreement – The owner agrees to submit application for and execute an agreement with the Corporation for the proposed encroachments into the right-of-way (i.e. fence encroachment) to the satisfaction of the City Engineer.

Reciprocal Access & Services – The owner agrees to enter into a reciprocal agreement with the abutting property owners for access and services to the local sewer.

Contact: Lea Marshall, lmarshall@citywindsor.ca

APPENDIX D – CONSULTATION

CITY OF WINDSOR: TRANSIT WINDSOR: JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Ottawa 4. The Ottawa 4 has an existing weekday peak frequency of 20 minutes. The Ottawa 4 will be replaced by a new secondary route known as Route 200 as part of Transit Windsor's City Council approved 2023 service plan. Route 200 will be implemented in conjunction with the completion of Transit Windsor's new east end terminal. This is estimated to be completed sometime in 2026. Route 200 will have a peak weekday frequency of 30 minutes. The closest existing bus stop to this property is located on Ottawa at Kildare northeast corner. This bus stop is approximately 80 metres from this property falling within Transit Windsor's walking distance guidelines of 400 metres to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

CITY OF WINDSOR: TRANSPORTATION PLANNING: ELARA MEHRILLOU

- **Land Conveyance:** Not Applicable.
- **Corner Cut-Off:** Not Applicable.
- **Sidewalk:** Not Applicable.
- **Parking:** Please be advised that the requirements for parking area regulations, including the number of regular, accessible, loading, and bicycle parking spaces, are detailed in the City of Windsor's Zoning By-law 8600. These requirements are reviewed by the Planning Department and must be met for approval.

In cases where any of these parking requirements are not met, Transportation Planning will require a formal justification. This may include, but is not limited to, a parking study, turning movement analysis, or turning radius template overlays. This documentation is necessary to consider any deviation from the by-law's standards.

- **Transportation Impact Study:** Not Applicable.
- **Access:** All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- **Exterior Path:** All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).
- **Other Comments:** Not Applicable.

Contact: Ellie MehriLou, EMehrilou@citywindsor.ca.

ENWIN: HYDRO ENGINEERING: Jeremy Allossery

No objection provided adequate clearances are achieved and maintained. Take note of ENWIN owned poles running along the southern edge of the property carrying overhead secondary and communication conductors. Please refer to the Ontario Building Code for adequate clearance requirements. We also recommend referring to the Occupational Health & Safety Act for the minimum safe limits of approach during construction.

ENWIN: WATER ENGINEERING: Bruce Ogg

ENWIN Water has no objections. There are 3 – 25mm water services that would need to be upgraded to accommodate the proposed development.



Council Report: S 137/2025

Subject: Zoning By-law Amendment Application for 3025 Rivard Avenue, Z-032/25 [ZNG-7337], Ward 8

Reference:

Date to Council: January 5, 2026
Author: Brian Nagata, MCIP, RPP
Planner III - Development (A)
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: November 27, 2025
Clerk's File #: Z/15057

To: Mayor and Members of City Council

Recommendation:

- I. THAT Zoning By-law 8600 **BE AMENDED** by adding the following zoning exception to Section 91.10:
16. **WEST SIDE OF RIVARD AVENUE BETWEEN GRAND BOULEVARD AND QUEEN ELIZABETH DRIVE**

For the lands comprising of Part of Block E, Plan 1636, Parts 1 & 2, Plan 12R-17820, Part 1, Plan 12R-21843 (PIN 01378-0475 LT & 01378-0476 LT), the following additional provisions shall apply:

- a) A *Stacked Dwelling* shall be an additional permitted *main use*.
- b) Notwithstanding clause .10 of Table 5.30.10, the *maximum* encroachment of a balcony into a *required side yard* shall be 1.63 m.
- c) Notwithstanding clause .60 of Table 5.30.10, the *minimum* separation of a *porch* from a *side lot line* shall be 3.80 m.
- d) *Building Height: Main Building: maximum 9.0 m*
- e) *Side Yard Width: minimum:*
 1. From the north *side lot line*: 1.80 m
 2. From the south *side lot line*: 5.40 m
- f) Notwithstanding Table 24.20.5.1, the *minimum* number of required *parking spaces* for a *Multiple Dwelling* shall be 9.
- g) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from Rivard Avenue, save and except that portion within 0.30 m of an *access area*.

- h) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from the north *lot line*.
- i) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from the south *lot line*.
- j) A *main building* wall facing Rivard Avenue shall have at least one main pedestrian entrance.

[ZDM 11; ZNG/7337]

- II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Part of Block E, Plan 1636, Parts 1 & 2, Plan 12R-17820, Part 1, Plan 12R-21843 (PIN 01378-0475 LT & 01378-0476 LT), situated on the west side of Rivard Avenue between Grand Boulevard and Queen Elizabeth Drive, from RD1.1 to RD3.1x(16).

Executive Summary:

N/A

Background:

Application Information:

Location: 3025 Rivard Avenue
(Part of Block E, Plan 1636, Parts 1 & 2, Plan 12R-17820, Part 1, Plan 12R-21843; Roll No. 070-440-00107; P.I.N. No. 01378-0475 LT & P.I.N. No. 01378-0476 LT)

Ward: 8

Planning District: Fountainbleu

Zoning District Map: 11

Owner: Raymax Construction Ltd.

Applicant: Raymax Construction Ltd. (Tony Azar)

Authorized Agent: Pillon Abbs Inc. (Tracey Pillon-Abbs)

Proposal:

The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning for the lands located on the west side of Rivard Avenue between Grand Boulevard and Queen Elizabeth Drive, known municipally as 3025 Rivard Avenue (the "Subject Property"), from Residential District 1.1 (RD1.1) to Residential District 3.1 (RD3.1) with a zoning exception to allow for the construction of a two-storey, eight-unit Multiple Dwelling with a nine-space parking area.

The zoning exception is requested to reduce the minimum side yard width, separation of a porch from a side lot line and number of required parking spaces, and to increase the maximum encroachment of a balcony into a required side yard.

The Planning Department has made the determination that the building shown on the Conceptual Plans meets definition of a Stacked Dwelling, as defined under Zoning By-law 8600 (refer to definition below). In this case, the provision of exterior access to all dwelling units versus access from an interior common corridor is the factor that defines the proposed residential building as a Stacked Dwelling versus a Multiple Dwelling.

STACKED DWELLING means a dwelling consisting of a row of three or more dwelling units having one or more dwelling units located above them, **with all dwelling units having individual exterior entrances**. A double-duplex dwelling, semi-detached dwelling, or townhome dwelling is not a stacked dwelling.

The requested RD3.1 zoning permits a Multiple Dwelling should the applicant choose to change the proposed building layout.

Submitted Information: Conceptual Plans (See Appendix A), Deed, Functional Servicing Report, Parking Study, Planning Rationale Report, Stage 1-2 Archaeological Assessment with MCM Letter, Topographic Survey and Zoning By-law Amendment Application Form

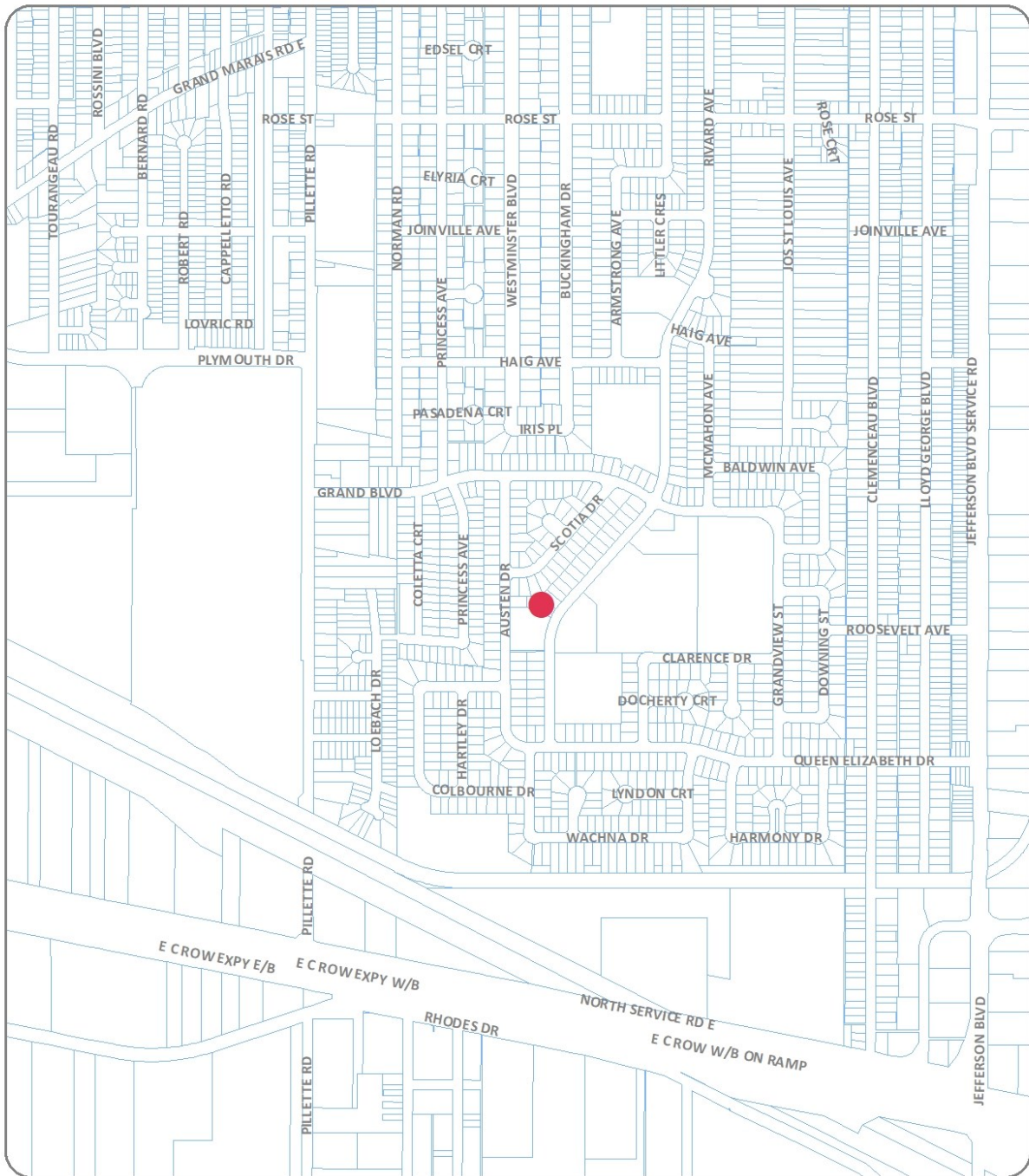
All submitted information (save and except for the Deed) can be found on the City's [Current Development Applications webpage](#) referencing the file number and municipal address.

Site Information:

Official Plan	Zoning	Current Use	Previous Use
Residential	Residential District 1.1 (RD1.1)	Vacant Land	Agricultural
Lot Frontage	Lot Depth	Lot Area	Lot Shape
20.4 m	Irregular	1,511.8 m ²	Irregular
<i>All measurements are based on Reference Plans 12R-17820 & 12R-21843</i>			

The Subject Property is a vacant parcel of land maintained as landscaped open space.

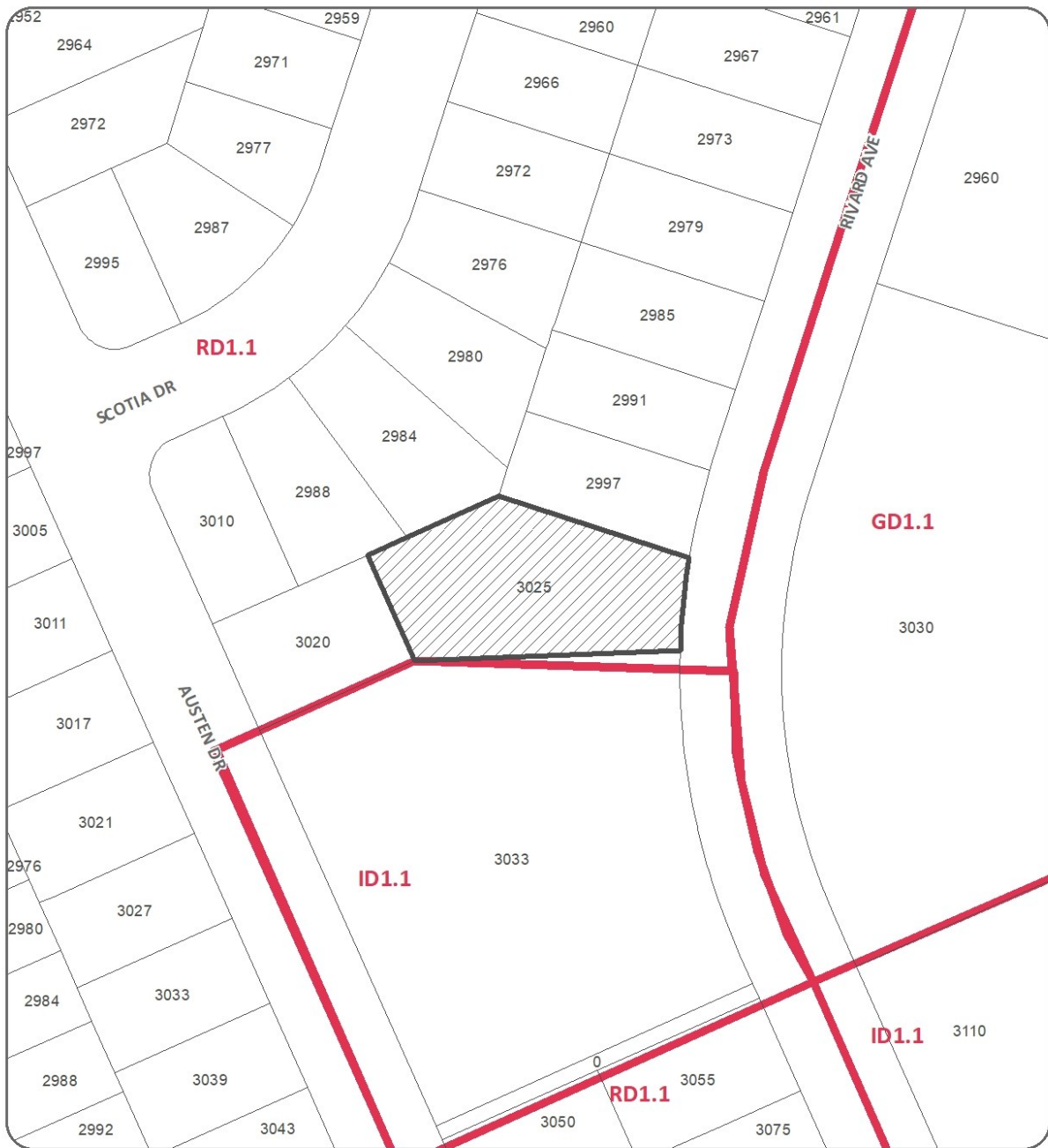
The Subject Property was created from 3033 Rivard Avenue by Consent File No. B-138/00 and Consent File No. B-018/25 (subsequent lot addition).



KEY MAP - Z-032/25, ZNG/7337



● SUBJECT LANDS



PART OF ZONING DISTRICT MAP 11

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Raymax Construction Ltd.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : OCTOBER, 2025
FILE NO. : Z-032/25, ZNG/7337



NEIGHBOURHOOD MAP - Z-032/25, ZNG/7337



SUBJECT LANDS

Neighbourhood Characteristics:

The subject property is located within the southeastern part of the Fountainbleu neighbourhood. The Fountainbleu neighbourhood constitutes the area north of the Canadian National Railway Company and Canadian Pacific Railway rail corridors, east of the former railway corridor that traversed the Chrysler Windsor Assembly Plant, south of Tecumseh Road East and west of Jefferson Boulevard.

Surrounding Land Uses:

North:

- Low Profile Housing
- Thurston Park
- W.F. Herman Academy - Secondary School
- William G. Davis Public School

East:

- Fontainebleau Park
- Windsor Public Library - Fontainebleau Branch

South:

- Ambassador Community Church
- Low Profile Housing
- Shawnee Park
- W. J. Langlois Catholic School

West:

- Coletta Park
- Low Profile Housing

Municipal Infrastructure:

- Rivard Avenue is classified as a Class II Collector Road, which has a two-lane cross section with curbs and gutters, sidewalks on the east side and streetlights on the west side.
- Sanitary sewer, storm sewer and watermain are located within the Rivard Avenue right-of-way.

Discussion:

The defined role of the Provincial Planning Statement, 2024 (the “PPS”) is to provide *“policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario’s policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.”*

The following policies of the PPS are considered relevant in discussing provincial interests related to this amendment:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

2.1 Planning for People and Homes

Policy 2.1.6 states:

Planning authorities should support the achievement of complete communities by:

a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, longterm care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;

1. This amendment will allow for the construction of an eight-unit Stacked Dwelling, further diversifying the range and mix of housing options available to meet the long-term needs of the Fountainbleu neighbourhood.

b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and

1. Compliance with the Barrier-Free Design requirements of the *Ontario Building Code* and accessibility requirements under *Ontario Regulation 191/11 Integrated Accessibility Standards to the Accessibility for Ontarians with Disabilities Act, 2005* will be addressed through the Building Permit application process.

2.2 Housing

Policy 2.2.1 states:

*Planning authorities **shall** provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:*

b) permitting and facilitating:

1. *all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and*

- i. This amendment will allow for another housing option to meet the economic requirements of current and future residents who wish to live or remain within the Fountainbleu neighbourhood.

2. *all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g.,*

shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;

- i. This amendment in conjunction with the Consents that created the Subject Property will allow for the development of an underutilized institutional site.
 - ii. The proposed development will result in a net increase in residential units.
- c) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and*
1. This amendment will allow for a housing option that efficiently uses the Subject Property, available municipal electrical, sanitary, storm and water services and nearby public service facilities.
 2. This amendment will allow for new housing that supports the use of existing active transportation infrastructure, being located adjacent to signed bike lanes on Rivard Avenue.
 3. These factors avoid unnecessary land consumption.
- d) *requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.*
1. This amendment will allow for a transit-supportive development through residential intensification within walking distance of northbound and southbound transit stops for the Ottawa 4 bus route (approximately 50.0 metres and 75.0 metres respectively).

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

Policy 2.3.1.1 states:

*Settlement areas **shall** be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.*

- The Subject Property is located within a Settlement area.

One or more of the responses provided to the policies of PPS Chapter 2 and/or the Official Plan referenced herein also speak to the following relevant PPS Policies:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities	
2.3 Settlement Areas and Settlement Area Boundary Expansions	
2.3.1 General Policies for Settlement Areas	
Policy 2.3.1.2 (<i>Land use patterns within settlement areas should be based on densities and a mix of land uses which:</i>)	Sub Policies a) (<i>efficiently use land and resources</i>), b) (<i>optimize existing and planned infrastructure and public service facilities</i>), c) (<i>support active transportation</i>), d) (<i>are transit-supportive, as appropriate</i>)
Policy 2.3.1.3 (<i>Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options ...</i>)	
2.9 Energy Conservation, Air Quality and Climate Change	
Policy 2.9.1 (<i>Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:</i>)	Sub Policy a) (<i>support the achievement of compact, transit-supportive, and complete communities</i>)
Chapter 3: Infrastructure and Facilities	
3.6 Sewage, Water and Stormwater	
Policy 3.6.2 (<i>Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems</i>)	

Official Plan

Relevant excerpts from Volume I of the Official Plan are attached as Appendix C. The following policies from these excerpts are considered relevant in discussing this amendment's conformity with the Official Plan.

Table 1 - Volume I Schedules

Schedule	Designation
Schedule A - Planning Districts & Policy Areas	Fountainbleu
Schedule A-1 - Special Policy Areas	N/A
Schedule B - Greenway System	Proposed Recreationway (Rivard Avenue)
Schedule C - Development Constraints	N/A
Schedule C-1 - Archaeological Potential	Archaeological Potential Zone
Schedule D - Land Use	Residential
Schedule E - City Centre Planning District	N/A
Schedule F - Roads & Bikeways	Class II Collector Road (Rivard Avenue)
Schedule F-1 - Railways	N/A
Schedule G - Civic Image	N/A
Schedule H - Baseplan Development Phasing	N/A
Schedule J - Urban Structure Plan	N/A
Schedule K - Source Water Protection Areas	N/A

Volume I

Chapter 3 - Development Strategy

This amendment complies with the following applicable key policy direction for managing growth consistent with the Vision of the City of Windsor Community Strategic Plan.

3.2 - Growth Concept

3.2.1 - Safe, Caring and Diverse Communities

Encouraging a range of housing types will ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives. Residents will have a voice in how this new housing fits within their neighbourhood. As the city grows, more housing opportunities will mean less sprawl onto agricultural and natural lands (Policy 3.2.1.2).

Chapter 6 - Land Use:

6.1 Goals

This amendment complies with the following applicable land use goals:

- *Safe, caring and diverse neighbourhoods.* (Goal 6.1.1)
- *Housing suited to the needs of Windsor's residents.* (Goal 6.1.3)
- *To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available.* (Goal 6.1.14)

6.3 Residential

6.3.1 Objectives

The amendment complies with the following applicable Residential land use objectives:

- *To support a complementary range of housing forms and tenures in all neighbourhoods.* (Objective 6.3.1.1)
- *To promote compact neighbourhoods which encourage a balanced transportation system.* (Objective 6.3.1.2)
- *To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan.* (Objective 6.3.1.3)

6.3.2 Policies

Permitted Uses

Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. (Policy 6.3.2.1)

- An eight-unit Stacked Dwelling classifies as a small-scale Low-Profile dwelling.
- The Planning Department is recommending that the zoning exception include a provision adding a Stacked Dwelling as an additional permitted main use under the RD3.1 zoning.

Locational Criteria

Residential intensification shall be directed to the Mixed-Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas.

New residential development and intensification shall be located where: (Policy 6.3.2.4)

- (a) *There is access to a collector or arterial road;*
 - The subject property is located on Rivard Avenue, a Class II Collector Road.

- *(b) Full municipal physical services can be provided;*
 - Refer to the response provided to PPS Policy 2.2.1.c) herein.
- *(c) Adequate community services and open spaces are available or are planned; and*
 - Refer to the response provided to PPS Policy 2.2.1.c) and the Surrounding Land Uses section herein.
- *(d) Public transportation service can be provided.*
 - Refer to the response provided to PPS Policy 2.2.1.d) herein.

Evaluation Criteria for a Neighbourhood Development Pattern

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is: (Policy 6.3.2.5)

- *(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*
 - *(iv) where traffic generation and distribution is a provincial or municipal concern; and*
 - The Transportation Planning Department did not identify any concerns with traffic generation and distribution.
- *(c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas.*

Characteristic	Commentary
Scale	<ul style="list-style-type: none"> - The RD1.1 zoning has a maximum gross floor area provision for a main building of 400 m². - The RD1.1 zoning has a maximum lot coverage provision of 45.0%, whereas the RD3.1 zoning has a maximum lot coverage of 35.0%. - The scale and massing of the proposed Stacked Dwelling fall between the small-scale, Low-Profile dwellings to the north and west and the larger-scale institutional buildings to the south and east, serving as a good transition.
Massing	- Refer to Commentary to Scale above
Height	<ul style="list-style-type: none"> - The RD1.1 zoning permits a maximum main building height of 9.0 metres. - The applicant indicated in the Planning Rationale Report (PRR) that the main building height is proposed to be 7.53 metres.

	<ul style="list-style-type: none"> - The Planning Department is recommending that the zoning exception include a provision limiting the maximum main building height to 9.0 metres in lieu of the 10.0 metres permitted under the RD3.1 zoning for an interior lot.
Siting	<ul style="list-style-type: none"> - Refer to Commentary to Setbacks below
Orientation	<ul style="list-style-type: none"> - The Stacked Dwelling is proposed to be oriented south towards Ambassador Community Church. - The dwellings within the neighbourhood on interior lots are oriented towards their respective street. - The Subject Property's irregular lot configuration, in conjunction with its location on a curved portion of Rivard Avenue next to Ambassador Community Church's parking area, makes the proposed atypical orientation the preferred choice for achieving the best building design for the following reasons: <ul style="list-style-type: none"> • The predominant street view of the Stacked Dwelling will be southeast from Rivard Avenue and southwest from Austin Drive. • An orientation towards Rivard Avenue will result in the side of the Stacked Dwelling being the predominant street view. - Notwithstanding, the Planning Department is recommending that the zoning exception include a provision requiring a main building wall facing Rivard Avenue to have at least one main pedestrian entrance. <ul style="list-style-type: none"> • This is to ensure that the limited street view of this façade is not dominated by a blank wall.
Setbacks	<ul style="list-style-type: none"> - The RD1.1 and RD3.1 zoning districts have the same minimum front yard and rear yard depth provisions. - The applicant is requesting a reduction in the minimum side yard width provision from 6.0 metres to 1.83 metres for the north side lot line and 5.42 metres for the south side lot line, which exceeds the 1.20 metre minimum side yard width provision under the RD1.1 zoning. <p>The larger minimum side yard width provision of the RD3.1 zoning is intended for high profile, large scale form Multiple Dwellings.</p> <ul style="list-style-type: none"> - The applicant is requesting an increase in the maximum encroachment of a balcony into the required south side yard and a reduction in the minimum separation for a porch from the south side lot line. <ul style="list-style-type: none"> • Clause .10 of Table 5.30.10 of Zoning By-law 8600 permits a balcony a maximum encroachment of 25% of the required side yard width into a required side yard.

	<ul style="list-style-type: none"> ○ Under the RD1.1 zoning this results in a maximum encroachment of 0.30 metres into a required side yard and a minimum separation of 0.90 metres from the corresponding side lot line. ○ The requested minimum side yard width from the south side lot line results in a maximum encroachment of 1.36 metres into the south required side yard and a separation of 4.06 metres from the south side lot line. ○ The applicant is requesting a maximum encroachment of 1.63 metres into the south required side yard and a separation of 3.79 metres from the south side lot line. • Clause .60 of Table 5.30.10 of Zoning By-law 8600 requires a porch to have a minimum separation from a side lot line equal to the minimum side yard width required by the zoning district. <ul style="list-style-type: none"> ○ Under the RD1.1 zoning this results in a minimum separation of 1.20 metres from a side lot line. ○ The requested minimum side yard width from the south side lot line results in a minimum separation of 5.42 metres for a porch from the south side lot line. ○ The applicant is requesting that the minimum separation be reduced to 3.82 metres. ○ It should be clarified that the porch is the patio area under the second floor balconies. • The applicant's requests apply to the south façade of the Stacked Dwelling, which faces Ambassador Community Church. • The applicant's requests will have no impact on the Single Unit Dwellings located north and west of the Subject Property.
Parking	<ul style="list-style-type: none"> - Parking is proposed to be located in front of the Stacked Dwelling - The placement of parking to the side or rear of a lot is encouraged under the <i>City of Windsor Intensification Guidelines</i>, however, the irregular lot configuration of the Subject Property makes achieving this impractical. - The Planning Department is recommending that the zoning exception include a provision requiring a 1.20-metre-high ornamental screening fence to span the length of the parking area separation abutting Rivard Avenue, save and except that portion within 0.30 metres of an access area.

	<ul style="list-style-type: none"> - The Planning Department is recommending that the zoning exception include a provision requiring that an ornamental <i>screening fence</i> having a height of 1.20 m shall span the length of a parking area separation from the north <i>lot line</i>. - The Planning Department is also recommending that the zoning exception include a provision requiring that an ornamental <i>screening fence</i> having a height of 1.20 m shall span the length of a parking area separation from the south <i>lot line</i>. • Screening and partial screening of parking areas from abutting residents and street view respectively is encouraged under the <i>City of Windsor Intensification Guidelines</i> and Urban Design Chapter of the Official Plan. • The partial screening of the parking area from the street view will maintain the residential character of the neighbourhood, while still permitting views for orientation and safety.
Amenity Areas	<ul style="list-style-type: none"> - The retention of the minimum front yard depth and rear yard depth provisions consistent with the RD1.1 zoning, in conjunction with the requested minimum side yard width provisions and recommended enhanced landscaping for the parking area will ensure that the arrangement of amenity areas remains consistent with the surrounding neighbourhood.

- In summary, this amendment will allow for a development that is compatible with the surrounding neighbourhood.
- *(d) provided with adequate off street parking;*
 - The applicant submitted a Parking Study, prepared by R.C. Spencer Associates Inc., dated July, 2025, in support of their requested reduction in required parking spaces from ten to nine.
 - The Transportation Planning Department, via Liaison dated August 25, 2025, confirmed that they do not object to the requested reduction.
 - If the applicant chooses to proceed with a Stacked Dwelling, there will be no deficiency as the associated parking rate is one space per dwelling unit.
- *(e) capable of being provided with full municipal physical services and emergency services; and*
 - Refer to the response provided to PPS Policy 2.2.1.c) herein for details on the municipal physical services available to the subject property.
 - The subject property is served by Essex-Windsor EMS, Windsor Fire & Rescue Services (Fire Hall No. 2) & Windsor Police Service.

Chapter 8 - Urban Design:

8.11 Streetscape

8.11.2 Policies

Partial Screening of Parking Lots

Council will encourage the partial screening of surface parking lots through the use of low fences, walls, berms and other landscape elements, and through the location of lots away from street view, while still permitting views for orientation and safety (Policy 8.11.2.19)

- Refer to the responses provided to Official Plan Policies 6.3.2.5 (c).

Location of Surface Parking Lots

Council will encourage parking lots that avoid large expanses fronting the road. (Policy 8.11.2.21)

- Refer to the responses provided to Official Plan Policies 6.3.2.5 (c).

Front Yard Parking for Low Profile Housing

Council will limit the construction of parking spaces in the required front yards of dwellings, in order to protect the aesthetic character of older residential neighbourhoods, ensure the availability of on-street public parking, ensure unhampered pedestrian movement within the public right-of-way and prevent harm to boulevard trees.. (Policy 8.11.2.22)

- The parking area will be located outside of the required front yard.

Chapter 9 - Heritage Conservation:

9.3 Policies

9.3.7 Heritage Resources and Planning Initiatives

Archaeological Assessment

Council will integrate heritage conservation into the development and infrastructure approval process by: (Policy 9.3.7.1)

- *(a) An archaeological assessment is required as part of a complete application for all development or site alteration application, including municipal projects, if it is determined using the archaeological management plan potential mapping that any part of a potential development area possesses archaeological potential or known archaeological resources as set out in Schedule C-1 Archaeological Potential...*

- A Stage 1 & 2 Archaeological Assessment, by AMICK Consultants Limited, dated July 7, 2025, was completed for the Subject Property and entered into the Ontario Public Register of Archaeological Reports with the Ministry of Citizenship and Multiculturalism.
- The Stage 1 & 2 Archaeological Assessment has been deemed acceptable by Heritage Planning, via email dated October 3, 2025.

Chapter 11 - Tools:

Land use compatibility throughout Windsor is an implementation goal to be achieved when administering a planning tool under this Chapter. Compatibility between land uses is also an objective of the Zoning By-law Amendment planning tool (Policy 11.6.1.2).

- Land use compatibility was considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Policy 11.6.3.3 states:

- *When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:*
 - *(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;*
 - *(b) Relevant support studies;*
 - *(c) The comments and recommendations from municipal staff and circularized agencies;*
 - *(d) Relevant provincial legislation, policies and appropriate guidelines; and*
 - *(e) The ramifications of the decision on the use of adjacent or similar lands.*
- This amendment is not anticipated to have any ramifications on the use of adjacent or similar lands.

The aforesaid matters were considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Zoning By-Law

Relevant excerpts from Zoning By-law 8600 are *attached* as Appendix D.

The subject property is within a RD1.1 zone of Zoning By-law 8600, which does not permit a Stacked Dwelling use.

The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning to a RD3.1 zone with a zoning exception to allow for the construction of a two-storey, eight-unit Multiple Dwelling with a front yard parking area.

The zoning exception is requested to reduce the minimum side yard width from 6.0 metres to 1.83 metres and 5.42 metres from the north and south side lot lines respectively, minimum separation for a porch from the south side lot line from 5.42 metres to 3.82 metres and minimum number of required parking spaces from ten to nine, and to increase the maximum encroachment for a balcony into a required side yard from 1.36 metres to 1.63 metres.

The applicant has submitted a Planning Rationale Report (PRR) in support of the requested amendment. The PRR has been considered and is supported in this report in conjunction with the provisions being recommended by the Planning Department herein.

No other zoning deficiencies have been identified or supported.

A draft amending by-law is attached as Appendix F. Subsection 24 (1) of the *Planning Act*, R.S.O. 1990, c. P.13., prohibits a by-law from being passed that does not conform with the Official Plan. As discussed through the Official Plan section herein, the proposed amendment conforms to the applicable policies of the Official Plan.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

Residential intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods while using currently available infrastructure such as sewers, sidewalks, and public transit helps to mitigate development impact.

Situating development in areas with access to active transportation and transit increases the likelihood of residents utilizing various non-vehicular means of utilitarian transportation which collectively reduced the amount of greenhouse gas emissions within the City of Windsor.

Climate Change Adaptation:

The new building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The site would also be required to incorporate storm water management best practices.

Financial Matters:

N/A

Consultations:

Comments received from City Departments, external agencies and members of the public on this application were taken into consideration when preparing this report. A record of the comments is included as Appendix E herein.

There are no objections to the proposed amendment.

The applicant hosted an in-person public open house on June 4, 2025, at Ambassador Community Church (3033 Rivard Avenue). Notice of the open house was issued to owners of properties within 200.0 metres of the subject property. The open house was attended by ten residents and Ward 8 Councillor Gary Kaschak. Comments from residents were also received by phone and email.

Section 3.2 of the PRR summarizes the comments and questions and includes corresponding responses.

Comments received were taken into consideration when preparing this report.

Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and residents within 200 metres of the subject property.

Conclusion:

The Planning Act requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, "shall be consistent with" the PPS. The recommended zoning amendment has been evaluated for consistency with the PPS and conformity with the policies of the City of Windsor Official Plan.

The recommended Zoning By-law amendment is consistent with the PPS, conforms to the policy direction of the City of Windsor Official Plan, is compatible with existing and permitted uses in the surrounding neighbourhood and constitutes good planning.

Planning Act Matters:

Brian Nagata, MCIP, RPP

Planner III - Development (A)

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP

Deputy City Planner - Development

Neil Robertson, MCIP, RPP

City Planner

I am not a Registered Professional Planner and have reviewed as a Corporate Team Leader

JP

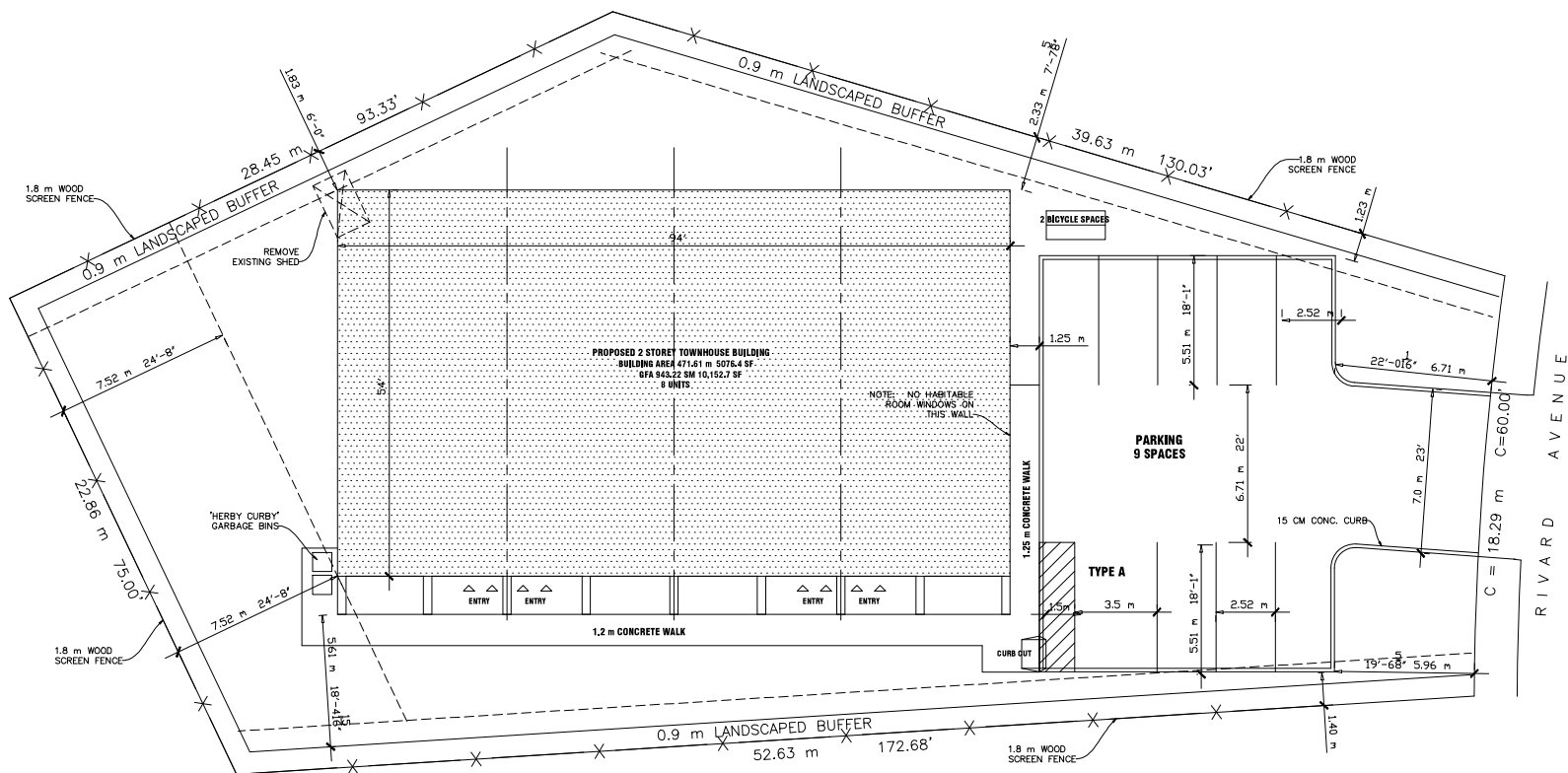
RM

Approvals:

Name	Title
Brian Nagata	Planner III - Development (A)
Greg Atkinson	Deputy City Planner - Development
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Appendices:

- 1 Appendix A - Conceptual Plans
- 2 Appendix B - Site Images
- 3 Appendix C - Excerpts from Official Plan Volume I
- 4 Appendix D - Excerpts from Zoning By-law 8600
- 5 Appendix E - Consultations
- 6 Appendix F - Draft Amending By-law



NOTE: ALL LIGHTING SHALL BE FULL CUT-OFF TYPE

ZONING DATA
 MULTI-RESIDENTIAL
 ZONING
 EXISTING USER ON SITE

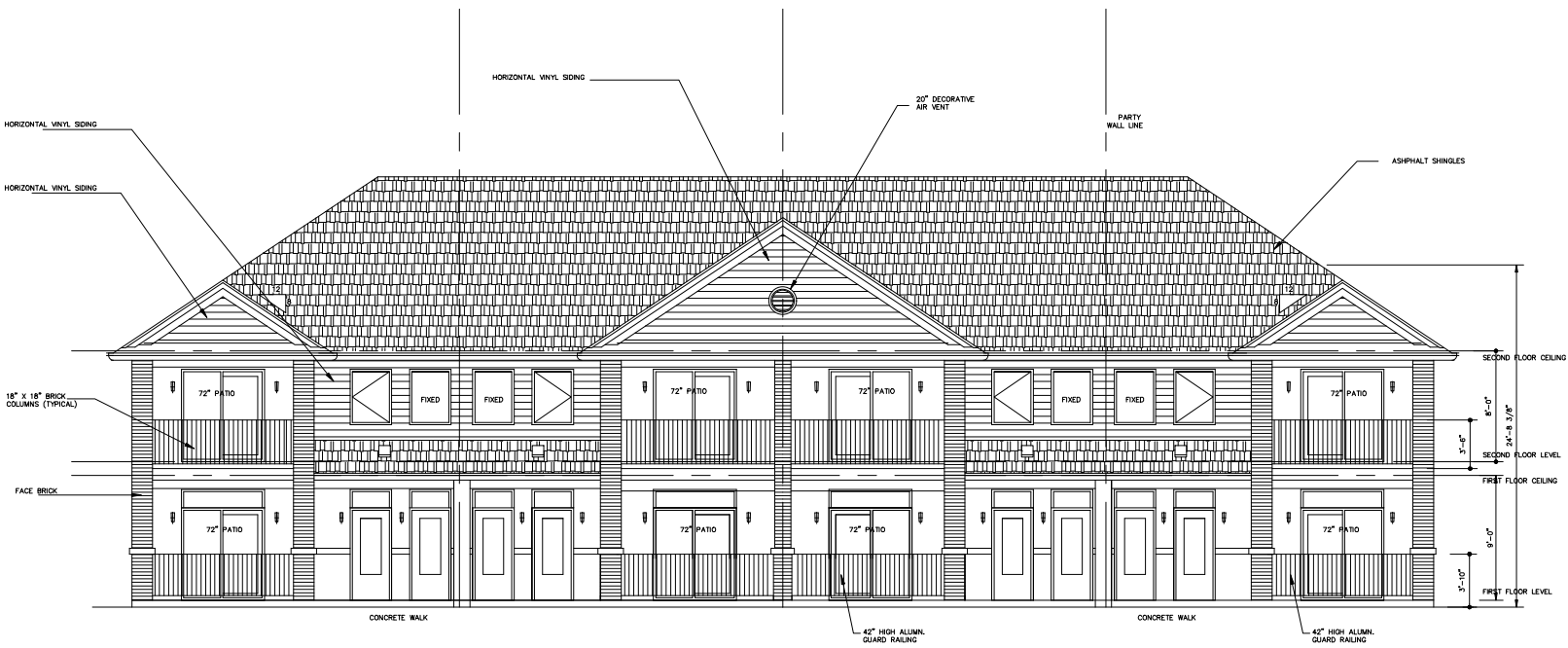
VACANT

ITEM	REQUIRED/ALLOWED	PROPOSED/PROVIDED
LOT FRONTAGE	-	16.29 m
BUILDING AREA	-	471.61 m
LOT AREA	-	1495.94 m
REAR YARD	-	7.50m (24'-4 1/2")
BUILDING HEIGHT	-	2.50 m (12 STOREYS)
BUILDING COVERAGE	-	516.15 m
LOT COVERAGE	-	84.70 %
SIDE YARD	-	1.93 m
LOADING SPACES	NOT REQUIRED	N/A
PARKING SPACES	10 SPACES	9 SPACES
ACCESSIBLE SPACES	1 SPACE	1 SPACE
BICYCLE SPACES	0	2

CONCEPT SITE PLAN - E

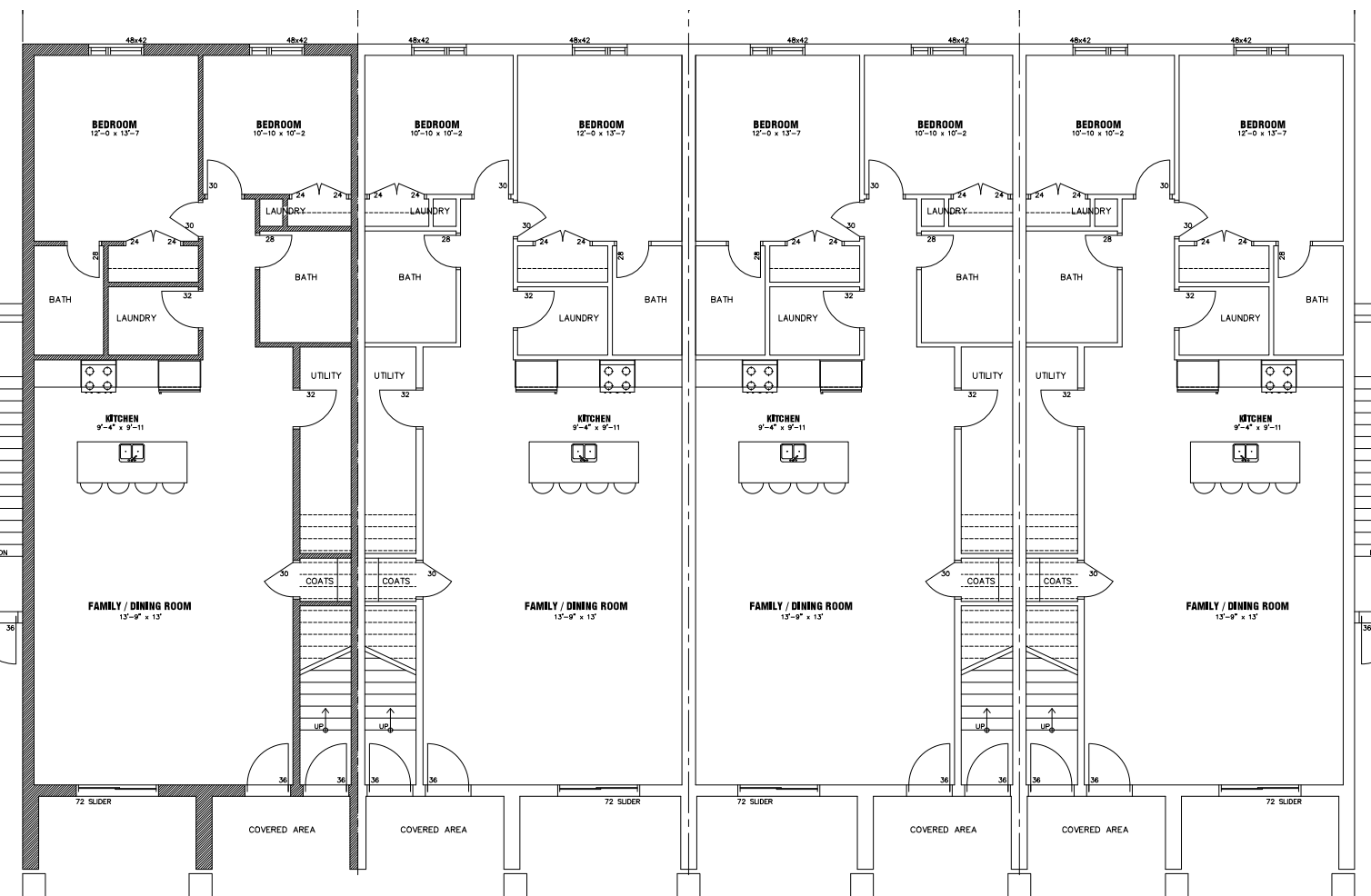
RIVARD 8 UNIT TOWNHOUSE DEVELOPMENT
 3025 RIVARD AVENUE

JULY 7, 2025



FRONT ELEVATION
RIVARD TOWNHOUSE

JULY 7, 2025



TYPICAL MAIN FLOOR PLAN

TYPICAL UNIT AREA 1183 SF

APPENDIX “B”
Site Photos
(Google Street View - July 2025)



Figure 1 - Looking west towards subject property from Rivard Ave (2997 Rivard Ave on right)



Figure 2 - Looking northwest towards subject property from Rivard Ave



Figure 3 - Looking northeast towards subject property from Austen Dr (Ambassador Community Church on right)

APPENDIX “C” Excerpts from Official Plan

3 Development Strategy

3.2 Growth Concept

3.2.1 Safe, Caring and Diverse Community

*NEIGHBOURHOOD
HOUSING VARIETY*

3.2.1.2 Encouraging a range of housing types will ensure that people have an opportunity to live in their neighbourhoods as they pass through the various stages of their lives. Residents will have a voice in how this new housing fits within their neighbourhood. As the city grows, more housing opportunities will mean less sprawl onto agricultural and natural lands.

6. Land Use

6.1 Goals

In keeping with the Strategic Directions, Council’s land use goals are to achieve:

<i>NEIGHBOURHOODS</i>	6.1.1	Safe, caring and diverse neighbourhoods.
<i>RESIDENTIAL</i>	6.1.3	Housing suited to the needs of Windsor’s residents.
<i>RESIDENTIAL INTENSIFICATION</i>	6.1.14	To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available. (added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)

6.3 Residential

The lands designated as “Residential” on Schedule D: Land Use provide the main locations for housing in Windsor outside of the City Centre Planning District. In order to develop safe, caring and diverse neighbourhoods, opportunities for a broad range of housing types and complementary services and amenities are provided.

The following objectives and policies establish the framework for development decisions in Residential areas.

6.3.1 Objectives

<i>RANGE OF FORMS & TENURES</i>	6.3.1.1	To support a complementary range of housing forms and tenures in all neighbourhoods.
---	---------	--

<i>NEIGHBOURHOODS</i>	6.3.1.2	To promote compact neighbourhoods which encourage a balanced transportation system.
<i>INTENSIFICATION, INFILL & REDEVELOPMENT</i>	6.3.1.3	To promote residential redevelopment, infill and intensification initiatives in locations in accordance with this plan. (Added by OPA#159 - APPROVED July 11, 2022, B/L#100-2022)

6.3.2 Policies

In order to facilitate the orderly development and integration of housing in Windsor, the following policies shall apply.

<i>PERMITTED USES</i>	6.3.2.1	<p>Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units.</p> <p>High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed Use Corridors. (Added by OPA #159 – APPROVED July 11, 2022 , B/L# 100-2022)</p>
<i>LOCATIONAL CRITERIA</i>	6.3.2.4	<p>Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas.</p> <p>New residential development and intensification shall be located where:</p> <ul style="list-style-type: none"> (a) There is access to a collector or arterial road; (b) Full municipal physical services can be provided; (c) Adequate community services and open spaces are available or are planned; and (d) Public transportation service can be provided. <p>(Added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)</p>
<i>EVALUATION CRITERIA FOR A NEIGHBOURHOOD DEVELOPMENT PATTERN</i>	6.3.2.5	<p>At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is:</p> <ul style="list-style-type: none"> (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:

- (iv) where traffic generation and distribution is a provincial or municipal concern; and
- (c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas.
- (d) provided with adequate off street parking;
- (e) capable of being provided with full municipal physical services and emergency services; and

8. Urban Design

8.11 Streetscape

8.11.2 Policies

*LOCATION OF
SURFACE
PARKING LOTS*

- 8.11.2.21 Council will encourage parking lots that avoid large expanses fronting the road.

*FRONT YARD
PARKING FOR
LOW PROFILE
HOUSING*

- 8.11.2.22 Council will limit the construction of parking spaces in the required front yards of dwellings, in order to protect the aesthetic character of older residential neighbourhoods, ensure the availability of on-street public parking, ensure unhampered pedestrian movement within the public right-of-way and prevent harm to boulevard trees. (amended by OPA #29 – 05/01/03)

9 Heritage Conservation

Parts of this chapter were amended as part of Official Plan Amendment #76 as part of a 5-year review of the Official Plan. Official Plan Amendment #76 was approved by the Ministry of Municipal Affairs and Housing on 01/06/2012.

9.3.7 Heritage Resources and Planning Initiatives

- 9.3.7.1 Council will integrate heritage conservation into the development and infrastructure approval process by:

*ARCHAEOLOGICAL
ASSESSMENT*

- (a) An archaeological assessment is required as part of a complete application for all development or site alteration application, including municipal projects, if it is determined using the archaeological management plan potential mapping that any part of a potential development area possesses archaeological potential or known archaeological resources as set out in Schedule C-1 Archaeological Potential. Projects involving in-water works may require a marine

archaeological assessment if so determined using the Criteria for Evaluating Marine Archaeological Potential checklist published by the Archaeology Program Unit, MCM.

Archaeological assessments shall be undertaken to the appropriate stage of assessment by a consultant archaeologist in compliance with provincial requirements and standards.

All archaeological assessments reports shall be provided to the Archaeology Program Unit, Ministry of Citizenship and Multiculturalism in accordance with the Ontario Heritage Act. The assessment report shall be provided to the City of Windsor for comment to ensure that the scope is adequate and consistent with the conservation objectives of the WAMP. A copy of the Ministry review letter will be provided to the City by the licensed archaeologist who completed the assessment or the proponent. The City will maintain copies of all reports and review letters for information purposes.

Where archaeological resources are documented and found to be Indigenous in origin, a copy of the assessment report shall be provided by the consultant to the appropriate Indigenous communities.

Where Stage 3 or Stage 4 archaeological assessments are undertaken on Indigenous archaeological resources, the consultant archaeologist shall engage with appropriate Indigenous communities in accordance with Ministry Standards and Guidelines for Consultant Archaeologists; (Added by OPA #181– September 09, 2024– By law 139-2024)

11 Tools

This chapter was amended as part of Official Plan Amendments #84 as part of a 5-year review of the Official Plan. Official Plan Amendment #84 was approved by the Ministry of Municipal Affairs and Housing on 07/09/2012.

11.6 Zoning

A municipality can regulate the use and development of lands, buildings and other structures under the zoning provisions of the *Planning Act*.

11.6.1 Objectives

COMPATIBLE USES

11.6.1.2 To ensure compatibility between land uses.

11.6.3 Zoning By-law Amendment Policies

AMENDMENTS MUST CONFORM

11.6.3.1 All amendments to the Zoning By-law(s) shall conform with this Plan. The Municipality will, on each occasion of approval of a change to the zoning by-law(s), specify that conformity with the Official Plan is maintained or that the change will be in conformity upon the coming into effect of an amendment to the Official Plan.

- REVIEW PROCEDURE* 11.6.3.2 All applications for Zoning By-law amendments shall be processed in accordance with the provisions of the *Planning Act*, and regulations pursuant thereto, and the procedural requirements of this Plan. In general, after an applicant's pre-application consultation meeting with municipal staff and submission of an application that is determined to be complete, all applications shall: **Added by OPA 65 – 10/22/2007– By-law 192-2007**
- (a) Be circulated to appropriate agencies and those agencies be provided with sufficient time to respond; **Added by OPA 65 – 10/22/2007– By-law 192-2007**
 - (b) Be advertised and be presented to the public and the views of the public ascertained at a public meeting to be held in accordance with the *Planning Act*; and **Added by OPA 65 – 10/22/2007– By-law 192-2007**
 - (c) Be given due and thorough consideration by Council. **Added by OPA 65 – 10/22/2007– By-law 192-2007**
- EVALUATION CRITERIA* 11.6.3.3 When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:
- (a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;
 - (b) Relevant support studies;
 - (c) The comments and recommendations from municipal staff and circularized agencies;
 - (d) Relevant provincial legislation, policies and appropriate guidelines; and
 - (e) The ramifications of the decision on the use of adjacent or similar lands.

APPENDIX “D”

Excerpts from Zoning By-law 8600

SECTION 5 - GENERAL PROVISIONS

(B/L 274-1998 Oct 2/1998; B/L 31-2013 Mar 28/2013; B/L 117-2016 Dec 28/2016; B/L 177-2016 Dec 28/2016; B/L 95-2019 Sep 27/2019; B/L 52-2024 Apr 22/2024; B/L 92-2025 May 26/2025; B/L 95-2025 May 26/2025)

5.30 ENCROACHMENT INTO A YARD

5.30.10 The permitted encroachments are listed in Table 5.30.10:

TABLE 5.30.10 – ENCROACHMENT INTO A YARD					
Type of Encroachment		Maximum Encroachment Into		Minimum Separation From	
		Yard	Metres	Lot Line	Metres
.10	Balcony	<i>Required front yard or required rear yard</i>	1.50 m	n/a	n/a
		<i>Required side yard</i>	25% of the required side yard width		
.60	Porch	Any front yard or Required rear yard	2.50 m	Front lot line Rear lot line	1.20 m
				Side lot line	Minimum side yard width required by the zoning district

SECTION 10 - RESIDENTIAL DISTRICTS 1. (RD1.)

[ZNG/5270]

(B/L 10358 Jul 16/1990; B/L 11093 Jul 20/1992; B/L 33-2001 Oct 23/2001 OMB Order 1716 PL010233; B/L 370-2001 Nov 15/2001; B/L 363-2002 Dec 31/2002; B/L 220-2002 Feb 24/2003; B/L 10-2004 Jan 12/2005, OMB Order 0055 PL040143; B/L 114-2016 Sep 19/2016; B/L 164-2017 Dec 7/2017; B/L 95-2019 Sep 27/2019; B/L 101-2022 Jul 11/2022; B/L 52-2024 Apr 22/2024)

10.1 RESIDENTIAL DISTRICT 1.1 (RD1.1)

10.1.1 PERMITTED USES

Existing Duplex Dwelling

Existing Semi-Detached Dwelling

One Single Unit Dwelling

Any use accessory to the preceding uses

10.1.5 PROVISIONS

	Duplex Dwelling	Semi-Detached Dwelling	Single Unit Dwelling
.1 Lot Width – minimum	9.0 m	15.0 m	15.0 m
.2 Lot Area – minimum	360.0 m ²	450.0 m ²	450.0 m ²
.3 Lot Coverage – maximum	45.0%	45.0%	45.0%
.4 Main Building Height – maximum	9.0 m	9.0 m	9.0 m
.5 Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m
.6 Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m
.7 Side Yard Width – minimum	1.20 m	1.20 m	1.20 m
.8 Gross Floor Area – main building – maximum	400 m ²	400 m ²	400 m ²

(B/L 101-2022 July 11/2022; B/L 52-2024 Apr 22/2024)

SECTION 12 - RESIDENTIAL DISTRICTS 3. (RD3.)

[ZNG/2930; ZNG/5270]

(B/L 9057, Jul 7/1987; B/L 9100, Aug 17/1987; B/L 9545, OMB. Order R880673, Apr 20/1990 Amended Jan 8/1991; B/L 11093, Jul 20/1992; OMB Order R940355 Oct 3/1995; B/L 11876, OMB Order R940356 Sep 11/1995; B/L 13079, Oct 3/1997; B/L 162-1998, Jun 24/1998; B/L 211-1999, Aug 31/1999; B/L 33-2001, Oct 23/2001, OMB Decision/Order No. 1716 Case No. PL010233; B/L 443-2001, Jan 2/2002; B/L 363-2002, Dec 31/2002; B/L 23-2004, Feb 19/2004; B/L 401-2004, Jan 7/2005; B/L 90-2009, Jul 27/2009; B/L 113-2009, Aug 11/2009; B/L 129-2012, Oct 2/2012; B/L 31-2013, Mar 28/2013) [ZNG/2930; ZNG/5270] B/L 164-2017, Dec. 7/2017; B/L 95-2019, Sept. 27/2019

12.1 RESIDENTIAL DISTRICT 3.1 (RD3.1)**12.1.1 PERMITTED USES***Double Duplex Dwelling**Duplex Dwelling**Lodging House**Multiple Dwelling**Religious Residence**Residential Care Facility**Semi-Detached Dwelling**Single Unit Dwelling (Existing)**Townhome Dwelling**Any use accessory to any of the preceding uses***12.1.5 PROVISIONS**

- | | |
|---------------------------|--------|
| .1 Lot Frontage – minimum | 18.0 m |
| .2 Lot Area – minimum | |

For a *corner lot* having a minimum frontage of 30.0 m on each of the *exterior lot lines*:

- a) For the first 5 *dwelling units* 540.0 m²
- b) For each additional *dwelling unit* 67.0 m² per unit

For any other *lot*:

- c) For the first 4 *dwelling units* 540.0 m²
- d) For each additional *dwelling unit* 85.0 m² per unit

- .3 Lot Coverage – maximum 35.0%
 - .4 Main Building Height – maximum
 - Corner Lot* 14.0 m
 - Interior Lot* 10.0 m
 - .5 Front Yard Depth – minimum 6.0 m
 - .6 Rear Yard Depth – minimum 7.50 m
 - .7 Side Yard Width – minimum
 - a) Where a *habitable room window* of any *dwelling unit* faces a *side lot line* 6.0 m
 - b) Any other side yard 3.0 m
 - .8 Landscaped Open Space Yard – minimum 35.0% of *lot area*
 - .50 A *Lodging House* for the accommodation of 10 persons or less, and any use accessory thereto, shall comply with the *Single Unit Dwelling* provisions of Section 10.1.5 and further, the whole of the *building* shall be used for a *Lodging House*, including any *accessory use*. [ZNG/5630]
- (AMENDED by B/L 95-2019, Sept. 27/2019)
- .55 A *Double Duplex Dwelling*, *Duplex Dwelling*, *Multiple Dwelling* having a maximum of 4 *dwelling units*, *Semi-Detached Dwelling* or *Townhome Dwelling*, or an addition to an *existing Single Unit Dwelling*, and any use accessory thereto, shall comply with the provisions of Section 11.2.5.

SECTION 24 - PARKING, LOADING AND STACKING PROVISIONS

(B/L 8627 Jul 8/1986; B/L 9057 Jul 7/1987; B/L 9882 Jul 31/1989; B/L 10358 Jul 16/1990; B/L 10473 Nov 5/1990; B/L 10993 May 4/1992; B/L 11093 Jul 20/1992; B/L 11157 Sep 21/1992; B/L 11780 Mar 28/1994; B/L 12234 Jul 14/1995; B/L 12429 Jan 8/1996; B/L 12819 Mar 17/1997; B/L 30-1998 Mar 2/1998; B/L 162-1998 Jun 24/1998; B/L 264-1999 Oct 19/1999; B/L 33-2001 Oct 23/2001 OMB Order 1716 PL01023; B/L 370-2001 Nov 15/2001; B/L 363-2002 Dec 31/2002; B/L 92-2003 May 6/2003; B/L 269-2003 Sep 15/2003; B/L 69-2004 Mar 31/2004; B/L 144-2004 Jun 11/2004; B/L 375-2004 Dec 21/2004; B/L 46-2005 Mar 23/2005; B/L 212-2005 Sep 22/2005; B/L 204-2006 Nov 30/2006; B/L 166-2007 Oct 5/2007; B/L 110-2009 Nov 20/2009 OMB Order PL090722 Dec 4/2009; B/L 164-2010 Nov 17/2010; B/L 129-2012 Oct 2/2012; B/L 95-2019 Sep 27/2019)

24.20 PARKING SPACE PROVISIONS**24.20.5 REQUIRED PARKING SPACES - ALL OTHER AREAS AND USES NOT LISTED IN TABLES 24.20.1.1 AND 24.20.3.1**

(B/L 144-2015 Nov 6/2015; B/L 169-2018 Dec 19/2018)

- .1 The required minimum number of parking spaces shall be as shown opposite the respective use as shown in Table 24.20.5.1:

TABLE 24.20.5.1 – REQUIRED PARKING SPACES	
USE	PARKING RATE – MINIMUM
<i>Multiple Dwelling containing a minimum of 5 Dwelling units</i>	1.25 for each <i>dwelling unit</i>

APPENDIX “E”

Consultations

BELL CANADA

Comments to Planning Consultation Stage 1 Application

We have reviewed the circulation regarding the above noted application. The following paragraphs are to be included as a condition of approval:

The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.

The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.” Upon receipt of this comment letter, the Owner is to provide Bell Canada with servicing plans/CUP at their earliest convenience to circulations@bell.ca to confirm the provision of communication/telecommunication infrastructure needed to service the development.

It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada’s existing network infrastructure to service this development.

In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.

If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

To ensure that we are able to continue to actively participate in the planning process and provide detailed provisioning comments, we note that we would be pleased to receive circulations on all applications received by the Municipality and/or recirculation.

[Juan Corvalan - Senior Manager - Municipal Liaison]

CALDWELL FIRST NATION COMMUNITY

No comments provided

ENGINEERING - DEVELOPMENT

Comments to Zoning By-law Amendment Application

I reviewed this and the revised Functional Servicing Report is acceptable, they have determined an allowable release rate.

Comments to Planning Consultation Stage 2 Application

We have reviewed the subject Rezoning application and have the following comments:

Sewers - The site may be serviced by a 300mm sanitary sewer and a 750mm storm sewer located within Rivard Avenue right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A sanitary sampling manhole may be required on any new sanitary connection at the property line to the satisfaction of the City Engineer, if one does not already exist.

The City has reviewed the Functional Servicing Report dated July 2025 by RC Spencer Associates. Please note that we require an updated FSR in the last stage of Zoning By-law amendment. At a minimum, we require an allowable release rate to be established based on pre-development conditions.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This will include, at a minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

Right-of-Way

Rivard Avenue is classified as Class 2 Collector Road according to the Official Plan requiring a right-of-way width of 24.0m; the current right-of-way is 20.1m, however no conveyance is being requested currently.

In summary we have no objection to the proposed development, subject to the following requirements:

Sidewalks - The owner(s) agrees to pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$2,110 being the Owner's contribution towards the future construction of a concrete sidewalk on the Rivard Avenue frontage of the subject lands. Please note that this amount is subject to change based on the user fee schedule at the time of permit issuance.

Functional Servicing Study - The owner agrees, at its own expense, to retain a Consulting Engineer to provide a detailed servicing study report on the impact of the increased flow to the existing municipal sewer systems, satisfactory in content to the City Engineer and prior to the issuance of a construction permit. The study shall review the proposed impact and recommend mitigating measures and implementation of those measures. **Please note, an allowable stormwater release rate based must be determined in the amended study.

If you have any further questions or concerns, please contact Daniel Lopez, of this department at dlopez@citywindsor.ca.

[Daniel Lopez - Development Engineer]

ENGINEERING - R.O.W.

Required Drawing Revisions:

1. **Sewer Connections** - All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
 - a. Modify drawings to include all sewer connections and water services.
 - b. Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.
2. **Land Conveyance** - Schedule X classifies Rivard Avenue as a Class 2 Collector road, requiring a right-of-way width of 24 metres. Conveyance is required but not requested at this time.

Right-of-Way Permit Requirements

CCTV Sewer Inspection - The Owner further agrees to provide at its entire expense, and to the satisfaction of the City Engineer, a video inspection, of any existing connections proposed for reuse to ensure the suitability of the connection for use in accordance with City of Windsor Standard Specifications S-32 CCTV Sewer Inspection

Driveway Approaches - The Owner further agrees that driveway approaches shall be constructed in such width and location as shall be approved by the City Engineer, with straight flare driveway approaches and no raised curbs within the right-of-way. The Owner shall have the option of constructing said driveway approaches as follows:

1. Residential Property
 - a. Asphalt in accordance with City of Windsor Standard Drawing AS-221; or
 - b. Concrete in accordance with City of Windsor Standard Drawing AS-222

Sewer Connections - The site is serviced by a 300mm sanitary sewer and a 750mm sewer located within the Rivard Ave Street right-of-way. All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.

- Modify drawings to include all sewer connections and water services.
- Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

Sidewalks - The owner(s) agrees, to pay to the Corporation, prior to the issuance of a Building Permit, the Owner's contribution towards the future construction of a concrete sidewalk on the Rivard Avenue frontage of the subject lands. The amount of the contribution will be based on the User Fee Schedule at time of payment.

If you have any further questions or concerns, please contact Karen Kong, of this department at kkong@citywindsor.ca.

[Mark Schaffhauser - Technologist III]

ENWIN UTILITIES LTD. - HYDRO ENGINEERING

Comments to Planning Consultation Stage 1 Application

No Objection,

Please be aware of the ENWIN underground main feeder at a voltage of 27.6kV along the eastern limit of Rivard Ave

Prior to working in these areas, we suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction and demolition. Also, we suggest referring to the Ontario Building Code for required clearances for New Building Construction.

[Nillavon Balachandran - Hydro Engineering Technologist]

ENWIN UTILITIES LTD. - WATER ENGINEERING

Comments to Planning Consultation Stage 1 Application

ENWIN Water has no objections to the rezoning. There is no water service for this property.

[Bruce Ogg - Water Project Review Officer]

PLANNING DEPARTMENT - HERITAGE

Comments to Planning Consultation Stage 2 Application

Now that we have received all three materials (the final report, GIS shapefiles, and Ministry letter), the archaeological requirements have been satisfied.

Comments to Planning Consultation Stage 1 Application

The subject property is located within the Archaeological Potential Zone (APZ) and Archaeologically Sensitive Area (ASA) (as per the recently adopted Windsor Archaeological Management Plan, 2024; OPA 181; and updated 2024 archaeological potential model OP

Volume I Schedule C-1). A Stage 1 archaeological assessment and any further recommended assessments are required to be entered into the Ontario Public Register of Archaeological Reports to the satisfaction of the City of Windsor and the Ontario Ministry of Citizenship and Multiculturalism, prior to any additional land disturbances. A final copy of these relevant archaeological reports and GIS study area must be submitted to the City of Windsor.

[Tracy Tang - Heritage Planner]

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

Comments to Planning Consultation Stage 1 Application

As requested, the materials for the file titled above have been reviewed, and comments are listed below.

1. A Landscape Plan and associated details shall be provided. These plans shall be prepared by a certified Landscape Architect.
2. An Illumination/ Lighting Plan and Cutsheet shall be provided. The proposed light levels shall not exceed 0.1 f.c.(1.1 lux) at the property lines. Light fixtures shall be 'dark sky' compliant (full cut off fixtures) and clearly labelled on the plans.
3. A Tree Inventory and Preservation Plan (TIPP) shall be provided. The TIPP shall be prepared by a certified ISA Arborist or certified OALA Landscape Architect.
4. A 1.8m high privacy fence along the north, south and west property lines is required.
5. A 0.9m softscape landscape buffer along the north, south and west property lines is required.

Recommended are the following:

1. Pedestrian connections shall be provided from building entrances/exits to the parking area(s) and the municipal sidewalks along Rivard Ave designed in accordance with Accessibility for Ontarians with Disabilities Act (AODA).

[Ryan Gardiner-Upton - Landscape Architect]

PLANNING DEPARTMENT - SITE PLAN CONTROL

Comments to Planning Consultation Stage 1 Application

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Where preceding development applications are required, inclusive of Official Plan and Zoning By-law Amendments, request for Site Plan Control Pre-Consultation Stage 1 may be made following completion of the requisite Development and Heritage Standing Committee meeting at <https://ca.cloudpermit.com/login>.

[Jacqueline Cabral - Clerk Steno]

TRANSIT WINDSOR**Comments to Planning Consultation Stage 1 Application**

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Ottawa 4. The Ottawa 4 has a peak weekday frequency of 20 minutes. The closest existing bus stop is directly across the street from this property on Rivard at the Fontainebleau Public Library providing direct transit access to this development. Transit Windsor's City Council approved 2023 service plan has a new secondary route replacing the Ottawa 4 in this area. This new secondary route will have a peak weekday frequency of 30 minutes. This route is proposed to be implemented in 2026. This is consistent with Transit Windsor's City Council approved Transit Master Plan.

[Jason Scott - Manager of Transit Planning]

TRANSPORTATION PLANNING**Comments to Planning Consultation Stage 2 Application**

Transportation has received and reviewed the 3025 Rivard Avenue Parking Study conducted by RC Spencer Consulting Engineers Inc., file number 25-1817, dated July 2025, hereinafter referred to as "Study". The Study must be conducted according to the scope assigned by the Transportation Department when performing a physical count. The presented parking count is considered invalid due to missing information that needs to be addressed. However, there are other justifications that support proposed shortfall (10% - one parking space). Therefore, no revisions are required at this time.

[Elara Mehrilou - Transportation Planner I]

WALPOLE ISLAND FIRST NATION

No comments provided

WINDSOR POLICE SERVICE**Comments to Planning Consultation Stage 1 Application**

The Windsor Police Service has no concerns or objections with the proposed Zoning By-law amendment to permit the construction of two 6-unit residential dwellings on the subject property. To ensure a safety-optimized outcome for this infill development, we strongly recommend the following measures be implemented:

- Proper lighting is an important component of a safe and secure, shared residential environment such as this. It is therefore recommended that each building have its exterior access points illuminated to at least 4.0 foot-candles (fc) and the parking lot 1.75 fc.
- Both new buildings need to have their own highly visible (with no obstructions) street address number with numerals that are at least 6 - 8" high, be of a contrasting colour to the background onto which they are mounted and be clearly visible from the adjacent roadway (Rivard Avenue).

- To protect both buildings and their contents against unlawful access that will trigger crime, appropriate target hardening measures should be implemented as follows:
 - The common/main exterior building access locks should be keyed with a key type that cannot be readily copied at a local hardware store. Such higher security locks prevent uncontrolled duplication of keys which lead to unauthorized persons gaining access. When this happens, it reduces the overall security of the building for all occupants.
 - The building's common areas (if any are proposed) would be very well served from an enhanced security perspective if CCTV cameras were installed that record and store captured images for a minimum period of 10 days. While not a requirement, this represents an enhanced safety feature that would benefit residents and also assists Police when conducting a follow up investigation following an incident.
 - All windows should be able to be locked to guard against unlawful entry being gained, particularly all ground floor windows.
 - Each residential unit door should have a dead bolt lock (with a minimum 1" bolt throw), steel door frame, and a one-way privacy viewing port to allow tenants to safely screen visitors before opening their door.

[Barry Horrobin - Director of Planning & Physical Resources]

APPENDIX "F"

Draft Amending By-law

B Y - L A W N U M B E R -2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600
CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

1. That subsection 91.10 of Section 91, of said by-law, is amended by adding the following clause:

16. WEST SIDE OF RIVARD AVENUE BETWEEN GRAND BOULEVARD AND QUEEN ELIZABETH DRIVE

For the lands comprising of Part of Block E, Plan 1636, Parts 1 & 2, Plan 12R-17820, Part 1, Plan 12R-21843 (PIN 01378-0475 LT & 01378-0476 LT), the following additional provisions shall apply:

- a) A *Stacked Dwelling* shall be an additional permitted *main use*.
- b) Notwithstanding clause .10 of Table 5.30.10, the *maximum* encroachment of a balcony into a *required side yard* shall be 1.63 m.
- c) Notwithstanding clause .60 of Table 5.30.10, the *minimum* separation of a *porch* from a *side lot line* shall be 3.80 m.
- d) *Building Height: Main Building: maximum 9.0 m*
- e) *Side Yard Width: minimum:*
 1. From the north *side lot line*: 1.80 m
 2. From the south *side lot line*: 5.40 m
- f) Notwithstanding Table 24.20.5.1, the *minimum* number of required *parking spaces* for a *Multiple Dwelling* shall be 9
- g) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from Rivard Avenue, save and except that portion within 0.30 m of an *access area*.
- h) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from the north *lot line*.
- i) An ornamental *screening fence* having a height of 1.20 m shall span the length of a parking area separation from the south *lot line*.
- j) A *main building* wall facing Rivard Avenue shall have at least one main pedestrian entrance.

[ZDM 11; ZNG/7337]

2. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Zoning Symbol	5. New Zoning Symbol
1	11	Part of Block E, Plan 1636, Parts 1 & 2, Plan 12R-17820, Part 1, Plan 12R-21843 PIN 01378-0475 LT & 01378-0476 LT (located on the west side of Rivard Avenue between Grand Boulevard and Queen Elizabeth Drive)	RD1.1	RD3.1x(16)

DREW DILKENS, MAYOR

CLERK

First Reading - , 2025

Second Reading - , 2025

Third Reading - , 2025

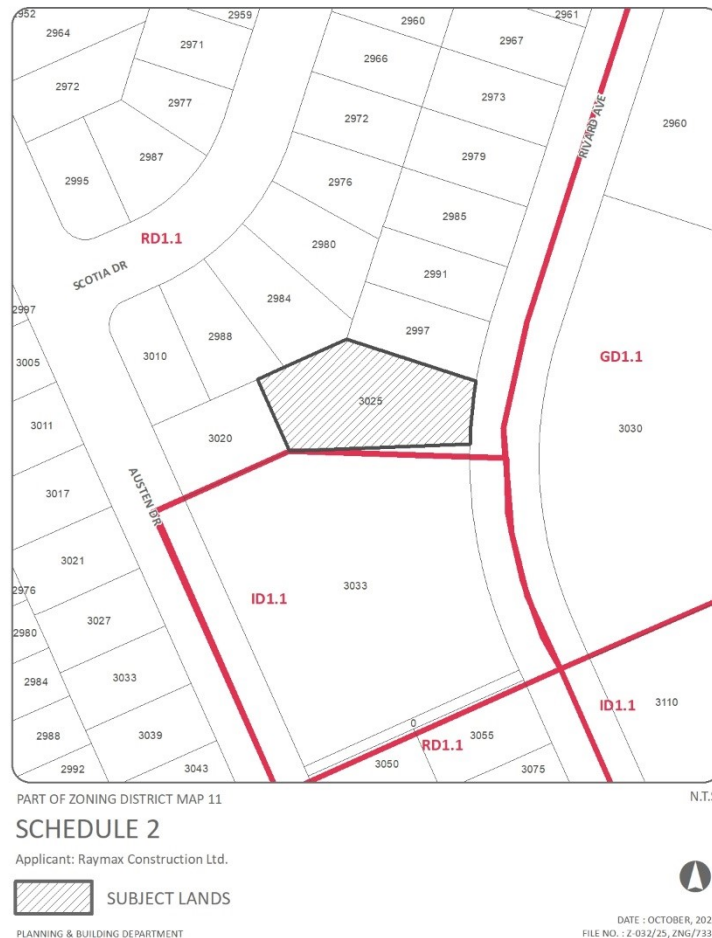
SCHEDULE 2

1. By-law _____ has the following purpose and effect:

To amend the zoning of the lands located on the west side of Rivard Avenue between Grand Boulevard and Queen Elizabeth Drive, legally described as Part of Block E, Plan 1636, Parts 1 & 2, Plan 12R-17820, Part 1, Plan 12R-21843, PIN 01378-0475 LT & 01378-0476 LT, so as to permit the development of an eight-unit stacked dwelling on the subject land.

The amending by-law changes the zoning on the subject land from Residential District 1.1 (RD1.1) to Residential District 3.1 (RD3.1) and adds a zoning exception allowing a stacked dwelling as an additional permitted main use, reducing the minimum separation for a porch from the south side lot line to 3.80 metres, maximum main building height to 9.0 metres, minimum side yard width to 1.80 metres and 5.40 metres from the north and south side lot lines respectively and minimum number of required parking spaces for a multiple dwelling to nine, increasing the maximum encroachment for a balcony into a required side yard to 1.63 metres, requiring a main building wall facing Rivard Avenue to have at least one main pedestrian entrance, and requiring a 1.20 metre high ornamental screening fence to span the length of a parking area separation from Rivard Avenue, save and except that portion within 0.30 m of an access area, and the length of a parking area separation from the north and south lot lines.

2. Key map showing the location of the lands to which By-law _____ applies.



Subject: Zoning By-law Amendment for the property known as 1744 Norman Road; Applicant: Lassaline Planning Consultants Inc.; File No. Z-028/25 [ZNG/7332]; Ward 8

Reference:

Date to Council: January 5, 2026
Author: Justina Nwaesei, MCIP, RPP
Planner III - Development
519-255-6543, ext. 6165
jnwaesei@citywindsor.ca

Planning & Building Services
Report Date: November 27, 2025
Clerk's File #: Z/15050

To: Mayor and Members of City Council

Recommendation:

- I. THAT Zoning By-law 8600 **BE AMENDED** by adding the following clause to Section 91.10:

15 EAST SIDE OF NORMAN ROAD, BETWEEN MILLOY STREET AND ALICE STREET

For the land comprising Lots 2, 3, 108, and 109, Pt closed Alley and Pt Princess Avenue closed on Plan 1360, PIN 01113-0449 LT, the following provisions shall apply:

- a) One *Multiple Dwelling* with a maximum of 8 *dwelling units* shall be an additional permitted use subject to the following additional regulation:
 - 1. *Lot Width: minimum 20.0 m*
 - 2. *Lot Area: Per dwelling unit: minimum 200.0 m²*
 - 3. Notwithstanding Section 25.5.20.1.6, the *minimum* parking area separation from a *building* wall containing a *habitable room window* or containing both a main pedestrian entrance and a *habitable room window* facing the *parking area* where the *building* is located on the same lot as the *parking area* shall be 1.80 m; and
 - 4. *Landscaped Open Space Yard: minimum 35.0% of the lot area*
 - b) A *Multiple Dwelling* containing 9 or more *dwelling units* is prohibited.
- [ZDM 11; ZNG/7332]

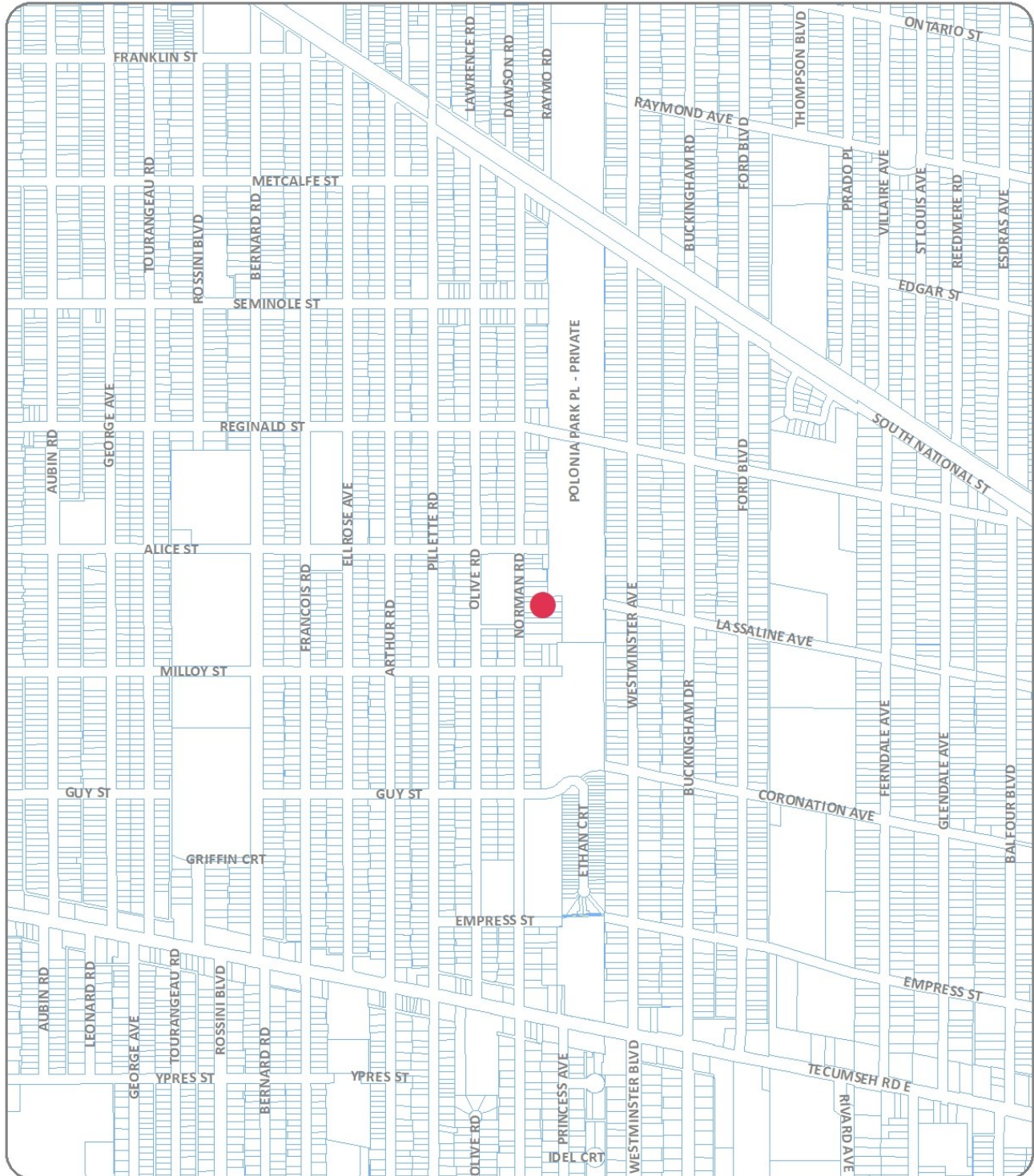
- II. THAT Zoning By-law 8600 **BE FURTHER AMENDED** by changing the zoning of Lots 2, 3, 108, and 109 on Plan 1360, Ford City; Pt closed Alley and Pt Princess Avenue closed, Plan 1360, situated on the east side of Norman Road, between Milloy Street and Alice Street (municipally known as 1744 Norman Road; Roll Number 010-450-13500) from RD1.2 to RD1.2x(15).
- III. THAT the City Engineer **BE DIRECTED** to require the following prior to issuing a street opening permit for the subject property
 - a) the owner upgrades the existing water service, entirely at their cost, to accommodate the proposed development on the subject land to the satisfaction of ENWIN Water Engineering, and
 - b) the owner submits a clearance letter from ENWIN Water Engineering to confirm that the upgrade is satisfactory.

Executive Summary:

N/A

Background:

1. KEY MAP:



KEY MAP - Z-028/25, ZNG/7332

● SUBJECT LANDS



2. APPLICATION INFORMATION

LOCATION: 1744 Norman Road (east side of Norman Road, between Milloy Street and Alice Street)

APPLICANT: LASSALINE PLANNING CONSULTANTS INC. (c/o Jackie Lassaline)

AGENT: SAME AS APPLICANT)

REGISTERED OWNER: PELTIER DEVELOPMENTS INC.

PROPOSAL: The applicant proposes an amendment to zoning by-law 8600 by requesting a change to the zoning of the subject land from RD1.2 to RD2.5, to permit the construction of one multiple dwelling containing a maximum of 9 dwelling units and associated parking spaces on the subject site. The applicant also requests the following site-specific provisions:

- a) Front Yard Depth: minimum proposed 4.9 m; minimum required is 6.0 m
- b) Parking Area Separation from a building wall with habitable room window: minimum separation proposed 1.5 m; minimum separation required is 4.50 m

[**NOTE:** An Official Plan Amendment is not required. Also, the proposed amendment is NOT a “development” as defined in the Planning Act. Therefore, the applicant is NOT required to submit application for Site Plan Approval.]

SUBMISSIONS BY APPLICANT:

- Zoning By-law Amendment Application Form
- Ownership document – Parcel Register
- Conceptual Site Plan
- Floor Plans and Elevations
- Landscape Plan, dated August 14, 2025
- Planning Rationale Report (PRR), revised September 18, 2025, by Lassaline Planning Consultants Inc.
- Storm Water Management Report, dated July 10, 2025, by RC Spencer Associates Inc.
- Civil Drawings, dated September 12, 2025, by RC Spencer Associates Inc.
- Tree Inventory and Preservation Plan, dated January 30, 2023, by Bezaire and Partners
- Traffic Impact Memo, dated February 5, 2025, by RC Spencer Associates Inc.
- Topographic Plan of Survey, dated October 20, 2022
- Table of Comments – Addendum to the PRR (rec'd Dec. 2, 2025)

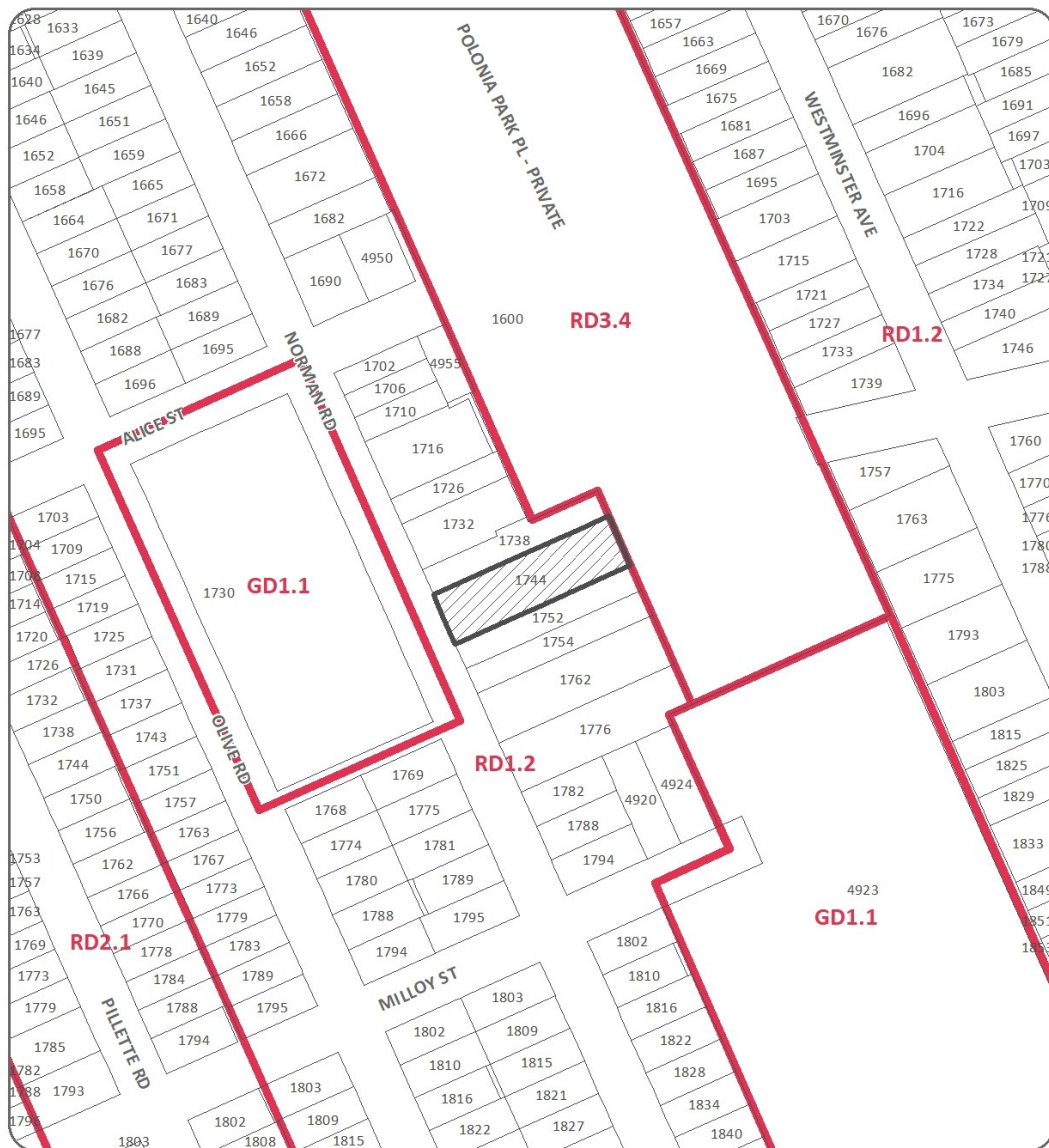
Copy the link below to access the above materials located on the City's website:

<https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/1744-norman-road>

3. SITE INFORMATION

OFFICIAL PLAN	ZONING & ZDM	CURRENT USE(S)	PREVIOUS USE(S)
RESIDENTIAL [Sch. D: OP Vol. 1)	RESIDENTIAL DISTRICT 1.2 (RD1.2); ZDM11	Single unit dwelling	unknown
FRONTAGE	DEPTHS	AREA	SHAPE
21.34 m	75.73 m & 75.74 m	1616.18sq.m. [0.162 ha]	rectangular
Note: All measurements are in accordance with the 2022 topographic survey on file			

4. REZONING MAP



PART OF ZONING DISTRICT MAP 11

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Lassaline Planning Consultants



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : OCTOBER, 2025
FILE NO. : Z-028/25, ZNG/7332

5. NEIGHBOURHOOD CHARACTERISTICS

NEIGHBOURHOOD MAP



The subject neighbourhood is in an established residential neighbourhood characterized by small-scale low-profile residential developments, predominantly ranch style single detached dwellings with front porches. These houses have driveways leading to side or rear parking spaces or a detached garage. There are also semi-detached and townhome dwellings in the broader neighbourhood. There is an existing distinct neighbourhood (Polonia Park Place) within the broader neighbourhood. Polonia Park Place contains a variety of housing forms including some single detached, semi-detached dwellings, and many townhome dwellings.

SURROUNDING LAND USE

A semi-detached dwelling (at 1752 & 1752 Norman Rd) abuts the south side of the subject land. Further south, there are more single detached dwellings and a municipal park (Polonia Park – Soccer Field).

Abutting east of the subject land is Polonia Park Place development containing a mixture of single detached, semi-detached, and townhome dwellings.

A single unit dwelling (at 1738 Norman Rd) abuts the front north side of the subject land, and Polonia Park Place abuts the rear north side of the subject land.

There is a municipal park (Kinsmen Norman Road Park) across from the subject land on the west limit of Norman Road right-of-way.

Attached to this report as **Appendix A** are site photos and imagery from google photos.

MUNICIPAL INFRASTRUCTURE

- There are municipal sanitary sewers and storm sewers available to service the proposed development. The site is serviced by a 300 mm sanitary sewer and a 450 mm storm sewer located within the Norman Road Right-of-Way.
- There are hydro poles, municipal watermain, and fire hydrants in the subject area and along Norman Road.
- There are concrete sidewalks, curbs and gutters along Norman Road.
- The closest existing transit route to this property is with the Central 3. The closest existing bus stop to this property is located on Pillette at Alice northeast corner. This bus stop is approximately 305 metres from the subject property.
- Norman Road, Milloy Street, and Alice Street are local roads.
- Pillette Road is classified as Class 2 Arterial Road. Pillette Rd is a nearby arterial road accessible to the subject land through Alice and Milloy Streets.

Discussion:

PLANNING ANALYSIS:

The amendment under consideration is about residential intensification on a parcel within an existing neighbourhood. This planning analysis focuses on the following planning documents: Provincial Planning Statement (PPS) 2024, City of Windsor Official Plan (OP), and City of Windsor Zoning By-law 8600.

1. PROVINCIAL PLANNING STATEMENT (PPS) 2024

The Provincial Planning Statement is a policy statement issued under the authority of section 3 of the Planning Act and came into effect on October 20, 2024. In respect of the exercise of any authority that affects a planning matter, section 3 of the Planning Act requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act.

Increase in the supply and mix of housing options and addressing the full range of housing affordability needs form part of the overall vision of the PPS 2024.

The Provincial Planning Statement provides policy direction on matters of provincial interest related to land use planning and development. Zoning and development permit by-laws should be forward-looking and facilitate opportunities for an appropriate range and mix of housing options for all Ontarians.

Applicant's Planning Rationale Report (PRR) - The applicant's consultant submitted a revised Planning Rationale Report dated September 18, 2025, which provides an analysis of the key policy considerations of the Provincial Planning Statement 2024 relating to the proposed development on the subject land.

The PRR and other required support studies, reports, and information received for the subject application can be accessed on the city's website by copying this link: <https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/1744-norman-road>

The following discussion will help determine if the recommended amendment is consistent with the PPS 2024:

Building Homes, Sustaining Strong and Competitive Communities

2.1 Planning for People and Homes [2.1.4]

Does this amendment provide for an appropriate range and mix of housing options and densities?

The answer is yes. A multiple dwelling with a maximum of 8 dwelling units is an appropriate mix of housing option within the subject area. The recommended amendment will introduce a new housing option (multiple dwelling) in an area predominantly occupied by single unit dwellings. The recommended amendment promotes an appropriate density and maintains the existing small-scale low-profile characteristic of the subject area.

2.2 Housing

Does this amendment help council to fulfil its obligation to provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area?

The answer is yes. The recommended amendment will increase the number of dwelling units from 1 to 8 on the subject land; thereby, promoting density for a new housing option that will efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation. Therefore, the amendment will facilitate council's ability to exercise its authority under PPS policy 2.2.1.

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1.1. Settlement areas shall be the focus of growth and development...

The proposed development is would add to the range of housing options in an existing settlement area (the City of Windsor)

2.3.1.3. Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options...

The subject site is a much larger and deeper site than what is planned for in an RD1.2 zone. Therefore, there is an opportunity for intensification of the subject land. The recommended amendment promotes an appropriate level of intensification on the site.

2.9 Energy Conservation, Air Quality and Climate Change

2.9.1. Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:

a) Support the achievement of compact, transit-supportive, and complete communities.

The applicant's PRR states that "the new building will be designed in compliance with the OBC and energy efficiencies where possible. One EV charging station will be included in the design. As well, bike parking spaces will be provided on site to encourage alternative transportation." The recommended amendment will achieve a compact, low profile residential development that will efficiently use land, resources, and existing infrastructure, including existing and planned active transportation options.

Infrastructure and Facilities

3.6 Sewage, Water and Stormwater

3.6.2. Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety.

The site is serviced by a 300 mm sanitary sewer and a 450 mm storm sewer located within the Norman Road Right-of-Way. The applicant's Stormwater Management (SWM) Report indicates that a new storm drainage system servicing the development is designed to directly deliver storm water flow to the existing storm sewer located on Norman Road. The SWM report states that "The storm sewer system for this development is designed to accommodate the entire site... The storm sewers within the development are designed to convey the 5-year storm event with the entire site being restricted to a 5-year pre-developed flowrate. This development will utilize the existing storm private drain connection and outlet into the existing 450mm diameter storm sewer located in Norman Road."

Protecting Public Health and Safety

5.1 General Policies for Natural and Human-Made Hazards

5.1.1. Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

There are no natural and human made hazards in the subject area.

In summary, the recommended zoning by-law amendment will:

- Promote a mix of housing types, a higher density than currently exists on the subject land and facilitate a net increase in residential units or accommodation.
- Create an opportunity for a more compact development in an established residential area containing low density developments that are mostly single unit dwellings and semi-detached dwellings; thereby, result in intensification of the subject site and area.
- Provide a form of housing that is appropriate in terms of density, range and mix, and meet the social, health and well-being of current and future residents.
- Facilitate the municipality's ability to accommodate residential growth through intensification.
- Efficiently use land and resources and optimize existing and planned infrastructure and public service facilities in the subject neighbourhood.
- Be transit-supportive and support existing and planned active transportation.
- Bring about an efficient development with no adverse impact on the financial well-being of the City of Windsor, land consumption, and servicing costs, and
- Have no environmental or public health and safety concerns.

Therefore, the recommended amendment is consistent with PPS 2024.

2. OFFICIAL PLAN (OP):

The site is designated "Residential" in the Land Use Schedule D of City of Windsor Official Plan. The objectives and policies of the Residential land use designation establish the framework for development decisions in Residential areas within the City of Windsor. Copy this link to access Chapter 6 - Land Use, OP Vol. 1: <https://www.citywindsor.ca/Documents/residents/planning/plans-and-community-information/windsor-official-plan/Chapter%206%20-%20Land%20Use.pdf>

SECTION 6.3.1 OF OP VOL. 1 – RESIDENTIAL OBJECTIVES

The Residential objectives of the Official Plan include the following: (i) s.6.3.1.1 - to support a complementary range of housing forms and tenures in all neighbourhoods, (ii) s.6.3.1.2 - to promote compact neighbourhoods which encourage a balanced transportation system, and (iii) s.6.3.1.3 to promote residential redevelopment, infill and intensification initiatives in locations in accordance with the City of Windsor Official Plan.

The above noted residential objectives of the Official Plan are satisfied by the recommended amendment on the subject land. With respect to promoting residential infill and intensification initiatives, note that section 3.3.3 of the OP states that the density range for Windsor's neighbourhoods is 20 to 35 units per hectare. This density range provides for low and some medium-density intensification to occur in existing neighbourhoods. The OP encourages multiple dwelling buildings with medium and high densities at nodes identified in the Urban Structure Plan. The subject area is an existing residential neighbourhood. Further discussion on the proposed density for the proposed residential intensification on the subject land is in the ZONING section of this report.

SECTION 6.3.2 OF OP VOL. 1 – RESIDENTIAL POLICIES

The Residential policies facilitate the orderly development and integration of housing in

Windsor. Uses permitted in the Residential land use designation include Low Profile, and Medium Profile dwelling units (s.6.3.2.1). A low-profile development is proposed and recommended on the subject land; therefore, policy 6.3.2.1 is satisfied.

SECTION 6.3.2.3 OF OP VOL. 1 - TYPES OF LOW-PROFILE HOUSING

For the purposes of this Plan, Low Profile housing development is further classified as follows:

- (a) small scale forms: single detached, semi-detached, duplex and row and multiplexes with up to 8 units; and
- (b) large scale forms: buildings with more than 8 units

The recommended amendment supports a multiple dwelling with up to 8 units, which is classified as small-scale low-profile housing form; whereas the proposed amendment supports a 9-unit multiple dwelling, which is a large-scale low-profile housing form.

SECTION 6.3.2.4 OF OP VOL. 1 – LOCATIONAL CRITERIA is satisfied as shown below:

- There is access to Pillette Road (an arterial road) from Norman Rd through Milloy Street and Alice Street.
- Full municipal physical services can be provided as noted already in this report.
- This is an existing residential neighbourhood with existing community services and open spaces.
- As noted earlier in this report, public transportation service is available by way of Central C transit buses in the subject neighbourhood.

Section 6.3.2.5 of op vol. 1 – EVALUATION CRITERIA

The applicant's PRR contains information that indicates conformity with the policy requirements in s.6.3.2.5 of OP Vol. 1. The subject land is not within a Mature neighbourhood per schedule A-1 of OP Vol. 1. However, the subject land is within an existing neighbourhood, so paragraphs 6.3.2.5(c), (d), & (e) apply.

A small-scale low-profile housing form is recommended, which can be designed to be compatible with the existing uses in the neighbourhood. The requirements in s.6.3.2.5 (c) are satisfied. Regarding s.6.3.2.5 (d) & (e), the proposed development has adequate off-street parking per the requirements of the zoning by-law 8600 and full municipal services can be provided.

SECTION 11.6.3 OF OP VOL. 1 – ZONING BY-LAW AMENDMENT POLICIES

The recommended zoning by-law amendment is consistent with the relevant policies of the PPS noted in this report and conforms to the applicable OP policies as demonstrated in this report. Based on the analysis in this report, the recommended Zoning By-law Amendment maintains conformity with the Official Plan per section 11.6.3.1 and meets the criteria set out above under section 11.6.3.3 of the OP Vol. 1.

3. ZONING

The subject land is zoned Residential District 1.2 (RD1.2) by City of Windsor Zoning By-law 8600. A copy of By-law 8600 can be found on the city's website by copying, or clicking, this link: [City of Windsor Consolidated Zoning By-law 8600 – 2025 OCT 15.pdf](#)

The RD1.2 zone permits (i) *Existing Duplex Dwelling*, (ii) *Existing Semi-Detached Dwelling*, (iii) *One Single Unit Dwelling*, and any use accessory to the preceding uses.

Proposed Zoning District: The applicant proposes a change from RD1.2 to RD2.5 zone. The permitted uses in the RD2.5 zone can also be found using the above link.

Issues with the proposed new zoning district (RD2.5): The provisions in the RD2.5 zone permit construction of small-scale low-profile housing, large-scale low-profile housing, and medium profile residential developments. The neighbourhood along Norman Road is built-up and characterized by ranch-style houses containing mostly single unit dwellings. The RD2.5 district also permits taller single unit dwellings up to 14.0 m in height. Upon close examination of the potential impact of an RD2.5 zone or any RD2 zone on the subject land, it was determined that it is more appropriate to keep the current RD1.2 zone and add site-specific provisions to permit a small-scale low-profile multiple dwelling on the subject land.

Requested relief from the Zoning By-law:

- The applicant's request for reduction in the minimum required front yard depth is **not** recommended. The proposed development should be designed to comply with the zoning bylaw. The applicant can take advantage of the provision in section 5.65.1 of the by-law 8600, which permits reduction in the required front yard depth by using the average of the setbacks from the front lot line of the dwellings on the abutting lots.
- The applicant's request for reduction in the minimum parking area separation from a building wall containing a habitable room window or containing both a main entrance and a habitable room window facing the parking area is supported based on what is shown on the concept plan. The applicant requested a reduction from 4.5 m to 1.5 m; however, the concept plan shows that 1.8 m separation can be achieved. Therefore, a 1.8 m minimum parking area separation is recommended.

Residential infill and intensification: The recommended ZBA provides an opportunity for residential intensification on the underutilized subject land by permitting a *multiple dwelling* containing up to 8 *dwelling units*. This level of intensification will result in a density of 49.5 units per hectare. As noted in the OP section 3.3.3, the city's density range is 20 to 35 units per hectare in existing neighbourhoods. However, evidence has shown that the city's zoning by-law 8600 permits intensification in existing neighbourhoods at densities outside of the above noted range of 20 to 35 units per hectare. This is because the language of the OP regarding density range in section 3.3.3 is not directive or prohibitive but rather informative. Therefore, it makes more sense to be guided by the permitted density range(s) in the applicable zoning by-law.

Density Analysis: In Section 10 (RD1.) of By-law 8600 the permitted density range is between 18.5 to 54.05 units per hectare for single unit dwellings. It should be noted that properties governed by section 10 (RD1.) of by-law 8600 permit the construction of a new single unit dwelling (SUD). Some RD1 zoning categories also permit existing duplexes and semi-detached dwellings, and any uses accessory to the permitted uses.

Furthermore, section 5.99.80 of the Zoning By-law 8600 contains provision in support of Second Units / Additional Dwelling Units (ADUs). The by-law, in s.5.99.80, permits two additional dwelling units on a parcel of urban residential land within any zoning district

that permits a single unit dwelling, semi-detached dwelling, duplex dwelling, or townhome dwelling. This provision permits a maximum of three dwelling units in total on a parcel of urban residential land. Table 1 below shows the density range permitted within the RD1.2 zoning category based on the zoning provisions noted above:

TABLE 1: Density Range Permitted in the RD1.2 Zone

DWELLING TYPE	DENSITY (units/hectare)	RANGE	PERMITTED
	No ADU	1 ADU	2 ADUs
Single Unit	27.77	55.55	83.33
Existing Duplex dwelling	55.55	83.33	n/a
Existing Semi-detached dwelling unit	44.44	88.88	133.33
Note: A parcel containing a duplex dwelling can only have 1 ADU; a parcel containing a semi-detached dwelling can have up to 4 ADUs at the rate of 2 ADUs per unit.			

The applicant's request for a 9-unit dwelling on the subject land would result in a density of 55.69 units per hectare, while the recommended 8-unit dwelling would result in a density of 49.5 units per hectare. When considering the density ranges presented in Table 1 above, the applicant's request to permit a 9-unit multiple dwelling falls within expected range for the RD1.2 district. However, it is important to also consider the scale of the proposed development in comparison with the existing buildings on the subject block of Norman Road. The next three paragraphs provide the required comparison.

Types of Low-Profile Housing: According to section 6.3.2.3 of the OP Vol. 1: Existing uses in the subject block of Norman Road fall within the classification known as small-scale low-profile housing form; the proposed 9-unit multiple dwelling falls within the large-scale low-profile housing form; and the recommended 8-unit multiple dwelling falls within the small-scale low-profile housing form.

Going back to residential intensification discussion, the subject neighbourhood is not a target for multiunit residential intensifications. Therefore, any consideration for a multiunit intensification in the subject area should be carefully examined. As noted above, the applicant's proposed 9-unit multiple dwelling is classified as a large-scale form of the low-profile housing. This large-scale form of the low-profile housing should be discouraged, not because of its density, but for the fact that it falls outside of an appropriate range/scale of housing form for this neighbourhood.

The recommended level of intensification is being considered because the 8-unit multiple dwelling is classified as a small-scale low-profile form of housing, which falls within an appropriate range/scale of housing form for the subject neighbourhood.

PARKING: Parking requirement for a *Multiple Dwelling* containing a minimum of 5 *Dwelling units* is 1.25 parking spaces for each *dwelling unit*. Therefore, a 9-unit multiple dwelling requires $1.25 \times 9 = 11.25$, that is 11 parking spaces minimum, AND an 8-unit dwelling requires $1.25 \times 8 = 10$ parking spaces minimum.

The concept plan shows 12 parking spaces proposed.

Landscaped Open Space Yard: To encourage preservation of vegetative surface on the subject property and reduce any adverse impact to the environment, this report contains recommendation for a minimum *Landscaped Open Space Yard* of 35.0% of the lot area.

Risk Analysis: N/A

Climate Change Risks

Climate Change Mitigation:

The proposed development implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. Residential intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods use available infrastructure such as sewers, sidewalks, and public transit and, as such, help to mitigate development impact. Implementation of an approved lot-grading plan for this proposed development would help mitigate adverse impacts on climate change.

Climate Change Adaptation:

The new building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The site would also be required to incorporate storm water management best practices. Trees and other landscaping features help create better living conditions and support climate change adaptation.

Financial Matters: N/A

Consultations:

1. PUBLIC OPEN HOUSE [Developer-led Public Information Centre (PIC)]

As noted in Section 3.2 of the applicant's Planning Rationale Report, a 2-hour in-person Open House was held between 5-7 pm on Friday, March 22, 2024, at Constable Atkinson Memorial Center, 4270 Alice Street, Windsor. It was noted that approximately 24-26 people were in attendance.

There were two main concerns, as noted in the PRR. The neighbours were "concerned about providing for sufficient parking on site, especially parking for visitors, to ensure their issues with street parking was not exacerbated." Second issue is about storm water. An adjacent neighbour raised concerns about existing grading of the subject property (1744 Norman Rd) causing problems on their land. These two issues have been addressed in section 3.2 of the applicant's PRR.

2. DEPARTMENT AND AGENCIES

Attached as **Appendix C**, to this report, is a document containing comments from the municipal departments and external agencies. There are no objections. However, ENWIN Water Engineering notes that the existing water service will need to be upgraded to accommodate the proposed development. This planning report takes into consideration the comments found in Appendix C and the recommendations within the required studies and reports submitted by the applicant. It should be noted that, the water service upgrade required by ENWIN Water Engineering is to be completed prior

to the issuance of a Street Opening Permit (SOP). Also, the required submission of a stormwater management plan and associated fee will be satisfied prior to the issuance of a building Permit for the proposed development on the subject land.

Conclusion and Planner's Opinion:

The applicant's request for a zoning by-law amendment to permit a 9-unit multiple dwelling on the subject land has been evaluated considering the Provincial Planning Statement 2024, Planning Act, City of Windsor Official Plan policies, and comments received from municipal staff and outside agencies. However, the planning analysis contained in this report supports the applicant's request in part. An 8-unit multiple dwelling is being recommended for approval on the subject land.

In my professional opinion, the recommended Zoning By-law Amendment is consistent with the policies of the Provincial Planning Statement 2024 and maintains conformity with the City of Windsor Official Plan.

Administration is recommending that the Zoning By-law Amendment be approved as specified in Recommendations 1, 2 & 3 of this report. The recommended zoning by-law amendment constitutes good planning.

Planning Act Matters:

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader
JP RM

Approvals:

Name	Title
Justina Nwaesei	Planner III - Development
Greg Atkinson	Deputy City Planner - Development
Aaron Farough	Senior Legal Counsel, Legal Services & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email
Abutting property owners, tenants/ occupants within 200 meters (656feet) radius of the		

Name	Address	Email
Applicant /: Lassaline Planning Consultants Inc., c/o Jackie Lassaline		
Registered Owner: Peltier Developments Inc., c/o Jennifer Coutts		
Councillor Gary Kaschak		

Appendices:

- 1 Appendix A - Site Photos
- 2 Appendix B - Concept Site Plan
- 3 Appendix C - Consultation (Comments from municipal departments and external agencies)

APPENDIX A - Site Photos and Imagery from Google Photos



2021 Google Photo of existing single unit dwelling on the subject property at 1744 Norman Road



2021 Google Photo showing the existing houses on the subject land and abutting properties, looking south



2021 Google Photo of the existing single unit dwelling and detached garage on the subject property, along with the existing semi-detached dwelling next south



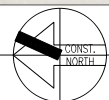
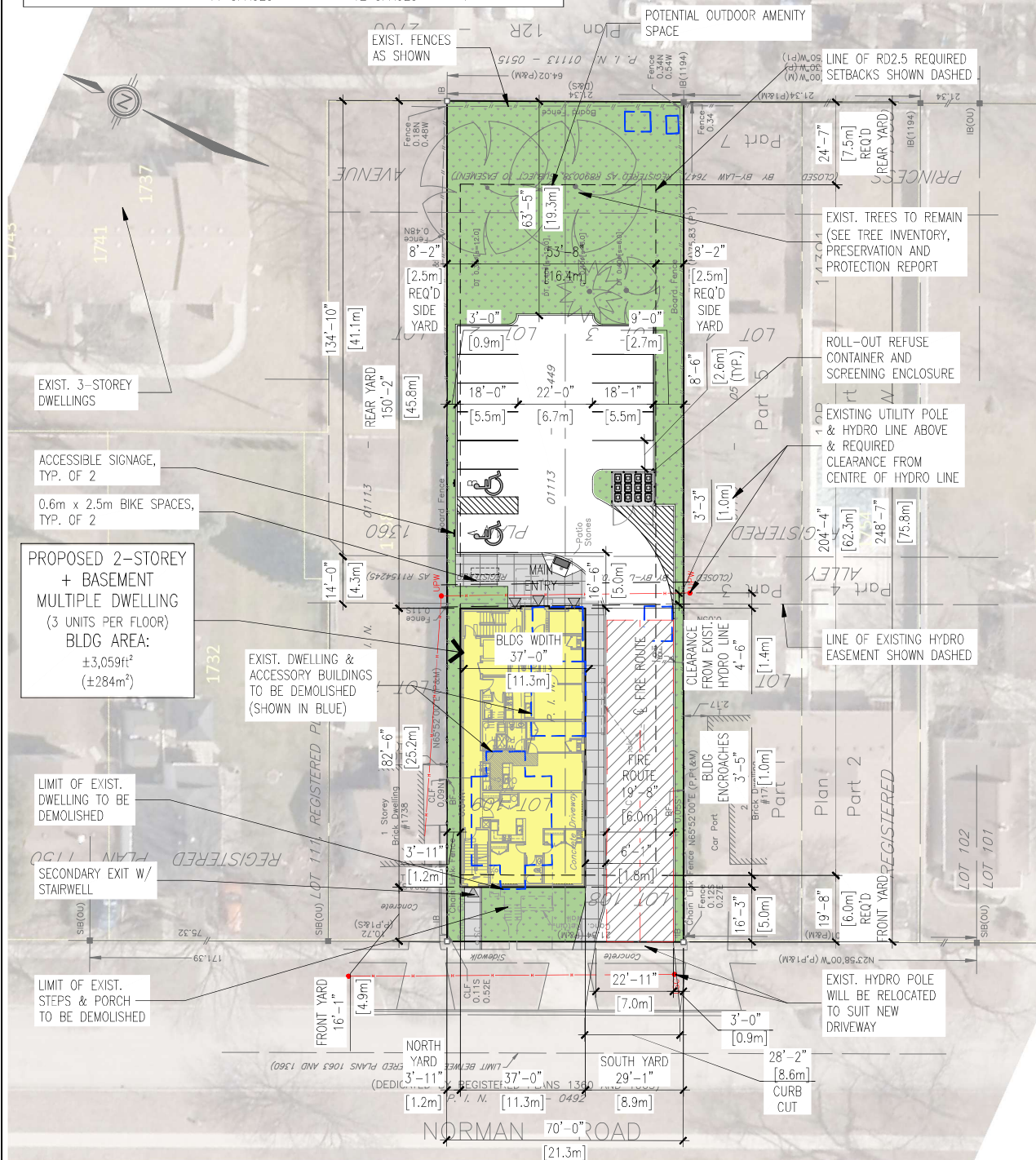
2021 Google Photo of showing street view of Norman Rd AND Kinsmen Park, looking south from the subject property



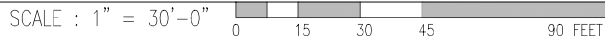
2021 Google Photo of showing street view of Norman Rd AND Kinsmen Park, looking north from the subject property

RD2.5 - MULTIPLE DWELLING

PROVISION	REQUIREMENT	PROVIDED	COMPLIES (Y/N)
DWELLING UNITS	5 OR MORE	9	Y
LOT WIDTH	20.0m MIN.	21.3m	Y
LOT AREA	1,494.0m ² MIN.	1,618.4m ²	Y
LOT COVERAGE	50.0% MAX.	±17.6%	Y
MAIN BUILDING HEIGHT	7.0m MIN./18.0m MAX.	TBD ±8.8m	Y
FRONT YARD DEPTH	6.0m MIN./7.0m MAX.	4.9m	N
REAR YARD DEPTH	7.50m MIN.	46.5m	Y
SIDE YARD DEPTH	1.20m MIN.	1.2m	Y
PARKING	1.25 SPACES PER DWELLING = 11 SPACES	12 SPACES	Y



SCALE : 1" = 30'-0"



1670 mercer street
windsor ontario canada n8x 3p7
ph 519 254 3430 fax 519 254 3642

Development & Heritage Standing Committee Meeting Agenda - Monday, January 5, 2026

project:
PROPOSED MULTIPLE DWELLING
1744 NORMAN ROAD, WINDSOR, ONT.

client:

title:	SITE PLAN
--------	-----------

drawn by: TC
checked by: SMB / TC
Monday, January 5, 2026

date:	NOV. 2022
-------	-----------

comm. no.: 2022-106

dwg. no.:

A1.0a

APPENDIX C – CONSULTATION

(Comments from Municipal Departments and External Agencies)

CANADA POST – BRUNO DESANDO

This development, as described, falls within our centralized mail policy.

I will specify the condition which I request to be added for Canada Post Corporation's purposes.

- a) Canada Post's multi-unit policy, which requires that the owner/developer provide the centralized mail facility (front loading lockbox assembly or rear-loading mailroom [mandatory for 100 units or more]), at their own expense, will be in effect for buildings and complexes with a common lobby, common indoor or sheltered space.

Should the description of the project change, I would appreciate an update in order to assess the impact of the change on mail service.

If you have any questions or concerns regarding these conditions, please contact me. I appreciate the opportunity to comment on this project.

Lock-Box Assembly Requirements

The complete Canada Post Standards Manual for Builders & Developers can be downloaded at: https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf

Compartments Size

- Horizontal lock-box models used in mailrooms must have the following minimums:
 - o Residential compartments must be at least 12.5 x 13.5 cm
 - o Commercial compartments at least 13.5 x 30.5 cm
 - o Parcel compartments at least 30.5 x 30.5 cm
- Vertical lock-box models must have min comp size of 25 x 12.5 cm. (Most models are 40 x 12.7 cm)

Heights

- All lock-box assemblies must be installed in a manner that will not require the delivery employee to reach higher than 170cm or lower than 45cm when delivering to the equipment. With respect to horizontal lock-boxes, the limits above will likely mean that maximum number of compartments that can be included in each column of residential compartments would be eight

Rear-loading Lock-boxes

- Projects with more than 100 units are required to be serviced via a rear-loading lock-box assembly.
- There must be a width of at least 100cm of working space from the back of the boxes to the wall.
- A ledge under the bottom row of boxes is also recommended in rear-loading designs. This ledge is to be directly under the bottom row of boxes (no space between ledge and bottom of boxes) and must stick out at least 20cm from the back of the boxes.
- Mailroom door is required to provide a minimum 81cm opening
- Lighting should be at least 100 lux (measured 75 cm from floor)

Access

- All buildings where the lock-boxes are required to be serviced from inside the building are required to install a Canada Post Crown lock in the building intercom. The intercom is pre-fabricated with an internal housing for the lock. The lock can be obtained from the local deliver supervisor.
- If the building has more than 100 units, a rear-loading lock-box assembly will be installed. The door to the Canada Post delivery area must be fitted with a specific model of deadbolt. This is because Canada

Post will supply a key cylinder made specifically for the Canada Post key that will fit inside the deadbolt purchased by the developer.

Numbering

- Compartments should be numbered vertically and left to right on the delivery side of the boxes

101	109	207
102	110	208
103	201	209
104	202	210
105	203	301
106	204	302
107	205	303
108	206	304

Grade-level Components

- If the development includes grade level retail or residential units, please take note that door-to-door delivery will not be provided to these units. Canada Post is happy to install a Community Mailbox to provide service to these units. Please coordinate a location with the Canada Post Delivery Planner for the area. If there is no room on the property for the Community Mailbox, service can be provided via another Community Mailbox in the area. Options to service the units from the tower (lobby) lock-boxes or via a front-loading lock box erected on the outside of the building can also be discussed with the Delivery Planner.

TRANSIT WINDSOR – JASON SCOTT

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Central 3. The Central 3 has an existing weekday peak frequency of 30 minutes. The closest existing bus stop to this property is located on Pillette at Alice northeast corner. This bus stop is approximately 305 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

HERTIAGE PLANNING – TRACY TANG

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 & Building 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 x6179, ttang@citywindsor.ca, planningdept@citywindsor.ca
Windsor Manager of Culture and Events (A):
Michelle Staaedegaard, (O) 519-253-2300x2726, (C) 519-816-0711,
mstaaedegaard@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

TRANSPORTATION PLANNING – ELARA MEHRILOU

- **Land Conveyance**
Not Applicable.
- **Corner Cut-Off**
Not Applicable.
- **Sidewalk**
Not Applicable
- **Parking**
All parking must comply with ZBL 8600.
- **Transportation Impact Study**
Transportation Planning has received and reviewed Traffic Impact Memo file No. 25-1721 dated 5 February 2025. Transportation Planning agrees that the impact of the proposed residential development will be minimal on the area traffic operation.
- **Access**
All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- **Exterior Path**
All new exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).
- **Other Comments**
Not Applicable.

Should you have any further questions or concerns, please contact Ellie MehriLou, of this department at EMehrilou@citywindsor.ca.

ZONING COORDINATOR – STEFAN PAVLICA

Below is the zoning review summary for the *above-mentioned property*; circulated on October 24, 2025:

- **Current Zoning Designation:** Residential District 1.2 (RD1.2)
- **Proposed Zoning Designation:** Residential District 2.5 (RD2.5) w/ site specific S.20(1)XXX

- **Existing Use [as per historical Building Permit(s) / Planning Act Applications(s)]:**
 - *Single Unit Dwelling*
- **Proposed Use:**
 - *Multiple Dwelling* containing a maximum of nine (9) *dwelling units*
- **Section 5 – General Provisions:**
 - COMPLIES
- **Section 11.5.5.6 – Residential District 2.5 (RD2.5):**
 - Minimum Lot Width [11.5.5.6.1]:
 - 20.0m (Required)
 - 21.3m (Provided)
 - Minimum Lot Area [11.5.5.6.2]:
 - 1,494.0m² (Required)
 - 1,618.4m² (Provided)
 - Maximum Lot Coverage [11.5.5.6.3]:
 - 50.0% (Required)
 - 17.6% (Provided)
 - Minimum Main Building Height [11.5.5.6.4]:
 - 7.0m (Required)
 - 8.8m (Provided)
 - Maximum Main Building Height [11.5.5.6.4]:
 - 18.0m (Required)
 - 8.8m (Provided)
 - Minimum Front Yard Depth [11.5.5.6.5]:
 - 6.0m (Required)
 - 4.9m (Provided)
 - Minimum Rear Yard Depth [11.5.5.6.6]:
 - 7.50m (Required)
 - 45.49m (Provided)
 - Minimum Side Yard Depth [11.5.5.6.7]:
 - 1.20m (Required)
 - 1.20m (Provided)
- **Section 20 – Site Specific Zoning Exemptions:**
 - NOT APPLICABLE
- **Section 24 – Parking, Loading, and Stacking Provisions:**
 - Required Number of Visitor Parking Spaces [24.22.1.1]:
 - 1 (Required)
 - 0 (Provided)
- **Section 25 – Parking Area Regulations:**

- Parking Area Separation from a building wall containing a habitable room window or containing both a main pedestrian entrance and a habitable room window facing the parking area where the building is located on the same lot as the parking area [25.5.20.1.6]:
 - 4.50m (Required)
 - 1.85m (Provided)

PARKS DEVELOPMENT – HODA KAMELI

The Parks Development has no comments to this liaison.

LANDSCAPE ARCHITECT – RYAN UPTON

As requested, the materials for the file titled above have been reviewed.

There are no objections or documents required from a Landscape Architecture perspective as it pertains to a Zoning By-law Amendment (ZBA).

If you have any questions or concerns, please feel free to contact me.

URBAN DESIGN – SOPHIA DI BLASI

No urban design comments for this application.

RIGHT-OF-WAY – MARK SCHAFFHAUSER

Required Drawing Revisions:

1. **Driveway Approaches** – Do not conform to City of Windsor Standards, which must be constructed with straight flares and no raised curbs within the right-of-way.
 - Modify as per Standard Engineering Drawing [AS-221 or AS-222].
 - Remove any redundant approaches and curb cuts and restore boulevard to City Standards.
2. **Sewer Connections** – All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
 - Modify drawings to include all sewer connections and water services.
 - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

Right-of-Way Permit Requirements

CCTV Sewer Inspection – The Owner further agrees to provide at its entire expense CCTV inspection satisfying City of Windsor Standard Specification S-32, for all existing and newly constructed sanitary and storm sewer infrastructure. The inspection shall include both mainline sewers and private drain connections, and shall be required to be submitted prior to the issuance of construction permits;

Driveway Approaches – The Owner further agrees that driveway approaches shall be constructed in such width and location as shall be approved by the City Engineer, with straight

flare driveway approaches and no raised curbs within the right-of-way. The Owner shall have the option of constructing said driveway approaches as follows:

1. Residential Property
 - a. Asphalt in accordance with City of Windsor Standard Drawing AS-221; or
 - b. Concrete in accordance with City of Windsor Standard Drawing AS-222

Sewer Connections – The site is serviced by a 300 mm sanitary sewer and a 450 mm storm sewer located within the Norman Street Right-of-Way. All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.

- Modify drawings to include all sewer connections and water services.
- Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

If you have any further questions or concerns, please contact Dan Perissinotti, of this department at dperissinotti@citywindsor.ca

ENWIN

HYDRO ENGINEERING: Anwar Nagar

"No Objection, provided adequate clearances are achieved and maintained. Enwin has an existing overhead pole line running through the center of the property with 120/240-volt secondary hydro distribution.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction. Also, we suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction."

WATER ENGINEERING: Bruce Ogg

ENWIN Water has no objections. The existing water service will need to be upgraded to accommodate the proposed development.

DEVELOPMENT ENGINEERING – DANIEL LOPEZ

We have reviewed the subject Rezoning application and have the following comments:

Sewers The site may be serviced by a 300mm sanitary sewer and a 450mm sewer located within Norman right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A sanitary sampling manhole may be required on any new sanitary connection at the property line to the satisfaction of the City Engineer, if one does not already exist.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This will include, at a minimum:

- Submission of stormwater management review fee, **OUTSTANDING**
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

Right of-Way

Norman Road is classified as Local Residential Road according to the Official Plan requiring a right-of-way width of 20.10m; the current right-of-way is 20.10m, therefore, no conveyance is required at this time.

In summary we have no objection to the proposed development, subject to the following requirements:

If you have any further questions or concerns, please contact Daniel Lopez, of this department at dlopez@citywindsor.ca



Council Report: S 135/2025

Subject: Zoning By-law Amendment Application for 3220 Church Street, Z-022/25 [ZNG-7326], Ward 1

Reference:

Date to Council: January 5, 2026
Author: Brian Nagata, MCIP, RPP
Planner III - Development (A)
(519) 255-6543 ext. 6181

Planning & Building Services
Report Date: November 27, 2025
Clerk's File #: Z/15055

To: Mayor and Members of City Council

Recommendation:

- I. THAT the application of Deniz Orak to amend Zoning By-law 8600 by adding a zoning exception to allow for the creation of a lot with a reduced minimum lot width and lot area at 3220 Church Street for the construction of a new Single Unit Dwelling **BE DENIED** due to not being in full conformity to the policy direction of the City of Windsor Official Plan.

Executive Summary:

N/A

Background:

Application Information:

Location: 3220 Church Street
(Lot 91 and Part of Lots 90 & 92, Plan 1248, Parts 1 & 2, Plan 12R-21376; Roll No. 080-300-03175; P.I.N. 01304-0753 LT & 01307-1064 LT)

Ward: 1

Planning District: South Windsor

Zoning District Map: 8

Owner: Halit Orak

Applicant: Deniz Orak

Authorized Agent: Pillon Abbs Inc. (Tracey Pillon-Abbs)

Proposal:

The applicant is requesting an amendment to Zoning By-law 8600 to change the zoning for the lands located on the southeast corner of Church Street and Norfolk Street, known municipally as 3220 Church Street (the "Subject Property"), by adding a zoning exception to allow for the creation of a lot from the northern portion of the Subject Property with a reduced minimum lot width and lot area for the construction of a new Single Unit Dwelling. The zoning exception would only be applied to the proposed lot.

A subsequent Application for Consent to sever the Subject Property must be approved by the Committee of Adjustment to create the proposed lot.

Submitted Information: Conceptual Plans (See Appendix A), Deed, Existing Tree Survey & Preservation Plan, Planning Rationale Report and Zoning By-law Amendment Application

All submitted information (save and except for the Deed) can be found on the City's [Current Development Applications webpage](#), referencing the file number and municipal address.

Site Information:

Official Plan	Zoning	Current Use	Previous Use
Residential	Residential District 1.4 (RD1.4)	Single Unit Dwelling	Agricultural
Lot Width	Lot Depth	Lot Area	Lot Shape
24.0 m	Irregular	956.3 m ²	Irregular
<i>All measurements are based on Reference Plan 12R-21376</i>			

The Subject Property contains a one-storey Single Unit Dwelling with a rear accessory building and driveway off Church Street. The remainder of the Subject Property is maintained as landscaped open space. There is an approximately 1.6-metre-wide utility easement along the north exterior side lot line of the Subject Property, described as Part 2 on Reference Plan 12R-21376.

The proposed lot has an irregular configuration with an area of 343.1 m² and lot width of 5.7 metres (based on the below definition for lot width under Zoning By-law 8600).

LOT WIDTH means the perpendicular distance in metres between the side lot lines. Where the side lot lines are not parallel, the lot width shall be the average distance in metres between the side lot lines.

The calculations for determining the lot width of the proposed lot are included below:

	4.0 m	Front lot line length
+	7.4 m	Rear lot line length
<hr/>		
=	11.4 m	
÷	2	
<hr/>		
=	5.7 m	Proposed lot width

The small proposed lot width is a direct result of the Subject Property's irregular configuration in conjunction with the below definition for lot width under Zoning By-law 8600.

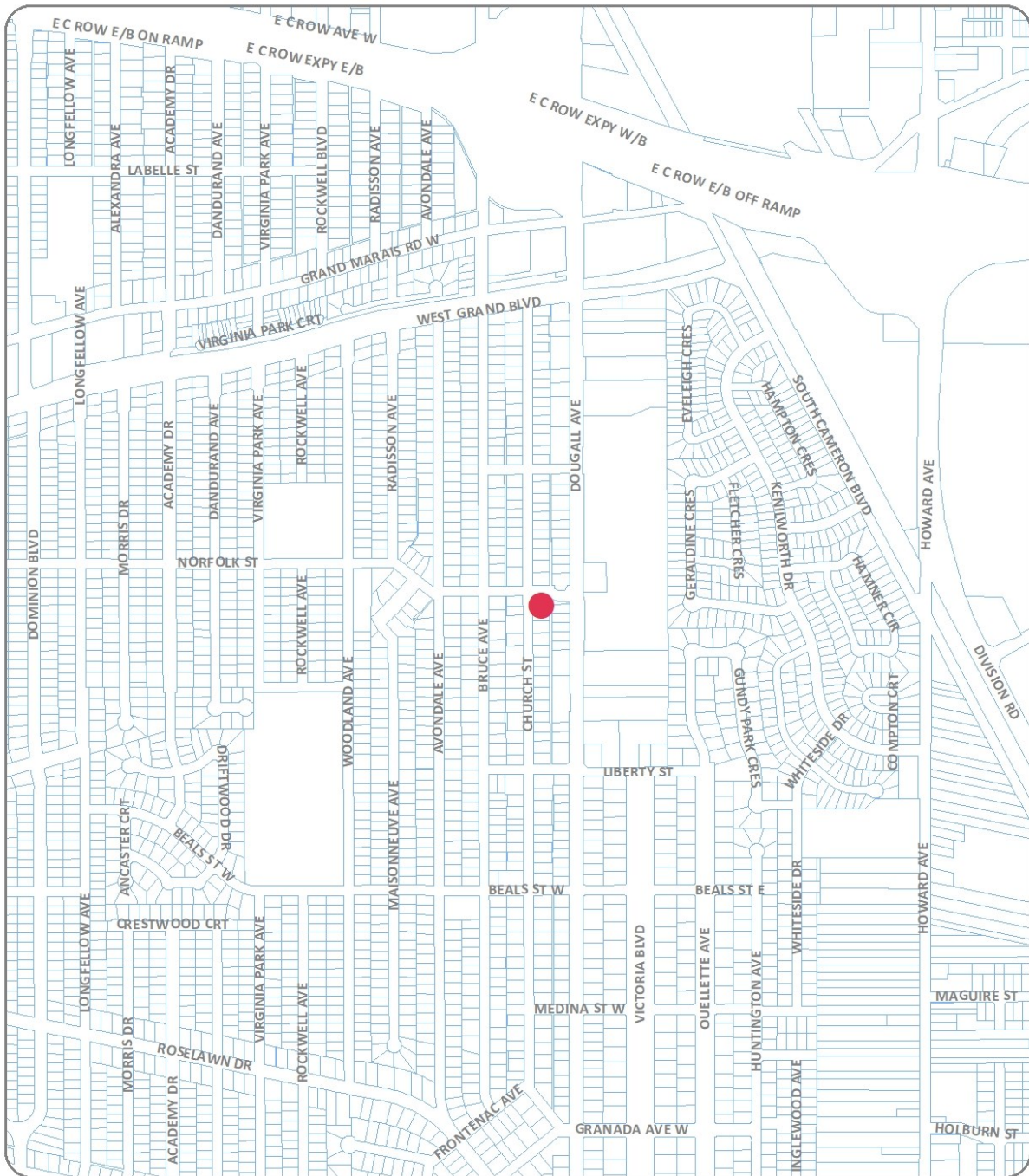
FRONT LOT LINE means the shortest exterior lot line. On a corner lot, where the front lot line curves to meet an exterior side lot line, for the purpose of the determination of length in metres, the front lot line shall be determined to extend to the mid-point on the curve where the front lot line and side lot line meet.

The shortest exterior lot line is 4.0 metres. If a line is drawn along Church Street between the northwest and southwest corners of the Subject Property, the resulting distance would be 15.6 metres (a distance of 15.5 metres was used in the Planning Rationale Report). If 15.6 metres was used in place of 4.0 metres in the calculation above the resulting proposed lot width would be 11.5 metres, which is still substantially lower the minimum requirement of 18.0 metres under the RD1.4 zoning.

The lands constituting the proposed lot were conveyed to the Subject Property from the City as a **lot addition** in 2004. The lands were previously part of an untraveled portion of the Norfolk Street right-of-way.

In 2004, a previous owner of the Subject Property applied to close the said portion of Norfolk Street for the purpose of enlarging their property to facilitate the construction of a garage (Street Closure File No. SAS-7922). Council passed By-law 261-2004 on August 9, 2004, closing the said portion of Norfolk Street and authorizing its conveyance to the Subject Property as a **lot addition** for \$1.00, plus deed preparation fee and the survey costs as invoiced to The Corporation of the City of Windsor by an Ontario Land Surveyor. The said portion of Norfolk Street was **not** identified as a **building lot** in any of the documentation associated with SAA-7922.

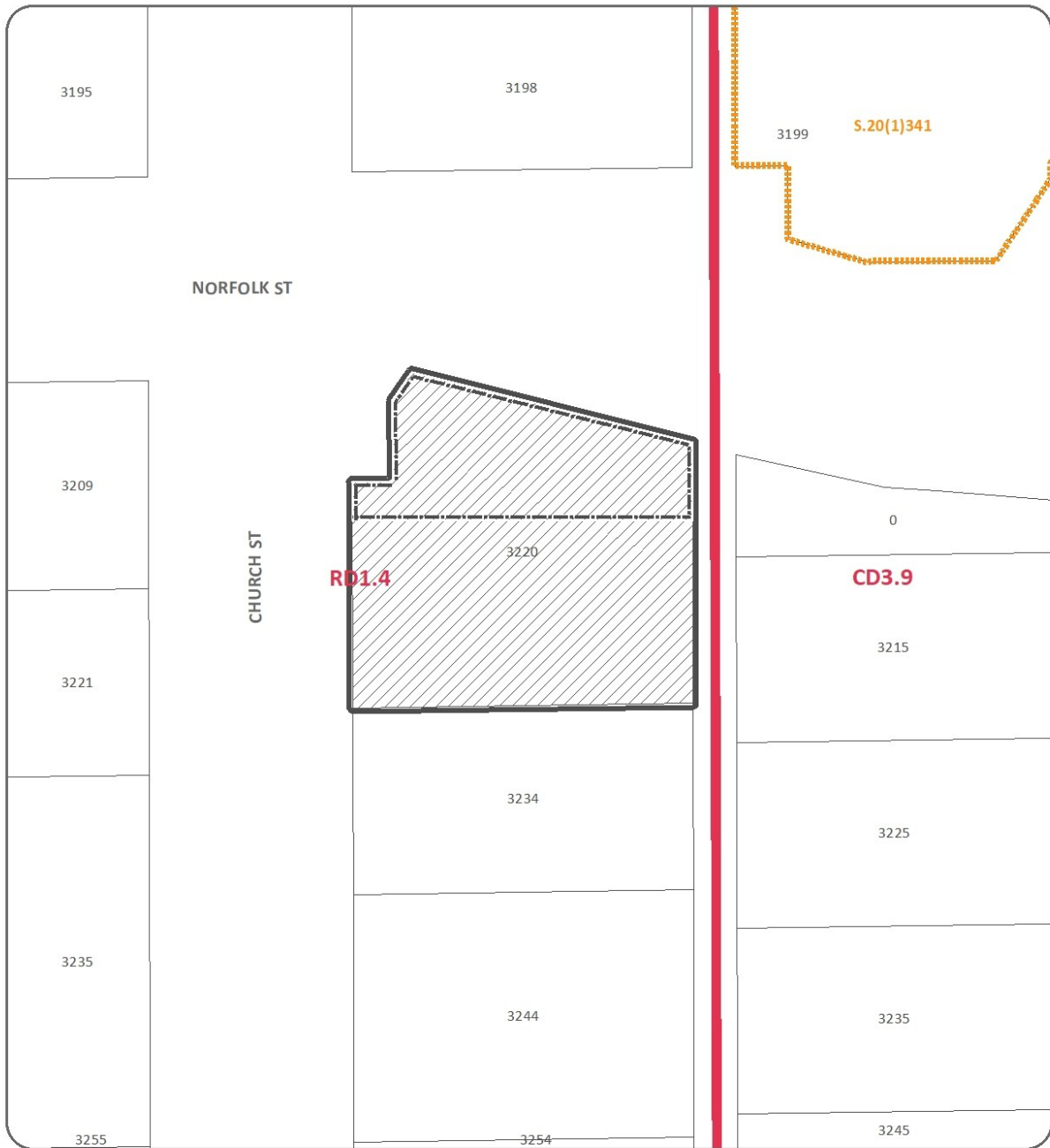
The applicant was advised as part of the Planning Consultation process that the requested zoning by-law amendment and future consent are not considered viable.



KEY MAP - Z-022/25, ZNG/7326



● SUBJECT LANDS

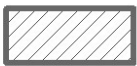


PART OF ZONING DISTRICT MAP 8

N.T.S.

REQUESTED ZONING AMENDMENT

Applicant: Deniz Orak



SUBJECT LANDS



PROPOSED LOT

PLANNING & BUILDING DEPARTMENT



DATE : SEPTEMBER, 2025
FILE NO. : Z-022/25, ZNG/7326



NEIGHBOURHOOD MAP - Z-022/25, ZNG/7326



SUBJECT LANDS



PROPOSED LOT

Neighbourhood Characteristics:

The Subject Property is located on the eastern side of the South Windsor neighbourhood. The South Windsor neighbourhood constitutes the area north of Cabana Road East/West, east of Huron Church Road, south of E. C. Row Expressway and west of the Canadian Pacific Railway corridor.

Surrounding Land Uses:

North:

- Business Office
- Low Profile Housing
- Medical Office
- Nikola Budimir Memorial Library
- Radisson Bikeway

East:

- Funeral Home
- Kenilworth Park
- Low Profile Housing
- Major Commercial Centre (Smart Centres)

South:

- Financial Office
- Low Profile Housing
- Medical Office
- Minor Commercial Centre
- Roseland Golf Club

West:

- Capri Pizzeria Recreation Complex
- Central Park
- Central Public School
- Low Profile Housing
- St. Gabriel Catholic Elementary School
- Vincent Massey Secondary School

Municipal Infrastructure:

- Church Street is classified as a local road, which has a two-lane rural cross section with no sidewalks or streetlights.
- Norfolk Street is classified as a Class II Collector Road, which has a two-lane cross section with curbs and gutters, sidewalks on both sides and streetlights on the north side.

- Sanitary sewer, storm sewer and watermain are located within the Church Street right-of-way.
- Watermain is located within the Norfolk Street right-of-way.

Discussion:

The defined role of the Provincial Planning Statement, 2024 (the “PPS”) is to provide *“policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario’s policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.”*

The policies of the PPS represent minimum standards. Planning authorities and decision-makers may go beyond these minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the Provincial Planning

The PPS states that, *“Municipal official plans are the most important vehicle for implementation of the Provincial Planning Statement and for achieving comprehensive, integrated and long-term planning.”*

The following policies of the PPS are considered relevant in discussing provincial interests related to this amendment:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities

2.1 Planning for People and Homes

Policy 2.1.6 states:

Planning authorities should support the achievement of complete communities by:

- a) *improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and*
 - a. Compliance with the Barrier-Free Design requirements of the *Ontario Building Code* and accessibility requirements under *Ontario Regulation 191/11 Integrated Accessibility Standards to the Accessibility for Ontarians with Disabilities Act, 2005* will be addressed through the Building Permit application process.

2.2 Housing

Policy 2.2.1 states:

*Planning authorities **shall** provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:*

- b) *permitting and facilitating:*

1. *all types of residential intensification, including ... and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;*
 - i. This amendment will allow for the redevelopment of the Subject Property at a higher density than currently exists.
- c) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and*
 1. This amendment will allow for new housing that efficiently uses available municipal electrical, sanitary, storm and water services and nearby public service facilities.
 2. This amendment will allow for new housing that supports the use of existing active transportation infrastructure, being located at the east terminus of the signed bike lanes on Norfolk Street and approximately 100.0 metres to the signed bike lanes on Bruce Avenue.
 3. These factors avoid unnecessary land consumption.
- d) *requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations.*
 1. This amendment will allow for a transit-supportive development through residential intensification within walking distance of northbound and southbound transit stops for the Dougall 6 bus route (approximately 225.0 metres and 60.0 metres respectively).

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

Policy 2.3.1.1 states:

*Settlement areas **shall** be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.*

- The Subject Property is located within a Settlement area.

One or more of the responses provided to the policies of PPS Chapter 2 and/or the Official Plan referenced herein also speak to the following relevant PPS Policies:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities	
2.3 Settlement Areas and Settlement Area Boundary Expansions	
2.3.1 General Policies for Settlement Areas	
Policy 2.3.1.2 (<i>Land use patterns</i>)	Sub Policies a) (<i>efficiently use land</i>)

<i>within settlement areas should be based on densities and a mix of land uses which:)</i>	<i>and resources), b) (optimize existing and planned infrastructure and public service facilities), c) (support active transportation), d) (are transit-supportive, as appropriate)</i>
Policy 2.3.1.3 (<i>Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and)</i>	
2.9 Energy Conservation, Air Quality and Climate Change	
Policy 2.9.1 (<i>Planning authorities shall plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate through approaches that:)</i>	Sub Policy a) (<i>support the achievement of compact, transit-supportive, and complete communities)</i>
Chapter 3: Infrastructure and Facilities	
3.6 Sewage, Water and Stormwater	
Policy 3.6.2 (<i>Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health and safety. For clarity, municipal sewage services and municipal water services include both centralized servicing systems and decentralized servicing systems)</i>	

Official Plan

Relevant excerpts from Volume I of the Official Plan are attached as Appendix C. The following policies from these excerpts are considered relevant in discussing this amendment's conformity with the Official Plan.

Table 1 - Volume I Schedules

Schedule	Designation
Schedule A - Planning Districts & Policy Areas	South Windsor

Schedule A-1 - Special Policy Areas	N/A
Schedule B - Greenway System	Proposed Recreationway (Norfolk Street)
Schedule C - Development Constraints	N/A
Schedule C-1 - Archaeological Potential	N/A
Schedule D - Land Use	Residential
Schedule E - City Centre Planning District	N/A
Schedule F - Roads & Bikeways	Class II Collector Road (Norfolk Street)
Schedule F-1 - Railways	N/A
Schedule G - Civic Image	N/A
Schedule H - Baseplan Development Phasing	N/A
Schedule J - Urban Structure Plan	N/A
Schedule K - Source Water Protection Areas	N/A

Volume I

Chapter 6 - Land Use:

6.1 Goals

This amendment complies with the following applicable land use goals:

- *Safe, caring and diverse neighbourhoods.* (Goal 6.1.1)
- *Housing suited to the needs of Windsor's residents.* (Goal 6.1.3)
- *To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available.* (Goal 6.1.14)

6.3 Residential

6.3.1 Objectives

The amendment complies with the following applicable Residential land use objectives:

- *To promote compact neighbourhoods which encourage a balanced transportation system.* (Objective 6.3.1.2)

6.3.2 Policies

Permitted Uses

Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. (Policy 6.3.2.1)

- A Single Unit Dwelling is classified as a Low-Profile dwelling unit.

Locational Criteria

New residential development and intensification shall be located where: (Policy 6.3.2.4)

- *(a) There is access to a collector or arterial road;*
 - The Subject Property is located on Norfolk Street, a Class II Collector Road.
- *(b) Full municipal physical services can be provided;*
 - Refer to the response provided to PPS Policy 2.2.1.c) herein.
- *(c) Adequate community services and open spaces are available or are planned; and*
 - Refer to the response provided to PPS Policy 2.2.1.c) and the Surrounding Land Uses section herein.
- *(d) Public transportation service can be provided.*
 - Refer to the response provided to PPS Policy 2.2.1.d) herein.

Evaluation Criteria for a Neighbourhood Development Pattern

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is: (Policy 6.3.2.5)

- *(a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:*
 - *(iv) where traffic generation and distribution is a provincial or municipal concern; and*
 - The Transportation Planning Department did not identify any concerns with traffic generation and distribution.
- *(c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas.*
 - This amendment will allow for a development that is compatible with the established built environment found within the surrounding area.
 - This assessment is based on the following definition for “compatible development” included in *The City of Windsor Intensification Guidelines*:

- *“Compatible development means development that may not necessarily be the same or similar to the existing buildings in the vicinity, but, nonetheless, enhances an established community and coexists with existing development without causing any undue adverse impact on surrounding properties.”*
- *(d) provided with adequate off street parking;*
 - The proposed development will accommodate the required number of parking spaces onsite.
 - The driveway approach must be located a minimum of 15.0 metres from the intersection of Church Street and Norfolk Street, measured from the south limit of Norfolk Street.
- *(e) capable of being provided with full municipal physical services and emergency services; and*
 - Refer to the response provided to PPS Policy 2.2.1.c) herein for details on the municipal physical services available to the Subject Property.
 - The Subject Property is served by Essex-Windsor EMS, Windsor Fire & Rescue Services (Fire Hall No. 6) & Windsor Police Service.

Chapter 8 - Urban Design:

8.7 Built Form

8.7.2 Policies

Infill Development

Council will ensure that proposed development within an established neighbourhood is designed to function as an integral and complementary part of that area's existing development pattern by having regard for: (Policy 8.7.2.3)

- *(e) lot size;*
 - The PRR did not provide a quantitative analysis of lot width and area for the surrounding neighbourhood.
 - The Planning Department analyzed the lot width and lot area of residential properties within 200.0 metres of the Subject Property.
 - The following conclusions were reached from the analysis.
 - Lot widths ranged from approximately 17.9 metres to 38.9 metres, with an average of 22.5 metres.
 - Lot areas ranged from approximately 593.9 m² to 1,276.8 m², with an average of 773.2 m².
 - The proposed lot width and lot area is substantially less than the residential properties within the surrounding area.
 - The data collected through the analysis is attached as Appendix G.

- (j) Council adopted Design Guidelines that will assist in the design and review of applications for development in accordance with the policies noted above.
 - The *City of Windsor Intensification Guidelines* were considered as part of the evaluation of the applicable Official Plan policies referenced herein.

Chapter 11 - Tools:

11.4 Subdivisions and Consents

11.4.3 Consent Policies

11.4.3.2 Appropriate Reasons for Consents

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;

- a) *Small scale Infilling or intensification for development that is compatible with the neighbourhood;*
 - The proposed lot represents intensification for development that is compatible with the neighbourhood.

11.4.3.3 Conform with Permitted Uses

Consents shall only be granted for the creation of lots which comply with the Official Plan and Zoning By-law.

- The Subject Property is designated Residential in the Official Plan, and the proposed lot maintains the same use and conforms to the associated objectives and policies.
- This amendment, **if approved**, will address the proposed lot's non-compliance with the minimum lot width and lot area provisions of the RD1.4 zoning.

11.4.3.4 Access to a Public Highway

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.

- Refer to the responses provided to Official Plan Policy 6.3.2.4(a) herein.

11.4.3.5 Municipal Services

All new lots created by consent shall be serviced by municipal sanitary sewer and water services and provide for stormwater management.

- Refer to the response provided to PPS Policy 2.2.1.c) herein.

11.4.3.6 Evaluation Criteria

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;

- *a) Provincial legislation, provincial policies and applicable provincial guidelines;*
 - The proposed lot is consistent with the PPS.
- *b) Conformity with the policies of this Plan, Volume II: Secondary Plans and Special Policy Areas and other relevant municipal standards and guidelines;*
 - Refer to response provided to the Official Plan Policy 8.7.2.3(j) herein.
- *d) The continuation of an orderly development pattern and the lot pattern in the neighbourhood;*
 - The proposed lot does not represent a continuation of the lot pattern in the neighbourhood.
 - The data collected through the planning analysis, attached as Appendix G, shows that residential properties within 200.0 metres of the Subject Property exceed the 18.0 metre minimum lot width (save and except for 3207 Avondale Avenue, which has a lot width of approximately 17.9 metres) and 540.0 m² minimum lot area provisions for a Single Unit Dwelling under the respective CD3.9 or RD1.4 zoning.
 - If a 150.0 metre buffer is used, as suggested by the *City of Windsor Intensification Guidelines*, all residential properties exceed the aforesaid minimum lot width and lot area provisions.
 - A visual analysis of residential properties within 200 metres of the Subject Property finds that they all have a rectangular configuration, save and except for 3207 Avondale Avenue, which is triangular.
 - If a 150.0 metre buffer is used, all residential properties have a rectangular lot pattern.
- *f) The requirements or comments of Municipal departments and public agencies or authorities.*
 - Requirements of Municipal departments and public agencies, at the discretion of the Planner, will be recommended conditions of the requested Consent.

11.6 Zoning

11.6.1 Objectives

Land use compatibility throughout Windsor is an implementation goal to be achieved when administering a planning tool under this Chapter. Compatibility between land uses is also an objective of the Zoning By-law Amendment planning tool (Policy 11.6.1.2).

- Land use compatibility was considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

11.6.3 Zoning By-law Amendment Policies

11.6.3 Evaluation Criteria

Policy 11.6.3.3 states:

- *When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following:*
 - *(a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines;*
 - *(b) Relevant support studies;*
 - *(c) The comments and recommendations from municipal staff and circularized agencies;*
 - *(d) Relevant provincial legislation, policies and appropriate guidelines; and*
 - *(e) The ramifications of the decision on the use of adjacent or similar lands.*
- This amendment is not anticipated to have any ramifications on the use of adjacent or similar lands.

The aforesaid matters were considered as part of the evaluation of the applicable Official Plan and PPS policies referenced herein.

Zoning By-Law

Relevant excerpts from Zoning By-law 8600 are attached as Appendix D.

The subject property is within a RD1.4 zone of Zoning By-law 8600, which provides opportunities for intensification that is consistent with the PPS and conforms to the Official Plan (e.g. two additional dwelling units may be constructed under the existing zoning).

The applicant is requesting an amendment to change the zoning for the Subject Property by adding a zoning exception to allow for the creation of a lot with a reduced minimum lot width of 5.7 metres and lot area of 343.1 m² for the construction of a new Single Unit Dwelling.

The applicant has submitted a Planning Rationale Report (PRR) in support of the requested amendment. The PRR has been considered and is not fully supported in this report for the reasons noted herein.

No other zoning deficiencies have been identified or supported.

In the event that Council should decide to approve this application, a draft amending by-law has been included as Appendix F herein.

Subsection 24 (1) of the *Planning Act*, R.S.O. 1990, c. P.13. prohibits a by-law from being passed that does not conform to the Official Plan. As discussed through the Official Plan section herein, the proposed amendment conforms to the applicable policies of the Official Plan.

Risk Analysis:

N/A

Climate Change Risks

Climate Change Mitigation:

Residential intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods while using currently available infrastructure such as sewers, sidewalks, and public transit helps to mitigate development impact.

Situating development in areas with access to active transportation and transit increases the likelihood of residents utilizing various non-vehicular means of utilitarian transportation which collectively reduces the amount of greenhouse gas emissions within the City of Windsor.

Climate Change Adaptation:

The new building may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process.

Financial Matters:

N/A

Consultations:

Comments received from City Departments, external agencies and members of the public on this application were taken into consideration when preparing this report. A record of the comments is included as Appendix E herein.

There are no objections to the proposed amendment.

The applicant hosted a public open house (in-person and online) on June 23, 2025, at Signature Tributes Event Centre (3310 Dougall Avenue). Notice of the open house was issued to owners of properties within 200.0 metres of the Subject Property. The open house was attended by three residents. Comments from residents were also received by email and phone.

Section 3.2 of the PRR summarizes the comments and questions and includes corresponding responses.

Comments received were taken into consideration when preparing this report.

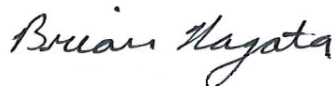
Public Notice: Statutory notice was advertised in the Windsor Star, a local daily newspaper. A courtesy notice was mailed to property owners and residents within 200 metres of the subject property.

Conclusion:

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter, “shall be consistent with” the PPS. The recommended zoning amendment has been evaluated for consistency with the PPS and conformity with the policies of the City of Windsor Official Plan.

The recommended Zoning By-law amendment is consistent with the PPS; however, it is not found to fully conform to the policy direction of the City of Windsor Official Plan, and subsequently does not constitute good planning.

Planning Act Matters:



Brian Nagata, MCIP, RPP
Planner III - Development (A)

I concur with the above comments and opinion of the Registered Professional Planner.

Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

Neil Robertson, MCIP, RPP
City Planner

I am not a Registered Professional Planner and have reviewed as a Corporate Team Leader

JP RM

Approvals:

Name	Title
Brian Nagata	Planner III - Development (A)

Name	Title
Greg Atkinson	Deputy City Planner - Development
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Notifications:

N/A

Appendices:

- 1 Appendix A - Conceptual Plans
- 2 Appendix B - Site Images
- 3 Appendix C - Excerpts from Official Plan Volume I
- 4 Appendix D - Excerpts from Zoning By-law 8600
- 5 Appendix E - Consultations
- 6 Appendix F - Draft Amending By-law
- 7 Appendix G - Planning Analysis of Residential Properties

General

Site plan generated is based upon municipal zoning information as obtained from the local building department where the project is to be constructed. Concept Studio Designs will not be responsible for determining other restrictions that are applied to the property (i.e. easements, restrictive covenants etc.).

Upon receipt of the building permit, Concept Studio Designs is to be notified immediately, by the permit holder, of any issues or concerns the building department has noted on the permit set. If not notified, Concept Studio Designs is not responsible for any associated costs or damages.

Engineered shop drawings, for any manufactured component forming part of the building (i.e. engineered roof trusses, engineered floor joist, lintels etc.), must be submitted to Concept Studio Designs for review and written approval. If engineered shop drawings are not submitted and approved, Concept Studio Designs is not responsible for any associated costs or damages.

Materials or construction procedures with are prohibited by law or shall cause a harmful effect to the natural environment or to the health of any person on the site during construction and/or during occupancy shall not be used in this project.

All trades shall conform with all the applicable federal, provincial & local codes, rules and regulations. In case of conflict, the most stringent requirement shall apply.

This building has been designed in accordance with the OBC 2012. A copy of the code book should be retained by the building department for reference by the site construction personnel. All construction shall conform to all requirements of the current code.

Mechanical system design is by the mechanical contractor. Design and installation shall comply with parts 6, 9 and all other applicable parts of the OBC 2012.

Plumbing systems design is by others. Design and installation shall comply with parts 7, 9 and all other applicable parts of the OBC 2012.

These notes are for general reference only, where conflicts exist between these notes and current codes the more stringent requirements shall prevail.

Do not scale drawings, use printed dimensions only. If any discrepancy occurs, notify the designer and/or owner immediately for direction.

Soils

When soil test are not provided, the soil bearing capacity is assumed to be 3000psf. Bearing material shall be dense sand or dense clay. If any other materials or lower bearing capacity are encountered notify the architect engineer for re-evaluation of footing size.

Sump Pumps

Provide sump pumps in basements if recommended by soil engineer or as required by local code official.

Foundation Notes

Foundations and footings have been designed based on a minimum soil bearing capacity of 3,000 p.s.f.

Compressive strength of concrete after 28 days shall be at least 32 MPa for a garage and carport floors and all exterior elevations.

All concrete used for garage and carport floors and exterior steps shall have an entrainment of 5% to 6%.

Concrete work and placement shall conform to the latest specification of C.I.O.B. and A.C.I.

Compressive strength of concrete after 28 days shall be at least 20 MPa for foundation walls.

Minimum footing depth shall be 4'-0" below finished grade.

Remove all fill and organic materials from areas to receive floor slabs. Prepare areas per soils engineer's recommendation.

All reinforcing bars, dowels, and ties shall conform to A.S.T.M. A615 Grade 60. Reinforcing steel shall be continuous and shall have minimum 36 bar diameter lap, unless shown or noted. All reinforcing bars shall be determined.

Provide temporary bracing as required to insure the stability of the structure until the permanent framing is in place.

All block shall be type N-1, mortar is to be type "N", horizontal wire reinforcing shall be at 16" o.c. in all masonry walls.

Provide all plate anchor bolts at 6"-0" o.c. (max), and 12" from end of all plates. Anchor bolts shall be 1/2" diameter (min), and shall extend 15" (min.) into grouted concrete block or 8" (min.) into poured in place concrete footing or 8" into grouted concrete block plus 7" into poured in place concrete footing.

Provide 24" rigid insulation at all perimeter slab on grade conditions. See drawings for thickness.

Waterproof all brick, block and poured concrete walls at all below grade conditions unless directed otherwise by the soils engineer.

Provide 6 mil vapor barrier under all concrete slab on grade conditions and at all attached garage area concrete slabs.

All poured concrete walls to be backfilled with sandy type soil and be well braced until concrete is thoroughly cured and additional weight of the building is placed. Do not use loam material for backfill.

Loading Conditions

Floor habitable

Floor with marble

Stone or other hard

finish material on

grout bed

Wind load

Roof pitched or flat

Flat with ballast

Flat with ballast

Flat with ballast

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Floor Truss framing and TJI floor joist on drawings is designed for carpet, wood or ceramic tile floor finishes. If the floor material changes, notify the designer immediately for a structural redesign of the floor system to accommodate the dead load of the new floor material.

All micro-lam beams are by Trus Joist MacMillan and are to be joined together per manufacturer printed specifications.

Provide 2 x 6 blocking at 16" o.c. between rim joist and header joist under all partitions parallel to floor framing direction. Provide solid bearing under all part load conditions to top of foundation wall or steel beam to:

Studs in all walls to be spaced 16" o.c., unless noted otherwise. All studs to be continuous from floor to upper floor or roof construction.

Bearing Walls: Provide 2 x 4 solid blocking at 16" o.c. on 2 x 4 ledger boards between header joists (see drawings for size of member) under all in-line bearing partitions from floor above.

Provide solid blocking at all point load conditions continuous to solid bearing at headers or foundation.

Provide solid blocking at all bearing walls perpendicular to framing direction.

Wall Framing: Exterior wood framed walls over 6'-0" in height shall be of minimum 2 x 6 construction. All studs shall be continuous from floor to underside of floor or roof framing above.

All structural mullions to have minimum double stud construction continuous from floor to underside of floor or roof framing above. Window transom headers shall span between continuous studs with flush hanger brackets as required.

Provide continuous studs to underside of roof framing at all sloped ceiling conditions. (Ballon construction).

Lower level (basement) exterior frame walls shall be minimum 2 x 6 framing at 16" o.c. with pressure treated base plate. Interior lower level bearing walls shall be 2 x 6 framing at 16" o.c.

Wall Sheathing: Provide structural grade OSB wall sheathing for lateral loading. When non-structural sheathing is used provide braced diagonal wind bracing or other type of bracing at all exterior corners of structure.

Roofing: Asphalt shingles shall not be installed on roof slopes below two units vertical in 12 units horizontal (2:12). Double-layer underlayment shall be required on roof slopes below four units vertical in 12 units horizontal (4:12). Single-layer underlayment is required on all other roof slopes. Asphalt shingles shall be secured to the roof with not less than four fasteners per strip shingle, or not less than two fasteners per individual shingle. Shingle headlap shall not be less than 2 inches (51mm).

Installation at valleys, use "cut valley" method.

Roof Penetration: All plumbing, mechanical vent stacks and furnace flues shall be offset to rear rooflines.

Flashing at all penetrations as required.

Attic Access: A readily accessible opening not less than 22" x 20" shall be provided to any attic area having a clear height of over 30".

Stairs: All stairs shall conform to OBC section 5.8 for allowable rise height and tread depth. (Minimum 9 1/4" treads and maximum 7 1/8" risers in single family dwellings.)

Handrails shall be provided on at least one side of stairways of two (2) risers or more having a width of less than 44". Provide additional handrails as required by code on wider stairways.

Handrail to have a diameter size of 1 1/2" min. 2" max.

All handrails shall be located at a height of 34" min. and 38" max. above nose of tread. The size and shape of handrails shall conform to current code requirements.

Stair Rail: Balusters shall be spaced so that a sphere with a diameter of 4 inches cannot pass through the opening.

Top of railings shall be a minimum of 42" high above finished floor or nose of stair tread. The space below a guard rail shall be constructed such that a sphere with a diameter of 6 inches shall not be able to pass through any openings.

Doors: All doors shall be 6" - 8" high unless noted otherwise.

Doors between house and garage to be solid core fire rated steel door with automatic closer.

Windows and Glazing: A minimum of one (1) window in each sleeping area shall meet emergency egress requirements. Window contractor shall provide egress hardware necessary to allow windows to meet applicable egress requirements.

Provide glazing at all window head, jamb, and sill conditions.

Fixed glass sizes shown are for reference only. Glazing contractor shall field measure all rough openings for fixed glass prior to fabrication.

Operating sash are shown for basic sizing only. Final size for rough opening and glazing shall be per selected window manufacturer's standards.

Provide the appropriate safety glass in accordance with all applicable building codes for all hazardous locations listed below:

a) Glazing in ingress and egress doors except wired glass in required fire doors and shutters.

b) Glazing in fixed sliding panels of sliding type doors (patio and mail type).

c) Glazing in storm doors.

d) Glazing in all unframed swinging doors.

e) Glazing in showers and bathtub doors and enclosures.

f) Glazing, operable or inoperable, adjacent to a door in all buildings and within the same plane as the door whose nearest vertical edge is within twelve (12) inches of the door in a closed position and whose bottom edge is less than sixty (60) inches above the floor or walking surface.

g) Glazing in fixed panels having a glazed area in excess of nine (9) square feet with lowest edge less than eighteen (18) inches above the finished floor or walking surface within thirty-six (36) inches of such glazing. In lieu of safety glazing such glazed panels may be protected with a horizontal member not less than one and one-half (1 1/2) inches in width when located between twenty-four (24) and thirty-six (36) inches above the walking surfaces.

Insulation: Provide insulation as required to meet OBC 2012 Code.

Provide 24" wide rigid insulation at all perimeter slab on grade conditions. See drawings for thickness.

Provide minimum 6" batt insulation at all bond conditions (R-22).

Provide minimum 3 1/2" batt insulation around all skylight shafts (R-11).

Thermal batt and blanket insulation shall have a kraft faced vapor barrier.

Insulation be installed in such a manner as to allow free air flow from the soffit to the roof space.

Ventilation of concealed roof spaces shall be maintained.

Garage Floor: The garage shall be completely separated from the residence and its attic area by means of 1/2" gypsum board applied to the garage side.

Smoke Detectors

Each sleeping area shall be provided with a minimum of one (1) smoke detector local fire department approved and Underwriter's Laboratories listed and listed installed adjacent to the sleeping area. The smoke detector shall be installed in accordance with all applicable codes. Where more than one (1) detector is required to be installed within an individual dwelling unit, the detectors shall be wired in such a manner that the activation of one (1) alarm will activate all the alarms in the individual unit. At least one alarm shall be provided at each floor.

Lighting

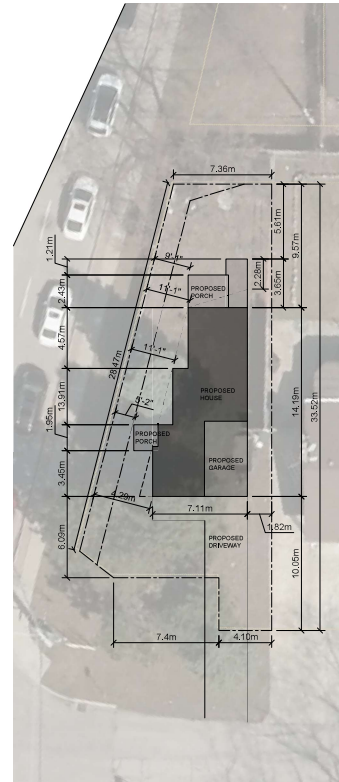
General lighting system design is by others. Design and installation shall comply to Ontario electrical safety code - current edition.

Bedroom outlets - All branch circuits that supply 125 volts, single phase, 15 and 20 amp outlets installed in dwelling units bedrooms shall be protected by an arc-fault circuit interrupter (AFCI) to provide protection of the entire branch circuit.

Corridor and Stairway Lighting: Electrical contractor shall provide fixtures with adequate illumination to meet the required foot candle levels at first floor and stair treads per code.

Contractor may provide additional fixtures not shown on plan to meet these requirements.

The controls for activation of the stairway lighting shall be operable from the top and bottom of the stairway without traversing any step of the stair. All switches that control interior stairway lighting shall be illuminated switches (Control).



LOT AREA	3,893	343.1m ²
BUILDING FOOTPRINT (HOUSE, GARAGE, PORCH)	1,054	97.91m ²
LOT COVERAGE	26.5%	

NOTE:

- EXISTING TREES TO REMAIN & TO BE PROTECTED WITH BARRIERS. DO NOT STOCKPILE SOIL AGAINST OR AROUND TREES. AVOID COMPACTION SOIL AROUND ROOT AREA OF TREES
- FINAL GRADE SHALL BE SUCH SO THAT STORMWATER WILL NOT RUN-OFF ONTO ADJACENT PROPERTIES.

SITE PLAN

SCALE: 1/8" = 1'-0"



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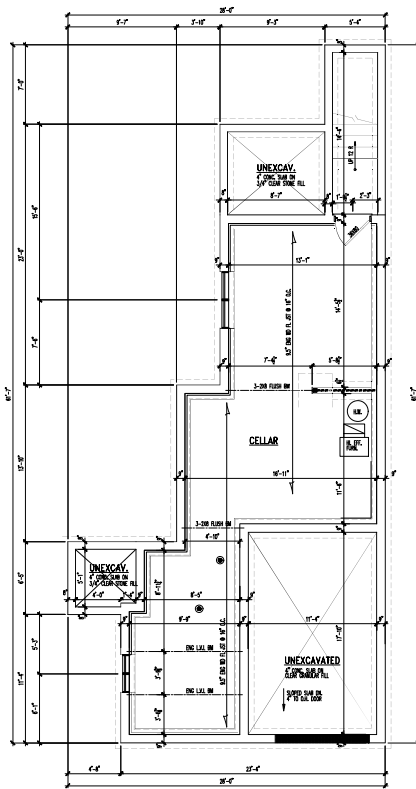
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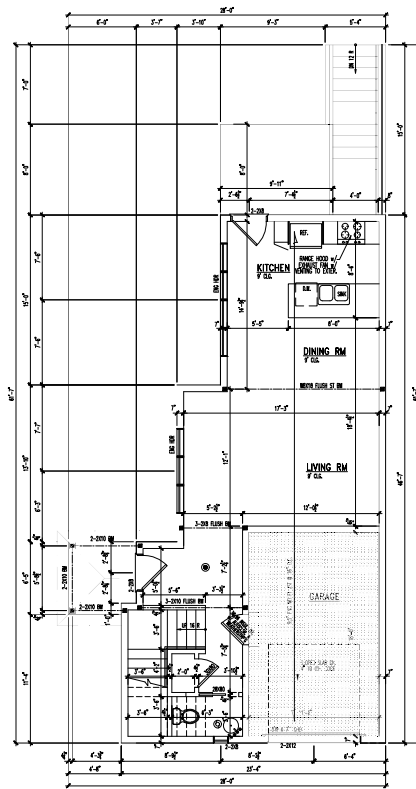


WALL LEGEND - FOUNDATION / BASEMENT PLAN

	FOUNDED CONCRETE FOUNDATION WALL 18" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA
	DELTA MEMBRANE & DRAIN PROTECTION ON FOUNDED CONCRETE FOUNDATION WALL. SEE OTHER SHEETS FOR DRAINAGE DETAILS. ON FIVE UNREINFORCED 12" POLYMER CONCRETE FOUNDATION WALLS, 12" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA
	12" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA
	EXTERIOR WALL, 12" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA

FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

- SMOKE & CO
- EXHAUST FAN



MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

HEATED AREA
MAIN FLOOR AREA = 683 SQ. FT.
SECOND FLOOR AREA = 630 SQ. FT.
TOTAL AREA = 1,313 SQ. FT.

PORCH AREA 1 = 37 SQ. FT.
PORCH AREA 2 = 38 SQ. FT.
TOTAL PORCH AREA = 75 SQ. FT.

GARAGE AREA = 196 SQ. FT.

LEVEL SCHEDULE (BY ROOM)

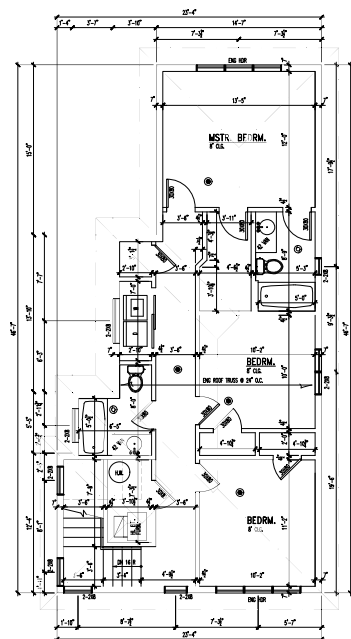
LEVEL	AREA	FINISH	THICKNESS
1ST FLOOR	101	101	101
2ND FLOOR	201	201	201

LEVEL SCHEDULE (BY ROOM)

LEVEL	AREA	FINISH	THICKNESS
1ST FLOOR	101	101	101
2ND FLOOR	201	201	201

LEVEL SCHEDULE (BY ROOM)

LEVEL	AREA	FINISH	THICKNESS
1ST FLOOR	101	101	101
2ND FLOOR	201	201	201



SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

- R-32 BATT INSUL ON EXPOSED FLJST

WALL LEGEND - MAIN FLOOR

	EXTERIOR WALL, 12" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA
	INTERIOR WALL, 12" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA
	INTERIOR WALL, 12" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA
	INTERIOR WALL, 12" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA
	INTERIOR WALL, 12" MIN. 12" POLYMER CONCRETE UNREINFORCED AREA

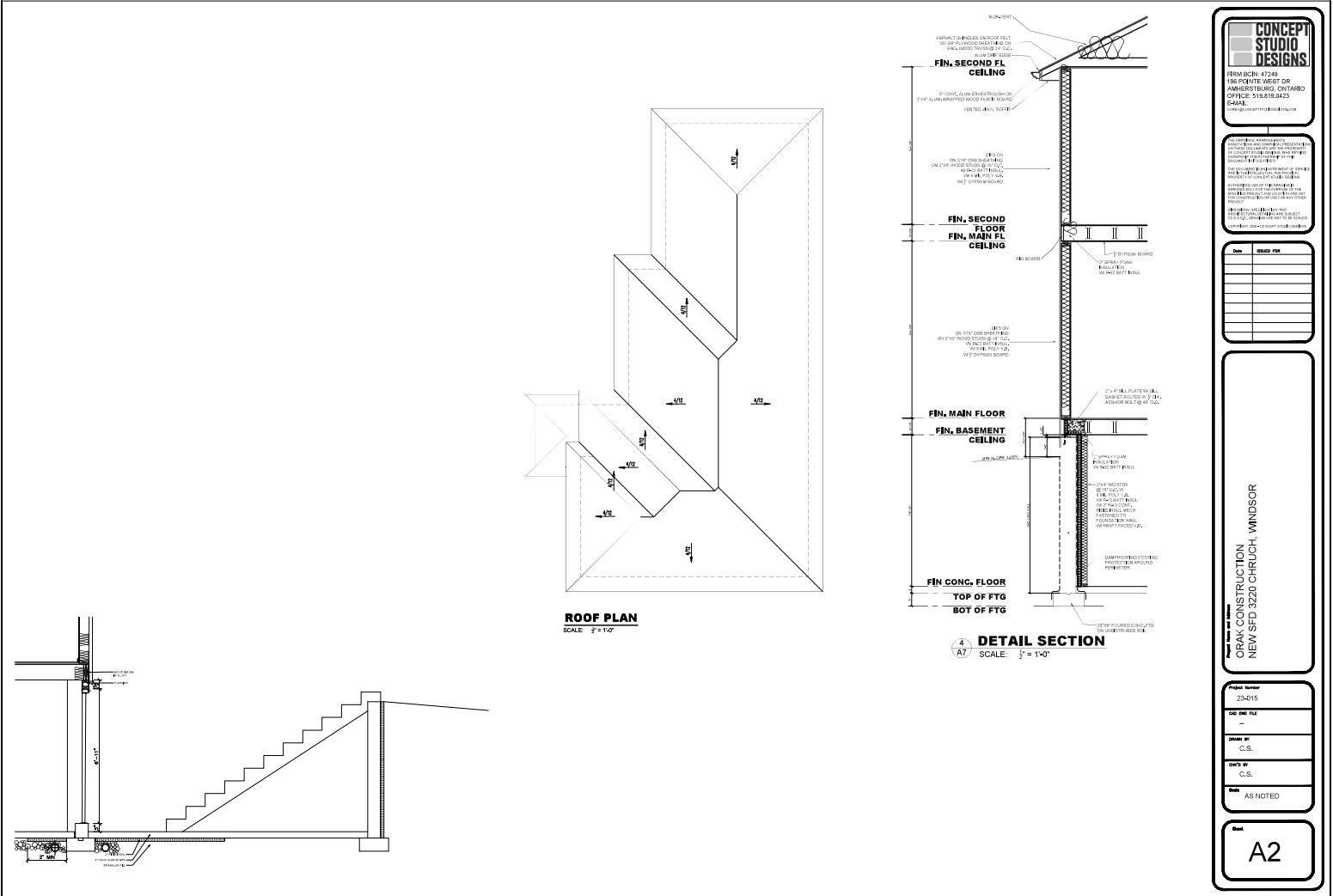
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DATE	REVISION	BY

PROJECT NUMBER: 234715
 DATE: 01/11/2023
 DRAWN BY: C.S.
 CHECKED BY: C.S.
 DATE: 01/11/2023
 AS NOTED

A1





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DATE	REVISION

Project Name and Address
ORAK CONSTRUCTION
NEW SHED
3220 CHURCH WINDSOR

Project Number
234715

Old File #
-

Drawn By
C.S.

Check By
C.S.

Date
AS NOTED

Sheet
A3

APPENDIX “B”
Site Photos
(Google Street View - July 2025)



Figure 1 - Looking southeast towards subject property from the intersection of Church St and Norfolk St



Figure 2 - Looking east towards subject property from Church St



Figure 3 - Looking southwest towards subject property from Norfolk St



Figure 4 - Looking southeast towards subject property from the intersection of Church St and Norfolk St

APPENDIX “C”

Excerpts from Official Plan

6. Land Use

6.1 Goals

In keeping with the Strategic Directions, Council’s land use goals are to achieve:

<i>NEIGHBOURHOODS</i>	6.1.1	Safe, caring and diverse neighbourhoods.
<i>RESIDENTIAL</i>	6.1.3	Housing suited to the needs of Windsor’s residents.
<i>RESIDENTIAL INTENSIFICATION</i>	6.1.14	To direct residential intensification to those areas of the City where transportation, municipal services, community facilities and goods and services are readily available. (added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)

6.3 Residential

The lands designated as “Residential” on Schedule D: Land Use provide the main locations for housing in Windsor outside of the City Centre Planning District. In order to develop safe, caring and diverse neighbourhoods, opportunities for a broad range of housing types and complementary services and amenities are provided.

The following objectives and policies establish the framework for development decisions in Residential areas.

6.3.1 Objectives

<i>NEIGHBOURHOODS</i>	6.3.1.2	To promote compact neighbourhoods which encourage a balanced transportation system.
-----------------------	---------	---

6.3.2 Policies

In order to facilitate the orderly development and integration of housing in Windsor, the following policies shall apply.

<i>PERMITTED USES</i>	6.3.2.1	Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. High Profile Residential Buildings shall be directed to locate in the City Centre, Mixed Use Centres and Mixed Use Corridors. (Added by OPA #159 – APPROVED July 11, 2022 , B/L# 100-2022)
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*LOCATIONAL
CRITERIA* 6.3.2.4

Residential intensification shall be directed to the Mixed Use Nodes and areas in proximity to those Nodes. Within these areas Medium Profile buildings, up to four (4) storeys in height shall be permitted. These taller buildings shall be designed to provide a transition in height and massing from low-profile areas.

New residential development and intensification shall be located where:

- (a) There is access to a collector or arterial road;
 - (b) Full municipal physical services can be provided;
 - (c) Adequate community services and open spaces are available or are planned; and
 - (d) Public transportation service can be provided.
- (Added by OPA #159 – APPROVED July 11, 2022, B/L# 100-2022)

*EVALUATION
CRITERIA FOR A
NEIGHBOURHOOD
DEVELOPMENT
PATTERN* 6.3.2.5

At the time of submission, the proponent shall demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is:

- (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:
 - (iv) where traffic generation and distribution is a provincial or municipal concern; and
- (c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas.
- (d) provided with adequate off street parking;
- (e) capable of being provided with full municipal physical services and emergency services; and

8. Urban Design

8.7 Built Form

8.7.2 Policies

*INFILL
DEVELOPMENT*

8.7.2.3

Council will ensure that proposed development within an established neighbourhood is designed to function as an integral and complementary part of that area's existing development pattern by having regard for:

- (e) Lot size;
- (j) Council adopted Design Guidelines that will assist in the design and review of applications for development in accordance with the policies noted above.

11 Tools

This chapter was amended as part of Official Plan Amendments #84 as part of a 5-year review of the Official Plan. Official Plan Amendment #84 was approved by the Ministry of Municipal Affairs and Housing on 07/09/2012.

11.4 Subdivisions and Consents

Land may be divided through the subdivision or consent process in accordance with the *Planning Act*. Both of these processes influence the pattern of development within a city including the desired street and lot layout, the location of parks and community facilities and the provision of infrastructure necessary for development.

11.4.3 Consent Policies

(Added by OPA #179– September 09, 2024– By law 138-2024)

*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;

- a) Provincial legislation, provincial policies and applicable provincial guidelines;

*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.

<i>MUNICIPAL SERVICES</i>	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.
<i>EVALUATION CRITERIA</i>	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"> a) Provincial legislation, provincial policies and applicable provincial guidelines; b) Conformity with the policies of this Plan, Volume II: Secondary Plans and Special Policy Areas and other relevant municipal standards and guidelines; d) The continuation of an orderly development pattern and the lot pattern in the neighbourhood; f) The requirements or comments of Municipal departments and public agencies or authorities.

11.6 Zoning

A municipality can regulate the use and development of lands, buildings and other structures under the zoning provisions of the *Planning Act*.

11.6.1 Objectives

<i>COMPATIBLE USES</i>	11.6.1.2	To ensure compatibility between land uses.
------------------------	----------	--

11.6.3 Zoning By-law Amendment Policies

<i>EVALUATION CRITERIA</i>	11.6.3.3	When considering applications for Zoning By-law amendments, Council shall consider the policies of this Plan and will, without limiting the generality of the foregoing, consider such matters as the following: <ul style="list-style-type: none"> (a) The relevant evaluation criteria contained in the Land Use Chapter of this Plan, Volume II: Secondary Plans & Special Policy Areas and other relevant standards and guidelines; (b) Relevant support studies; (c) The comments and recommendations from municipal staff and circularized agencies; (d) Relevant provincial legislation, policies and appropriate guidelines; and (e) The ramifications of the decision on the use of adjacent or similar lands.
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APPENDIX “D”

Excerpts from Zoning By-law 8600

SECTION 10 - RESIDENTIAL DISTRICTS 1. (RD1.)

[ZNG/5270]

(B/L 10358 Jul 16/1990; B/L 11093 Jul 20/1992; B/L 33-2001 Oct 23/2001 OMB Order 1716 PL010233; B/L 370-2001 Nov 15/2001; B/L 363-2002 Dec 31/2002; B/L 220-2002 Feb 24/2003; B/L 10-2004 Jan 12/2005, OMB Order 0055 PL040143; B/L 114-2016 Sep 19/2016; B/L 164-2017 Dec 7/2017; B/L 95-2019 Sep 27/2019; B/L 101-2022 Jul 11/2022; B/L 52-2024 Apr 22/2024)

10.4 RESIDENTIAL DISTRICT 1.4 (RD1.4)

10.4.1 PERMITTED USES

Existing Duplex Dwelling

Existing Semi-Detached Dwelling

One Single Unit Dwelling

Any use accessory to the preceding uses

10.4.5 PROVISIONS

	Duplex Dwelling	Semi-Detached Dwelling	Single Unit Dwelling
.1 Lot Width – minimum	9.0 m	15.0 m	18.0 m
.2 Lot Area – minimum	360.0 m ²	450.0 m ²	540.0 m ²
.3 Lot Coverage – maximum	45.0%	45.0%	45.0%
.4 Main Building Height – maximum	9.0 m	9.0 m	9.0 m
.5 Front Yard Depth – minimum	6.0 m	6.0 m	6.0 m
.6 Rear Yard Depth – minimum	7.50 m	7.50 m	7.50 m
.7 Side Yard Width – minimum	1.20 m	1.20 m	1.20 m
.8 Gross Floor Area – main building – maximum	400 m ²	400 m ²	400 m ²

(B/L 101-2022 Jul 11/2022; B/L 52-2024 Apr 22/2024)

APPENDIX “E”

Consultations

CALDWELL FIRST NATION COMMUNITY

No comments provided

ENGINEERING - DEVELOPMENT

Comments to Zoning By-law Amendment Application

We have reviewed the subject Rezoning application and have the following comments:

Sewers

The site may be serviced by a 250mm sanitary sewer and a 300mm storm sewer located within Church Street right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

Alley Closing - Prior to the issuance of a Building Permit, the owner shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property.

Right-of-Way - Church Street is classified as local Road according to the Official Plan requiring a right-of-way width of 20.10m; the current right-of-way is 20.10m. Therefore, no conveyance is required currently

The frontage of the subject site is deficient based on City of Windsor standards and requires a contribution from the owner for curb and gutter, sidewalks and streetlighting.

In summary we have no objection to the proposed development, subject to the following requirements:

Curbs and Gutters - The Owner further agrees, at the discretion of the City Engineer, to pay to the Corporation, prior to the issuance of a construction permit, the Owner's contribution towards the future construction of concrete curb and gutter on the Church Street frontage of the subject lands. The amount of the contribution will be based on the User Fee Schedule at time of payment.

Sidewalks - The owner(s) agrees to pay to the Corporation, prior to the issuance of a Building Permit, the Owner's contribution towards the future construction of a concrete sidewalk on the Church Street frontage of the subject lands. The amount of the contribution will be based on the User Fee Schedule at time of payment.

Street Lighting - The owner(s) agrees, to pay to the Corporation, prior to the issuance of a Building Permit, the Owner's contribution towards the future construction of street lighting on the Church Street frontage of the subject lands. The amount of the contribution will be based on the User Fee Schedule at time of payment

If you have any further questions or concerns, please contact Juan Florian, of this department at jflorian@citywindsor.ca.

[Daniel Lopez - Development Engineer]

ENGINEERING - R.O.W.

Comments to Zoning By-law Amendment Application

Required Drawing Revisions:

1. **Driveway Approaches** - Driveway to conform to City of Windsor Standards, which must be constructed with straight flares and no raised curbs within the right-of-way.
 - Driveway to conform to Engineering Best Practice BP2.2.1.
2. **Sewer Connections** - All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.
 - Modify drawings to include all sewer connections and water services.
 - Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.
3. **Curb & Gutter, Sidewalks and/or Streetlight Contribution** -
 - Owner is made aware that contribution will apply

Right-of-Way Permit Requirements

Driveway Approaches - The Owner further agrees that driveway approaches shall be constructed in such width and location as shall be approved by the City Engineer, with straight flare driveway approaches and no raised curbs within the right-of-way. The Owner shall have the option of constructing said driveway approaches as follows:

1. Residential Property
 - a. Asphalt in accordance with City of Windsor Standard Drawing AS-221; or
 - b. Concrete in accordance with City of Windsor Standard Drawing AS-222

Sewer Connections - The site is serviced by a 250mm sanitary sewer and a 300mm sewer located within the Church Street right-of-way. All existing and proposed storm, sanitary and water services must be identified on the drawings, as well as the associated mainline sewers/water mains.

- Modify drawings to include all sewer connections and water services.
- Identify any redundant connections to be abandoned in accordance with Engineering Best Practice BP1.3.3.

Forestry - Owner to contact the City Forester for trees within the Right-of-Way.

Alley Closing - Prior to the issuance of a Building Permit, the owner shall apply to the Street and Alley Closing Committee to close the existing alley adjacent to the subject property.

Curbs and Gutters - The Owner further agrees, at the discretion of the City Engineer, to pay to the Corporation, prior to the issuance of a construction permit, the Owner's contribution towards the future construction of concrete curb and gutter on the Church Street frontage of the subject lands. The amount of the contribution will be based

Sidewalks - The owner(s) agrees to pay to the Corporation, prior to the issuance of a Building Permit, the Owner's contribution towards the future construction of a concrete sidewalk on the Church Street frontage of the subject lands. The amount of the contribution will be based on the User Fee Schedule at time of payment.

Street Lighting - The owner(s) agrees, to pay to the Corporation, prior to the issuance of a Building Permit, the Owner's contribution towards the future construction of street lighting on the Church Street frontage of the subject lands. The amount of the contribution will be based on the User Fee Schedule at time of payment.

If you have any further questions or concerns, please contact Andrew Boroski, of this department at aboroski@citywindsor.ca.

[Mark Schaffhauser - Technologist III]

ENVIRONMENTAL POLICY

Comments to Stage 2 Planning Consultation Application

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. If trees or other vegetation (i.e., shrubs and unmaintained grasses) 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 Migratory Bird Regulations (2022), the Migratory Birds Convention Act (1992), and section 7 of the Fish and Wildlife Conservation Act (1997). 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 and bird friendly guidelines can be found here: [Bird-Friendly Guidelines – City of Toronto](#).

Contacts:

Karen Alexander

City of Windsor Naturalist and Supervisor of Natural Areas

kaalexander@citywindsor.ca

Connor Wilson

Planner II - Revitalization & Policy Initiatives

conwilson@citywindsor.ca

OR

Averil Parent

Planner II - Development Review

aparent@citywindsor.ca

[Karen Alexander - City Naturalist & Supervisor of Natural Areas]

ENWIN UTILITIES LTD. - HYDRO ENGINEERING

Comments to Stage 1 Planning Consultation Application

No Objection provided adequate clearances are achieved and maintained.

ENWIN has existing overhead pole lines along the north limits with 27,600 volt primary hydro distribution.

ENWIN has existing overhead pole lines along the east limits with 120/240 volt secondary hydro distribution.

The developer will be responsible to cover all costs associated with any relocation or removal of ENWIN poles, conductors, and down guys.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.

Also, we suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction.

[Steve Zambito - Senior Hydro Engineering Technologist]

ENWIN UTILITIES LTD. - WATER ENGINEERING

Comments to Stage 1 Planning Consultation Application

ENWIN Water has no objections.

[Bruce Ogg - Water Project Review Officer]

FORESTRY**Comments to Stage 2 Planning Consultation Application**August 21, 2025

The Existing Tree Protection Plan provided is acceptable.

Also, the TCRC can be collected once the developer applies to remove the 4 trees.

July 28, 2025

Forestry has reviewed the provided Tree Inventory and Preservation Plan.

The developer has listed 4 City owned trees for removal to accommodate this new build.

The Tree Canopy Recovery Cost for these trees is estimated at \$18, 210.40. The cost of the removals will be the responsibility of the developer.

[Marc Edwards - Supervisor Parks]**Comments to Stage 1 Planning Consultation Application**

There are City owned trees in front of this lot.

There are multiple Private trees across this proposed development area.

At least one City tree and multiple Private trees would be significantly and negatively impacted due to the proposed construction activities. It is unlikely that these trees can be saved or sufficiently protected on-site during construction. Notes in the Conceptual Site Plan that indicate that 'EXISTING TREES TO REMAIN & TO BE PROTECTED WITH BARRIER' are not accurate; it will not be possible to provide adequate root protection zones as described below.

The owner/developer is requested to provide a detailed tree inventory for all live trees over 10cm diameter (DBH) on the lot, both city and privately owned. The inventory should identify ownership and provide sub-meter accuracy GPS location, species, diameter (DBH) and condition for each tree. For trees in proximity to a roadway, less than 10m, GPS location should be taken on the nearest road-side of the tree. Indication should be made for each tree if it is to be preserved & protected or removed during development. A qualified Arborist, Urban Forester or Landscape Architect should conduct the tree survey.

Forestry will require detailed site plans prior to construction that show adequate Tree Root protection zones for each individual tree if they are to be preserved on-site through the development process. Basic tree protection includes exclusion fencing at or about the 'drip-line' distance for each tree. Full details regarding the protection area required and type of fencing for Tree Root protection zones can be provided by Forestry.

If the trees are not to be preserved through the development process, and a request is made that specific trees be removed, the Removal & Canopy Replacement costs will be calculated

based on a Diameter-for-Diameter replacement ratio for both City owned and Private trees. If individual trees are initially identified to be preserved and provided with Protection zones but are damaged or encroached upon during construction, then Removal and Replacement costs will apply.

Forestry requests the opportunity to review any future landscaping plans in order to provide comment and suggestion that would maximize future on-site Tree Canopy and City-wide Tree Canopy Resilience.

Please let us know if you have any further questions regarding Tree Protection and Replacement issues. Forestry will continue to monitor the progress of this construction work.

[Gaspar Horvath - Supervisor Parks]

PLANNING DEPARTMENT - LANDSCAPE ARCHITECT

Comments to Stage 1 Planning Consultation Application

Required supporting information:

- Elevations
- Floor Plan
- Natural Site Features Inventory & Preservation Study

[Hoda Kameli - Landscape Architect]

TRANSPORTATION PLANNING

Comments to Stage 2 Planning Consultation Application

Transportation has no objection to the proposed driveway location on Church Street, as it maximizes the distance from the intersection.

Comments to Stage 1 Planning Consultation Application

- There is a discrepancy between site plan and the proposal. Site plan shows an ADU on the lower level; however, the proposal does not mention the ADU.
- All parking must comply with ZBL 8600. Considering the ADU, three parking spaces are required only two provided. Note that there is no on-street parking.
- The applicant must apply for alley closure.

[Elara Mehrilou - Transportation Planner I]

WALPOLE ISLAND FIRST NATION

No comments provided

WINDSOR POLICE SERVICE**Comments to Stage 1 Planning Consultation Application**

The Windsor Police Service has no concerns or objections with the proposed Zoning By-law amendment application to construct the residential dwelling on this property. Our only condition, to ensure the best public safety outcome, is that any physical changes to the site ensure the following:

- The property can still readily facilitate police incident response capability (this appears to be the case when reviewing the conceptual site plan).
- That the proposed new porch on the north side of the site (which exceeds the minimum separation of 1.20 metres from the north side lot line) does not create blocked sight lines for drivers making left hand turns from Church Street onto Norfolk Street. In this regard, an adequate degree of daylight corner needs to remain that will allow drivers to retain sufficient sight line distance to allow for a safe left hand turn. This appears to be addressed when viewing the conceptual site plan but needs to be confirmed by the applicant.

[Barry Horrobin - Director of Planning & Physical Resources]

APPENDIX “F”
Draft Amending By-law

BY-LAW NUMBER -2025

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600
CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the day of , 2025.

WHEREAS it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March 1986, as heretofore amended:

THEREFORE, the Council of The Corporation of the City of Windsor enacts as follows:

1. That Section 91.10 of said by-law is amended by adding the following clause:

17. **SOUTHEAST CORNER OF CHURCH STREET AND NORFOLK STREET**

For the lands comprising of Part of Lot 92, Plan 1248, identified as Parts 1 & 2, Plan 12R-21376 (PIN 01307-1064 LT), the following additional provisions shall apply:

- a) *Lot Width: minimum 5.7 m*
- b) *Lot Area: minimum 343.1 m²*

[ZDM 8; ZNG/7326]

2. That said by-law is further amended by amending the Zoning District Maps shown in Column 2 by changing the zoning symbol of the lands described in Column 3 from that shown in Column 4 to that shown in Column 5:

1. Item Number	2. Zoning District Map	3. Lands Affected	4. Current Zoning Symbol	5. New Zoning Symbol
1	8	Part of Lot 92, Plan 1248; Parts 1 & 2, Plan 12R-21376; PIN 01307-1064 LT (identified as “Proposed Lot” and delineated by a black dot dash line on Schedule 2; located on the southeast corner of Church Street & Norfolk Street; Roll No 080-300-03175)	RD1.4	RD1.4x(17)

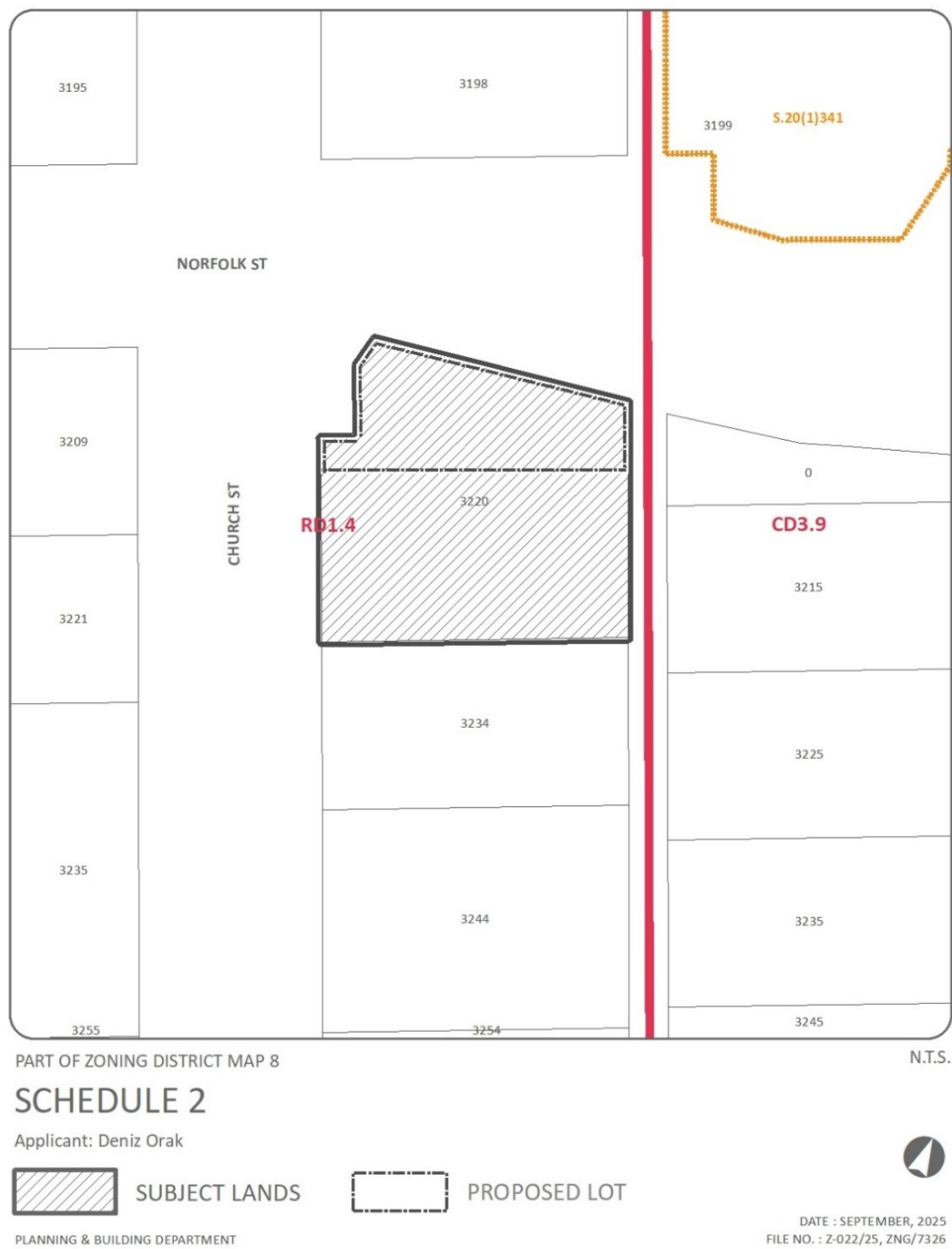
DREW DILKENS, MAYOR

CLERK

First Reading , 2025
Second Reading , 2025
Third Reading , 2025

SCHEDULE 2

1. By-law _____ has the following purpose and effect:
To amend the zoning of the lands located on the southeast corner of Church Street and Norfolk Street, described as Part of Lot 92, Plan 1248, Parts 1 & 2, Plan 12R-21376, PIN 01307-1064 LT, and identified as Proposed Lot and delineated by a black dot dash line on Schedule 2, to permit the creation of a new lot with a reduced width and area for the construction of a new single unit dwelling. The amending by-law changes the zoning on the subject land by adding a zoning exception to allow a single unit dwelling with a minimum lot width of 5.7 m and minimum lot area of 343.1 m²
2. Key map showing the location of the lands to which By-law _____ applies.



Planning Analysis of Residential Properties

Municipal Address	Use	Zoning	Age of Main Building	Lot Width (m) (Approx.)	Lot Area (m2) (Approx.)
3173 Church St	Single Unit Dwelling	RD1.4	1920	36.6	1,187.9
3230 Bruce Ave	Single Unit Dwelling	RD1.4	1945	36.6	1,265.8
3129 Dougall Ave	Single Unit Dwelling	CD3.9	1954	30.5	1,115.0
3309 Church St	Single Unit Dwelling	RD1.4	1950	24.4	844.1
3285 Church St	Single Unit Dwelling	RD1.4	1940	24.4	844.1
3149 Dougall Ave	Single Unit Dwelling	CD3.9	1956	18.3	669.0
3124 Bruce Ave	Single Unit Dwelling	RD1.4	1954	21.3	692.9
3162 Avondale Ave	Single Unit Dwelling	RD1.4	1956	20.1	705.3
3194 Bruce Ave	Single Unit Dwelling	RD1.4	1950	26.7	866.1
3197 Bruce Ave	Single Unit Dwelling	RD1.4	1955	24.4	914.5
3320 Bruce Ave	Single Unit Dwelling	RD1.4	1940	24.5	847.1
3235 Church St	Single Unit Dwelling	RD1.4	1940	36.6	1,266.1
3241 Bruce Ave	Single Unit Dwelling	RD1.4	1952	24.4	853.3
3138 Church St	Single Unit Dwelling	RD1.4	1950	18.3	613.0
3264 Church St	Single Unit Dwelling	RD1.4	1950	24.4	817.3
3142 Church St	Single Unit Dwelling	RD1.4	1950	18.3	613.0
3188 Avondale Ave	Single Unit Dwelling	RD1.4	1956	23.8	818.7
3245 Dougall Ave	Single Unit Dwelling	CD3.9	1954	18.3	668.7
3195 Church St	Single Unit Dwelling	RD1.4	1958	38.9	1,262.1
3183 Bruce Ave	Single Unit Dwelling	RD1.4	1956	18.3	641.3
3270 Bruce Ave	Single Unit Dwelling	RD1.4	1950	24.4	844.0
3250 Avondale Ave	Single Unit Dwelling	RD1.4	1959	20.1	705.0
3128 Church St	Single Unit Dwelling	RD1.4	1950	18.3	613.0
3180 Avondale Ave	Single Unit Dwelling	RD1.4	1956	23.8	833.6
3285 Bruce Ave	Single Unit Dwelling	RD1.4	1946	30.5	1,064.8
3220 Church St	Single Unit Dwelling	RD1.4	1969	21.2	959.8
3115 Church St	Single Unit Dwelling	RD1.4	1957	24.4	791.9
3172 Bruce Ave	Single Unit Dwelling	RD1.4	1957	18.3	593.9
3295 Bruce Ave	Single Unit Dwelling	RD1.4	1951	36.6	1,276.8
3148 Church St	Single Unit Dwelling	RD1.4	1950	18.3	613.0
3188 Church St	Single Unit Dwelling	RD1.4	1950	24.4	817.4
3235 Dougall Ave	Single Unit Dwelling	CD3.9	1953	18.3	668.8
3215 Dougall Ave	Single Unit Dwelling	CD3.9	1953	18.3	668.7
3265 Bruce Ave	Single Unit Dwelling	RD1.4	1952	18.6	639.4
3297 Church St	Single Unit Dwelling	RD1.4	1946	24.4	844.1
3296 Bruce Ave	Single Unit Dwelling	RD1.4	1951	24.4	844.0
3254 Church St	Single Unit Dwelling	RD1.4	1953	24.4	817.3
3149 Church St	Single Unit Dwelling	RD1.4	1950	18.3	593.9
3207 Bruce Ave	Single Unit Dwelling	RD1.4	1954	33.4	1,168.8
3234 Church St	Single Unit Dwelling	RD1.4	1968	18.4	615.5
3220 Avondale Ave	Single Unit Dwelling	RD1.4	1961	24.4	854.5
3290 Church St	Single Unit Dwelling	RD1.4	1953	24.4	817.3
3324 Church St	Single Unit Dwelling	RD1.4	1940	24.7	827.0
3172 Avondale Ave	Single Unit Dwelling	RD1.4	1957	23.5	822.9
3225 Dougall Ave	Single Unit Dwelling	CD3.9	1953	18.3	668.7
3158 Church St	Single Unit Dwelling	RD1.4	1951	18.3	613.0
3156 Bruce Ave	Single Unit Dwelling	RD1.4	1957	18.3	593.9
3198 Church St	Single Unit Dwelling	RD1.4	1952	26.7	894.0

Planning Analysis of Residential Properties

3210 Avondale Ave	Single Unit Dwelling	RD1.4	1961	24.4	854.5
3275 Bruce Ave	Single Unit Dwelling	RD1.4	1952	18.3	639.2
3210 Bruce Ave	Single Unit Dwelling	RD1.4	1948	26.7	922.9
3168 Church St	Single Unit Dwelling	RD1.4	1952	18.3	613.0
3139 Dougall Ave	Single Unit Dwelling	CD3.9	1954	19.8	724.7
3159 Dougall Ave	Single Unit Dwelling	CD3.9	1954	18.3	669.0
575 Norfolk St	Single Unit Dwelling	RD1.4	1946	30.3	1,169.2
3143 Bruce Ave	Single Unit Dwelling	RD1.4	1956	18.3	641.3
3132 Bruce Ave	Single Unit Dwelling	RD1.4	1954	21.3	692.9
3178 Church St	Single Unit Dwelling	RD1.4	1950	24.4	817.4
3215 Bruce Ave	Single Unit Dwelling	RD1.4	1956	24.4	853.7
3220 Bruce Ave	Single Unit Dwelling	RD1.4	1930	24.4	843.8
3135 Church St	Single Unit Dwelling	RD1.4	1950	18.3	593.9
3284 Church St	Single Unit Dwelling	RD1.4	1946	18.3	613.0
3244 Church St	Single Unit Dwelling	RD1.4	1954	24.4	817.3
3265 Dougall Ave	Single Unit Dwelling	CD3.9	1953	18.3	668.7
3191 Bruce Ave	Single Unit Dwelling	RD1.4	1956	18.3	641.3
3274 Church St	Single Unit Dwelling	RD1.4	1950	18.3	613.0
3219 Avondale Ave	Single Unit Dwelling	RD1.4	1959	24.2	885.8
3250 Bruce Ave	Single Unit Dwelling	RD1.4	1950	24.4	843.9
3270 Avondale Ave	Single Unit Dwelling	RD1.4	1963	21.3	747.7
3159 Bruce Ave	Single Unit Dwelling	RD1.4	1956	18.3	641.3
3280 Avondale Ave	Single Unit Dwelling	RD1.4	1963	20.1	705.0
3240 Avondale Ave	Single Unit Dwelling	RD1.4	1961	20.1	705.0
3140 Bruce Ave	Single Unit Dwelling	RD1.4	1953	18.3	593.9
3175 Bruce Ave	Single Unit Dwelling	RD1.4	1955	18.3	641.3
3155 Church St	Single Unit Dwelling	RD1.4	1956	18.3	593.9
3171 Church St	Single Unit Dwelling	RD1.4	1974	24.4	791.9
3325 Church St	Single Unit Dwelling	RD1.4	1946	24.5	848.6
3265 Church St	Single Unit Dwelling	RD1.4	1941	36.6	1,266.7
3143 Church St	Single Unit Dwelling	RD1.4	1950	18.3	593.9
3164 Bruce Ave	Single Unit Dwelling	RD1.4	1955	18.3	593.9
3152 Avondale Ave	Single Unit Dwelling	RD1.4	1956	20.1	705.3
3148 Bruce Ave	Single Unit Dwelling	RD1.4	1955	18.3	593.9
3155 Bruce Ave	Single Unit Dwelling	RD1.4	1956	18.3	641.3
3209 Church St	Single Unit Dwelling	RD1.4	1920	20.4	663.2
3167 Bruce Ave	Single Unit Dwelling	RD1.4	1956	18.3	641.3
3255 Church St	Single Unit Dwelling	RD1.4	1950	24.4	792.0
3221 Church St	Single Unit Dwelling	RD1.4	1994	18.4	598.9
3300 Bruce Ave	Single Unit Dwelling	RD1.4	1955	24.4	844.1
3249 Bruce Ave	Single Unit Dwelling	RD1.4	1952	18.3	639.7
3207 Avondale Ave	Single Unit Dwelling	RD1.4	1957	17.9	658.2
3310 Church St	Single Unit Dwelling	RD1.4	1950	24.4	817.3
3196 Avondale Ave	Single Unit Dwelling	RD1.4	1956	18.3	596.6
3260 Avondale Ave	Single Unit Dwelling	RD1.4	1963	20.1	705.0
3276 Bruce Ave	Single Unit Dwelling	RD1.4	1956	24.4	844.0
3189 Dougall Ave	Single Unit Dwelling	CD3.9	1993	18.3	668.7
3180 Bruce Ave	Single Unit Dwelling	RD1.4	1954	18.3	593.9
Average				22.5	773.2
High					
Low					
Subject Property					



Council Report: S 141/2025

Subject: Official Plan Review Outline – City Wide

Reference:

Date to Council: January 5, 2025
Author: Frank Garardo, MCIP, RPP
Planner III – Policy & Special Studies
(519) 255-6543 x 6446
fgarardo@citywindsor.ca

Planning & Building Services
Report Date: 12/2/2025
Clerk's File #: Z/15071

To: Mayor and Members of City Council

Recommendation:

- I. THAT the Planning Department's Official Plan Review Report (S141/2025) **BE RECEIVED** for information. THAT **APPROVAL** be given to the initiation of an Official Plan Review and that the City's Development Heritage Standing Committee **BE APPOINTED** as the Steering Committee for the Official Plan Review. THAT a further report **BE PREPARED** for the Development Heritage Standing Committee, identifying the scope, structure, work program, and a terms of reference for consulting services, and further, that regular updates **BE PREPARED** for the Development Heritage Standing Committee. **Executive**

Summary:

N/A

Background:

The Official Plan is a long-range planning policy document that manages land use, growth and development over a 20-30 year planning horizon. The Official Plan contains goals, objectives and policies to manage and direct physical development within the context of social, economic, built and natural environmental matters in the City. The Official Plan establishes the strategies for implementing provincial policies and interests and sets out the framework for City decisions. An Official Plan deals mainly with issues such as:

- Where new development can locate;
- How growth and development in existing and future neighbourhoods will be managed;
- How Windsor's environment will be protected or enhanced;
- What municipal services, such as roads, water mains, sewers and parks, will be provided;

- When and in what order Windsor will grow; and,
- Where new housing and intensification priorities will be focused.

All municipal decisions, including public works projects and by-laws passed, must conform to the Official Plan. Since the adoption of the existing Official Plan, there have been several significant studies, strategies and planning documents prepared or initiated by the City that will provide direction for future growth and land use planning. The Official Plan review process will also address changes to Provincial policies, while assessing challenges and opportunities associated with housing choice, environmental sustainability and climate change, transportation, and land use and design. Ontario municipalities are mandated to update their Official Plans to ensure conformity with all applicable planning legislation.

Discussion:

Reasons to Undertake an Official Plan Review

In October 2024, the Province of Ontario released The Provincial Planning Statement (PPS), 2024 as the province-wide land use planning policy framework. Under the Provincial Planning Statement and section 26 of the *Planning Act*, all municipalities are required to regularly update their Official Plans to ensure aligning with provincial policies. This mandate ensures that all land use planning decisions remain consistent with the PPS and that municipalities meet their legislated review obligations.

The City of Windsor has many reasons for initiating a formal review that include:

- Provincial Planning Statement, 2024 (PPS) mandates that all Official Plans are to be updated for consistency with the PPS. Provincial legislation or policy has changed. The introduction of the Provincial Planning Statement (2024) includes emphasis on identifying strategic growth areas, complete communities, intensification, brownfield development, etc.
- Compliance with the Planning Act requirement for a comprehensive review every 10 years and updates at least every 5 years, ensuring continued legal conformity.
- Growth within the Sandwich South Planning District - Need for updated land use policies to support future population and employment growth.
- Population change: Need for updated land use policies to support projected future population and employment growth.
- Major strategic studies completed after 2012, or underway related/linked to the Official Plan that will inform the review, including the Environmental Master Plan, Transit Master Plan, Strengthen the Core Downtown Windsor Revitalization Plan.

Further information on official plans can be found at [Official plans: Citizen's guide to land use planning \(ontario.ca\)](https://www.ontario.ca/government/official-plans).

City of Windsor Official Plan

The City of Windsor Official Plan was originally adopted by the Ministry of Municipal Affairs and Housing in 2000 with the latest Ministry of Municipal Affairs and Housing update approved in 2013. Since that time, there have been several amendments have been undertaken including but not limited to:

- Chapter 6 - Land Use Policy – Strategic Growth Areas – Implementation of Mixed-Use Corridors, Mixed Use Nodes, and Mixed Use Centres
- Ministry Zoning Orders – Sandwich South employment area
- Chapter 10 and 11 – Response to Bill 23, *More Homes Built Faster, 2022* – Streamlining the Development Process
- Chapter 8 – Windsor Archaeological Master Plan
- Chapter 5 – Source Water Protection Policies
- Sandwich South Secondary Plans – (County Road 42, East Pelton)

The Official Plan review will continue to build upon existing policies and the new Provincial Planning Statement (2024) requirements.

Conformity Review Exercise

There have been several changes to Provincial Legislation and the Provincial Planning Statement that will be incorporated through the comprehensive review to ensure the City's Official Plan is consistent with the direction of the Province. This review process will identify relevant changes to the policies and required modifications to the City's Official Plan. Planning legislation and policy to be reviewed through the Official Plan update include the Planning Act, Provincial Planning Statement. The Official Plan review will also include input and recommendations received through previous studies and Master Plans completed by the city, which included a major public consultation component.

Sandwich South Planning Area

A key component to the City of Windsor's growth strategy is completing the Sandwich South Planning Area policies. This involves determining how much land is needed for housing and employment based on future demand and current availability, understanding how airport and transportation corridors like Lauzon Parkway affect land use options, and ensuring that servicing plans are efficient and aligned with land use needs.

Sandwich South Secondary Plans are not anticipated to be completed in advance of the Official Plan Review; while concurrent work is anticipated, they will more likely follow adoption of the updated Official Plan. The Official Plan Review will therefore establish the overarching land use, servicing, transportation, and growth management framework for Sandwich South, with the subsequent Secondary Plans responsible for implementing this framework through detailed land use designations, block planning, and area-specific policies.

Transportation Impacts

The Gordie Howe International Bridge will reshape regional travel patterns, requiring the City to monitor impacts on traffic, neighbourhood mobility, and the environment to keep transportation planning effective and sustainable. Potential strategies include improving cycling infrastructure, expanding public transit access through community design, and promoting multi-modal transportation options.

Increased Immigration and Cultural diversity (Source: Altus Report)

Over the past decade, Windsor has experienced significant population growth from both international immigration and domestic migration, reversing long-standing trends of net outflow to other parts of Canada. This surge has contributed to rising housing costs. To address these trends, the City needs more housing options in inner areas where populations are declining, greater construction of purpose-built rental housing, and improved access to retail, transit, and community amenities to attract new households. Redeveloping major retail centres into mixed-use areas with residential, parks, and community facilities is an emerging practice across Ontario and Canada. The City must assess these changes and determine whether policy adjustments are required to support sustainable growth.

City Centre and Improvement plans

Community improvement plans such, as the Downtown Community Improvement Plan and the Economic Revitalization Plan are designed to revitalize areas with underutilized or vacant land. These plans provide targeted incentives and development strategies to attract investment, encourage redevelopment, and support sustainable economic development. As part of the Official Plan Review, these initiatives will be assessed to ensure that policies remain aligned with broader planning objectives, provincial requirements, and long-term goals for sustainable development and community revitalization.

Strategic Growth Areas

The Provincial Planning Statement 2024 now imposes general policies for focusing growth and development in Strategic growth areas defined as: *“areas, nodes, corridors, and other areas that have been identified by municipalities to be the focus for accommodating intensification and higher-density mixed uses in a more compact built form”*.

“Strategic growth areas include major transit station areas, existing and emerging downtowns, lands in close proximity to publicly-assisted postsecondary institutions and other areas where growth or development will be focused, that may include infill, redevelopment (e.g., underutilized shopping malls and plazas), brownfield sites, the expansion or conversion of existing buildings, or greyfields. Lands along major roads, arterials, or other areas with existing or planned frequent transit service or higher order transit corridors may also be identified as strategic growth areas”.

Furthermore PPS, 2024 implements a new policy 2.4.3 which requires planning authorities to plan for intensification on lands that are adjacent to existing and planned *frequent transit* corridors.

The above Policies will require the City of Windsor to continue to promote and support intensification on corridors which are served by public transit based on local conditions.

Review Methodology – Official Plan 2051

The Official Plan review will comprehensively assess the Plan's vision, goals, objectives and policies. Through the comprehensive review process, the City's Planning Vision and Mission Statements will be evaluated to establish general goals and objectives the City aims to achieve through the implementation of the Official Plan until 2051.

Given evolving provincial direction toward simplification and potential standardization of Official Plans, the scope, structure, and terms of reference must remain adaptable. The work program will therefore be refined as provincial direction becomes clearer, and as the relationship between the Official Plan Review and the sequencing of Sandwich South Secondary Plans is confirmed.

Population forecast from the Ontario Ministry of Finance indicate Essex County's population was 422,860 in 2021 and is projected to grow to 635,255 by 2051. Over the same period the City of Windsor's population is expected to grow from 229,660 to approximately 345,000 - an increase of more than 114,000 residents.

This significant growth underscores the need for strategic planning to accommodate growth within existing settlement areas. The Official Plan will therefore need to address intensification, infrastructure capacity, housing diversity, and sustainable land use to ensure that the city evolves in a way that supports livability, economic vitality, and environmental stewardship.

Further population data will be drawn from official Statistics Canada census counts and Ministry of Finance population projections. The City's Planning Department compiles these for each census year, while city-wide totals and growth rates are sourced from Statistics Canada.

As Windsor approaches a projected population of over 345,000 by 2051, the City must pursue a balanced approach to intensification while also encouraging growth in targeted areas. Key directions include:

- Promote higher-density development in strategic growth areas, such as the City Centre and transit corridors.
- Revitalize underutilized lands to support compact and efficient development.
- Identify lands for future employment (job) growth
- Phased implementation: Align growth with infrastructure improvements.

Review Content

For the Official Plan to remain relevant and to chart the direction for the physical development of the City, the Official Plan review should include the following steps.

- Consultation with the public, stakeholders and external agencies
- Identification of current & emerging trends affecting Windsor
- Consideration of provincial policies & legislation
- Consideration of regional planning opportunities/challenges
- Completion of background studies to support OP policy changes

While the Official Plan Review will address a variety of subject matter in the Official Plan, there will be a series of background studies researched and written that will focus on key policy areas for review. These studies will outline trends and best practices, analyse the existing policy framework, and assess potential options and recommendations to be considered for the new Official Plan. These studies will be a combination of internally prepared research and consultant-led analysis, ensuring a balanced approach that leverages both local expertise and external best practices. Each study will assess the existing policy framework, and present options and recommendations to inform the development of the new Official Plan.

The background studies are proposed to include:

1. *Population and Demographics*: This study will reflect the Ministry of Finance population and demographic projections to assess growing trends within the City of Windsor until the year 2051. This report will provide a further analysis on ongoing population trends.
2. *Lands Need Assessments*: This study will explore the City's current land supply in regard to housing, commercial, and employment land needs in relation to current and future demographics to guide growth and land use designations.
3. *Natural Heritage*: The objective of this background study is to review the City's existing policies associated with the natural environment and to determine the need for any policy modifications. This paper will consider and address policies related to natural heritage, climate change, environmental sustainability while establishing a broad vision for policy development within the City.

Integration with City of Windsor Initiatives/Master Plans

The new Official Plan will also include integration and recommendations received through previous studies and Master Plans completed by the City which included a major public consultation component. These studies include, but are not limited to, the following:

- Airport Master Plan
- Transit Master Plan
- Stormwater and Servicing Master Plans
- Parks Master Plan
- Climate Adaptation Plan

- City of Windsor Housing Needs Assessment
- Sandwich South Master servicing plan
- Environmental assessments (little river, Lauzon Road, Wyandotte St E)
- Windsor Works
- Economic Revitalization Community Improvement Plan (CIP)
- Home Together: Windsor Essex Housing and Homeless Master Plan
- Strengthen The Core Downtown Windsor Revitalization Plan
- Transit Master Plan
- Active Transportation Master Plan: Walk Wheel Windsor
- Environmental Master Plan
- Climate Change Adaptation Plan
- Community Energy Plan
- Rediscover our Parks – Parks and Outdoor Recreation Master Plan
- Recreation Master Plan
- Municipal Cultural Master Plan
- Welcoming City – Diversity and Inclusion Initiative and the Multi-Year Accessibility Plan

Ministry of Municipal Affairs and Housing -Approval Authority

The Ministry of Municipal Affairs and Housing (MMAH) serves as the approval authority for the City of Windsor's Official Plan. In accordance with the Ontario Planning Act, any Official Plan or major amendment must be submitted to the Ministry for review and approval. This process ensures alignment with provincial interests, policies, and legislative requirements, including the Provincial Planning Statement, 2024.

Recent provincial direction under the *Fighting Delays, Building Faster Act, 2025* introduces further expectations for how municipalities prepare and update Official Plans. The legislation responds to concerns that municipal planning documents have become lengthy, complicated, inconsistent across municipalities, and difficult for residents, builders, and stakeholders to navigate. To address these issues, the province has signaled a shift toward simplified, standardized, and more predictable Official Plans that can be prepared and updated more efficiently and support the timely development of housing and critical infrastructure.

The Ministry's role includes:

- Reviewing the Official Plan for consistency with provincial policy;
- Ensuring conformity with applicable legislation, including the Planning Act and new requirements introduced through the Fighting Delays, Building Faster Act, 2025;
- Providing final approval of the Plan or its amendments before they come into effect; and,
- Offering guidance, technical support, and feedback throughout the review process, including direction on streamlining and standardization.

The City of Windsor will work closely with the Ministry throughout the Official Plan update to ensure timely approvals, incorporate evolving provincial requirements, and support the province's broader objectives of predictability, efficiency, and housing-focused planning.

Public Consultation and Engagement

Opportunities for public engagement will be planned throughout the Official Plan Review process. These include consultation with various agencies, stakeholders, and First Nations groups to gather input, comments, and feedback. Public engagement sessions, open houses, and statutory public meetings will provide forums for community participation. A strong web presence through a dedicated project website, along with targeted communication and marketing efforts, will help keep residents informed and involved. A formal communication plan will be developed to address the above items.

Development Heritage Standing Committee – Involvement

The Development and Heritage Standing Committee (DHSC) will be regularly engaged throughout the Official Plan review process. Their involvement will include reviewing key milestones, providing feedback on draft policies, and ensuring alignment with community priorities.

Internal Capacity and Consultant Support

The Official Plan review will be conducted through a balanced approach involving internal staff expertise and external consultant support. City staff will be actively involved in the coordination, policy analysis, and stakeholder engagement, while consultants will be retained for specialized studies and technical assessments to ensure a comprehensive and informed update.

Next Steps

Administration will initiate the Official Plan Review by preparing the required procurement materials for consulting support. This may involve issuing RFPs for individual technical studies, such as the Land Needs Assessment, Natural Heritage Study, and population analysis, or issuing a single RFP for a consultant team to manage the comprehensive review, depending on the preferred project delivery model. The scope and sequencing of this work will remain flexible to reflect evolving provincial direction, particularly streamlining expectations under the PPS 2024.

Consistent with Recommendation No. 3, Administration will present the draft scope, work program, and terms of reference to the Development and Heritage Standing Committee once sufficiently developed, with refinements made as needed. Reporting will occur at key milestones, supported by scheduled public engagement.

Financial Matters:

Council has allocated dedicated funding to support the Official Plan Review. This budget will cover internal staffing, consultant services, public engagement activities, and necessary technical studies.

Risk Analysis:

The Planning Act mandates that municipalities undertake a comprehensive review of their Official Plan every 10 years, with updates every 5 years. Failure to comply may result in misalignment with provincial legislation and hinder the City's ability to manage growth effectively. As such, there are no viable alternatives to proceeding with the review.

The ongoing and frequent changes to Official Plans in Ontario, driven by legislative amendments and policy shifts from the Province, pose a significant risk to municipal planning processes.

To mitigate some of those risks, administration will continue to work collaboratively with the Ministry of Municipal Affairs and Housing to stay informed of legislative changes and policy directions.

Council decisions must remain consistent with current provincial legislation and policy requirements. This alignment is critical to avoid appeals, reversals, or legal challenges

Conclusion:

The City of Windsor's Official Plan is a high-level policy document that provides long-term guidance for growth, land use, infrastructure, and community services. The upcoming review, mandated under the Planning Act, will ensure the Plan aligns with current provincial legislation, incorporates recent City initiatives, and addresses the evolving needs of Windsor's residents. Public engagement will be central to this process, beginning with this initial meeting and continuing throughout the project.

Approvals:

Name	Title
Frank Garardo	Planner III – Policy & Special Studies
Jim Abbs	Manager, Planning - Land Info & Special Projects
Jason Campigotto	Deputy City Planner – Growth
Aaron Farough	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Ray Mensour	Chief Administrative Officer

Appendices:



Council Report: S 139/2025

**Subject: Downtown Community Improvement Plan Application - 629
Riverside Dr. W. (Ward 3)**

Reference:

Date to Council: January 5, 2026
Author: Simona Simion
Planner III, Economic Development (A)
519-255-6543 ext. 6449
ssimion@citywindsor.ca

Planning & Building Services
Report Date: 12/1/2025
Clerk's File #: Z/12916

To: Mayor and Members of City Council

Recommendation:

- I. THAT the request made by Richmond Block London Corporation c/o Shmuel Farhi (owner) for the proposed development at 629 Riverside Dr. W to participate in:
 - a) The New Residential Development Grant Program **BE APPROVED** for \$2,500 per new residential unit, up to a maximum of \$50,000 per property;
 - b) The Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for the lesser of 100% of the municipal portion of the tax increment resulting from the proposed development for five (5) years, plus an additional five (5) years as a Catalyst Project, or eligible costs, in accordance with the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner;
- II. THAT Administration **BE DIRECTED** to prepare the Grant Agreement(s) between the City of Windsor and Richmond Block London Corporation c/o Shmuel Farhi to implement all grant programs in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications;
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;

- IV. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one (1) year following Council approval. The City Planner may extend the deadline for up to one (1) year upon request from the applicant;
- V. THAT Grant funds up to \$50,000 under the Downtown Windsor Enhancement Strategy and Community Improvement Plan **BE TRANSFERRED** from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 when work is completed to the satisfaction of the City Planner;
- VI. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to \$50,000 for grants from the Downtown Windsor Enhancement Strategy and Community Improvement Plan Project 7011022 for 629 Riverside Dr. W to Richmond Block London Corporation c/o Shmuel Farhi upon completion of New Residential Development, subject to the satisfaction of the City Planner and Chief Building Official;
- VII. THAT funds committed for the New Residential Development Grant **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 5 years of the approval date; and,
- VIII. THAT any unused portion of the CIP grants **BE RETURNED** to the CIP Reserve Fund 226.

Background:

The Downtown Windsor Enhancement Strategy and Community Improvement Plan (Downtown CIP) was approved by City Council on September 29, 2017 and an adopting by-law was passed by City Council on October 16, 2017.

The Downtown CIP provides financial incentives to encourage new residential development, retail investment, facade improvements, and building/property improvements.

Richmond Block London Corporation c/o Shmuel Farhi, owner of the property located at 629 Riverside Dr. W (see Appendix A – Location Map and Appendix B – Photographs), has applied for financial incentives under the following programs: New Residential Development Grant Program and Building/Property Improvement Tax Increment Grant Program.

The subject property is located at 629 Riverside Dr. W, southwest corner of Riverside Dr. W and Janette Ave, and is currently vacant. The previous uses of the site included a duplex dwelling and multiple dwelling building. The applicant proposes a mixed-use development with parking on the subject site. The proposed building is a 27-storey mixed-use development composed of 188 residential units. Required parking is provided on site. Additional parking is situated off site at 571 Riverside Dr. W. To be noted that 571 Riverside Dr. W is not subject to the grant.

Discussion:

The applicant proposes a mixed-use development with parking on the subject site. The proposed building is a 27-storey, 88.24-metre-tall mixed-use development, with a gross floor area of 24,162 m². The building will have 188 residential units (13,226.5 m²) situated above 172.7 m² of ground floor commercial space. The development will provide a total of 245 parking spaces. Of these, 196 will be located on the subject site within a two-level underground garage (level P1 & level P2); integrated parking into levels 2 to 5, with resident amenities on level 6. Levels 7 to 27 will be comprised of residential units of varying sizes. The remaining 49 parking spaces will be situated offsite at 571 Riverside Drive West (not subject to the grant) located at the southeast corner of the Riverside Drive West and Janette Avenue intersection. The proposed development will also incorporate 19 bicycle parking spaces and two (2) internal loading spaces.

New Residential Development Grant Program

The New Residential Development Grant Program is intended to stimulate residential development within Downtown Windsor by providing a financial incentive for the construction of new residential units through the development or redevelopment of a building or property.

The attached site plan (Appendix C) shows 188 units. Applicants can receive a grant of \$2,500 per new residential unit, up to \$50,000 per property, if requirements of the Downtown Windsor Enhancement Strategy and Community Improvement Plan are met.

Building/Property Improvement Tax Increment Grant Program

This program offers annual grants for five years to support property development, rehabilitation, and redevelopment in Downtown Windsor. The grant equals either 100% of the increase in municipal property taxes or eligible project costs, whichever is less, once the project is completed and reassessed—provided the assessment and property taxes increase as a result. The annual tax increment grant is the increase in municipal property taxes resulting from the increase in assessment value pre-development to post-development, as determined by the Municipal Property Assessment Corporation (MPAC).

Grants are only paid after completion of a development and are subject to meeting all the requirements within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

There is an opportunity for the grant period to be extended by an additional five (5) years, resulting in a total possible grant duration of ten (10) years, if the development is designated as a Catalyst Project under the Downtown Windsor Enhancement Strategy and Community Improvement Plan. Staff have completed a thorough review of the proposal and have determined that it satisfies the requirements to be recognized as a Catalyst Project. As a result, the application is eligible for a five-year extension to the grant period. The base rate from which the grant is calculated is the total amount of

municipal taxes payable in the calendar year that City Council approves the financial incentives for the eligible works.

The proposed development is expected to increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

Annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of an extension up to a total of ten (10) years after the project is completed and reassessed should it meet the criteria for a Catalyst Project.

Catalyst Project Review

Council may approve the additional five-year extension of the Building/Property Tax Increment Grant Program. A development may be identified as a Catalyst Project if it meets the criteria for a Catalyst Project as defined in the Downtown Community Improvement Plan (CIP). The applicant must meet three of the seven criteria in the Catalyst Project definition. The applicant meets three or more of the following criteria:

- The development creates 100 units or more residential units;

Justification: 188 units are being proposed.

- Represents visible investment of at least \$5 million or more;

Justification: The estimated construction cost is \$80,330,241.

- Will result in a significant increase in land value that results in increased municipal assessment of 20% or more;

Justification: The proposed development is expected to exceed the minimum threshold of 20%. This represents a substantial enhancement to the municipal tax base.

- Sends a message of neighbourhood progress and stability;

Justification: the project features a high-quality design that will positively influence the surrounding area, contributing to a sense of progress and long-term stability.

- Increase the number of people choosing to live in downtown Windsor by supporting the creation of range of desirable residential units and the amenities necessary to support day-today living in the downtown core;

Justification: The proposed mixed-use building represents essential housing and amenity in the downtown core.

- Encourage property improvements that contribute to a vibrant and healthy downtown core and authentic sense of place;

Justification: the architectural details—both interior and exterior—are contextually appropriate and contribute to the area's character.

- Facilitate the development the downtown's vacant buildings and land that have the potential for higher order uses; and,

Justification: Facilitates the redevelopment of a currently vacant property.

- Support investment and development that results in an increase in property assessment and grows the municipal tax base over the long-term.

Administration recommends that the project described in the application be formally designated as a Catalyst Project, as it satisfies the necessary criteria outlined in the Downtown Community Improvement Plan. With this designation, it is recommended that the project be granted a five-year extension under the Building/Property Tax Increment Grant Program.

Following the completion of the project, staff will conduct a review to confirm that the development has been executed in accordance with the approved plans and continues to meet the Catalyst Project criteria, as specified in the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

Risk Analysis:

There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and applicant will be prepared to ensure all program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement Plan are met. The grants will only be paid after the work is complete to the satisfaction of the City Planner. With regard to the Building/Property Improvement Tax Increment Grant Program, annual grants are paid after annual property taxes are paid in full and other grant requirements are satisfied.

Climate Change Risks

Climate Change Mitigation:

Designated as Mixed Use in Schedule E: City Centre Planning District of the City of Windsor's Official Plan, the subject property is located in a neighbourhood where development is strongly encouraged. Utilization of an existing property in an existing neighbourhood promotes energy efficiency, reducing the need for new development to occur on greenfield sites.

Climate Change Adaptation: N/A

Financial Matters:

On February 22, 2021, Council approved the 2021 budget which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved the approved grant amount will be regarded as committed in the CIP Reserve Fund 226 until the grant is ready to be paid out. The current uncommitted balance of the CIP reserve fund is \$498,106. This balance does not account for other CIP grant requests that are currently being considered by the Development & Heritage Standing

Committee/City Council Standing Committee or have been endorsed by the Standing Committee and are not yet approved by City Council.

New Residential Development Grant Program

The proposal qualifies for the maximum grant of \$50,000 under the New Residential Development Grant Program. If approved, a maximum of \$50,000 for the New Residential Development Grant Program funds will be transferred from the CIP Reserve Fund 226 to the Downtown Windsor Enhancement Strategy and Community Improvement Plan project 7011022 once the work is completed to the satisfaction of the City Planner, and the grant is ready to be paid out.

Building/Property Improvement Tax Increment Grant Program

The current 2025 assessment value of the subject property located at 629 Riverside Dr. W is \$477,000. The owner currently pays annual property taxes of \$13,341 (municipal portion is \$9,420) for 629 Riverside Dr.

The grant is calculated and paid, not on the post-project value or projections made in this report, but on the actual post-development value assessment, as determined by the MPAC after project completion. Administration has estimated the post-redevelopment property value assessment based on the drawings and information provided to be \$16,592,850 (an increase of \$16,115,850). Annual property taxes, post-development, would be \$364,127 using 2025 tax rates (an increase of \$350,785). The municipal portion of property taxes are estimated at \$328,187 (an increase of \$318,768).

For illustrative purposes, the table below identifies the estimated annual CIP grant to be \$318,768, which is equal to 100% of the increase in the municipal portion of property taxes. The estimated total amount of the grant over ten (10) years, assuming the completed project meet the eligibility criteria for a Catalyst Project, is \$3,187,678, which is less than eligible project costs.

Estimated Tax Increment Grant for 629 Riverside Dr. W (Catalyst Project)			
Annual Pre-Development Taxes (Municipal Portion Only)	Estimated Annual Post-Development Taxes (Municipal Portion Only)	Estimated Annual Increase in Taxes (Municipal Portion Only)	Estimated Annual Tax Increment Grant
\$9,420	\$328,187	\$318,768	\$318,768

The Grant Program does not cancel taxes, the applicant must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program of \$9,420 per annum; however, will be foregoing any incremental property taxes, estimated to be \$318,768 per annum to a maximum of 10 years if determined to be a Catalyst Project, that could otherwise be used to offset future budget pressures. After

completion of the grant program, the City will collect the full value of the municipal taxes (estimated to be \$328,187 annually).

The total estimate grant of \$3,237,678, inclusive of the New Residential Development Grant Program, represents 4% of the total project costs (\$80,330,241 excl. HST).

Consultations:

The City of Windsor's Downtown Windsor Community Improvement Plan was subject to stakeholder and public consultation as part of the approval process, including public meetings, a statutory public meeting and circulation among internal City staff and the province.

Planning staff have consulted with the applicant prior to accepting the application for the Downtown CIP grants. Josie Gualtieri, Financial Planning Administrator, Carolyn Nelson, Manager Property Valuations & Admin and Michael Dennis, Manager, Strategic Capital Budget Development & Control were consulted with respect to the grant application within Downtown CIP.

Conclusion:

Administration recommends that City Council approve the application made by Richmond Block London Corporation c/o Shmuel Farhi, owner of the property 629 Riverside Dr. W, to participate in the New Residential Development Grant Program and Building/Property Improvement Tax Increment Grant Program under the Downtown Windsor CIP.

Approvals:

Name	Title
Simona Simion	Planner III - Economic Development (A)
James Abbs	Manager, Planning – Land Info & Special Projects
Jason Campigotto	Deputy City Planner – Growth
Emilie Dunnigan	Manager Development Revenue & Financial Administration
Lorie Gregg	Deputy Treasurer, Taxation, Treasury & Financial Projects
Carolyn Nelson	Manager, Property Valuations and Administration
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Jelena Payne	Deputy CAO/Commissioner, Economic Development
Janice Guthrie	Deputy Commissioner, Finance and City Treasurer
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

- 1 Appendix A - Location Map
- 2 Appendix B - Proposed Building
- 3 Appendix C - Site Plan

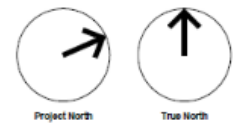
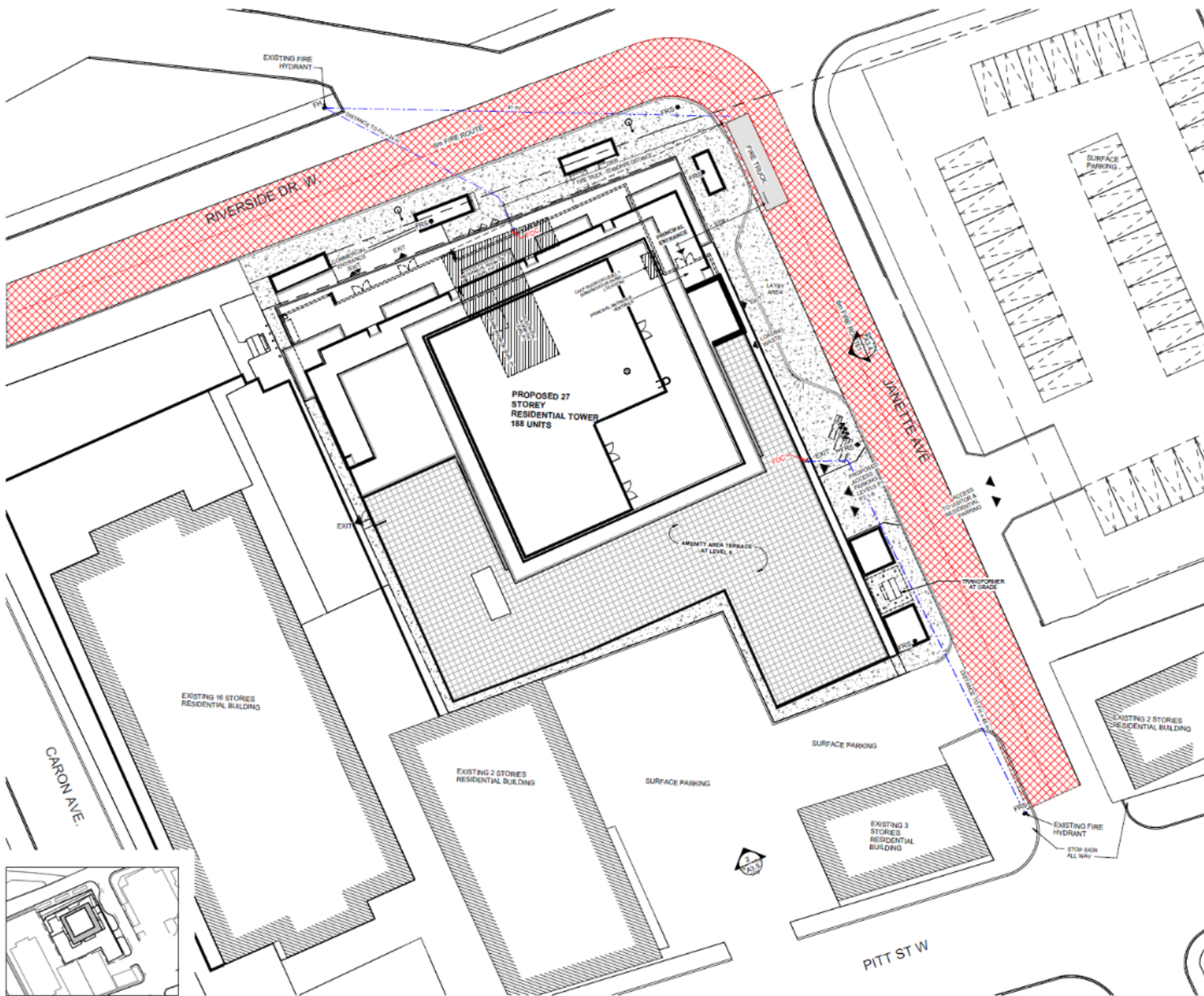




AERIAL VIEW FROM NORTH WEST



EAST PODIUM FACADE



GENERAL NOTES

1. Do not scale drawings. Written dimensions shall have precedence over scaled dimensions.
2. All work shall comply with the 2012 Ontario Building Code and amendments.
3. Contractors must check and verify all dimensions and specifications and report any discrepancies to the architect before proceeding with the work.
4. All contractors and sub-contractors shall have a set of approved construction documents on site at all times.
5. All documents remain the property of the architect. Unauthorised use, modification, and/or reproduction of these documents is prohibited without written permission. The contract documents were prepared by the consultant for the account of the owner.
6. The material contained herein reflects the consultant's best judgment in light of the information available to him at the time of preparation. Any use which is in violation of the contract documents, or any reliance on or decisions to be made based on them are the responsibility of such third parties.
7. The consultant accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on the contract documents.

LEGEND	
	FIRE DEPARTMENT CONNECTION
	FIRE HYDRANT
	STOP SIGN
	PROPERTY LINE
	ENTRY / EXIT DOOR
	UNDERGROUND PARKING EXIT
	FIRE TRUCK ROUTE
	FIRE ROUTE SIGNAGE
	STOP SIGN (1m x 1.8m)
	SUITABLE DO NOT CROSS ROAD
	PEDESTRIAN SAFETY SIGN (1m x 1.8m)
	TRAFFIC CONSULTANT SPECIFICATIONS

NOTE: MINIMUM FIRE LANE WIDTH = 6000mm. MINIMUM CENTERLINE TURNING RADIUS FOR FIRE LANE = 10000mm.

No.	Date	Revision
1	2025-05-08	1.00 SITE PLAN CONTROL STAGE 1
2	2025-05-08	2.00 SITE PLAN CONTROL STAGE 2
3	2025-05-08	3.00 SITE PLAN CONTROL STAGE 3
4	2025-05-08	4.00 SITE PLAN CONTROL STAGE 4

Client:

FARHI
HOLDINGS CORPORATION

Project Name / Address:

JANETTE & RIVERSIDE
0 Riverside Drive W,
Windsor, Ontario

Project No.	21048
Drawing Date	2025-05-07
Drawn By	AUTOT
Checked By	CHECKER
Office Location	TORONTO
File Name	2025-05-11 3:04:20 PM

Drawing Title:

Fire Route & Emergency Turnaround Plan

Ontario Association of Architects	Drawing Scale	As Indicated
OF ARCHITECTS	Scale	SPA
THOMAS J. JACENT	Revision No.	rD
ESTD 1912	Drawing No.	SP0-08



Council Report: S 143/2025

Subject: Ford City CIP/ Main Street CIP Application, 1009 Drouillard Road, Owners: Gary Gordon and Ruth Rebekah Spencer - Ward 5

Reference:

Date to Council: January 5, 2026
Author: Kevin Alexander, MCIP RPP
Senior Planner-Special Projects
519-255-6543 x6732
kalexander@citywindsor.ca

Planning & Building Services
Report Date: 12/4/2025
Clerk's File #: SPL2025

To: Mayor and Members of City Council Recommendation:

- I. THAT subject to completion and review satisfactory to the City Planner the request for incentives under the *Ford City CIP* Financial Incentive Programs made by Gary Gordon and Ruth Rebekah Spencer ("The Owners"), the owners of the property located at 1009 Drouillard Road **BE APPROVED**, for the following incentive programs:
 - a. *Retail Investment Grant* totalling a maximum amount of \$30,000 per property for two (2) ground floor retail units to be paid out in two (2) phases;
 - b. *Building/Property Improvement Tax Increment Grant Program* for the lesser of 100% of the municipal tax increment for up to 10 years or the eligible costs. The estimated annual amount of the grant is +/- \$4,638;
 - c. *Municipal Development Fees Grant Program* to a maximum amount of \$20,000;
- II. THAT subject to completion and review satisfactory to the City Planner the request for incentives under the *Main Streets CIP Building Facade Improvement Program* made by the Owners of the property located at 1009 Drouillard Road **BE APPROVED** for grants totalling a maximum amount of \$60,000 to be paid in four (4) phases;
- III. THAT Administration **BE AUTHORIZED** to prepare the agreement between the City and the Owners to implement the *Building/Property Improvement Tax Increment Grant Program* (only) in accordance with all applicable policies,

requirements to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications;

- IV. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Grant Agreement(s) in content satisfactory to the City Planner, in financial content to the satisfaction of the City Treasurer and in form satisfactory to the City Solicitor;
- V. THAT funds in the maximum amount of \$30,000 under the *Retail Investment Grant* Program **BE TRANSFERRED** from the CIP Reserve Fund to the Ford City CIP Project (Project #7181046) as the work for each phase is completed;
- VI. THAT funds in the maximum amount of \$20,000 under the *Municipal Development Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund to the Ford City CIP Project (Project #7181046) once the work is completed;
- VII. THAT funds in the maximum amount of \$60,000 under the Main Streets CIP **BE TRANSFERRED** from the CIP Reserve Fund to the Main Streets CIP project (Project #7219018) as the work for each phase is completed;
- VIII. THAT grants **BE PAID** to the Owners upon completion of improvements to the interior/exterior of the property located at 1009 Drouillard Road, through the Ford City CIP (Project #7181046) and facade improvements through the Main Streets CIP (Project #7219018) to the satisfaction of the City Planner and Chief Building Official; and,
- IX. THAT grants approved **SHALL LAPSE** and **BE UNCOMMITTED** and returned to CIP Reserve Fund 226 if the applicant has not completed the work and fulfilled the conditions within 3 years of the approval date.

Executive Summary:

N/A

Background:

On January 8th, 2018, City Council approved the Building Facade Improvement Program and Urban Design Guidelines for Main Streets Community Improvement Plan (CIP) (CR9/2018 PHED 533) adopted through By-law 26-2018.

On November 19, 2018, City Council approved the Ford City Community Improvement Area and Ford City Community Improvement Plan (CIP) (CR625/2018 PHED 603) adopted through by-laws 171-2018 and 172-2018. These By-laws came into effect in January of 2019. In addition, on November 19, 2018, City Council activated the following financial incentive programs from the Ford City CIP:

1. Municipal Development Fees Grant Program
2. Retail Investment Grant Program
3. Building/Property Improvement Tax Increment Grant Program

Through CR383/2022 DHSC 414 the *Building Facade Improvement Program and Urban Design Guidelines for Main Streets CIP* was amended and renamed *Main Streets CIP*. The new *Main Streets CIP* includes the following programs:

1. Building Facade Improvement Program
2. Building Property Improvement Tax Increment Grant Program
3. New Residential Development Grant Program (Creation of residential units)

In 2025, Gary Gordon and Ruth Rebekah Spencer, the owners of the property located at 1009 Drouillard Road, submitted an application for grants under the *Ford City CIP* and *Main Streets CIP-Building Facade Improvement* Financial Incentive Programs. The property is located in the Ford City Business Improvement Area (BIA) and CIP Area.

Discussion:

Ford City CIP Financial Incentive Programs

Retail Investment Grant Program—the design and first impression made of a retail store is critical when appealing to its intended market and it can influence a consumer's perception of the quality of the store and visually communicate value. The grant offers up to 50% of eligible costs for improvements to a maximum amount of \$15,000 per retail unit in a building that has had a vacant ground floor retail or commercial storefront(s) for at least 6 months immediately prior to submission of an application to the program and will be occupied by a new retail business. The applicant is proposing four (4) new retail units on the ground floor.

This program is subject to a limit of two (2) retail unit grants per property. While there are four (4) new retail units proposed on the ground floor, the applicant is eligible for a maximum grant of \$30,000 for two (2) retail units per property. The Retail Investment grant will be paid out in two phases as each of the first two (2) eligible retail units are completed. The grant for each retail unit and associated facade improvement will not be paid out until all work is complete as per the approved drawings, all building permits closed and inspected by the Planning and Building Departments, all eligible costs and proof of payment has been provided and reviewed by the Senior Planner-Special Projects and Financial Planning Administrator and approved by the Building, Planning, and Finance Departments.

Building/Property Improvement Tax Increment Grant—intended to provide financial incentive for the physical improvements to properties. Registered property owners and/or assignees would be eligible to receive a grant for the lesser of 100% of the municipal tax increment generated from the improvements made to the building or property for up to 10 years or the eligible improvement costs.

To be eligible for the *Building/Property Improvement Tax Increment Grant*, improvements to the building/property must result in an annual grant (or tax increment) of at least \$500 for properties that are taxed at the “residential” tax rate; and \$1,000 for properties taxed at all other tax rates.

Based on the information and drawings provided by the applicant, Administration estimates the post project assessment value to be \$300,000. However, the actual amount of the new assessment will be dependent upon a full review of the building after the completion of renovations as determined by the Municipal Property Assessment Corporation (MPAC).

The applicant is eligible for *Building/Property Improvement Tax Increment Grant* for improvements to the property. The estimated annual value of the grant for improvements to the existing four (4) upper storey residential units and four (4) vacant ground floor commercial/ mixed-use retail units is \$4,638 annually. Over 10 years, this grant amounts to \$46,380 (See Financial Matters - below).

Because the Grant Program does not exempt the property from taxes, the owner must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre- and post-development municipal taxes.

The Ford City CIP stipulates that the applicant must resolve all outstanding fees, tax arrears, or work orders owed to the City pertaining to the subject property. These issues must be addressed to the satisfaction of the municipality before any grant payments are issued or alternatively be incorporated into the scope of the proposed work for the project.

Municipal Development Fees Grant Program is intended to encourage development within Ford City by providing an incentive to offset the costs associated with seeking the appropriate planning approvals and building permits for a project. Property owners will be eligible to receive a grant for 100% of the specified *Municipal Development Fees*, up to a maximum of \$50,000 per property.

The Building Permit and development fees have yet to be determined for this project. Based on the Building Permit Applications for existing renovations and consultation with the owners, Administration estimates that the fees would total a maximum amount of \$20,000 under the *Municipal Development Fees Grant Program*. The Municipal Development Fees Grant will be paid to the applicant, and the remaining funds will be returned to the CIP Reserve Fund.

Main Streets CIP

The *Main Street CIP* offers financial incentives to encourage property owners and businesses to make investments to improve the exterior appearance of their buildings and storefronts along Main Streets. Such improvements provide a benefit to the community, by preserving heritage features, protecting Main Streets, and reconnecting storefronts with the public realm. The Main Streets CIP is applicable to the Ford City BIA Main Street and all other BIAs in the City of Windsor, except for the Sandwich Town and Downtown Windsor BIAs. Both the Sandwich Town and Downtown Windsor BIA have grant programs available under separate CIPs.

Funding for the Building Facade Improvement Grant Program is broken down into three categories:



Category A (Beautification) —aesthetic and minor functional improvements aimed at making the building facade and storefront more attractive and welcoming to tenants and customers



Category B (Restoration)—aesthetic, functional, and restoration improvements made to restore key features of the building facade



Category C (Replacement)— encourage work that will replace or reinstate key features that have been lost or deteriorated beyond repair or are of a style that is no longer consistent with the building design.

Applicants can receive a grant for 50% of the costs for eligible building facade and storefront improvements up to a maximum of \$30,000 per project. The amount can be increased up to \$60,000 per project for larger buildings with multiple storefronts. The grant also applies to the side(s) and rear of buildings provided the building facade is visible from an adjacent street or public right-of-way or park, and as long as the storefront/facade facing the main street is improved at the same time. The building located at 1009 Drouillard Road, is considered a larger building with multiple storefronts and therefore eligible for the maximum grant amount of \$60,000.

The Main Streets CIP Building Façade Improvement Grant will be paid out in phases as each of the four (4) storefronts along Drouillard Road are completed. The grant for each Façade Improvement and associated Retail grant will not be paid out until all work is complete as per the approved drawings, all building permits closed and inspected by the Planning and Building Departments, all eligible costs and proof of payment has been provided and reviewed by the Senior Planner-Special Projects and Financial Planning Administrator and approved by the Building, Planning, and Finance Departments.

Proposed Facade Improvements - 1009 Drouillard Road

Drouillard Road facing façade improvements

- Remove the existing brick from the original window openings and replace with new flat black metal framed clear vision glass windows
- Remove the existing awning and replace with new flat black metal framed clear vision glass transom windows
- Remove the existing door and install a new flat black metal door with clear vision glass windows
- Replace brick veneer with new Carmelo Capistrano adobe brick veneer (IXLbuild.com)

Based on the proposed improvements the applicant is eligible for a maximum façade improvement grant of \$60,000.

Risk Analysis:

The approval of these grants does not carry significant risk, as there are sufficient funds within the new CIP reserve fund approved by Council on February 22, 2021. The applicant will not receive any grants until all work is completed and inspected to the satisfaction of the Planning and Building Department. As a requirement of Section 28 (7.3) of the Planning Act, Administration has confirmed that the grant amount does not exceed the total cost of the project.

Climate Change Risks

Climate Change Mitigation:

The rehabilitation of the existing building is expected to have minimal impact on the project's contribution to climate change. Enhancements to the current structure will reduce CO2 emissions associated with construction and require fewer materials compared to building a new facility.

Using an existing building and infrastructure in a built-up area of the city also promotes efficiency on the existing infrastructure network by not promoting development on Greenfield land.

Climate Change Adaptation:

Improvements to the existing building and site located at 1009 Drouillard Road will use modern building methods which will conform to the Ontario Building Code concerning energy efficiency. New doors and windows are also proposed that will be more energy efficient than what is existing. Using the existing building, lot and infrastructure in a developed area of the city also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

Financial Matters:

On February 22, 2021, Council approved the 2021 budget, which included a new reserve fund for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount will be regarded as committed in the CIP Reserve Fund 226 until the grant is ready to be paid out. The current uncommitted balance in the CIP reserve fund is \$498,106. However, this balance does not account for other CIP grant requests that are currently being considered by the Standing Committee or have been endorsed by the Standing Committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP reserve fund to:

- A. The Ford City CIP capital project (Project #7181046) for the following grants when the work is completed and the grant is ready to be paid out:
 - i. *Retail Investment Grant Program* totalling a maximum amount of \$30,000 in two (2) phases once the conditions outlined in the Discussion section of this report are met; and,

- ii. *Municipal Development Fees Grant Program* to a maximum amount of \$20,000.

- B. The Main Street CIP capital project (Project #7219018) up to \$60,000 for the *Facade Improvement Grant Program* identified payable in four (4) phases once the conditions outlined in the Discussion section of this report are met and the grant is ready to be paid out.

The *Building/Property Improvement Tax Increment Grant* would be based upon the lesser of 100% of the municipal tax increment generated from the improvements made to the building or property for up to 10 years, or the eligible costs. Based on the estimated post project assessment value of \$300,000, the estimated total grant amount is \$46,380:

Estimated Building/Property Improvement Tax Increment Grant for 1009 Drouillard Road		
Annual Pre-Development Municipal Taxes	Annual Estimate of Incremental Post Development Municipal Taxes	Annual Estimate Value of Grant
\$4,261	\$8,899	\$4,638

Assumptions

Current Property Value Assessment	\$147,000
Estimate Post Development Property Assessment	\$300,000

The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program (estimated to be \$42,610 over 10 years); however, it will be foregoing any incremental property taxes, which could otherwise be used to offset future budget pressures (estimated to be \$46,380 over 10 years). The City will issue the grant annually once it is satisfied that the municipal property taxes have been paid by the property owner and any additional conditions of the grant have been met.

The applicant indicates that the estimated eligible costs for the project is \$530,000. The *Planning Act* stipulates that the grants under a CIP cannot be more than the eligible costs. The total estimated grant amount of up to \$156,380 inclusive of the Ford City Retail Investment Grant (\$30,000), the Municipal Development Fees Grant (\$20,000), the Main Streets CIP – Building Facade Improvement Program Grant (\$60,000), and the Building/Property Improvement Tax Increment Grant (\$46,380), is less than the estimated eligible costs of the project.

Consultations:

The owner for the property located at 1009 Drouillard Road has been consulted regarding grants and application fees related to the improvements outlined in this report.

The following members of Administration were also consulted:

- Jose Mejalli, Assessment Management Officer and Carolyn Nelson, Manager of Property Valuation & Administration, Taxation, Treasury and Financial Projects, were consulted with respect to the Ford City CIP *Building/Property Improvement Tax Increment Grant*.
- Josie Gualtieri, Financial Planning Administrator was also consulted regarding the Ford City CIP and related capital project/reserve fund balances.
- Emma Lavictoire, Permit Services Clerk from the Building Division was consulted regarding eligible Building Permit and Public Works Permit Fees for the *Municipal Development Fees Grant Program*.

Conclusion:

The improvements to 1009 Drouillard Road meet all eligibility criteria identified in this report, for the *Retail Investment Grant, Building/Property Improvement Tax Increment Grant, and the Municipal Development Fees Grant*, through the *Ford City CIP*, and the *Facade Improvement Grant Program* through the *Main Streets CIP*.

There are sufficient funds in the CIP reserve fund to provide grants for the proposed improvements. Administration recommends approval of the grants identified in this report.

Planning Act Matters:

N/A

Approvals:

Name	Title
Kevin Alexander	Senior Planner – Special Projects
James Abbs	Manager, Planning – Land Info & Special Projects
Jason Campigotto	Deputy City Planner – Growth
Emilie Dunnigan	Manager Development Revenue & Financial Administrator
Lorie Gregg	Deputy Treasurer Taxation and Financial Planning
Carolyn Nelson	Manager, Property Valuation & Administration, Taxation & Financial Projects
John Revell	Chief Building Official
Kate Tracey	Senior Legal Counsel, Legal & Real Estate
Neil Robertson	City Planner
Janice Guthrie	Commissioner Finance/City Treasurer
Jelena Payne	Deputy CAO/Commissioner of Economic

	Development
Ray Mensour	Chief Administrative Officer

Notifications:

Name	Address	Email

Appendices:

1. Appendix 'A' - Location and Existing Condition
2. Appendix 'B' - Proposed Improvements

Appendix A - Location Map



LOCATION MAP



SUBJECT PROPERTY : 1009-1021 DROUILLARD ROAD

Appendix A - Existing Condition



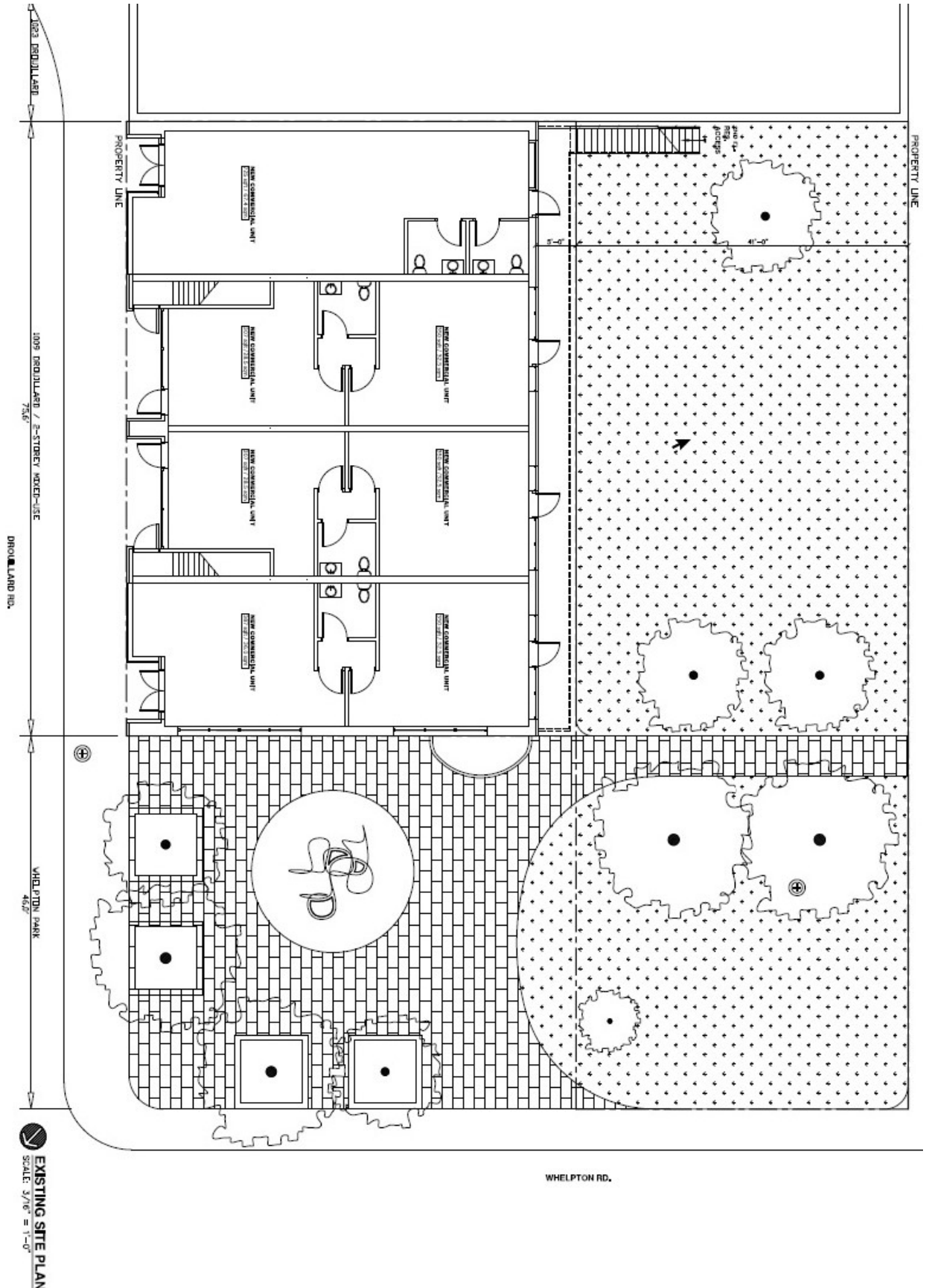
Google Street View, July 2021



Google Street View, June 2025

Appendix B - Proposed Improvements

Proposed Interior Improvements



Appendix B - Proposed Improvements

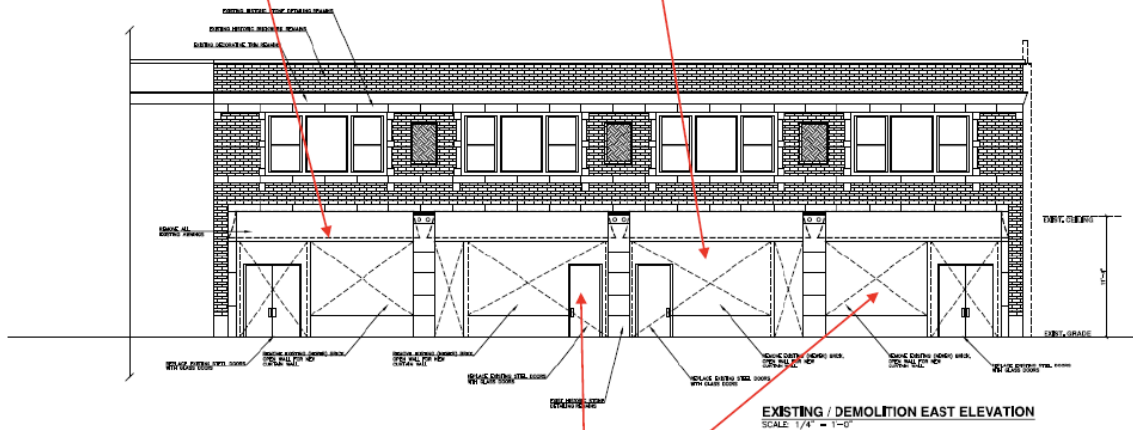
Existing Front Exterior Elevation

Phase 1

- Renovations to Unit#4 interior (complete)
- Storefront for Unit #4 (Spring 2025)

Phase 2

- Storefront for Unit #2 (Fall 2025)



Phase 3

- Storefront for Unit #1 & #3 (Fall 2026)

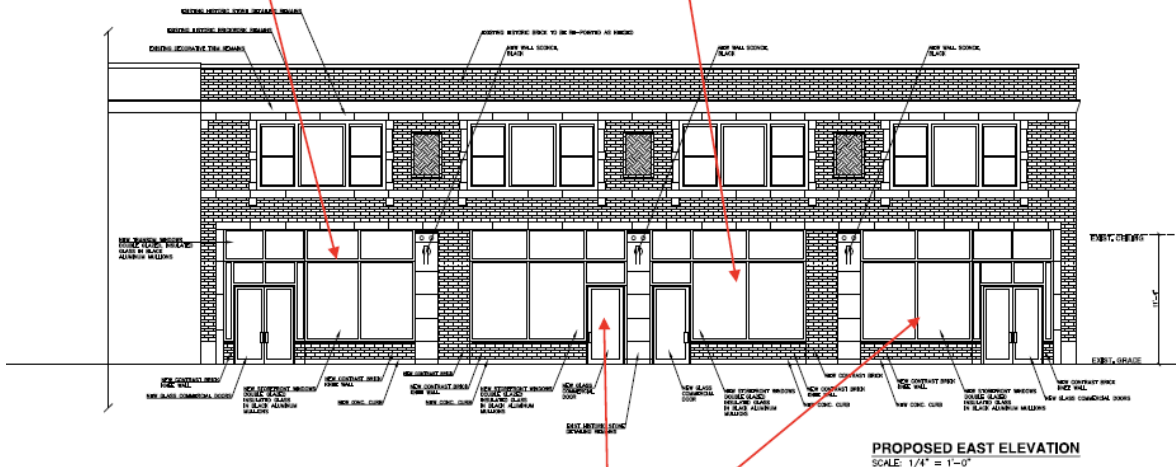
Proposed Front Exterior Elevation

Phase 1

- Renovations to Unit#4 interior (Complete)
- Storefront for Unit #4 (Spring 2025)

Phase 2

- Storefront for Unit #2 (Fall 2025)



Phase 3

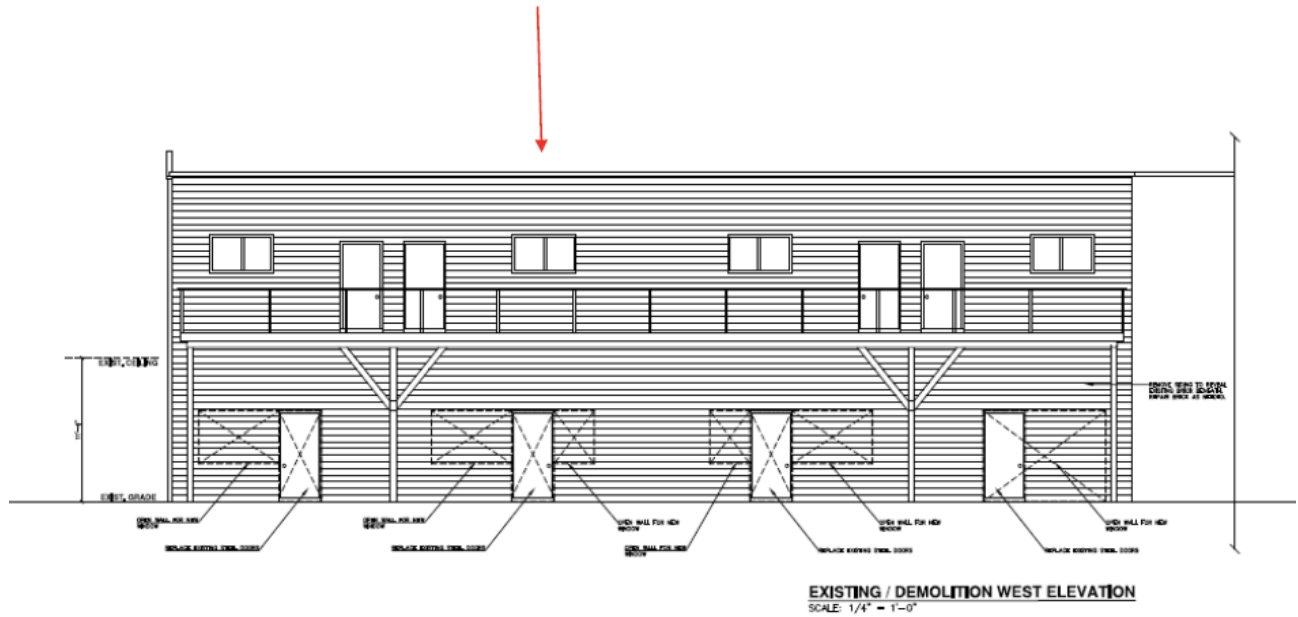
- Storefront for Unit #1 & #3 (2026)

Appendix B - Proposed Improvements

Existing Rear Exterior Elevation

Phase 5

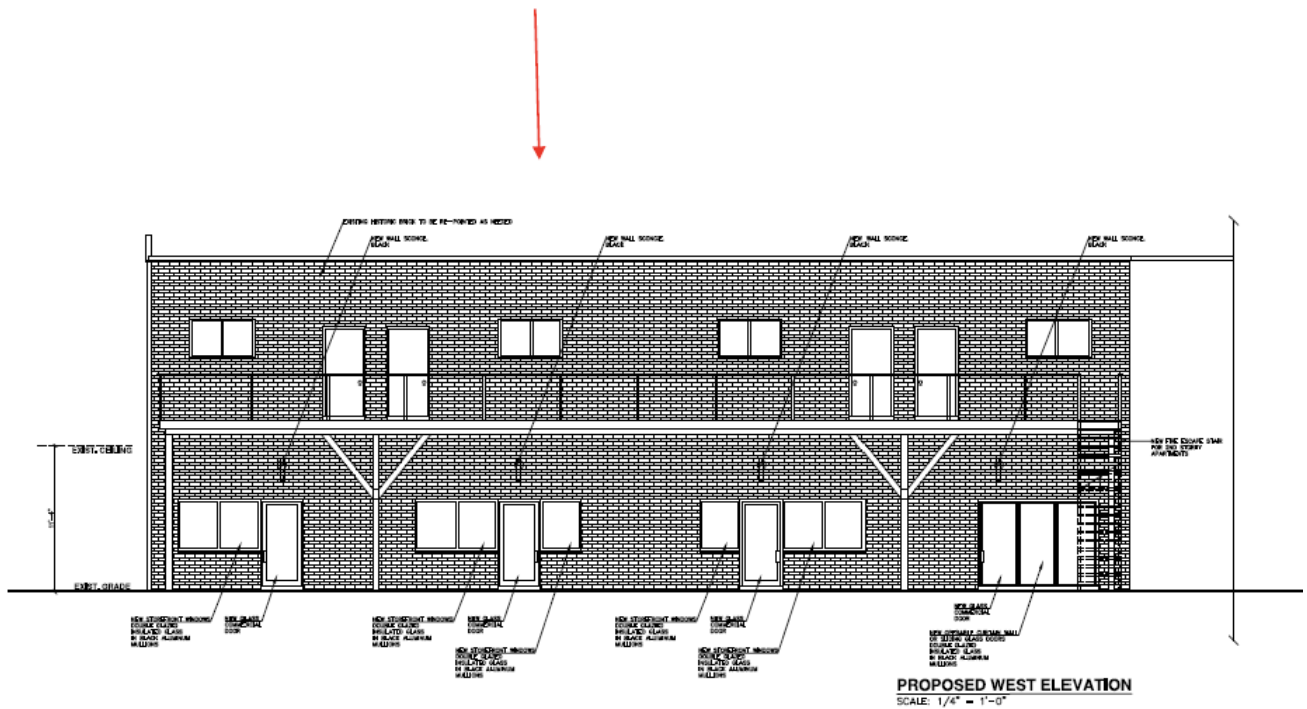
- Renovations to back exterior of building (2027)



Proposed Rear Exterior Elevation

Phase 5

- Renovations to back exterior of building (2027)





Committee Matters: SCM 399/2025

**Subject: Minutes of the International Relations Committee of its meeting held
December 17, 2025**

INTERNATIONAL RELATIONS COMMITTEE

Meeting held December 17, 2025

A meeting of the International Relations Committee is held this day commencing at 3:30 o'clock p.m. in Room 522a, 350 City Hall Square West, there being present the following members:

Councillor Angelo Marignani, Chair
Councillor Renaldo Agostino (arrives at 3:36 p.m.)
Councillor Ed Sleiman
Lubna Barakat
Jerry Barycki
Ronnie Haidar
L.T. Zhao (via Zoom video conference)

Regrets received from:

Councillor Fred Francis

Also present are the following resource personnel:

Sandra Gebauer, Council Assistant
Karen Kadour, Committee Coordinator

1. Call to Order

The Chair calls the meeting to order at 3:35 o'clock p.m. and the Committee considers the Agenda being Schedule A attached hereto, matters which are dealt with as follow:

2. Declaration of Conflict

None disclosed.

3. Minutes

Moved by Councillor Ed Sleiman, seconded by Jerry Barycki,
That the minutes of the International Relations Committee of its meeting held September 5, 2025, **BE ADOPTED** as presented.
Carried.

4. Business Items

4.1 Confirm and Ratify E-mail Poll

That the results of the e-mail poll conducted on July 24, 2025, approving the following recommendation **BE CONFIRMED AND RATIFIED:**

Moved by Councillor Ed Sleiman, seconded by Jerry Barycki,

That **APPROVAL BE GIVEN** to an expenditure in the upset amount of \$10,000 for a delegation of ten (10) to visit the City of Windsor on August 9-12, 2025.
Carried.

4.2 Final Minutes of the Working Session in Mannheim, Germany

The Chair remarks that Mannheim is very keen on collaborations of all sorts, i.e. educational, industrial, economic and cultural.

Moved by Councillor Ed Sleiman, seconded by

That **APPROVAL BE GIVEN** to provide information regarding WEtech Alliance to Mannheim, Germany in an effort to build collaborations with their tech centre and the City of Windsor's tech centre.

Carried.

4.3 Letter from the Mayor of Mannheim to Mayor Dilkens

Moved by Councillor Ed Sleiman, seconded by L.T. Zhao,

That the letter from the Mayor of Mannheim to Mayor Dilkens **BE RECEIVED.**

Carried.

4.4 Pictorial Report from the 30th Polish Canadian Business Professional Association of Windsor Dinner and the 25th Anniversary celebration of the Windsor Lublin Twinning

Jerry Barycki advises that Mayor Dilkens along with three members of Parliament were present at the 30th Polish Canadian Business Professional Association of Windsor Dinner.

Ronnie Haidar refers to the tour that was provided to the Lublin delegation at the University of Windsor. He notes that Ms. Kennedy Wonnacott, Global Partnership Coordinator, conducted tours of the campus, including the Science and Engineering buildings, and indicated that they look forward to welcoming future delegations and fostering continued collaboration.

Moved by Councillor Renaldo Agostino, seconded by Ronnie Haidar,

Moved by Councillor Ed Sleiman, seconded by Jerry Barycki,
That the update regarding the 30th Polish Canadian Business Professional Association of Windsor Dinner and the 25th Anniversary celebration of the Windsor Lublin Twinning **BE RECEIVED**.
Carried.

4.5 Letter of appreciation from Mayor Kang of Gunsan to Mayor Dilkens

Moved by Councillor Ed Sleiman, seconded by Jerry Barycki,
That the letter of appreciation from Mayor Kang of Gunsan to Mayor Dilkens **BE RECEIVED**.
Carried.

4.6 Letter of appreciation from Mayor Kang of Gunsan to Councillor Angelo Marignani

Moved by Councillor Renaldo Agostino, seconded by Councillor Ed Sleiman,
That the letter of appreciation from Mayor Kang of Gunsan to Councillor Angelo Marignani **BE RECEIVED**.
Carried.

4.7 Twin City proposal from Shkodra, Albania and Ferizaj, Kosovo

The Chair states that both Shkodra, Albania and Ferizaj, Kosovo are interested in having a Twin City relationship with the City of Windsor. It is noted that there is a large Albanian community in Windsor.

The Committee would like to further explore a possible relationship with Shkodra and it is suggested that representatives on behalf of Shkodra, Albania attend a future meeting to provide a presentation to the IRC. The Chair indicates that he will contact the President of the Albanian Windsor Association.

Ronnie Haidar proposes that a formal process of how to become a Sister City be made available on the city's website.

Sandra Gebauer confirms that the Twin City/Friendship City policy outlines the process and is currently available on the City of Windsor website but will ensure that it is easily accessible on the pages relating to the twin cities. .

Moved by Councillor Ed Sleiman, seconded by Councillor Renaldo Agostino,

That the President of the Albanian Windsor Association **BE INVITED** to provide a Twin City proposal at the next meeting of the International Relations Committee.
Carried.

4.8 Friendship City proposal from San Juan del Rio, Queretaro, Mexico

The Chair remarks that this request is government to government rather than people to people. It is noted that San Juan del Rio's proposal highlights the potential benefits of supply chain diversification, and it is suggested that it be forwarded to the Economic Development department and to Invest WindsorEssex for review and comment.

Moved by Councillor Renaldo Agostino, seconded by
That the Friendship City proposal from San Juan de Rio, Queretaro, Mexico **BE DIRECTED** to Invest Windsor Essex and to Jelena Payne, Deputy Chief Administrative Officer and Commissioner Economic Development for review and comment.
Carried.

4.9 Request from Fujisawa for Sister-City Awards for the male and female winners of the Shonan Fujisawa City Marathon

Sandra Gebauer confirms that gifts for the first place male and female winners of the marathon are sent each year.

Moved by Councillor Renaldo Agostino, seconded by Ronnie Haidar,
That **APPROVAL BE GIVEN** to an upset amount of \$500. to cover the mailing of awards for the male and female winners of the Shonan Fujisawa City Marathon.
Carried.

5. New Business

Ronnie Haidar reports he will be travelling to Arlington, Texas in January 2026 along with Jelena Payne, Gordon Orr, Councillor Renaldo Agostino, Councillor Angelo Marignani and asks if a meeting can be convened prior to going to Arlington. Sandra Gebauer suggests that a Teams meeting can be arranged to discuss logistics.

6. Date of Next Meeting

The next meeting will be held at the call of the Chair.

7. Adjournment

There being no further business, the meeting is adjourned at 4:12 o'clock, p.m.