

Committee of Adjustment

MISSION STATEMENT:

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

Author's Name: Zaid Zwayyed	File No.: A-047/26
Author's Phone: (519) 255-6543 e 6198	Report Date: Jul 08, 2026
Author's E-mail: ZZwayyed@citywindsor.ca	Committee Meeting Date: Jul 16, 2026

To: Committee of Adjustment

Subject Application: Relief from the provisions of Zoning By-law 8600

Owner: Willie Cerjanec

Location: 1138 Grand Marias Road East

Legal Description: CON 2 PT LOT 92; RP 12R21209 PART 3

1. RECOMMENDATION:

That the Minor Variance application of Willie Cerjanec for relief from the provisions of By-Law 8600 to permit an addition to an existing accessory building with reduced side yard setbacks and increased lot coverage on the property municipally known as 1138 Grand Marias Road East, **BE GRANTED**, with no conditions.

2. THE REQUESTED VARIANCES:

Request for relief from the minimum required separations from the side lot line and the maximum permitted lot coverage for an accessory building, thereby seeking the following variances from Zoning By-law 8600:

	PROVISION	PROVISION DESCRIPTION	REQUIRED	PROPOSED
1	5.10.7.1	Minimum Required Separation of an Accessory Building from a Side Lot Line	1.20 m	0.60 m
2	5.10.7.1	Minimum Required Separation of Eaves or Gutters for an Accessory Building from a Side Lot Line	0.60 m	0.30 m
3	5.10.9.10	Maximum Accessory Building Lot Coverage	10.0%	10.3%

3. **PLANNING ANALYSIS:**

The subject property consists of Concession 2, Part Lot 92, RP 12R-21209, Part 3, and contains an existing single unit dwelling and an existing accessory building. The applicant proposes to construct an addition to the front of the existing accessory building. The accessory building was constructed in 2004 and complied with the applicable side yard separation requirements in effect at the time of construction. Those requirements were amended in 2025, and the applicant proposes to maintain the existing side yard separations for the addition. The proposed addition also results in a minor increase to the maximum permitted accessory building lot coverage. Therefore, the applicant is seeking relief from Zoning By-law 8600 to permit the addition with reduced side yard separations and increased accessory building lot coverage. The proposed addition maintains the existing building alignment and is not anticipated to result in adverse impacts on the surrounding properties.

PLANNING ACT

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

PROVINCIAL PLANNING STATEMENT (PPS) 2024

The Planning staff has reviewed the applicable policies of the Provincial Planning Statement, 2024. The requested minor variances do not conflict with the policies of the PPS and support the continued use and improvement of an existing residential property.

OFFICIAL PLAN (OP)

The Minor Variance Policies in Section 11.6.6 are hereto attached as **Appendix A**. Section 11.6.6.2 outlines the evaluation criteria for minor variance applications.

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

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

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

The requested variances for side yard separation and eave/gutter separation exceed the 20 percent variation guideline identified in Section 11.6.6.2(d) of the Official Plan. However, the existing accessory building was constructed in compliance with the applicable zoning requirements in effect at the time of construction, and the proposed addition does not further encroach into the required side yard area beyond the existing accessory building location. The addition does not contain habitable space, the overall lot coverage remains compliant, and the proposed setback condition is not anticipated to create drainage concerns or adverse impacts on adjacent properties. The requested increase to accessory building lot coverage is minor in nature and within the 20 percent variation guideline.

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

ZONING BY-LAW

The subject land is zoned Residential District 1.1 (RD1.1) per Zoning By-law 8600. The proposed use is permitted and complies with the applicable provisions except for the requested variances. The requested variances will not impose undue hardship on the owner, adjoining properties, or the public realm; therefore, the variances are minor. The proposed variances meet the intent of Zoning By-law 8600.

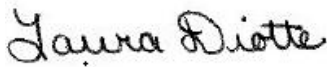
4. PLANNER'S OPINION:

The requested variances are minor in nature and maintain the general intent and purpose of the Official Plan and Zoning By-law 8600. Therefore, the variances are consistent with section 45 (1) of the Planning Act. The Planning Division recommends approval of the applicant's request with no conditions.



Zaid Zwayyed
Planner II - Development Review – Development Review

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



Laura Diotte MCIP, RPP
Manager of Development Applications

APPENDICES:

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

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

APPENDIX “A”

Excerpts From Official Plan Volume I

11.6.6 Minor Variance Policies

COMMITTEE OF ADJUSTMENT

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

EVALUATION CRITERIA

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

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

EXISTING UNDERSIZED LOTS

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

TERMS & CONDITIONS

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

AGREEMENTS

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

APPENDIX “B”
Comments Received by the Secretary Treasurer of the Committee of Adjustment

Zoning Review

Requested variances from Zoning By-law 8600:

	PROVISION	PROVISION DESCRIPTION	REQUIRED	PROPOSED
1	5.10.7.1	Minimum Required Separation of an Accessory Building from a Side Lot Line	1.20 m	0.60 m
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[Samuel Perry- Zoning Coordinator]

Development, Projects & Right-of-Way

This department has no objection to the proposed application. Right-of-way permits must be obtained for any work within the right-of-way.

[Sandy Mio- Technologist]

Heritage Planning

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

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

Contacts:

Windsor Planning & Development Services Department:

519-255-6543 x6179, ktang@citywindsor.ca, planningdept@citywindsor.ca

Windsor Manager of Culture and Events (A):

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

Ontario Ministry of Citizenship and Multiculturalism

Archaeology Programs Unit, 1-416-212-8886, Archaeology@ontario.ca

Windsor Police: 911

Ontario Ministry of Public and Business Service Delivery and Procurement

Registrar of Burial Sites, War Graves, Abandoned Cemeteries and Cemetery Closures:

Ian Hember, 1-437-244-9840, ian.hember@ontario.ca

[*Ryan Upton- Heritage Planning*]

Transportation Planning

Transportation planning has no comments. (Aashvi Sarvaiya)

Windsor Police Service

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

[*Barry Horrobin- Windsor Police Service*]