

City of Windsor Planning
Department
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.: B-055/25
Author's Phone: (519) 255-6543 ext. 6198	Report Date: September 11, 2025
Author's E-mail: zzwayyed@citywindsor.ca	Committee Meeting Date: September 18, 2025

To: Committee of Adjustment

Subject Application: Consent to create a new lot

Owner: 1256567 Ontario Ltd.

Location: 1235 Huron Church Road

Legal Description: PLAN 1046 LOTS 82 TO 93; INCL; TOURIST BUREAU;

1. RECOMMENDATION:

That the consent application of 1256567 Ontario Ltd. for the conveyance of part of the subject lands, described as Plan 1046 Lots 82 to 93; Incl; Tourist Bureau, municipally known as 1235 Huron Church Road, to create a new lot as identified on the drawing attached to the application, **BE GRANTED** with conditions ¹:

- I. The Applicant/Owner shall obtain a right-of-way permit to restore the boulevard and curbcuts to City Standards, and for any work within the right-of-way.
- II. The Applicant/Owner shall provide Site Servicing Drawings for the overall property, identifying all existing services, obtain right-of-way permits for all existing and new services, and abandon any redundant services as per BP 1.3.3 and to the satisfaction of the City Engineer.

¹For questions regarding Engineering conditions, please contact Dan Perissinotti, Technologist, at (519) 255-6100 x 6618 or dperissinotti@citywindsor.ca

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

2. THE REQUESTED LAND SEVERANCE:

The conveyance of part of the subject land, as shown on the attached drawing, for the purpose of creating a new lot.

3. PLANNING ANALYSIS:

The subject property, legally described as Plan 1046 Lots 82 to 93; Incl; Tourist Bureau, and municipally known as 1235 Huron Church Road, features an existing commercial building (Canadian Checker Cab/Auto Repair Shop) and a vacant portion to the north of the building. The applicant proposes to sever the vacant portion, as shown on the attached drawing, to accommodate a future multiple dwelling. No changes are proposed to the existing building. Any future proposal on the severed lot must comply with the requirements of Zoning By-law 8600.

PLANNING ACT

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

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

PROVINCIAL PLANNING STATEMENT (PPS) 2024

The Planning Staff has reviewed the relevant policies of the PPS - “*Supporting a Modern Economy*” (Policy statement 2.8.1 of the PPS). The requested consent is consistent with these policies, providing an appropriate mix and range of employment and broader mixed uses to meet long-term needs.

OFFICIAL PLAN (OP)

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

The consent to sever application is for creating a new lot, representing an appropriate consent per Section 11.4.3.2(a). The severed and retained lots have access to a public highway paved with a hard surface and are serviced by municipal sanitary and storm services, complying with sections 11.4.3.4 and 11.4.3.5.

This consent satisfies the evaluation criteria in Section 11.4.3.6 with minimal development impact on the adjacent properties. The subject land is designated Open Space in the Official Plan, and the proposed uses are permitted per OPA 166. The proposed consent to create a new lot is consistent with the intent of the Official Plan by providing a broad range of mixed uses and employment opportunities.

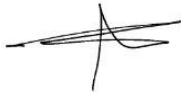
ZONING BY-LAW 8600

The subject land is zoned Commercial District 3.11 (CD3.11), permitting a range of commercial uses and multiple dwellings. The lot creation does not result in any zoning changes, and any future proposal on the severed lot must comply with the provisions of Zoning By-law 8600.

4. PLANNER'S OPINION:

The requested consent complies with the Official Plan and Zoning By-law 8600. This consent application is consistent with the Planning Act and Provincial Policy Statement and represents good planning. Planning staff, in consultation with the Engineering Department, recommends approval with the conditions noted on the recommendation.

Zaid Zwayyed
Planner II – Development Review



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



Greg Atkinson, MCIP, RPP
Deputy City Planner - Development

CONTACT:

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APPENDICES:

Appendix "A"- Excerpts from the Official Plan Volume I
Appendix "B" - Comments received by the Secretary Treasurer of the Committee of Adjustment

APPENDIX “A”

Excerpts From Official Plan Volume I

11.4.3 Consent Policies

<i>COMMITTEE OF ADJUSTMENT</i> <i>APPROPRIATE REASONS FOR CONSENTS</i>	11.4.3.1	Council has delegated by by-law the authority to grant consents to the Committee of Adjustment.
	11.4.3.2	Without limiting the relevant provisions of the Planning Act, Consents may only be granted where completing a subdivision process is deemed not to be necessary to ensure the proper and orderly development of the subject lands. The consent process will be used for matters such as granting easements and rights of way, leases or other interests in land lasting in excess of 21 years or lot line adjustments. Consents may be used for lot creation in the following circumstances; <ul style="list-style-type: none"> a) Small scale Infilling or intensification for development that is compatible with the neighbourhood; b) Lot line adjustments; c) An entire parcel is being developed and there are no remaining lands; d) There is no need to extend or improve municipal services outside of the subject lands; e) Where there is no phasing of the development; and f) Where parkland dedication may be cash-in-lieu.
	11.4.3.3	Consents shall only be granted for the creation of lots which comply with the Official Plan and Zoning By-law
	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.
	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.
	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; c) Conformity with the recommendations of any support studies prepared as part of the application; d) The continuation of an orderly development pattern and the lot pattern in the neighbourhood; e) Impact of the development on adjacent properties and the lot pattern and density in the community; and f) The requirements or comments of Municipal departments and public agencies or authorities.
<i>CONFORM WITH PERMITTED USES</i> <i>ACCESS TO A PUBLIC HIGHWAY</i> <i>MUNICIPAL SERVICES</i> <i>EVALUATION CRITERIA</i>	11.4.3.7	The approval authority may attach such conditions as it deems appropriate to the approval of a consent. Such conditions may include, but are not limited to, the following: <ul style="list-style-type: none"> a) The fulfillment of any financial requirement to the City; b) The conveyance of lands for public open space purposes or payments-in-lieu thereof in accordance with the Open Space policies of this Plan; c) The conveyance of lands for public highways or widenings as may be required; d) The conveyance of appropriate easements; e) The provision of municipal infrastructure or other services; f) The completion of a development or servicing agreement with the City if required; and g) Other such matters as the approval authority considers necessary and/or appropriate.
<i>CONDITIONS OF APPROVAL</i>		

APPENDIX “B”

Comments Received by the Secretary Treasurer of the Committee of Adjustment

PLANNING DEPARTMENT – ZONING

Consent to create a new lot.

Stefan Pavlica, Zoning Coordinator

PUBLIC WORKS DEPARTMENT - ENGINEERING AND GEOMATICS

Our comments remain consistent with SPC-2024-14

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

1. Obtain Right of Way permits to restore boulevard and curb cuts to City standards
2. Provide Site Servicing drawings for the overall property, outlining all existing services.
3. Obtain Right-of-Way permits for all existing and new services, per BP1.3.3 and to the satisfaction of the City Engineer.
4. Obtain Right-of-Way permits for any work within the right-of-way.

Dan Perissinotti, Technologist

PUBLIC WORKS DEPARTMENT - TRANSPORTATION PLANNING

- All parking must comply with ZBL 8600 for retained and severed lots.

Elara Mehrilou, Planner I- Transportation Planning Department

PARKS & FACILITIES

If any city trees are removed, the applicant is to consult with the City Forester, Yemi Adeyeye (yadeyeye@citywindsor.ca), to determine whether preservation or compensation for removal is required.

WINDSOR POLICE SERVICES

The application being considered does not present outcomes that will negatively impact public safety or the ability of the Windsor Police Service to provide proper and adequate response to incidents and other service delivery requirements. Therefore, there are no concerns or objections to the application.

Barry Horrobin, Director of Planning & Physical Resources

LANDSCAPE ARCHITECT/URBAN DESIGN

No concerns from a landscape architecture perspective.

Ryan Upton, Landscape Architect.

ENVIRONMENTAL POLICY

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

1. Should Species at Risk or their habitat be found at any time on or adjacent to the site, cease activity immediately and contact MECP at SAROntario@ontario.ca for recommendations on next steps to prevent contravention of the Endangered Species Act (2007). The City of Windsor SAR hotline (519-816-5352) can also be used for relevant questions and concerns.
2. For a list of Species at Risk and other provincially tracked species with potential to be around the site, use the Natural Heritage Information Centre (NHIC) Make A Map tool, found at <https://www.ontario.ca/page/make-natural-heritage-area-map>
3. 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

Averil Parent

Planner II – Development Review

aparent@citywindsor.ca

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 & 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,
mstaadegaard@citywindsor.ca

Ontario Ministry of Citizenship and Multiculturalism

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

Windsor Police: 911

Ontario Ministry of Public and Business Service Delivery and Procurement

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

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