

COMMITTEE OF ADJUSTMENT

MINOR VARIANCE REPORT

STATUTORY AUTHORITY: Section 45 of the Planning Act, 1990

APPLICATION: A/081/2025

RELATED FILE: N/A

DATE OF MEETING:

By videoconference and live-streaming video on the Town of Oakville's Live Stream webpage at oakville.ca on June 25, 2025 at 7 p.m.

<u>Owner (s)</u>	<u>Agent</u>	<u>Location of Land</u>
S. Nawaz	Manjinder Kaur 15845 River Dr Georgetown ON, L7G 4S7	PLAN M833 LOT 182 2341 Canonridge Cir Town of Oakville

OFFICIAL PLAN DESIGNATION: Low Density Residential

ZONING: RL6, Residential

WARD: 4

DISTRICT: West

APPLICATION:

Under Section 45(1) of the *Planning Act*, the applicant is requesting the Committee of Adjustment to authorize a minor variance to permit the construction of an attached additional residential unit within the existing dwelling on the subject property proposing the following variance to Zoning By-law 2014-014:

No.	Current	Proposed
1	<i>Section 5.2.3 (a)</i> The minimum dimensions of a parking space not located in a private garage shall be 2.7 metres in width and 5.7 metres in length.	To reduce the minimum length of the parking spaces not located in a private garage to 5.5 metres.

CIRCULATED DEPARTMENTS AND AGENCIES COMMENTS RECEIVED

Planning & Development:

(Note: Planning & Development includes a consolidated comment from the relevant district teams including Current, Long Range and Heritage Planning, Urban Design and Development Engineering)

A/081/2025 - 2341 Canonridge Circle (West District) (OP Designation: Low Density Residential)

The applicant is proposing to construct an additional residential unit within the existing dwelling, subject to the variance listed above.

Recommendation:

Staff do not object to the proposed variance. Should this minor variance request be approved by the Committee, the following condition is recommended:

1. That the approval expires two (2) years from the date of the decision if a Building Permit has not been issued for the proposed construction.

Analysis:

The front elevation of the dwelling will remain unchanged. Although the current Zoning By-law requires a parking space length of 5.7 metres, staff have no concerns with the 0.2 metre (8 inch) reduction, given this context and as the space remains functional.

Based on staff's evaluation of the application the proposed variance is minor in nature, is in keeping with the general intent and purpose of the Official Plan and Zoning By-law and is desirable for the appropriate development of the land. On this basis, the application meets the four tests of the *Planning Act*.

Bell Canada: No comments received.

Finance: No comments received.

Fire: No concerns.

Metrolinx: No comments.

Oakville Hydro: No comments.

Halton Region:

- Due to Provincial legislation, Halton Region's role in land use planning and development matters has changed. The Region is no longer responsible for the Regional Official Plan, as this has become the responsibility of Halton's four local municipalities.
- Regional staff has no objection to the proposed minor variance application seeking relief under Section 45(1) of the Planning Act in order to permit a decrease to the minimum length of the parking spaces not located in a private garage to 5.5 metres, under the requirements of the Town of Oakville Zoning By-law, for the purpose of permitting the construction of an attached additional residential unit within the existing dwelling on the Subject Property.

Union Gas: No comments received.

Letter(s)/Emails in support: 0

Letter(s)/Emails in opposition: 3

Note: *The following standard comments apply to all applications. Any additional application specific comments are as shown below.*

- The applicant is advised that permits may be required should any proposed work be carried out on the property i.e. site alteration permit, pool enclosure permit, tree preservation, etc.
- The applicant is advised that permits may be required from other departments/authorities (e.g. Engineering and Construction, Building, Conservation Halton etc.) should any proposed work be carried out on the property.
- The applicant is advised that any current or future proposed works that may affect existing trees (private or municipal) will require an arborist report.
- The applicant is advised that any current or future proposed works will require the removal of all encroachments from the public road allowance to the satisfaction of the Engineering and Construction Department.
- The applicant is advised that the comments provided pertain only to zoning and are not to be construed as a review or approval of any proposal for the site. This review will be carried out through the appropriate approval process at which time the feasibility/scope of the works will be assessed.
- The proponent is cautioned that during development activities, should archaeological materials be found on the property, the Ministry of Citizenship and Multiculturalism (MCM) must be notified immediately (archaeology@ontario.ca), as well as the Town of Oakville and, if Indigenous in origin, relevant First Nations communities. If human remains are encountered during construction, the proponent must immediately contact the appropriate authorities (police or coroner) and all soil disturbances must stop to allow the authorities to investigate, as well as the Registrar, Ontario Ministry of Public and Business Service Delivery—who administers provisions of the Funeral, Burial and Cremation Services Act—to be consulted, as well as the MCM and the Town of Oakville, and, if considered archaeological, the relevant First Nations communities. All construction activity in the vicinity of the discovery must be postponed until an appropriate mitigation strategy is identified and executed.
- Unless otherwise states, the Planning basis for the conditions referenced herein are as follows:
 - Building in general accordance with the submitted site plan and elevation drawings is required to ensure what is requested and ultimately approved, is built on site. This provides assurance and transparency through the process, noting the documents that are submitted with the application, provide the actual planning, neighbourhood and site basis for the request for the variances, and then the plans to be reviewed through the building permit and construction processes.
 - A two (2) year timeframe allows the owner to obtain building permit approval for what is ultimately approved within a reasonable timeframe of the application being heard by the Committee of Adjustment based

on the requirements when it is processed, but cognizant of the ever-changing neighbourhoods, policies and regulations which might then dictate a different result. Furthermore, if a building permit is not obtained within this timeframe, a new application would be required and subject to the neighbourhood notice circulation, public comments, applicable policies and regulations at that time.

Requested conditions from circulated agencies:

1. That the approval expires two (2) years from the date of the decision if a Building Permit has not been issued for the proposed construction.

J. Ulcar

Jen Ulcar
Secretary-Treasurer
Committee of Adjustment

Attachment:
Letter/Email in Opposition- 3

coarequests

From: Jianfeng Lu [REDACTED]
Sent: Monday, June 16, 2025 11:22 AM
To: coarequests
Cc: Allan Elgar; Peter Longo; Jianfeng Lu
Subject: [EXTERNAL] Request for Information and Hearing Deferral – File # A/081/2025 – 2341
Canonridge Circle

Dear Secretary-Treasurer,

I am writing as a nearby resident at [REDACTED] **Canonridge Circle** regarding the Committee of Adjustment application **File # A/081/2025** for **2341 Canonridge Circle**.

After receiving the public notice and discussing the matter with several concerned neighbors, I wish to express that we have significant concerns about the potential impact of this application. While no final judgment can be made without full disclosure of the project details, the limited information provided to date has already raised serious apprehension among several of us in the neighborhood, and we believe many other residents would likely share similar concerns if fully informed.

In particular, the proposed construction of an **Additional Residential Unit (ARU)** and the request for a **reduction in minimum driveway length** appear to signal a substantial alteration of the existing property use and layout. Although labeled as a "minor variance," the proposal may result in increased density, loss of functional parking, and visual inconsistency with the surrounding low-density neighborhood.

We are also concerned that approving this variance may set a precedent for similar requests in the future, potentially leading to the gradual erosion of the planning integrity and zoning standards that help preserve the livability and consistency of our community. Allowing such piecemeal exceptions—however small they may appear—risks opening the door to more significant long-term changes in neighborhood character and function. This kind of cumulative impact is sometimes described as a "**broken windows effect**," where incremental deviations ultimately undermine the expectations and stability of the broader community.

To allow for meaningful and informed public input, I respectfully request that the Town provide the following:

1. **Detailed site plans, building elevations, and floor layouts;**
2. **A clear explanation of the intended use of the ARU**, including whether it is intended for rental, multi-family occupancy, or extended-family use, the expected number of residents, and how independent access will be managed;
3. **Clarification of any physical changes to the driveway and/or parkway**, and how parking and zoning requirements will be satisfied;
4. **Estimated construction timeline**, including anticipated start/end dates and scope of work;
5. **Improved public notification**, including visible on-site signage in addition to mailed notices.

Given these concerns, and the current lack of project transparency, I also respectfully request that the **public hearing scheduled for June 25 be deferred by 2–3 weeks**, so that affected residents have sufficient time to review the information and provide informed feedback.

I have also copied our **Ward 4 Councillors, Mr. Allan Elgar and Mr. Peter Longo**, for their awareness of these concerns.

Thank you for your attention and for supporting a transparent, inclusive, and community-informed process.

Sincerely,

Jian Feng Lu

[REDACTED] Canonridge Circle
Oakville, ON L6M 4T9

coarequests

From: Jianfeng Lu [REDACTED]
Sent: Tuesday, June 17, 2025 10:16 PM
To: coarequests
Cc: Allan Elgar; Peter Longo; Jianfeng Lu
Subject: Re: [EXTERNAL] Request for Information and Hearing Deferral – File # A/081/2025 – 2341 Canonridge Circle

Categories: JEN

Dear Jen,

Thank you for your message. At this time, I do not intend to speak at the hearing, but I would like to ensure that my written objections are formally recorded and circulated to the Committee Members in advance.

After reviewing the limited information available and speaking with several concerned neighbors, I remain firmly opposed to this application. Although the variance is described as “minor,” its functional connection to the construction of an Additional Residential Unit (ARU) raises serious concerns related to parking, safety, density, and long-term neighborhood character.

I would like to highlight the following major concerns (among others):

- The proposed reduction in driveway length appears to accommodate an internal layout change associated with the ARU, which may increase occupancy and vehicle presence on a street designed for single-family living;
- There is a lack of transparency about the intended use of the additional space, including whether it will be used for rental purposes, extended-family occupancy, or multi-household living;
- If the garage is converted into living space instead of being maintained for parking, this would further reduce on-site parking availability and undermine the intended residential design of the property;
- The loss of usable garage space also encourages street parking, which compromises traffic flow and pedestrian safety—particularly in a family-oriented neighborhood;
- The introduction of short-term renters or additional family households—such as extended relatives occupying separate living spaces—could significantly increase density and erode the residential character, stability, and sense of security in our community;
- In the past, this property was operated as a rental unit, during which time there were visible issues with waste accumulation and general upkeep. Many neighbors are concerned that if it is again used for rental purposes, similar problems may arise.

Given these concerns and the absence of project transparency or response to prior requests, I must respectfully reiterate my opposition to this application. I urge the Committee to consider these issues seriously when reviewing the proposal.

May I also ask: Is there a required number of written objections from neighbors that would influence the Committee's decision or trigger further review? We would appreciate understanding how resident input is considered in these proceedings.

Thank you again for your attention and for supporting a transparent and community-informed review process.

Sincerely,

Jian Feng Lu

[REDACTED] Canonridge Circle
Oakville, ON L6M 4T9

coarequests

From: Alex Krouglow [REDACTED]
Sent: Tuesday, June 17, 2025 3:54 PM
To: coarequests
Subject: [EXTERNAL] Notice of Public Hearing Committee File # A/081/2025

You don't often get email from [REDACTED] [Learn why this is important](#)

Hi Jen and any other person to whom it may concern.

This is a formal request from myself, my wife and my neighbours affected by the proposed construction of an **attached additional residential unit**, to provide a full disclosure of the planned construction of an attached additional residential unit on the property 2341 Canonridge Cir Plan M833 Lot 182.

Needless to say, the planned construction **can have serious consequences and unwanted ramifications to the lifestyle, the well being of my family and my neighbors alike**, as well as affect the **property value** in the vicinity of the subject property. Therefore, I exercise my right and request a full disclosure with full details for review.

I also request to postpone the proposed hearing to allow sufficient time for me and my neighbors affected by this application to consult the lawyers, the real estate professionals, the building inspectors and prepare for the proposed hearing.

Respectfully,

Alexander Krouglow

Laura Krouglow

Owners of the property [REDACTED] Caninridge Cir. Oakville, ON. L6M4T9

Cell. [REDACTED]

email [REDACTED]

coarequests

From: dwight francis [REDACTED]
Sent: Thursday, June 19, 2025 9:25 AM
To: coarequests
Subject: [EXTERNAL] File # A/081/2025 Minor Variance Application - 2341 Canonridge Circle

You don't often get email from [REDACTED] [Learn why this is important](#)

My name is Dwight Francis, property owner and occupant of [REDACTED] Canonridge Circle, Oakville ON L6M 4T9. In response to File # A/081/2025 Minor Variance Application - 2341 Canonridge Circle I would like to submit the following comments:

1. All the homes in the immediate neighbourhood were built with existing similar setbacks from public property line
2. The proposed addition of a structure to the front of the subject property will result in the standard setback being substantially altered.
3. The proposed addition will change the look of the neighbourhood as the structure will result in the view of the immediate area looking crowded.
4. The neighbours to either side of the subject property will have a substantially restricted view of the walkway when viewed from their front porch.
5. The neighbourhood was always noted for the houses having an excellent community feel, with neighbours being able to stay on their porches and talk to each other without any obstruction.
6. The proposed addition will alter the feel of the neighbourhood with obstructed views and elevated feeling of neighbourhood congestion.

On the basis of the above stated observations, I do not support the acceptance of the subject application.

Dwight Francis
[REDACTED] Canonridge Circle
Oakville ON L6M 4T9