



January 13, 2026

BY EMAIL ONLY

Matt Rapke, Manager of Planning
Municipality of West Grey
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Subject: Proposed Minor Variance Application
Roll Number: 420526000417600
Durham, Municipality of West Grey

Dear Mr. Rapke:

Please accept this letter to accompany an application for a Minor Variance for the parcel with Roll Number 420526000417600 located on Bruce St. in Durham.

The subject lands are located in the settlement area of Durham and are designated as Primary Settlement Area in the Grey County Official Plan. The property is designated Residential in the West Grey Official Plan. The lands are partially in the flood fringe and the SVCA's regulated area.

The subject lands are zoned Residential Zone (R3) with Exceptions (R3-501). The application seeks relief from the accessory structure provisions to construct an 8.7 m by 38.8 m covered parking structure. The proposed structure is to be located within the front yard of the development and exceeds the maximum accessory structure size permitted by the Zoning By-law. The Floodway Zone (FL) and Flood Fringe Overlay (FF) are proposed to remain unchanged.

These requests are discussed in more detail below.

Background:

The subject lands were previously subject to a Zoning By-law Amendment (ZA32.2023) and five Consent to Sever applications (file numbers B20.2023 to B24.2023).

The development concept included the creation of six lots:

1. One lot fronting Saddler Street West for a single-detached home.
2. Four lots fronting Bruce Street for a four-unit townhouse, with each unit on a separate parcel
3. A retained lot to construct a 40-unit apartment building.

The zoning bylaw amendment addressed various matters to facilitate the development of the proposed lots and was passed in 2023. The consents associated with the initial submission have been certified.

In regards the land proposed to contain the apartment, known hereinafter as the subject lands, a parking structure has been added to the development concept, and this parking structure requires additional zoning relief that is discussed below.

Zoning Bylaw Matrix

Zoning Matrix based on new concept plan and applied against site specific By-law No. 2023-140, **required amendments shown in red**

Provisions- Apartments	Required	Provided
Lot Area, Minimum	4416.3 m ²	4718.69 m ²
Lot Frontage, Minimum	18 m	22 m
Minimum Front Yard	7.5 m	56.76 m
Interior Side Yard	3 m or ½ height of building	8.02 m
Minimum Rear Yard	7.5 m	8.05 m
Building Height, Maximum	13.5 m	13.5 m
Lot Coverage, Maximum	45%	26%
Floor Area	ii) One Bedroom Unit 50 m ² iii) For each additional bedroom 9 m ²	57.8 m ²
Parking	1.275 per unit	53

In addition, the site-specific Zoning By-law permitted parking in the front yard.

Zoning Matrix- Accessory Uses and Structures, Section 6.1, **required amendments shown in red**

Regulations	Required	Provided
6.1.2 b) On any lot zoned R3, all accessory buildings and structures shall be located in a rear yard or interior side yard provided it is not closer than 1 meter (m) (3.3 feet (ft) to the interior lot line or the rear lot line and not closer than 7.6 m (25 ft) to the exterior side lot line.	Interior or Rear Yard	Front Yard
6.1.4 i) Overall Lot Coverage	<45%	26%
6.1.4 ii) The maximum floor area for an accessory building or structure shall not exceed 92.9 square metres	92.9 sq. m.	338 sq. m.
6.1.4 iii) The total lot coverage shall not exceed 10% of the lot area.	10%	7%

Parking Structure

A parking structure has been added on the west side of the subject lands to support the development concept. The addition of an enclosed parking garage positively contributes to the livability and long-term functionality of the development as it will support residents across a broad range of ages and mobility needs. By providing sheltered, conveniently located parking, the garage improves safety, comfort, and accessibility for seniors, families with young children, and individuals with mobility limitations, particularly during inclement weather and winter conditions. Overall, the proposed parking garage aligns with contemporary planning objectives that emphasize accessibility, efficient land use, and complete, age-friendly developments.

The parking structure is proposed to be located within the Comprehensive Zoning By-law's definition of front yard as a result of the building's placement between the road and the front wall of principal buildings on the subject lands. Functionally, however, the yard in which the proposed parking structure is to be located in is more consistent with an interior side yard as this yard does not directly meet the road frontage of the subject lands. Further, although the structure is positioned in front of the principal buildings on the subject lands and is in the technical front yard, the proposed building will be effectively screened from the public road by the townhouse buildings located to the west. Therefore, the proposed parking structure's location will not have impacts on the streetscape and visual character of the area.

Additionally, the parking structure exceeds the maximum permitted size of 92.9 square metres, with a proposed gross floor area of 338 square metres. This increase in size is intended to maximize the number of available covered parking spaces and will provide 13 covered parking spaces for future residents. Despite its increased size, the use of the structure remains clearly accessory and subordinate to the primary residential use of the subject lands.

Four Tests of a Minor Variance

When a Committee of Adjustment is considering a Minor Variance application, four tests as prescribed in Section 45(1) of the *Planning Act* are evaluated.

1. Is the Variance in keeping with the general intent and purpose of the Official Plan?

The subject lands are designated Primary Settlement Area in the County of Grey Official Plan and Residential in the Municipality of West Grey Official Plan. These Official Plans direct that the settlement areas are to be the primary focus for growth and permit a variety of residential and accessory uses. This proposal keeps with the general intent and purpose of the Official Plans.

2. Is the Variance in keeping with the general intent and purpose of the Zoning By-Law?

The application requests variances to the site-specific R3-501 zone to permit a parking structure in the front yard that is over the maximum permitted size for an accessory building.

As previously discussed, while the parking structure is proposed to be located within the Comprehensive Zoning By-law's definition of front yard as a result of the building's placement between the road and the front wall of principal buildings on the subject lands. Functionally, the yard in which the proposed parking structure is to be located in is more consistent with an interior side yard as this yard does not directly meet the road frontage of the subject lands. Further, although the structure is positioned in front of the principal buildings on the subject

lands and is in the technical front yard, the proposed building will be effectively screened from the public road by the townhouse buildings located to the west. As such, the proposed parking structure's location will not have impacts on the streetscape and visual character of the area and therefore the site design therefore meets the intent and purpose of the Zoning By-law.

Finally, the proposed increase in size is intended to maximize the number of available covered parking spaces and will provide 13 covered parking spaces for future residents. Despite its increased size, the structure's use remains clearly accessory and subordinate to the primary residential use of the subject lands.

3. Is the Variance desirable for the appropriate development or use of the land, building or structure?

The subject lands are designated and zoned to permit residential and accessory uses. The configuration of the lot, the location of the proposed apartment building, servicing constraints, and the parking lot layout collectively inform where the covered parking accessory structure can realistically be accommodated. The proposed location is logical and appropriate given the established orientation of the buildings and parking area.

In assessing the test of desirability, consideration of the public interest is required. In this regard, it is unlikely that the accessory structure will be visible from Bruce Street due to the presence of existing townhouses to the west. These intervening buildings assist with screening the proposed structure from public view while also providing a buffer between the development itself and the western townhouse residents. Accordingly, the requested variance is desirable for the appropriate development and use of the land, building, and structure.

4. Is the application minor in nature?

Minor should not be evaluated simply on numbers and increases or decreases, but rather should be evaluated on potential impacts the development may have. In the case of the proposed development, the amendments can be considered technical in nature with minimal impacts or changes to the previously circulated development concept. Therefore, the application is considered minor in nature.

Conclusions

It is my professional opinion that the application represents good land use planning for the following reasons:

1. The subject lands are designated and zoned for Residential development and the proposed amendments will facilitate the previously communicated development concept with the addition of a parking structure;
2. Despite its increased size, the use of the parking structure remains clearly accessory and subordinate to the primary residential use of the subject lands;
3. Functionally, the yard in which the proposed parking structure is to be located is more consistent with an interior side yard. Although the structure is positioned in front of the principal buildings on the subject lands, the proposed building will be effectively screened from the public road by the townhouse buildings located to the

- west. Additionally, the building will also provide a buffer between the development itself and the western townhouse residents
4. The addition of the accessory structure will maximize the use of the property for the future renters and provide a needed resource.

If you have any questions regarding the above, please contact the undersigned at 519-506-5959, extension 106.

Sincerely,

Cobide Engineering Inc.



Dana Kieffer, M.Sc. (Planning), MCIP, RPP
Senior Development Planner,
Cobide Engineering Inc.

Encl.

cc: Mr. Read Shantz, WT Land LP.

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