



The Corporation of the  
Town of Milton  
Committee of Adjustment and Consent

Thursday, August 28, 2025, 6:00 p.m.  
Council Chambers - In Person

The Town of Milton is resuming the Committee of Adjustment and Consent (COA) meetings in person as of January 26, 2023. Applicants and interested parties can participate in person at Town Hall, Council Chambers, 150 Mary Street.

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	Pages
1. AGENDA ANNOUNCEMENTS / AMENDMENTS	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. HOUSEKEEPING	
4. MINUTES	
4.1 Minutes from the Committee of Adjustment July 31, 2025	3
5. ITEMS FOR CONSIDERATION	
5.1 A25-043/M 1470 Pratt Heights	9
The applicant is seeking to construct a basement ADU without providing an additional parking space (beyond those existing for the principal dwelling), as the Subject Property has no capacity to accommodate additional parking.	
5.2 A25-044/M 1487 Thompson Road	
The applicant is requesting permission to construct a 92.9 square metre detached garage for personal storage use.	
5.3 A25-045/M 8020 Derry Road	14
The applicant is requesting a minor variance to reduce the minimum dimensions of certain parking spaces in the underground parking garage to match the as-built conditions. Additionally, the applicant is seeking a minor variance to bring the required bicycle parking rates into conformity with the current requirements in the Zoning By-law.	
5.4 A25-046/M 256 Scott Boulevard	23
The applicant is seeking an after-the-fact variance to permit the existing driveway width of 11.9 metres.	



5.5 A25-048/M 396 Williams Avenue

This minor variance application seeks to facilitate a 3-storey addition to the school for additional classroom space, as well as a 1-storey addition to accommodate a new daycare facility. The application is also seeking minor variances related to the placement of portables and an accessory storage structure.

6. **NEXT MEETING**

Thursday, September 25, 2025 commencing at 6:00 p.m.

7. **ADJOURNMENT**





The Corporation of the  
Town of Milton  
Committee of Adjustment Minutes

July 31, 2025, 6:00 p.m.

The Committee of Adjustment for the Corporation of the Town of Milton met in regular session in person. All members were present.

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1. **AGENDA ANNOUNCEMENTS / AMENDMENTS**

None.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None.

3. **HOUSEKEEPING**

4. **MINUTES**

4.1 **Minutes from the Committee of Adjustment June 26, 2025**

**THAT** the minutes from the June 26, 2025 Committee of Adjustment be  
**APPROVED**

**Carried**

5. **ITEMS FOR CONSIDERATION**

5.1 **A25-032/M 10 Victoria Street**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. That the development shall be constructed generally in accordance with the site plan prepared by KA and dated and stamped by Town Zoning on June 16, 2025.



2. That a Building Permit be obtained within two (2) years from the date of the decision.
3. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

## **5.2 A25-033/M 126 Ashbrook Court**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. THAT prior to Building Permit issuance, the applicable Conservation Authority provide approval for the proposed development.
2. THAT the development shall be constructed generally in accordance with the site plan prepared by Jansen Consulting and dated and stamped by Town Zoning on June 16, 2025.
3. THAT a Building Permit be obtained within two (2) years from the date of the decision.
4. THAT the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

## **5.3 A25-034/M 540 Moorelands Crescent**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. That the development shall be constructed in accordance with the site plan prepared by Sarwat S. Ahmed and stamped by Town Zoning on June 20, 2025.
2. That a Building Permit be obtained within two (2) years from the date of the decision; and



3. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

#### **5.4 A25-035/M 804 Trudeau Drive**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. That the unobstructed pedestrian access be provided in accordance with the Site Plan prepared by Caprija Corporation and date stamped by Town Zoning on June 20, 2025, subject to revisions necessary to satisfy condition 2, below.
2. That the owner acknowledges that prior to Building Permit, the Site Plan must be revised to locate hard surfacing a minimum of 0.45 metres from the southern lot line.
3. That prior to Building Permit issuance, the applicant incorporates a sprinkler system, designed by a qualified professional in fire protection systems and in accordance with NFPA 13D standards, within the building permit package for the proposed Additional Residential Unit.
4. That a Building Permit be obtained within two (2) years from the date of the decision.
5. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

#### **5.5 A25-036M 955 James Snow Parkway**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**



1. That the development shall be constructed in accordance with the site plan prepared by Glenn Piotrowski Architect and dated and stamped by Town Zoning on June 17, 2025.
2. That a Building Permit be obtained within two (2) years from the date of the decision; and
3. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

**5.6 A25-037/M 993 McCutcheon Crescent**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. That the development shall be constructed generally in accordance with the site plan prepared by Fadol Designs and dated and stamped by Town Zoning on July 16, 2025.
2. That a Building Permit be obtained within two (2) years from the date of the decision.
3. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

**5.7 A25-038/M 1496 Buttercup Court**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. That the development shall be constructed in accordance with the site plan prepared by Sarwat S. Ahmed and stamped by Town Zoning on June 16, 2025.
2. That a Building Permit be obtained within two (2) years from the date of the decision; and



3. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

**5.8 A25-039/M 11733 Fourth Line**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. That prior to Building Permit issuance, a Demolition Permit be obtained prior to the removal of the existing detached garage.
2. That the development shall be constructed generally in accordance with the site plan prepared by Post Structures and dated and stamped by Town Zoning on June 18, 2025.
3. That a Building Permit be obtained within two (2) years from the date of the decision.
4. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

**5.9 A25-040/M 8015 Lawson Road**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITION:**

1. That Site Plan Approval be granted within two years from the date of decision.

**Carried**

**5.10 A25-041/M 108 Bowes Street**

**THAT** the application for minor variance **BE APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:**



1. That the development shall be constructed in accordance with the survey and site plan prepared by Cunningham McConnell Ltd. and stamped by Town Zoning on June 24, 2025.
2. The Town will require a Stormwater Management Brief to be submitted as part of the Building Permit process and to the satisfaction of Town Development Engineering.
3. That a Building Permit be obtained within two (2) years from the date of the decision; and
4. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or a building permit is not secured.

**Carried**

**6. NEXT MEETING**

**7. ADJOURNMENT**

With there being no further business to discuss, the Chair concluded the Hearing at 7:14 PM

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Scott Corbett, Secretary Treasurer





# The Corporation of the Town of Milton

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Report To: Committee of Adjustment and Consent

From: Olivia Hayes

Date: August 28, 2025

File No: A25-043M

Subject: 1470 Pratt Heights

**Recommendation:** THAT the application for minor variance BE APPROVED  
SUBJECT TO THE FOLLOWING CONDITIONS:

1. That prior to Building Permit issuance, the applicant incorporates a sprinkler system, designed by a qualified professional in fire protection systems and in accordance with NFPA 13D standards, within the building permit package for the proposed Additional Residential Unit;
2. That the development shall be constructed generally in accordance with the site plan prepared by Grace Engineering and dated and stamped by Town Zoning on July 21, 2025.
3. That a Building Permit be obtained within two (2) years from the date of the decision.
4. That the approval be subject to an expiry of two (2) years from the date of decision if the conditions are not met, if the proposed development does not proceed and/or if a building permit is not secured

## General Description of Application

Under Section 45(1) of the Planning Act, the following minor variance to Zoning By-law 016-2014, as amended, has been requested to:

- Permit an additional dwelling unit (ADU) without the provision of a dedicated parking space, representing a decrease of one parking space

The Subject Property, known municipally as 1470 Pratt Heights, is generally located east of Bronte Street and north of Britannia Road. Currently, the Subject Property is occupied by a two-storey townhouse dwelling with two parking spaces. The applicant is seeking to construct a basement ADU without providing an additional parking space (beyond those



**General Description of Application**

existing for the principal dwelling), as the Subject Property has no capacity to accommodate additional parking.

**Official Plan Designation (including any applicable Secondary Plan designations)***Halton Region Official Plan*

The Subject Property is designated Urban Area per Map 1 - Regional Structure. Lands within the Urban Area have existing or planned services, and are intended to accommodate the Region's residential and employment growth.

*Town of Milton Official Plan*

The Subject Property is designated Residential Area per Schedule B - Urban Area Land Use Plan. Additionally, the Subject Property falls within the Boyne Survey Secondary Plan and is designated Residential Area by Schedule C.10.C - Land Use Plan. A range of low-density, medium-density and high-density residential uses are permitted in the Residential Area designation, alongside local institutional uses.

Policy 2.7.3.17 permits and encourages the creation of ADUs in the Urban Area, subject to certain criteria, none of which refer to parking.

Policy C.10.4.1.1 states that within the Boyne Survey Secondary Plan, the Town will ensure that development maximizes the potential for the provision of transit service through the achievement of appropriate densities and the development of transit-supportive design criteria and standards. Similarly, policy C.10.3.2.9 establishes that one objective of the Secondary Plan is to ensure that the integrated street and path system is designed to provide maximum opportunities for active transportation including pedestrian, bicycle and other similar movement as well as access to public transit. This policy direction is echoed in the local Official Plan, as policy 2.6.3.1 states that the Town's transportation system shall promote and support traffic movement by walking, cycling and public transit.

It is Staff's opinion that the proposal conforms to the Halton Region Official Plan and the Town of Milton Official Plan.



## Zoning

The Subject Property is zoned Medium Density Residential 1, Exception 223 (RMD1 \*223). Within the Medium Density Residential Zone, a variety of low-rise residential uses are permitted, including Additional Dwelling Units. Zoning Exception 223 relates to the calculation of exterior side yard setbacks, and establishes a definition of “bay and boxed window.”

As the applicant filed a Building Permit application on March 22, 2024, the application leverages the transition clause outlined in Section 1.11.3(iii) of the Zoning By-law, which permits the application to be governed by Zoning By-law 016-2014 prior to its amendment by By-law 050-2024. In brief, the application is subject to the Zoning By-law as it read prior to the adoption of By-law 050-2024.

Variance One: Section 4.10(ii) of the Zoning By-law requires that a minimum of 1 parking space per accessory dwelling unit must be provided in addition to the required parking for the main dwelling unit. The applicant is requesting permission to provide only two parking spaces (one in the existing garage and one on the existing driveway) thereby not providing an additional space for the ADU. The application represents a decrease of 1 required parking space.

## Consultation

### *Public Consultation*

Notice for the hearing was provided pursuant to the Planning Act on August 11, 2025. As of the writing of this report on August 18, 2025, staff have not received any comments from members of the public.

### *Agency Consultation*

No objections were filed with respect to the variance application from Town staff or external agencies.

## Development Services Comments

Planning staff have no concerns with the application, and do not anticipate adverse impacts on adjacent properties. Staff are of the opinion that the application is minor in nature, maintains the intent of the Zoning By-law and Official Plan, and is desirable for the appropriate use of the land. Adequate parking will be maintained, and facilitating an





# The Corporation of the Town of Milton

File #:  
A25-043M  
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## Consultation

ADU represents a desirable use of the Subject Property, particularly considering the strong provincial direction to support this form of housing.

The intent of the above-noted zoning provision is to ensure adequate off-street parking is provided when an ADU is introduced, considering the extra parking demand it may generate. The Subject Property will still include two parking spaces, allowing one for the principal dwelling unit and one for the ADU (or allowing two parking spaces for the principal dwelling unit, and supporting an ADU resident without a car). Planning staff see this as a minor reduction in line with the intent of the Zoning By-law. Moreover, as noted above, the application is proceeding under Zoning By-law 106-2014 as it read prior to the adoption of By-law 050-2024. The latter By-law amended certain ADU provisions and reduced the minimum parking requirements for ADUs. As such, the application would satisfy the current Zoning By-law standards, which only requires two parking spaces to be provided.

The application also maintains the intent of the Official Plan and Boyne Survey Secondary Plan, which both promote non-vehicular modes of transportation. The Subject Property has sufficient access to active transportation infrastructure and public transit, as it is within 150 metres of two Milton Transit bus stops, approximately 60 metres from the on-street cycling route along Bronte Street, and has direct access to sidewalks. A reduction to the required number of on-site parking spaces aligns with the policy direction to encourage alternative methods of transportation, and the Subject Property is in a suitable location to support cycling, walking, and public transit use. Moreover, the Official Plan policies relating directly to the establishment of ADUs do not speak to the provision of parking.

Respectfully submitted,

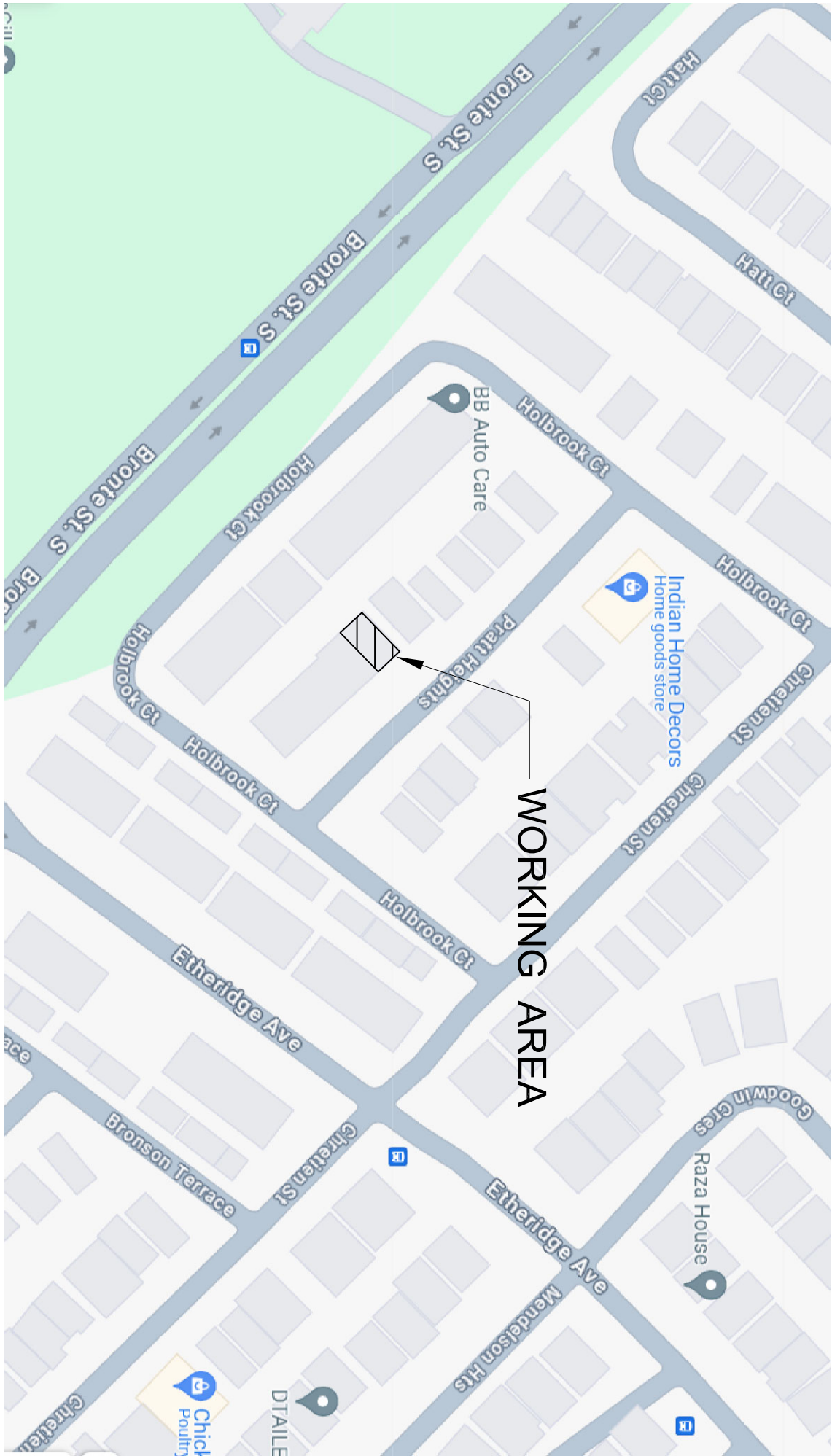
Olivia Hayes, B.E.S.  
Planner, Development Review

For questions, please contact: Olivia.Hayes@Milton.ca Phone: Ext. 2545

## Attachments

Figure 1 - Site Plan





KEY MAP

WORKING AREA

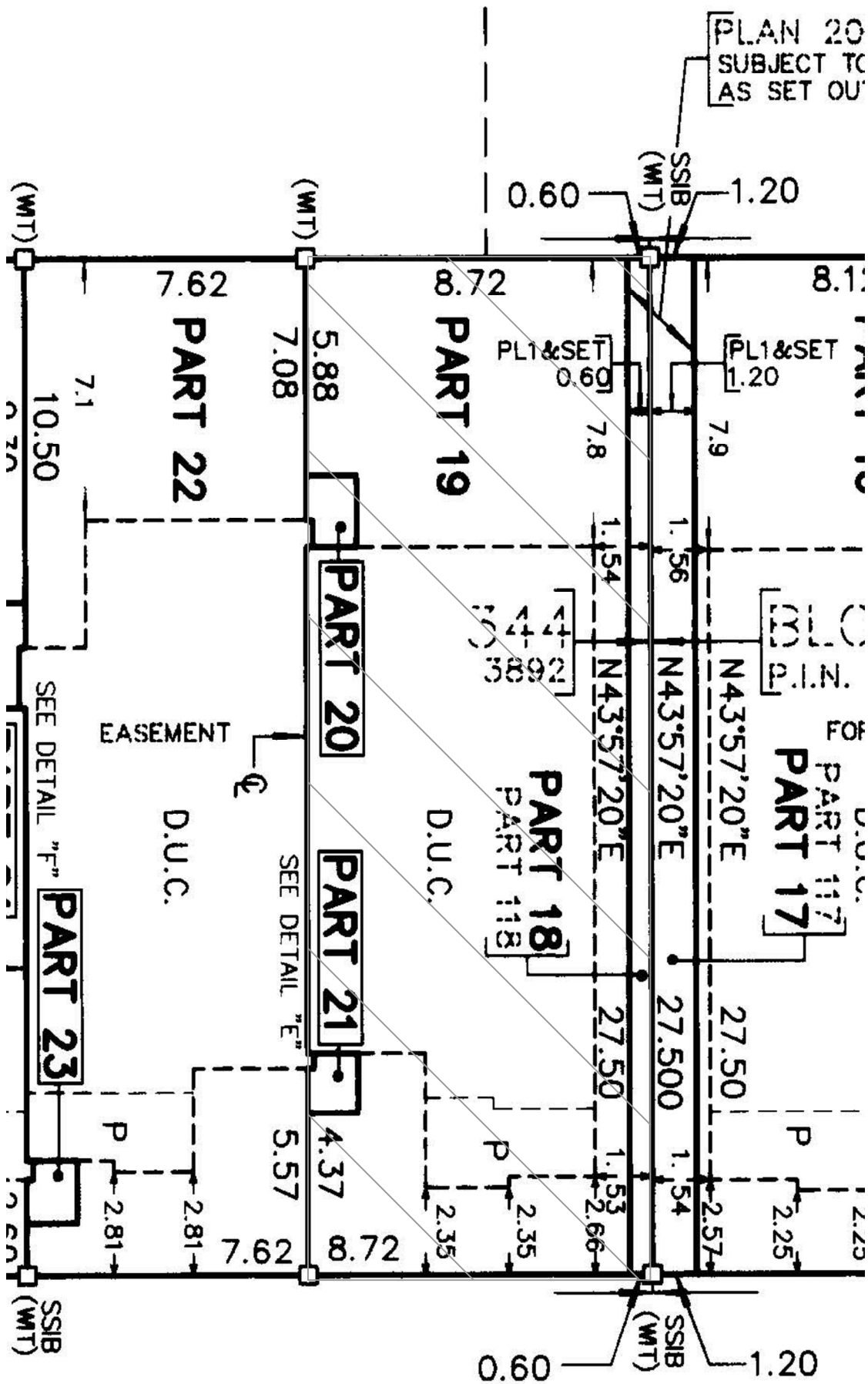
BUILDING PERMIT APPLICATION  
BASEMENT SECOND UNIT  
1470 Pratt Heights, Milton, ON L9T 7K6

PROJECT STATUS

PROJECT DESCRIPTION  
RESIDENTIAL BASEMENT SECOND UNIT

BUILDING LOCATION  
1470 Pratt Heights, Milton, ON L9T 7K6

ZONING BY LAW: RESIDENTIAL  
WORK AREA: 46.3SM



PRATT

SURVEY PLAN



1	11 MAR 2024	ISSUED FOR PERMIT
NO.	DATE	REVISIONS /ISSUE

Grace Engineering-1000334299 ONTARIO INC.  
QUEENSTON DRIVE MISSISSAUGA  
ONTARIO L5C 2G8  
TEL : 647-687-2821 FAX : 1-888-411-1719  
EMAIL: service.geng@gmail.com

BASEMENT SECOND UNIT  
1470 Pratt Heights, Milton, ON L9T 7K6

KEY PLAN		
DRAWN BY GW	DATE: 11 MAR 2024	SCALE: N.T.S.
CHECKED BY JK	PROJECT NO.:	SHEET NO.: A001





# The Corporation of the Town of Milton

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Report To:	Committee of Adjustment and Consent
From:	Olivia Hayes
Date:	August 28, 2025
File No:	A25-045M
Subject:	8020 Derry Road

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**Recommendation:**     **THAT** the application for minor variance **BE APPROVED**  
**SUBJECT TO THE FOLLOWING CONDITIONS:**

1. Prior to registration of Condominium Application 24CDM-24005M, the Pavement Marking and Signage Plan shall be updated to the satisfaction of Town Transportation Staff, and shall label all parking spaces with a length of less than 5.8 metres as "Compact Vehicle Parking." The updated Pavement Marking and Signage Plan shall also include a design template for the custom "Compact Vehicle Parking" signage.
2. Prior to registration of Condominium Application 24CDM-24005M, Purchase of Sale conditions shall be updated for any unit tied to a parking space with a length below 5.8 metres, stating that these parking spaces are only intended for Compact Vehicle Parking.
3. Prior to registration of Condominium Application 24CDM-24005M, the applicant shall provide Vehicle Maneuvering Diagrams for any parking space with a width of less than 2.75 metres, demonstrating a typical passenger vehicle (PTAC) performing ingress and egress maneuvers to/from these parking spaces without encroaching into adjacent spaces.
4. The applicant acknowledges that updates to plans or submission materials, per the conditions above, shall be carried forward in all subsequent planning approvals.

## General Description of Application

Under Section 45(1) of the Planning Act, the following minor variances to Zoning By-law 016-2014, as amended, have been requested to:

- Permit a bicycle parking rate of 0.5 long-term spaces per unit and 0.05 short-term spaces per unit
- Permit stacked bicycle parking stalls having a width of 0.45 metres, a length of 1.98 metres, and a vertical clearance of 1.25 metres



## General Description of Application

- Permit reduced parking dimensions as follows:
  - 2 parking spaces to have a minimum length of 5.4 metres
  - 63 parking spaces to have a minimum length of 5.6 metres
  - 2 parking spaces to have a minimum width of 2.72 metres
  - 1 parking space to have a minimum length of 5.47 metres and a minimum width of 2.72 metres, and
  - 1 parking space to have a minimum length of 5.6 metres with a minimum width of 2.72 metres

The Subject Property, known municipally as 8020 Derry Road, is located at the southeast intersection of Highway 25 and Derry Road. Construction of a multi-phased residential development is underway on the Subject Property, and the current Site Plan application for Building C is under review (SP-21-24). The development concept entails three high-rise residential buildings, plus a three-storey multiple dwelling building and five three-storey townhouse blocks.

Due to a construction error, the applicant is requesting a minor variance to reduce the minimum dimensions of certain parking spaces in the underground parking garage to match the as-built conditions. Additionally, the applicant is seeking a minor variance to bring the required bicycle parking rates into conformity with the current requirements in the Zoning By-law.

## Official Plan Designation (including any applicable Secondary Plan designations)

### *Halton Region Official Plan*

The Subject Property is designated Urban Area by Map 1 - Regional Structure. Consisting of lands with existing or planned municipal services, the Urban Area is intended to accommodate the Region's residential and employment growth.

### *Town of Milton Official Plan*

The Subject Property is designated Secondary Mixed Use Node per Schedule B - Urban Area Land Use Plan. Further, the Subject Property is within the Bristol Survey Secondary Plan, and is designated Secondary Mixed Use Node by Schedule C-6-D. Per Schedule K - Strategic Growth Areas, the Subject Property is within a Strategic Growth Area and fronts onto two Intensification Corridors.



## Official Plan Designation (including any applicable Secondary Plan designations)

Policy 3.6.1.1 states that the Secondary Mixed Use Node designation identifies higher order commercial nodes, which will form focal points for surrounding residential neighbourhoods with pedestrian and transit-supportive development. However, policy 3.6.3.4 notes that the Secondary Mixed Use Node located at Highway 25 and Derry Road (i.e. the Subject Property) is primarily intended for high density residential uses.

With respect to bicycle use and parking, policy 2.6.3.1(c) states that the Town's transportation system shall promote and support traffic movement by walking, cycling and public transit. Policy 2.6.3.1(f) further directs that the Town's transportation system shall integrate all travel modes: walking, cycling, public transit, trains and the private vehicle. In addition, policy 2.1.6.5(k) states that it is the policy of the Town to adopt parking standards for Strategic Growth Areas that promote the use of active transportation and public transit.

Specific Policy Area 36 applies to the Subject Property and has the effect of permitting three high-rise buildings, one three-storey multiple dwelling building, and five three-storey townhouse blocks with a maximum density of 295 units per hectare.

It is Staff's opinion that the proposal is in conformity with the Halton Region Official Plan and the Town of Milton Official Plan.

## Zoning

The Subject Property is zoned High Density Residential, Zoning Exception 261, Holding provision 81 (RHD\*261-H81). Uses permitted in the High Density Residential zone include apartment buildings, retirement dwellings, long-term care facilities, and a home occupation or daycare.

Exception 261 establishes a number of site-specific zoning provisions for the development of apartment buildings, stacked townhouse dwellings, townhouse dwellings, and parking. Notably, section 4(d) establishes a flat rate for the minimum bicycle parking requirements. Lastly, Holding Provision 81 may not be lifted until regional servicing is secured for the stacked townhouse building, and until a Qualified Professional confirms that no potentially contaminating activities have occurred on the Subject Property.

Variance One: Section 4(d) of Exception 261 requires a minimum of 23 short-term and 363 long-term bicycle parking spaces to be provided for the apartment building. The



## Zoning

applicant is seeking to change the minimum requirements to a rate of 0.5 long-term spaces per unit and 0.05 short-term spaces per unit.

Variance Two: The Zoning By-law does not establish permission or specifications for stacked bicycle parking. The applicant is seeking to allow stacked bicycle parking stalls with a minimum width of 0.45 metres, length of 1.98 metres, and vertical clearance of 1.25 metres.

Variance Three: Table 5D of the Zoning By-law requires that a perpendicular parking space shall have a minimum length of 5.8 metres and a minimum width of 2.75 metres. The applicant is seeking to reduce the minimum vehicular parking space dimensions to permit the following:

- 2 parking spaces with a minimum length of 5.4 metres, representing a decrease of 0.4 metres
- 63 parking spaces with a minimum length of 5.6 metres, representing a decrease of 0.2 metres
- 2 parking spaces with a minimum width of 2.72 metres, representing a decrease of 0.03 metres
- 1 parking space with a minimum length of 5.47 metres and a minimum width of 2.72 metres, representing a decrease of 0.33 metres in length and 0.3 metres in width
- 1 parking space with a minimum length of 5.6 metres with a minimum width of 2.72 metres, representing a decrease of 0.2 metres in length and 0.03 metres in width

## Consultation

### *Public Consultation*

Notice for the hearing was provided pursuant to the Planning Act on August 11, 2025. As of the writing of this report on August 20, 2025, staff have not received any comments from members of the public.

### *Agency Consultation*

No objections were filed with respect to the variance application from Town staff or external agencies. Transportation staff have provided conditions to be applied to the application, which are included herein.



## Consultation

### Development Services Comments

Planning staff have no concerns with the application, and do not anticipate adverse impacts as a result of the requested variances. Staff are of the opinion that the application is minor in nature, maintains the intent of the Zoning By-law and Official Plan, and is desirable for the appropriate use of the land.

With respect to Variance One, the proposed minor variance would bring the applicable zoning standards into conformity with the Town's current bicycle parking rates. The site-specific by-law was approved in 2017, prior to the Town's adoption of its current bicycle parking standards. As such, the proposed variance is minor and technical in nature, and maintains the intent of the Zoning By-law.

With respect to Variance Two, the application would allow for stacked bicycle parking, which is not expressly permitted in the Zoning By-law but satisfies the intent of providing secure, functional bicycle parking spaces. Stacked bicycle parking has been permitted in previous development applications through site-specific by-laws, and allows for efficient use of space in high-density developments. The proposed minimum length and width align with the required minimum dimensions for horizontal and vertical bicycle parking spaces, as established in Table 5D of the Zoning By-law. Moreover, the applicant has provided a diagram from the producer of the stacked bicycle parking equipment, demonstrating that the proposed dimensions are functional for the intended purpose.

Lastly, Variance Three is necessary due to errors while constructing the development's underground parking garage; specifically, these deficiencies have been caused by the incorrect placement of supporting pillars and a wall. The proposed reductions to minimum parking space dimensions are minor in nature, and can maintain adequate space for vehicular parking use. In particular, staff note that for a lot containing one or more additional dwelling unit, Section 5.6.2(ii) of the Zoning By-law already permits minimum parking space dimensions of 2.5 metres in width and 5.5 metres in length. The majority of the parking spaces addressed in Variance Three exceed these minimum dimensions. In addition, comments from Transportation Staff regarding the proposal have been addressed through the recommended conditions, ensuring that the reduced parking spaces are functional and appropriately labelled.

Overall, the application seeks to legalize the as-built conditions of a development that is consistent with the intent of the Secondary Mixed Use Node designation, thereby





# The Corporation of the Town of Milton

File #:  
A25-045M  
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## Consultation

maintaining the general intent of the Official Plan and Bristol Survey Secondary Plan and representing a desirable use of the Subject Property.

Respectfully submitted,

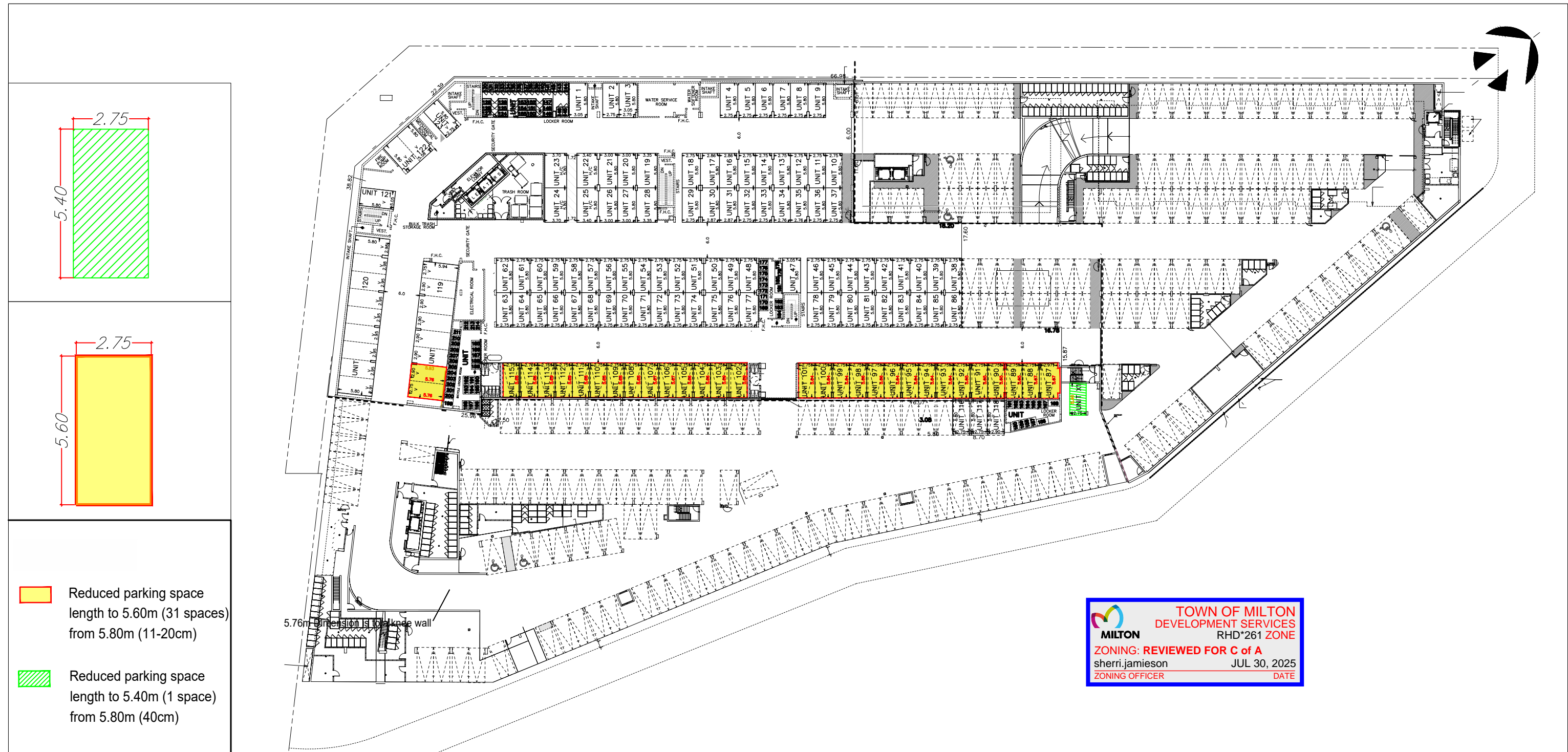
Olivia Hayes, B.E.S.  
Planner, Development Review

For questions, please contact:      Olivia.Hayes@Milton.ca      Phone: Ext. 2454

## Attachments

Figure 1 - Parking Level A Plans  
Figure 2 - Parking Level B Plans  
Figure 3 - Site Context Plan





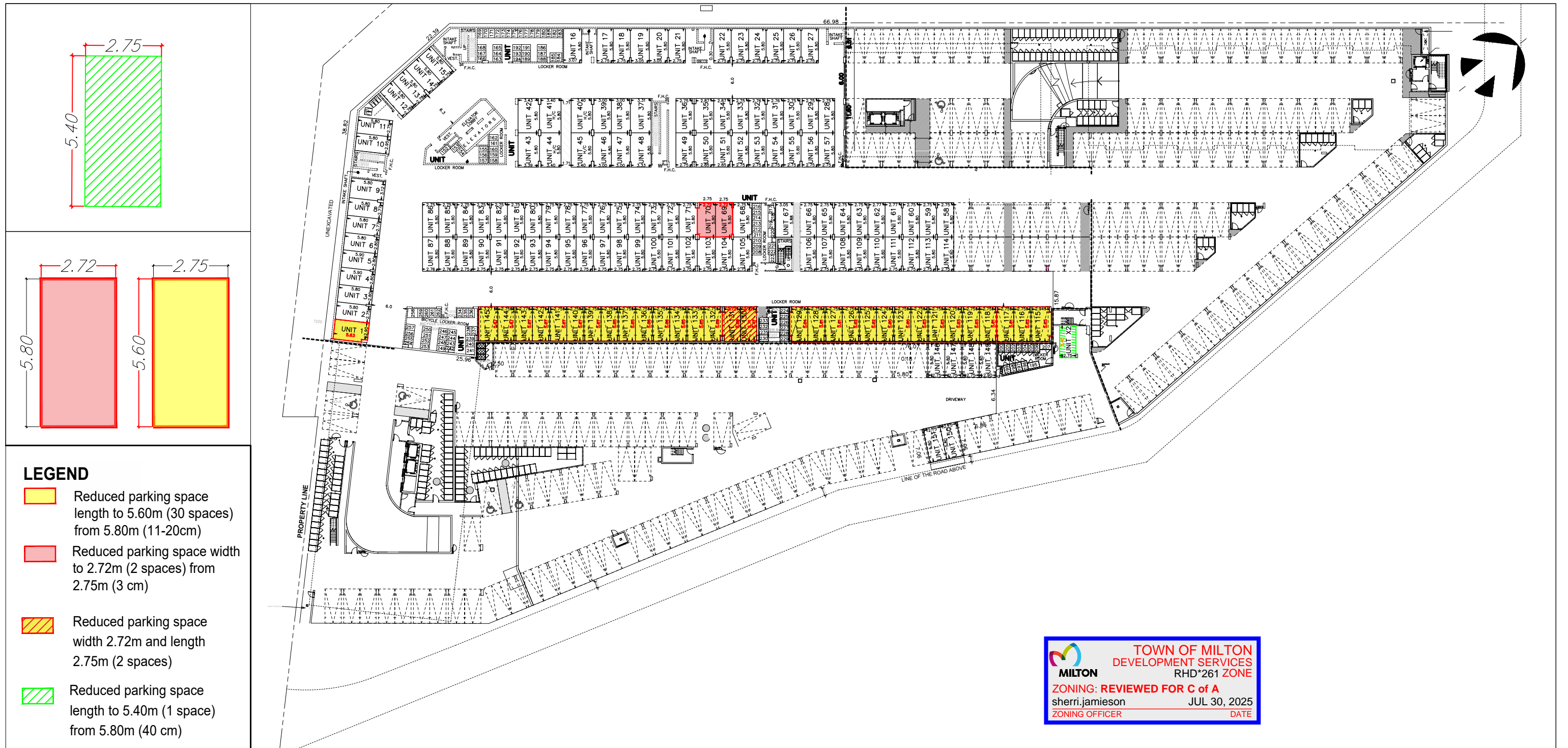
# MINOR VARIANCE APPLICATION - SKETCH 1 - PARKING LEVEL "A"

## Milteron Derry & 25

PART OF LOT 10, CONCESSION 3, NEW SURVEY

SCALE 1:650  
 July 28, 2025

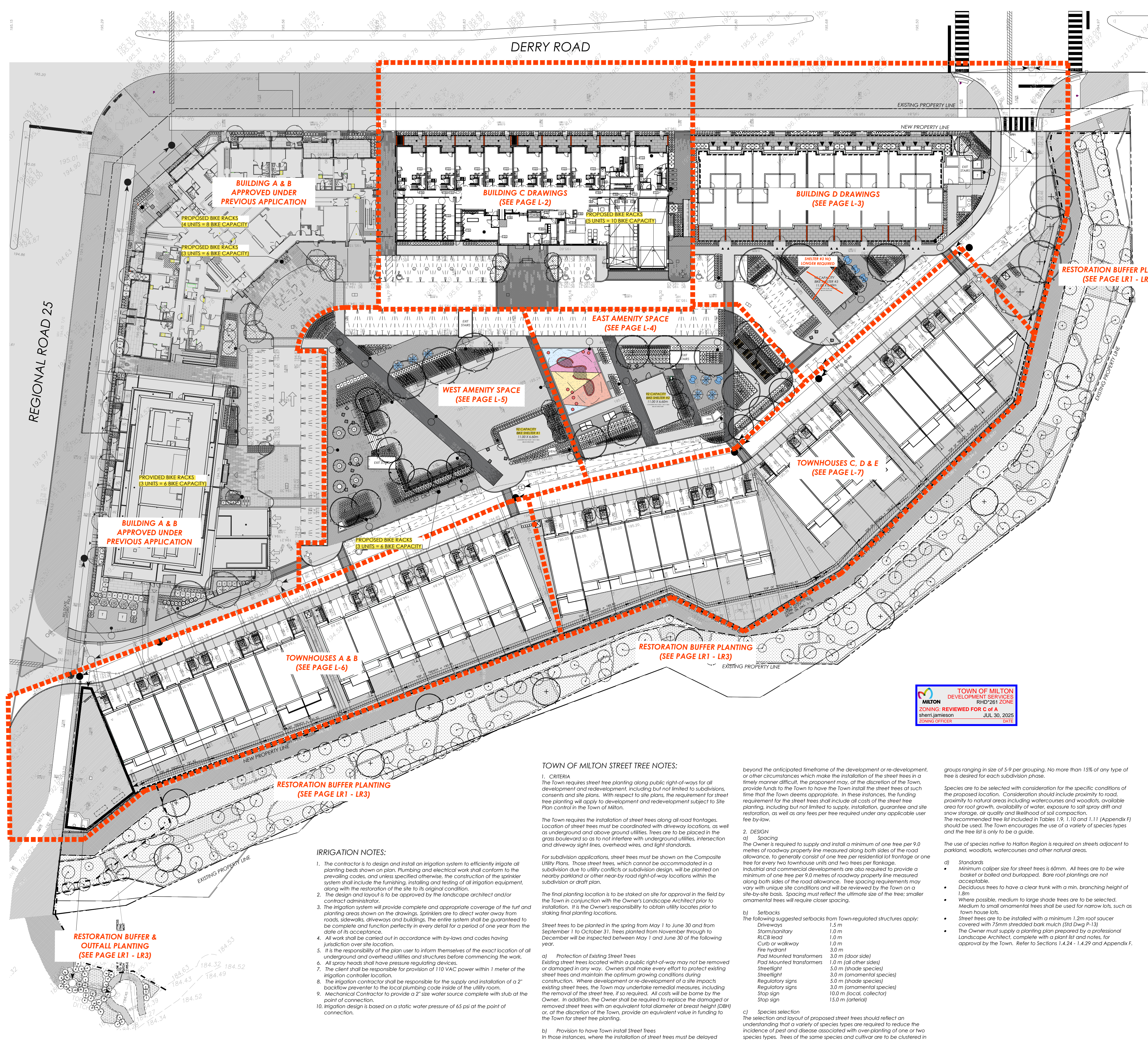









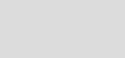

# MINOR VARIANCE APPLICATION - SKETCH 1 - PARKING LEVEL "B"

PART OF LOT 10, CONCESSION 3, NEW SURVEY





LEGEND

- |   |                                       |
|---|---------------------------------------|
|  | property line                         |
|  | proposed deciduous tree               |
|  | proposed shrub                        |
|  | proposed perennial                    |
|  | min. 150mm topsoil, fine grade & soil |
|  | C.I.P. concrete                       |
|  | precast concrete unit pavers          |

## TOWN OF MILTON PLANTING NOTES:

1. All workmanship to the standards of the Ontario Landscape Contractors Association.
2. All nursery stock must meet the Canadian standards for nursery stock.
3. All plant material must be staked for location by landscape architect. Town of Milton and Contractor jointly responsible.
4. Backfill is to consist of soil native to the site or general soil type / class native to the site.
5. All trees shall have an earth saucer at its base with a diameter as large as excavated area to retain water.
6. All burials shall be cut and buried below surface during planting with the exception of synthetic fibre and treated burlap.
7. Contractor shall maintain all landscape areas until Owner's acceptance of project.
8. Unless otherwise stated, all work shall conform to the Landscape Ontario specifications standards.
9. Spread mulch to a minimum 100 mm compacted depth on all free pits and planting beds.
10. Staking of trees shall be as per detail drawings provided. Alternative methods may be acceptable with the approval of the landscape architect prior to installation.
11. Report all discrepancies in writing to the landscape architect.
12. Contractor to locate all underground utilities.
13. Planting may be adjusted to suit locations of site utility structures/services.
14. Planting beds are to be mounded to a minimum of 50 mm.
15. All materials to be approved by landscape architect prior to installation.
16. The developer shall guarantee and maintain all plantings for a period of two (2) years from the date of acceptance to the planting or assumption, whichever is later. Trees and shrubs found to be dead, defective or not in a healthy growing condition at the end of this period shall be replaced and re-guaranteed for an additional two (2) years from the date of replacement.
17. Check and verify all dimensions and quantities prior to commencement of work. Any discrepancies are to be reported to the landscape architect.
18. Any material used without acceptance of planting work shall coincide with the final schedule. Any substitutions are to be approved by the landscape architect, in consultation with the Town of Milton.
19. Protective measures to be installed as requested by the Town of Milton. Tree guards to be removed prior to assumption of the subdivision, or as directed by the Community Services Department, Town of Milton.
20. Final inspection and acceptance of planting work shall coincide with the final inspection and acceptance of all work included in the contract.
21. At the time of final inspection all plants shall be in a healthy, vigorous growing condition, planted in full accordance with the drawings and conditions.
22. Street tree plantings shall be limbed up and/or regulatory sign locations are to be adjusted as directed by the Town, prior to granting Maintenance Period for the subdivision.
23. Street trees shall not be planted in swales.

## REVISIONS/ SUBMISSIONS

#	DATE	DESCRIPTION
1	2024-09-12	Issued for SPA Submission
2	2025-07-18	Issued for MV Submission

STAMP



CLIENT  
Lindvest

MUNICIPALITY  
Town of Milton

PROJECT  
Connectt  
6791 Regional Road 25 &  
2290-2252 Derry Road West

MUNICIPAL FILE NUMBER  
SP 21-19

SHEET  
Site Context Plan

adesso design inc.  
landscape architecture



218 Locke Street South, 2nd Floor  
Hamilton, ON L8P 4B4  
t. 905.526.8876  
[www.adessodesigninc.ca](http://www.adessodesigninc.ca)





# The Corporation of the Town of Milton

Report To: Committee of Adjustment and Consent

From: Olivia Hayes

Date: August 28, 2025

File No: A25-046M

Subject: 256 Scott Boulevard

**Recommendation:** THAT the application for minor variance **BE DENIED**.

## General Description of Application

Under Section 45(1) of the Planning Act, the following minor variance to Zoning By-law 016-2014, as amended, has been requested to:

- Permit a driveway width of 11.9 metres, whereas a maximum width of 8 metres is allowed, representing an increase of 3.9 metres.

The Subject Property, known municipally as 256 Scott Boulevard, is located north of Pringle Avenue and west of Scott Boulevard. Currently, the Subject Property is occupied by a two-storey detached dwelling with a double-width garage and surface parking. The applicant is seeking an after-the-fact variance to permit the existing driveway width of 11.9 metres.

## Official Plan Designation (including any applicable Secondary Plan designations)

### *Halton Region Official Plan*

The Subject Property is within the Urban Area per Map 1 - Regional Structure. The Urban Area consists of lands with existing or planned urban services, and is intended to accommodate the Region's residential and employment growth.

### *Town of Milton Official Plan*

The Subject Property is designated Residential Area by Schedule B - Urban Area Land Use Plan. Additionally, the Subject Property falls within the Sherwood Survey Secondary Plan and is designated Residential Area by Schedule C-8-D - Land Use Plan. The



**Official Plan Designation (including any applicable Secondary Plan designations)**

Secondary Plan also identifies Scott Boulevard as a Collector Road per Schedule C-8-B - Transportation Plan.

Section 2.8.2 of the Official Plan establishes urban design policies, and policy 2.8.2.2 states that one objective is to achieve a consistently high standard of design in the built environment that is complementary to, and compatible with, existing development and the Town's natural and cultural heritage in all areas including site, building and landscape design. The Sherwood Survey Secondary Plan reiterates this objective in policy C.8.3.2.2, which notes that a goal of the Secondary Plan is to ensure, through the establishment of urban design guidelines and other measures, a high quality and consistent level of urban design for both public and private areas of the community.

Policy C.8.4.6.2(a) directs that all development within the Sherwood Survey Planning District shall be designed to create new development that has an immediate character in part by retaining, where possible, existing vegetation and character buildings.

Lastly, Policy 5.8.3.1(c) of the Official Plan directs that in determining whether a variance is desirable, the Committee of Adjustment shall take into account the natural and cultural heritage resources which may be affected by the application (among other considerations).

It is Staff's opinion that the proposal does not maintain the intent of the Town of Milton Official Plan or the Sherwood Survey Secondary Plan.

**Zoning**

The Subject Property is zoned Medium Density Residential 1, Exception 77 (RMD1 \*77) by Zoning By-law 016-2014. The RMD1 Zone permits a variety of residential uses, ranging from detached to townhouse dwellings. Zoning Exception 77 applies specific performance standards for various elements of the subdivision in which the Subject Property is located.

Variance One: Section 5.6.2(v)(d)(e) stipulates that no person shall permit a residential driveway exceeding a width of 8.0 metres for lots having a frontage greater than 11.5 metres. The applicant is requesting permission for a driveway width of 11.9 metres, representing an increase of 3.9 metres.



## Consultation

### *Public Consultation*

Notice for the hearing was provided pursuant to the Planning Act on August 11, 2025. As of the writing of this report on August 18, 2025, staff have not received any comments from members of the public.

### *Agency Consultation*

Development Engineering objects to the application, as the driveway extension appears to encroach into the public boulevard owned by the Town of Milton.

## Development Services Comments

Planning staff object to the application, and do not believe the requested variance to be minor in nature, desirable for the use of the land, or consistent with the intent of the Official Plan or Zoning By-law. The application seeks to permit a driveway width that spans the entire facade of the house, covers the majority of the front yard, and extends into the interior side yard. Consequently, the application entails excessive hardscaping, reduces permeable landscaped space, and severely limits the opportunity for vegetation or plantings. Development Engineering also objects to the application, as the additional paving appears to extend into the public boulevard.

The intent of the above-noted zoning provision is to ensure that a driveway width remains proportional to the lot frontage and does not overwhelm a residential property, leaving sufficient space for soft landscaping in the front yard. The application seeks to permit a driveway width 3.9 metres beyond what is allowed, thereby leaving no soft landscaping in front of the dwelling façade and failing to maintain the Zoning By-law's intent. Moreover, the Zoning By-law establishes maximum driveway widths relative to lot frontage, and 8 metres is the greatest width permitted among the various lot frontages. A driveway width beyond 8 metres is not contemplated for any residential lot, regardless of its size or frontage, which further demonstrates how the application is not minor and fails to maintain the intent of the Zoning By-law.

The application equally fails to maintain the intent of the Official Plan and Sherwood Survey Secondary Plan, and is not consistent with policies requiring a high standard of urban design. Notably, policy 2.8.2.2 calls for landscape design to be complementary to existing development, whereas the application detracts from the surrounding streetscape and fails to complement the neighbourhood's front yard pattern. Policy C.8.3.2.2





## Consultation

specifies that one goal of the Secondary Plan is to ensure high-quality urban design, including for private areas of the community, which the application fails to achieve.

The proposed variance also fails to conform with policy C.8.4.6.2(a), which directs that development shall retain existing vegetation where possible. With respect to minor variance applications, policy 5.8.3.1(c) directs the Committee of Adjustment to take into account how a proposal would impact natural resources. By paving over a significant portion of the front and interior side yards, the application limits opportunities for future vegetation or plantings on the Subject Property.

In addition, the proposed driveway width is not desirable or appropriate for the use of the lands, and would detract from the maintenance of an attractive streetscape along a Collector Road. Negative visual impacts caused by the oversized driveway would be amplified by the Subject Property's prominent frontage, as the excessive hardscaping is fully visible from the public realm.

For the reasons outlined above, the application is not minor, does not maintain the intent of the Official Plan, Secondary Plan or Zoning By-law, and is not desirable or appropriate for the use of the Subject Property. Planning staff recommend refusal of the application.

Respectfully submitted,

Olivia Hayes, B.E.S.  
Planner, Development Review

For questions, please contact: [Olivia.Hayes@Milton.ca](mailto:Olivia.Hayes@Milton.ca)

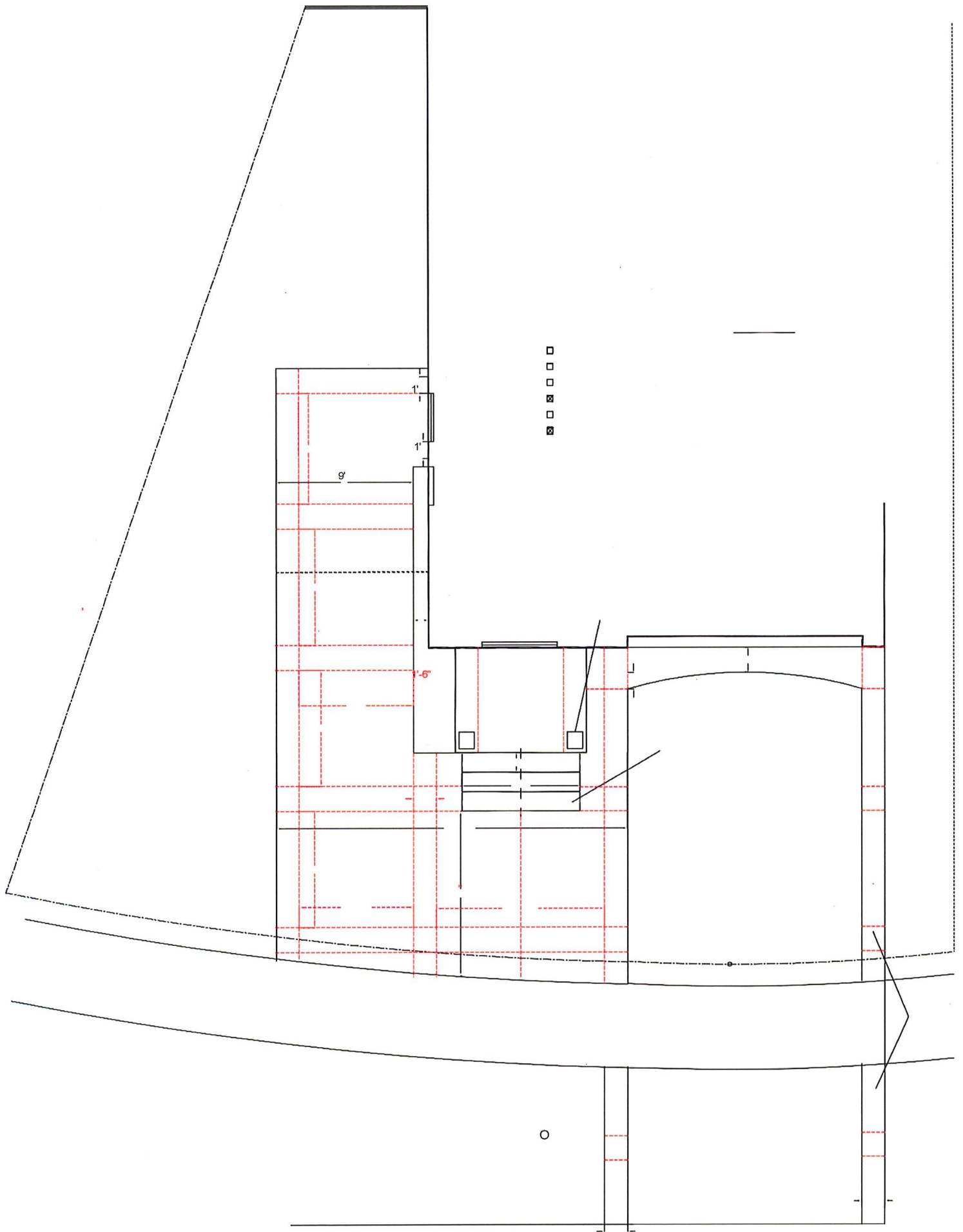
Phone: Ext. 2454

## Attachments

Figure 1 - Site Plan

Figure 2 - Photograph of Driveway Condition













# The Corporation of the Town of Milton

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Report To:	Committee of Adjustment and Consent
From:	Olivia Hayes
Date:	August 28, 2025
File No:	A25-048M
Subject:	396 Williams Avenue
Recommendation:	<b>THAT the application for minor variance BE APPROVED SUBJECT TO THE FOLLOWING CONDITION:</b>

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1. That Site Plan Approval be granted within two years of the date of decision.

## General Description of Application

Under Section 45(1) of the Planning Act, the following minor variance to Zoning By-law 016-2014, as amended, has been requested to:

- Reduce the minimum interior side yard setback from 12 metres to 9 metres, representing a decrease of 3 metres
- Permit an accessory structure to be located within the front yard
- Not require additional loading spaces to be provided for the proposed additions to the Secondary School.

The Subject Property, known municipally as 396 Williams Avenue, is located generally north of Derry Road and west of Ontario Street within Milton's established urban area. Currently, the Subject Property is occupied by Milton District High School, with associated surface parking, a track field, and several portables. This minor variance application seeks to facilitate a 3-storey addition to the school for additional classroom space, as well as a 1-storey addition to accommodate a new daycare facility. The application is also seeking minor variances related to the placement of portables and an accessory storage structure. Zoning deficiencies addressed in this application were identified through the Site Plan Application process (file SP-06-25).

**Official Plan Designation (including any applicable Secondary Plan designations)**

*Halton Region Official Plan*



**Official Plan Designation (including any applicable Secondary Plan designations)**

The Subject Property is designated Urban Area and Regional Natural Heritage System per Map 1 - Regional Structure. The Urban Area designation applies to lands with current or planned servicing; these lands are intended to accommodate the Region's residential and employment growth. The Regional Natural Heritage System designation is intended to preserve and enhance the biological diversity and ecological functions of these lands and features within Halton Region. Note that none of the proposed works are within the Natural Heritage System.

*Town of Milton Official Plan*

The Subject Property is designated Residential Area and Natural Heritage System per Schedule B - Urban Area Land Use Plan. While the Residential Area designation is primarily intended to accommodate residential uses, policy 3.2.2(h) also permits local institutional uses such as schools and day care facilities, subject to the policies of sections 3.2.3.6 and 3.2.3.7. The former policy provides general criteria for the establishment of local institutional or local commercial uses (excluding schools), while the latter establishes more detailed criteria for evaluating appropriate sites and locations.

With respect to the Natural Heritage System, policy 4.9.3.2 states that the proponent of any development or site alteration that meets the criteria set out in Section 4.9.3.3 is required to carry out an Environmental Impact Assessment (EIA), unless:

- a) it is a use conforming to this Plan and permitted by the zoning by-law;
- b) it is a use requiring only an amendment to the Zoning By-law and is exempt from this requirement by specific policies of this Plan; or
- c) exempt or modified by specific policies of the Regional Plan; or
- d) the proponent can demonstrate to the satisfaction of the Town and Region that the proposal is minor in scale and/or nature and does not warrant an EIA.

Planning staff have not requested an EIA, as the application entails an addition to an already-developed site, and both the school and daycare uses are permitted by the Official Plan and Zoning By-law. In addition, the proposed development is located at the closest approximately 90 metres from the Natural Heritage System.

It is Staff's opinion that the proposal is in conformity with the Halton Region Official Plan and the Town of Milton Official Plan.



## Zoning

The Subject Property is zoned Major Institutional (I-B) and Natural Heritage Zone (NHS) per Zoning By-law 016-2014. The Major Institutional zone permits a full range of institutional uses, including schools and day care centres, along with accessory buildings and structures. Meanwhile, the Natural Heritage System zone permits existing uses, conservation use, forestry use, and home occupation use.

Variance One: Table 9B, Footnote 2 of the Zoning By-law directs that the minimum interior side yard setback is 12 metres where a Major Institutional Zone abuts a residential Zone. The applicant is seeking a minimum interior side yard setback of 9 metres for the additional portables, representing a decrease of 3 metres.

Variance Two: Table 4B of the Zoning By-law requires that within non-residential zones, accessory structures may only be located within the interior side yard or rear yard. The applicant is seeking permission to locate an accessory structure (specifically, a seacan container) within the front yard of the Subject Property.

Variance Three: Section 5.4(ii) of the Zoning By-law directs that if an addition is made to a building increasing its gross floor area, additional parking and loading spaces shall be provided for the additional gross floor area as required by the regulations of this By-law. Table 5J of the Zoning By-law directs that for an addition between 2326 square metres and 7440 square metres in Institutional Zones, an additional 2 loading spaces are required. The applicant is requesting an exemption from requiring these additional loading spaces.

## Consultation

### *Public Consultation*

Notice for the hearing was provided pursuant to the Planning Act on August 11, 2025. As of the writing of this report on August 19, 2025, staff have not received any comments from members of the public.

### *Agency Consultation*

No objections were filed with respect to the variance application from Town staff or external agencies. Conservation Halton has confirmed that a Development Clearance letter was previously issued for the proposed development, and that there are no objections to the approval of the application.



## Consultation

### Development Services Comments

Planning staff have no concerns with the application, and do not anticipate adverse impacts on adjacent properties. Staff are of the opinion that the application is minor in nature, maintains the intent of the Zoning By-law and Official Plan, and is desirable for the appropriate use of the land. The applicant has collaborated with Town staff to reduce the number of variances required and bring the site plan into greater conformity with the Zoning By-law.

With respect to Variance One, the intent of this zoning provision is to ensure that institutional buildings have adequate separation from abutting uses, particularly residential uses. As the proposed interior side yard setback maintains a generous distance of 9 metres, Planning staff are satisfied that sufficient separation is still provided, and the intent of the Zoning By-law is maintained. Further, the proposed portables are only necessary to accommodate students while the school addition is being constructed, and would be removed once occupancy is granted for the addition. The proposed portables also cannot be shifted farther from the interior lot line due to the space required for the temporary Fire Route.

Considering Variance Two, the intent of this zoning provision is to maintain a high quality of streetscape design and prevent negative visual impacts of accessory structures as viewed from the public realm. The proposed accessory structure is a seacan meant to provide storage for the existing track field, replacing a previous storage shed. While the accessory structure would technically be located in the front yard, it would have a setback of 94.87 metres from the front lot line (Commercial Street) and a setback of 18.78 metres from the exterior lot line (Williams Avenue). As such, the location of the accessory structure maintains the intent of the Zoning By-law by minimizing its visual prominence from the public realm. In addition, the proposed location of the seacan adjacent to the track field is desirable and appropriate for its intended use.

Lastly, respecting Variance Three, the intent of this zoning provision is to ensure that sufficient loading spaces are provided to support the use of a property. The Zoning By-law requires minimum dimensions of 3.5 metres by 12 metres for a loading space, intended to accommodate a larger truck (such as a box truck or a 40-foot truck). The Subject Property has one existing loading space that meets these minimum dimensions. The applicant has confirmed that the school does not receive shipments from large trucks, but rather from smaller delivery vehicles (such as sprinter vans and step vans), and that multiple areas in the parking lot can accommodate these vans and trucks. As





# The Corporation of the Town of Milton

File #:  
A25-048M  
Page 5 of 5

## Consultation

such, Planning staff are satisfied that the intent of the Zoning By-law is maintained, and adequate space is provided in the parking area to support the use and functionality of the Subject Property. Moreover, the provision of only one loading space is consistent with similar precedents, such as the recently approved site-specific zoning for St. Kateri Tekakwitha Catholic Secondary School.

Respectfully submitted,

Olivia Hayes, B.E.S.  
Planner, Development Review

For questions, please contact: [Olivia.Hayes@Milton.ca](mailto:Olivia.Hayes@Milton.ca)

Phone: Ext. 2454

## Attachments

Figure 1 - Site Plan