



The Corporation of the Town of Milton

Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: June 22, 2026

Report No: DS-042-26

Subject: Public Meeting and Initial Report: Temporary Use By-law Application by Lakhvir Randhawa applicable to lands at 11179 Derry Road (Town File: Z-04/26)

Recommendation: **THAT Development Services Report DS-042-26 BE RECEIVED FOR INFORMATION.**

EXECUTIVE SUMMARY

The purpose of the proposed Temporary Use By-law application is to allow an Office Use, for a period of three years, within an existing structure (previously a dwelling) located on the Subject Property. The proposed amendment seeks to temporarily permit the use while also providing for a reduced parking rate.

The application is complete pursuant to the requirements of the Planning Act and is being processed accordingly. Upon completion of the consultation and review process, a Technical Report, including recommendations, will be brought forward for Council consideration. The Technical Report will address issues raised through the consultation and review process.

REPORT

Background

Owner: Lakhvir Randhawa, 11179 Derry Road, Milton, ON L9T Z5J

Applicant: Robert Russell Planning Consultants Inc., 162 Guelph Line, Georgetown, ON L7G 5X7

Location/Description:

The Subject Property is located in Ward 2 and is municipally known as 11179 Derry Road. The lands have an approximate area of 3,680 square metres (0.36 hectares) and are situated east of Fifth Line on the north side of Derry Road. The lands currently contain a single detached dwelling with an accessory structure. If approved, the single detached dwelling would be converted into an office and any residential uses ceased.

Surrounding land uses include light industrial - as part of the Derry Green Corporate Business Park Secondary Plan - to the north, south, and east. Lands immediately to the east are identified for future employment uses for which planning processes have yet to be initiated.

A Location Map is included as Figure 1 to this Report.

Background

Proposal:

The Applicant is proposing a Temporary Use By-law to permit an Office Use on the Subject Property through a site-specific Temporary Use Future Development (TXX-FD) Zone. The existing dwelling is proposed to be converted into an office space with parking provided on the existing driveway that accesses Derry Road.

The following information has been submitted in support of this planning application:

- Application Form, prepared by Robert Russell Planning Consultants;
- Draft Temporary Use By-law;
- Planning Justification Report, prepared by Robert Russell Planning Consultants;
- Sanitary Assessment, prepared by Crozier;
- Site Plan, prepared by Robert Russeel Planning Consultants;
- Stormwater Management and Servicing Brief, prepared by Crozier; and,
- Transportation Impact Brief, prepared by Crozier;

Discussion

Planning Policy:

The Temporary Use By-law Application (Z-04/26) was deemed complete on May 6, 2026. As such, Official Plan Amendment 92 (OPA 92), Part I of the Town's new Official Plan, applies to this application, despite the status of the Town's completed new Official Plan that is being brought forward on June 22nd for Council endorsement.

In accordance with Section 1.1.4 of OPA 92, figures and appendices (being mapping) are illustrative in nature and intend to implement the policies set forth in the associated text. As such, Staff is of the opinion that the mapping provided through the appendices intend to provide the Subject Property, given its immediate proximity to the Derry Road/Fifth Line intersection and restricted lot size, relief and removal from the Employment Area overlay, as intended through the Town-led Employment Area Conformity Exercise (OPA 86).

Within OPA, on Schedule A -Urban Area Land Use Plan, the Subject Property is designated as Prestige Office Area. Within the Derry Green Corporate Business Park on Schedule C-9-B - Land Use Plan, the Subject Property is designated as Prestige Office Area.

Given the Applicant is seeking a Temporary Use By-law, the following Official Plan policies, set out in Section 11.5.2.6-7, will apply when evaluating the request for an Office Use on the Subject Property:

"Section 11.5.3.6: Temporary Use by-laws shall only be passed if they conform to the policies of this Plan. Town Council, before passing a by-law to permit a temporary use, shall be satisfied that those of the following requirements, among others, which are relevant to the specific application are, or will be, fulfilled in order to safeguard the wider interests of the general public:

- a) The proposal fulfills reasonable planning standards;
- b) That the proposed use will be compatible with adjacent uses;

Discussion

- c) That the size of the parcel of land or building to be used is appropriate for the proposed use; and,
- d) That services such as water, sewage disposal and roads are sufficient.”

While a full policy review will be presented through a future technical report, Planning Staff is satisfied that an Official Plan Amendment is not required and that the application is in conformity with the Town of Milton Official Plan, including the Derry Green Corporate Business Parking Secondary Plan.

Urban Zoning By-law Amendment 016-2014, as amended:

Under the Town of Milton Urban Zoning By-law 016-2014, as amended, the Subject Property is zoned as Future Development (FD). The only permitted uses within the FD Zone are those that were legally established on the date that the applicable FD Zone took effect; in this instance, the only use currently permitted on the site is a single detached dwelling for residential use.

The draft Temporary Use By-law proposed to re-zone the Subject Property from a general Future Development (FD) Zone to a site-specific Temporary Use Future Development (TXX-FD) Zone. The by-law would allow an Office Use on the Subject Property, along with associated parking provisions.

The Draft Temporary Use By-law is attached Appendix 1 to this Report.

Site Plan Control:

Should the development application be approved, the Applicant is required to obtain Site Plan Approval, prior to a Building Permit / Certificate of Occupancy. Detailed site plan drawings addressing matters such as building elevations, lot grading and drainage, site design, lighting and landscaping will be required for review and approval. The Applicant may also be required to enter into a Site Plan Agreement with the Town and provide securities to guarantee the completion of works in accordance with the approved drawings.

Public Consultation and Review Process:

Notice of Public Meeting was provided pursuant to the requirements of the Planning Act on June 2, 2026. Signage providing information on the proposed application was posted on the property along Derry Road. In addition, notice was sent by mail to all properties within 200 metres of the Subject Property.

With respect to the proposal, Staff has identified the following matters to be addressed through the review process:

- Consistency with the Provincial Planning Statement (2024) and conformity with OPA 92, including the Temporary Use criteria;
- Proposed parking rates and traffic impacts;
- Site circulation; and,
- Stormwater management and site servicing.

Upon completing the evaluation of the application, a Technical Report with recommendations will be brought forward for Council consideration.



Financial Impact

There is no financial impact associated with this Report.

Respectfully submitted,

Jill Hogan, MCIP, RPP
Commissioner, Development Services

Attachments

Figure 1 – Location Map

Figure 2 - Concept Plan

Appendix 1 – Draft Temporary Use By-law

Approved by CAO
Andrew M. Siltala
Chief Administrative Officer

Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

FIGURE 1 LOCATION MAP



Council Meeting Date:
June 22, 2026

Scale: 1:9,027.98 File: Z-04-26

Development Services



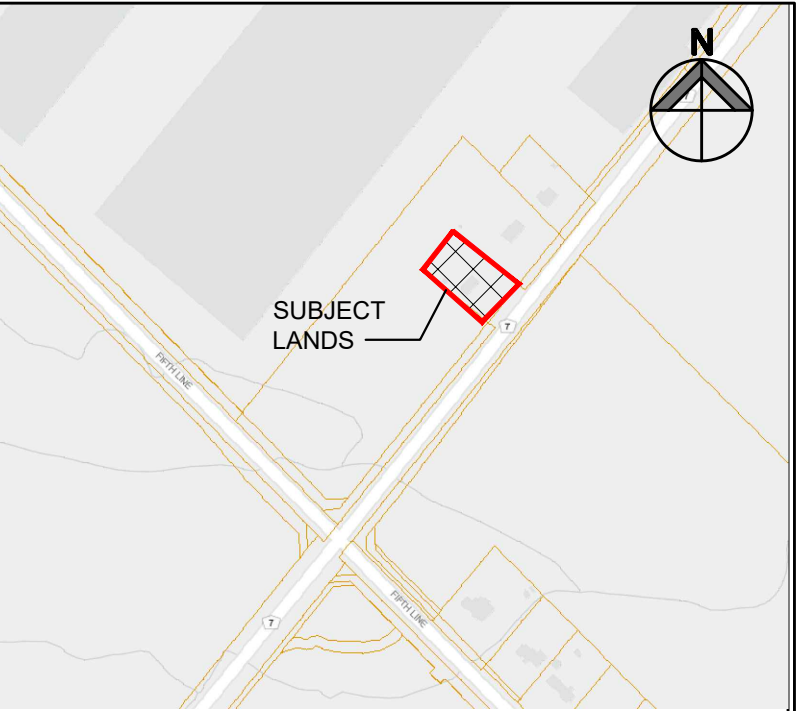
Subject Property

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ZONING PARAMETERS

Zoning Parameters (FD Zone)			
ZBL Section	Parameter	Required (FD)	Provided
Table 12A	Lot Frontage	as existing	45.7m
Table 12A	Lot Area	as existing	3677 m2
Table 12A	Lot Coverage	N/A	5.40%
Table 12A	Front Yard Setback	4.0m	30.5m
Table 12A	Interior Side Yard Setback	1.2	6.7 m (West), 20.6 m (East)
Table 12A	Rear Yard Setback	7.5m	35.9m
5.11(iii)	Each parking space access	To have direct access to a public street by an unobstructed driveway	Parking to be provided in tandem like arrangement in an existing driveway
5.11(iv)	Individual parking spaces	Arranged so each space has access to and from an improved and maintained public street unobstructed by another parking space.	Parking may be obstructed by other parking spaces in a tandem like arrangement in an existing driveway
5.11(v)	All required parking	Must be unobstructed	May be obstructed in an existing driveway
5.1(vi)	Direction of vehicle travel	Must be able to enter and leave the site in a forward direction	May be required to enter or leave the site in reverse in an existing driveway
5.1(vii)	Parking spaces relation to vehicular movement	No parking space shall obstruct vehicle movement	Parking spaces may obstruct movement of vehicles parked closer to the temporary real estate office in an existing driveway
5.1(x)	Parking surface treatment	Must be asphalt, concrete, concrete pavers or similar	May be provided on an existing driveway surface, inclusive of gravel
5.6.1	Driveway access to a parking area	Must be unobstructed	May be obstructed in an existing driveway
5.7	Access to parking	Shall be provided an adjacent aisle	Directly from the street via an existing driveway and may be obstructed
Table 5D	Perpendicular parking space size	5.8m x 2.75m	5.8m x 2.75m
Table 5F	Parking rate (office use)	1 space per 30 m2 of GFA = 6.7 spaces (rounded to 7)	10
Table 5H	Accessible parking	1 Type A space	0
Table 5I	Bicycle parking	3% of required parking = 0.2 (rounded to 1 space)	0



KEY PLAN N.T.S.

No.	DATE:	REVISIONS:
1.	26-04-2026	---

CLIENT: CENTURY 21 GREEN REALTY INC.

SITE ADDRESS: 11179 DERRY ROAD WEST
PT LOT 11, CON 6,
TRAFALGAR NEW SURVEY
TOWN OF MILTON,
REGIONAL MUNICIPALITY OF HALTON



162 Guelph Street, Suite 209
Georgetown, ON L7G 5X7

TITLE: SITE PLAN

SCALE:	1:450
DATE:	APRIL 26 2026
DRAWN:	M.M.
CHECKED:	R.R.
PROJECT No:	XXXX
DRAWING No:	

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW XXX-2026

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTIONS 34 AND 39 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS LOT 11, CONCESSION 6, FORMER GEOGRAPHIC TOWNSHIP OF NS, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (LAKHVIR RANDHAWA) - FILE: Z-04/26

WHEREAS Section 39 of the Planning Act, R.S.O. 1990, c. P.13, as amended, a authorizes Municipal Council to pass a by-law to authorize the temporary use of land, buildings, and structures for a specific period of time;

AND WHEREAS the Council of The Corporation of the Town of Milton deems it appropriate to amend Comprehensive Zoning By-law 016-2014, as amended, to allow the proposed use for period ending July XX, 2029;

AND WHEREAS the Town of Milton Official Plan provides for the lands affected by this by-law to be zoned as set forth in this by-law;

NOW THEREFORE the Council of The Corporation of the Town of Milton hereby enacts as follows:

1. **THAT** Schedule A to Comprehensive Zoning By-law 016-2014 is hereby further amended by changing the existing by changing the existing Future Development (FD) Zone Symbol to Temporary Use Future Development (TXX-FD) Zone Symbol on the lands shown on Schedule "A" attached hereto.
2. **THAT** Section 13.3 (Temporary Use Zones) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding Section 13.3.1.XX to read as following:

Notwithstanding any provisions of the By-law to the contrary, for lands zoned TXX-FD, the following standards and provisions shall apply:

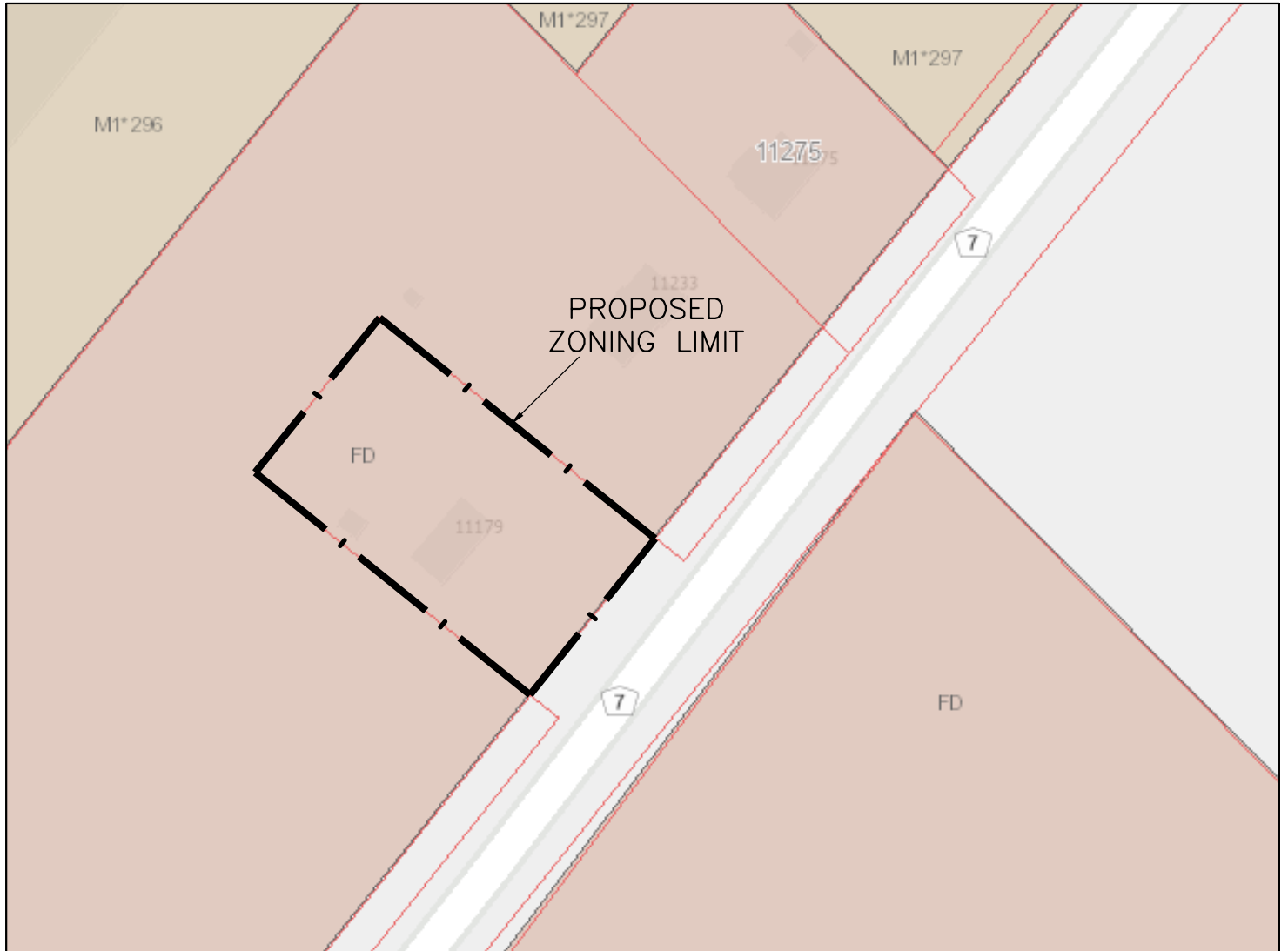
- i. **Additional permitted use(s):**
 - a. Office Use
- ii. **Special Site Provision(s):**
 - a. For an Office Use, eight parking spaces shall be provided.
3. **THAT** notwithstanding Sections 1 and 2 of this By-law, this By-law shall expire on July XX, 2029, unless the Council of The Corporation of the Town of Milton has provided an extension by amendment to this by-law prior to expiry.

4. **THAT** if no appeal is filed pursuant to Section 34(19) of the Planning Act, R.S.O. 1990, c. P.13, as amended, or if an appeal is filed and the Ontario Land Tribunal dismisses the appeal, this by-law shall come into force on the day of its passing. If the Ontario Land Tribunal amends the by-law pursuant to Section 34(26) of the Planning Act, as amended, the part or parts so amended come into force upon the day the Tribunal's Order is issued directing the amendment or amendments.

PASSED IN OPEN COUNCIL ON JULY XX, 2026.

Gordon A. Krantz Mayor

Meaghen Reid Town Clerk



SUBJECT LANDS
TO BE REZONED FROM FD
TO TXX-FD*XX

Schedule A
Proposed Zoning
By-law Amendment
Town of Milton Zoning
By-Law No. ____

11179 DERRY ROAD WEST,
MILTON, ONTARIO

DATE: JUNE 2026