



Staff Report P2025-15

Committee 2025-05-26

Council 2025-06-09

Amendments ☐

Submitted To: Committee of the Whole | Council
Submitted By: Lindsay Ayers, Manager, Planning
Prepared By: Erica Rose, Community Planner
Subject: Proposed Zoning By-law Amendment – 35 Elgin Street
Town File No. PLZAMA2024326

Recommendation

THAT Staff Report P2025-15, “Proposed Zoning By-law Amendment – 35 Elgin Street” dated May 26, 2025 be received;

AND THAT the amending Zoning By-law, attached as Appendix “A” to this Report, be enacted and passed.

Amendments

None.

1. Executive Summary

The purpose of this Report is to provide Council with an analysis and recommendations regarding a proposed Zoning By-law Amendment for the lands municipally addressed as 35 Elgin Street. The proposed Zoning By-law Amendment (see Appendix ‘A’) would rezone the subject property from Downtown Core Commercial (C1) to Downtown Core Commercial Exception Thirteen (C1-13) to permit an Additional Residential Unit (ARU) in an expanded legal, non-conforming detached accessory building (garage) with site-specific provisions applied to the detached accessory building. The site-specific provisions would recognize the existing south interior side yard setback of 0.0 metres, and establish new provisions for a reduced north interior side yard setback of 1.1

metres and an increased maximum height of 9.0 metres. All other provisions of the Town's Zoning By-law can be satisfied by the proposal.

Based on the land-use planning analysis and development review process, Planning Services confirms that the submitted proposal is in conformity to and consistent with the relevant land use planning instruments and has considered input from internal/external commenting agencies, and recommends that the proposed Zoning By-law Amendment be enacted and passed.

2. Analysis

Background

The Owners, Ryan and Karen Jay, have made an application to the Town for a Zoning By-law Amendment to permit an Additional Residential Unit (ARU) in an expanded legal, non-conforming detached accessory building (garage) with site specific provisions, including reduced minimum interior side yard setbacks and increased maximum height.

Property Description

Per Figure 1, the subject property is located on the east side of Elgin Street and the west side of Tremont Lane and is municipally addressed as 35 Elgin Street. The property is approximately 0.065 hectares (0.16 acres) in size and is a through lot with approximately 15.2 metres of frontage along both Elgin Street and Tremont Lane. The property contains a single-detached dwelling with a detached accessory building (garage) which were permitted residential uses under the Town's previous Zoning By-law. As the property is now commercially zoned, these uses are considered legal, non-conforming.

Lands surrounding the subject property are all designated and zoned Downtown Core Commercial and include a mix of medical offices, churches, residential uses, hotels, health and wellness facilities, and the Collingwood Public Library. The subject property, as well as immediately adjacent properties, are also located within the Collingwood Downtown Heritage Conservation District (CDHCD) and designated under Part V of the *Ontario Heritage Act*.



Figure 1: 2024 Aerial Image of Subject Property

Source: Simcoe County GIS Maps

Proposal

The proposed Zoning By-law Amendment (see Appendix 'A') would create a site-specific Downtown Core Commercial Exception Thirteen (C1-13) Zone to permit an ARU in an expanded detached accessory building with site-specific provisions. The C1-13 Zone would recognize the existing south interior side yard setback of 0.0 m, and establish new provisions for a reduced north interior side yard setback of 1.1 metres and an increased maximum height of 9.0 metres for the detached accessory building. All other provisions of the Town's Zoning By-law can be satisfied by the proposal.

Per Figure 2, the owners are proposing to use the foundation and southern wall of the existing detached accessory building (garage) and further the buildout to establish a three-car garage with a two-bedroom ARU on the second storey with a balcony. The property can accommodate a minimum of four (4) parking spaces on the existing

driveway from Elgin Street, and an additional three (3) parking spaces would be provided inside the proposed expanded detached accessory building from Tremont Lane. The conceptual elevation of the proposed expanded detached accessory building is shown in Figure 3, and the proposed height of the expanded building relative to the existing residential dwelling is shown in Figure 4, noting it would be approximately 1.9 metres shorter than the height of the single-detached dwelling. Further details regarding the proposed Zoning By-law Amendment are available in the Planning Analysis section of this Report, and the conceptual site plan is attached for information purposes only as Appendix 'B'.

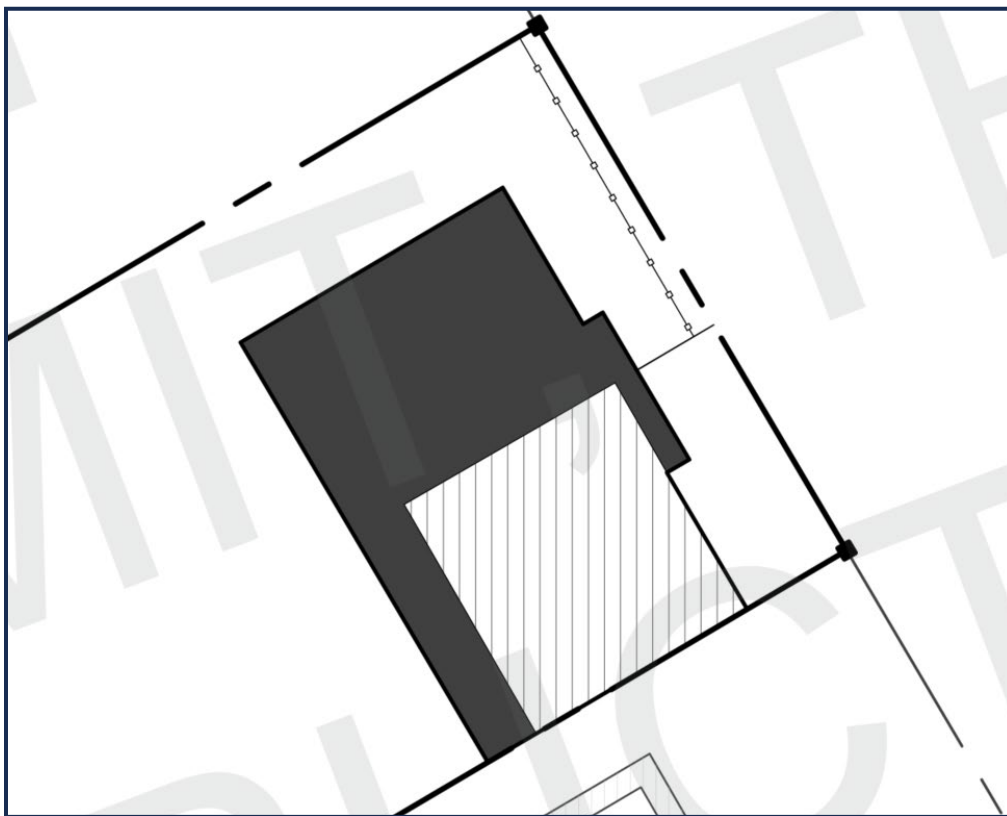


Figure 2: Image of the proposed expanded detached accessory building
Source: The Drafting Table Ltd.



Figure 3: Excerpt of the Conceptual East Building Elevation from Tremont Lane
Source: The Drafting Table Ltd.

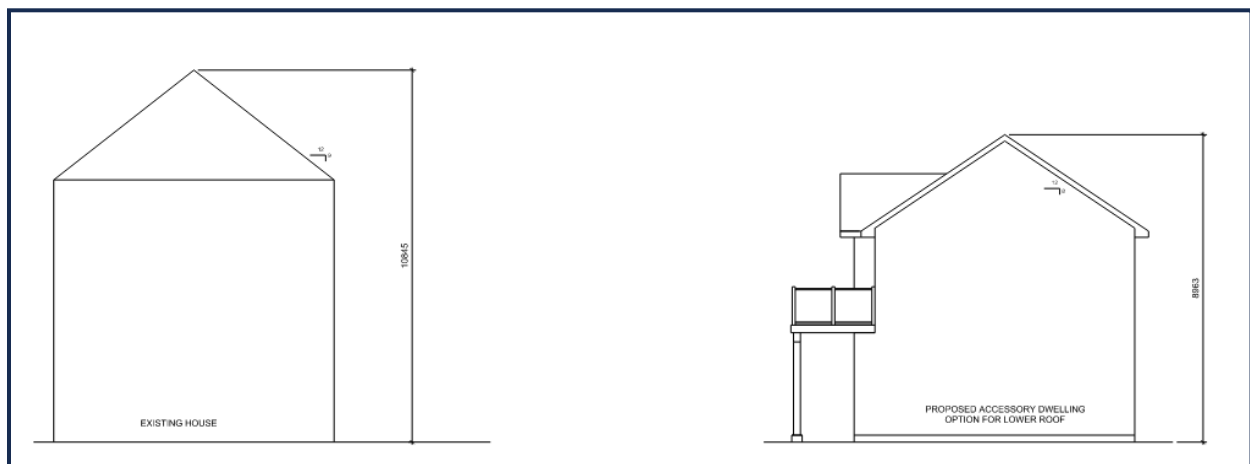


Figure 4: Conceptual Elevations of the detached accessory building and existing single-detached dwelling
Source: Jay Stover

Planning Analysis

The analysis section of this Report provides a review of the proposed Zoning By-law Amendment relative to the planning policy framework and regulatory instruments as follows:

Matters of Provincial Interest

The *Planning Act* provides that Council in carrying out their responsibilities under the *Act* shall have regard to matters of provincial interest.

Planning Services is satisfied that the proposed development has regard to the applicable matters of provincial interest and, more specifically, supports the following principles:

- (d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;*
- (f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;*
- (h) the orderly development of safe and healthy communities;*
- (j) the adequate provision of a full range of housing;*
- (p) the appropriate location of growth and development; and*
- (q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians.*

Provincial Planning Statement (2024)

The *Planning Act* provides that a decision of the Council of a municipality in respect of the exercise of any authority that affects a planning matter shall be consistent with the policy statements of the Province and shall conform with the provincial plans that are in effect, or at minimum, not conflict with them.

Section 3 of the *Planning Act* requires that decisions affecting planning matters shall be consistent with policy statements issued under the Act. The Provincial Planning Statement (PPS) was issued under Section 3 of the Act and came into effect on October 20, 2024. It replaces the Provincial Policy Statement (2020) and A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2020). The intent of the PPS is to provide policy direction on matters of provincial interest related to land use planning and development. The 2024 PPS applies to any land use planning decision made after the effective date, regardless of when the application was submitted.

The PPS states that Settlement Areas shall be the focus of growth and development. Development within Settlement Areas shall be based on densities and a mix of land uses which efficiently use land and resources, optimize existing and planned infrastructure, support active transportation, and are transit and freight supportive. The subject property is in the Town of Collingwood which is a Settlement Area. The development will contribute to a mix of residential densities in the Town and optimize existing infrastructure by connecting to municipal water and wastewater. The subject property is in close proximity to both the Collingwood public transit Crosstown and East routes with a transit stop located to the north of the development on Simcoe Street, thereby representing transit supportive development.

The PPS provides policy direction on housing to support the achievement of complete communities. The PPS states that a mix of housing options and densities shall be provided by permitting all housing options required to meet the social, health, economic and well-being requirements of current and future residents, permitting all types of residential intensification, promoting densities for new housing, and prioritizing intensification. The subject property is in the Downtown Core where residential intensification is both permitted and encouraged. The proposed ARU in the detached accessory building will add to the mix of housing options in the downtown.

The PPS also provides policy direction on cultural heritage and states that development shall not be permitted on lands adjacent to a protected heritage property unless the heritage attributes of the protected property are conserved. A Heritage Impact Assessment (HIA), prepared by MHBC Planning Ltd., was submitted in support of the proposed development and reviewed by Archaeological Research Associates Ltd. (ARA), a 3rd party peer reviewer for cultural heritage matters, to the satisfaction of the Town.

The PPS also provides policy direction on natural hazards and states that development shall generally be directed away from areas that are susceptible to flooding. However, where a two-zone concept for flood plains is applied, development may be permitted in the flood fringe subject to appropriate floodproofing to the flooding hazard elevation. The property is in the Pretty River Flood Fringe and subject to a two-zone concept. The

application was circulated to the Nottawasaga Valley Conservation Authority (NVCA) for review and no concerns were raised with the proposal, subject to implementing the appropriate floodproofing techniques and obtaining the required NVCA permits.

In consideration of the above, Planning Services is satisfied that the proposed development is consistent with the PPS.

County of Simcoe Official Plan

The County of Simcoe Official Plan contains policies relating to the orderly development of areas that are designated Settlement and particularly directs development to Primary Settlement Areas. The Town of Collingwood is identified as a Primary Settlement Area, and the subject property is designated Settlement within the County of Simcoe Official Plan.

The County's Official Plan identifies four themes of the planning growth management strategy, including:

- Direction of a significant portion of growth and development to settlements where it can be effectively serviced, with particular emphasis on primary settlement areas;
- Enabling and managing resource-based development including agriculture, forestry, aggregates, and tourism and recreation;
- Protection and enhancement of the County's natural heritage system and cultural features and heritage resources, including water resources; and
- Development of communities with diversified economic functions and opportunities, and a diverse range of housing options.

The County's Official Plan identifies that a wide range of land uses in Settlements shall provide an opportunity for people to live, work, shop and find recreation in one compact community, and that Primary Settlement Areas are required to develop as complete communities. Furthermore, the Plan states '*Intensification, or directing of development to the built-up area and serviced areas within settlement areas, contributes to compact development form*' and '*...local municipalities shall promote and facilitate intensification and efficient use of land in built-up areas...*' Settlement areas are encouraged to

develop as complete communities with a diverse mix of land uses, a range of employment and housing types, high quality public open space and easy access to local stores and services.

The subject property is within 79 metres of public transit as well as walking or biking distance to a wide variety of community services, facilities and local stores. The proposed development represents intensification and efficient use of land that would add one rental apartment unit to the Town's housing stock.

Planning Services is satisfied that the proposed development conforms to the general intent and purpose of the County of Simcoe Official Plan. The subject application was circulated to the County of Simcoe and no concerns were raised with conformity to the County's Official Plan.

Town of Collingwood 2004 Official Plan

The subject application was received prior to approval of the Town's 2024 Official Plan by the County of Simcoe and is therefore subject to the policies of the Town's 2004 Official Plan.

Schedule "A" *Land Use Plan* designates the subject property as Downtown Commercial Core and within the Pretty River Flood Fringe;

Schedule "F" *Urban Structure* identifies the subject property as being within Mixed-Use Intensification Area C (Downtown Commercial Core) and the Collingwood Intensification Area.

Downtown Commercial Core Policies

The Downtown Commercial Core designation comprises Collingwood's historic centre and is intended to be the primary location of cultural and civic uses. Commercial uses are a major focus in the Downtown, however residential uses, including apartments, are also permitted and encouraged in the Downtown. As such, the proposed development is a permitted use on the subject property.

Residential Intensification Policies

The subject property is located in the Collingwood Intensification Area and Mixed-Use Intensification Area C (Downtown Commercial Core). Section 4.3.2.1.1 ‘Residential Intensification’ of the Official Plan states: “*Residential intensification means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes: [...] the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, secondary suites and rooming houses*”. Residential intensification is encouraged in both the Collingwood Intensification Area and Downtown Commercial Core Mixed-Use Intensification Area, especially in the older built-up and primarily low-density designated areas given their existing infrastructure and concentrations of community services, amenities and employment.

Consideration for opportunities of residential intensification are based on satisfying the following criteria:

General Development Policies for Residential Intensification	Proposed Development Conformity
a) Capacity and availability of municipal water and wastewater servicing;	The subject property is in Municipal Service Area One where access to full municipal services is available. In addition, per the Town’s Servicing Capacity Allocation Policy (SCAP), servicing capacity allocation is available for the proposed ARU.
b) Proximity to and adequacy of community infrastructure, services and facilities;	The subject property is within 79 metres of public transit and within walking or biking distance of a number of community services and facilities.
c) Ability to accommodate required off-street parking;	Per the conceptual site plan, a total of 7 parking spaces can be accommodated on

General Development Policies for Residential Intensification	Proposed Development Conformity
	the subject property, which exceeds the Town's minimum parking requirements.
d) Ability to accommodate an outdoor amenity area;	Approximately 17% of the subject property is comprised of landscaped open space, which is considered a sufficient amount of land in the Downtown Core to accommodate an outdoor amenity area.
e) Acceptable impacts on traffic;	The proposed development is not expected to cause any negative impacts on traffic. The subject property is in the Downtown Core where various community services and facilities can be accessed by active transportation or public transit.
f) Sensitivity to the urban design and character of adjacent buildings, including their location, massing, height and building materials;	In consideration of the setbacks and height of various built forms along Tremont Lane, the proposal is considered compatible with the surrounding neighbourhood character.
g) Compatibility with the character and streetscapes of the surrounding neighbourhood; and	The proposed development would replace and expand an existing, derelict detached accessory building and is anticipated to improve and further activate the Tremont Lane streetscape.
h) Preservation of heritage resources.	The proposed development has been peer reviewed for consistency with the Town's CDHCD policies to the

General Development Policies for Residential Intensification	Proposed Development Conformity
	satisfaction of the Town. The HIA confirms that the proposed development is appropriate to and compatible with the existing neighbourhood context, and the Town's 3 rd party heritage consultant confirmed that potential impacts to the CDHCD have been considered and mitigated through the location and materials of the expanded detached accessory building.

Non-Conforming Use Policies

The Official Plan provides opportunities where it may be desirable to permit the extension or enlargement of a legal, non-conforming use, subject to satisfying the following criteria:

General Development Policies for Legal Non-Conforming Uses	Proposed Development Conformity
a) The proposed extension or enlargement of the legal, non-conforming use shall not unduly aggravate the situation created by the existence of the use, especially in regard to the policies of the Official Plan and the requirements of the implementing Zoning By-law applying to the area;	As noted, the subject property is designated Downtown Commercial Core where residential uses are permitted. Furthermore, the property is in an Intensification Area where residential uses are encouraged.
b) The proposed extension or enlargement shall be in appropriate	The proposed development would be of a similar height and size to other uses

General Development Policies for Legal Non-Conforming Uses	Proposed Development Conformity
proportion to the size of the existing use established prior to the date of the passing of the implementing Zoning By-law;	adjacent to the site. The Town's Zoning By-law does not have any provisions that restrict the size of a detached accessory building in a commercial zone.
c) The characteristics of the existing use and the proposed extension or enlargement shall be examined with regard to noise, vibration, fumes, smoke, dust, odours, lighting and traffic-generating capacity. If one or more of the above nuisance factors will be created or increased so as to add significantly to the incompatibility of the use with the surrounding area, then no amendment to the implementing Zoning By-law shall be undertaken. The appropriate approval authorities will be consulted in dealing with extensions to non-conforming uses which may produce pollution problems;	The proposal is for an expanded detached accessory building comprised of a three-car garage and one ARU above and is not anticipated to have any negative impacts regarding noise, vibration, fumes, smoke, dust, odours, lighting and traffic-generating capacity.
d) The neighbouring conforming uses will be protected by the provision of areas for landscaping, buffering, or screening or appropriate setbacks for buildings and structures, devices and measures to reduce nuisances and/or where necessary, by regulations for alleviating adverse effects caused by outside storage, lighting, advertising signs, etc.	The subject property is located in the Downtown Commercial Core and surrounded by a mix of conforming commercial uses and non-conforming residential uses. The proposal satisfies the provisions of the Town's Zoning By-law, save and except for the recommended site-specific provisions, and is not anticipated to result in any

General Development Policies for Legal Non-Conforming Uses	Proposed Development Conformity
<p>The above measures shall be applied to the proposed extension or enlargement and, wherever feasible, also be applied to the established use in order to improve its compatibility with the surrounding area;</p>	<p>adverse effects caused by storage, lighting or signage.</p>
<p>e) Traffic generation and parking conditions in the vicinity will not be adversely affected and traffic hazards will be kept to a minimum by appropriately designed ingress and egress points to and from the site and improvements to site conditions especially in proximity to intersections, so as to provide maximum safety for pedestrian or vehicular traffic;</p>	<p>The proposed detached accessory building is not anticipated to create adverse impacts on traffic. The subject property is in close proximity to public transit and within walking or biking distance to a variety of facilities, services and local stores. Further, appropriate ingress and egress points are available from both Elgin Street and Tremont Lane.</p>
<p>f) Adequate provision has been, or will be made for off-street parking, loading and unloading facilities; and</p>	<p>As noted, the proposed development exceeds the Town's minimum parking requirements. Further, loading and unloading facilities are not required for the proposed detached accessory building.</p>
<p>g) Necessary municipal services such as storm drainage, water supply, sanitary sewage disposal facilities and roads are available or can be made available.</p>	<p>As noted, the subject property has access to full municipal services. The subject application was circulated to the Town's Growth & Development (Infrastructure) Division and no concerns were noted with respect to storm drainage, water supply, sanitary sewage, etc.</p>

Heritage Conservation Policies

The subject property is in the CDHCD and designated under Part V of the *Ontario Heritage Act*.

Section 7.2 ‘Heritage Conservation’ of the Official Plan states: *“This Plan recognizes that the maintenance of Collingwood’s heritage resources will contribute to the municipality’s small-town character and tourist potential by balancing the potential impact of new development. Consequently, it is an objective of this Plan to, as far as possible, preserve the Town’s heritage resources and to ensure that development occurs in a manner which respects Collingwood’s physical heritage”*. Furthermore, the Official Plan states: *“upon being advised that lands proposed for development or redevelopment may constitute or include a heritage resource of potential or acknowledged historical, architectural and/or archaeological value, Council may require the owner of such lands to carry out studies to:*

- a) survey and assess the value of the historical, architectural and/or archaeological heritage resource;*
- b) assess the impact of the proposed development or redevelopment on the historical, architectural, and/or archaeological heritage resource; and,*
- c) indicate the methods proposed to be used to mitigate any negative impact of the proposed development or redevelopment on the historical, architectural and/or archaeological resource”*

A HIA was submitted in support of the proposed development to assess potential impacts on built heritage. The HIA concluded that the proposed development is appropriate to and compatible with the existing neighbourhood context as the detached accessory building was likely constructed during the mid 20th century, therefore it does not contribute to the historic residential neighbourhood pattern of the CDHCD. Further, the HIA was peer reviewed by the Town’s heritage consultant, ARA, confirming that potential impacts to the CDHCD have been considered and mitigated through the location and materials of the expanded detached accessory garage which align with the CDHCD’s policies.

Development within Flood Prone Areas Two-Zone Concept (Pretty River) Policies

The property is within the Pretty River Flood Fringe and is subject to a two-zone concept. Minor development including the construction or reconstruction of a residential accessory structure is permitted, subject to the application of both dry and wet flood proofing techniques to the regulatory flood standard and obtaining a permit from the NVCA. The subject application was circulated to the NVCA for review and no concerns were raised with the proposed development provided it is appropriately flood-proofed and a permit from the NVCA is obtained.

Town of Collingwood 2024 Official Plan

On December 11, 2023, the Town of Collingwood adopted a new Official Plan, which was subsequently approved, with modifications, by the County of Simcoe on September 24, 2024. While the subject application was submitted prior the approval of the 2024 Official Plan and is not subject to the new policies, the following provides additional context to understand if the proposal is consistent with the new land use designations and long-term vision of the Town.

- Schedule '1' *Growth Management Plan* designates the subject lands as Strategic Growth Areas;
- Schedule '2' *Land Use Plan* designates the subject lands as Downtown;
- Schedule '3.1' *Natural Hazards* identifies the subject lands as within the Floodplain Limits (NVCA Jurisdiction) and Pretty River Flood Fringe – Two Zone Concept.

Downtown Core Policies

The Downtown Core is Collingwood's historic centre and is identified, in part, as a Heritage Conservation District. The Downtown Core is expected to function as an attractive regional destination for residents, tourists and the travelling public, and shall provide opportunities for a broad range of housing types and tenures. Residential apartments, including ARUs, are permitted in the Downtown Core and residential intensification is encouraged. As such, the proposed development a permitted use on the subject property.

Based on the foregoing, Planning Services is satisfied that the proposed development would conform to the general intent and purpose of the Town's 2004 and 2024 Official Plans.

Town of Collingwood Zoning By-law

The Town of Collingwood Zoning By-law 2010-040, as amended, zones the subject property Downtown Core Commercial (C1). The existing single-detached dwelling and detached accessory building were established prior to the current Zoning By-law coming into effect and are considered legal, non-conforming uses. The Zoning By-law Amendment proposes to rezone the subject property from Downtown Core Commercial (C1) to Downtown Core Commercial Exception Thirteen (C1-13) to permit the expansion of the legal, non-conforming use to facilitate an ARU in one (1) detached accessory building with the following site-specific provisions:

- Minimum interior side yard (south side): 0.0 m (decrease of 3.0 metres)
- Minimum interior side yard (north side): 1.1 m (decrease of 1.9 metres)
- Maximum height: 9.0 m (increase of 2.0 metres)

Planning Services is of the opinion that the proposed expansion of the existing detached accessory building to facilitate a three-car garage with an ARU above, coupled with reduced interior side yard setbacks and increased maximum building height, is appropriate given the findings of the submitted supporting studies, the Town's residential intensification policies to create ARUs, and the surrounding neighbourhood context.

With the exception of the proposed Zoning By-law Amendment noted above, the proposal otherwise complies with the provisions of the Town's Zoning By-law.

Financial Impacts

Maintaining an adequate, appropriate and orderly supply and mix of residential, commercial, and industrial units in anticipation of future development and servicing conditions provides a long-term foundation for stable community growth and results in the generation of growth-related revenue associated with building permit fees, development charges, taxes, and other related fees.

Conclusion

Based on the land-use planning analysis and the Town's development review process, Planning Services confirms that the submitted proposal is in conformity to or consistent with the relevant land use planning instruments and has considered input from the public and internal/external commenting agencies. Therefore, it is recommended that the proposed Zoning By-law Amendment be enacted and passed.

3. Input from Other Sources

The subject application was circulated to Town Departments, third-party peer reviewer(s), and external agencies for review and comment. All concerns related to the proposed Zoning By-law Amendment have been satisfactorily addressed. Additional details regarding the design of the detached accessory building will be reviewed through a future Heritage Permit application.

The following supporting documents were provided, updated, confirmed and/or reviewed by the applicable experts:

- Planning Justification Report, prepared by Georgian Planning Solutions, dated August 2024;
- Heritage Impact Assessment, prepared by MHBC Planning Ltd., dated April 2023, last revised March 2025;
- Site Plan, prepared by Jay Stover, dated June 5, 2024, last revised May 13, 2025;
- Accessory Dwelling Options Drawing, prepared by Jay Stover, dated January 23, 2007; and
- Architectural Drawings, prepared by The Drafting Table Ltd., dated January 13, 2022.

A third-party peer review was undertaken for cultural heritage matters. The following peer review report was provided:

- Heritage Impact Assessment Peer Review [December 12, 2024, last revised May 8, 2025], [Archaeological Research Associates Ltd.]

The Town held a Statutory Public Meeting regarding the proposed Zoning By-law Amendment on October 7, 2024. Three oral submissions were made at the public meeting, including one from the property owner. The Public Meeting minutes are attached to this Report as Resource '1'. Additionally, four individuals provided written comments (see Appendix 'C'). Two individuals provided written comments in favour of the proposed development and see it as an opportunity to improve current conditions of the existing garage. The balance of the comments submitted expressed concerns with obstructed views, parking, traffic, noise, privacy, neighbourhood character, massing and yard separation, and garbage and snow storage. In response to these concerns, Planning Services offers the following:

Obstructed Views

Two property owners expressed concern with the proposed development obstructing natural light and views of the CDHCD, including the All Saints' Anglican Church located on Elgin Street.

The potential elimination of, or impacts to, significant heritage views by the proposed development was assessed in the submitted HIA, which was peer reviewed by the Town's heritage consultant. The HIA concluded that the proposed development would not obstruct any public views of the CDHDC. The proposed development would front onto Tremont Lane, a secondary access route for buildings that front onto Ste. Marie Street and Saint Paul Street. The primary views of the All Saints' Anglican Church from both Elgin Street and Ste. Marie Street will not be impacted by the proposal. Planning Services also notes there are no planning policies or tools that protect views from one private property to another.

Parking & Traffic

Two property owners expressed concern with the proposed development contributing to additional traffic and on-street parking along Tremont Lane.

With respect to parking, the proposed development would exceed the minimum required parking spaces per the Town's Zoning By-law, noting a minimum of two (2) parking spaces are required for the single-detached dwelling and an additional 0.5 spaces are

required for a converted building and/or an ARU. Per the conceptual site plan, a minimum of four (4) parking spaces can be accommodated on the existing driveway from Elgin Street, and an additional three (3) parking spaces would be provided inside the proposed expanded garage.

With respect to traffic, the proposed expanded detached accessory building, including one ARU, is not expected to cause any negative impacts on traffic. Furthermore, the subject property is located in the Downtown Core within close proximity to public transit and within walking distance of a number of community services and amenities.

Noise

Two property owners expressed concern with existing noise levels in the neighbourhood from surrounding commercial uses and that the proposed ARU would contribute to additional noise levels and not allow them to keep windows open during the summer months.

The noise concerns raised were primarily directed at neighbouring commercial uses and not the proposed development. The expanded detached accessory building, including one ARU, is not anticipated to generate noise above that typical for a residential use. Further, Planning Services notes that all properties are subject to compliance with the Town's Noise By-law.

Privacy

Two property owners expressed concern with the proposed development infringing on their privacy. In particular, the property owner immediately east of the subject property is concerned about the proposed balcony directly facing their outdoor living space.

Planning Services notes that the owner has reduced the width of the proposed balcony so that it no longer extends as close to the rear property line and is compliant with the Town's Zoning By-law setbacks. Furthermore, the balcony would be approximately 10.0 metres from the property to the east, noting the subject properties are located in the Downtown Core where it is expected that buildings will be in close proximity to one another.

Neighbourhood Character

One property owner immediately north of the subject property indicated they are not opposed to the garage being updated or replaced given its existing poor conditions, however, they expressed concern that the proposal to construct a three-car garage with an ARU will look overdeveloped and out of character from the CDHCD.

As depicted in Figure 5 below, the HIA states *“the existing garage currently exhibits condition issues, including missing and deteriorated roof shingles, rotted and water damaged wood, broken window panes, and missing and deteriorated paint”*.

Furthermore, the materials and techniques used to construct the garage indicate *“a likely construction date in the mid-20th century or later”*, confirming that the garage does not represent the historic residential neighbourhood pattern of the CDHCD.

Planning Services notes that there are existing built forms of similar scale, height, and setbacks along Tremont Lane and that the subject properties are located in the Downtown Core where increased building height and massing is permitted. Based on the above, Planning Services is of the opinion that the proposed development is not out of character from the existing neighbourhood context.



Figure 5: View of the existing garage’s Primary (East) Elevation facing Tremont Lane
Source: MHBC Planning Ltd.

Massing & Yard Separation

One property owner immediately north of the subject property expressed concern with the proposed size, height and minimal setbacks, stating it will box in their property and change the natural landscape appeal of the neighbourhood.

The proposed 0.0 metre setback on the south property line reflects the location of the existing garage and the proposed 1.1 metre setback along the north property line represents a 1.9 metre reduction to the minimum interior side yard setback for detached accessory buildings. Planning Services notes that primary buildings in the C1 Zone have no minimum interior side yard setback and the proposed development exceeds the minimum landscape open space requirement for the C1 Zone. Further, subsequent to the public meeting, the owner has reduced the proposed height of the detached accessory building from 9.5 metres to 9.0 metres, a 0.5 metre reduction.

Based on the above, Planning Services is of the opinion that the proposed expanded detached accessory building is appropriate and will not adversely impact neighbouring residential properties.

Snow, Garbage & Recycling Storage

One property owner immediately north of the subject property expressed concern with respect to adequate space for snow, garbage and recycling storage along Tremont Lane.

The proposed development is not subject to Site Plan Control where matters such as snow, garbage and recycling storage can be controlled. Further, there are no Town by-laws that enforce snow movement between one private property to another. However, the owner has confirmed that garbage and recycling bins would be stored within the expanded detached accessory building, and snow would be stored at the rear of the property.

4. Applicable Policy or Legislation

- *Planning Act* (1990, as amended)
- Provincial Planning Statement (2024)
- Simcoe County Official Plan (2016)

- Town of Collingwood Official Plan (2004)
- Town of Collingwood Official Plan (2024)
- Town of Collingwood Zoning By-law 2010-040

5. Considerations

2024-2028 Community Based Strategic Plan: Advances pillar(s) below:

☒ Sustainable ☒ Connected ☒ Vibrant ☐ Responsible

☐ Services adjusted if any Not Applicable

☒ Climate Change / Sustainability: Positive impact on climate
change/sustainability (decreases GHG
emissions)

The proposal represents intensification within an existing built-up area near active transportation routes, transit, and community services and would contribute toward a compact and complete community, reducing vehicle reliance and urban sprawl.

☒ Communication / Engagement: Public Engagement has occurred
The proposed development has been posted on the Town's website and the Notice of Complete Application and Public Meeting for the Zoning By-law Amendment was published in the Collingwood Today online newspaper and circulated to property owners within 120 meters of the subject property. A Public Meeting was held on October 7, 2024.

☐ Accessibility / Equity, Diversity, Inclusion: Not Applicable

☐ Registered Lobbyist(s) relating to content: Not Applicable

Next steps and future action required following endorsement:

- Notice of Passing By-law prepared and circulated/published
- 20-day appeal period
- Future Heritage Permit application

6. Appendices and Other Resources

Appendix A: Zoning By-law Amendment

Appendix B: Preliminary/Conceptual Site Plan

Appendix C: Written Public Comments

Resource 1: [Public Meeting Minutes](#)

7. Approval

Prepared By:

Erica Rose, BES
Community Planner

Reviewed By:

Lindsay Ayers, MCIP, RPP
Manager, Planning

CAO Comments:

☒ Endorsed by CAO Skinner on May 21, 2025 to proceed to COW.