



Staff Report for Council Public Meeting

Date of Meeting: June 10, 2025

Report Number: SRPBS.25.069

Department: Planning and Building Services

Division: Development Planning

Subject: **SRPBS.25.069 – Request for Comments –
Official Plan and Zoning By-law Amendment
Applications – 2760681 Ontario Inc. – City Files
OPA-25-0003 and ZBLA-25-0005**

Owner:

Cor-Lots Developments Ltd.
218-200 Cachet Woods Court
Markham, Ontario
L6C 0Z8

Agent:

Macaulay Shiomi Howson Ltd.
600 Annette Street
Toronto, Ontario
M6S 2C4

Location:

Legal Description: Part of Block 315, Registered Plan 65M-2174

Municipal Address: 11 Headdon Gate

Purpose:

A request for comments concerning proposed Official Plan and Zoning By-law Amendment applications to permit a private school on the subject lands.

Recommendation:

- a) **That Staff Report SRPBS.25.069 with respect to the Official Plan and Zoning By-law Amendment applications submitted by Cor-Lots Developments Ltd. for lands known as Part of Block 315, Registered Plan 65M-2174 (Municipal Address: 11 Headdon Gate), City Files OPA-25-0003 and ZBLA-25-0005, be received for information purposes only and that all comments be referred back to staff.**

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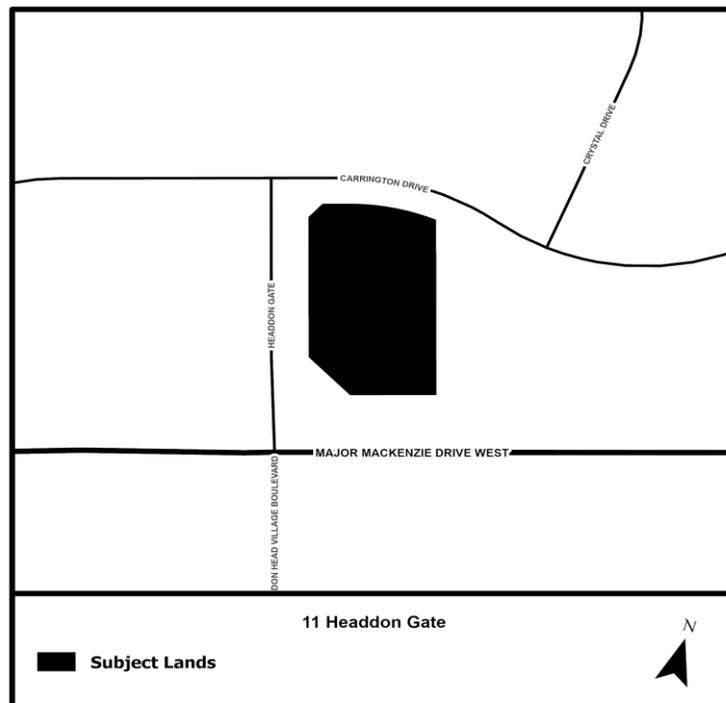
Contact Persons:

- Elaine Leung, Senior Planner, Development Planning, 905-747-6452
- Matthew Shilton, Manager of Development Planning, 905-771-5563
- Deborah Giannetta, Director of Development Planning, 905-771- 5542
- Gus Galanis, Commissioner of Planning and Building Services, 905-771-2465

Report Approval:

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the report approval are attached.

Location Map:



Key Messages:

- the applicant is seeking approval of their Official Plan and Zoning By-law Amendment applications to permit a private school on the subject lands; and,
- the purpose of this report is to seek comments from Council and the public with respect to the subject Official Plan and Zoning By-law Amendment applications, pursuant to the statutory Public Meeting and associated notice requirements of the *Planning Act*.

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Background:

The existing building on the subject lands was constructed as a multi-unit commercial building in 1987. The building supports an existing private school (Prestige School) which initially occupied a portion of the building; however, the private school has occupied the entirety of the building since approximately 2020 with an enrollment of forty two (42) students and twelve (12) staff. Applications for Building Permits were filed in 2023 for the purpose of facilitating interior upgrades to convert the entirety of the building for the private school use. During the review process, staff identified that the private school did not comply with the applicable zoning. As a result, Compliance Orders were issued and the owner of the private school was directed to work with Planning staff to address the zoning compliance matters.

Accordingly, the owners submitted Official Plan and Zoning By-law Amendment applications in order to permit the use and bring the current school use into compliance. These applications were received and deemed complete on March 13, 2025. The applications and supporting materials were circulated to relevant City departments and external agencies for review and comment. The purpose of this report is to seek comments from Council and the public with respect to the subject applications, pursuant to the statutory Public Meeting and associated notice requirements of the *Planning Act*.

Discussion:

Site Location and Adjacent Uses

The subject lands are located at the northeast corner of Headdon Gate and Major Mackenzie Drive West (refer to Maps 1 and 2) and were established as part of a larger parcel contained within a residential subdivision that was developed in the 1980's. The subject lands are bound by three roads, having frontage of approximately 54.55 metres (178.96 feet) along Headdon Gate to the west, frontage of 30.8 metres (101.04 feet) along Major Mackenzie Drive West to the south, and approximately 41.34 metres (135.62 feet) of frontage along Carrington Drive to the north.

The lands are approximately 3,210.53 square metres (34,557.87 square feet) in size and currently support a one (1) storey commercial building that is approximately 769.34 square meters (8,282 square feet) in size. Vehicular access is currently provided via an access driveway to/from Headdon Gate. Surrounding land uses consist of single detached residential lots to the north, Cordave Parkette to the east, Major Mackenzie Drive West and additional low density residential lands to the south, and a one-storey commercial plaza directly opposite the subject lands on Headdon Gate.

Development Proposal

The applicant is seeking Council's approval of its Official Plan and Zoning By-law Amendment applications to permit a private school use (currently existing) within the existing one storey commercial building located on the subject lands. No new development is proposed to facilitate the proposed use.

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The following is a summary table outlining the pertinent statistics of the applicant's development proposal based on the plans and drawings submitted to the City:

- **Total Lot Area:** 3,210.53 square metres (34,558 square feet)
- **Lot Frontage**
 - **Headdon Gate:** 54.55 metres (178.96 feet)
 - **Major Mackenzie Dr. West:** 30.8 metres (101.04 feet)
 - **Carrington Dr.** 41.24 metres (135.62 feet)
- **Existing Building Height:** 1 storey or 7.10 metres (23.29 feet)
- **Existing Gross Floor Area:** 769.34 square metres (8,282 square feet)
- **Existing Parking Spaces:** 44 (including 2 barrier free spaces)

Official Plan and Zoning By-law Amendment Applications

The applicant is seeking Council's approval of its Official Plan Amendment application to establish a site specific amendment to permit the following (refer to Appendix A):

- a private school on the subject lands, and the removal of the requirement to provide a minimum of two access points.

The associated Zoning By-law Amendment application would amend the applicable **Local Commercial (C2) Zone** under Zoning By-law 273-82, as amended, to permit a private school use, and to establish site specific development standards with respect to minimum lot setbacks and to minimum parking requirements on the subject lands (refer to Appendix "B").

Supporting Documentation/Reports

The following documents/information have been submitted to the City in support of the development proposal:

- Draft Official Plan Amendment;
- Draft Zoning By-law Amendment;
- Planning Justification Report;
- Property Survey;
- Site Plan;
- Architectural Plans (Elevation Plans, Floor Plans);
- Noise Impact Report; and,
- Traffic Impact Study.

Planning Analysis:

Staff has undertaken a preliminary review of the applicant's development proposal based on the policy framework contained within the *Provincial Planning Statement*,

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2024 (the “PPS”), the Regional Official Plan, 2022 (the “ROP”), and the City of Richmond Hill Official Plan, 2010 (the “Plan”). Staff notes that the City is currently conducting a Municipal Comprehensive Review (MCR) to update the Plan as necessary to align with recent Provincial and Regional planning direction. The following sections provide an overview of the policies relevant to the subject applications.

Provincial Legislative and Policy Framework

On August 20, 2024, the Province of Ontario released the Provincial Policy Statement 2024 (PPS 2024), to streamline land use planning within the Province by integrating the *Provincial Policy Statement, 2020* (the “PPS 2020”) and the *Growth Plan for the Greater Golden Horseshoe, 2020* (the “Growth Plan”) into a single, cohesive planning document. The PPS 2024 came into effect on October 20, 2024, and all municipal planning decisions must be consistent with the PPS 2024 as of that date.

In this regard, in accordance with **Policy 2.1.6**, the PPS 2024 is supportive of complete communities by including policies to accommodate an appropriate range and mix of land uses including housing options, transportation, employment, public service facilities and other institutional uses, including schools, child care facilities, long-term care facilities, places of worship and cemeteries, recreation, parks and open spaces.

The proposal shall be further reviewed to ensure conformity with the policies of the PPS 2024 and the applicable provisions of the *Planning Act* in a future recommendation report as required.

York Region Official Plan

In accordance with Bill 185 (*Cutting Red Tape to Build More Homes Act*), effective July 1, 2024, the Region of York no longer has planning responsibilities under the *Planning Act* and therefore is no longer the approval authority of the City’s Official Plan or its amendments. Accordingly, the Region of York Official Plan 2022 (“ROP”) is now deemed to be an Official Plan of the City of Richmond Hill. In this regard, the subject lands are located within the **Urban Area** in accordance with Map 1 – ‘Regional Structure’ of the ROP, and are further designated as **Community Area** in accordance with Map 1A – ‘Land Use Designations’ of the ROP.

The Urban Area is considered the primary location for growth and development within York Region, which includes Towns, Villages, Centres and Corridors. The **Community Areas** are intended to support a wide range and mix of urban uses and to accommodate a significant portion of planned growth within York Region.

Notwithstanding the above, the City of Richmond Hill Official Plan is to be relied upon to set out more specific policies related to land use planning that refine the broader direction established in the ROP.

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City of Richmond Hill Official Plan

The subject lands are designated **Neighbourhood** in accordance with Schedule “A2” – Land Use Plan (refer to Map 3) of the City of Richmond Hill Official Plan (the Plan). Uses permitted within the **Neighbourhood** designation include low and medium density residential uses, and a range of services, uses and facilities including neighbourhood commercial plazas, schools, day nurseries, places of worship, community centres, parks and urban open spaces. The Plan also recognizes that complete communities include a diverse mix and range of land uses, is transit supportive, offers a balance of housing types, employment services, amenities, parks and open spaces. In this regard, in accordance with **Section 4.9.1.2**, the **Neighbourhood** designation also permits ‘Community uses’.

Community uses include public, private and not for profit institutions, facilities and services that support the health, educational, recreational and social needs of the City as set out in **Section 4.1** of the Plan . These community uses are generally permitted within settlement areas of the City and contribute to a complete community.

Within the **Neighbourhood** designation, community uses such as private secondary and elementary schools shall be permitted provided that the site is fronting onto an arterial street, in accordance with policy **4.1.1.4** of the Plan, and shall be encouraged to locate adjacent to a park or the Greenway System and shall be subject to the following requirements:

- a. A minimum of two access points are provided;
- b. Transportation studies shall be submitted in accordance with **Section 5.26**;
- c. Impact on adjacent residential areas is minimized by providing adequate parking, landscaping, setbacks and buffering; and,
- d. The provision of adequate on-site vehicular pick-up and drop-off.

Further to the above, in accordance with **Section 4.9.2** of the Plan, development within the **Neighbourhood** designation shall be compatible with the character of the adjacent/surrounding area with respect to the predominant building forms and types, massing, general pattern of street, blocks, lots and lanes, landscaped areas and treatments, and the general pattern of yard setbacks.

Section 3.5.1.7 identifies Major Mackenzie Drive as a planned long term public rapid transit corridor in the City’s transportation system. It is noted that there is a bus transit stop located at the northeast corner of Major Mackenzie and Headdon Gate, directly outside of the proposed private school in addition to a bus stop located at the opposite southwest corner.

A more detailed review and evaluation of the proposal in the context of the applicable policies of the Plan will form part of a future recommendation report to Council.

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Zoning By-law

The subject lands are currently zoned **Local Commercial (C2) Zone** under By-law 2523, as amended by By-law 273-82 (refer to Map 4). The **C2 Zone** permits medical offices, medical clinic, uses accessory including but not limited to a drug dispensary, financial institution, and business and professional offices and does not include a private school as proposed. Accordingly, the applicant is seeking Council’s approval to amend the provisions of the **Local Commercial (C2) Zone**, as amended, to permit the proposed development. The following table provides a summary of the proposed site specific development standards in relation to the standards of the **C2 Zone**.

Development Standard	C2 Standards under By-law 273-82, as amended	Proposed Development Standards
Permitted uses	<ul style="list-style-type: none"> • Medical Office • Medical Clinic • Uses accessory including but not limited to a drug dispensary • Financial institution • Business and Professional Offices 	Private School
Minimum Front Yard Setback (Headdon Gate)	7.62 metres (25 feet)	7.62 metres (25 feet) Complies
Minimum Side Yard Setback (Carrington Drive)	6.0 metres	6.0 metres (19.68 feet) Complies
Minimum Side Yard Setback (Major Mackenzie Dr. W.)	15 metres	15 metres (49.21 feet) Complies
Any other Lot Line		4.5 metres
Maximum Building Height	1 storey	1 storey
Parking Spaces for Automobiles <ul style="list-style-type: none"> • Medical Offices, medical clinic and veterinary clinic • Financial Institution • Drug Dispensary 	5 spaces per practioner 6.5 spaces per 100m2 gross floor area 3.2 spaces per 100m2 gross floor area	A minimum of 42 Parking spaces including a minimum of 2 accessible spaces

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The draft Zoning By-law amendment submitted by the applicant in support of its development proposal is currently under review (refer to Appendix “B”). The appropriateness of the proposed zone category, development standards, as well as the need for additional standards and/or restrictions will continue to be evaluated through the review of the submitted development applications with regards to policy conformity, compatibility, design and function.

Department and External Agency Comments:

The subject Official Plan and Zoning By-law Amendment applications have been circulated to various City departments and external agencies for their review and comment. Comments have been received from the City’s Infrastructure and Engineering Department, Community Services, Waste Collection, Heritage and Urban Design, Policy Planning, Parks and Natural Heritage, as well as Hydro One, Alectra Utilities, Rogers, Enbridge Gas and York Region. These City departments and external agencies have no objections to the applications and/or have provided comments to be addressed by the applicant during the more detailed implementation stage of the approval process.

At the time of writing of this report, the subject applications remain under review by the City’s Financial Services Division, Fire and Emergency Services Division, Building Services – Zoning, York Region District School Board, York Region Catholic District School Board, Conseil Scolaire Viamonde and Conseil Scolaire De District Catholique Monavenir.

The following is a summary of the key comments received to date.

Infrastructure Planning and Development Engineering Services

The City’s Infrastructure Planning and Development Engineering Services Division has provided detailed comments with respect to noise, traffic and transportation matters. Staff note that the submitted Parking Study shall be supplemented by a minimum of two additional proxy surveys. Additionally, staff request further information regarding peak afternoon parking demand, identifying any current or potential parking issues for queuing on site, school-related parking on Headdon Gate or surrounding roads and recommended mitigation measures. Additionally, as per **Section 4.1.1.4** of the Plan, a minimum of two access points are required for a private or secondary school. As the proposal provides only one access, sufficient justification shall be provided as to how the site will operate in emergency situations and day-to-day operations (refer to Appendix “C”).

Development Planning Division

Planning staff have undertaken a preliminary review of the applicant’s development proposal, including the plans and materials submitted in support of the proposed development. In consideration of the policies which are relevant to the evaluation of the proposed development, staff provide the following preliminary comments:

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- further review and evaluation of the proposal is needed to determine the impact and appropriateness of the proposed development in accordance with **Section 4.9.2** of the Plan as it relates to compatibility with the existing area, building forms and types, massing, landscaped areas and treatments and the general pattern of setbacks;
- the private school is similar in height and built form with the existing one-storey commercial building located on the opposite side of Headdon Gate to the west. These buildings were developed with the intended use for commercial purposes to serve the surrounding residential subdivision.
- further review and evaluation of the proposal is needed to determine whether the proposal meets the intent of **Section 4.1.1.4** with respect to private schools requiring a minimum of two access points;
- the subject property appears to meet some of the locational requirements for consideration of a private school including fronting onto an arterial road (Major Mackenzie Drive West and being adjacent to an existing neighbourhood park to the east, Cordave Parkette in accordance with **Section 4.1.1.3** of the Plan;
- the applicant has submitted a Traffic Impact Study in support of the applications. However, as outlined previously, additional information has been requested to demonstrate the appropriateness of the existing single vehicular access among other transportation matters related to parking and on-site circulation. The adequacy of the proposed singular access, among other transportation related matters related to is critical in determining the appropriateness of the proposed private school use on the subject lands; and,
- the applicant must satisfactorily address comments and requirements identified by City departments and external agencies that have been requested to review the development proposal. It is noted that the application is still under review by a number of City departments and external agencies.

A comprehensive review and evaluation of the subject Official Plan and Zoning By-law Amendment applications will be conducted following the receipt of comments and feedback from all circulated City departments, external agencies, Council and the public. Staff will continue to review the form, content and appropriateness of the proposed draft Official Plan and Zoning By-law Amendments, including the site specific uses, and standards requested by the applicant. This detailed review will be completed in advance of and addressed as part of a recommendation report to be prepared for a future Council meeting.

Financial Implications:

The recommendation of this report does not have any financial, staffing or other implications.

Relationship to Strategic Plan 2024-2027:

The recommendation of this report does not have any direct implications with respect to Council's 2024 – 2027 Strategic Plan. An overview of how the subject applications aligned with the Strategic Plan will be included in a future recommendation report to

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Council following a comprehensive review and evaluation of the applicant's development proposal.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. All attachments have been reviewed and made accessible. If you require an alternative format please call the contact person listed in this document.

- Appendix "A", Applicant's Proposed Draft Official Plan Amendment
- Appendix "B", Applicant's Proposed Draft Zoning By-law Amendment
- Appendix "C", Infrastructure Planning and Development Engineering Division Comments dated May 2, 2025
- Map 1, Aerial Photograph
- Map 2, Neighbourhood Context
- Map 3, Official Plan Designation
- Map 4, Existing Zoning
- Map 5, Existing Elevations

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Report Approval Details

Document Title:	SRPBS.25.069 - 11 Headdon Gate.docx
Attachments:	<ul style="list-style-type: none">- Appendix A.pdf- Appendix B.pdf- Map 1 - Aerial Photograph.docx- Map 2 - Neighborhood Context.docx- Map 3 - Existing Zoning.docx- Map 4 - Existing Official Plan.docx- Map 5 - Proposed Site Plan.docx- Map 6 - Proposed Elevations.docx
Final Approval Date:	May 30, 2025

This report and all of its attachments were approved and signed as outlined below:

Deborah Giannetta - May 22, 2025 - 12:00 AM

Gus Galanis - May 22, 2025 - 8:41 AM

Darlene Joslin - May 30, 2025 - 3:09 PM