



Planning and Building Services Department
Heritage and Urban Design (HUD)

April 22, 2025

Memo To: Darren Ding, Planner II
Memo From: Michelle Wong, Senior Urban Designer
Subject: Zoning By-Law Amendment
Applicant Name: JKO Planning Services
Municipal Address: 114 Centre Street West
City File No.: ZBLA-25-0004
Related City File No.: SUB-25-0002, CON-25-0003

Thank you for the opportunity to review the above noted Planning Act application and its accompanying supporting materials circulated to the Heritage and Urban Design (HUD) section. Heritage and Urban Design staff have reviewed the materials in the first submission in accordance with the City's *Official Plan* (OP) and Council approved *City-wide Urban Design Guidelines* (UDGs).

Proposal Summary:

The application is a request for approval of a Zoning By-law Amendment (ZBLA) to permit the demolition of an existing single detached dwelling and the construction of two single-detached dwellings and four semi-detached dwellings on a single lot. The subject lands are designated as *Neighbourhood* in the City's Official Plan and are located within the Village Core Neighbourhood.

General Comments:

The proposed infill development does not align with the intended character and vision outlined for the Village Core Neighbourhood. As part of the formal Zoning By-law Amendment (ZBLA) submission review, Urban Design staff have provided the following comments, which address key aspects including the overall vision for the Village Core and setback requirements.

Detailed Comments:

A) Urban Design Brief		
Issue	HUD Staff Comments	Reference
1. Urban Design Brief	Urban Design staff does not support the applicant's rationale in the Urban Design Brief, which proposes a contextually sensitive infill development aimed at introducing a greater variety of built forms within the established neighbourhood. While Urban Design supports growth and intensification, such development must be contextually appropriate and consistent with the intended character and vision of the area. In this case, the proposal does not align with the planned vision for the Village Core Neighbourhood (VCN) where there is a clear intent to maintain and preserving the openness of surrounding yards.	VCNDG-6.2 OP 3.1.3
B) Public Realm Interface		
Issue	HUD Staff Comments	Reference
1. Vision for the Village Core Neighbourhood Area	<p>The proposed infill development does not align with the intended character and vision of the VCN. The Village Core Neighbourhood Design Guidelines (VCNDG) aim to establish an appropriate relationship between buildings and their lots by maintaining the traditional range of building-to-lot proportions, ensuring houses are appropriately scaled and preserving the openness of surrounding yards.</p> <p>While the VCN is intended to support single detached dwellings fronting onto the main street, the application proposes additional semi-detached units located at the rear of the lot, without appropriate visibility or relationship to the street. This approach is not consistent with the planned character of the area.</p> <p>Staff is unable to support this form of intensification, as it introduces development in a manner that does not reflect the established structure, character, and intent of the neighbourhood. Future development should be oriented and sited to front onto public streets to strengthen wayfinding, enhance navigation, and create new public views that reinforce the vision for the VCN. This approach will help ensure a contextual fit and preserve the area's unique historical character.</p>	VCNDG-6.2 OP 3.1.3 OP 3.4.1.24
2. Setbacks	Side yard setbacks for infill developments within the VCN are intended to be generous to maintain the openness and character of the neighbourhood. In accordance with the VCNDG, no side yard setback shall be less than 2.0 metres.	VCNDG-6.2.16 UDG 6.3.23

B) Public Realm Interface

Issue	HUD Staff Comments	Reference
	<p>The proposed special provisions in the draft zoning by-law for semi-detached dwellings, which introduce a minimum exterior side yard setback of 0.95 metres, conflict with this direction. Urban Design does not support the reduced setback, as it undermines the intended character and vision outlined in the VCNDG.</p> <p>Future development within the VCN should continue to preserve the openness of individual yards, ensuring that buildings are surrounded by landscaped spaces on all sides, including the front, side, and rear yards. As proposed, the setbacks are not appropriate and do not conform to the principles set out in the VCNDG.</p>	

For future submissions, please have the applicant indicate how the comments in this memorandum have been addressed using a chart or spreadsheet format. Relevant drawing packages and any additional supporting materials that are required to address the comments above, or where changes are proposed, shall be provided in subsequent submissions.

Regards,



Michelle Wong

Senior Urban Designer

Heritage and Urban Design Section,
Policy Planning Division,
Planning and Building Services Department,
4th Floor, 225 East Beaver Creek Road