



Staff Report for Council Public Meeting

Date of Meeting: September 23, 2025

Report Number: SRPBS.25.085

Ward: 4

Department: Planning and Building Services

Division: Development Planning

Subject: **SRPBS.25.085 - Request for Comments - Zoning
By-law Amendment Application - 2717632
ONTARIO LTD. - City File ZBLA-25-0016**

Owner:

2717632 Ontario Ltd.
610 Bowes Road, Unit 3
Vaughan, ON
L4K4A4

Agent:

JKO Planning Services Inc.
27 Fieldflower Crescent
Richmond Hill, ON
L4E 5E9

Location:

Legal Description: Part of Lot 28, Plan 1999
Municipal Address: 491 Elgin Mills Road West

Purpose:

A request for comments concerning a Zoning By-law Amendment application to permit a residential development to be comprised of four (4) semi-detached dwellings on the subject lands.

Recommendation(s):

- a) **That Staff Report SRPBS.25.085 with respect to the Zoning By-law Amendment application submitted by 2717632 Ontario Ltd. for lands known as Part of Lot 28, Plan 1999 (Municipal Address: 491 Elgin Mills Road West), City File ZBLA-25-0016, be received for information purposes only and that all comments be referred back to staff.**

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Contact Person(s):

- Diya Matroja, Planner I, Development Planning, 905-747-6470
- Matthew Shilton, Manager of Development Planning, 905-771-6312
- Deborah Giannetta, Director of Development Planning, 905-771-5542
- Gus Galanis, Commissioner, Planning and Building Services, 905-771-9966

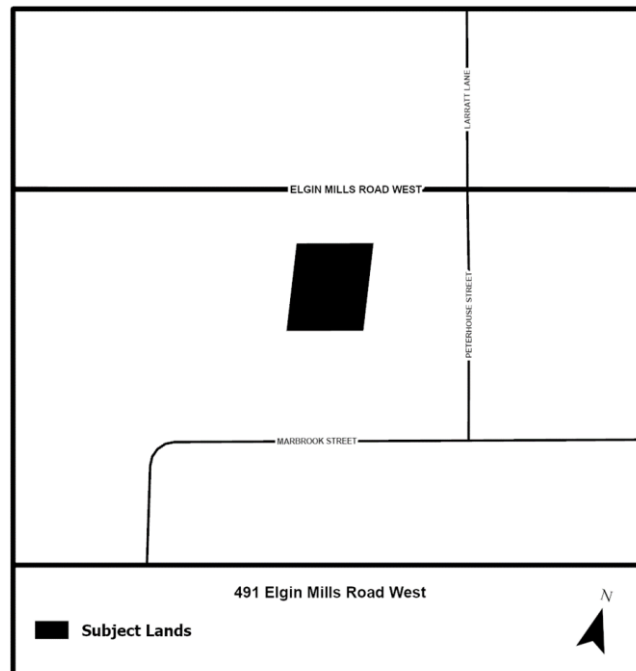
Report Approval:

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 reports approval are attached.

Key Messages:

- the applicant is seeking approval of a Zoning By-law Amendment application to permit a residential development to be comprised of four (4) semi-detached dwellings on the subject lands; and,
- 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*.

Location Map:



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Background:

The subject Zoning By-law Amendment application was deemed complete by the City on June 16, 2025. The applications and supporting materials were subsequently 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 on the south side of Elgin Mills Road West, west of Peterhouse Street. The lands have a frontage of approximately 31.38 metres (102.95 feet) along Elgin Mills Road West and a total lot area of approximately 0.11 hectares (0.27 acres). The lands currently support a single detached dwelling that is to be demolished to facilitate the proposed development, mature trees and vegetation in the front and rear yards, and, a ditch in the front yard. The lands abut single detached dwellings to the immediate east, south, and west, as well as single detached dwellings to the north across Elgin Mills Road West (refer to Maps 1 and 2).

Development Proposal

The applicant is seeking Council's approval of their Zoning By-law Amendment application to permit a residential development to be comprised of four (4) semi-detached dwellings on its land holdings. Access is proposed via a single access onto Elgin Mills Road West to an interconnected driveway to each of the proposed dwellings (refer to Maps 7 and 8). The following is a summary table outlining the relevant statistics of the applicant's development proposal based on the plans and drawings submitted to the City:

- **Proposed Lot Frontages:** 7.84 metres (25.72 feet)
- **Proposed Lot Areas:**
 - **Lot 1:** 281.74 square metres (3,032.62 square feet)
 - **Lot 2:** 281.59 square metres (3,031.01 square feet)
 - **Lot 3:** 281.43 square metres (3,029.29 square feet)
 - **Lot 4:** 281.27 square metres (3,027.57 square feet)
- **Proposed Dwelling Units:** 4
- **Proposed Building Heights:** 3 Storeys / 10.67 metres (35 feet)

Zoning By-law Amendment Application

The applicant is seeking Council's approval of their Zoning By-law Amendment application to amend the provisions of the **Single Family Six (R6) Zone** under By-law 2523, as amended, to permit semi-detached dwellings as a permitted use on the subject lands and to introduce site-specific development standards to facilitate the proposed development.

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Supporting Documentation

- Cover Letter;
- Survey;
- Parcel Register;
- Development Charges Certificate;
- Development Application Summary;
- Draft Zoning By-law Amendment;
- Planning Justification Report;
- Site Plan;
- Floor Plans;
- Elevations;
- Arborist Report;
- Landscape Plan;
- Tree Inventory and Preservation Plan;
- Servicing Allocation Request Letter;
- Stage 1 and Stage 2 Archaeological Assessment;
- Sustainability Metrics Summary;
- Vehicle Turning Movement Analysis; and,
- Sustainability Proximity Map

Planning Analysis:

City of Richmond Hill Official Plan

The lands are designated **Neighbourhood** in accordance with Schedule A2 - Land Use of the City's Official Plan (the "Plan") (refer to Map 3). In accordance with **Section 4.9.1** of the Plan, uses permitted within the **Neighbourhood** designation include low density residential uses, such as single and semi-detached dwellings, medium density residential uses including townhouse dwellings, and various other land uses subject to specific criteria.

Further, in accordance with **Section 4.9.2** of the Plan, development shall be compatible with the character of the adjacent and surrounding areas with respect to patterns of streets, blocks, and lanes; size and configuration of lots; massing, including consideration of height, scale, density and dwelling types of nearby properties, the location, design and elevations relative to driveways and garages, setbacks of buildings from the street, patterns of front, rear and side yard setbacks and landscaped open space areas, and, preservation of mature trees and landscape and greenspace features.

The subject lands are also located within a Priority Infill Area without a Council Approved Infill Study, as identified on Appendix 9 (Priority Infill Areas) of the Plan (refer to Map 4). As set out in **Section 4.9.1.1** of the Plan, Council may require the approval of an infill study, tertiary plan or concept plan to guide infill development in accordance with the policies of this Plan.

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The subject lands are also located within the **Settlement Area** of the Oak Ridges Moraine (the “ORM”) in accordance with the *Oak Ridges Moraine Conservation Plan* (the “ORMCP”). Further, in accordance with **Policy 3.2.1.1 (18)** of the Plan, all uses which are otherwise permitted under the Plan, including the creation of new lots, shall be permitted within the **Settlement Area**.

Zoning By-law

The subject lands are zoned **Single Family Six (R6) Zone** under By-law 2523, as amended (refer to Map 5). Permitted uses in the **R6 Zone** category include single detached dwellings, home occupations, and private home day cares subject to specific building and lot standards. As semi-detached dwellings as proposed are not permitted in the **R6 Zone** category, the applicant is seeking Council’s approval to amend the provisions of the **R6 Zone** under By-law 2523, as amended, to permit semi-detached dwellings as a permitted use on the subject lands, along with site specific provisions to facilitate the development proposal (refer to Appendix A).

Further to the above, it should be noted that the subject lands are proposed to be zoned **Neighbourhood Mixed Use (NMU) Zone** under the City’s new Comprehensive Zoning By-law (CZBL). Permitted uses in the proposed **NMU Zone** category include single and semi-detached dwellings, townhouse dwellings, multiplex dwellings, special residential uses among other related uses subject to specific building and lot standards. As the proposed development will be considered following the passing of the CZBL, some or all of the proposed site specific zone standards to facilitate the proposed development may change and/or may no longer be required to facilitate the proposed development.

Outlined below is a summary of the applicable development standards within the **R6 Zone** under By-law 2523, as amended relative to the site-specific provisions proposed by the applicants highlighted in bold:

Development Standard	R6 Zone Standards By-law 2523, as amended	Proposed Site Specific Standard
Minimum Lot Frontage	15 metres (49.21 feet)	7.84 metres (25.72 feet)
Minimum Lot Area	502 sq. metres (5,403.48 sq. feet)	281.74 sq. metres (3,032.62 sq. feet) 281.59 sq. metres (3,031.01 sq. feet) 281.43 sq. metres (3,029.29 sq. feet) 281.27 sq. metres (3,027.57 sq. feet)
Minimum Front Yard Setback	4.5 metres (14.76 feet)	Complies
Minimum Side Yard Setback	1.5 metres (4.92 feet)	1.24 metres (4.07 feet)
Minimum Rear Yard Setback	7.5 metres (24.61 feet)	6.52 metres (21.39 feet) 5.8 metres (19.03 feet) 6.69 metres (21.95 feet) 5.97 metres (19.59 feet)
Maximum Height	11 metres (36.09 feet)	Complies
Maximum Lot Coverage	40%	40.87% 40.89% 40.97% 40.99%

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The appropriateness of the proposed zone category, land uses, development standards, as well as the need for additional development standards and/or restrictions will continue to be evaluated against the current by-law as well as the CZBL through the review of the submitted development application with regards to policy conformity, compatibility, design and function.

City Department and External Agency Comments:

The subject Zoning By-Law Amendment application and supporting background studies and reports have been circulated to various City departments and external agencies for their review and comment.

Comments have been received from the City's Heritage and Urban Design Section, Park and Natural Heritage Planning Section, Infrastructure Planning and Development Engineering Division, Building Division - Zoning Section, Community Services - Waste Management Section, York Region District School Board, Alectra Utilities, Toronto and Region Conservation Authority, and Enbridge Gas. These City departments and external agencies have provided comments to be considered by the applicants as part of a resubmission and during the more detailed implementation stage of the approval process.

The application remains under review by the City's Financial Services Division, Regional Municipality of York, Bell Canada, and Canada Post.

Development Planning Division

Planning staff has completed a preliminary review of the applicant's development proposal, including plans and materials submitted in support of the proposed development. In consideration of the policies of the Plan that are relevant to the evaluation of the proposed development, staff provides the following preliminary comments:

- in accordance with **Section 4.9.1** of the Plan, the proposed semi-detached dwellings are permitted under the **Neighbourhood** designation;
- the subject lands are located within an identified Priority Infill Area. Since there is no Council approved Infill Plan or Tertiary Plan for this area, the applicant's development proposal will be evaluated based on the applicable compatibility and design policies of the Plan;
- the applicant is proposing to maintain the existing **R6 Zone** category with site specific permissions to permit the proposed semi-detached dwelling units. However, the **R6 Zone** category does not permit semi-detached dwellings and therefore does not include associated development standards for this dwelling type. Accordingly, staff recommends that the applicant consider the **Fourth Density Residential (R4)** zone category to facilitate the proposed development;
- revised drawings with additional information are required so as to allow for a complete zoning review of the appropriateness and determination of the site specific development standards required to facilitate the proposed development. The additional information includes, but is not limited to, setback dimensions, encroachments, driveway widths and front landscaping calculations. Further, the

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applicant is required to also provide a draft Zoning By-law Amendment to the CZBL to identify what relief may be required to the CZBL in order to facilitate the proposed development;

- staff have significant concerns with the proposed single point of access and interconnected driveway proposed to support this development given the proposed dwellings are freehold tenure. The applicant shall revise the proposal to provide independent access to each of the proposed dwellings;
- the applicant shall consider pairing the driveways to maximize landscaping within the front yard and consolidate accesses where feasible and appropriate;
- road widening requirements, tree removals in the Regional road allowance (Elgin Mills Road West), alteration to the existing ditch if required, and the appropriateness of the proposed access and its configuration are required to be reviewed and approved by the Region of York; and,
- the applicant must satisfactorily address comments and requirements identified by City departments and external agencies that have been requested to review the applicant's development proposal.

Financial Implications:

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

Relationship to Strategic Plan 2024-2027:

The recommendations of this report do not have any direct implications with respect to Council's Strategic Plan. An overview of how the subject application is aligned with the Strategic Plan will be included in a future recommendation report to Council following a comprehensive review and evaluation of the applicants' 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 Draft Zoning By-law Amendment
- Map 1 - Aerial Photograph
- Map 2 - Neighbourhood Context
- Map 3 - Official Plan Designation
- Map 4 - Priority Infill Area
- Map 5 - Existing Zoning
- Map 6 - Proposed Site Plan
- Map 7 - Proposed Elevations

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Report Approval Details

Document Title:	SRPBS.25.085 - Request for Comments - 491 Elgin Mills Road West - City File ZBLA-25-0016.docx
Attachments:	<ul style="list-style-type: none">- SRPBS.25.085 - Appendix A Draft Zoning By-law Amendment.pdf- SRPBS.25.085 - Map 1 - Aerial Photograph.docx- SRPBS.25.085 - Map 2 - Neighbourhood Context.docx- SRPBS.25.085 - Map 3 - Official Plan Designation.docx- SRPBS.25.085 - Map 4 - Priority Infill Area.docx- SRPBS.25.085 - Map 5 - Existing Zoning.docx- SRPBS.25.085 - Map 6 - Proposed Site Plan.docx- SRPBS.25.085 - Map 7 - Proposed Elevations.docx
Final Approval Date:	Sep 5, 2025

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

Deborah Giannetta - Sep 4, 2025 - 9:46 AM

Gus Galanis - Sep 4, 2025 - 9:47 AM

Darlene Joslin - Sep 5, 2025 - 8:28 AM