



**Building and Planning Department**

Planning Division

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Date: February 6, 2026

**Application No.: B13-25 & B14-25**

## **RECIRCULATION NOTICE**

### **City of Stratford – Committee of Adjustment Notice of Public Hearing Pursuant to Section 53 of the *Planning Act R.S.O 1990, Ch. P.13.***

TO: All assessed persons within 60 metres of subject property and all applicable agencies as required under the provisions of the Planning Act.

#### **Subject Property:**

Owner: Ken & Shirley Gene

Agent: Caroline Baker

Location: 601-603 Downie Street, legally described as PLAN 402 LOT 6, in the City of Stratford.

Zoning: R2(1) – Residential Second Density

Official Plan Designation: Residential Area

Road Classification: Downie Street – Arterial Road

#### **Purpose and Effect of Application B13-25**

The purpose of application B13-25 is to sever the southern portion of the lands, municipally known as 603 Downie Street. The proposed lot would have an approximate frontage of 10.98 m, depth of 30.48 m, and an area of 334.7 m<sup>2</sup>. The lands to be severed currently contain a semi-detached dwelling unit and would have frontage and road access to Downie Street. The lands to be retained (601 Downie Street) also contain a semi-detached dwelling unit and would have an approximate frontage of 10.97 m, depth of 30.52 m and an area of 334.6 m<sup>2</sup>. The lands to be retained would have frontage and road access to Downie Street.

#### **Purpose and Effect of Application B14-25**

The purpose and effect of application B14-25 is to create a blanket servicing easement over 601 Downie Street (retained lands) in favour of 603 Downie Street (severed lands).

**Background:** In 2023, the owner applied for Application for Consent B10-23 which was conditionally approved by the Committee of Adjustment. Considering all conditions were not satisfied within 2 years of the Committee's decision, the consent approval lapsed, consistent with the Planning Act. Application B13-25 proposes the same lot configuration

as B10-23. Consent Application B14-25 is a new application for a blanket servicing easement.

**Other Planning Applications:** N/A

The Committee of Adjustment forms its opinion through its detailed review of all material filed with an application, public feedback prior to the meeting, deputations made at a public hearing and a report from staff.

If you wish to be notified of the decision of the Committee of Adjustment in respect to these applications, you must submit a written request before the Committee of Adjustment makes a decision. Requests are to be made to the Secretary Treasurer of the Committee of Adjustment, Eva Baker by emailing: [ebaker@stratford.ca](mailto:ebaker@stratford.ca). This will also entitle you to be advised of a possible Ontario Land Tribunal hearing. Even if you are the successful party, you should request a copy of the decisions since the Committee of Adjustment decisions may be appealed to the Ontario Land Tribunal by the applicant, Minister, specified person or public body.

The Minister, specified person or public body may appeal decisions in respect of applications of the Committee of Adjustment to the Ontario Land Tribunal. If a specified person or public body that files an appeal to a decision of the Stratford Committee of Adjustment in respect of the application does not make written submission to the Stratford Committee of Adjustment before it gives or refuses to give an approval, the Ontario Land Tribunal may dismiss the appeal.

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The public hearing for these matters will be held on **Wednesday February 18, 2026 at 4:00 p.m.** in the **Stratford City Council Chamber (upper level), located at 1 Wellington Street, Stratford.**

The Staff Report will be available upon request on the Friday before the meeting. To request a copy, please contact the Building and Planning Department by phone at (519) 271-0250 ext. 5345, or by email at [planning@stratford.ca](mailto:planning@stratford.ca). Your opinion on these applications is important. Those wishing to participate in the planning process are strongly encouraged to send their comments, questions, or concerns to the Planning Division by **February 11th, 2026**.

**The comments that were provided in the original circulation of the applications remain in effect and are still valid in that there is no need to respond to City Planning unless you are providing supplementary comments.**

**For additional information about this application, please contact the Planner assigned to this file, Ryan Queenan, at (519)-271-0250 ext. 5339 or [rqueenan@stratford.ca](mailto:rqueenan@stratford.ca).**

If you receive this notice and are the owner of any lands that contain seven or more residential units in close proximity to the subject lands, please contact the assigned Planner. Regulations in the Planning Act require the owner to post this notice in a location that is visible to all residents.

Personal information collected as part of this Notice is pursuant to the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act, and will be used to assist in making a decision on this application. Names, addresses, opinions and comments will be made available for public disclosure. Questions regarding the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford ON, N5A 6W1, or by telephone at 519-271-0250 ext. 5237 during business hours.

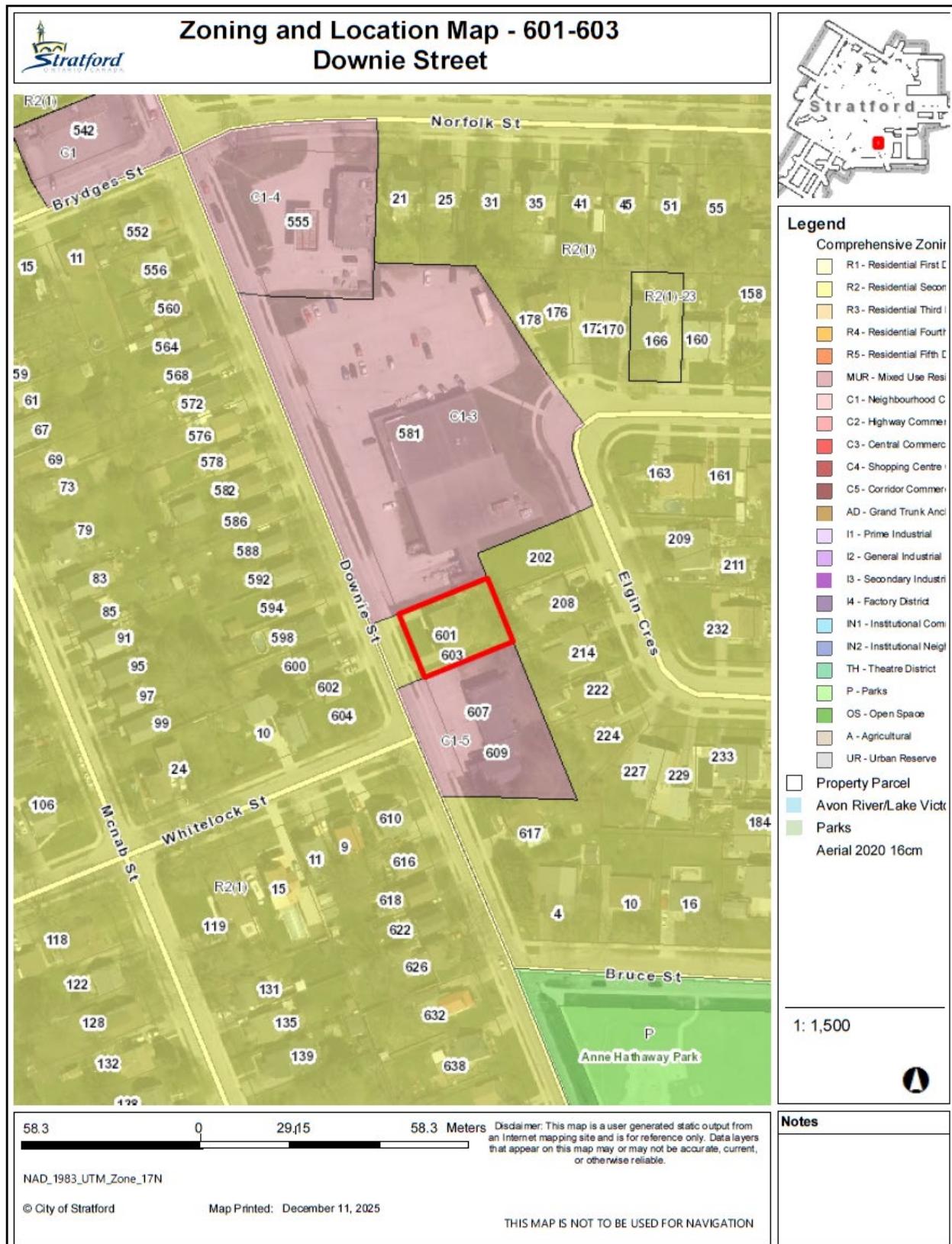


If you require this document in an alternate format, contact City Hall at 519-271-0250 ext. 5237, or email: [clerks@stratford.ca](mailto:clerks@stratford.ca).

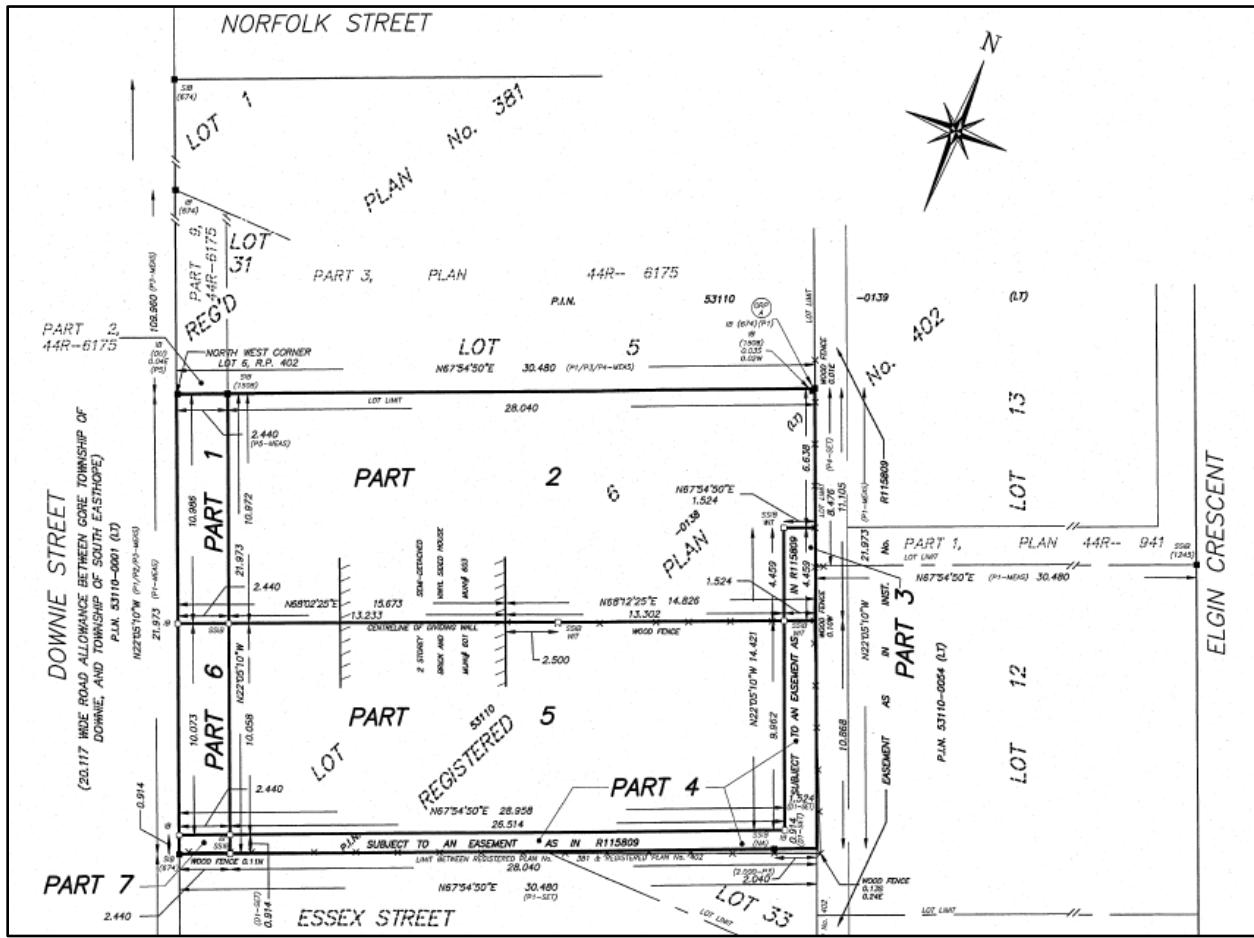
The purpose of the attached application documents is to provide context for the proposal. Requests for enlarged copies of these documents can be sent to [planning@stratford.ca](mailto:planning@stratford.ca).



**Zoning & Location Map**  
**File # B13-25 & B14-25**  
**601-603 Downie Street**



**Severance Sketch**  
**File # B13-25 & B14-25**  
**601-603 Downie Street**



The purpose of this site plan is to provide context for the proposal. Staff understand that the detailed notations and measurements may not be visible. If you would like an enlarged copy of the plan with the visible details, please reach out to [planning@stratford.ca](mailto:planning@stratford.ca).

