



Planning and Growth

Development Planning

50 Dickson Street, 3rd Floor, P.O. Box 669

Cambridge ON N1R 5W8

Tel: (519) 621-0740 ext. 4697

Fax: (519) 622-6184

Application No.: A08/26

Meeting Date: March 11, 2026

Ward No.: 6

Property Owner: Kevin Woolley

Applicant: Kevin Woolley

Municipal Address: **50 Albert Street**

General Information:

Zoning By-law 150-85 Provisions: R4

Zoning By-law 2026-007 Provisions: R1

Official Plan Designation: Low / Medium Density Residential

Adjacent By-law 150-85 Zoning: R4

Adjacent By-law 2026-007 Zoning: R1 and R2

Adjacent Land Use: Low / Medium Density Residential

Existing Use: Residential

Proposed Use: Residential

Proposal:

The Applicant is seeking relief from Zoning By-law 150-85 to permit:

1. A 0.6m detached additional residential unit side yard setback, whereas the Zoning By-law requires a minimum side yard setback of 1.2m [3.1.1.11.2.1(i)];
2. A 1.87m detached additional residential unit setback to the principal building, whereas the Zoning By-law requires that detached additional residential units are setback a minimum of 3.0m from the principal dwelling [3.1.1.11.2.1(i)];

Note: On February 3, 2026, Cambridge City Council approved the new Zoning By-law **26-007**. The by-law is currently within its appeal period and is therefore **not yet in full force and effect**.

Once it does come into force, the applicant is advised that the proposed development remains deficient in the new Zoning By-law 2026-007 for the following:

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1. A 0.6m detached additional residential unit side yard setback, whereas the Zoning By-law 2026-007 requires a minimum side yard setback of 1.2m [4.19.2(i)];
2. A 1.87m detached additional residential unit setback to the principal building, whereas Zoning By-law 2026-007 requires that detached additional residential units are setback a minimum of 4.5m from the principal dwelling [7.3A(4)].

The proposed minor variance would facilitate the conversion of an existing detached garage into a detached additional residential unit.

RECOMMENDATION:

City of Cambridge Planning Staff recommend **approval** of this Minor Variance Application, subject to the following condition:

1. That the proposed detached additional residential unit (ARU) be generally in keeping with the plans submitted with this Minor Variance Application.
2. That a servicing plan be prepared, to the satisfaction of City of Cambridge Development Engineering, detailing the location of the existing and proposed services for each lot.
3. That a grading plan be prepared, to the satisfaction of City of Cambridge Development Engineering, for the overall development, including proposed locations of roof leaders, rear yard catch basins (if required) and swales.

Staff Comments

City of Cambridge Development Planning Section:

The subject property is located west of Albert Street, north of Laneway 209, and currently contains a single detached dwelling and accessory structure.

Four Tests of a Minor Variance

Is the proposal desirable for the appropriate development and use of the lands?

It is generally desirable for property owners to reinvest in and improve their properties where such improvements can be made without creating adverse impacts on the surrounding neighbourhood. The requested variance would legalize the addition of an additional residential unit (ARU) to an existing detached garage. City GIS records indicate that the detached garage has existed

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on the property since at least 2000. The structure is being retained in its current form, with only interior alterations made to accommodate the ARU. No By-law complaints have been filed regarding the garage. For these reasons, staff are satisfied that this test is met.

Is the proposal minor in nature?

The proposed variances is deemed to be minor in nature as:

- No new construction is proposed. The intent of the variance is to legalize interior alterations made to an existing detached garage to accommodate an additional residential unit (ARU).
- All other Zoning By-law regulations are satisfied, including requirements for height, parking, and lot coverage.

Therefore, this test is met.

Does the proposed minor variance maintain the general intent and purpose of the Official Plan?

The City of Cambridge Official Plan designates the subject property as 'Low/Medium Density Residential'. Section 8.4.6 of the City's Official Plan permits a range of residential built forms within residentially designated lands, including accessory structures associated with the main residential use. Section 2.8 (e) of the Official Plan further promotes balanced residential intensification including individual lot intensification that is compatible with existing and permitted uses on neighbouring properties, as well as any other key natural and cultural heritage resources. The policies of the Official Plan promote and encourage different forms of residential intensification within the City of Cambridge, which includes the construction of ARUs as a form of gentle intensification. Staff have evaluated the compatibility of the proposal against the physical character of the neighbourhood and believe that it conforms with the general intent and purpose of the Official Plan.

Does the proposed minor variance maintain the general intent and purpose of the Zoning By-law?

Zoning Bylaw 150-85 (currently in effect)

The subject property is zoned R4 (Low Density Residential) under Zoning By-law 150-85, which permits single detached dwellings and additional residential units

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(ARUs). Section 3.1.1.11.2 of the Zoning By-law sets out the zone standards for ARUs. The intent of the setback regulations is to ensure adequate separation between residential properties to support privacy, access, maintenance, drainage, and overall amenity.

The applicant is requesting a minimum interior side yard setback of 0.60 m from the easterly lot line for the detached ARU, whereas a minimum setback of 1.2 m is required. A building separation distance of 1.87 m is also proposed between the detached ARU and the principal dwelling, whereas the By-law requires a minimum separation of 3 m.

Staff are of the opinion that the proposed 0.60 m setback is sufficient to mitigate potential drainage impacts on neighbouring properties. A condition has been included requiring a grading plan to ensure the structure will not create drainage issues. Staff also note that the southernmost portion of the existing detached structure is set back further, at 1.26 m from the side lot line.

Similarly, staff consider the proposed 1.87 m building separation adequate to ensure safe spacing between buildings and to limit the risk of damage during emergency response situations (e.g., fire). No objections were raised by internal departments concerning the proposed separation. Staff are of the opinion that the 1.87 m distance provides sufficient space for maintenance and movement between structures.

Zoning Bylaw 26-007 (new but not in force and effect)

Staff also note that the proposal would have the same deficiencies under the City's new Zoning By-law 26-007, passed by Council on February 3, 2026. The new By-law maintains the 1.2 m interior side yard setback requirement for detached ARUs and introduces a greater required setback of 4.5 m from the principal dwelling.

Although By-law 26-007 is currently within its appeal period and therefore not yet in full force and effect, the applicant is advised that these deficiencies would still apply once it comes into effect. Approval of this Minor Variance Application, however, will render the proposal compliant under both By-law 150-85 and the new By-law 26-007 once the latter is fully in force.

For these reasons, staff recommend that the Minor Variance application be approved, as outlined in the recommendation section of this report.

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The following may be required in the future:

- An access permit through Transportation Engineering prior to the removal of, alteration to or construction of any new accesses. The application for an access permit can be found on the City's website at www.cambridge.ca.
- A Private Tree Removal Permit or a Site Alteration Permit is required if any trees are to be removed. Refer to [Site Alteration By-law 23-103](#), Private Tree By-Law 23-105 and City Tree By-Law 71-06 (including amendment By-Law 21-068).
<https://www.cambridge.ca/en/learn-about/Forestry.aspx>
- A Demolition Control Permit is required to remove any legal residential dwelling unit. A replacement development must have certain approvals and applications submitted to the City at the time of applying for a demolition control permit. Application instructions are found online here: <https://www.cambridge.ca/en/build-invest-grow/Planning-Process.aspx>
- A demolition permit is required to remove any non-residential building exceeding 10 sq.m. (108 sq.ft.) in area. Applications can be made online here: <https://permits.cambridge.ca/>

OTHER COMMENTS

Regional Municipality of Waterloo

No comment.

Grand River Conservation Authority

No comment.

GrandBridge Energy

No comment.

- *Ken Redfern, Design Technician*

City of Cambridge Fire Department

No comment.

- Alison Wakefield

City of Cambridge Bylaw Section

No comment.

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- *Cameron Lattanville BA, Acting Manager of Municipal By-Law Compliance*

City of Cambridge Building Section

A building permit application is currently under review.

The accessory residential unit was constructed without a building permit.

- *Mark Ryan, Municipal Building Official IV*

City of Cambridge Transportation Engineering Section:

No comment.

- *Christine Kinahan, Transportation Engineering Technologist, Community Development – Engineering*

City of Cambridge Development Engineering Section

- The following services are available to the subject properties:
 - Albert St
 - 200 mm diameter watermain
 - 200 mm sanitary sewer
- All applicable work within the road allowance for the retained and severed lot, including but not limited to site services, curb cuts, driveway ramps and sidewalks, will be completed by the City at 100% Owner's expense.
- Consideration for drainage will be required to ensure no impacts on adjacent properties. A drainage easement may be required if the revised properties drain across each other.

Existing shed seems to encroach on property line.

Conditions

- That a servicing plan be prepared, to the satisfaction of City of Cambridge Development Engineering, detailing the location of the existing and proposed services for each lot.
- That a grading plan be prepared, to the satisfaction of City of Cambridge Development Engineering, for the overall development, including proposed locations of roof leaders, rear yard catch basins (if required) and swales.

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- *Kulveen Joginder, Project Engineer, Community Development - Engineering*

City of Cambridge Heritage Planner

No comment. No cultural or heritage resources present or affected.

- *Nick Borcescu, Senior Heritage Planner*

City of Cambridge Forestry

No comment.

- *Alex Bryski, Forestry Technician, Infrastructure Services - Operations*

City of Cambridge Environmental Planner

No comment.

- *Kathy Padgett, Senior Environmental Planner*

Six Nations of the Grand River (SNGR)

None received.

Canadian Pacific Railway (CP)

No comment.

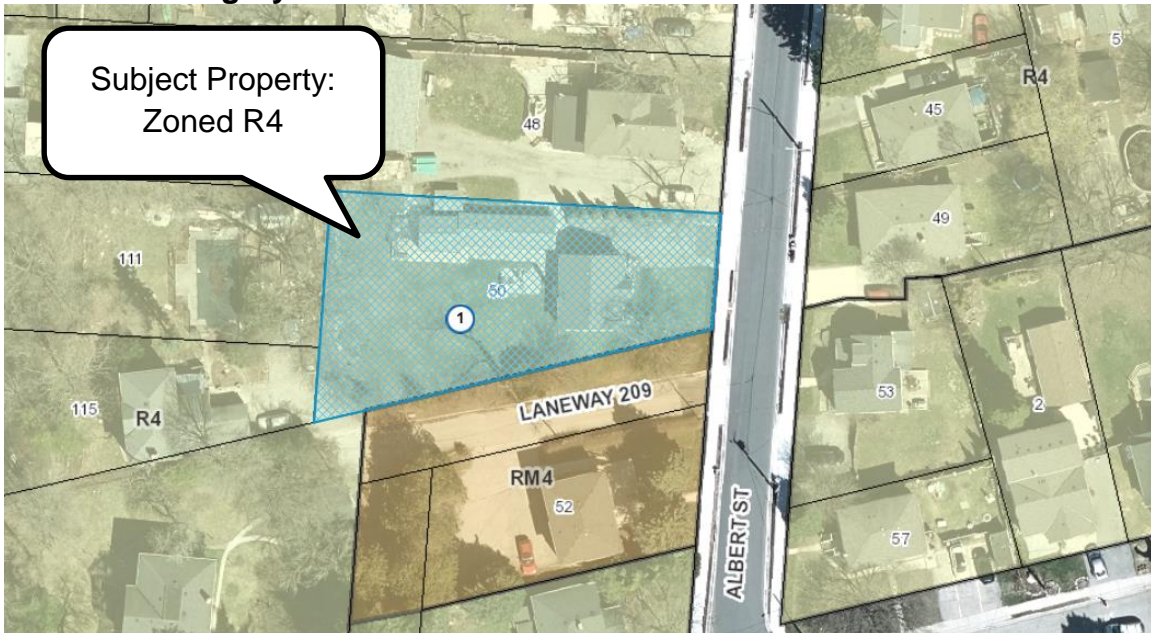
Canadian National Railway (CN)

No comment.

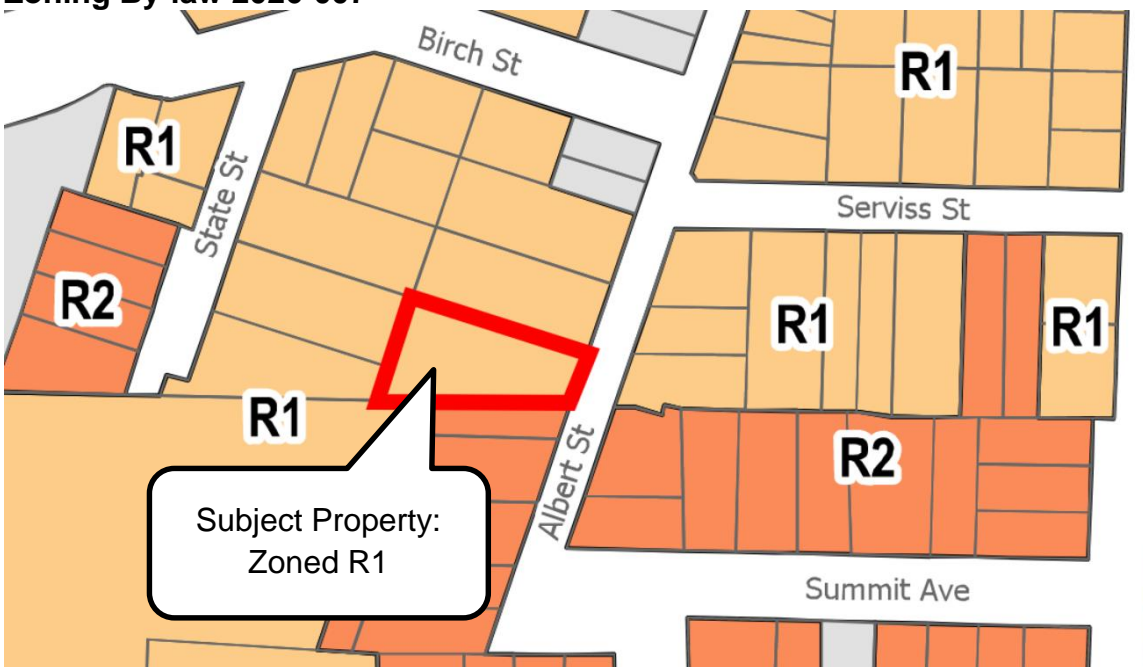
Public Comments

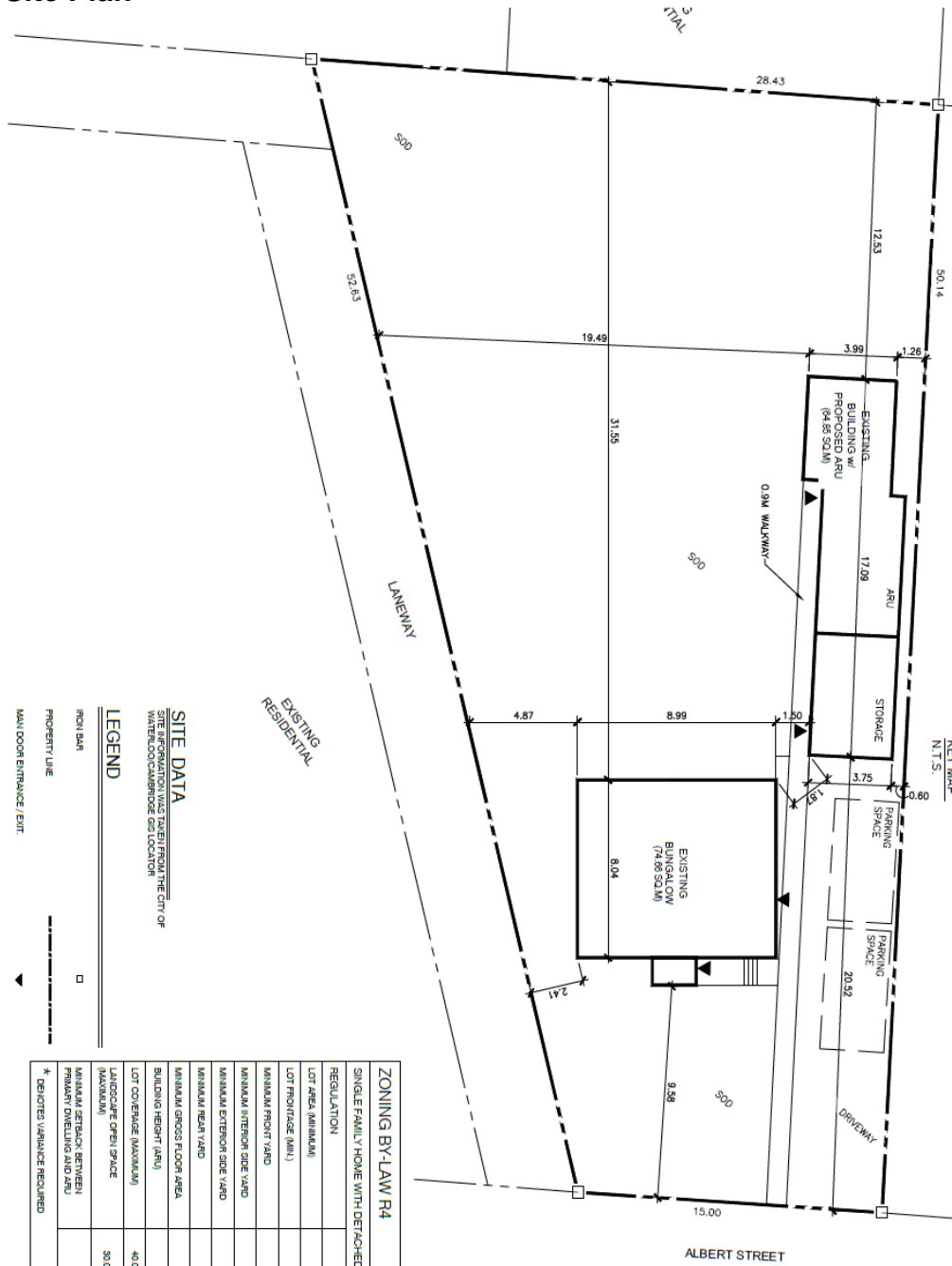
No formal written or oral feedback was received from the public prior to when this recommendation was prepared.

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Aerial & Zoning By-law 150-85



Zoning By-law 2026-007





SITE DATA
 SITE INFORMATION WAS TAKEN FROM THE CITY OF
 WATERLOO/CAMBRIDGE GIS LOCATION

LEGEND

- IRON BAR
- PROPERTY LINE
- MAIN DOOR ENTRANCE / EXIT

ZONING BY-LAW R4			
SINGLE FAMILY HOME WITH DETACHED ARU			
REGULATION	REQUIRED	PROPOSED	
LOT AREA (MINIMUM)	460.00 m ²	1088.84 m ²	
LOT FRONTAGE (MIN)	15.00 m	15.00 m	
MINIMUM FRONT YARD	6.00 m	10.66 m	
MINIMUM INTERIOR SIDE YARD	1.20 m	* 0.60 m	
MINIMUM EXTERIOR SIDE YARD	6.00 m	N/A	
MINIMUM REAR YARD	7.50 m	12.86 m	
MINIMUM GROSS FLOOR AREA	90.00 m ²	139.91 m ²	
BUILDING HEIGHT (ARU)	4.9 m	3.0 m	
LOT COVERAGE (MAXIMUM)	40.00%	180.00 m ²	13.1%
LANDSCAPE OPEN SPACE (MAXIMUM)	30.00%	135.00 m ²	88.9%
MINIMUM SETBACK BETWEEN PRIMARY DWELLING AND ARU	4.50 m		* 1.87 m

* DENOTES VARIANCE REQUIRED