

June 25, 2026

Town of Niagara-on-the-Lake
Planning Department, Committee of Adjustment
Town Hall Administration Building
1593 Four Mile Creek Road
P.O. Box 100
Virgil, ON
L0S 1T0

via email to: natalie.thomson@notl.com

Dear Members of the Committee,

**RE: Minor Variance Application
646 King Street, Niagara-on-the-Lake | Rear Mudroom Addition Proposal**

On behalf of *Willmott & Strickland Inc.*, and further to our pre-application consultation meeting with CoA Secretary-Treasurer Natalie Thomson, Planner Alex Boekestyn, Heritage Planner Garrett France-Wyllie and Zoning Technician Darka Jensen on June 16, 2026, please accept the following Minor Variance Application for the residential property located at 646 King Street, Niagara-on-the-Lake, Ontario, L0S 1J0.

In accordance with Zoning By-law 4316-09, as amended, and the requested information outlined by Natalie & Alex during our meeting, we enclose the following documents for the proposed mudroom addition at the above noted property:

- Minor Variance Application Form
- Cultural Heritage Value/Interest Designation (By-law No. 4361-10, Schedules A & B)
- Tree Protection Declaration Form
- Proposed drawings (ie. site plan & statistics, ground floor plan, elevations, perspective views)

Property Facts:

- Zone R1 of Zoning By-law 4316-09, as amended
- Part IV of Ontario Heritage Act
- Old Town Community Zoning District
- Property designated as "Cappon-Cash House"

Project Proposal:

We are proposing a new 1-storey rear mudroom addition on the property. The proposed construction aims to create a functional and welcoming transition space between the interior kitchen of the existing dwelling as well as the garage (Heritage Permit File No. HER-50-2025) and backyard. Offering spatial opportunities to comfortably pause, remove/store outdoor items, and stay organized upon arrival is intended through the realization of this proposal which is not currently provided on site.

We are seeking the following minor variances:

- 1) To permit the construction of a rear single storey addition with a minimum rear setback of 6.12m whereas the minimum rear yard setback requirements for the R1 Zone as established in the Zoning By-law is 7.5m.
- 2) To permit the construction of an uncovered deck and steps with a maximum projection of 2.1m whereas the permitted maximum encroachment is 1.5m in the R1 Zone.

The proposed mudroom is modest in nature. The distance from the existing dwelling to the allowable rear yard setback is approximately 1.3m which is not sufficient space to accommodate a functional mudroom for the intended use of this addition proposal. The mudroom has been developed with careful consideration to the architectural and heritage context of the property. The proposal aims to complement the existing Regency cottage style visible along the adjacent public streetscape, while also preserving existing landscape features wherever feasible by locating the new mudroom addition at the rear entrance of the existing dwelling. Furthermore, the height of the proposed rear addition measures 4.5m from average finished grade to the highest ridge of the hipped roof. This height is below the maximum permitted height of 10.0m for a primary building under the applicable zoning provisions.

The proposed uncovered deck lines up with the rear face of the mudroom with steps to the rear. The proposed deck provides a comfortable seating arrangement, and the height does not create any overlook concerns nor impact the immediate neighbour.

The design adheres to the heritage conservation policies and guidelines set out in the Old Town Heritage Conservation District Plan. Exterior materials, colours and finishes have been selected to harmonize and complement the style of the existing residence, including painted board & batten wood siding, an asphalt shingled hipped roof, cornice moulding, painted wood trim details, and large windows featuring muntins.

In conclusion, the overall intent is to introduce a functional and visually compatible addition that remains subordinate to the principal dwelling while being fully consistent with the established heritage character of the property and surrounding area. In our opinion, the various treatments of the addition mitigate its impact on the neighbourhood. It is desirable for the appropriate development in the neighbourhood, it is in keeping with the general intent and purpose of the zoning by-law and it is minor in nature.

Sincerely,

WILLMOTT & STRICKLAND INC.



Samantha Turchyn, B.Arch.Sc, M.Arch.
Intern Architect
samantha@willmottstrickland.ca