



DATE:	Tuesday, November 4, 2025
APPLICATION TYPE:	Zoning By-law Amendment (the "Application")
OWNER:	Jetport Management Group Inc (Serge Portnoy) (the "Owner")
AGENT:	Deborah Alexander, Alexander Planning Inc.
LOCATION (WARD):	146 Doncaster Avenue (the "Subject Lands") Ward 1
FILE NUMBER:	PLAN 25 135386
PREPARED BY:	Theo Ako-Manieson, ext. 2383, Planner I, West District
REVIEWED BY:	Rick Cefaratti, RPP, MCIP, Manager, West District Stephen Lue, RPP, MCIP, Senior Manager, Development
PROPOSAL:	To convert the existing residential dwelling to an office with a new rear addition (the "Proposed Development")

PURPOSE

This preliminary information pertains to the Application submitted by the Owner and contains general information on the applicable Official Plan policies and the identified issues and should not be taken as Staff's opinion or recommendation.

PROCESS TO DATE

Staff received the Application on September 12, 2025, and deemed it complete on September 12, 2025. The 90-day period set out in the [Planning Act](#) before the Owner can appeal to the Ontario Land Tribunal for a non-decision end on December 11, 2025.

NEXT STEPS

- The Statutory Public Meeting is scheduled for November 4, 2025
- Recommendation Report for consideration by the Development Services Committee ("DSC") if required
- In the event of an approval, enactment of the site-specific Zoning By-law Amendment
- Submission of a future Site Plan Control application

BACKGROUND

Figures 2 to 6 show the 0.67 ha (1.65 ac) Subject Lands, located west of Doncaster and Henderson Avenues, currently developed with a single detached dwelling. Figure 3 shows the surrounding land uses.

The Proposed Development includes a business office with the following, as shown in Figure 6

- Office Gross Floor Area: 273.16 m² (2940 ft²)
- Floor Space Index: 0.41 FSI (Official plan permits a maximum density of 0.5 FSI)
- Parking Spaces: 10 on-site parking spaces provided with 1 Type A barrier-free accessible space at the front of the Subject Lands.

A Zoning By-law Amendment application is required to permit the Proposed Development

The Proposed Development is subject to By-law 2024-19, as amended, and shown in Figure 2.

- Current Zone: “Residential Low Rise”
- Permissions: Detached and semi-detached dwellings, duplexes, townhouses, community facilities
- 2024-19 Zone: “Residential Established Neighbourhood Low Rise”
- Proposal: The Owner proposes to amend By-law 2024-19 to permit a business office (accounting office) with additional on-site parking as a site-specific provision in the Residential Low-Rise zone, subject to the review of a site-specific development application for zoning approval, in accordance with Section 9.18.16 of the 2014 Official Plan.

Staff identified the following preliminary list of matters that will be assessed through the review of the Application, including other matters and issues, and addressed in a future Recommendation Report to the DSC (if required)

a) Conformity and Consistency with Provincial, and York Region and City Official Plan

- i) Review of the Proposed Development in the context of the existing policy framework, regarding the Site-Specific Policies established in Section 9.18.16 of the 2014 Official Plan.

b) Parkland Dedication and Other Financial Contributions

- i) The Application will be reviewed in consideration of the appropriate amount of parkland dedication and/or cash-in-lieu of parkland, public art contribution, and other financial contributions.

c) Allocation and Servicing

- i) If required, the availability of water and sanitary servicing capacity for the Proposed Development must be identified and allocated by Council if the Application is approved.

d) Review of the Proposed Development will include, but not limited to, the following:

- i) Examination of whether the built form, and land use proposed are appropriate.
- ii) Evaluation of the compatibility with existing and planned development within the surrounding area.

- iii) Transportation assessments within and around the Subject Lands that include, but not limited to, capacity analysis, mobility safety review, access management, and multi-modal connections (walking, cycling, transit).
 - iv) The submission of a future Site Plan Application will examine appropriate landscape, site layout, snow storage areas.
- e) Sustainable Development**
- i) The future Site Plan Control application will be reviewed in consideration of the City's Policies and Sustainability Metrics Program.
- f) External Agency Review**
- i) The Application must be reviewed by the York Region, the Toronto and Region Conservation Authority, and CN Rail and any applicable requirements must be incorporated into the Proposed Development.
- g) Required Future Applications**
- i) The Owner must submit applications for Site Plan, should the Application be approved, to facilitate the Proposed Development.

ACCOMPANYING FIGURES

- Figure 1: Location Map
- Figure 2: Aerial Photo (2024)
- Figure 3: Area Context and Zoning
- Figure 4: Conceptual Site Plan
- Figure 5: Conceptual Elevation
- Figure 6: Conceptual Rendering

Figure 1: Location Map

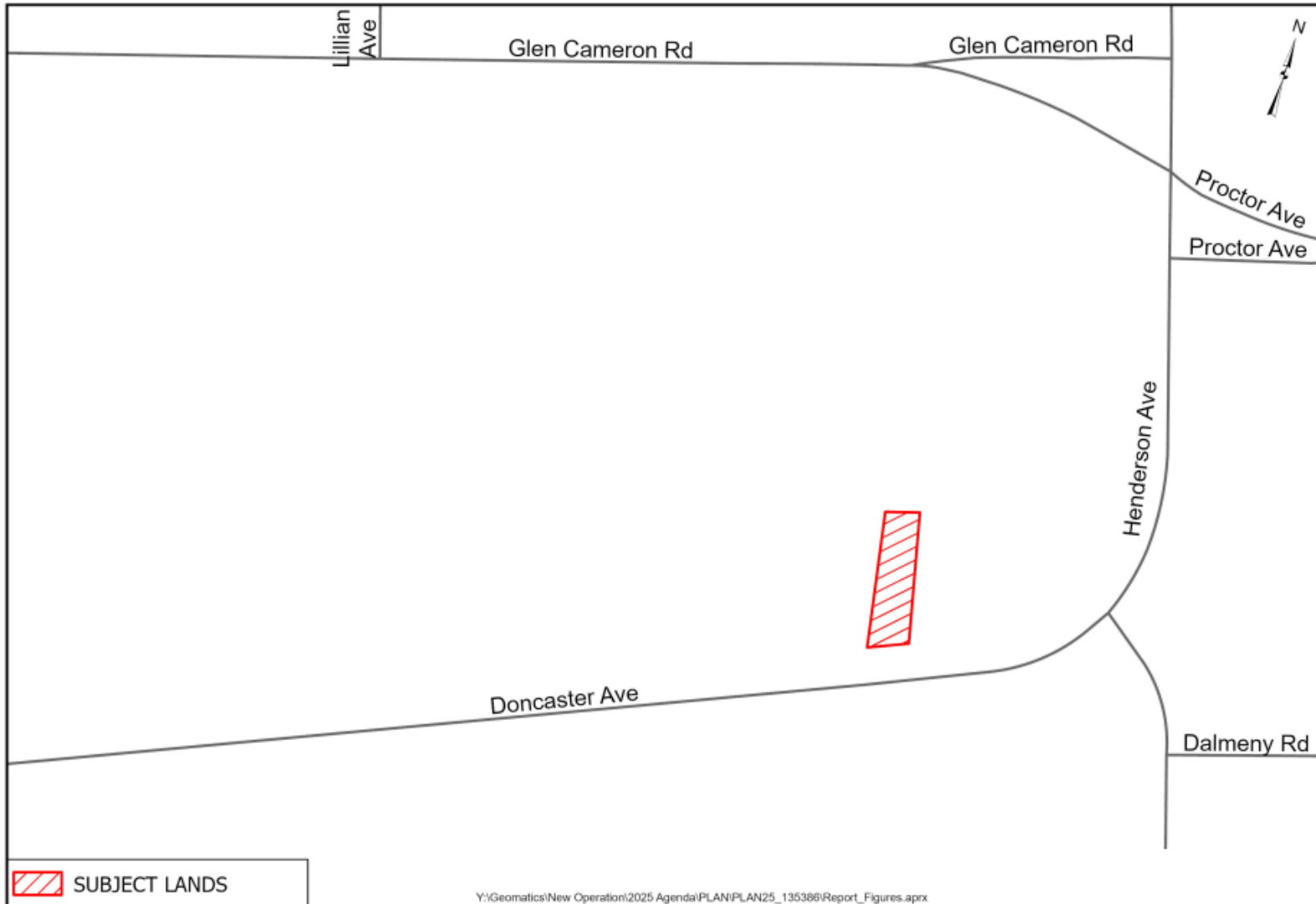
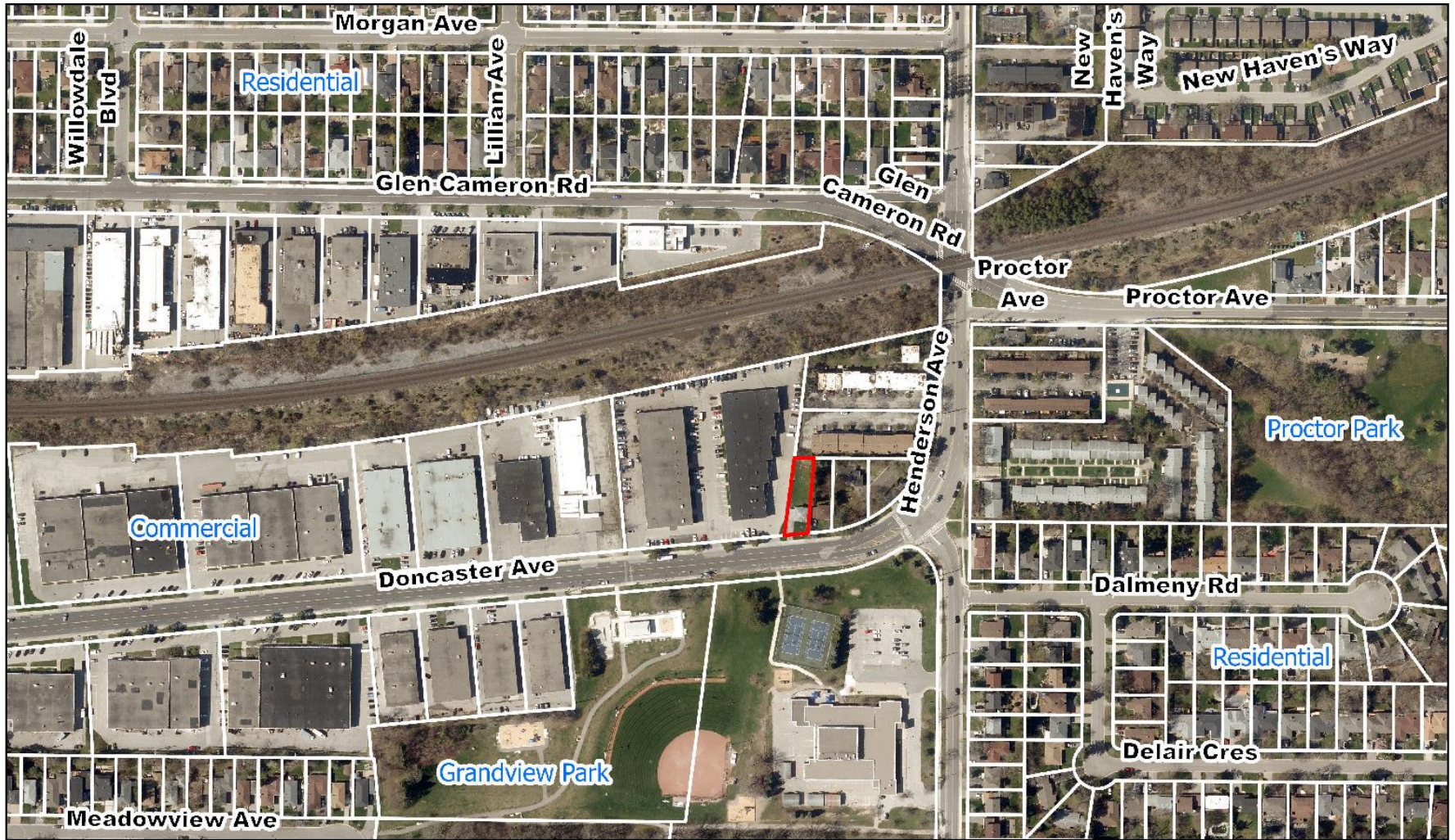


Figure 2: Aerial Photo (2024)




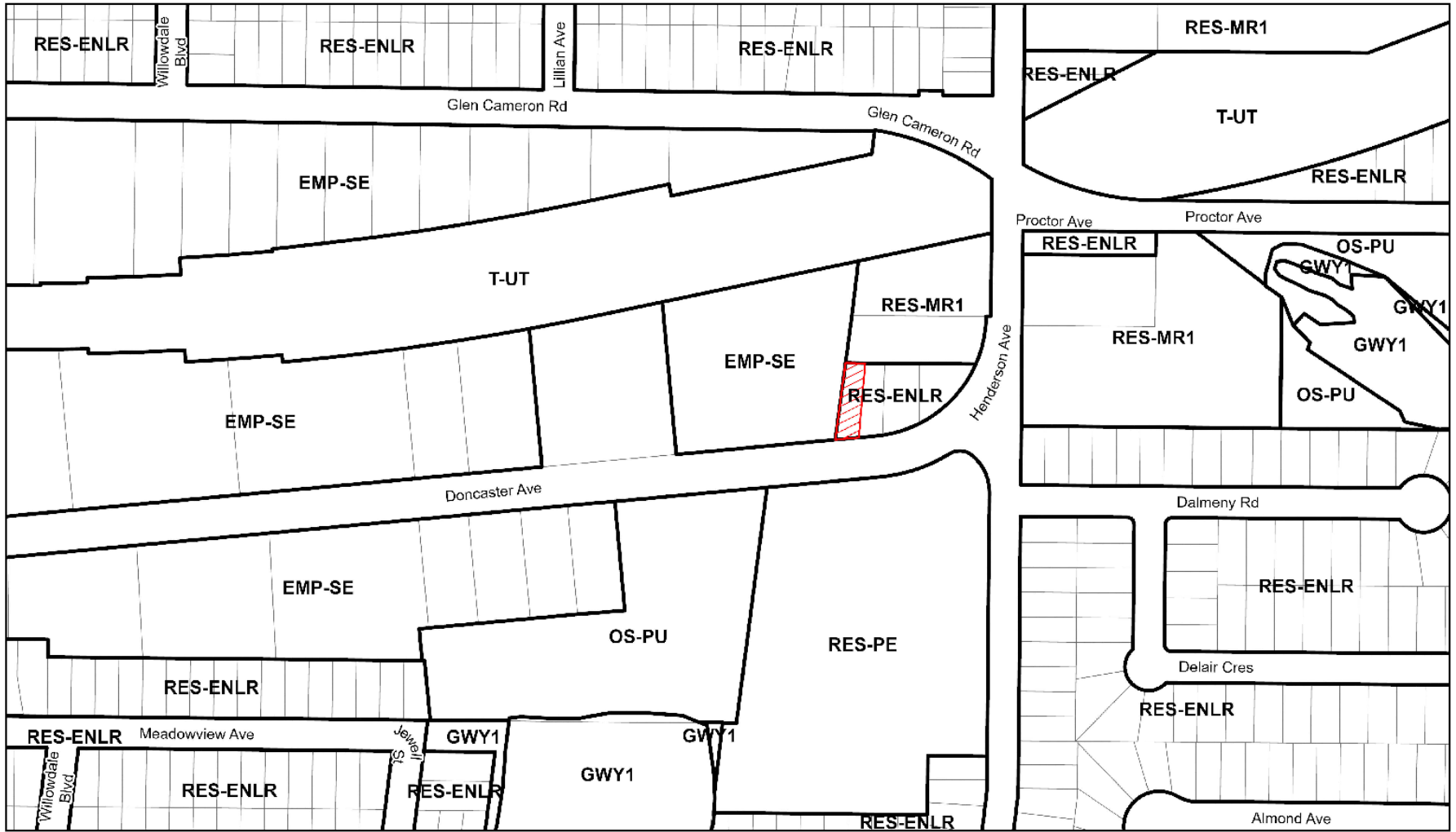
 SUBJECT LANDS



Figure 3: Area Context and Zoning




 SUBJECT LANDS



Figure 4: Conceptual Site Plan

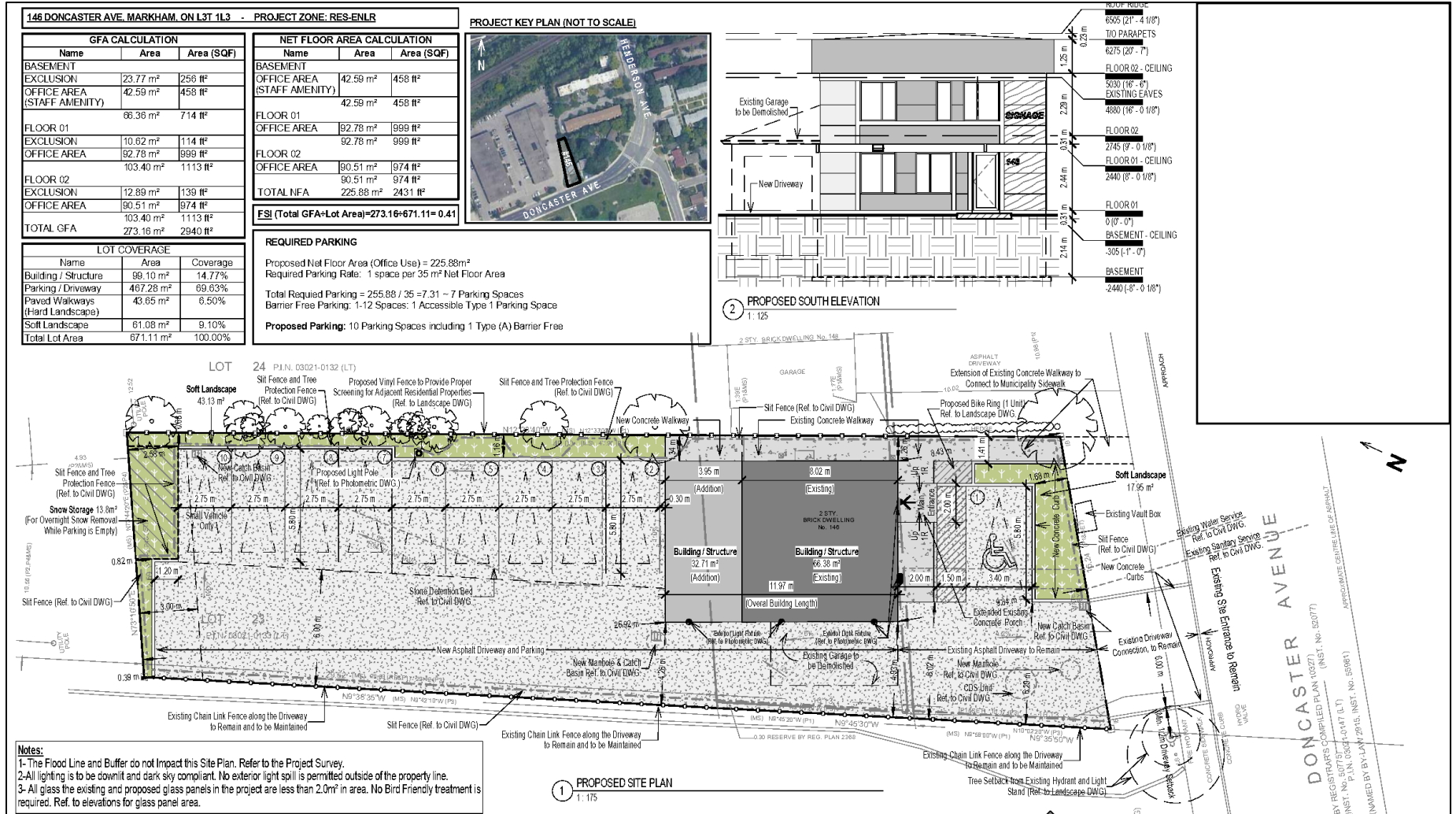


Figure 5: Conceptual Elevation

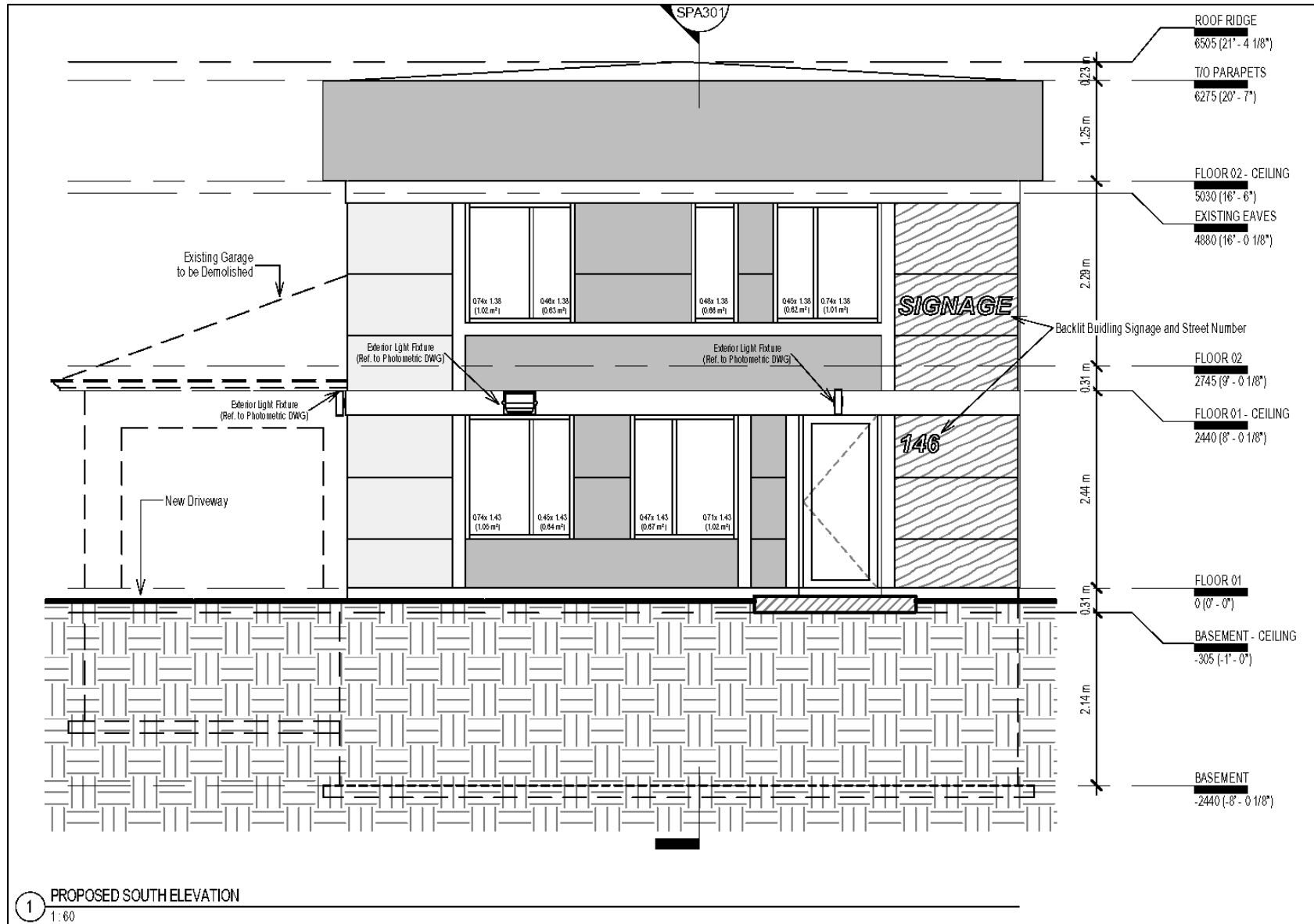


Figure 6: Conceptual Rendering

