

City of Mississauga

Memorandum:

City Department and Agency Comments

Date Finalized: 2026-04-30	File(s): A101.26
To: Committee of Adjustment	
From: Committee of Adjustment Coordinator	Meeting date:5/7/2026 1:00:00 PM

Consolidated Recommendation

The City recommends that the application be deferred to submit the required information.

Application Details

The applicant requests the Committee to approve a minor variance to allow reduced parking spaces proposing a total of 52 parking spaces whereas By-law 0225-2007, as amended, requires a minimum of 77 parking spaces in this instance.

Amendments

The Building Department is currently processing a Certificate of Occupancy under file C 26-1079. Based on review of the information currently available in this permit application, the variances, as requested are correct. Zoning staff note an additional variance is required:

- To permit one accessible parking space whereas zoning by-law 0225-2007 requires 3 accessible parking spaces in this instance.

Background

Property Address: 700 Burnhamthorpe Rd W

Mississauga Official Plan

Character Area: Mavis-Erindale Employment Area
Designation: Mixed Use

Zoning By-law 0225-2007

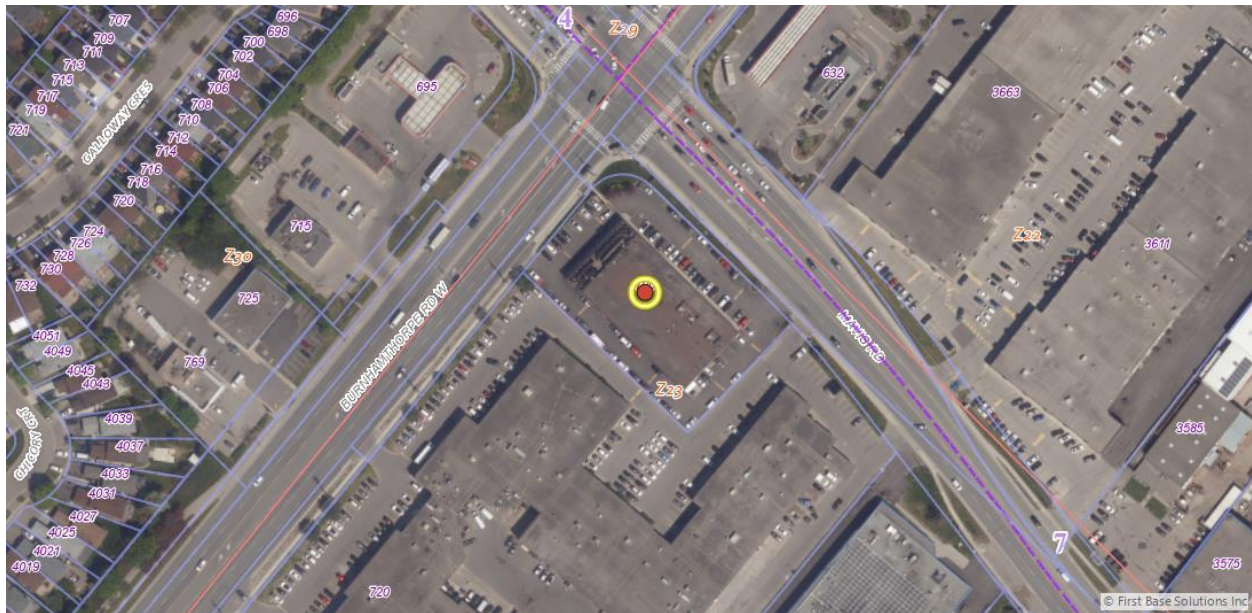
Zoning: C3-1 - Commercial

Other Applications: Certificate of Occupancy under file C 26-1079

Site and Area Context

The subject property is located south-east of the Burnhamthorpe Road West and Mavis Road in the Mavis-Erindale Employment Area character area. The subject property is a corner lot with a lot area of approx. 1.25 acres. It currently contains a multi-tenant commercial plaza with frontages onto both Burnhamthorpe Road West and Mavis Road. No landscaping or vegetation exists on the subject property, with limited landscape buffer on the municipal portion. The surrounding area context consists of commercial, industrial and business employment uses. There are residential neighbourhoods to the north of the subject property, across Burnhamthorpe Road West.

The applicant is proposing an auto dealership in Unit-2 of the plaza, requesting a variance for reduction in the total number of parking spaces.



Comments

Planning

Section 45 of the *Planning Act* provides the Committee of Adjustment with the authority to grant relief from the requirements of a municipal zoning by-law. Approval of applications must meet the requirements set out under 45(1) and/or 45(2) (a) or (b) in the *Planning Act*.

Staff comments concerning the application are as follows:

Mississauga Official Plan 2051 was adopted by Council on April 16, 2025. It has subsequently been approved by the Ministry of Municipal Affairs and Housing (MMAH) on March 24, 2026, and is now in full force and effect.

While the previous Mississauga Official Plan was in effect at the time of submission of this application, the old version has now been replaced. As such, staff comments in this report pertain to the policies of Mississauga Official Plan 2051 (MOP 2051).

The subject property is located in the Mavis-Erindale Employment Area Character Area and is designated Mixed Use in Schedule 7 of the Mississauga Official Plan (MOP).

The intent of the zoning by-law in quantifying the required number of parking spaces is to ensure that each lot is self-sufficient in providing adequate parking accommodation based upon its intended use. Section 7.6 of the official plan contemplates potential reductions in parking requirements and alternative parking arrangements in appropriate situations.

Municipal Parking staff have reviewed the variance request and note as follows:

The subject site of 700 Burnhamthorpe Road West is an existing commercial multi-tenant plaza. This application is in regard to Unit 2 of the site's building, which is proposed to be a virtual auto dealership with services ranging between:

- Inspecting
- Purchasing, and
- Selling vehicles

The subject use is proposed to operate virtually as an online dealership, in which any in-person business will be appointment based, and all inventory will be stored indoors.

With the change in use, the applicant is seeking a variance for a deficiency of 25 parking spaces, or otherwise 32% parking deficiency from the City's Zoning By-law 0225-2007 requirements. As per the City's Parking Terms of Reference (ToR), the City requires the submission of a satisfactory Parking Utilization Study (PUS) to justify major parking reductions which are more than 10% from current Zoning By-law standards. A Parking Justification Letter (PJL) was submitted instead and therefore does not adhere to the ToR submission requirements accordingly.

On Monday, April 20th, 2026 and on Tuesday, April 21st, 2026 Municipal Parking staff had tended to the subject site of 700 Burnhamthorpe Road West during the morning and afternoon hours of the day. During staff's site visits, there was illegal parking observed on both occasions in the below areas on the map circled in blue:



Following, are pictures taken during the site visit depicting the illegal parking conditions occurring on-site:









Without approved surveying submitted and a PUS for staff to review the utilization patterns on-site and/or a comparable proxy site, parking demands cannot be foreseen and their impacts on the lack of required parking spaces for the proposed new use is unknown. It is important to also note that there are no municipal parking lots in the area nor on-street parking that is available given that Mavis Road and Burnhamthorpe Road are primarily major north-south and east-west residential collector and arterial roads. On-street parking is not permitted at anytime.

As a result of the illegally parked vehicles along the fire route and perimeter of the site, staff observed that vehicles turning into the site were obstructed from maneuvering inwards, which resulted in a cue of slowed down cars on Mavis Road travelling south.

An undersupply of spaces may compromise access, circulation, and create overspill problems and congestion onto Mavis Road and/or Burnhamthorpe Road West. Staff have concerns with the lack of submitted supporting documents and

without having all the adequate information, as stipulated above, staff are unable to make a sound planning recommendation at this time. It is important for the supply of parking to be provided adequately on-site according with the use's demands. Staff are seeking satisfactory justification for the proposed major parking reduction on-site.

Staff recommends deferring this application:

- A *satisfactory* Parking Utilization Study (PUS) is required to justify a reduction in the number of parking spaces over the 10% threshold.
 - Please refer to the City's Parking [Terms of Reference](#) for parking justification requirements to be included with a formal resubmission.
 - The consultant should confirm survey dates and times with the City's Municipal Parking section by email to ParkingStudy.Review@mississauga.ca and prior to conducting any additional parking surveys.

Please note that above comments are based on the details submitted along with the applications and are subject to change should Zoning identify any additional variances or any changes to the variances with regards to the above applications.

Planning staff rely on Municipal Parking staff's expertise on the matter and therefore recommend that the application be deferred in order to allow the applicant to submit the requested information.

Comments Prepared by: Shivani Chopra, Committee of Adjustment Planner

Appendices

Appendix 1 – Development Engineering & Construction

We are noting that this Section has no concerns with the applicant's request.

Comments Prepared by: Tony Iacobucci, Development Engineering







Appendix 2 – Zoning

The Building Department is currently processing a Certificate of Occupancy under file C 26-1079. Based on review of the information currently available in this permit application, the variances, as requested are correct. Staff note an additional variance is required:

- To permit one accessible parking space whereas zoning by-law 0225-2007 requires 3 accessible parking spaces in this instance.

Please note that comments reflect those provided through the above permit application and should there be any changes contained within this Committee of Adjustment application that have not been identified and submitted through the application file noted above, these comments may no longer be valid. Any changes and/or updates to information and/or drawings must be submitted, as per standard resubmission procedures, separately through the application process in order to receive updated comments.

Comments Prepared by: Tage Crooks Planner, Zoning Examination