



**The Corporation of the Town of Saugeen Shores  
Committee of Adjustment Meeting Minutes**

**Monday, July 15, 2024, 5:00 p.m.  
Nuclear Innovation Institute  
620 Tomlinson Drive, Port Elgin, Ontario**

Present:	Diane Huber, Deputy Mayor Mike Myatt, Vice Deputy Mayor Rachel Stack, Councillor Chad Zimmerman Michael Martin Hope Wallace
Members Absent:	Richard Beckett
Staff Members:	Kara Van Myall, Chief Administrative Officer Mark Paoli, Director, Development Services Jay Pausner, Manager, Planner and Development Dana Mitchell, Secretary-Treasurer/Zoning Coordinator Morgan McCulloch, Licensing and Records Clerk Candace Hamm, Development Services Officer Jake Bousfield-Bastedo, Planner

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**1. Call To Order**

Chair Huber called the meeting to order at 5:00 p.m.

**2. Land Acknowledgement**

Member Myatt read the land acknowledgement.

**3. Disclosure of Pecuniary Interest and Nature**

None declared.

**4. Adoption of Minutes**

**4.1 Committee of Adjustment Minutes - June 17, 2024**

Chair Huber asks for the minutes to include the discussion that sign variance applications are not circulated to neighbouring properties.

Moved by: M. Martin

Seconded by: H. Wallace

That the minutes of the June 17, 2024 meeting be adopted as amended.

**CARRIED, AS AMENDED**

**5. Applications**

**5.1 SV-2024-02 Sign Variance Report 140 Grey Street South**

**Owner:** Southampton Care Centre

**Applicant/Agent:** Bob Campbell

**Request:** A sign variance request was received from the agent of the owner of Southampton Care Centre, for the property located at 140 Grey Street South. The property has a long-term care home located in an Institutional and Environmental Protection Zone. The application is requesting the installation of two ground signs at the exterior side entrance of the property (facing Spence Street) and installed at the receiving and employee entrance at the rear of the property (facing Grenville St S).

Jay Pausner, Manager, Planning and Development, presented the report to the Committee. The report recommended approval of the application with the conditions on the decision sheet.

Bob Campbell, applicant, and Ginette Bouchard, agent, were present to answer questions regarding the application.

**Public Comments:**

None.

**Committee Discussion:**

Member Martin asked what type of residential construction is across from the property located on Spence and Grenville Street. J. Pausner explained there is a single-detached dwelling across from the sign located on Spence Street and it would appear the sign on Grenville Street would be across from Helliwell Park as well as a single-detached dwelling.

Member Zimmerman asked if the residents of the care centre were

notified of this application being filed. J. Pausner confirmed that the sign variance process as per the Sign By-law does not require circulation to the public or neighbours. Applicant Campbell explained that they have not polled residents of the care centre but that they try to keep outside the window of resident areas as green space for them. Applicant Campbell reports residents of the neighbourhood will be 30-50 metres away from the sign.

Member Myatt asked if the applicant proposed the sign shut off time and asked to confirm what the sign shut off time was for 20 Front St. J.

Pausner explained that staff proposed the sign shut off time of 8:00 p.m. and that 20 Front St was granted a shut off time of 10:00 p.m.

Member Wallace asked the Applicant to explain the reason for requesting a variance for the location of the sign. Applicant Campbell explained that complying with the required setback will limit the landscape area and that they would like the sign to be located as close to the paved road edge as possible for visibility purposes.

Chair Huber asked which entrance is going to be the primary entrance for the care centre. J. Pausner explained that the Spence Street side will have the primary entrance.

Member Myatt asked Applicant Campbell about signs installed at other locations in the Province. Member Myatt asked if the signs elsewhere are illuminated as well. Applicant Campbell answered that they have the moving portion of the sign installed at four residences and that the movement is limited at night to the time of 11:00 pm. Member Myatt clarified that the area of the sign at the top is backlit with white light. Applicant Campbell confirmed same and explained that he believes the lighting can be dimmed. Member Myatt further asked if the other residences have received complaints and are they also located in residential areas. Applicant Campbell explained that almost all are located in a residential area.

Member Martin asked Applicant Campbell to explain the importance of having the electronic messaging component of the sign. Applicant Campbell gave examples of advertising for events such as Nursing Week and for community groups that have events going on in the community.

Member Zimmerman asked Applicant Campbell to confirm that the sign will not roll or change colour at night and that it would stay stationary.

Chair Huber explained that the Committee can request an amendment to the decision that would prohibit the roll or change of message at night.

Member Zimmerman asked if they have received any complaints regarding the roll or change of colour of the sign at night. Applicant Campbell confirmed that they received one request to not have the colour or motion at night time.

Chair Huber voiced concern regarding lit signage on a residential street and asked Applicant Campbell if there have been any instances of the signage varying from standard corporate branding in order to better fit the neighbourhood it is located in. Applicant Campbell explained that they are

willing to be sensitive to the neighbourhood in which they are located. Member Stack voiced concern regarding the digital read-o-graph portion of the sign located in a primarily residential zone and suggested the read-o-graph sign should be restricted to certain hours.

Member Martin commented that he does not see the rolling read-o-graph as necessary. Chair Huber agreed with Member Martin. Chair Huber added that if the Committee votes for the read-o-graph portion on the sign located on Spence Street, Chair Huber would not be in favour of the 10 o'clock turn off as the facility itself will be closed before then.

The Motion for approval was defeated for the reason that the variance does not meet intent and purpose of the Sign By-law.

A secondary motion was brought forward and discussed but defeated for the reason that the variance does not meet intent and purpose of the Sign By-law.

Moved by: C. Zimmerman

Seconded by: M. Myatt

The application for Sign Variance from Sign By-law 60-2015 to permit:

- a permanent accessory ground sign located 1.5m from the exterior lot line, instead of the required 2m to exterior lot line;
- a permanent accessory ground sign located in the exterior yard to have a sign height of 2.8 m, instead of the maximum sign height of 1.8m;
- the permanent accessory ground sign located in the exterior yard to have an electronic message centre;
- the permanent accessory ground sign located in the exterior yard to have a sign face area of 4.5 sq m including read-o-graph, instead of the maximum permitted sign face area of 1.8 sq m;
- the permanent accessory ground signs located less than 30 metres and greater than 10 metres from an exclusively residential Use Zone to be internally illuminated;
- the permanent accessory ground sign located in the rear yard to have a sign face area of 3.3 sq m, instead of the maximum permitted sign face area of 1.8 sq m; and
- a permanent accessory ground sign located in the rear yard to have a sign height of 2.6 m, instead of the maximum sign height of 1.8m.

be granted, subject to the following conditions:

1. Internally illuminated signs shall be turned off from 8pm to 8am daily;

2. The variances apply to the proposed ground sign only and are valid only for the duration of the existing uses on site.

**DEFEATED**

**Amendment:**

Moved by: R. Stack

Seconded by: M. Myatt

The application for Sign Variance from Sign By-law 60-2015 to permit:

- a permanent accessory ground sign located 1.5m from the exterior lot line, instead of the required 2m to exterior lot line;
- a permanent accessory ground sign located in the exterior yard to have a sign height of 2.8 m, instead of the maximum sign height of 1.8m;
- the permanent accessory ground sign located in the exterior yard to have a sign face area of 4.5 sq m, instead of the maximum permitted sign face area of 1.8 sq m;
- the permanent accessory ground signs located less than 30 metres and greater than 10 metres from an exclusively residential Use Zone to be internally illuminated;
- the permanent accessory ground sign located in the rear yard to have a sign face area of 3.3 sq m, instead of the maximum permitted sign face area of 1.8 sq m; and
- a permanent accessory ground sign located in the rear yard to have a sign height of 2.6 m, instead of the maximum sign height of 1.8m.

be granted, subject to the following conditions:

1. Internally illuminated signs shall be turned off from 10pm to 8am daily;
2. The variances apply to the proposed ground sign only and are valid only for the duration of the existing uses on site.

**DEFEATED**

Moved by: C. Zimmerman

Seconded by: M. Myatt

That the Committee reconsider the application at a future meeting.

**CARRIED**

## 5.2 A-2024-018 Minor Variance 340 Ridge Street

**Owner/Applicant:** Barry's Construction and Insulation Ltd.

**Request:** The minor variance application seeks to reduce the required exterior side yard setback from 4.5 metres to 3.5 metres. If approved, this proposed variance would allow a reduced exterior side yard setback on the property and facilitate the construction of a 1-storey single detached dwelling.

Planner Jake Bousfield-Bastedo presented the report regarding the subject file. The report recommended approval of the application with the conditions on the decision sheet.

Stuart Doyle, applicant, was present to answer questions regarding the application.

### **Public Comments:**

None.

### **Committee Discussion:**

None.

Moved by: M. Myatt

Seconded by: M. Martin

The application for Minor Variance from Comprehensive Zoning By-law 75-2006 to reduce the minimum exterior side yard setback from 4.5m to 3.5m is hereby **granted** subject to the following conditions:

1. That any future development on the property conforms to the provisions of the Zoning By-law.
2. That the decision applies only to the proposed development as indicated on Schedule 'A' attached to and forming part of this decision.

**CARRIED**

## 5.3 A-2024-022 Minor Variance 17 Lakeside Woods Crescent

**Owner/Applicant:** Filip and Marian Szymanski

**Request:** The minor variance application seeks to allow relief from the maximum width of a driveway requirement. The width of the driveway on the property is 7.86 metres, whereas the maximum width permitted in the Zoning By-law is 7.5 metres. The applicant is requesting to approve the width extension by 0.36 metres due to an error that occurred during the paving process carried out by their contractor. If approved, the application

would recognize the existing driveway which is not compliant with the Zoning By-law.

Planner Jake Bousfield-Bastedo presented the report regarding the subject file. The report recommended approval of the application with the conditions on the decision sheet.

Filip Szymanski, owner and applicant, was present to answer questions regarding the application.

**Public Comments:**

None.

**Committee Discussion:**

Member Myatt clarified with the Applicant how the error was made. Applicant Szymanski explained the contractor was not aware of the Town's By-laws.

The application for Minor Variance from Comprehensive Zoning By-law 75-2006 to increase the maximum driveway width permitted in the R1 Zone from 7.5m to 7.86m is hereby **granted** subject to the following conditions:

1. That any future development on the property conforms to the provisions of the Zoning By-law.
2. That the decision applies only to the proposed development as indicated on Schedule 'A' attached to and forming part of this decision.

**CARRIED**

**6. Date of Next Meeting**

The next meeting will be held on August 26, 2024.

**7. Adjournment**

Moved by: R. Stack  
Seconded by: C. Zimmerman

That this Committee of Adjustment meeting of July 15, 2024 hereby adjourns at 6:20 p.m.

**CARRIED**