



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

**Tuesday, April 22, 2025, 5:00 p.m.
Council Chambers
600 Tomlinson Drive
Port Elgin, Ontario**

Present:	Diane Huber, Deputy Mayor Mike Myatt, Vice Deputy Mayor Hope Wallace Cheryl Grace, Councillor Herb Schmid
Members Absent:	Richard Beckett Michael Martin
Staff Members:	Mark Paoli, Director, Development Services Jay Pausner, Manager, Planning and Development Dana Mitchell, Secretary-Treasurer/Zoning Coordinator Morgan McCulloch, Licensing and Records Clerk Candace Hamm, Development Services Officer Jake Bousfield-Bastedo, Planner Coreena Smith, Planner

1. Call To Order

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

2. Land Acknowledgement

Councillor Grace read the land acknowledgement.

3. Disclosure of Pecuniary Interest and Nature

None declared.

4. Additions, Deletions, or Amendments

5. Adoption of Minutes

5.1 Committee Minutes - March 17, 2025

Moved by: C. Grace

Seconded by: H. Schmid

That the Committee of Adjustment approve the minutes of March 17, 2025, as amended.

6. Public Hearings

6.1 A-2025-001 Minor Variance 395 High Street

Chair Huber declared the public hearing open and indicated the purpose of the public hearing.

Planner Jake Bousfield-Bastedo presented the report regarding the subject file. This application proposed to sever two vacant lots and establish an easement for access across the new lots. The associated minor variance is proposed to reduce a rear yard setback for the existing dwelling on the retained parcel, and to permit a reduced driveway width on the new lots. If approved, this application would facilitate the development of a new fourplex building on each of the proposed severed lots.

Chair Huber asked if any members of the public would like to address the Committee on this matter.

Ron Davidson, Agent for the Applicant, was present to answer any questions regarding the application.

Michael Harley, a member of public, discussed concerns regarding traffic, parking and flooding.

There were no other members of the public wanting to address to the Committee on this matter.

Secretary-Treasurer, Dana Mitchell, reports that there are no further comments.

Committee members had the following clarifying questions:

- A question was raised regarding the floodplain reconfiguration and if the Town is satisfied the reconfiguration will address flooding concerns. Development Services Officer, Candace Hamm, explains that a localized lot grading and drainage plan will be submitted as part of the building permit application to ensure there are no local drainage issues.

- A question was raised regarding a proposed fence and whether the Committee can require this as a condition of approval. Planner Bousfield-Bastedo confirmed same.
- A question was raised regarding a buffer on the west side of Lots C and A and south of Lot C out of consideration for the neighbours. Staff Member Hamm explains the proposal is not subject to site plan control and therefore cannot be required.
- A question was raised regarding parking spaces required. Staff Member Hamm explains the proposal meets the minimum requirement for parking spaces as per the Zoning By-law.
- A question was raised regarding the possibility of adjusting the boundary of the severance so that the variance for the rear yard setback on Lot A was not required. Agent of the Applicant, Ron Davidson answered, in his opinion, the proposal is the best approach.
- A question was raised regarding the requirement of a transportation study. Staff Member Hamm answered that the Town did request the traffic impact brief in the pre-consultation meeting and explained it could be a condition of the consent file.
- A question was asked to confirm Saugeen Valley Conservation Authority (SVCA) was in support of the application. Planner Bousfield-Bastedo confirmed same.

In the absence of any further questions, Chair Huber declared the public hearing closed.

Committee Members had the following comments:

- A comment was made regarding the 4.9m minimum rear yard setback. It was noted the site plan shows 4.86m. The decision sheet was updated accordingly.
- A recommendation was made to include a condition to require a buffering hedge or fence along the rear lot line of Lot A.

Moved by: C. Grace

Seconded by: M. Myatt

That the application for minor variance is hereby **granted** subject to the following provisions:

- To decrease the minimum rear yard setback from 7.5m to 4.86m on Lot A; and
- To decrease the required minimum driveway width from 3.0m to 1.4m on Lot B.

and with the following conditions:

1. That any future development on the property, including any redevelopment or alterations to the existing detached dwelling that will change the building height or footprint 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.
3. That a 1.8 m high privacy fence or hedge consisting of nursery stock conifers planted at 0.6 m intervals must extend the length of the rear lot line for Lot A on Schedule 'A' and be located entirely within the subject property to the satisfaction of Town of Saugeen Shores staff.

CARRIED, AS AMENDED

6.2 A-2025-009 Minor Variance 560 Waterloo Street

Chair Huber declared the public hearing open and indicated the purpose of the public hearing.

Planner Coreena Smith presented the report regarding the subject file. This application proposed to create a semi-detached dwelling on the subject property. Relief is required from the front, side and rear yard setbacks of the Zoning By-law to allow the building to be in the same general location as the existing dwelling while removing the historical encroachment in the municipal right-of-way. Relief is also required for the setback between a new driveway west of the dwelling and the property line. There is also relief needed to allow the dwelling in a portion of the site visibility triangle.

Chair Huber asked if any members of the public would like to address the Committee on this matter.

Ryan Hennessy, owner and applicant, was present to answer any questions regarding the application.

There were no other members of the public wanting to address to the Committee on this matter.

Secretary-Treasurer, Dana Mitchell, reports that there are no further comments.

Committee members had the following clarifying questions:

- A question was raised regarding the site visibility triangle. Planner Smith explained the site visibility triangle located on the site plan.

In the absence of any further questions, Chair Huber declared the public hearing closed.

Committee Members had no comments.

Moved by: M. Myatt

Seconded by: H. Wallace

The application for Minor Variance is hereby **granted** subject to the following provisions:

- A minimum front yard setback of 4.2m where the Zoning By-law permits 4.5m;
- A minimum exterior side yard setback of 0.3m where the Zoning By-law permits 4.5m;
- A minimum interior side yard setback of 0.3m where the Zoning By-law permits 1.2m;
- A minimum rear yard setback of 6.0m where the Zoning By-law permits 7.5m;
- A minimum setback between a parking area and a lot line of 0.5m where the Zoning By-law permits 1.0m;
- The sight visibility triangle shall be measured +/-5.1m from the point of intersection of street lines where the Zoning By-law states that it shall be measured 10m from the point of intersection of street lines (exact measurement to be confirmed per condition 3);
- Any encroachment (e.g., eaves and other architectural features) into the required side yards shall maintain a minimum side yard of 0.0m where the Zoning By-law permits 0.6m.

and with 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.
3. That the proposed development as indicated on Schedule 'A' encroach no further into the site visibility triangle than the existing single detached building and that the distance be confirmed in metres to the satisfaction of Town staff prior to the demolition of the existing building.

4. That the applicant amend their building permit drawings to the satisfaction of Town staff to shorten the eaves so that they do not extend over any property lines.

CARRIED

7. Report of Municipal Officers/Committees

8. Next Meeting

The next meeting will be held on Tuesday, May 20th, 2025.

9. Adjournment

Moved by: H. Wallace
Seconded by: C. Grace

That this Committee of Adjustment meeting of April 22, 2025, hereby adjourns at 6:09 p.m.

CARRIED