



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

**Tuesday, May 20, 2025, 5:00 p.m.
Council Chambers
600 Tomlinson Drive
Port Elgin, Ontario**

Present: Diane Huber, Deputy Mayor
Mike Myatt, Vice Deputy Mayor
Richard Beckett
Michael Martin
Hope Wallace
Cheryl Grace, Councillor
Herb Schmid

Staff Members: Kara Van Myall, Chief Administrative Officer
Mark Paoli, Director, Development Services
Jay Pausner, Manager, Planning and Development
Dana Mitchell, Secretary-Treasurer/Zoning Coordinator
Morgan McCulloch, Deputy Clerk
Candace Hamm, Development Services Officer
Julie Steeper, Planner
Coreena Smith, Planner
Ashlynn Kennedy, Licensing and Records Clerk

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. Additions, Deletions, or Amendments

None.

5. Adoption of Minutes

5.1 Committee Minutes - April 22, 2025

Moved by: H. Wallace

Seconded by: H. Schmid

That the Committee of Adjustment approve the minutes of April 22, 2025, as presented.

CARRIED

6. Public Hearings

6.1 Minor Variance A-2025-007 236 MacAulay Street

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

Planner Julie Steeper presented the report regarding the subject file. This application seeks relief for the rear yard setback for both the existing dwelling and proposed detached additional residential unit. The proposed rear yard for the dwelling is 6 m whereas the required in the Zoning By-law is 7.5 m. The applicant is seeking relief for 1.5 m. The proposed setback for the detached additional residential unit is 1.5 m whereas the required in the Zoning By-law is 3 m. The applicant is seeking relief for 1.5 m. If approved, the application would facilitate the conversion of the existing shed into a detached additional residential unit and recognize the existing setback for the single detached dwelling at 236 MacAulay Street.

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

Derek Seaman, Agent for the Applicant, and Dana Fox, property owner, were 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 proposed parking for lot, asking to confirm the parking will be accessed only off of Lake Street. Planner Steeper confirmed that three parking spaces are located on the lot and access is provided off of Lake Street.

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: C. Grace

That the application for Minor Variance from Comprehensive Zoning By-law 75-2006 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.
3. That the existing deck attached to the shed (to be converted to a detached residential unit) be removed to the satisfaction of the Town of Saugeen Shores.

CARRIED

7. Report of Municipal Officers/Committees

7.1 Enlargement or Extension of a LNC Use A-2024-032 243 Lake Street - Addressing Deferral

Planner Julie Steeper presented the report regarding the subject file. The purpose of the application is to permit an enlargement of a legal non-conforming residential use. The proposed front yard setback is 5.18 m whereas the required in the Zoning By-law is 6.0 m. The proposed rear yard setback is 3.55 m whereas the required in the Zoning By-law is 7.5 m. If approved, the application would facilitate the replacement of the existing one-storey single detached dwelling with a two-storey single detached dwelling at 243 Lake Street. Comments were received from members of the public and committee before and during the public hearing on March 17, 2025. Some members expressed concerns with the rear yard setback in the proposal. Compatibility, privacy, parking, and height were among some of the other issues raised. Ultimately a motion was made to defer the application so that the applicant could review and respond to the issues raised. The applicant has considered the input from both the public and committee.

Committee members had the following clarifying questions:

- A question was asked as to why the 4.47 m that was discussed in the public hearing was not put forward by the applicant. Planner Steeper explained that the applicant tried to change the setback as much as they could while maintaining the floor space desired.
- A concern was voiced regarding the proposed 3.5 m rear yard setback in terms of drainage and privacy.
- A question was asked regarding the reduction in square footage. Applicant, Steve Dennison, did not have exact measurements but estimated that the decrease in square footage was roughly 100 square feet.
- A concern was voiced regarding the short distance of the rear yard and maintaining privacy.
- A question was asked if the existing fences will be maintained. Applicant, Steve Dennison, explained the rear fence will be removed along the rear lot line as it is attached to the existing deck.
- A question was raised whether a condition for a fence along the rear of the property was recommended by Staff. Staff Member Candace Hamm explained Staff recommends not including such condition as it deviates from the subject matter of the application.
- A question was raised whether a condition is appropriate to ensure the deck is removed. Staff Member Hamm explained that the approval only pertains to the proposal on Schedule 'A' and since a deck is not shown on Schedule 'A', a deck cannot be constructed.
- A comment was made that although the application will not address encroachments on Town owned property, it was noted by the applicant that efforts will be made to remove these encroachments.

Moved by: M. Myatt

Seconded by: R. Beckett

That the application for enlargement/extension of a legal non-conforming structure is hereby granted subject to the following conditions:

1. That the approval applies only to the development as shown on Schedule 'A' attached to and forming part of this decision.
2. That an engineered grading and drainage plan be completed by the owner or their agent to the satisfaction of the Town as part of the building permit process to mitigate against potential negative impacts from the proposal as shown on Schedule 'A' attached to and forming part of this decision.

CARRIED

8. Next Meeting

The next meeting will be held on July 14th, 2025. The meeting scheduled for June 16th, 2025 is cancelled.

9. Adjournment

Moved by: H. Wallace
Seconded by: R. Beckett

That this Committee of Adjustment meeting of May 20, 2025, hereby adjourns at 5:29 p.m.

CARRIED