

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING AGENDA OF THE COMMITTEE OF ADJUSTMENT  
SEPTEMBER 11, 2023 @ 2:00 P.M.  
HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING**

**HOW TO JOIN**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/84293479909>

Description: Public Meeting Under the Planning Act

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

855 703 8985 (Toll Free) or 1 438 809 7799 (*long distance charges may apply*)

Webinar ID: 842 9347 9909

**PAGE  
NUMBER**

**CALLING TO ORDER** - Chairperson Lennox

**DISCLOSURE OF PECUNIARY INTEREST**

A09/23 Warren Dickson

**MINUTES OF PREVIOUS MEETING(S)**

- Committee of Adjustment, August 14, 2023 (A08/23)

3

Recommendation:

THAT the Committee of Adjustment meeting minutes of August 14, 2023 – A08/23 be adopted as presented.

**APPLICATION**

A09/23 – Warren Dickson

**THE LOCATION OF THE SUBJECT PROPERTY** is described as Plan 7119D Part Lot 17 and is municipally known as 334 Egremont St N. The property is approximately 6,146 ft<sup>2</sup> (571 m<sup>2</sup>) in size. The location of the property is shown on the map attached.

7

**THE PURPOSE AND EFFECT** of the application is to provide relief from minimum width requirements for a proposed private garage. The proposed variance will permit a reduced width of 5.18 m (17 ft). The applicants are proposing to add an additional dwelling unit and require one additional permanent parking space. Other variances may be considered where deemed appropriate.

**SECRETARY TREASURER**

Notices were mailed to property owners within 60 meters of the subject property as well as the applicable agencies and posted on the subject property on August 18, 2023.

## PRESENTATIONS

- Matthieu Daoust, Senior Planner, County of Wellington, Township of Wellington North
- Planning Report dated September 11, 2023 8

## CORRESPONDENCE FOR COMMITTEE'S REVIEW

- Kim Funk, Source Protection Coordinator, Wellington Source Water Protection
- Email dated August 18, 2023 (No Objection) 10
- Michael Oberle, Environmental Planning Technician, Saugeen Conservation
- Letter dated August 24, 2023 (No Objection) 13

## REQUEST FOR NOTICE OF DECISION

Persons wishing to be notified of the decision must submit a written request to the Secretary-Treasurer.

## CHAIRPERSON OPENS FLOOR FOR ANY COMMENTS/QUESTIONS

## COMMENTS/QUESTIONS FROM THE COMMITTEE

## DECISION

CALL FOR VOTE: SHOW OF HANDS (no mover/seconder required)

*THAT* the minor variance applied for in Application A09/23, for the property described as Plan 7119D Part Lot 17, geographic Town of Mount Forest, with a civic address of 334 Egremont St N, to provide the following relief;

1. **THAT a reduced width of 5.18 m (17 ft) be permitted, for an existing private garage to allow for an additional permanent parking space for an additional residential unit, whereas the By-law requires 6.0 m (19.6 ft).**

## ADJOURNMENT

Recommendation:

*THAT* the committee of adjustment meeting of September 11, 2023 be adjourned at \_\_\_\_\_.

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH  
MEETING MINUTES OF THE COMMITTEE OF ADJUSTMENT  
AUGUST 14, 2023 AT 2:00 P.M.  
HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING  
<https://www.youtube.com/watch?v=XSejuFcX-40>**

<b>Members Present:</b>	<b>Chairperson:</b> Andrew Lennox
	<b>Members:</b> Sherry Burke Lisa Hern (via Zoom) Penny Renken
<b>Member Absent:</b>	<b>Steve McCabe</b>
<b>Staff Present:</b>	
	<b>Chief Administrative Officer:</b> Brooke Lambert
	<b>Director of Legislative Services/Clerk:</b> Karren Wallace
	<b>Deputy Clerk:</b> Catherine Conrad
	<b>Chief Building Official:</b> Darren Jones
	<b>Human Resources Manager:</b> Amy Tollefson
	<b>Director of Finance:</b> Jerry Idialu
	<b>Deputy Treasurer:</b> Laura Rooney
	<b>Recreation Community Coordinator:</b> Tasha Grafos
	<b>Manager of Recreation Services:</b> Tom Bowden
	<b>Manager Community &amp; Economic Development:</b> Dale Small
	<b>Senior Project Manager:</b> Tammy Stevenson
	<b>Director of Fire Services:</b> Chris Harrow
	<b>Senior Planner:</b> Matthieu Daoust

**CALLING TO ORDER - Chairperson Lennox**

Chairperson Lennox called the meeting to order.

**DISCLOSURE OF PECUNIARY INTEREST**

No pecuniary interest declared.

**MINUTES OF PREVIOUS MEETING(S)**

- Committee of Adjustment, July 10, 2023 (A07/23)

RESOLUTION: 013-2023

Moved: Burke

Seconded: Renken

THAT the Committee of Adjustment meeting minutes of July 10, 2023 – A07/23 be adopted as presented.

CARRIED

## **APPLICATION**

A08/23 5053745 Ontario Inc.

THE LOCATION OF THE SUBJECT PROPERTY is described as Lot 7 Plan 61M253 and is municipally known as 153 Jack's Way. The property is approximately 0.06 ha (608.30 m<sup>2</sup>) in size.

THE PURPOSE AND EFFECT of the application is to provide relief from the minimum rear yard setback for a single detached residential dwelling. The applicant is proposing to construct a new single detached residential dwelling with a reduced minimum rear yard setback of 7.52 m (24.67 ft). Other variances may be considered where deemed appropriate.

## **SECRETARY TREASURER**

Notices were mailed to property owners within 60 meters of the subject property as well as the applicable agencies and posted on the subject property on July 28, 2023.

## **PRESENTATIONS**

Matthieu Daoust, Senior Planner & Asavari Jadhav, Junior Planner County of Wellington, Township of Wellington North

- Planning Report dated August 14, 2023

Planning Opinion: The variance requested would provide relief from the minimum rear yard setback for a single detached residential dwelling. The applicant is proposing to construct a new single detached residential dwelling with a minimum rear yard setback of 7.52 m (24.67 ft).

We have no concerns with the requested relief and are satisfied that the application maintains the general intent and purpose of the Official Plan and Zoning By-law and would be desirable and appropriate for the development of the subject property.

### **SUBJECT PROPERTY AND LOCATION**

The location of the subject property is described as Lot 7 Plan 61M253 and is municipally known as 153 Jack's Way. The property is approximately 0.06 ha (608.30 m<sup>2</sup>) in size.

### **PROPOSAL**

The purpose of this application is to provide relief from the minimum rear yard setback for a single detached residential dwelling. The applicant is proposing to construct a new single detached residential dwelling with a minimum rear yard setback of 7.52 m (24.67 ft).

### **WELLINGTON COUNTY OFFICIAL PLAN**

The subject property is designated RESIDENTIAL within the Urban Centre of Mount Forest. Section 13.7 of the Plan provides consideration for minor variances provided the general intent of the Official Plan and Zoning By-law are maintained and the variance is minor and desirable for the appropriate development of the land. Consideration shall be given as to whether compliance with the by-law would be unreasonable, undesirable or would pose an undue hardship on the applicant.

## TOWNSHIP OF WELLINGTON NORTH ZONING BY-LAW

The subject property is zoned Residential Zone (R2). The applicant is proposing to construct a new single detached residential dwelling unit and require the following variance:

<b>Lot Regulations</b> Section 12.2.1.6	<b>Permitted</b>	<b>Proposed</b>	<b>Difference</b>
<b>Rear Yard, Minimum</b>	7.6 m (24.9 ft)	7.52 m (24.67 ft)	0.08 m (0.23 ft)

The variance requested is minor and appropriate for the use of the lot. The variance meets the general intent of the Official Plan and Zoning By-law. I trust that this information will be of assistance to the Committee when making their decision on this application.

### **CORRESPONDENCE FOR COMMITTEE'S REVIEW**

Kim Funk, Source Protection Coordinator, Wellington Source Water Protection

- Email dated August 1, 2023 (No Objection)

Cassandra Malo, Environmental Planning Technician, Saugeen Conservation

- Correspondence dated August 10, 2023 (No Objection)

### **REQUEST FOR NOTICE OF DECISION**

Persons wishing to be notified of the decision must submit a written request to the Secretary-Treasurer.

### **CHAIRPERSON OPENS FLOOR FOR ANY COMMENTS/QUESTIONS**

Tracy Lesperance, Van Harten Surveying Inc., clarified this minor variance application is for an existing dwelling.

### **COMMENTS/QUESTIONS FROM THE COMMITTEE**

Councillor Renken asked for clarification that this is request for a variance of three inches from the porch. Tracy Lesperance, Van Harten Surveying Inc., responded that a porch is permitted to encroach, this minor variance is for the dwelling itself.

### **DECISION**

#### **CALL FOR VOTE: SHOW OF HANDS**

THAT the minor variance applied for in Application A08/23, for the property described as Lot 7 Plan 61M253, with a civic address of 153 Jack's Way, to provide the following relief;

1. **THAT a reduced Rear Yard Setback of 7.52 m (24.67 ft) be permitted, for a proposed single detached residential dwelling, whereas the By-Law requires 7.6 m (24.9 ft).**

APPROVED

**ADJOURNMENT**

RESOLUTION: 014-2023

Moved: Renken

Seconded: Burke

THAT the committee of adjustment meeting of August 14, 2023 be adjourned at 2:38 P.M.

CARRIED

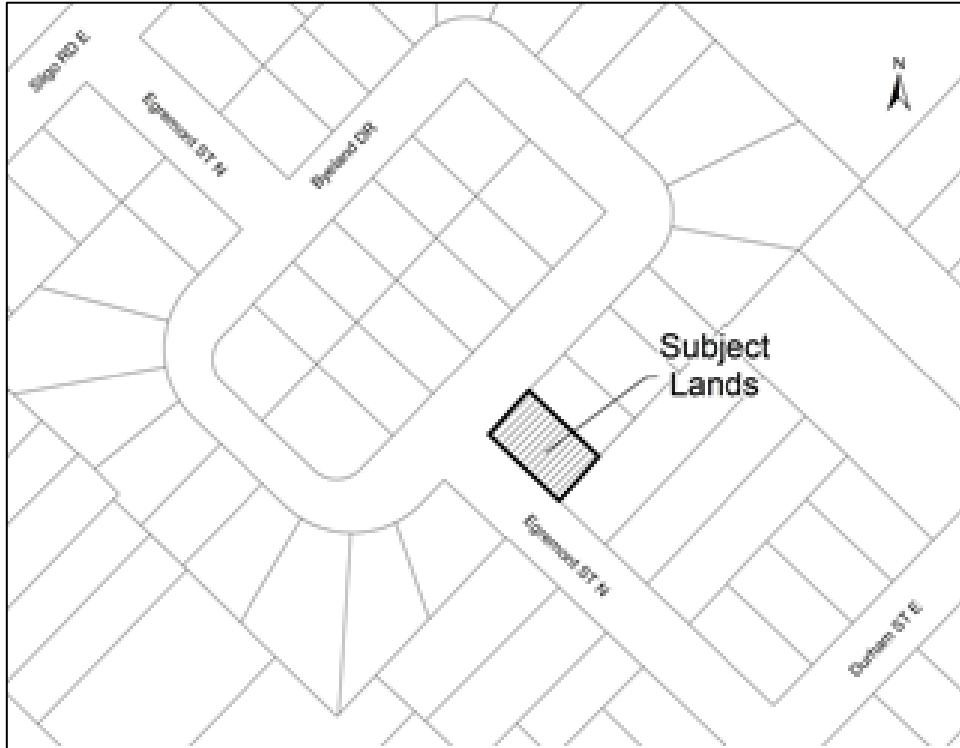
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**MAYOR**

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**CLERK**

**WARREN DICKSON**





## COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT  
ALDO SALIS, M.Sc., B.E.S., MCIP, RPP, DIRECTOR  
TEL: (519) 837-2600  
FAX: (519) 823-1694  
1-800-663-0750

ADMINISTRATION CENTRE  
74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

September 11<sup>th</sup>, 2023

Mr. Darren Jones, Chief Building Official  
Township of Wellington North Committee of Adjustment  
7490 Sideroad 7 West  
Kenilworth, ON N0G 2E0

Dear Mr. Jones,

Re: **Minor Variance Application A09/23**  
**Plan 7119D PT Lot 17**  
**334 Egremont St N, Mount Forest**  
**Warren Dickson**

We have reviewed the application for minor variance and provide the following comments.

**Planning Opinion:** The variance requested would provide relief from the minimum width for a private garage. The applicants are proposing to add an additional residential unit in the basement. As a result, an additional permanent parking space is required. The applicant is proposing to make use of the existing 5.18 m (17 ft) wide private garage, whereas the bylaw requires a minimum garage width of 6.0 m (19.6 ft) to park two vehicles.

We have no concerns with the requested relief and are satisfied that the application maintains the general intent and purpose of the Official Plan and Zoning By-law, and the request is desirable and appropriate for the development of the subject property.

### SUBJECT PROPERTY AND LOCATION

The location of the subject property is described as Plan 7119D PT Lot 17 and is Municipally known as 334 Egremont St N, Mount Forest. The property is approximately 6,100 ft<sup>2</sup> (566 m<sup>2</sup>) in size. The location of the property is shown on Figure 1.

### PROPOSAL

The purpose of this application is to provide relief from the minimum width for a private garage. The applicants are proposing to add an additional residential unit in the basement. As a result, an additional permanent parking space is required. The applicant is proposing to make



Figure 1. 2020 Aerial photo of subject lands



use of the existing 5.18 m (17 ft) wide private garage, whereas the bylaw requires a minimum garage width of 6.0 m (19.6 ft) to park two vehicles.

**WELLINGTON COUNTY OFFICIAL PLAN**

The subject property is designated RESIDENTIAL located within the Urban Center of Mount Forest. Section 13.7 of the Plan provides consideration for minor variances provided the general intent of the Official Plan and Zoning By-law are maintained and the variance is minor and desirable for the appropriate development of the land. Consideration shall be given as to whether compliance with the by-law would be unreasonable, undesirable or would pose an undue hardship on the applicant.

**TOWNSHIP OF WELLINGTON NORTH ZONING BY-LAW**

The subject property is zoned Residential (R1C). The applicant is proposing to add an additional residential unit in the basement and requires an additional permanent parking space. The applicant is proposing to make use of the existing 5.18 m (17 ft) wide private garage to park two vehicles and requires the following variance:

Parking Regulations	Required Width	Proposed Width	Difference
Size of Parking Spaces (Section 6.27.1)	6.0 m (19.6 ft)	5.18 m (17 ft)	0.82 m (2.2 ft)

The variance requested is minor and appropriate for the use of the lot. The applicant is proposing to add an additional residential unit in the basement. As a result, an additional permanent parking space is required. The variance meets the general intent of the Official Plan and Zoning By-law. I trust that this information will be of assistance to the Committee when making their decision on this application.

Yours truly,



Matthieu Daoust, RPP MCIP  
Senior Planner

## Tammy Pringle

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**From:** Source Water <sourcewater@centrewellington.ca>  
**Sent:** August 18, 2023 9:21 AM  
**To:** Tammy Pringle  
**Cc:** Source Water  
**Subject:** RE: NOTICE OF PUBLIC HEARING FOR MINOR VARIANCE APPLICATION: A09/23 334 Egremont St N  
**Attachments:** WHPA\_Map\_EgremontN\_334.pdf

Hi Tammy,

Thank you for providing the above referenced application for review. Since this property is located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), but the activity(ies), as indicated, would not create a significant drinking water threat, the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*. Please note that we may provide comments on any future planning applications subject to this property, given the vulnerable areas.

I have attached a map showing the property and Wellhead Protection Areas for your reference.

If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

Thanks,

Kim

Kim Funk | Source Protection Coordinator

Wellington Source Water Protection | 1 MacDonald Square, Elora, ON, N0B 1S0  
519.846.9691 x283 | [kfunk@centrewellington.ca](mailto:kfunk@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1-844-383-9800

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**From:** Tammy Pringle <tpringle@wellington-north.com>  
**Sent:** Friday, August 18, 2023 8:59 AM  
**Subject:** NOTICE OF PUBLIC HEARING FOR MINOR VARIANCE APPLICATION: A09/23 334 Egremont St N

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

### TOWNSHIP OF WELLINGTON NORTH COMMITTEE OF ADJUSTMENT

#### NOTICE OF PUBLIC HEARING OF APPLICATION FOR MINOR VARIANCE

*Planning Act, R.S.O. 1990, Chap.P.13, ss.45 (5)*

**A09/23**

**TAKE NOTICE** that an application for minor variance, under the above file number has been submitted to the Committee of Adjustment for the Township of Wellington North. The Committee will give consideration to the minor variance application on:

**Monday, September 11, 2023 @ 2:00 p.m.**

**HOW TO JOIN**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://us02web.zoom.us/j/84293479909>

Description: Public Meeting Under the Planning Act

Join by phone:

Dial: 855 703 8985 (Toll Free) or 1 438 809 7799 (*long distance charges may apply*)

Webinar ID: 842 9347 9909

Or

Attend in person:

Township of Wellington North, Administration Office, Council Chambers  
7490 Sideroad 7 West, Kenilworth

**THE LOCATION OF THE SUBJECT PROPERTY** is described as Plan 7119D Part Lot 17 and is municipally known as 334 Egremont St N. The property is approximately 6,146 ft<sup>2</sup> (571 m<sup>2</sup>) in size. The location is shown on the map below.

**THE PURPOSE AND EFFECT** of the application is to provide relief from minimum width requirements for a proposed private garage. The proposed variance will permit a reduced width of 5.18 m (17 ft). The applicants are proposing to add an additional dwelling unit and require one additional permanent parking space. Other variances may be considered where deemed appropriate.

## Tammy Pringle

Development Clerk, *Township of Wellington North*

519.848.3620 ext. [4435](tel:4435) | 7490 Sideroad 7 W, PO Box 125, Kenilworth, ON N0G 2E0

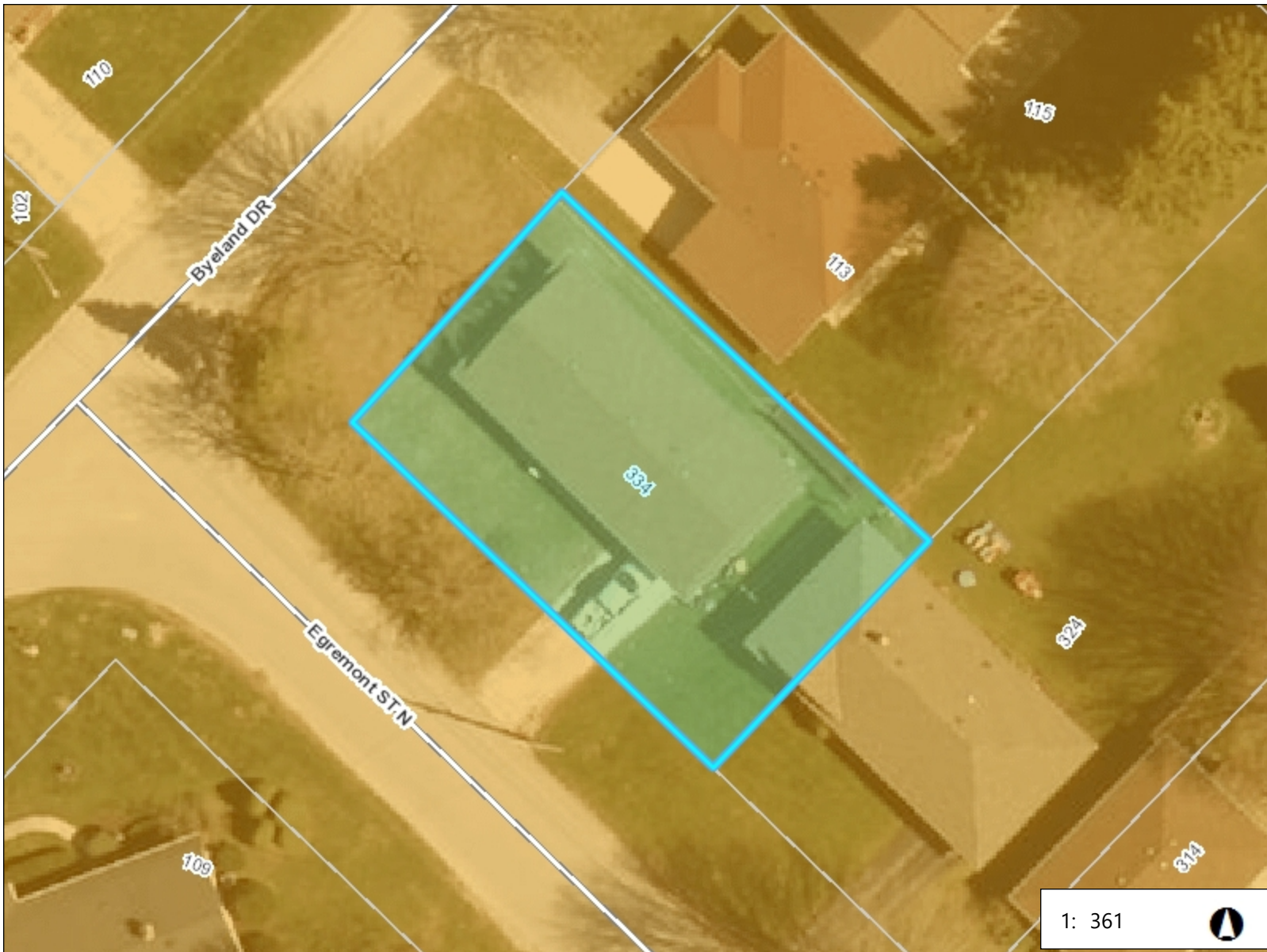
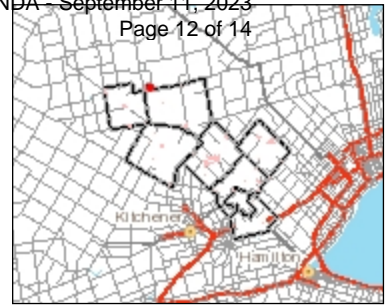


### *Focused on Building Capacity*

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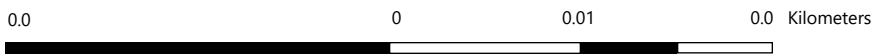
# 334 Egremont Street North, Mount Forest



### Legend

- Parcels
- Roads**
  - Local Road
  - County Road
  - Highway
- Well Locations**
  - Existing
  - Proposed
- Wellhead Protection Area**
  - A
  - B
  - C
  - D
- Vulnerability Score**
  - 10
  - 8, D; 8; 8, C
  - 2, 4, 6 (A, B or C)
  - 2,4,6, D; 2,4, D; 2, 4, 6 (D); 4, D; 6,
- HVA
- SGRA
- RoadsLookup

1: 361



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
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### Notes

SENT ELECTRONICALLY ONLY ([tpringle@wellington-north.com](mailto:tpringle@wellington-north.com))

August 24, 2023

Township of Wellington North  
7490 Sideroad 7 West  
Kenilworth, Ontario N0G 2E0

ATTENTION: Tammy Pringle, Development Clerk

Dear Ms. Pringle

RE: Minor Variance A09-23 (Dickson)  
334 Egremont Street N  
Roll No.: 234900000107200  
Geographic Town of Mount Forest  
Township of Wellington North

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Saugeen Valley Conservation Authority (SVCA) staff has reviewed the above-noted application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). SVCA staff has also reviewed the application as part of our role as a public body under the *Planning Act* as per our Conservation Authority Member approved Environmental Planning and Regulations Policies Manual, amended October 16, 2018.

### **Purpose**

The purpose and effect of the application is to provide relief from minimum width requirements for a proposed private garage. The proposed variance will permit a reduced width of 5.18 m (17 ft). The applicants are proposing to add an additional dwelling unit and require one additional permanent parking space. Other variances may be considered where deemed appropriate.

### **Recommendation**

SVCA staff find the application acceptable. The subject property does not contain any natural hazard features of interest to SVCA. As such, it is the opinion of SVCA staff that the application is consistent with the Natural Hazard Policies of the PPS, 2020 and the County of Wellington Official Plan. Additionally, the property not subject to Ontario Regulation 169/06, or to the policies of SVCA at this time, and as such, permission (permit) from the SVCA is not required for development on the property.

Please inform this office of any decision made by the planning approval authority with regards to this application. We respectfully request to receive a copy of the decision and notice of any appeals filed.

Township of Wellington North  
Proposed Minor Variance A09-23 (Dickson)  
August 24, 2023  
Page 2 of 2

Should you have any questions, please contact the undersigned.

Sincerely,



Michael Oberle  
Environmental Planning Technician  
Saugeen Conservation  
MO\

cc: Karen Wallace, Clerk, Township of Wellington North (via email)  
Darren Jones, CBO, Township of Wellington North (via email)  
Steve McCabe, SVCA Member representing the Township of Wellington North (via email)