

# COMMITTEE OF ADJUSTMENT

Meeting #01

MINUTES

January 22, 2025

MEETING:	Held on Wednesday January 22, 1:00 P.M. in Council Chambers and via Zoom Webinar	
PRESENT:	J. Riddell	- Chair
	F. Capuano	- Member
	E. Westerhof	- Member
	A. Rawlings	- Alternate Member
	E. Shacklette	- Secretary-Treasurer
	C. Kabel	- Committee Clerk
	J. O'Reilly	- Supervisor of Site Plan Review
	Ryan Kochuta	- Planner, Site Plan Review
ABSENT:	V. Tinti	- Vice Chair

## 1. DECLARATION OF INTEREST:

## 2. ADDENDUMS:

### 6.2 ITEMS FOR DISCUSSION:

- Chair and Vice Chair Selection for Committee of Adjustment, Committee of Revision and Property Standards Committee

## 3. REQUEST FOR DEFERRALS:

## 4. CONSENT ITEMS:

HEARING NO.	FILE NO. 540-02-	ADDRESS
-------------	------------------	---------

## 5. REGULAR ITEMS:

HEARING NO.	FILE NO. 540-02-	ADDRESS
-------------	------------------	---------

4.1)	A-055/24	Re: 476 Holtby Ave., Burlington Ward 2 Pages 3-8
------	----------	---

4.2)	A-066/24	Re: 675 Dynes Rd., Burlington Ward 4
------	----------	--

- Pages 9-12
- 4.3) A-079/24 Re: 146 Birett Dr.,  
Burlington  
Ward 4  
Pages 13-16
- 4.4) A-083/24 Re: 492 Shannon Cres.,  
Burlington  
Ward 4  
Pages 17-20
- 4.5) A-085/24 Re: 3223 Renton Rd.,  
Burlington  
Ward 6  
Pages 21-22
- 4.6) A-090/24 Re: 2103 Paisley Ave.,  
Burlington  
Ward 2  
Pages 23-26
- 5.1) A-047/24 Re: 4450 Paletta Crt.,  
Burlington  
Ward 4  
Pages 27-32
- 5.2) A-048/24 Re: 4480 Paletta Crt.,  
Burlington  
Ward 4  
Pages 27-32
- 5.3) A-049/24 Re: 4500 Paletta Crt.,  
Burlington  
Ward 4  
Pages 27-32

## **6. OTHER BUSINESS:**

**6.1** Correspondence

**6.3** Date of Next Meeting

**6.4** Approval of Minutes from the previous Committee of Adjustment meeting

## **7. ADJOURNMENT:**

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**January 22, 2025

---

Chair called the Committee of Adjustment meeting no. 01 to order at 1:00 pm.

Secretary Treasurer provided introductory remarks; Committee Clerk advised of housekeeping items.

Secretary Treasurer requested to have item 6.2 – Nominations for Chair and Vice Chair be moved to the first item on the agenda; Committee agreed.

**6.2 ITEMS FOR DISCUSSION:**

As per the Committee of Adjustment Terms of Reference, Chair and Vice Chair elections took place for the Committee of Adjustment, Property Standards Committee and Committee of Revision for the year 2025.

Motion 01-2025

Committee of Adjustment:  
Chair: Filippo Capuano  
Vice Chair: Jim Riddell

Motion 02-2025

Property Standards Committee:  
Chair: Jim Riddell  
Vice Chair: Elaine Westerhof

Motion 03-2025

Committee of Revision:  
Chair: Filippo Capuano  
Vice Chair: Elaine Westerhof

- 1. DECLARATION OF INTEREST:** None
- 2. ADDENDUMS:** None
- 3. DEFERRALS:** None
- 4. CONSENT ITEMS:**

Secretary Treasurer invited the public if they wished to speak to an item on the Consent Agenda; None.

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**

January 22, 2025

---

Chair invited the Committee Members if they wished to pull an item from the Consent Agenda; Member Westerhof requested items 4.1, 4.2, 4.3, and 4.4 to be pulled from the consent agenda; Member Rawlings requested to pull item 4.5 from the consent agenda.

Item 4.6 was removed from the consent agenda due to public feedback.

*Items in the minutes are not represented in chronological order like the agenda, but in the order in which they were heard by the Committee.*

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**

January 22, 2025

**REGULAR ITEMS:****HEARING NO. 4.1 - FILE NO. 540-02-A-055/24**

**APPLICANTS:** Albert Lawrence McDonagh and Helen Ann McLeman  
McDonagh

**PROPERTY:** 476 Holtby Ave.,  
PLAN 134 PT LOT B,  
City of Burlington, Regional Municipality of Halton.

TO HEAR AND DETERMINE an application by the Owners of the above-described property, for a Minor Variance to the requirements of the Zoning By-Law 2020, as amended, as follows:

1. To permit lot coverage of 41.2% instead of the maximum permitted 22% for a one and a half storey detached dwelling without an attached garage.
2. To permit floor area ratio of 0.65:1 instead of the maximum permitted 0.45:1 for a one and a half storey detached dwelling without an attached garage.
3. To permit a front yard of 3.7 m instead of the minimum required 6 m for proposed additions to a detached dwelling without an attached garage.
4. To permit a rear yard of 7.8 m instead of the minimum required 9 m for proposed additions to a detached dwelling without an attached garage.
5. To permit a north-west side yard of 0.6 m instead of the minimum required 1.2 m for proposed one and a half storey additions to a detached dwelling without an attached garage.
6. To permit a south-east side yard of 1.2 m instead of the minimum required 3 m for proposed additions to a detached dwelling without an attached garage.
7. To permit a front yard of 0.7 m instead of the minimum required 5.35 m (6 m – 0.65 m encroachment) for a proposed roofed-over 1-storey porch including steps and roof overhang excluding eaves and gutter.
8. Notwithstanding the definition of Dormer (a), to permit the sum length of the projection to be 3.4 m instead of the maximum permitted one third of the permitted length of a building wall (1.34 m) for a proposed dormer addition.

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**

January 22, 2025

- 9. Notwithstanding the definition of Dormer (b), to permit the length of the projection to be 3.4 m instead of the maximum permitted 3.1 m for a proposed dormer addition.
- 10. To permit a south-east side yard encroachment of 1 m instead of the maximum permitted projection of 0.5 m measured from the wall of the building for a proposed roof overhang excluding eaves and gutter.
- 11. To permit a driveway length of 1.2 m instead of the minimum required 6 m.
- 12. To permit the combined width of all hard surfaces to be 6.2 m instead of the maximum permitted 4.5 m for an existing driveway and proposed walkway.

<b>PRESENT:</b>	Maureen McDonagh-Vella – Owner Lauren Boyer Architect – Agent
<b>MATERIALS:</b>	Staff reports containing advice of Planning Department – (Committee of Adjustment, Zoning, Site Planning, and Building) Site Engineering, and Transportation Services.
<b>EVIDENCE:</b>	4 Letters of support from: Lynda Carpenter of 471 Holtby Ave, Patty Austin of 478 Holtby Ave, Aimee Hilson of 489 Holtby Ave and Emily Dickson & Len Ball of 488 Holtby Ave.
<b>HEARING:</b>	Started at approximately 1:23 pm

**Discussion:**

Chair noted pertinent details outlined in the application and on the plans and evidence received.

Lauren Boyer appeared on behalf of the owners and provided evidence in support of the application.

No one appeared before the Committee in support or opposition to the request.

Chair asked if any Members had any questions:

E. Westerhof, J. Riddell and A. Rawlings asked questions of the agent and staff.

**Comments from Committee:**

Chair asked Members if they had comments on the application:

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**

January 22, 2025

E. Westerhof supported the application as noted for the following reasons: initially concerned about the application but concurred with colleagues; met the four tests of a minor variance.

A. Rawlings supported the application as noted for the following reasons: concurred with colleagues; development was a positive reuse of the existing building; design kept in line with existing streetscape; met the four tests of a minor variance; concurred with staff comments.

F. Capuano supported the application as noted for the following reasons: concurred with staff report; good design which helped mitigate any perceived issues; application met the four tests of a minor variance.

Chair supported variances 1 through 11 as noted for the following reasons: proposal was well designed; these variances met the four tests of a minor variance; understood the reduced driveway length was due to the age of the home; did not support variance 12; felt the walkway would be utilized for parking and did not meet the four tests of a minor variance.

Chair asked the Committee for a Motion. Member Rawlings moved for approval of variances 1-11 with conditions; Member Capuano seconded.

Committee members voted unanimously in favour of variances 1-11 that the variance application met the four tests of the *Planning Act* for similar reasons as the staff reports in the agenda and evidence presented at the hearing.

Chair asked the Committee for a Motion. Member Rawlings moved for approval of variance 12 with condition; Member Capuano seconded.

Committee members voted 3-1 in favour of Variance 12 that the variance application met the four tests of the *Planning Act* for similar reasons as the staff reports in the agenda and evidence presented at the hearing.

Chair read the decision; advised of the conditions and 20-day appeal period.

**DECISION 540-02-A-055/2024:**

Having regard for the requirements of Section 45 Sub-section (1) of the *Planning Act*, RSO. 1990, c. P.13, as amended;

And after having fully considered as part of their deliberations and final decision on this matter any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision, and any and all oral submission related to this application that were made at the public hearing held under the *Planning Act*;

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**

January 22, 2025

**The majority of members supported the application therefore;**

The Committee **GRANTS** the application under **File 540-02-A-055/2024** at **476 Holtby Avenue, Burlington:**

1. To permit lot coverage of 41.2% instead of the maximum permitted 22% for a one and a half storey detached dwelling without an attached garage.
2. To permit floor area ratio of 0.65:1 instead of the maximum permitted 0.45:1 for a one and a half storey detached dwelling without an attached garage.
3. To permit a front yard of 3.7 m instead of the minimum required 6 m for proposed additions to a detached dwelling without an attached garage.
4. To permit a rear yard of 7.8 m instead of the minimum required 9 m for proposed additions to a detached dwelling without an attached garage.
5. To permit a north-west side yard of 0.6 m instead of the minimum required 1.2 m for proposed one and a half storey additions to a detached dwelling without an attached garage.
6. To permit a south-east side yard of 1.2 m instead of the minimum required 3 m for proposed additions to a detached dwelling without an attached garage.
7. To permit a front yard of 0.7 m instead of the minimum required 5.35 m (6 m – 0.65 m encroachment) for a proposed roofed-over 1-storey porch including steps and roof overhang excluding eaves and gutter.
8. Notwithstanding the definition of Dormer (a), to permit the sum length of the projection to be 3.4 m instead of the maximum permitted one third of the permitted length of a building wall (1.34 m) for a proposed dormer addition.
9. Notwithstanding the definition of Dormer (b), to permit the length of the projection to be 3.4 m instead of the maximum permitted 3.1 m for a proposed dormer addition.
10. To permit a south-east side yard encroachment of 1 m instead of the maximum permitted projection of 0.5 m measured from the wall of the building for a proposed roof overhang excluding eaves and gutter.
11. To permit a driveway length of 1.2 m instead of the minimum required 6 m.
12. To permit the combined width of all hard surfaces to be 6.2 m instead of the maximum permitted 4.5 m for an existing driveway and proposed walkway.

The reasons for the Committee's decision are that:

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**January 22, 2025

---

1. The general intent and purpose of the Official Plan **will** be maintained.
2. The general intent and purpose of the zoning by-law **will** be maintained.
3. The requested variances **are** desirable for the appropriate development or use of the property.
4. The requested variances **are** minor.

In addition to satisfying the four tests, the Committee's rationale for supporting the application include: the proposed additions made efficient use of the irregular and undersized lot; The additions respected the character of the neighborhood; The reduced front yard porch setback promoted an inviting and usable front entry; The shortened driveway accommodated off-street parking while the wider hard surface provided necessary access to the home.

**CONDITIONS:**

The decision of the subject minor variance application is subject to the following conditions. Conditions as listed below must be fulfilled within the time period specified which period begins from the last date of appeal. Any time period given is a maximum period only and cannot be extended.

These variances are for the life and repair of the single detached residential use only; any construction associated with this approval shall be substantially in accordance with the plans submitted in support of the application.

The following conditions must be satisfied within 2 years for the subject site:

1. The Applicant shall apply for a Pre-Building Permit Application;
2. The applicant shall provide details and specifications for the walkway portion of the hard surfacing, in line with the site plan, that is to be comprised of permeable pavers to the satisfaction of the Director of Community Planning or their designate.
3. The applicant shall submit a consent letter, where the applicant is not the owner of the tree proposed for injury (Tree #4 identified within the submitted Tree Protection Plan, dated June 19, 2024) to the satisfaction of the Supervisor of Forestry Protection or their designate. Should the applicant not obtain consent from the adjacent landowner, it may be necessary to relocate the limits of excavation and associated disturbance outside of the minimum tree protection zone(s) of the tree.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

The Applicant is advised of the following notes:

1. A Building Permit is required for all building construction;
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2012.
3. A grading and drainage clearance certificate **may** be required.
4. A tree permit **will** be required for any and all work around regulated trees in accordance with the City's Tree By-laws. Revisions to the report and/or plans may be required through the tree permit process.
5. No unprotected openings permitted in exterior wall less than 1.2m to property line.
6. 45-minute fire resistance rating required for exterior wall where limiting distance is less than 1.2m but not less than 0.6m.
7. The upper-level addition meets the definition of a half storey, notwithstanding the dormer width.
8. The existing dwelling was assessed as being constructed in 1929. Zoning noted the existing lot area, lot width, front yard, side yards, lot coverage, and driveway do not comply with current regulations.
9. There are no existing parking spaces located on the property. Variance 11 is due to new front yard landscaping.
10. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Pre-Building Approval Application is made, they will be the responsibility of the applicant to obtain.
11. The zoning review was based on the portion of the site affected by the proposed development only.
12. The variances were reviewed under Section 45(1) of the *Planning Act*.

The decision of the Committee is subject to a 20-day appeal period that starts today. The Secretary-Treasurer will mail a copy of the decision within 10 days of this meeting.

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**

January 22, 2025

**HEARING NO. 4.2 - FILE NO. 540-02-A-066/24**

**APPLICANTS:** 401700 Ontario Limited and 401701 Ontario Limited

**PROPERTY:** 675 Dynes Rd.,  
 PLAN 293 PT LOTS 7,8,  
 City of Burlington, Regional Municipality of Halton.

TO HEAR AND DETERMINE an application by the Owners of the above-described property, for a Minor Variance to the requirements of the Zoning By-Law 2020, as amended, as follows:

1. To permit a home-based business in an attached garage whereas Zoning By-law 2020 does not permit a home-based business in an attached garage.
2. To permit exterior alternations to the existing dwelling (attached garage) for a home-based business (office) whereas Part 1 Section 2.18.1 (a) requires that the residential appearance and character of the dwelling and property shall be maintained, and no exterior alteration shall be made to the dwelling, which would indicate that any part of the premises is being used for any purpose other than that of a residential dwelling.

<b>PRESENT:</b>	Remy Consulting Engineers Ltd. – Agent
<b>MATERIALS:</b>	Staff reports containing advice of Planning Department – (Committee of Adjustment, Zoning, Site Planning, and Building) Site Engineering, and Transportation Services.
<b>EVIDENCE:</b>	None
<b>HEARING:</b>	Started at approximately 1:57 pm

**Discussion:**

Chair noted pertinent details outlined in the application and on the plans and evidence received.

Andy Ghadban of Remy Consulting appeared on behalf of the owners and provided evidence in support of the application.

No one appeared before the Committee in support or opposition to the request.

Chair asked if any Members had any questions:

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**January 22, 2025

---

F. Capuano, E. Westerhof and Chair asked questions of the agent and staff.

**Comments from Committee:**

Chair asked Members if they had comments on the application:

E. Westerhof supported the application as noted for the following reasons: concurred with staff report; met the four tests of a minor variance; did not support a condition to restrict the use as the bylaw could manage that and would place undo hardship on the existing tenant if they were to cease their position as the superintendent.

A. Rawlings supported the application as noted for the following reasons: it was a reasonable application; supported a condition to restrict the use; practical solution to an existing problem; beneficial for the area residents; the application met the four tests of a minor variance.

F. Capuano supported the application as noted for the following reasons: concurred with staff report; met the four tests of a minor variance.

Chair supported the application as noted for the following reasons: based on staffs advice; does not believe a condition to restrict use would be warranted; proposal met the four tests of a minor variance.

Chair asked the Committee for a Motion. Member Rawlings moved for approval with conditions as originally presented with no changes to the conditions; Member Westerhof seconded.

Committee members voted unanimously that the variance application met the four tests of the *Planning Act* for similar reasons as the staff reports in the agenda and evidence presented at the hearing.

Chair read the decision; advised of the conditions and 20-day appeal period.

**DECISION 540-02-A-066/2024:**

Having regard for the requirements of Section 45 Sub-section (1) of the *Planning Act*, RSO. 1990, c. P.13, as amended;

And after having fully considered as part of their deliberations and final decision on this matter any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision, and any and all oral submission related to this application that were made at the public hearing held under the *Planning Act*;

**Members unanimously supported the application therefore;**

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

The Committee **GRANTS** the application under **File 540-02-A-066/2024** at **675 Dynes Road, Burlington**:

1. To permit a home-based business in an attached garage whereas Zoning By-law 2020 does not permit a home-based business in an attached garage.
2. To permit exterior alternations to the existing dwelling (attached garage) for a home based business (office) whereas Part 1 Section 2.18.1 (a) requires that the residential appearance and character of the dwelling and property shall be maintained and no exterior alteration shall be made to the dwelling, which would indicate that any part of the premises is being used for any purpose other than that of a residential dwelling.

The reasons for the Committee's decision are that:

1. The general intent and purpose of the Official Plan **will** be maintained.
2. The general intent and purpose of the zoning by-law **will** be maintained.
3. The requested variances **are** desirable for the appropriate development or use of the property.
4. The requested variances **are** minor.

In addition to satisfying the four tests, the Committee's rationale for supporting the application include: the proposed home-based office use would support the surrounding rental development therefore serve the primary residential use of the land; the building would maintain the appearance of the residential dwelling from the exterior.

**CONDITIONS:**

The decision of the subject minor variance application is subject to the following conditions. Conditions as listed below must be fulfilled within the time period specified which period begins from the last date of appeal. Any time period given is a maximum period only and cannot be extended.

These variances are for the life and repair of the home-based business use only; any construction associated with this approval shall be substantially in accordance with the plans submitted in support of the application.

The following conditions must be satisfied within 2 years for the subject site:

1. The Applicant shall apply for a Zoning Clearance Certificate Application.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

The Applicant is advised of the following notes:

1. A Building Permit is required for all building construction;
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2012.
3. It is advised for the designer to review the definition of a 'Live/Work Unit' under the OBC for applicability to this project. Where the scope of work is not a 'Live/Work Unit', it will be considered a mixed-use building and may require fire separations, exits, barrier free design, etc.
4. A grading and drainage clearance certificate may be required.
5. A tree permit may be required for any and all work around regulated trees in accordance with the City's Tree By-laws.
6. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Zoning Clearance Application is made, they will be the responsibility of the applicant to obtain.
7. If in the future the tenant of unit #793 is no longer the superintendent of the property and no other home-based business is established, no other tenant of the property can operate the superintendent office from unit #793 to ensure compliance with Part 1, Subsection 2.18 d) as no other employee other than a resident of the dwelling may be employed or have their services retained.
8. The proposed conversion of the attached garage does not result in any variances related to parking.
9. The variances were reviewed under Section 45(1) of the *Planning Act*.

The decision of the Committee is subject to a 20-day appeal period that starts today. The Secretary-Treasurer will mail a copy of the decision within 10 days of this meeting.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

<b>HEARING NO. 4.3 - FILE NO. 540-02-A-079/24</b>
---

APPLICANTS: Karin Marie Bennett and Donald Dennis Bennett

PROPERTY: 146 Birett Dr.,  
PLAN 588 LOT 4,  
City of Burlington, Regional Municipality of Halton.

TO HEAR AND DETERMINE an application by the Owners of the above-described property, for a Minor Variance to the requirements of the Zoning By-Law 2020, as amended, as follows:

1. To permit a building height of 5.9 m instead of the maximum permitted 4.5 m for a proposed one storey dwelling with a flat roof.

<b>PRESENT:</b>	Carrothers and Associates – Agent
<b>MATERIALS:</b>	Staff reports containing advice of Planning Department – (Committee of Adjustment, Zoning, Site Planning, and Building) Site Engineering, and Transportation Services.
<b>EVIDENCE:</b>	None
<b>HEARING:</b>	Started at approximately 2:20 pm

**Discussion:**

Chair noted pertinent details outlined in the application and on the plans and evidence received.

David Carrothers appeared on behalf of the owners and provided evidence in support of the application.

No one appeared before the Committee in support or opposition to the request.

Chair asked if any Members had any questions:

A. Rawlings and E. Westerhof asked questions of the agent and staff.

**Comments from Committee:**

Chair asked Members if they had comments on the application:

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**January 22, 2025

---

E. Westerhof supported the application as noted for the following reasons: met the four tests of a minor variance; concurred with the staff report; would support approval with condition tied to the specific architecture of the roof.

A. Rawlings supported the application as noted for the following reasons: concurred with the staff report; concerned with removal of trees but design was overall positive; the variance was for only a small portion of the roof; met the four tests of a minor variance.

F. Capuano supported the application as noted for the following reasons: there were no massing issues; met four tests of a minor variance; supported a condition to tie approval to this specific design; concurred with the staff report.

Chair supported the application as noted for the following reasons: met the four tests of a minor variance; it was desirable development; met the intent of the official plan and zoning bylaw; the request was minor in nature.

Chair asked the Committee for a Motion. Member Capuano moved for approval with a condition that any construction associated with the approval be substantially in accordance with the plans submitted in support of the application; Member Westerhof seconded.

Committee members voted unanimously that the variance application met the four tests of the *Planning Act* for similar reasons as the staff reports in the agenda and evidence presented at the hearing.

Chair read the decision; advised of the conditions and 20-day appeal period.

**DECISION 540-02-A-079/2024:**

Having regard for the requirements of Section 45 Sub-section (1) of the *Planning Act*, RSO. 1990, c. P.13, as amended;

And after having fully considered as part of their deliberations and final decision on this matter any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision, and any and all oral submission related to this application that were made at the public hearing held under the *Planning Act*;

**Members unanimously supported the application therefore;**

The Committee **GRANTS** the application under **File 540-02-A-079/2024** at **146 Birett Drive, Burlington:**

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

- 
1. To permit a building height of 5.9 m instead of the maximum permitted 4.5 m for a proposed one storey dwelling with a flat roof.

The reasons for the Committee's decision are that:

1. The general intent and purpose of the Official Plan **will** be maintained.
2. The general intent and purpose of the zoning by-law **will** be maintained.
3. The requested variance **is** desirable for the appropriate development or use of the property.
4. The requested variance **is** minor.

In addition to satisfying the four tests, the Committee's rationale for supporting the application include: the proposed detached dwelling was a permitted use and there was no impact to area density; most of the dwelling complied with the maximum height provision of the zoning by-law; architectural features and design elements minimized the perception of excessive mass.

**CONDITIONS:**

The decision of the subject minor variance application is subject to the following conditions. Conditions as listed below must be fulfilled within the time period specified which period begins from the last date of appeal. Any time period given is a maximum period only and cannot be extended.

These variances are for the life and repair of the single detached residential use only; any construction associated with this approval shall be substantially in accordance with the plans submitted in support of the application.

The following conditions must be satisfied within 2 years for the subject site:

1. The Applicant shall apply for a Pre-Building Permit Application;

The Applicant is advised of the following notes:

1. A Building Permit is required for all building construction;
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2012.
3. A grading and drainage clearance certificate **may** be required.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

- 
4. A tree permit **will** be required for any and all work around regulated trees in accordance with the City's Tree By-laws. Revisions to the report and/or plans may be required through the tree permit process.
  5. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Pre-Building Approval Application is made, they will be the responsibility of the applicant to obtain.
  6. Owner to submit a single dwelling unit information letter to confirm the application does not include the proposal of an additional residential unit.
  7. A Demolition Permit is required.
  8. A Pre-Building Approval Application will be required for the proposed future pool cabana.
  9. A Combined Residential Swimming Pool Application will be required.
  10. The variances were reviewed under Section 45(1) of the *Planning Act*.

The decision of the Committee is subject to a 20-day appeal period that starts today. The Secretary-Treasurer will mail a copy of the decision within 10 days of this meeting.

\* \* \* \* \*

Chair called for an 8-minute recess at 2:52 pm. The meeting resumed at 3:00 pm.

## COMMITTEE OF ADJUSTMENT

Meeting #01

### Minutes

January 22, 2025

### HEARING NO. 4.4 - FILE NO. 540-02-A-083/24

**APPLICANTS:** Cameron Clifford Leslie and Christine Ann Ryan

**PROPERTY:** 492 Shannon Cres.,  
PLAN 1355 LOT 289,  
City of Burlington, Regional Municipality of Halton.

TO HEAR AND DETERMINE an application by the Owners of the above-described property, for a Minor Variance to the requirements of the Zoning By-Law 2020, as amended, as follows:

1. To permit an east side yard of 1.2 m instead of the minimum required 1.8 m for a proposed second storey addition.

<b>PRESENT:</b>	Cameron Clifford Leslie and Christine Ann Ryan – Owners Nutima Design & Project Management Inc. – Agent
<b>MATERIALS:</b>	Staff reports containing advice of Planning Department – (Committee of Adjustment, Zoning, Site Planning, and Building) Site Engineering, and Transportation Services.
<b>EVIDENCE:</b>	None
<b>HEARING:</b>	Started at approximately 3:00 pm

#### **Discussion:**

Chair noted pertinent details outlined in the application and on the plans and evidence received.

Wes Kovalou of Nutima Design appeared on behalf of the owners and provided evidence in support of the application.

No one appeared before the Committee in support or opposition to the request.

Chair asked if any Members had any questions:

E. Westerhof and Chair asked questions of the agent and staff.

#### **Comments from Committee:**

Chair asked Members if they had comments on the application:

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

E. Westerhof supported the application as noted for the following reasons: was initially concerned with the height due to site visit observations and the reduced setback variance, however, there were no public objections; felt the application met the four tests of a minor variance.

A. Rawlings supported the application as noted for the following reasons: was a reasonable addition to house; met the four tests of a minor variance; concurred with the staff report.

F. Capuano supported the application as noted for the following reasons: proposed addition was less than permitted height; did not feel that a height reduction would change the development of the property; concurred with the staff report; met the four tests of a minor variance.

Chair supported the application as noted for the following reasons: met the four tests of a minor variance; desirable development and minor in nature.

Chair asked the Committee for a Motion. Member Rawlings moved for approval with condition; Member Westerhof seconded.

Committee members voted unanimously that the variance application met the four tests of the *Planning Act* for similar reasons as the staff reports in the agenda and evidence presented at the hearing.

Chair read the decision; advised of the conditions and 20-day appeal period.

**DECISION 540-02-A-083/2024:**

Having regard for the requirements of Section 45 Sub-section (1) of the *Planning Act*, RSO. 1990, c. P.13, as amended;

And after having fully considered as part of their deliberations and final decision on this matter any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision, and any and all oral submission related to this application that were made at the public hearing held under the *Planning Act*;

**Members unanimously supported the application therefore;**

The Committee **GRANTS** the application under **File 540-02-A-083/2024** at **492 Shannon Crescent, Burlington:**

1. To permit an east side yard of 1.2 m instead of the minimum required 1.8 m for a proposed second-storey addition.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

The reasons for the Committee's decision are that:

1. The general intent and purpose of the Official Plan **will** be maintained.
2. The general intent and purpose of the zoning by-law **will** be maintained.
3. The requested variance **is** desirable for the appropriate development or use of the property.
4. The requested variance **is** minor.

In addition to satisfying the four tests, the Committee's rationale for supporting the application include: the addition design was consistent with the existing dwelling and the surrounding development; no windows were proposed on the side of the addition thus mitigating privacy impacts.

**CONDITIONS:**

The decision of the subject minor variance application is subject to the following conditions. Conditions as listed below must be fulfilled within the time period specified which period begins from the last date of appeal. Any time period given is a maximum period only and cannot be extended.

These variances are for the life and repair of the single detached residential use only; any construction associated with this approval shall be substantially in accordance with the plans submitted in support of the application.

The following conditions must be satisfied within 2 years for the subject site:

1. The Applicant shall apply for a Pre-Building Permit Application;

The Applicant is advised of the following notes:

1. A Building Permit is required for all building construction;
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2012.
3. A grading and drainage clearance certificate **may** be required.
4. A tree permit **will** be required for any and all work around regulated trees in accordance with the City's Tree By-laws. Revisions to the report and/or plans may be required through the tree permit process.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

- 
5. Minor variances have been identified based on the plans submitted for zoning review. If changes to the plans are made after minor variance approval that result in the need for additional minor variances, they will be the responsibility of the applicant to obtain.
  6. The zoning review was based on the portion of the site affected by the proposed development only.
  7. The variances were reviewed under Section 45(1) of the *Planning Act*.

The decision of the Committee is subject to a 20-day appeal period that starts today. The Secretary-Treasurer will mail a copy of the decision within 10 days of this meeting.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

<b>HEARING NO. 4.5 - FILE NO. 540-02-A-085/24</b>
---

APPLICANTS: Roman Furmanczyk and Ewa Furmanczyk

PROPERTY: 3223 Renton Rd.,  
PLAN M365 LOT 125,  
City of Burlington, Regional Municipality of Halton.

TO HEAR AND DETERMINE an application by the Owners of the above-described property, for a Minor Variance to the requirements of the Zoning By-Law 2020, as amended, as follows:

1. To permit a street side yard abutting Sovereign Road of 0.3 m instead of the minimum required 7.5 m for a proposed accessory structure.

<b>PRESENT:</b>	Roman Furmanczyk – Owner
<b>MATERIALS:</b>	Staff reports containing advice of Planning Department – (Committee of Adjustment, Zoning, Site Planning, and Building) Site Engineering, and Transportation Services.
<b>EVIDENCE:</b>	Letter of support from Danielle & Paul Wilson of 2126 Deer Run Ave.
<b>HEARING:</b>	Started at approximately 3:08 pm

**Discussion:**

Chair noted pertinent details outlined in the application and on the plans and evidence received.

Roman Furmanczyk appeared and provided evidence in support of this application.

No one appeared before the Committee in support or opposition to the request.

Chair asked if any Members had any questions:

F. Capuano, A. Rawlings, E. Westerhof and Chair asked questions of the owner and staff.

**Comments from Committee:**

Chair asked Members if they had comments on the application:

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**January 22, 2025

---

E. Westerhof supported the application as noted for the following reasons: the proposed pergola was replacing an existing situated pergola, and the existing pergola did not appear to propose an existing problem with the surrounding uses; the height of the proposed pergola provides the owner privacy; the adjacent neighbour to the rear was supportive of the proposal; there are topographical constraints on site; met the four tests of a minor variance.

A. Rawlings supported a deferral of the application as noted for the following reasons: was concerned with the height impact given the reduced yard setback but felt the proposal was reasonable. Supported a deferral of the application to allow the applicant to change the design to reduce the height to reduce visual impact and overall massing.

F. Capuano supported the application as noted for the following reasons; application met the 4 tests; the height was a concern given the reduced setback being proposed but ultimately supported the application.

Chair did not support the application as noted for the following reasons; felt the pergola was obtrusive and imposing; the height of the pergola was a result of applicant decisions on site in the past; did not meet the four tests of a minor variance; not minor in nature.

Chair asked the Committee for a Motion. Member Rawlings moved for deferral; Member Capuano seconded.

The majority of members voted to defer the application with the \$705 deferral fee.

**MOTION NO. 04-2025**

**BE IT RESOLVED THAT** the applications under File: 545-02-A-085/2024, at municipal address 3223 Renton Road be DEFERRED at the request of the Committee;

That the \$705.00 deferral fee be PAID prior to rescheduling;

That the application (as may be revised) \* be proceeded with by January 22<sup>nd</sup>, 2026 at the latest (or earlier at the call of the Chair), failing which the Committee will consider the application withdrawn and the file closed.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

<b>HEARING NO. 4.6 - FILE NO. 540-02-A-090/24</b>
---

APPLICANT: Deborah Vesely

PROPERTY: 2103 Paisley Ave.,  
PLAN 458 LOT 111,  
City of Burlington, Regional Municipality of Halton.

TO HEAR AND DETERMINE an application by the Owners of the above-described property, for a Minor Variance to the requirements of the Zoning By-Law 2020, as amended, as follows:

1. To permit lot coverage of 28.0% instead of the maximum permitted 25% for a proposed addition to an existing two-storey detached dwelling with attached garage.
2. To permit floor area ratio of 0.48:1 instead of the maximum permitted 0.45:1 for a proposed addition.

<b>PRESENT:</b>	Darren Sanger-Smith of Structured Creations Inc. – Agent Kim McMillan – Neighbour at 2107 Paisley Ave
<b>MATERIALS:</b>	Staff reports containing advice of Planning Department – (Committee of Adjustment, Zoning, Site Planning, and Building) Site Engineering, and Transportation Services.
<b>EVIDENCE:</b>	Letter of support from Ron Esteban of 2097 Paisley Ave; Letter of Concern from Kim McMillan of 2107 Paisley Ave.
<b>HEARING:</b>	Started at approximately 3:52 pm

**Discussion:**

Chair noted pertinent details outlined in the application and on the plans and evidence received.

Darren Sanger-Smith appeared on behalf of the owners and provided evidence in support of the application.

Kim McMillan appeared virtually before the Committee to clarify that she was in support to the request with the addition of tree plantings along the fence line.

Chair asked if any Members had any questions: (None)

**Comments from Committee:**

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

Chair asked Members if they had comments on the application:

E. Westerhof supported the application as noted for the following reasons: agreed with the staff report; felt the application met the four tests of a minor variance.

A. Rawlings supported the application as noted for the following reasons: concurred with her colleagues; felt the application met the four tests of a minor variance.

F. Capuano supported the application as noted for the following reasons: concurred with the staff report; felt the application met the four tests of a minor variance.

Chair supported the application as noted for the following reasons: concurred with his colleagues; felt the application met the four tests of a minor variance.

Chair asked the Committee for a Motion. Member Rawlings moved for approval with conditions; Member Capuano seconded.

Committee members voted unanimously that the variance application met the four tests of the *Planning Act* for similar reasons as the staff reports in the agenda and evidence presented at the hearing.

Chair read the decision; advised of the conditions and 20-day appeal period.

**DECISION 540-02-A-090/2024:**

Having regard for the requirements of Section 45 Sub-section (1) of the *Planning Act*, RSO. 1990, c. P.13, as amended;

And after having fully considered as part of their deliberations and final decision on this matter any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision, and any and all oral submission related to this application that were made at the public hearing held under the *Planning Act*;

**Members unanimously supported the application therefore;**

The Committee **GRANTS** the application under **File 540-02-A-090/2024** at **2103 Paisley Avenue, Burlington:**

1. To permit lot coverage of 28.0% instead of the maximum permitted 25% for a proposed addition to an existing two-storey detached dwelling with attached garage.
2. To permit floor area ratio of 0.48:1 instead of the maximum permitted 0.45:1 for a proposed addition.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

The reasons for the Committee's decision are that:

1. The general intent and purpose of the Official Plan **will** be maintained.
2. The general intent and purpose of the zoning by-law **will** be maintained.
3. The requested variances **are** desirable for the appropriate development or use of the property.
4. The requested variances **are** minor.

In addition to satisfying the four tests, the Committee's rationale for supporting the application include: the proposed addition carefully balanced functionality and aesthetic compatibility and complimented the existing dwelling design; the addition was modest in size, maintained a balance of built and open space, and thus preserved neighbourhood character and supported stormwater management.

**CONDITIONS:**

The decision of the subject minor variance application is subject to the following conditions. Conditions as listed below must be fulfilled within the time period specified which period begins from the last date of appeal. Any time period given is a maximum period only and cannot be extended.

These variances are for the life and repair of the single detached residential use only; any construction associated with this approval shall be substantially in accordance with the plans submitted in support of the application.

The following conditions must be satisfied within 2 years for the subject site:

1. The Applicant shall apply for a Pre-Building Permit Application.

The Applicant is advised of the following notes:

1. A Building Permit is required for all building construction;
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2012.
3. A grading and drainage clearance certificate **may** be required.
4. A tree permit **may** be required for any and all work around regulated trees in accordance with the City's Tree By-laws. Revisions to the report and/or plans may be required through the tree permit process.

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**

January 22, 2025

- 
5. Variances have been identified based on the plans submitted for zoning review. If additional variances are identified when a Consolidated Pre-Building Permit Application is made, they will be the responsibility of the applicant to obtain.
  6. The zoning review was based on the portion of the site affected by the proposed development only.
  7. The variances identified were based on the plans provided. Any changes to the plans resulting in additional variances will be the responsibility of the applicant to obtain.
  8. The application has been reviewed under Section 45(1) of the Planning Act.

The decision of the Committee is subject to a 20-day appeal period that starts today. The Secretary-Treasurer will mail a copy of the decision within 10 days of this meeting.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

<b>HEARING NOS. 5.1, 5.2, 5.3 - FILE NO. 540-02-A-047/24, 540-02-A-048/2024 &amp; 540-02-A-049/2024</b>
---

APPLICANTS: Paletta International (1990) Inc. and Paletta Bros Four Limited

PROPERTIES: 4450 Paletta Crt.,  
CON 3 SDS PT LOT 6 PLAN 1286 LOTS 11,12,  
City of Burlington, Regional Municipality of Halton.

4480 Paletta Crt.  
Part of Lot 6 Concession 3 S.D.S. Lot 13  
City of Burlington, Regional Municipality of Halton.

4500 Paletta Crt.  
Part of Lot 6 Concession 3 S.D.S. Parts 1 & 2  
City of Burlington, Regional Municipality of Halton.

TO HEAR AND DETERMINE an application by the Owners of the above-described property, for a Minor Variance to the requirements of the Zoning By-Law 2020, as amended, as follows:

1. Notwithstanding Part 1, Section 1.7.1 (g), to permit all zoning regulations to be taken from the external property boundaries instead of the limit of the zoning boundaries between the BC1 and GE1 zone with the exception of Part 3, Section 2 (Table 3.2.1 – Permitted Uses).
2. To permit a 7.3m yard abutting a street with a deemed width of less than 26m (Zelco Drive) instead of the minimum required 9m for a proposed industrial building (Building A).
3. To permit a 10.7m yard abutting a street adjacent to the Queen Elizabeth Way or 403 instead of the minimum required 30m for a proposed office building (Building D).
4. To permit a 14m yard abutting a street adjacent to the Queen Elizabeth Way or 403 instead of the minimum required 30m for two proposed industrial buildings (Building A and B).
5. To permit a 19.5m yard abutting a street adjacent to the Queen Elizabeth Way or 403 instead of the minimum required 30m for a proposed industrial building (Building C).

## COMMITTEE OF ADJUSTMENT

Meeting #01

### Minutes

January 22, 2025

6. To permit a 5.7m landscape area abutting a street adjacent to the Queen Elizabeth Way or Highway 403 instead of the minimum required 15m.
7. To permit one hydro transformer to be located in a required landscape area abutting a street (Zelco Drive) whereas the definition of landscape area does not permit transformers in a required Landscape Area.
8. To permit 1.72 parking spaces per 100 m<sup>2</sup> of gross floor area instead of the minimum required 2 spaces per 100 m<sup>2</sup> of gross floor area for a proposed multi-unit business park.
9. Notwithstanding Part 3, Section 4.9 (c), to permit parking areas with a maximum of 488 spaces separated from adjoining parking areas by a 3m landscape area whereas the Zoning By-law requires parking areas to contain a max

<b>PRESENT:</b>	Dave Pitblado – Alinea Corporation - Owner MHBC Planning – Agent
<b>MATERIALS:</b>	Staff reports containing advice of Planning Department – (Committee of Adjustment, Zoning, Site Planning, and Building) Site Engineering, and Transportation Services.
<b>EVIDENCE:</b>	None
<b>HEARING:</b>	Started at approximately 4:00 pm

### **Discussion:**

Chair noted pertinent details outlined in the application and on the plans and evidence received.

Dave Pitblado of Alinea Corporation and Jillian Sparrow and Dana Anderson of MHBC appeared and provided evidence in support of the application.

No one appeared before the Committee in support or opposition to the request.

Chair asked if any Members had any questions:

A. Rawlings, E. Westerhof and Chair asked questions of the agent and staff.

### **Comments from Committee:**

Chair asked Members if they had comments on the application:

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

E. Westerhof supported the application as noted for the following reasons: concurred with Member Capuano; the presentation was concise; felt the application met the four tests of a minor variance.

A. Rawlings supported the application as noted for the following reasons: appreciated the update to the variance language and how the variances had been written; reasonable proposal; concurred with the staff report; felt the application met the four tests of a minor variance.

F. Capuano supported the application as noted for the following reasons: concurred with the staff report; felt the application met the four tests of a minor variance.

Chair supported the application as noted for the following reasons: appreciated the new language of the listed variances; concurred with staff comments; felt the application met the four tests of a minor variance.

Chair asked the Committee for a Motion. Member Rawlings moved for approval with condition; Member Westerhof seconded.

Committee members voted unanimously that the variance application met the four tests of the *Planning Act* for similar reasons as the staff reports in the agenda and evidence presented at the hearing.

Chair read the decision; advised of the conditions and 20-day appeal period.

**DECISION 540-02-A-047/2024, DECISION 540-02-A-048/2024 and DECISION 540-02-A-049/2024:**

Having regard for the requirements of Section 45 Sub-section (1) of the *Planning Act*, RSO. 1990, c. P.13, as amended;

And after having fully considered as part of their deliberations and final decision on this matter any and all written submissions relating to this application that were made to the Committee of Adjustment before its decision, and any and all oral submission related to this application that were made at the public hearing held under the *Planning Act*;

**Members unanimously supported the application therefore;**

The Committee **GRANTS** the applications under **Files 540-02-A-047/2024, A-048/2024, A-049/2024** at **4450, 4480, 4500 Paletta Court., Burlington:**

1. Notwithstanding Part 1, Section 1.7.1 (g), to permit all zoning regulations to be taken from the external property boundaries instead of the limit of the zoning boundaries between the BC1 and GE1 zone with the exception of Part 3, Section

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

- 2 (Table 3.2.1 – Permitted Uses).
2. To permit a 7.3m yard abutting a street with a deemed width of less than 26m (Zelco Drive) instead of the minimum required 9m for a proposed industrial building (Building A).
  3. To permit a 10.7m yard abutting a street adjacent to the Queen Elizabeth Way or 403 instead of the minimum required 30m for a proposed office building (Building D).
  4. To permit a 14m yard abutting a street adjacent to the Queen Elizabeth Way or 403 instead of the minimum required 30m for two proposed industrial buildings (Building A and B).
  5. To permit a 19.5m yard abutting a street adjacent to the Queen Elizabeth Way or 403 instead of the minimum required 30m for a proposed industrial building (Building C).
  6. To permit a 5.7m landscape area abutting a street adjacent to the Queen Elizabeth Way or Highway 403 instead of the minimum required 15m.
  7. To permit one hydro transformer to be located in a required landscape area abutting a street (Zelco Drive) whereas the definition of landscape area does not permit transformers in a required Landscape Area.
  8. To permit 1.72 parking spaces per 100 m<sup>2</sup> of gross floor area instead of the minimum required 2 spaces per 100 m<sup>2</sup> of gross floor area for a proposed multi-unit business park.
  9. Notwithstanding Part 3, Section 4.9 (c), to permit parking areas with a maximum of 488 spaces separated from adjoining parking areas by a 3m landscape area whereas the Zoning By-law requires parking areas to contain a maximum of 150 parking spaces separated from adjoining parking areas by a 3 m landscape area.

The reasons for the Committee's decision are that:

1. The general intent and purpose of the Official Plan **will** be maintained.
2. The general intent and purpose of the zoning by-law **will** be maintained.
3. The requested variances **are** desirable for the appropriate development or use of the property.
4. The requested variances **are** minor.

**COMMITTEE OF ADJUSTMENT**

Meeting #01

**Minutes**

January 22, 2025

---

In addition to satisfying the four tests, the Committee's rationale for supporting the application include: the proposal was in a suitable location for industrial uses such as manufacturing and warehousing; the design was compatible with adjacent industrial and employment uses; the hydro transformer within a landscaped area with screening would not take away from the overall design; the subject lands were well served by public transit; the addition of the condition to align the planned development with Schedule 'A' dated November 29<sup>th</sup> 2024 reduced ambiguity and provided assurance that the buildings would be positioned as planned.

**CONDITIONS:**

The decision of the subject minor variance application is subject to the following conditions. Conditions as listed below must be fulfilled within the time period specified which period begins from the last date of appeal. Any time period given is a maximum period only and cannot be extended.

These variances are for the life and repair of the office/industrial use only; the variances associated with this approval shall be substantially in accordance with the site plan approval dated March 4, 2024, and Schedule 'A' dated November 29<sup>th</sup>, 2024, that was submitted in support of this application.

The following conditions must be satisfied within 2 years for the subject site:

1. The Applicant shall apply for a Zoning Clearance certificate for Buildings A, B, C, and D.

The Applicant is advised of the following notes:

1. A building permit is required for all building construction/demolition.
2. Permit application drawings are to be prepared by a qualified designer as per Div. C., Section 3.2 - Qualifications of Designers and OBC 2012. An/or an Architect and/or a Professional Engineer.
3. This application was reviewed under section 45(1) of The Planning Act.
4. 38 parking spaces are located within the 14m MTO setback shown as a red hatch on the site plan and have not been included in the required parking calculation. As the parking spaces are within an area of MTO regulation, they are subject to MTO approval prior to being finalized.
5. Hydro Transformer locations are not finalized at this time.
6. MTO approval will be required prior to Zoning Clearance issuance.

## COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

- 
7. The variances identified are for the comprehensive development reviewed under Site Plan #535-013/23 only. Additional planning approvals may be required if the development scope or lot configuration are modified through future applications.
  8. The approval of the variances shall be substantially in accordance with the conditional site plan approval dated March 4, 2024.
  9. The approval of variances 2 through 5 shall be in accordance with the building locations and setbacks as set out on Schedule "A", dated November 29, 2024 and forming part of this submission.
  10. The approval of variance 6 shall be in accordance with the landscape area as shown on Schedule "A", dated November 29, 2024 and forming part of this submission.
  11. The approval of variance #9 shall be in accordance with the parking area shown on Schedule "A", dated November 29, 2024 and forming part of this submission.
  12. A parking Justification Letter from C.F. Crozier & Associates Inc., dated December 15, 2023 was reviewed and approved by Transportation Planning as part of the Site Plan Approval application (File no. 525-013/23). Transportation Planning determined that the proposed parking reduction is supportable, subject to the implementation of Transportation Demand Management (TDM) and an Implementation Strategy as a condition of the Site Plan application.
  13. A grading and drainage clearance certificate **may** be required.
  14. A tree permit **may** be required for any and all work around regulated trees in accordance with the City's Tree By-laws. Revisions to the report and/or plans may be required through the tree permit process.

The decision of the Committee is subject to a 20-day appeal period that starts today. The Secretary-Treasurer will mail a copy of the decision within 10 days of this meeting.

COMMITTEE OF ADJUSTMENT

Meeting #01

Minutes

January 22, 2025

---

**6. OTHER BUSINESS:**

**6.1 Correspondence:**

Copies of Minutes for Meeting No. 22 on December 11, 2024

**6.3 Date of Next Meeting:**

Wednesday February 5, 2025 at 5:30 p.m., In person at City Hall and virtually via Zoom video.

**6.4 Approval of Minutes:**

After conferring with the Members, the Chair directed the minutes of December 11, 2024 be approved as distributed.

**7. ADJOURNMENT:**

The meeting was adjourned at 4:54 p.m.

CERTIFIED CORRECT



---

E. Shacklette  
Secretary-Treasurer

CONFIRMED



---

J. Riddell  
Chair