



**PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE MEETING MINUTES**

Tuesday, January 27, 2026 @ 6:00 PM  
In Person and Via Webex Teleconference Meeting

<b>COMMITTEE MEMBERS PRESENT</b>		<b>STAFF PRESENT</b>
<b>Chair:</b>	Councillor Colin Brown	Brenda Guy, Mgr of Plan/Dev
<b>Members:</b>	Councillor Anne-Marie Koiner	
	Brian Brooks	
	Lynda Garrah	
	Emery Groen	
	Neil McCarney	
	Jana Miller	
<b>Regrets:</b>	Kathy Warren	

<b>1.</b>	<b>Call Meeting to Order</b>
	Chair Colin Brown called the meeting to order at 6:00 PM
<b>2.</b>	<b>Adoption of the Agenda</b>
	<p><b>PAC-COA-PSC Motion #2026-01</b>  <b>Moved by:</b> Councillor Koiner                      <b>Seconded by:</b> Neil McCarney                      BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED JANUARY 27, 2026.  <span style="float: right;"><b>- CARRIED</b></span></p>
<b>3.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof –</b> None
<b>4.</b>	<b>Adoption of Minutes</b>
	<p><b>PAC-COA-PSC Motion #2026-02</b>  <b>Moved by:</b> Brian Brooks                      <b>Seconded by:</b> Lynda Garrah                      BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED DECEMBER 9, 2025.  <span style="float: right;"><b>- CARRIED</b></span></p>
<b>5.</b>	<b>Public Question/Comments – None</b>

6.	<b>Unfinished Business</b> – None
7.	<b>Reports/New Business</b>
	<p><b>DEVELOPMENT PERMIT APPLICATION</b></p> <p><b>DP2025-17 – 580 King Street East – Veterinary Clinic – Otis Properties - Class III Development Permit</b></p> <p>Representatives of the owner (Full Speed Builders) were in attendance.</p> <p>The application is to consider a change of use converting the existing building from retail to an animal clinic to include a 141m<sup>2</sup> addition to the west side of the existing building.</p> <p>One of two entrances will be maintained allowing for additional greenspace and parking on the site. Parking will remain in front of the building. One loading bay is proposed and Staff recommend a reduction from 3.5m x 14 to 3.5m x 10m as deliveries are received in the form of cube vehicles allowing the aisle to not be impeded. Additional landscaping will be located along King Street East and the west side of the property line to include trees and fencing.</p> <p>Committee additionally discussed snow storage which will generally occur on site in grassed areas. Should the owners encounter large amounts of snow they would be responsible to remove the snow from the site. Garbage and recycling will be accommodated within the building.</p> <p>No comments were received from the public. The committee was favourable to the application.</p> <p><b>PAC-COA-PSC Motion #2026-03 – DP2025-17 – 580 King Street East</b>  <b>Moved by:</b> Neil McCarney                      <b>Seconded by:</b> Lynda Garrah</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY recommends that they no objection to Development Permit DP2025-17 Otis Properties Ltd. – 580 King Street East, for a change of use to convert the existing building from retail to an animal clinic including the 141m<sup>2</sup> addition subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• All final plans to be submitted and approved by the Town prior to registration of the agreement on title,</li> <li>• Clearance be obtained and submitted to Planning and Development for sanitary pipe upgrades and the municipal backflow by-law from Public Works,</li> <li>• All registered Site Plan Agreements be removed and replaced with the new Development Permit Agreement,</li> <li>• The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and</li> </ul>

	<ul style="list-style-type: none"> <li>All costs associated with fulfilling the conditions of this decision are borne by the Owner.</li> </ul> <p style="text-align: right;">- <b>CARRIED</b></p>
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	<p><b>DP2025-19 – 215 Stone Street South – Class III Development Permit</b> Applicant Tatiana Holbik was in attendance.</p> <p>Development Permit application DP2025-19 is to consider a private school and related offices for a period of 3 years at 215 Stone Street South.</p> <p>The applicant is proposing to convert the existing building for the purpose of a private school. There are no new additions being proposed and no other uses on the site. A fence will be incorporated to accommodate a play area for the children and it is proposed that a bus stop be located along Stone Street South. Parking is accommodated from Sydenham Street and two spaces will be incorporated along Cedar Alley based on two classrooms.</p> <p>The Committee had no concerns with the use of the property as a private school as it was supporting the community. Concerns of the committee were particularly noted with regards to safety of the children; drop off/pick up location on Stone Street S, high traffic area and there is no parking on the east side of Stone Street South. Sydenham Street provides for parking on the north side.</p> <p>The applicant noted that the children are school age (approximately 25) and the program is before and after school. Staff for the school are on hand for all drop off/pick ups by both school bus and parents.</p> <p>Correspondence was received from one member of the public regarding the fencing between the two properties. It was recommended that the applicant consult with the adjacent neighbour given the abutting fence is deteriorating and the applicant requires proper fencing to accommodate the school.</p> <p>The committee stressed the safety of children particularly during drop off/pick up to applicant.</p> <p>It was noted that the bus routes in Town accommodate all the schools and it currently runs north stopping at two other locations on Stone Street North. Given the application is temporary and there is a current bus route running north on Stone Street, the committee were supportive provided drop off/pick up by parents occurred on Sydenham Street.</p>
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	<p><b>PAC-COA-PSC Motion #2026-04 – DP2025-19 – 215 Stone Street South</b> <b>Moved by:</b> Councillor Koiner                      <b>Seconded by:</b> Jana Miller</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY recommends to Council that they have no objection to Development Permit DP2025-19 (Holbik) at 215 Stone Street South specifically for a private school and related offices for a period of 3 years</p>
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	<p>from the date of decision, provided all necessary requirements are met by the Ministry of Education and Ontario Building Code and the following conditions are met;</p> <ul style="list-style-type: none"> <li>• That the bus stop be located on Stone Street South and the loading/unloading of children by parents be located on Sydenham Street to the satisfaction of Public Works,</li> <li>• That the fencing abutting the property of 121 Sydenham Street be adequate for the benefit of the children and privacy of the neighbour,</li> <li>• All final plans to be submitted and approved by the Town prior to registration of the agreement on title,</li> <li>• Clearance be obtained and submitted to Planning and Development for school bus drop off/pick up, loading and unloading and the municipal backflow by-law to the satisfaction of Public Works,</li> <li>• No illuminated or backlit signage is permitted,</li> <li>• The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse, and;</li> <li>• All costs associated with fulfilling the conditions of this decision are borne by the Owner.</li> </ul> <p style="text-align: right;"><b>- CARRIED</b></p>
8.	<b>Correspondence/Other</b> – None
9.	<b>Next Regular Meeting:</b> Tuesday, February 24, 2026 @ 6:00 pm
10.	<b>Questions From the Media</b> – None
11.	<p><b>Adjournment</b>  <b>PAC-COA-PSC Motion #2025-05</b>  <b>Moved by:</b> Emery Groen <b>Seconded by:</b> Councillor Koiner</p> <p>BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, JANUARY 27<sup>TH</sup> 2026 MEETING AT 7:26 PM.</p> <p style="text-align: right;"><b>- CARRIED</b></p>
<hr/> Colin Brown, Chair	<hr/> Brenda Guy, Committee Secretary