



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

Tuesday, April 28, 2026 @ 6:00 PM
In Person and Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Chair:	Councillor Colin Brown	Brenda Guy, Mgr of Plan/Dev
Members:	Councillor Anne-Marie Koiner	Trudy Gravel, Asst Planner
	Brian Brooks	
	Lynda Garrah	
	Emery Groen	
	Neil McCarney	
	Kathy Warren – On Line	
Regrets:	Jana Miller	

1.	Closed Session
	BE IT RESOLVED IN ACCORDANCE WITH SECTION 239.2 OF THE <i>MUNICIPAL ACT</i> , THAT THE PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE MOVES INTO CLOSED SESSION AT 5:40 PM FOR THE PURPOSE OF DISCUSSING ONE (1) ITEM UNDER ADVICE THAT IS SUBJECT TO SOLICITOR-CLIENT PRIVILEGE INCLUDING COMMUNICATIONS NECESSARY FOR THAT PURPOSE. CARRIED - UNANIMOUS
2.	Move Out of Closed Session at 5:57 PM.
	PAC resumed the Open Session at 6:00 PM with the members present.
3.	Reporting Out of Closed Session
	Councillor Colin Brown advised that a Closed Meeting was held. The Planning Advisory Committee/Committee of Adjustment/Property Standards Committee discussed one (1) item under Advice That Is Subject To Solicitor-Client Privilege Including Communications Necessary for That Purpose. There is nothing to report out on this item.
4.	Call Meeting to Order
	Chair Colin Brown called the meeting to order at 6:00 PM
5.	Adoption of the Agenda

	PAC-COA-PSC Motion #2026-12 Moved by: Councillor Koiner Seconded by: Brian Brooks BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED APRIL 28, 2026. - CARRIED
6.	Disclosure of Pecuniary Interest & General Nature Thereof – None
7.	Adoption of Minutes
	PAC-COA-PSC Motion #2026-13 Moved by: Neil McCarney Seconded by: Lynda Garrah BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED MARCH 31, 2026. - CARRIED
8.	Public Question/Comments – None
9.	Unfinished Business – None
10.	Reports/New Business
	DEVELOPMENT PERMIT APPLICATION
	DP2026-02 – 279 North Street – New Garage – Schur - Class II Development Permit
	The owners Dave and Amy Schur were in attendance. An adjacent neighbour was in attendance and in support the applicant's request. The application is to consider the request to construct a new single storey two car garage including studio, workshop and washroom which will be accessed from North Alley for the property addressed as 279 North Street. The request is to seek relief for the reduction of the setback of the proposed garage to North Alley from 6m to 2.7m and relief for an increase in lot coverage for an accessory structure from 10% to 12.4%. The garage is proposed to be in the dimensions of 8.53m x 9.75m and will consist of 83.24m². The property contains an existing single storey detached residential dwelling that fronts onto North Street. The property does not have an entrance from North Street. Dave Schur provided an overview of the application and provided an updated drawing to the members and staff which showed a further reduction in the setback to North Alley from 6m to 2m. The request for the additional reduction is to address the location of the existing Eastern Ontario hydro line. The applicant noted that the survey pins adjacent North Alley had been recently located. An updated survey plan was requested by staff. The CBO has the authority to request a legal survey.

The applicant noted that the purpose of the garage is for multi use which will include a 2 piece washroom. The size of the garage will meet the total maximum permitted lot coverage of 35% as it will be 30.4%. Staff requested that a survey plan be provided. The Committee members asked for clarification as to the use of the garage. The applicants noted that the garage will be used for the use of a home studio, crafting and floor painting and not for commercial use. The members inquired as to whether it had been considered to move the garage. The applicants noted that they would prefer to have the garage in this area to preserve sight lines and to accommodate for additional parking adjacent the new garage. The members noted that lot drainage was not viewed as being a concern.

The Committee asked for clarification on the Established Building Line which is looking at the distance of the setbacks of the adjacent garages to North Alley which would be 4.35m. The variance request is 2.7m from 4.35m. It was suggested that sky lights be installed but the owners were not receptive to this. Staff provided confirmation that an alley is a street as it is maintained by the Town.

No comments were received from the public. One neighbour was in attendance at the meeting to support the application.

PAC-COA-PSC Motion #2026-14 – DP2026-02 – 279 North Street

Moved by: Brian Brooks **Seconded by:** Councillor Koiner

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE approves application DP2026-02 (Schur) at 279 North Street to permit the construction of a new single storey two car garage with studio, workshop and washroom with relief from North Alley from 6.0m to 2.29m consisting of 83.24m² and relief for an increase in lot coverage for an accessory structure from 10% to 12.4% as presented.

The application is subject to the following conditions:

- Grading and Drainage Plan prepared by an Engineer to be submitted for review and approval by the Town
- Servicing Plan shall be submitted indicating the proposed sanitary service and water supply for approval by the Town
- Clearance approvals be obtained from Eastern Ontario Power for the hydro lines
- Approval is for an accessory garage only. Any consideration of an Additional Residential Unit will require a subsequent Development Permit and separate municipal services.
- All costs associated with fulfilling the conditions of this decision are borne by the Owner, and
- The Owner fulfill all conditions within one year of this approval or the application will lapse.

• **CARRIED**

