

COMMITTEE OF ADJUSTMENT MEETING AGENDA

Thursday, April 02, 2026 | 4:00 pm
Virtual Meeting via Zoom

ZOOM MEETING – PUBLIC ACCESS WEBSITE
<https://us02web.zoom.us/j/89490253327>

MEMBERS PRESENT

OTHERS PRESENT

DISCLOSURE OF PECUNIARY INTEREST

DELEGATIONS

DISCUSSIONS & DECISIONS

1. Adoption of February 18, 2026, Regular Meeting Minutes
2. Business Arising from Minutes
3. Minor Variance Application No. A2-26, Drew & Myles Johnson ----- 269 6th Street 'A'
4. Correspondence
5. New Business
6. Adjournment

COMMITTEE OF ADJUSTMENT MEETING MINUTES

Wednesday, February 18, 2026, | 4:00 pm
Virtual Meeting via Zoom

MEMBERS PRESENT Barbara Hicks (Chair) | Bill Switzer | Brandon Koebel | Carol Hudson | Larry Lantz | Mark Ebert

OTHERS PRESENT Andrew Wilken, Secretary-Treasurer | Jordan Whitmore, Deputy Chief Building Official | Aindrita Sengupta, Building & Planning Assistant

REGRETS None

DISCLOSURE OF PECUNIARY INTEREST None

DELEGATIONS Dave Helwig – Agent, 503 10th Avenue

1. Adoption of November 13, 2025, Regular Meeting Minutes

Moved by CAROL HUDSON / Seconded by LARRY LANTZ

That the minutes of the November 13, 2025, regular meeting be approved as printed and circulated.

CARRIED

2. Business Arising from Minutes

The Secretary-Treasurer advised that a building permit has been issued for the Hallman Estate property at 265 10th Avenue, and that the project is proceeding accordingly.

3. Consent Application, B1-26, Gerry Beitz ----- 503 10th Avenue

The Secretary-Treasurer advised that the Notice for the public meeting was posted on the subject property and on the Town website on January 30, 2026, and circulated to abutting landowners within 60 metres of the subject lands in accordance with Section 53 of the Planning Act, R.S.O. 1990.

The Secretary-Treasurer advised the Committee regarding Consent Application B1-26, which proposes to sever a portion of the subject lands at 503 10th Avenue to create a new parcel for the construction of a four-unit apartment building, while retaining the existing single-detached dwelling on the western portion of the property. The severed parcel will have an approximate area of 490 m², and the retained parcel will have an approximate area of 521 m².

The lands are designated Downtown Commercial in the Official Plan and zoned C1 – Downtown Commercial under the Comprehensive Zoning By-law no. 2912-15.

No public comments were received, and Town staff have no concerns regarding the application. The Planning Advisory Committee reviewed this application on September 9 and focused on adjustments to the severance line to reduce setback impacts related to the associated minor variance application.

The Secretary-Treasurer advised that Bell Canada provided comments indicating no concerns. Public Works advised that there are no municipal infrastructure services on 11th Street between 10th Avenue and 11th Avenue, and that extension of services would be required at the proponent's expense as a condition of approval.

The applicant's agent, Dave Helwig, was in attendance and responded to questions from the Committee.

After a good discussion, a motion was made to approve the application. It was then,

Moved by LARRY LANTZ / Seconded by BILL SWITZER

That the Consent application be granted subject to the following conditions:

1. that the approval be for this application only;
2. that the proposed development will not adversely affect or restrict the uses in the surrounding area;

CARRIED

4. Minor Variance Application, A1-26, Gerry Beitz ----- 503 10th Avenue

The Secretary-Treasurer advised that notice of the public meeting was posted on the subject lands and the Town website on January 30, 2026, and circulated to property owners within 60 metres of the subject lands in accordance with Section 45 of the Planning Act, R.S.O. 1990.

The Secretary-Treasurer informed the Committee that the application seeks relief to reduce the minimum required number of dwelling units from 10 units to 4 units; and to reduce the required front, side, and rear yard setbacks to facilitate the proposed development.

The Secretary-Treasurer further advised that approval of the minor variances is conditional upon finalization of Consent Application B1-26, as the requested variances are based on the newly created parcel configuration.

The application was reviewed by the Planning Advisory Committee on September 9, 2025, which recommended fencing and buffering along the west, north, and east property lines. One written comment was received from a neighbouring property owner Steve Neilson residing at 494 10th Avenue. No members of the public were present to speak. The applicant confirmed that buffering and new fencing will be installed along the property lines to the Municipality's satisfaction.

After a good discussion, a motion was made to approve the application. It was then,

Moved by CAROL HUDSON / Seconded by BRANDON KOEBEL

That the Minor Variance application be granted subject to the following conditions:

1. that the approval be for this application only;
2. that the proposed development will not adversely affect or restrict the uses in the surrounding area;
3. that buffering and fencing be completed along the west, north, and east property lines to the satisfaction of the Municipality;

CARRIED

5. Correspondence

None

6. New Business

None

7. Adjournment

Moved by MARK EBERT

That the meeting now be adjourned at 4:24 pm.

Chair, Barbara Hicks

Secretary-Treasurer, Andrew Wilken

(FOR OFFICE USE ONLY)

FILE NUMBER A - 2 - 26

Date Received: _____

TOWN OF HANOVER APPLICATION FOR MINOR VARIANCE

Under Section 45 of the Ontario Planning Act, R.S.O. 1990, as amended

The undersigned applies to the Committee of Adjustment of the Town of Hanover for relief from the Applicable Zoning By-Law.

NOTE: This application consists of Part "A", Part "B" and Part "C". To avoid delays, the information on each part must be complete and accurate. Incomplete applications will be returned. All applications must be signed. Metric units should be used. **PLEASE PRINT.**

Mail 3 copies of this form to: TOWN OF HANOVER
341 10th Street
HANOVER, Ontario
N4N 1P5
(519) 364-2780

FEE: \$ 1095 + 400 Payable to the TOWN OF HANOVER

PART "A" (Page 1 of 2)													
1. NAME AND ADDRESS													
APPLICANT/OWNER'S NAME AND ADDRESS			AGENT/SOLICITOR'S NAME AND ADDRESS										
Name: Drew & Myles Johnson			Name:										
Mailing Address: [REDACTED]			Mailing Address:										
Town/City/Province: Walkerton, ON			Town/City/Province:										
Postal Code: N0G 2V0			Postal Code:										
Telephone Number: [REDACTED]			Telephone Number: () -										
Facsimile Number () -			Facsimile Number () -										
All Correspondence Should Be Sent To: <input type="checkbox"/> APPLICANT OR <input type="checkbox"/> AGENT/SOLICITOR													
2. LOCATION OF PROPERTY													
Municipality The Town of Hanover		Municipal Address 269 6th Street A											
Registered Plan Number 791	Lot(s) 32	Reference Plan Number	Part(s)	Parcel Number									
Geographic or Former Township		Concession Number		Lot Number (s)									
Assessment Roll Number: 4229 020 001 13900													
3. Date subject land was acquired by current owner: September 25, 2025													
4. Date existing buildings or structures on subject land were constructed: 1950													
5. Name and Address of Mortgagees, holders of charges or other encumbrances in respect of the subject property:													
6. CURRENT OFFICIAL PLAN DESIGNATION OF SUBJECT PROPERTY Residential													
7. CURRENT ZONING OF SUBJECT PROPERTY Residential Type 1 (R1) Zone													
8. Nature and extent of the relief from the Zoning By-Law applied for: USE EXTENSION													
9. Reason(s) why the proposed use cannot comply with the provisions of the Zoning By-Law: To permit an increase in the maximum floor area of an attached Additional Dwelling Unit and a reduction in the required rear yard setback to allow its construction.													
<table border="0"> <thead> <tr> <th>Provisions</th> <th>By-Law</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td>Floor Area (ADU) {8.2(a)(v)}</td> <td>83.0 m² / 893.41 ft²</td> <td>90.06 m² / 969.5 ft²</td> </tr> <tr> <td>Rear Yard Setback {8.3(a)(v)}</td> <td>7.5 m / 24.6 ft</td> <td>3.6 m / 12 ft</td> </tr> </tbody> </table>					Provisions	By-Law	Proposed	Floor Area (ADU) {8.2(a)(v)}	83.0 m ² / 893.41 ft ²	90.06 m ² / 969.5 ft ²	Rear Yard Setback {8.3(a)(v)}	7.5 m / 24.6 ft	3.6 m / 12 ft
Provisions	By-Law	Proposed											
Floor Area (ADU) {8.2(a)(v)}	83.0 m ² / 893.41 ft ²	90.06 m ² / 969.5 ft ²											
Rear Yard Setback {8.3(a)(v)}	7.5 m / 24.6 ft	3.6 m / 12 ft											

PART "A" (Page 2 of 2)

10. Is the property subject of a current application under the Act: (Please indicate File Number and status of application)

Consent No Yes Plan of Subdivision No Yes Other _____
 File Number _____ File Number _____ File Number _____

11. Has the subject property ever been the subject of a previous application for relief from the Zoning By-Law?

No Yes (please indicate File Number and status of application.)

12. DESCRIPTION OF PROPERTY AS SHOWN ON SKETCH

	EXISTING	BY-LAW PROVISIONS	PROPOSED
FRONTAGE (m.)	16 m	15.5 m	No change
DEPTH (m.)	32 m	N/A	No change
AREA (m.)	512 m ²	500 m ²	No change
WIDTH OF STREET			No change

13. USE OF PROPERTY

EXISTING USE Residential Length of time Existing Uses of subject land have continued: _____
 PROPOSED USE Residential

14. EXISTING USES OF ABUTTING PROPERTIES:

Have you contacted your neighbours regarding this application? Yes No

15. ZONING PROVISIONS

	EXISTING	BY-LAW PROVISIONS	PROPOSED
TYPE OF BUILDING/STRUCTURE	Sin. Detached Dwelling	Sin. Detached + ADU	Exi. + Attached ADU
SETBACK FROM FRONT LOT LINE	25.03 ft/7.63 m	19.68 ft/6 m (Min)	No change
SETBACK FROM REAR LOT LINE	35.47 ft/10.8 m	24.6 ft/7.5 m (Min)	12 ft/3.6 m
SETBACK FROM SIDE LOT LINE	15.5 ft/4.7 m	3.9 ft/1.2 m (Min)	11.5 ft/3.5 m
SETBACK FROM SIDE LOT LINE	9 ft/2.7 m	3.9 ft/1.2 m (Min)	4.5 ft/1.3 m
HEIGHT OF BUILDING/STRUCTURE	17.7 ft/5.4 m	32.8 ft/10 m (Max)	18.3 ft/5.6 m
DIMENSIONS OR FLOOR AREA	1118 ft ² /103.86 m ²	893.41 ft ² /83.0 m ² (Max)	Exi. + 969.5 ft ² /90.06 m ²
PARKING SPACES	2	2+1 (Min)	4
LOT COVERAGE	20.2 %	40 % (Max)	38.08 %

16. SERVICING - ROAD ACCESS

COMMON NAME OF ROAD		EXISTING	PROPOSED	
a. OWNERSHIP	Municipality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Crown	<input type="checkbox"/>	<input type="checkbox"/>	
	Ministry of Transportation	<input type="checkbox"/>	<input type="checkbox"/>	
	County	<input type="checkbox"/>	<input type="checkbox"/>	
	Private	<input type="checkbox"/>	<input type="checkbox"/>	
b. MAINTENANCE	i.	Municipality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Unassumed Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
		Ministry of Transportation	<input type="checkbox"/>	<input type="checkbox"/>
		County	<input type="checkbox"/>	<input type="checkbox"/>
		Private or Right of Way	<input type="checkbox"/>	<input type="checkbox"/>
ii.	None	<input type="checkbox"/>	<input type="checkbox"/>	
	Seasonal	<input type="checkbox"/>	<input type="checkbox"/>	
c. WATER ACCESS:	Year-Round	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	If the proposed access is by water, please describe the nearest public boat launching and car parking facility. How far is it from the property, and what facilities are there? Please also show on key plan portion of the sketch map.			
d. OTHER ACCESS (Specify)				

17. SERVICING - WATER

	EXISTING	PROPOSED	
Water Supplied By:	Municipality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Local Services Board	<input type="checkbox"/>	<input type="checkbox"/>
	Private: Well, Lake or Communal (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

18. SERVICING - SEWAGE

	EXISTING	PROPOSED	
Sewage System Supplied By:	Municipality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Local Services Board	<input type="checkbox"/>	<input type="checkbox"/>
	Private: Septic, Pit, Chemical (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

19. SERVICING - STORM DRAINAGE

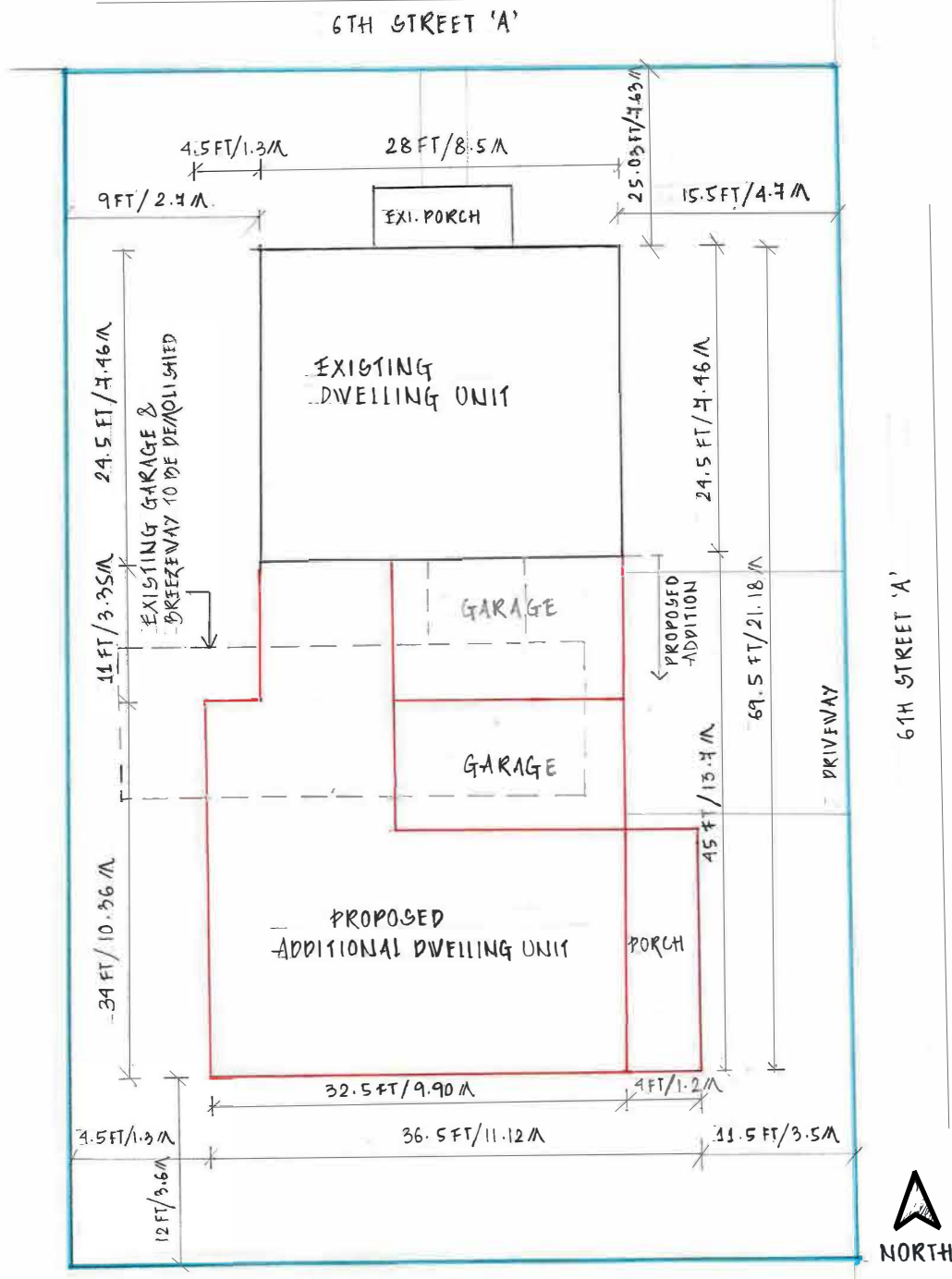
	EXISTING	PROPOSED	
Storm Drainage Supplied By:	Municipality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Sewers	<input type="checkbox"/>	<input type="checkbox"/>
	Ditches	<input type="checkbox"/>	<input type="checkbox"/>
	Swales	<input type="checkbox"/>	<input type="checkbox"/>
	Other: (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

20. OTHER DOCUMENTS (as specified below)

PART "B"

Sketch Accompanying Application
See Information Below denoting requirements.

KEY MAP



Lot Area = 52.50 ft x 105.00 ft = 5511.2 ft²
or, 16 m x 32 m = 512 m²

SITE PLAN

The above sketch should include the following:

- i. The boundaries and dimensions of the subject land.
- ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on land that is adjacent to the subject land.
- v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

PART "C"

AFFIDAVIT (This affidavit must be signed in the presence of a Commissioner)

Dated at the Town of Hanover
this 6th day of March, 20 26.

I/We, Drew Johnson of the Town of Walkerton in the County/District/Regional Municipality of Grey

do solemnly declare that all the statements contained in this application are true, and I/We make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT**.

DECLARED before me at the

Town of Hanover
In the County
of Grey
this 6th day of March, 20 26



A Commissioner, etc.



AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER

If this application is made by an agent or solicitor on behalf of the landowner, the owner's written authorization must be included. Without such authorization, the application cannot be considered. If surface and subsurface rights are held by different parties, both signatures are required.

I/We _____, Owner(s) of the lands as described in this application and known as _____ of the _____ of _____ in the _____ of _____ do hereby authorize _____ to act as my Agent/Solicitor for this application.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

Personal information on this form is collected under the authority of the Planning Act, RSO 1990, Chapter P. 13, as amended, and will be used to assess applications for Minor Variances to the Zoning By-Law for the Town of Hanover. Questions about this collection should be directed to the Chief Building Official/Planning Administrator, Town of Hanover, 341 10th Street, Hanover, Ontario N4N 1P5 Phone (519) 364-2780.

COMMENTS:

Debra Lynn Harron	268 6th Street, Hanover, ON N4N 1C4
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Mr. Wilken:

Additional housing is a wonderful plan given the current housing crisis in Ontario.

However, I purchased my home at 268 6th Street because I was satisfied with the space between my property and neighbouring homes.

I would accept the proposed variance for additional dwelling space, with and only with, the inclusion of a privacy fence. My lifestyle includes significant gardening and usage of outdoor space. The current housing at 269 6h Street A has a windowless garage facing my property. A privacy fence would create similar situation. The privacy fence should be constructed at the expense of the developer.

Regards

Debra Harron