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PLANNING ADVISORY COMMITTEE MINUTES

Tuesday, March 11, 2025 | 4:00 pm  
Saugeen Room and Zoom with OWL device

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**MEMBERS PRESENT** Chair Tim Norwood (virtual) | Mark Ebert | Harold Fleet | Keith Hopkins (virtual) | Terry Leis | Tony Diaco (virtual)

**OTHERS PRESENT** Andrew Wilken, Secretary -Treasurer | Sandeep Kaur, Deputy Secretary-Treasurer | Sherri Walden, CAO | April Marshall, Economic Development Manager | Jordan Whitmore, Building Inspector & Plans Examiner

**REGRETS** None

**DISCLOSURE OF PECUNIARY INTEREST** None

**DELEGATIONS** None

**1. Adoption of November 12, 2024, Regular Meeting Minutes**

**Moved by TERRY LEIS / Seconded by KEITH HOPKINS**

That the minutes of the November 12, 2024, regular meeting be approved as printed and circulated.

**CARRIED**

**2. Business arising from Minutes**

The Secretary-Treasurer informed the committee that the minor variance application A4-24, which sought approval for a 2,880 square foot garage and storage area, received no appeals and was approved. The applicant has since applied for a building permit. Additionally, another minor variance application, A5-24, for a 449 square foot accessory structure, also received no appeals and was granted approval. The applicant has applied for the building permit for this as well. The Site Plan Control Agreement has been finalized for the three-unit commercial building at 1092 10<sup>th</sup> Street, and construction has commenced.

**3. Official Plan Update**

The Secretary-Treasurer informed the committee regarding the Town of Hanover's Official Plan review process. A special meeting is scheduled for April 8, and the notice of the public meeting has been circulated in accordance with the requirements outlined in the Planning Act. Additionally, Ms. Dana Kieffer has been retained to assist the Town throughout the entirety of this process. During the Special Meeting, the Steering Committee will be appointed, and regular committee meetings will be scheduled. A formal final public meeting will be held before the adoption of the Official Plan.

**4. Development Charges Study Update**

The Secretary-Treasurer informed the committee that preliminary work on the Development Charges Study has commenced. As the Asset Management Study is an integral part of this process, it serves as a foundational requirement for understanding the background of development charges. A report on the Asset Management Study was presented to council during the February 24 Finance meeting, where additional information was requested. The next meeting is scheduled for April 7, and if approved, further direction will be provided. In the meantime, the Development Charges Study is ongoing, with an estimated presentation to council anticipated in May or June.

**5. Parking Analysis Parking Analysis (Crozier [Town], LEA Consulting Ltd. [Agent]) 1000291312 Ontario Ltd.----- 612 10th Avenue**

The Secretary-Treasurer informed the committee about the proposed redevelopment of 612 10<sup>th</sup> Ave. The property is zoned as R5-3 to allow for manufacturing outlet only. Initially, the owner informed the committee of their plan to develop 41 affordable residential apartments, requiring 46 parking spaces and only 31 parking spaces provided. The applicant submitted a Parking Study demonstrating the feasibility of granting a minor variance for the parking spaces. The Town determined that it was prudent for us to conduct a peer review of their study for due diligence. Crozier Consulting Engineers were hired for the review and also found the submitted study unsatisfactory. The applicant is considering revising the proposal, which may involve reducing the number of residential units to lower the parking space requirements. A minor variance may still be needed for a few parking spaces. The proposed development includes a mix of studio and two-bedroom apartments. The Town has not yet received a formal application. Additionally, the developer has reached out to the owners of neighboring properties regarding potential shared parking spaces and has received a positive response.

**6. Consent Application, B1-B3-25, 2501563 Ontario Inc.----- 801 20th Street**

The Secretary-Treasurer informed the committee about the consent application received by the town for 801 20<sup>th</sup> Street. This is block 124 within the plan of Saugeen Cedar Heights West Subdivision. The block is regulated by the SVCA and contains wetlands, a tree retention area, and various natural heritage features. The applicant is proposing to sever the block into four lots for the construction of single detached dwellings. At this time, the Town has not yet received formal comments from the SVCA and is awaiting their response. The committee requested staff to proceed with forwarding the application to the Committee of Adjustment for final approval, provided the SVCA has no concerns regarding the proposed development.

However, the committee members decided that if the SVCA provides comments that raise concerns, the consent application will be brought back to the committee for further review and discussion.

Subsequent to a good discussion with regards to this application, it was then;

**Moved by MARK EBERT / Seconded by TERRY LEIS**

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Consent Application No. B1-B3-25 provided SVCA comments are positive.

**CARRIED**

**7. Environmental Considerations**

The Secretary-Treasurer informed the committee that the Town's strategic plan includes an action with respect to establishing an Environmental Advisory Committee. It was noted that Management Team staff have determined the direction to included environmental considerations with existing Town committees versus establishing a new committee. Given environmental considerations cross various departments and several Town committees are already working on similar initiatives, this direction is deemed to be most effective. This will be incorporated as an agenda item with three committees at minimum when there are updates with respect to related projects or initiatives: the Planning Advisory Committee, Parks, Recreation and Culture Advisory Committee, and Economic, Culture and Tourism Development Advisory Committee. Related projects or initiatives include but are not limited to shade canopy, EV charger network, active transportation (ie trails).

**8. Correspondence**

None

**9. New Business**

The Secretary-Treasurer informed the committee that a building permit has been issued to the Agricultural Society for renovations to convert the existing structure into an Exhibition Hall. The Hanover Police Station tender for design and contract administration is set to close soon. Construction of the new water tower is

scheduled to begin the week of March 17th, while the tender for the wastewater treatment plant interim upgrades will close in the coming week.

Additionally, he reported that 11 building permits have been issued so far. While growth has been slow in the first quarter, it is expected to gain momentum in the spring. For the Royal Residences building at 223 10<sup>th</sup> Street, masonry work is approximately 50% complete.

Furthermore, the Town has received a formal application for an Official Plan Amendment (OPA), Zoning By-law Amendment (ZBLA), and Plan of Subdivision for 936 10<sup>th</sup> Street. However, the submission remains incomplete, as both the Town and County are awaiting the Planning Justification Report. The committee previously reviewed this plan in 2022, and only minor changes have been made.

**10. Adjournment**

**Moved by HAROLD FLEET**

That the meeting now be adjourned at 4:37 pm.

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Chair, Tim Norwood

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Secretary-Treasurer, Andrew Wilken