
PLANNING ADVISORY COMMITTEE MINUTES

Tuesday, July 8, 2025 | 4:00 pm
Saugeen Room and Zoom with OWL device

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

OTHERS PRESENT Andrew Wilken, Secretary -Treasurer | Sherri Walden, CAO | April Marshall, Economic Development Manager | Jordan Whitmore, Deputy CBO | Sue Patterson | Carol Hudson (virtual)

REGRETS None

**DISCLOSURE OF
PECUNIARY INTEREST** None

DELEGATIONS Travis Campbell – Homeowner, 269 13th A Ave | John Cooney – Homeowner, 412 8th St | Edward Mak – Evans Planning (Agent), 612 10th Ave.

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

Moved by TERRY LEIS / Seconded by HAROLD FLEET

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

CARRIED

2. Business arising from Minutes

The Secretary-Treasurer informed the committee that consent application B4 through B8-25, which sought approval to sever the lot to create six new street townhouse units, was granted and the owners are in the process of completing the consent conditions. The Secretary-Treasurer also informed the Committee that Minor Variance Applications A1-25 and A2-25 have been granted. Building permits have been issued, and construction has commenced.

3. Official Plan Update

The Secretary-Treasurer informed the Committee about the Town of Hanover's Official Plan review process. Dana Kieffer has requested a kickoff meeting for the Steering Committee, which includes members of this Committee, along with Liz Buckton, Senior Planner from Grey County. The proposed meeting is to be held via Zoom on August 12, 2025 @ 4pm. If that date is not suitable, an alternative will be selected through polling the committee, however the initial belief is that the date and time would suffice and staff will begin arranging agenda and meeting information. The meeting will focus solely on discussions related to the Official Plan update and associated policy matters.

4. Development Charges Study Update

The Secretary-Treasurer informed the Committee that the Asset Management Final Report has been completed and posted on the Town's website. A kickoff meeting was held last week with the Planning and Finance Departments to initiate the next phase of work. Staff are currently completing a series of spreadsheets related to Public Works, Services, and Municipal Buildings as part of the information study. This study will be essential to support future planning and financial decisions. As progress is made, relevant items will be brought forward for inclusion on upcoming agendas within Planning Advisory Committee. A more detailed discussion is anticipated in the fall meeting as the work begins to take shape.

5. Minor variance Application, A3-25, Travis Campbell -----269 13th A Ave

The Secretary-Treasurer informed the committee of a minor variance application received for 269 13th A Avenue. The applicant is proposing to construct a detached garage measuring 30' by 60', with a height of 18'-2". To proceed, the applicant is requesting a variance to increase the maximum permitted gross floor area for accessory structures from 600 square feet, as set by the Comprehensive Zoning By-Law, to 1,800 square feet. Additionally, a variance is being sought to increase the maximum permitted height from 16'-4" to 18'-2". Written comments were received from two (2) neighboring property owners expressing concerns about the size of the proposed structure and its potential impacts on the surrounding area. The Committee also expressed concerns regarding the proposed size and intended use of the structure, all of which were acknowledged and addressed by the applicant during the meeting. The Secretary-Treasurer further explained the four tests that involved determining how an application is deemed to be minor in nature. It was confirmed that the Town will monitor noise complaints related to the area of the application, if and when they arise.

Following a thorough discussion on the application, it was then:

Moved by MARK EBERT / Seconded by TONY DIACO

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Minor Variance Application No. A3-25.

CARRIED

6. Minor Variance Application, A4-25, Jonathan & Meaghan Cooney-----412 8th St.

The Secretary-Treasurer informed the Committee of a Minor Variance Application received for 412 8th Street. The applicant is proposing to construct a deck, considered an accessory structure, in the exterior side yard and front yard of the property. There is an existing shed on the property. To proceed, the applicant is requesting a variance to increase the maximum permitted gross building area for accessory structures from 600 square feet, as set out in the Zoning By-law, to 676.58 square feet. In addition, the applicant is requesting a reduced front yard setback of 6 feet to accommodate the proposed deck, whereas the Comprehensive Zoning By-law requires a minimum front yard setback of 19 feet 8 inches. There were no comments received at the time of the meeting.

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

Moved by TERRY LEIS / Seconded by KEITH HOPKINS

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Minor Variance Application, A4-25.

CARRIED

7. Minor Variance Application, A5-25, 1000291312 -----612 10th Ave

The Secretary-Treasurer advised the Committee that the application had previously been presented to the Planning Advisory Committee (PAC), where the property owner outlined the proposal. As part of the application, the applicant is requesting a variance to reduce the required number of parking spaces from 46, as stipulated in Zoning By-law 2912-15, to 36 spaces for the proposed 41-unit apartment. This request is due to existing site limitations as a result of the existing property layout, which restricts the available space for parking.

In support of the owners proposal, the applicant contracted LEA consulting who completed a parking study dated December 2024. In response to the study, Town staff and planning Advisory Committee identified several concerns with the findings. As a result, the Town commissioned a third-party review conducted by Crozier and Associates and provided formal comments to report dated March 4, 2025, which

were subsequently relayed back to the applicant and presented to the Planning Advisory Committee.

Edward Mak, Evans Planning attended the meeting and provided a summary of the proposal, which involves converting the existing building into 41 residential units. The building is fully barrier-free, incorporating elevators and ramps to support accessibility.

The updated parking study, conducted by LEA Consulting, was prepared with consideration of the Town's prior feedback. The study utilized proxy utilization surveys from comparable medium-density developments and found an overall parking utilization rate of 0.76 within the studied properties, compared to the proposed ratio of 0.88 for the subject property. The applicant believes in their professional opinion these findings along with the indication that +/- 10 resident units would be at an affordable rental rate, support the planning justification for the requested parking variance. The agent noted that not unsimilar to larger centre developments, the owner would sell parking separately to tenants that need parking, and therefore the responsibility is on the owner to ensure they rent to tenants that can accommodate the reduced parking proposed.

Committee members had some concerns regarding the accuracy of the parking data, particularly in relation to the availability of resident, accessible, and visitor parking. In response, the agent affirmed that the study was conducted accurately and that accessible parking complies with the Comprehensive Zoning By-law (two spaces). It was noted that the constraints of the existing building limit options for additional parking, and the site is being utilized as effectively as possible given those limitations.

Following extensive discussion with regards to this application, the Committee agreed that, should the Minor Variance be approved, subsequent detail between the Town and the owner should be considered to summarize the parking uses. Town staff indicated that the property is subject to site plan control which is a legal agreement registered on title however was unsure if a development agreement would be applicable in this instance in addition to, though would gather more information. It was then.

Moved by KEITH HOPKINS / Seconded by MARK EBERT

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Minor Variance Application, A5-25.

CARRIED

8. Environmental Considerations

None

9. Correspondence

9.1. Introduction to County of Grey Planning Ecology

The purpose of this update is to provide information on the County's ongoing in house work in providing on staff Planning Ecology expertise.

10. New Business

None

11. Adjournment

Moved by TERRY LEIS

That the meeting now be adjourned at 4: 53 pm.

