
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