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**COMMITTEE OF ADJUSTMENT MEETING MINUTES**

Thursday, September 11, 2025, | 4:00 pm  
Virtual Meeting via Zoom

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

**OTHERS PRESENT** Andrew Wilken, Secretary -Treasurer | Jordan Whitmore, Deputy CBO | Aindrila Sengupta, Building & Planning Assistant | Luc McClement

**REGRETS** None

**DISCLOSURE OF  
PECUNIARY INTEREST** None

**DELEGATIONS** Travis Campbell – Homeowner, 269 13<sup>th</sup> Avenue A | Dana Keiffer – Agent, 645 10<sup>th</sup> Street | Jeff Schaus – Homeowner, 203 17<sup>th</sup> Avenue

**1. Adoption of July 30, 2025, Regular Meeting Minutes**

**Moved by BRANDON KOEBEL / Seconded by LARRY LANTZ**

That the minutes of the July 30, 2025, regular meeting be approved as printed and circulated.

**CARRIED**

**2. Business Arising from Minutes**

The Secretary-Treasurer informed the Committee that Minor Variance Application A3-25, submitted by Travis Campbell for 269 13th Avenue, had previously been deferred, with direction to revise the proposal to more closely align the height and gross building area of the accessory structure with the Comprehensive Zoning By-law. The revised proposal is being presented to the Committee today for consideration. Minor Variance Application A4-25, submitted by John and Meaghan Cooney, seeking relief from the Front Yard Setback and Gross Building Area, was approved by the Committee of Adjustment on July 9, 2025, and is currently advancing through the Town's building permit approval process. With respect to Minor Variance Application A5-25 for the property at 612 10th Avenue, the Committee of Adjustment approved a parking variance at a separate meeting on July 30, 2025, supported by the requisite parking studies, and the Town is now working on a Site Plan Control Agreement for the property.

**3. Minor Variance Application, A3-25, Travis Campbell ----- 269 13th A Ave**

The Secretary-Treasurer advised that the notice for the public meeting was mailed to all commenting agencies on August 29, 2025, in accordance with the *Section 45 of the Planning Act, R.S.O. 1990*. The Notice was posted on the Town of Hanover Website, circulated to abutting landowners within 60 metres of the subject lands and was also posted on the subject lands.

The Secretary-Treasurer informed the Committee regarding Minor Variance Application A3-25 for a proposed accessory structure at the rear yard of the applicant's property at 269 13th Avenue A. The structure is intended to provide storage for dirt bikes, off-road vehicles, trailers, and personal equipment

maintenance. The applicant is proposing to construct a detached garage measuring 30 ft. by 45 ft. The Secretary-Treasurer further noted that the proposal has been revised in response to the Committee's previous advice. To proceed, the applicant is requesting a variance to increase the maximum permitted gross building area for accessory structures from 600 sq. ft., as set by the Comprehensive Zoning By-law, to 1,350 sq. ft. In addition, and at the Committee's request, the applicant submitted 3D visualizations to provide greater clarity on the proposed structure.

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

**Moved by LARRY LANTZ / 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;

**CARRIED**

**4. Minor Variance Application, A6-25, AUM Developer Ltd. ----- 645 10<sup>th</sup> Street**

The Secretary-Treasurer advised that the notice for the public meeting was mailed to all commenting agencies on August 29, 2025, in accordance with the *section 45 of the Planning Act, R.S.O. 1990*. The Notice was posted on the Town of Hanover Website, circulated to abutting landowners within 60 metres of the subject lands and was also posted on the subject lands.

The Secretary-Treasurer informed the Committee of Minor Variance Application A6-25, received for the property at 645 10th Street, which proposes the construction of a two-storey, 4,100 sq. ft. mixed-use building consisting of four residential units on the second floor and two take-out restaurants on the first floor. The applicant is seeking relief from the minimum number of loading spaces required by the Comprehensive Zoning By-law, reducing the requirement from two to one, from the minimum distance between the property line and the parking line, reducing it from 1.0 m to 0.6 m, and from the minimum rear yard setback, reducing it from 6.0 m to 4.0 m. Acting as the agent for the project, Dana Keiffer provided an overview of the proposal and emphasized that the requested variances are modest in nature and would support a high quality infill development on a relatively small lot of record.

After a thorough discussion in which many questions were raised by the Committee members and addressed satisfactorily by Ms. Keiffer, a motion was made to approve the project. It was then,

**Moved by MARK EBERT / Seconded by LARRY LANTZ**

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 parking spaces for residential and commercial uses shall be clearly delineated to the satisfaction of the Town of Hanover.

**CARRIED**

**5. Minor Variance Application, A7-25, Heather Curran & Jeff Schaus ----- 203 17<sup>th</sup> Ave**

The Secretary-Treasurer advised that the notice for the public meeting was mailed to all commenting agencies on August 29, 2025, in accordance with the *Section 45 of the Planning Act, R.S.O. 1990*. The Notice was posted on the Town of Hanover Website, circulated to abutting landowners within 60 metres of the subject lands and was also posted on the subject lands.

The Secretary-Treasurer informed the Committee of a Minor Variance Application received for 203 17th Avenue, where the applicant is seeking relief for a rear yard setback. The current zoning by-law requires a rear yard setback of 24'- 7", whereas the proposed setback is 14'- 3¼ ". The applicant is proposing to demolish the existing deck and construct a covered deck in its place at the rear of the property.

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

**Moved by LARRY LANTZ / Seconded by CAROL HUDSON**

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;

**CARRIED**

**6. Correspondence**

None

**7. New Business**

None

**8. Adjournment**

**Moved by BRANDON KOEBEL**

That the meeting now be adjourned at 4:32 pm.

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Chair, Barbara Hicks

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Secretary-Treasurer, Andrew Wilken