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**COMMITTEE OF ADJUSTMENT MEETING MINUTES**

Thursday, November 13, 2025, | 4:00 pm  
Virtual Meeting via Zoom

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**MEMBERS PRESENT** Barbara Hicks (Chair) | Brandon Koebel | Carol Hudson | Larry Lantz

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

**REGRETS** Bill Switzer | Mark Ebert

**DISCLOSURE OF  
PECUNIARY INTEREST** None

**DELEGATIONS** Melanie Scott – Agent, 265 10<sup>th</sup> Avenue | Zain Shafiq – Owner, 490-492 9<sup>th</sup> Avenue | Douglas Stead – Homeowner, 322 10<sup>th</sup> Street

**1. Adoption of September 11, 2025, Regular Meeting Minutes**

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

That the minutes of the September 11, 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 been approved and Mr. Campbell has since applied to the Town for a Building Permit to construct the shed. The Committee was also advised that Minor Variance Application A7-25, submitted by Jeff Schaus and Heather Curran for 203 17th Avenue, had been approved to permit the construction of a covered deck at the rear of their property and the applicants have applied for a Building Permit with the Town.

**3. Consent Application, B9-25, Hallman Estate ----- 265 10th Avenue**

The Secretary-Treasurer advised that the Notice for the public meeting was mailed to all commenting agencies on October 30, 2025, in accordance with the *Section 53 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 advised the Committee regarding Consent Application B9-25, which proposes the severance of the subject lands to facilitate future separate ownership for the proposed semi-detached dwellings on the severed lots. The property is currently designated Residential Type 3 (R3) under Comprehensive Zoning By-law 2912-15. The property was subject to a zoning by-law amendment through By-law 3348-25, passed on October 6, which changed the original Residential Type 1 (R1) to Residential Type 3 (R3) to permit the construction of a semi-detached dwelling.

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 raised no concerns.

The applicant's agent, Melanie Scott, provided a briefing on the proposed lot severance and addressed all questions raised by the Committee.

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 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, A8-25, BWH-2024 GP INC (C/o Zain Shafiq -----  
----- 490-492 9th Avenue**

The Secretary-Treasurer advised that the Notice for the public meeting was mailed to all commenting agencies on October 31, 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 that a Minor Variance Application has been received for 490–492 9th Avenue. The subject property contains two buildings with a total of five dwelling units and shares parking with the abutting lot. The owners are proposing to add two additional units on the second storey of the existing one-unit building, resulting in a total of seven units on the lot. A variance is being requested from the Residential Type 5 (R5) zone requirement for a minimum of ten units, as the proposed development would provide only seven. An additional variance is also being sought to reduce the side yard setback to accommodate a raised deck and staircase that will serve as access to the proposed upper-storey units.

No public comments were received, and Town staff have no concerns regarding the application. The Planning Advisory Committee reviewed this application on November 10 and similarly identified no issues.

Zain Shafiq was present and satisfactorily addressed all questions and concerns raised by the Committee.

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**

**5. Consent Application, B10-25, Douglas & Christine Stead -----  
322 10<sup>th</sup> Street**

The Secretary-Treasurer advised that the Notice for the public meeting was mailed to all commenting agencies on October 30, 2025, in accordance with the *Section 53 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 that a Consent Application has been received for 322 10th Street. The applicant is proposing a lot addition to the rear of the abutting property at 324 10th Street in order to improve its developability and overall suitability for future construction. Although no development is currently proposed, the lot addition would position the property for potential future building opportunities.

No public comments were received and Town staff have indicated no concerns with the application. The Planning Advisory Committee reviewed the proposal on November 10 and identified no issues with the proposal.

Douglas Stead was present and satisfactorily addressed all questions and concerns raised by the Committee.

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

**Moved by BRANDON KOEBEL / Seconded by CAROL HUDSON**

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**

**6. Correspondence**

None

**7. New Business**

**7.1.** Mayor Sue Paterson informed the Committee that Hanover and West Grey have reached an agreement in-principle to adjust boundary lines between the two municipalities. The proposed 'mutual prosperity lands encompass approximately 1,600 acres that would be transferred from West Grey to Hanover.

A public meeting is scheduled for Wednesday, November 19th, at the Elmwood Community Centre. This will be a joint West Grey and Hanover Councils' meeting.

**8. Adjournment**

**Moved by LARRY LANTZ**

That the meeting now be adjourned at 4:29 pm.

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Chair, Barbara Hicks

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Secretary-Treasurer, Andrew Wilken