

PLANNING ADVISORY COMMITTEE MINUTES

Tuesday, May 12, 2026 | 4:00 pm
Saugeen Room and Zoom with OWL device

MEMBERS PRESENT Councillor Harold Fleet (Virtual)

OTHERS PRESENT Andrew Wilken, Secretary-Treasurer | Sue Paterson, Mayor | Sherri Walden, CAO | April Marshall, Economic Development Manager (Virtual) | Brandon Koebel, Councillor (Virtual) | Carol Hudson, Councillor (Virtual)

REGRETS Tim Norwood | Keith Hopkins | Mark Ebert | Terry Leis | Tony Diaco

DISCLOSURE OF PECUNIARY INTEREST None

DELEGATIONS None

1.

Adoption of March 10, 2026, Regular Meeting Minutes

Due to lack of quorum, the Committee was unable to adopt the March 10, 2026, Regular Meeting Minutes. The item will be deferred to a future meeting.
2.

Business arising from Minutes

The Secretary-Treasurer provided updates regarding items previously discussed by the Committee. Zoning By-law Amendment Application Z1-26 for Datac Investments (former House Rules building) was approved by council to permit a carpentry shop and ancillary showroom. Minor Variance Application for Drew and Myles Johnson was approved by the Committee of Adjustment following discussion. A building permit application has since been submitted, no appeals were received, and construction has commenced. A Site Plan Control Agreement for the proposed pharmacy development at the southwest corner of 24th Avenue and 14th Street has been finalized. Construction is anticipated to begin in summer 2026.
3.

Official Plan Update

The Secretary-Treasurer advised that Town staff intend to present an Official Plan update report to Council in mid-June. The report will address the impacts of the recent boundary adjustment and identify matters to be incorporated into the Official Plan update anticipated for completion later this year, potentially in conjunction with the incoming Council.
4.

Development Charges Study Update

The Secretary-Treasurer advised that work on the Development Charges Study has resumed following completion of the boundary adjustment. The Town has re-engaged Watson & Associates to complete the background work required for the study update.
5.

Minor Variance Application, A3-26, Jaron & Krista Kerr ----- 180 13th Avenue ‘A’

The Secretary-Treasurer provided an overview of Minor Variance Application A3-26 concerning a proposed accessory structure on an irregularly shaped property located at 180 13th Avenue A.

The applicants are seeking relief from the maximum permitted accessory structure size. While the Zoning By-law permits a maximum area of 600 square feet, the applicants are proposing a structure of approximately 960 square feet.

Public Works comments identified the presence of a sanitary/storm easement in the rear triangular portion of the lot. Staff advised that the easement does not affect consideration of the variance request, however any future structure would be required to remain outside of the easement area.

Due to lack of quorum, the Planning Advisory Committee was unable to provide comments on the application. This will be noted at the upcoming Committee of Adjustment meeting.

6. Part Lot Control Exemption Application, 2747830 Ontario Ltd. ----- 743 & 739 18th Street

The Secretary-Treasurer reviewed the Part Lot Control Exemption Application pertaining to Lots 9, 10, 11, and 12 within the Saugeen Cedar Heights West Subdivision, Registered Plan 16M-95.

The application proposes easement access to permit the interior townhouse units rear yard access without requiring passage through the dwelling units. The easements would provide access through portions of Lots 9 and 10 to service Lots 10 and 11.

Staff advised that revised applications were required, as the original submission included two separate ownerships under one application. Revised submissions have since been received.

The location of the easements within the middle portion of the lots, rather than the rear, is intended to avoid regulated lands and tree preservation areas identified through the Environmental Impact Study for the Saugeen Cedar Heights West Subdivision.

Due to lack of quorum, the Planning Advisory Committee was unable to provide comments on the application. This will be noted in the report to council.

7. Part Lot Control Exemption Application, Eric Hopkins Ltd. ----- 719 & 715 18th Street

The Secretary-Treasurer reviewed a second Part Lot Control Exemption Application for Lots 13, 14, 15, and 16, which form a separate fourplex under different ownership.

The application similarly proposes access easements through Lots 15 and 16 to permit rear yard access to interior units while avoiding regulated lands associated with the Saugeen Valley Conservation Authority hazard area.

Due to lack of quorum, the Planning Advisory Committee was unable to provide comments on the application. This will be noted in the report to council.

8. Environmental Considerations

None

9. Correspondence

The Secretary-Treasurer referenced correspondence received in the form of a news article concerning Development Charges and recent legislative changes affecting eligible cost recovery items.

It was noted that Watson & Associates will provide a detailed explanation of applicable legislative updates as part of the Development Charges Study presentation to council.

10. New Business

None

11. Adjournment

As quorum was not achieved, no formal meeting was called to order and no motion to adjourn was required.

Secretary-Treasurer, Andrew Wilken