
PLANNING ADVISORY COMMITTEE MINUTES

Tuesday, September 9, 2025, | 4:00 pm
Saugeen Room and Zoom

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

OTHERS PRESENT Andrew Wilken, Secretary -Treasurer | Sherri Walden, CAO | April Marshall, Economic Development Manager | Jordan Whitmore, Deputy Chief Building Official | Sue Paterson, Mayor | Warren Dickert (Deputy Mayor, virtual) | Aindrila Sengupta, Building and Planning Assistant

REGRETS Keith Hopkins

**DISCLOSURE OF
PECUNIARY INTEREST** None

DELEGATIONS Dana Keiffer – Agent, 645 10th Street | Melanie Scott (Virtual) – Agent, 265 10th Avenue | Dave Helwig – Agent, 503 10th Ave

1. Adoption of July 8, 2025, Regular Meeting Minutes

Moved by TERRY LEIS / Seconded by HAROLD FLEET

That the minutes of the July 8, 2025, regular meeting be approved as printed and circulated.

CARRIED

2. Business arising from Minutes

The Secretary-Treasurer informed the Committee that the Minor Variance application A3-25 for Travis Campbell, 269 13th Avenue, which had been previously deferred, is scheduled to return before the Committee of Adjustment on September 11, 2025, with a revised proposal reflecting the Committee of Adjustment's recommendations on building area and height. 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 progressing through the Town's building permit approval process. With respect to the Minor Variance Application A5-25 for the property at 612 10th Street, the Committee of Adjustment, at a separate meeting on July 30, 2025, approved the parking variance supported by the requisite parking studies, and the Town is now working on a Site Plan Control Agreement for the property.

3. Official Plan Update

The Secretary-Treasurer informed the Committee that a Steering Committee Meeting on the Official Plan was held on August 12, 2025, with Terry Leis and Harold Fleet from the committee in attendance. The meeting that was chaired by Dana Keiffer, Senior Planner with Cobide Engineering Inc., and covered topics such as land use designation, growth management, density analysis, and ways to improve public engagement, including sessions and surveys. Ms. Keiffer and Town staff are now working together on the next steps, and the minutes from the meeting are in the process of being finalized.

4. Development Charges Study Update

The Secretary-Treasurer informed the Committee that Town staff are currently reviewing and updating spreadsheets provided by Watson Associates. Each department is required to submit its updated information so that the process can be completed in 2025. Once the spreadsheets have been returned to Watson Associates, the necessary data will be compiled, and a report will be prepared for presentation to the Committee.

5. Minor Variance Application, A6-25, AUM Developers Ltd. ----- 645 10th Street

The Secretary-Treasurer informed the Committee of a Minor Variance Application received for 645 10th Street, accompanied by a planning justification report prepared by Cobide Engineering Inc. The property owner is proposing to construct a two-storey, 4,100 sq. ft. mixed-use building, with four residential units on the second floor and two take-out restaurants on the ground floor, with limited seating primarily intended for take-out service. Dana Keiffer, acting as agent for the property, provided an overview of the project, noting that it is a development requiring three minor variances, a reduction in the minimum number of loading spaces from two to one, a reduction in the minimum distance between the property line and parking line from 1.0 m to 0.6 m to improve turning areas and access to parking spaces and a reduction in the rear yard setback from 6.0 m to 4.0 m. Ms. Keiffer explained that these variances are minor in nature and necessary to facilitate the efficient development of the proposed mixed-use building on a relatively small lot. During the discussion, Tony Diaco raised a concern regarding the reduced distance between the property line and the parking line and whether it would impact the sidewalk. The Secretary-Treasurer clarified that it would not, as the measurement is taken from the property line rather than the sidewalk itself. Councillor Harold Fleet also inquired about the setback from abutting properties. Both Ms. Keiffer and the Secretary-Treasurer confirmed that adequate buffer space exists on all sides of the proposed building which are still subject to site plan control.

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

Moved by MARK EBERT / Seconded by TERRY LEIS

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. A6-25.

CARRIED

**6. Minor Variance Application, A7-25, Heather Curran & Jeff Schaus -----
---- 203 17th Avenue**

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. Committee member Tony Diaco raised concerns regarding potential issues such as easements or utility rights and questioned whether future owners of abutting properties would be permitted to construct decks of similar sizes. The Secretary-Treasurer advised that the proposed development does not pose any issues for the Town and that, regarding precedent, each property is assessed on its own merits; any future applications would be evaluated based on the unique characteristics of the property and other relevant factors.

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

Moved by TONY DIACO / Seconded by HAROLD FLEET

That the Planning Advisory Committee recommend to Council and Committee of Adjustment that they have no objections to the approval of Minor Variance Application, A7-25.

CARRIED

**7. Zoning By-law Amendment Application, Z1-25, Hallman Estate -----
-----265 10th Ave**

The Secretary-Treasurer informed the Committee that the Town has received a Zoning By-law Amendment Application for 265 10th Avenue, proposing to change the zoning designation from Residential Type 1 (R1) to Residential Type 3 (R3) to permit the construction of a semi-detached dwelling on the property. Melanie Scott, agent for the property, presented the proposal to the Committee, noting that the lot is sufficiently large to accommodate a semi-detached dwelling while retaining space for landscaping and open areas. The Secretary-Treasurer further advised that drawings illustrating the proposed zoning and development layout are available. The Committee determined that a Planning Justification Report or environmental review is not required for this application.

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

Moved by TONY DIACO / Seconded by TERRY LEIS

That the Planning Advisory Committee recommend to Council that they have no objections to the approval of Zoning By-law Amendment Application, Z1-25.

CARRIED

**8. Zoning By-law Amendment Application, Z2-25 & Z3-25 ----- 862 &
866 8th Avenue North**

The Secretary-Treasurer informed the Committee that the Town has received two Zoning By-law Amendment Application for the properties at 862 and 866 8th Avenue North, proposing to redesignate the lands from Residential Type 1 (R1) to Residential Type 3 (R3). The Secretary-Treasurer further advised that a majority of the subject lands are regulated by the Saugeen Valley Conservation Authority (SVCA) and that a permit from SVCA, including any necessary floodplain-related mitigation, will be required prior to development. The committee confirmed that as of right the properties could proceed with building a single family dwelling on the properties at this time with SVCA permits. The zoning bylaw amendments proposed still require the same permits to be issued with the R3 rezoning. The Committee determined that a Planning Justification Report or additional environmental review would not be required, provided approval is obtained from the Saugeen Valley Conservation Authority.

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

Moved by MARK EBERT / Seconded by HAROLD FLEET

That the Planning Advisory Committee recommend to Council that they have no objections to the approval of Zoning By-law Amendment Application, Z2-25 conditional on Saugeen Valley Conservation Authority's approval of the flood plain issues.

CARRIED

**9. Part Lot Control Application, Candue Homes ----- 766 & 768 18th
Street**

The Secretary-Treasurer informed the Committee of a Part Lot Control Application received for the properties at 766 and 768 18th Street, identified as Lot 111 and Lot 112, Registered Plan 16M-95. The application requests the removal of Part Lot Control to allow access to the backyard of Lot 112 through Lot 111, and to the backyard of Lot 113 through Lots 111 and 112, as a fourplex is proposed to be built spanning from Lot 111 to Lot 114. The Secretary-Treasurer noted that Part Lot

Control applications are approved by the County, and that the Town's role is to prepare a report and by-law for submission to the County following Council's consideration on September 15, 2025. Any comments provided by the Town will be included in the Council package.

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

Moved by TONY DIACO / Seconded by TERRY LEIS

That the Planning Advisory Committee recommend to Council that they have no objections to the approval of Part-lot Control Application for Lots 111 and 112 also known as 766 and 768 18th street.

CARRIED

10. 68-Unit Apartment Proposal ----- 167 10th Street

The Secretary-Treasurer informed the Committee of a proposal for a 68-unit apartment building, which is anticipated to be submitted to the Town as a complete application in the future. The project is currently in the pre-consultation phase. Based on the preliminary review, the proposal is consistent with the intent of the Zoning By-law. Town staff are currently working with the owner on functional servicing and lot grading and have consulted with the Fire Department regarding fire route and access. From the Town staff's perspective, the zoning requirements have been met, and the project is eligible for a Site Plan Control Agreement. This project is presented to the Committee for comments and information. During the discussion, concerns were raised regarding parking, front yard setback, and fire route availability, all of which were addressed by the Secretary-Treasurer during the meeting.

11. Environmental Considerations

None

12. Correspondence

None

13. New Business

The Secretary-Treasurer introduced two new applications received for the property at 503 10th Avenue, located in the C1 Downtown Commercial zone, consisting of a Consent Application and a Minor Variance Application. The Secretary-Treasurer advised the Committee that the applications are currently in the preliminary review stage. The proposal involves the construction of a four-unit apartment building in the rear yard of the existing lot, with adequate parking provided in front of the building, while retaining the existing single dwelling unit on the west side of the current property. The proposal includes severance of the existing lot through the Consent Application, resulting in the creation of one new lot. As a result of the anticipated severance, a few variance requirements have been identified, including variances for front, rear, and side yard setbacks. During the discussion, the Committee addressed matters such as the potential adjustment of the severance line and the provision of fencing along the north, east, and west lot lines. The Secretary-Treasurer emphasized the importance of these comments, noting that the Town does not have a Site Plan Control process for buildings with fewer than 10 units. All comments were received by the applicant for consideration.

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

Moved by MARK EBERT / Seconded by TONY DIACO

That the Planning Advisory Committee express to the Committee of Adjustment and Council a preference for the provision of fencing and noted that the setbacks could be enhanced on the west side. The Committee also recommended that prior to

formal submission the survey be completed with an emphasis on expanding the west property line to minimize any setback variances.

14. Adjournment

Moved by TONY DIACO

That the meeting now be adjourned at 5: 15 pm.

Chair, Tim Norwood

Secretary-Treasurer, Andrew Wilken