



COMMITTEE OF ADJUSTMENT MEETING MINUTES

March 20, 2025, 6:00 p.m.

Members Present: ___ Steve Bartolini
 ___ Margaret Louter
 ___ Eric Lehtinen
 ___ Paul Johnston

Staff Present: ___ Natalie Thomson
 ___ Aimee Alderman
 ___ Connor MacIsaac
 ___ Alex Boekestyn

1. CALL TO ORDER

Chair Eric Lehtinen called the meeting to order and confirmed quorum at 6:00 p.m.

2. ADOPTION OF AGENDA

Moved by: Paul Johnston
that the agenda be adopted, as presented.

APPROVED

3. CONFLICT OF INTEREST

There were no conflicts declared.

4. REQUEST FOR WITHDRAWAL OR ADJOURNMENT

There were no requests for withdrawal or adjournment

5. APPLICATIONS

5.1 Minor Variance Application A-02/25 – 1451 Line 6 Road, CDS-25-041

Natalie Thomson summarized the notice.

Alex Boekestyn summarized the staff report.

Matthew Scott (homeowner) was present on behalf of the application and provided a brief summary of the proposal.

The Chair called on those registered to speak in support or against the proposal. There was no one in the audience who wished to speak for or against the application.

Committee members did not have any questions.

Moved by: Steve Bartolini

to accept the recommendation of the staff report that Minor Variance Application A-02/25 for 1451 Line 6 Road be approved, subject to the following condition:

1. That the applicant/owner provides a written undertaking, to the satisfaction of the Town, confirming that the accessory structure does not contain any plumbing, bedroom, or living space and is built in accordance with the plans submitted with the application.

Decision: RECOMMENDATION ACCEPTED / APPLICATION APPROVED.

Reasons: The Committee of Adjustment considered all the written and oral submissions and agrees with the minor variance report analysis and recommendation that this application meets the four Planning Act tests for minor variance:

The variance is minor in nature.

The variance is appropriate for the development of the land.

The general intent and purpose of the Zoning By-law is maintained.

The general intent and purpose of the Official Plan is maintained.

The Chair summarized the decision.

5.2 Minor Variance Application A-03/25 – 874 Line 1 Road, CDS-25-042

Natalie Thomson summarized the notice.

Connor MacIsaac summarized the staff report.

Dan Banatkiewicz (NPG Planning Solutions Inc.) was present on behalf of the application.

The Chair called on those registered to speak in support or against the proposal. There was no one in the audience who wished to speak for or against the application.

The following topics were discussed:

- Driveway access
- Culvert at the front of the property
- Multiple driveways on site
- Accessory structure function
- Lot grading

Moved by: Margaret Louter

to accept the recommendation of the staff report with modified variance 1(a) that Minor Variance Application A-03/25 for 874 Line 1 Road be approved, subject to the following conditions:

1. That the owner/applicant proceeds with one of the following options with regard to the two westerly driveway accesses fronting the lands shown on the site plan (Part 8 of Plan 30R-15971), to the satisfaction of the Director of Operations:
 - a. That a fence, substantive hedgerow or other permanent barrier suitable to the Director of Operations be installed along the northern lot line between Parts 6 and 8 of Plan 30R-15971; or
 - b. That the owner/applicant applies for, and receives approval for an appropriate easement to be registered to allow for continued access across Part 8 lands to access Part 6 lands as shown on Plan 30R-15971);
2. That prior to the issuance of a building permit for the new accessory structure, an archaeological assessment be completed at the owner/applicants' expense, scoped to the area disturbance of the new accessory structure; and that no demolition, grading or other soil disturbances shall take place on the subject property, in the vicinity of the new accessory structure, prior to the Ministry of Citizenship and Multiculturalism confirming to the Town that all archaeological resources concerns have met licensing and resource conservation

requirements, and that a copy of the Ministry letter is submitted to the Town, to the satisfaction of the Town

3. A new septic system is installed on the property to service the proposed development, which meets all Ontario Building Code requirements, to the satisfaction of Niagara Region. A permit for the new system shall be applied for and obtained from Niagara Region prior to installation; and
4. That the applicant/owner provides a written undertaking, to the satisfaction of the Region and Town, confirming that the accessory structure does not contain any bedroom or living spaces, is built in accordance with the plans submitted with the application, and that the uses will be associated with the residential use.

Decision: RECOMMENDATION ACCEPTED / APPLICATION APPROVED.

Reasons: The Committee of Adjustment considered all the written and oral submissions and agrees with the minor variance report analysis and recommendation that this application meets the four Planning Act tests for minor variance:

The variance is minor in nature.

The variance is appropriate for the development of the land.

The general intent and purpose of the Zoning By-law is maintained.

The general intent and purpose of the Official Plan is maintained.

The Chair summarized the decision.

6. MINUTES FOR APPROVAL

The minutes were approved by unanimous consent.

7. NEW BUSINESS

There was no new business.

8. NEXT MEETING DATE

Thursday, May 15, 2025.

9. ADJOURNMENT

The meeting was adjourned at 6:28 pm.