



COMMITTEE OF ADJUSTMENT MEETING MINUTES

June 19, 2025, 6:00 p.m.

Members Present: Steve Bartolini, Margaret Louter, Angelo Miniaci, Eric Lehtinen,
Paul Johnston (6:10pm)

Staff Present: Natalie Thomson, Secretary-Treasurer
Aimee Alderman, Manager of Development Planning
Connor MacIsaac, Planner II
Alex Bokestyn, Planner II

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: Steve Bartolini

that the agenda be adopted, as modified: Minor Variance Application A-09/25 for 585 Line 7 Road be heard last to allow extra time for an applicant and/or agent to join the meeting.

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-10/25 – 100 Queenston Street, CDS-25-090

Natalie Thomson summarized the notice and mentioned two letters of correspondence that were received.

Alex Boeckestyn summarized the staff report.

Paul Johnson entered the meeting at 6:10pm.

Michael Allen (ACK Architects Studio Inc.) was present on behalf of the application. Michael delivered a brief oral presentation.

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:

- Current front facade shielded by vegetation
- Adjacent dwellings with current front face percentages
- Concerns with erecting a wooden fence due to impacts of existing vegetation on site

Moved by: Angelo Miniaci

to accept the recommendation of the staff report that Minor Variance Application A-10/25 for 100 Queenston Street be approved, subject to the following conditions:

1. That the Owner/Applicant provide a Geotechnical Report, which establishes the Stable Top of Slope for the subject lands, to the Niagara Peninsula Conservation Authority for review and approval;
2. That the Owner/Application obtain a Niagara Peninsula Conservation Authority Works Permit for all instances of proposed development within the 15-metre setback of the Stable Top of Slope, as determined in accordance with Condition 1.1.2, to the satisfaction of the Niagara Peninsula Conservation Authority; and
3. That the Owner/Applicant dedicate a 3-metre road widening along Queenston Street, to the satisfaction of the Director of Operations.

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:

1. The variance is minor in nature.
2. The variance is appropriate for the development of the land.
3. The general intent and purpose of the Zoning By-law is maintained.
4. The general intent and purpose of the Official Plan is maintained.

The Chair summarized the decision.

5.2 Minor Variance Application A-11/25 – 1500 Concession 6 Road, CDS-25-091

Natalie Thomson summarized the notice and mentioned one letter of support received from a neighbour.

Alex Boekestyn summarized the staff report.

Dan and Nicole Tissen (homeowners) were present on behalf of the application and requested Committee members remove condition 2.

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 stones used as landscape feature
- Possible impacts with a 0m driveway setback
- Adjusting driveway to add one metre on the opposite side to accommodate setback

Moved by: Margaret Louter

to remove condition 1.1.2 (driveway setback of 1 metre) and accept the recommendation of the staff report that Minor Variance Application A-11/25 for 1500 Concession 6 Road be approved, subject to the following revised two conditions:

1. That the owner/applicant complete and submit the Tree Declaration Form to the Town's Urban Forestry Officer, with regard to the potential boundary trees; and
2. That the owner/applicant submit a written undertaking to confirm that the proposed addition does not exceed 3 bedrooms, the living space will

remain at 131 square metres, and the plumbing fixture unit count is no higher than 16.5, to the satisfaction of the Town and Region.

Decision: MODIFIED 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:

1. The variance is minor in nature.
2. The variance is appropriate for the development of the land.
3. The general intent and purpose of the Zoning By-law is maintained.
4. The general intent and purpose of the Official Plan is maintained.

The Chair summarized the decision.

5.3 Consent Application B-06/25 – 58 Scott Street, CDS-25-092

Natalie Thomson summarized the notice and mentioned numbering error in the listed conditions in the staff recommendation report.

Alex Boekestyn summarized the staff report.

Dan Banatkiewicz and Aaron Butler (NPG Planning Solutions) were 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:

- Zoning designation on neighbouring property
- No zoning changes due to consolidation of parts 1 and 3
- Existing dwelling being constructed prior to greenbelt changes in 2004
- Niagara Region septic staff satisfied with proposal

Moved by: Steve Bartolini

to accept the recommendation of the staff report that Consent Application B-06/25 for 58 Scott Street be approved, subject to the following conditions:

1. That the owner/applicant provides a legal description of Part 2, acceptable to the Registrar, together with one (1) digital copy to-scale of the deposited reference plan, if applicable, or a copy of all instruments and plans referred to in the legal description, to the satisfaction of the Town, for use in the issuance of the Certificate of Consent;
2. That the owner/applicant provides a lawyer's undertaking, to the satisfaction of the Director of Community and Development Services, to forward a copy of documentation confirming the transaction, i.e. merging of Part 1 with Part 3, has been carried out, the documentation to be provided within two years of issuance of the consent certificate, or prior to the issuance of a building permit, whichever occurs first;
3. That the owner/applicant provide the Town Operations Department with a copy of the deposited reference plan; and,
4. That the owner/applicant dedicate a 0.9 metre road allowance widening along front Part 2 of the proposed severance to the Town, to the satisfaction of the Director of Operations.

Decision: RECOMMENDATION ACCEPTED / APPLICATION APPROVED.

Reasons: The Committee of Adjustment agrees with the consent report analysis and recommendation that, subject to the conditions of provisional consent, this application meets Planning Act requirements, is consistent with Provincial Policy, the Niagara Region Official Plan and the Town Official Plan regarding the boundary adjustment.

The Chair summarized the decision.

5.4 Minor Variance Application A-09/25 – 585 Line 7 Road, CDS-25-093

Natalie Thomson summarized the notice.

Connor MacIsaac summarized the staff report.

Tai-Sean Shoy (agent) and Claudio Di Bastiano (homeowner) were present on behalf of the application. Claudio explained the reasoning for multiple seacans was for storage of his personal belongings that he was trying to auction off. Claudio expressed he was taking proactive steps to clean up the property.

The Chair called on those registered to speak in support or against the proposal. Chris Morgan (687 Concession 5 Road) was in attendance and spoke to property standard concerns due to accumulation of stuff throughout the subject property.

The following topics were discussed by Committee members:

- Reasoning for multiple seacans on property
- No restrictions in the Town's zoning on number of seacans on a property
- Seacans considered accessory structures which can be up to 8% of lot coverage
- Relocation of seacans on property to comply with setback requirements

Moved by: Angelo Miniaci

to accept the recommendation of the staff report that Minor Variance Application A-09/25 for 585 Line 7 Road be approved.

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:

1. The variance is minor in nature.
2. The variance is appropriate for the development of the land.
3. The general intent and purpose of the Zoning By-law is maintained.
4. The general intent and purpose of the Official Plan is maintained.

The Chair summarized the decision.

6. MINUTES FOR APPROVAL

The May 15, 2025 minutes were approved by unanimous consent.

7. NEW BUSINESS

Member Paul Johnson apologized for being late to join the meeting.

8. NEXT MEETING DATE

Thursday, July 17, 2025 at 6:00 p.m.

9. ADJOURNMENT

The meeting was adjourned at 7:18 pm