

## MINUTES

Mayor Foxtan was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner, Councillor Wilms and Councillor Tilley.

**Staff Present:** Andrew McNeely, Chief Administrative Officer  
Cynthia Hislop, Deputy Clerk  
Christina Brox, Director of Corporate Services/Treasurer  
Shannon Black, Director of Development Services/Chief Building Official  
Christina Blazinovic, Planner/GIS Technician  
Michael Campos, Manager of Planning

**Convene: 6:00 p.m.**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

**C-453-23** Moved by Councillor Rolleman  
Seconded by Councillor Wilms

**THAT** Council adopt the November 28, 2023 Public Planning Meeting Agenda as presented with the following addendum:

1. Add correspondence from Grandbridge Energy for item 7.3 Report No. PD-51-2023 – 1156 Swan Street File No. A- 13/23
2. Add correspondence from Enbridge for item 7.3 Report No. PD-51-2023 – 1156 Swan Street File No. A- 13/23
3. Add email correspondence from Jill Barker for item 7.2 Report No. PD-49-2023 – 1174 Brantford Highway File No. A-12/23

**CARRIED**

**3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT**

Mayor Foxtan led the Indigenous Territory Acknowledgement.

**4. MOMENT OF REFLECTION**

Council and staff paused for a moment of reflection.

**5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None reported

**6. ADOPTION OF MINUTES**

**6.1 Public Planning Meeting Minutes dated October 24, 2023.**

**C-454-23** Moved by Councillor Wilms  
Seconded by Councillor Rolleman

THAT Council approve the Public Planning meeting minutes dated October 24, 2023.

**CARRIED**

**C-455-23** Moved by Councillor Ostner  
Seconded by Councillor Tilley

THAT the Council meeting be adjourned at 7:04 p.m. to sit as Committee of Adjustment for the purposes of holding public meetings pursuant to the provisions of the *Planning Act*.

**CARRIED**

**7. COMMITTEE OF ADJUSTMENT**

**7.1 Committee of Adjustment Meeting Minutes dated October 24, 2023.**

**COA-47-23** Moved by Councillor Tilley  
Seconded by Councillor Ostner

THAT THAT Committee of Adjustment approve the Meeting Minutes dated October 24, 2023.

**CARRIED**

**7.2 Report No. PD-49-2023 - Minor Variance Application for 1174 Brantford Highway File No. A-12/23**

Christina Blazinovic, Planner/GIS Technician provides the Committee with an overview of the application. The purpose of this application is to:

- i) convert a portion of the existing accessory building into a coach house;
- ii) recognize the office space in the remaining portion of the accessory building on the ground floor; and,
- iii) recognize the existing parking area of the principal dwelling on the property municipally addressed as 1174 Brantford Highway.

The subject property is located on the west side of Brantford Highway, north of the intersection of Waynco Road and Brantford Highway

Members of the public:

Corey Wehrle, applicant registered to attend the meeting.

Members of the Committee of Adjustment:

None

**COA-48-23** Moved by Councillor Rolleman  
Seconded by Councillor Wilms

1. THAT PD Report No. 49-2023 be received;
2. AND THAT Minor Variance Application A-12/23 being a request to permit:
  - a. Existing office space (habitable rooms) to be located on the ground floor within an accessory building whereas Section 6.4.4 of General Zoning By-law 689-83 establishes that no dwelling unit or habitable room may be established within an accessory building;
  - b. Off-street parking to be situated in front of the building line for the principal dwelling whereas Section 6.13.1(b) of General Zoning By-law 689-83 establishes that all off-street parking areas shall be situated to the rear of the building line or lines;
  - c. The existing office space to be located within the ground floor of the existing accessory building whereas Section 6.18.1 of General Zoning By-law 689-83 establishes that such home occupation or office, base or headquarters for the occupant of a permitted dwelling unit shall be located within a private dwelling unit;
  - d. An office area of 75.75 m<sup>2</sup> (38.45%) whereas Section 6.18.2 of General Zoning By-law 689-83 establishes that an area equal to not more than 25% (49.25m<sup>2</sup>) of the ground floor area of a private dwelling unit shall be used for the office space;
  - e. The severance of the coach house in the future whereas Section 6.40.3 of General Zoning By-law 689-83 establishes that the coach house may not be severed from the lot containing the principal dwelling;

- f. The coach house to be 84.78% (167 m<sup>2</sup>) of the footprint of the principal dwelling unit whereas Section 6.40.7 of General Zoning By-law 689-83 establishes that the size of the coach house must not be greater than 40% (78.8 m<sup>2</sup>) of the footprint of the principal dwelling unit;
- g. The coach house to exceed the height of the principal dwelling by 0.58 m (1'- 10½") and permit a coach house height of 7.28 m (23'- 10½") whereas Section 6.40.8 of General Zoning By-law 689-83 establishes that the building height cannot exceed that of the principal dwelling and in no case shall be more than 6.1 m (20 ft) in height;
- h. To recognize the existing driveway width of 7.32 m whereas Section 6.40.14 of General Zoning By-law 689-83 establishes that the maximum driveway width may be 6.1 m;
- i. A rooftop outside amenity area whereas Section 6.40.16 of General Zoning By-law 689-83 establishes that the roof of a building containing a coach house may not contain an amenity area;

BE APPROVED, subject to the following:

- 1. The office space located on the ground floor within the accessory building shall be used as a home occupation space by the principal dwelling and/or the coach house only.
- 2. The rooftop amenity area of the coach house shall remain unenclosed.

**CARRIED**

**7.3** Report No. PD-51-2023 - Minor Variance Application for 1156 Swan Street File No. A-13/23

Christina Blazinovic, Planner/GIS Technician provides the Committee with an overview of the application. The purpose of this application is to seek relief from the provisions of the General Zoning By-law to permit reduced dimensions for off-street parking spaces and to permit the basement window wells of the subject property to project further into the required side yard setback.

The subject property is located on the west side of Swan Street, between Burnside Drive and Hilltop Drive.

Questions from members of the public:

Younus Saeeda, owner registered to attend the meeting.

Questions from Members of the Committee:

Councillor Rolleman indicated a concern re street parking on the bike lanes.

CAO McNeely stated that awareness of this concern will be communicated to the owner and By-law Enforcement staff can provide further education and enforcement.

**COA-49-23** Moved by Councillor Wilms  
Seconded by Councillor Rolleman

1. THAT PD Report No. 51-2023 be received;
2. AND THAT Minor Variance Application A-13/23, being a request to seek relief from General Zoning By-law 689-83 to permit:
  - a. The basement window wells to project 0.36 metres into the required side yard, whereas Section 6.5.3 of General Zoning By-law 689-83 establishes that in any yard there may be erected or maintained the usual projections of windowsills, chimney breasts, belt course, cornices, eaves and other architectural features provided however that no such feature shall project more than 0.3 m (1 ft) into any required side yard, be APPROVED;
  - b. AND THAT the off-street parking space dimensions of 3 m x 5.75 m, whereas Section 2.160 of General Zoning By-law 689-83 requires an off-street parking space to have dimensions of not less than 3 m by 6 m, be APPROVED

**CARRIED**

**COA-50-23** Moved by Councillor Ostner  
Seconded by Councillor Tilley

**THAT** pursuant to the *Planning Act* the public meeting of the Committee of Adjustment be adjourned at 7:31 p.m. and the Council meeting be called back to order.

**CARRIED**

**8. PUBLIC MEETINGS**

None

**9. CLOSED SESSION**

None

**10. CONFIRMATORY BY-LAW**

By-law No. 3448-23 – Being a By-law to Confirm the Proceedings of Council on November 28, 2023.

**C-456-23** Moved by Councillor Tilley  
Seconded by Councillor Ostner

**THAT** By-law No. 3448-23 - Being a By-law to Confirm the Proceedings of Council on November 28, 2023 be read a First, Second, and Third time and be finally passed, signed and sealed by the Mayor and Deputy Clerk.

**CARRIED**

**11. ADJOURNMENT**

**C-457-23** Moved by Councillor Rolleman  
Seconded by Councillor Wilms

**THAT WHEREAS** business before this Public Planning Meeting has been completed at 7:32 p.m.

**AND BE IT RESOLVED THAT** this Meeting adjourns and Council meets again on December 11, 2023 at 6:00 p.m. for a Combined Council Meeting.

**CARRIED**

  
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Susan Foxtton, Mayor

  
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Cynthia Hislop, Deputy Clerk