

COMMITTEE OF ADJUSTMENT AGENDA

Date: Wednesday, November 5, 2025, 6:00 p.m.
Location: VIA ZOOM
Members: T. Jenney, Chair, J. Watson, L. Hillier, K. Medenblik, J. Smith

Pages

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY/CONFLICT OF INTEREST**
- 3. APPLICATIONS TO BE HEARD**

a. Minor Variance D13VAR25.029H – 9 McNabb Street

3

Location: 9 McNabb Street, Town of Halton Hills (Georgetown), Regional Municipality of Halton

Purpose: Requesting relief from Zoning By-law 2010-0050, as amended,

1. To increase the floor area of a detached garage from the maximum 40.0 sq m to permit a floor area of 78.5 sq m.
2. To increase the height of a detached garage from the maximum 4.5 m to permit a height of 4.81m.
3. To reduce the interior side yard setback to a driveway from the minimum 1.0 m to permit a 0.6 m side yard setback (extended driveway).
4. To permit the reduction of the minimum driveway width accessing a garage from the minimum 3.0 m to permit 2.9 m.
5. To increase the width of a driveway from the maximum 7.0 m to permit a driveway width of 9.14m.

To accommodate a proposed detached garage and extended driveway.

Owner(s): Stephen Flesch and Quinn Griffiths

b. Minor Variance D13VAR25.030H – 22 Scene Street

7

Location: 22 Scene Street, Town of Halton Hills (Acton), Regional Municipality of Halton

Purpose: Requesting relief from Zoning By-law 2010-0050, as amended,

1. To reduce the front yard setback from the required 6.0 m to permit a 2.92 m setback to the second storey addition.
2. To permit a front porch 1.4 m from the front lot line where the By-law requires minimum 1.5 m to the front lot line.

To accommodate a second storey addition at the front of the existing dwelling and a new porch.

Owner(s): Rachel Wooldridge

c. Minor Variance D13VAR25.031H – 8 Orchard Boulevard

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Location: 8 Orchard Boulevard, Town of Halton Hills (Georgetown),
Regional Municipality of Halton

Purpose: Requesting relief from Zoning By-law 2010-0050, as amended,

1. To increase the floor area of a detached garage from the maximum 40.0 sq m to permit a floor area of 84.0 sq m.
2. To increase the height of a detached garage from the maximum 4.5 metres to permit a height of 5.85 m.
3. To permit the expansion of the height of the first storey of a detached garage and construction of a second storey (storage) to be built closer to the exterior side lot line (3.77 m) than the main building (dwelling) from the exterior side lot line (4.25 m).

To permit a second storey above the existing detached garage to be used for storage.

Owner(s): Doris and Campbell Mattear

4. ADJOURNMENT

TO: Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment & Consent Official

FROM: Jessica Rahim, Senior Planner – Development Review

DATE: October 28, 2025

RE: Planning Recommendation for
Application D13VAR25.029H
Municipally known as 9 McNabb Street,
Town of Halton Hills (Georgetown)

APPLICATION

Requesting relief from Zoning By-law 2010-0050, as amended:

1. To increase the floor area of a detached garage from the maximum 40.0 sq m to permit a floor area of 78.5 sq m.
2. To increase the height of a detached garage from the maximum 4.5 m to permit a height of 4.81m.
3. To reduce the interior side yard setback to a driveway from the minimum 1.0 m to permit a 0.6 m side yard setback (extended driveway).
4. To permit the reduction of the minimum driveway width accessing a garage from the minimum 3.0 m to permit 2.9 m.
5. To increase the width of a driveway from the maximum 7.0 m to permit a driveway width of 9.14m.

Proposal

The requested variances are to increase the maximum permitted floor area and height for an accessory building, and to permit an increased driveway width with a reduced interior side yard setback and permit a reduced minimum driveway width accessing a garage.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject lands are designated Low Density Residential Area in the Town's Official Plan and located within the Mature Neighbourhood Area overlay established through adoption of Official Plan Amendment No. 22 (Mature Neighbourhoods Character Study). This designation permits single detached dwellings. Section G13.6 of the Official Plan states that whenever a use is permitted in a

land use designation, it is intended that uses, building or structures normally incidental and accessory to that use are also permitted.

Town of Halton Hills Zoning By-Law

The subject property is zoned Low Density Residential One Mature Neighbourhood (LDR1-2(MN)) in the Town's Comprehensive Zoning By-law 2010-0050, as amended. Under the Zoning By-law, accessory buildings and structures are required to be a maximum of 40 square metres in size and 4.5 metres in height.

The Zoning By-law further states that for ground-oriented residential dwelling units, the driveway must have a minimum width of 3 metres and a maximum width of 7 metres, provided that at least 40% of the front or exterior side yard in which the driveway is located consists of soft landscaping. Additionally, the driveway must maintain a minimum setback of 1 metre from the interior side yard.

COMMENTS

Internal Department and External Agency Comments

This application was circulated for review and comment to Town departments and external agencies. No concerns or objections were received; relevant comments regarding the Minor Variance application are as follows:

Development Engineering:

Development Engineering has reviewed the application as presented and has no concerns. A site alteration permit will be required at the building permit stage. The grading plan provided can be utilized for their site alteration permit, along with their building permit.

Planning:

Variance #1 and #2 - Floor Area and Height

The intent of accessory buildings and structures is to ensure that they do not visually dominate the lot, are clearly accessory to the principal residential use (single detached dwelling) and do not create impacts to surrounding properties. Given the size of the property, the proposed location of the detached garage maintaining minimum setbacks requirements, and the extent of the requested relief, it does not appear that the proposed structure will impact these considerations. Therefore, staff have no concerns and consider the intent of these requirements to be maintained.

It should be noted that the accessory building is not to be used for commercial purposes.

Variance #3 – Driveway Width and Setbacks

The intent of the minimum and maximum driveway width and driveway setback requirement is to ensure safe and functional vehicle access between the street and the dwelling, while protecting

existing infrastructure such as drainage, sewer, hydro, telecommunications, and maintaining neighbourhood character. To ensure there were no drainage impacts on surrounding properties, the applicant was required to submit a grading and drainage plan for staff review prior to commenting on the application. This requirement was based on the potential for a cumulative impact of the increased impervious surface, the proposed building footprint, and the reduced interior side yard setbacks for the proposed driveway. Development Engineering has reviewed the submitted grading and drainage plans and has no concerns with the application.

Based on the above, staff are of the opinion that the intent of the provision is being maintained, as no concerns have been raised regarding potential impacts on drainage, servicing, or utilities.

Public Comments

No objections have been received from the public as of the date this report was prepared.

RECOMMENDATION

It is the opinion of Planning staff that the application for Minor Variance meets the four tests of a Minor Variance as outlined in the *Planning Act*. The application:

- 1) meets the intent and purpose of the Town of Halton Hills Official Plan;
- 2) meets the intent and purpose of the Town of Halton Hills Zoning By-law;
- 3) is considered to be desirable for the appropriate development or use of the property; and,
- 4) is considered to be minor in nature.

Planning staff has no objection to the approval of this application, subject to the following condition:

1. The proposed garage shall be constructed generally in accordance with the architectural drawings A0.1, A1.1, A2.1, and A3.1 prepared by Fine Line Drafting & Design Inc., dated May 28, 2025, date stamped by the Committee of Adjustment on September 22, 2025, to the satisfaction of the Commissioner of Planning & Development.
2. The proposed garage shall be constructed in accordance with the grading plans prepared by Qplus Land Surveying Inc., dated August 28, 2025, date stamped by the Committee of Adjustment on October 10, 2025, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes

Metrolinx

- Upon review, the requested variances have minimal impact on Metrolinx property. As such, Metrolinx has no objections to the specified variances should the Committee grant approval.

Halton Hills Hydro

- Halton Hills Hydro must be contacted for an Electrical Service Layout if a new service or upgrade to an existing service is required, or metering changes. Location and method of servicing is at the sole discretion of Halton Hills Hydro.
- Please note that any costs due to changes required of Halton Hills Hydro's distribution system (i.e. moving poles to accommodate lane ways, driveways and parking lots, etc.) will be borne by the applicant.

Region of Halton

The owner should verify the location of existing services and determine that no relocation of services will be required to facilitate this development. For the applicant's information, should services need to be relocated as a result of the proposed development, the following will be required as part of the Regional Servicing Permits:

- Any existing water or wastewater services that will be re-used must be disconnected at the mains at the expense of the owner.
- No wastewater service laterals or water service connections are to cross existing or proposed property lines.
- The applicant shall comply with the Region's current construction and design standards as stated in the Region's Development Engineering Review Manual, Region of Halton Design Criteria, Contract Specifications and Standard Drawings, Sewer Discharge By-Law 02-03. Multi-unit servicing Policy as set out in Report PPW01-96 and the By-Law Respecting the Prevention of Backflow Into the Water System as set out in By-law 157-05.

Source Water Protection

- The subject property is located within the jurisdiction of the CTC Source Protection Plan (SPP). The CTC SPP can be accessed online at: <http://www.ctcswp.ca/ctc-source-protection-plan/>. The property is located in a WHPA-E (VS =9), an Issue Contributing Area (chloride), WHPA-Q1/Q2 (moderate risk to quality), a Significant Groundwater Recharge Area and a Highly Vulnerable Area.
- The application qualifies as a "residential use" and therefore exempt from the S.59 review process under the Source Protection Plan per policy G-2. The application can proceed from the perspective of Source Water Protection and no S.59 notice will be required.
- Reference material has also been attached for the owner's information, related to the Source Water Protection Program and the important role landowners play in protecting drinking water sources.

TO: Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment & Consent Official

FROM: Josh Salisbury, Planner – Development Review

DATE: October 28, 2025

RE: Planning Recommendation for
Application D13VAR25.030H – 22 Scene Street
Municipally known as 22 Scene Street
Town of Halton Hills (Acton)

APPLICATION

Requesting relief from Zoning By-law 2010-0050, as amended:

1. To reduce the front yard setback from the required 6.0 m to permit a 2.92 m setback to the second storey addition.
2. To permit a front porch 1.4 m from the front lot line where the By-law requires minimum 1.5m to the front lot line.

To accommodate a second storey addition at the front of the existing dwelling and a new porch.

Proposal

The Applicant is seeking zoning relief to permit a proposed second-storey addition at the front of the existing two-storey single-detached home as well as a new front porch.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated Low Density Residential Area. This designation permits existing single detached dwellings. Section G13.6 of the Official Plan states that whenever a use is permitted in a land use designation, it is intended that uses, buildings or structures normally incidental, and accessory to that use are also permitted. The subject property is also located within the “Mature Neighbourhood Area” overlay established through the adoption of Official Plan Amendment No. 22 (Mature Neighbourhoods Character Study).

Town of Halton Hills Zoning By-Law

The subject property is zoned Low Density Residential One – Two (Mature Neighbourhood) (LDR1-2 (MN)) under the Town's Comprehensive Zoning By-law 2010-0050, as amended. The LDR1-2 (MN) zone permits single detached dwellings and front porches.

The Zoning By-law requires a minimum front yard setback of 6.0 metres to the dwelling and a minimum set back to the front lot line for a front porch to be 1.5 metres.

COMMENTS

Internal Department and External Agency Comments

This application was circulated for review and comment to Town departments and external agencies. No objections were received; relevant comments regarding the Minor Variance application are as follows:

Planning

The intent of the front yard setback is to provide separation between the dwelling and the front lot line for maintenance of the building's eaves/outside walls and to access the property's front yard. In addition, these requirements are intended to provide a consistent pattern of dwelling setbacks and area for landscaping to maintain the character of the mature neighbourhood. Given the proposed second storey addition is located directly above the single storey portion of the existing dwelling footprint with a slight overhang of the proposed new roof, and that the proposed second-storey addition and front porch are consistent with other dwellings in the neighbourhood, the requested variance should have no impact on the above considerations. Therefore, Planning staff is of the opinion that the intent of the front yard setback provisions for the second-storey addition and front porch are being maintained.

Development Engineering

Development Engineering have no concerns with this application.

Public Comments

No comments have been received from the public as of the date this report was prepared

RECOMMENDATION

It is the opinion of Planning staff that the application for Minor Variance meets the four tests of a Minor Variance as outlined in the *Planning Act*. The application:

- 1) meets the intent and purpose of the Town of Halton Hills Official Plan;
- 2) meets the intent and purpose of the Town of Halton Hills Zoning By-law;
- 3) is considered to be desirable for the appropriate development or use of the property; and,

4) is considered to be minor in nature.

Planning staff has no objection to the approval of this application, subject to the following condition:

1. The location and construction of the proposed addition and front porch to the single-detached dwelling shall be generally in accordance with drawings A-1, A-2, A-3, A-4, submitted by the Applicant, date stamped by the Committee of Adjustment on September 22, 2025, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jeff Markowiak", written in a cursive style.

Jeff Markowiak, Director of Development Review

Notes

Halton Hills Hydro

Halton Hills Hydro must be contacted for an Electrical Service Layout if a new service or upgrade to an existing service is required; or metering changes. Location and method of servicing is at the sole discretion of Halton Hills Hydro.

Please note that any costs due to changes required of Halton Hills Hydro's distribution system (i.e. moving poles to accommodate lane ways, driveways and parking lots, etc.) will be borne by the applicant.

Please contact Jenny Chen for further information at EXT. 41

Halton Region

Regional staff have no objection to the proposed minor variance.

The owner should verify the location of existing services and determine that no relocation of services will be required to facilitate this development. For the applicant's information, should services need to be relocated as a result of the proposed development, the following will be required as part of a Regional Servicing Permit:

- Any existing water or wastewater services that will not be re-used must be disconnected at the mains at the expense of the owner.
- No wastewater service laterals or water service connections are to cross existing or proposed property lines
- The applicant shall comply with the Region's current construction and design standards as stated in the Region's Development Engineering Review Manual, Region of Halton Design Criteria, Contract Specifications and Standard Drawings, Sewer Discharge By-law 02-03, Multi-unit Servicing Policy as set out in Report PPW01-96 and the By-law Respecting the Prevention of Backflow Into the Water System as set out in By-law 157-05.

Metrolinx

Metrolinx has no objections to the specified variances should the committee grant approval.

TO: Niloo Hodjati, Secretary-Treasurer, Committee of Adjustment & Consent Official

FROM: Ruth Conard, Planner – Development Review

DATE: October 30, 2025

RE: Planning Recommendation for
Application D13VAR25.031H
Municipally known as 8 Orchard Boulevard
Town of Halton Hills (Georgetown)

APPLICATION

Requesting relief from Zoning By-law 2010-0050, as amended:

1. To increase the floor area of a detached garage from the maximum 40.0 sq m to permit a floor area of 84.0 sq m.
2. To increase the height of a detached garage from the maximum 4.5 m to permit a height of 5.85 m.
3. To permit the expansion of the height of the first storey of a detached garage and construction of a second storey (storage) to be built closer to the exterior side lot line (3.77 m) than the main building (dwelling) from the exterior side lot line (4.25 m).

To permit a second storey above the existing detached garage to be used for storage.

Proposal

The variances are required in order to construct a second storey addition to an existing detached garage to be used for storage purposes.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated Low Density Residential Area under the Town's Official Plan. Single detached residential uses are permitted in this designation. Section G13.6 of the Official Plan states that whenever a use is permitted in a land use designation, it is intended that uses, buildings or structures normally incidental and accessory to that use are also permitted.

Town of Halton Hills Zoning By-Law

The subject property is zoned Low Density Residential One (Mature Neighbourhood) (LDR1-2(MN)) under the Town's Comprehensive Zoning By-law 2010-0050, as amended. Single detached dwellings are permitted. The Zoning By-law permits a detached garage to have a maximum floor area of 40 square metres and a maximum height of 4.5 metres to the peak of the roof. The Zoning By-law does not permit an accessory building to be any closer to an exterior side lot line than the main building.

COMMENTS

Internal Department and External Agency Comments

This application was circulated for review and comment to Town departments and external agencies. No objections were received; relevant comments regarding the Minor Variance application are as follows:

Planning

Floor area and height

The intent of the Zoning By-law to regulate the maximum floor area and height of a detached garage is to ensure it does not visually dominate the lot; is clearly accessory to the principal residential use (i.e. the existing single detached dwelling); and does not create impacts to surrounding properties.

The existing garage was built in approximately 1950; the floor area has always been slightly larger than what is permitted in the Zoning By-law. The variance to increase the floor area is required to allow for a second storey only. The footprint is not proposing to increase.

The increased height (5.85 metres to the peak of the roof) is to allow a useable second floor storage area. The design of the low-sloped roof reduces the requirement for additional height to ensure there is less impact on surrounding properties. There are no windows proposed on the northeast side of the garage, which is the visible façade to the abutting property to the east. While the Applicant is proposing a door on the southeast side of the garage, they have identified that privacy screening will be installed around the landing and entire staircase to reduce any privacy and overlook concerns.

It should be noted that the height and floor area of the proposed detached garage is consistent with the detached garage located diagonally from the subject property (11 Orchard Boulevard) which received approval from the Committee of Adjustment in 2016 to increase the maximum floor area to 91.7 sq m and the maximum height to 6.4 metres.

Given the above, Planning staff have no objection to the minor variances related to floor area and height.

Exterior side yard setback

The intent to regulate the location of accessory structures to not be closer to the street line than the primary building is to ensure they appear accessory to the principal residential use and that the dwelling is what dominates the streetscape, not the accessory building.

As noted, the existing garage was built in approximately 1950 and has always been closer to the exterior side lot line (Joseph Street) than the dwelling. The Applicant is proposing a second storey addition directly above the existing garage. The second storey will not encroach any closer to the exterior side lot line than what is currently on site.

Notwithstanding the second storey addition to the existing garage, it appears that the dwelling will continue to be the dominant visual feature along Orchard Boulevard and Joseph Street and there will be no negative impact on the streetscape.

Planning staff have no objection to the variance related to the exterior side yard setback.

Public Comments

As of the date of this report, two letters of objection were submitted from the landowners at 5 Joseph Street and 6 Joseph Street. The concerns relate to the following:

1. The proposed height of the garage being out of character with other low-rise dwellings and garages in the neighbourhood.

Staff Response:

Planning staff recognize that single-storey residential dwellings predominate the neighbourhood; however, the garage is directly adjacent to a two-storey house and will be similar in size and height to the garage located across the street (11 Orchard Boulevard). The Applicant is proposing exterior cladding which complements their house and respects the character of the existing residential uses and neighbourhood.

2. The second storey may be used as an Additional Residential Unit (ARU) in the future.

Staff Response:

As per recent changes to provincial legislation, ARU's are permitted in an accessory structure on any single detached residential lot across Ontario. Given this, the second storey could be converted into an ARU in the future. Minor variances would be required prior to the conversion to seek relief from By-law 2024-0098. If the variances were approved, a conversion building permit and registration of the ARU would be required.

3. The proposed exterior staircase and landing overlooking the neighbours backyard and pool.

Staff Response:

The Applicant is aware of the concerns about privacy and overlook and has revised the drawings to enclose the landing and entire staircase with privacy screening. There are no windows on the side of the garage facing the neighbour's backyard.

4. The potential for the garage to cast a shadow over the pool, interrupting direct sunlight from entering the kitchen and reducing views of the street, trees and neighbourhood.

Staff Response:

The proposed increase in the height of the garage is not anticipated to generate any significant or unreasonable shadow impacts on the adjacent lands or usability of the homes or amenity areas.

5. The design of the roofline creates a boxy style structure.

Staff Response:

The Applicant has suggested that the proposed low-slope roofline is intended to reduce the height of the roof while still providing a useable second floor. The roof will still be peaked and in keeping with other houses and garages in the neighbourhood.

RECOMMENDATION

It is the opinion of Planning staff that the application for Minor Variance meets the four tests of a Minor Variance as outlined in the Planning Act. The application:

- 1) meets the intent and purpose of the Town of Halton Hills Official Plan;
- 2) meets the intent and purpose of the Town of Halton Hills Zoning By-law;
- 3) is considered to be desirable for the appropriate development or use of the property; and,
- 4) is considered to be minor in nature.

Planning staff have no objection to the approval of this application, subject to the following condition:

1. The proposed detached garage shall be constructed generally in accordance with Drawing No. A00, Site Plan and E.1 – Elevations, date stamped by the Committee of Adjustment on October 29, 2025, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes:

Town Development Engineering

- Drawings must be provided to illustrate the locations of the downspouts for the garage and the location of any existing sump pumps' discharge point and the overland flow route they will both take. The flow must not be directed at any neighbouring properties.

Region of Halton

- The owner should verify the location of existing services and determine that no relocation of services will be required to facilitate the development. For the owner's information, should services need to be relocated as a result of the proposed development, the following will be required as part of a Regional Servicing Permit:
 - o Any existing water or wastewater services that will not be re-used must be disconnected at the mains at the expense of the owner.
 - o No wastewater service laterals or water service connections are to cross existing or proposed property lines.
 - o The owner shall comply with the Region's current construction and design standards as stated in the Region's Development Engineering Review Manual, Region of Halton Design Criteria, Contract Specifications and Standard Drawings, Sewer Discharge By-law 02-03, Multi-unit Servicing Policy as set out in Report PPW01-96 and the By-law Respecting the Prevention of Backflow Into the Water System as set out in By-law 157-05.

Halton Hills Hydro Inc. (HHHI)

- Halton Hills Hydro must be contacted for an Electrical Service Layout if a new service or upgrade to an existing service is required; or metering changes. Location and method of servicing is at the sole discretion of Halton Hills Hydro.
- Please note that any costs due to changes required of Halton Hills Hydro's distribution system (i.e. moving poles to accommodate lane ways, driveways and parking lots, etc.) will be borne by the applicant.