

COMMITTEE OF ADJUSTMENT AGENDA

Date: Wednesday, December 3, 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 D13VAR25.031H – 8 Orchard Boulevard** **5**

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 square metres to permit a floor area of 67.92 square metres.
 2. To permit the garage to be built closer to the exterior side lot line (3.77 metres) than the main building from the exterior side lot line (4.25 metres).

To accommodate the reconstruction and expansion of the detached garage.

Owner(s): Doris and Campbell Mattear
 - b. Minor Variance D13VAR25.032H – 12 Durham Street** **9**

Location: 12 Durham 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 an accessory residential unit from the maximum 40% of the main residential building (73.2 sq m) to permit 42.5 % of the main residential building (77.5 sq m).

2. To reduce the side yard setback to a solid wall for a detached accessory residential unit from the minimum 1 m to permit a side yard setback of 0.3 m.
3. To increase the encroachment of the roof overhang from the maximum 50% of the side yard setback (0.15 m from the lot line), to permit a roof overhang encroachment of 100% (0 m from the side lot line).

To accommodate a proposed addition and the conversion of an existing detached garage to an Accessory Residential Unit.

Owner(s): Ravi Kumar, **Agent:** Kevin Sowa

c. Minor Variance D13VAR25.033H – 74 Barraclough Boulevard

14

Location: 74 Barraclough Boulevard, Town of Halton Hills (Glen Williams), Regional Municipality of Halton

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

1. To reduce the rear yard setback from the minimum 7.5 m to permit a rear yard setback of 2.05 m.

To accommodate the existing detached garage to be attached to the existing dwelling.

Owner(s): Scott Duncan, **Agent:** Alana + Kelly Design, Alana Nielsen

d. Minor Variance D13VAR25.034H – 7895 22 Side Road

17

Location: 7895 22 Side Road, Town of Halton Hills (Esquesing), Regional Municipality of Halton

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

1. To increase the floor area of an individual accessory structure from the maximum 80 sq m to permit a floor area of 116 sq m (2 storey storage building).
2. To increase the total floor area of all accessory structures from the maximum 120 sq m to permit a total floor area of 205 sq m.
3. To reduce the required side yard setback for an accessory structure from the minimum 1.5 m to permit a side yard setback of 0.7 m.
4. To increase the height of an accessory structure from the maximum 5 m to permit a maximum height of 6.03 m.

To accommodate the existing (as-built) pergola and 2-storey accessory storage building.

Owner(s): Manuel Da Silva, **Agent:** Epic Designs Inc., Marco Vieira

e. Minor Variance D13VAR25.035H – 15 Early Street

21

Location: 15 Early Street, Town of Halton Hills (Georgetown), Regional Municipality of Halton

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

1. To reduce the rear yard setback from the minimum 7.5 m to permit a 5.08 rear yard setback (proposed addition below existing deck).
2. To increase the width of a driveway from the maximum 7 m to permit a width of 10.25 m.
3. To reduce the interior side yard setback for a driveway from the minimum 1 m on one side and 0.6 m on the other to permit an interior side yard setback of 0.76 m and 0 m on the other side.
4. To reduce the front yard soft landscaping from the minimum 40% (33.44 sq m) of the front yard area to permit 13.89% (11.6 sq m) of the front yard area.

To accommodate the existing (as-built) enclosure below the deck, and modifications to the driveway.

Owner(s): Tariq Aziz Shaikh

f. Minor Variance D13VAR25.036H – 10 Overstone Road

23

Location: 10 Overstone Road, Town of Halton Hills (Georgetown), Regional Municipality of Halton

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

1. To reduce the front yard landscaping from the minimum 40% (21.77 sq m) of the front yard area to permit a front yard landscaping of 32.48 % (17.68 sq m) of the front yard area.
2. To reduce the interior side yard setback to the driveway from the minimum 0.6 m to permit a 0.3 m setback from the interior side lot line to the driveway.

To accommodate additional parking for a proposed Accessory Residential Unit.

Owner(s): Rishi Ram Gaire & Kamala Sharma Gaire, **Agent:** MEM Engineering Inc., Harjinder Singh

g. Minor Variance D13VAR25.037H – 15 St. Alban's Drive

26

Location: 15 St. Alban's Drive, Town of Halton Hills (Acton), Regional Municipality of Halton

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

1. To permit a new (386 sq m) Day Nursery to be constructed, whereas the By-law only permits a Day Nursery that legally existed when the By-law was passed (July 2010).

2. To reduce the required parking spaces from the minimum 16 spaces to permit 8 spaces.

To accommodate a proposed Day Nursery.

Owner(s): Kidsville Academy Acton Inc., Arashdeep Sandhu, **Agent:** Mainline Planning, Joseph Plutino

h. Minor Variance D13VAR25.038H – 37 Victoria Street

30

Location: 37 Victoria 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 height of a detached garage from the maximum 4.5 m to permit a height of 6.53 m.
2. To increase the floor area of a detached garage from the maximum 40 sq m to permit a floor area of 89.88 sq m.

To accommodate a proposed detached garage with storage loft.

Owner(s): Jesse Barbosa, **Agent:** Justin Sherry Design Studio, Danielle Bilodeau

4. ADJOURNMENT

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

FROM: Ruth Conard, Planner – Development Review

DATE: November 24, 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 67.92 sq m.
2. To permit the detached garage to be built closer to the exterior side lot line (3.77 m) than the main building from the exterior side lot line (4.25 m).

To permit an addition to the existing detached garage.

Proposal

The variances are required in order to construct a single storey addition to the rear of the existing detached garage to be used for storage purposes.

This application previously sought zoning relief to allow for a second storey addition to the detached garage. The application was deferred at the November 5, 2025, Committee of Adjustment hearing to allow the Applicant time to revise the proposal due to concerns raised about the height of the addition and proposed exterior stair access design. The Applicant has since revised the proposal to eliminate the second storey addition and instead build a one storey addition to the rear of the structure. As a result, the minor variance for floor area has been reduced and the minor variance related to height has been removed.

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 sq m. The Zoning By-law does not permit an accessory building to be constructed 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

The intent of the Zoning By-law to regulate the maximum floor area 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 detached garage was built in approximately 1950; the floor area has always been slightly larger than what is permitted in the Zoning By-law. The minor variance to increase the maximum floor area is required to build an addition to the rear of the garage. The structure will continue to be accessory to the dwelling, and it does not appear that there will be impacts to surrounding properties. The proposal now complies with the maximum height permitted in the Zoning By-law and continues to comply with the minimum setbacks to the northeast and southeast lot lines.

Planning staff have no objection to the minor variance.

Exterior side yard setback

The intent to regulate the location of accessory structures to not be closer to the street line than the main dwelling 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 main dwelling. The minor variance is to recognize the existing situation; the garage is not getting any closer to the exterior lot line than what is currently on

site. The main dwelling will continue to be the dominant visual feature along Orchard Boulevard and Joseph Street and there should be no negative impacts on the streetscape.

Planning staff have no objection to the minor variance.

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 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 November 17, 2025, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes:

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:
 - 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 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.

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

FROM: Jessica Rahim, Senior Planner – Development Review

DATE: November 25, 2025

RE: Planning Recommendation for
Application D13VAR25.032H
Municipally known as 12 Durham Street,
Town of Halton Hills (Georgetown)

APPLICATION

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

1. To increase the floor area of an accessory residential unit from the maximum 40% of the main residential building (73.2 sq m) to permit 42.5 % of the main residential building (77.5 sq m).
2. To reduce the side yard setback to a solid wall for a detached accessory residential unit from the minimum 1 m to permit a side yard setback of 0.3 m.
3. To increase the encroachment of the roof overhang from the maximum 50% of the side yard setback (0.15 m from the lot line), to permit a roof overhang encroachment of 100% (0 m from the side lot line).

To accommodate a proposed addition and the conversion of the existing detached garage to an Accessory Residential Unit (ARU).

Proposal

The applicant is proposing to convert the existing detached garage into an Additional Residential Unit, including a minor addition to the structure. The requested variances are required to address existing deficiencies as well as new deficiencies resulting from the conversion to the proposed ARU use.

POLICY CONTEXT

Town of Halton Hills Official Plan

Under the Town's Official Plan the subject property is designated "Low Density Residential Area" via the Georgetown Go Station Secondary Plan and located within the "Mature Neighbourhood Area" overlay established through the adoption of Official Plan Amendment No. 22 (Mature

Neighbourhood Character Study). This designation permits single detached dwellings and accessory residential units, subject to Section D1.3.1.6.

Section D1.3.1.6 outlines the policy framework for permitting additional residential units on an existing lot of record, subject to the regulations of the Zoning By-law and the following criteria:

- a) the accessory apartment shall comply with the Ontario Building and Fire Codes;
- b) adequate parking is available on the lot for both dwelling units and minimizes the loss of outdoor amenity areas or landscaping;
- c) the accessory apartment is designed and located in such a manner to not have a negative impact on the character of the surrounding residential uses and to that end any building addition shall be compatible with the massing, height, and setbacks of adjacent dwelling units; and,
- d) municipal water and wastewater or septic and well facilities are adequate and available to accommodate an additional dwelling unit.

Town of Halton Hills Zoning By-Law

The property is zoned Low Density Residential One (LDR1) in the Town's Comprehensive Zoning By-law 2010-0050, as amended. The LDR1 zone permits single detached dwellings. An Additional Residential Unit (ARU) is permitted either within, or in a building detached from, a single detached dwelling, subject to various zoning provisions, including a maximum floor area of 40% of the main residential building and a minimum interior side yard setback of 1 metre. In addition, all buildings must ensure that roof overhangs do not encroach more than 50% into 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 identified; relevant comments regarding the Minor Variance application are as follows:

Planning

Variance #1 and #2 (floor area and side yard setback)

The intent of the zoning provisions for detached Additional Residential Units is to ensure that the ARU remains clearly subordinate and accessory to the primary dwelling on the lot. In particular, the maximum permitted floor area for a detached ARU is directly tied to the floor area of the main dwelling; therefore, the lower the floor area of the main dwelling, the lower the allowable floor area for the ARU, in order to maintain its accessory nature on the lot. The Applicant proposes to convert the existing detached shed, with a minor addition, into a detached ARU, which does not comply with the maximum floor area and interior side yard setback requirements.

The existing garage maintains a 0.3 metre setback. The proposed addition to the garage to accommodate the ARU is minor and does not further encroach upon the existing reduced interior side yard setback. No windows are proposed on the south elevation, which helps minimize

potential privacy and overlook concerns. Accordingly, the requested increase in floor area and reduced side yard setback is considered minor, as the accessory residential unit remains subordinate to the principal dwelling. Therefore, Planning staff have no objection to the requested minor variance.

Variance #3 - Encroachment of Roof Overhang (Dwelling)

The intent of permitting architectural features such as roof overhangs to encroach up to 50% of the required interior side yard setback is, in part, to ensure that roof runoff does not discharge onto neighbouring properties. In this case, the Applicant is seeking to recognize an existing roof overhang that encroaches 100% (0 m from the south interior side lot line). The proposed addition will not further impact this condition, which does not appear to be impacting the above considerations. As such, Planning staff have no objection to the requested minor variance.

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 detached Additional Residential Unit shall be constructed generally in accordance with the Site Plan (A0.1) and Drawings (A1.1, A1.2, A1.3, A2.1, A2.2), date stamped by the Committee of Adjustment on October 9, 2025, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes

Development Engineering

- Development Engineering has no concerns with the proposal. Development Engineering will require a Site Alteration Permit and Grading Plan for the proposed works during the Building Permit process.

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

Regional Servicing:

- 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:
 - a) Any existing water or wastewater service that will not be re-used must be disconnected at the mains at the expense of the owner.
 - b) No wastewater service laterals or water service connections are to cross existing or proposed property lines.
 - c) 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: <https://www.ctcswp.ca/source-protection-plan/the-ctc-source-protection-plan>. The property is located in a WHPA-Q1/Q2 (moderate risk to quantity).
- The application qualifies as a "residential use" and is therefore exempt from the Section 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 Section 59 notice will be required.

- Reference material related to the Source Water Protection Program and the important role landowners play in protecting drinking water sources has also been attached for the Owner's information.

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

FROM: Jessica Rahim, Senior Planner – Development Review

DATE: November 25, 2025

RE: Planning Recommendation for
Application D13VAR25.033H
Municipally known as 74 Barraclough Boulevard,
Town of Halton Hills (Glen Williams)

APPLICATION

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

1. To reduce the rear yard setback from the minimum 7.5 m to permit a rear yard setback of 2.05 m.

To accommodate the existing detached garage to be attached to the existing dwelling.

Proposal

The Applicant is proposing to construct a covered porch that will connect the existing detached garage to the existing dwelling. The application is required as this connection will result in the garage being subject to the main dwelling setback requirements.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated Hamlet Residential Area under the Glen Williams Secondary Plan. The main permitted uses in the Hamlet Residential Area include single detached dwellings.

Town of Halton Hills Zoning By-Law

The subject property is zoned Hamlet Residential One (Exception 16) (HR1(16)) under the Town's Comprehensive Zoning By-law 2010-0050, as amended. The HR1(16) zone permits single detached dwellings subject to a range of zoning standards, including a minimum required rear yard setback of 7.5 m.

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 identified; relevant comments regarding the Minor Variance application are as follows:

Planning

The intent of the minimum rear yard setback requirement is to ensure adequate separation between structures and property lines, maintaining privacy, supporting proper drainage, and preserving sufficient amenity space on the property.

In this case, the subject property has a unique lot configuration, and both the dwelling and detached garage are existing structures that do not appear to obstruct drainage or access to any swales along the lot line. The proposed covered porch will serve as an open, unenclosed connection between the two buildings. As such, the amenity space on the property will not be reduced or impacted, and the open nature of the porch ensures there are no new impacts to adjacent neighbours. Additionally, no new building additions or windows are proposed that would result in privacy concerns. Therefore, Planning staff has no objection to the requested variance.

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. That the proposed addition be constructed generally in accordance with the drawings 0.01MV, 0.01, 1.01, 2.01, 3.01, and 4.01 prepared by Alana + Kelly Design Co. date stamped by the Committee of Adjustment on October 21, 2025, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes

Fire

- The outdoor fireplace will need an open-air burning permit if they plan on using wood.

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

Regional Servicing:

- 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:
 - a) Any existing water or wastewater service that will not be re-used must be disconnected at the mains at the expense of the owner.
 - b) No wastewater service laterals or water service connections are to cross existing or proposed property lines.
 - c) 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: <https://www.ctcswp.ca/source-protection-plan/the-ctc-source-protection-plan>. The property is located in a Significant Groundwater Recharge Area.
- Based on the information provided by the applicant, this application is not subject to a Section 59 under the Clean Water Act, 2006. Therefore, this application can proceed from a Source Water Protection perspective, and no Section 59 notice will be required.
- Reference material related to the Source Water Protection Program and the important role landowners play in protecting drinking water sources has also been attached for the Owner's information.

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

FROM: John McMulkin, Senior Planner – Development Review

DATE: November 24, 2025

RE: Planning Recommendation for
Application D13VAR25.034H
Municipally known as 7895 22 Side Road
Town of Halton Hills (Esquesing)

APPLICATION

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

1. To increase the floor area of an individual accessory structure from the maximum 80 sq m to permit a floor area of 116 sq m (2-storey storage building).
2. To increase the total floor area of all accessory structures from the maximum 120 sq m to permit a total floor area of 205 sq m.
3. To reduce the required side yard setback for an accessory structure from the minimum 1.5 m to permit a side yard setback of 0.7 m.
4. To increase the height of an accessory structure from the maximum 5 m to permit a maximum height of 6.03 m.

To accommodate the existing (as-built) pergola and 2-storey accessory storage building.

Proposal

The variances are required to recognize an existing pergola structure and 2-storey accessory storage building located within the rear yard of the subject property.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated “Protected Countryside Area” under the Town’s Official Plan and is subject to the Natural Heritage System overlay. This designation permits single detached dwellings on existing lots and accessory buildings and structures, subject to an Environmental Impact Study (EIS) for any new development within 120 metres of a key natural heritage feature in accordance with Section E2.5.3.3(d). The existing pergola structure and 2-storey accessory storage

building are located within 120 metres of key natural heritage features (significant woodland and provincially significant wetland).

Town of Halton Hills Zoning By-Law

The subject property is located within the Greenbelt Plan's Natural Heritage System and is zoned "Protected Countryside Natural Heritage System One (PC-NHS1)" and "Protected Countryside Natural Heritage System Two (PC-NHS2)" under Town Zoning By-law 2010-0050, as amended. The existing pergola structure is located within the portion of the property zoned PC-NHS2, which permits single detached dwellings and accessory buildings and structures. However, the existing 2-storey accessory storage building is located within the portion of the property zoned PC-NHS1, which is subject to a Holding (H2) Provision.

As outlined in Table 14.1 of the Town's Zoning By-law, the H2 Provision applies to the construction of accessory buildings, if any part of the accessory building is located more than 20 metres from the main building on the lot. Given the existing 2-storey accessory storage building is located 26.74 metres from the existing single detached dwelling, the Holding (H2) Provision must be lifted to recognize the construction of this accessory building.

Through consultation with Town Natural Heritage staff, it has been determined that an EIS is not required for the accessory storage building given that any minor edge impacts to the adjacent woodland that may have originally occurred have since stabilized with natural regeneration.

Based on the above, Town staff is satisfied that the policies of Section E2.5.3.3 of the Town's Official Plan have been met. Therefore, subject to Committee approval of the subject Minor Variance application and the submission of a Holding Removal By-law application, staff will recommend that the Commissioner of Planning & Development lifts the Holding (H2) Provision from the portion of the property occupied by the existing accessory storage 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

The intent of the minimum setback and maximum floor area and height requirements for accessory buildings and structures is to ensure that the accessory buildings/structures do not visually dominate the lot, are clearly accessory to the principal residential use (i.e., single detached dwelling) and do not create impacts to surrounding properties. Given the extent of the requested relief, the size of the property and the location of the accessory buildings/structures, the proposed variances would not impact these considerations. Therefore, staff views the intent of these requirements to be maintained.

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.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes:

Building

- Building Permits are required for the additions to the dwelling and for the accessory buildings/structures.

Development Engineering

- A Site Alteration Permit will be required through the Building Permit process. Further grading information may be needed as part of this process.
- An Excavation Permit may be required for the work to restore the right-of-way for 22 Side Road.

Planning

- A Holding Removal By-law is required for the existing 2-storey accessory storage building prior to obtaining a Building Permit to recognize its construction.

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.
- Any costs due to changes required of Halton Hills Hydro's distribution system (i.e., extending 3-phase line, moving poles or other equipment to accommodate lane ways, driveways and parking lots, etc.) will be borne by the applicant.

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

FROM: Ruth Conard, Planner – Development Review

DATE: November 24, 2025

RE: Planning Recommendation for
Application D13VAR25.035H
Municipally known as 15 Early Street
Town of Halton Hills (Georgetown)

APPLICATION

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

1. To reduce the rear yard setback from the minimum 7.5 m to permit a 5.08 rear yard setback (proposed addition below existing deck).
2. To increase the width of a driveway from the maximum 7 m to permit a width of 10.25 m.
3. To reduce the interior side yard setback for a driveway from the minimum 1 m on one side and 0.6 m on the other to permit an interior side yard setback of 0.76 m and 0 m on the other side.
4. To reduce the front yard soft landscaping from the minimum 40% (33.44 sq m) of the front yard area to permit 13.89% (11.6 sq m) of the front yard area.

To accommodate the existing (as-built) enclosure below the deck, and modifications to the driveway.

Proposal

The variances are required in order to recognize the existing enclosure under the deck and the existing widened driveway.

RECOMMENDATION

Planning staff recommends that the Committee **defers** its decision in order to allow for further discussions between the Applicant and Town staff to address the following items:

1. To ensure that all construction, whether existing and/or proposed, conforms with the Ontario Building Code and the Ontario Fire Code as it relates to the requirements for fire protection and means of egress.

Reviewed and Approved by,

A handwritten signature in black ink, appearing to read "Jeff Markowiak". The signature is fluid and cursive, with the first name "Jeff" being more prominent than the last name "Markowiak".

Jeff Markowiak, Director of Development Review

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

FROM: Ruth Conard, Planner – Development Review

DATE: November 24, 2025

RE: Planning Recommendation for
Application D13VAR25.036H
Municipally known as 10 Overstone Road
Town of Halton Hills (Georgetown)

APPLICATION

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

1. To reduce the front yard soft landscaping from the minimum 40% (21.77 sq m) of the front yard area to permit a front yard soft landscaping of 32.48% (17.68 sq m) of the front yard area.
2. To reduce the interior side yard setback to the driveway from the minimum 0.6 m to permit a 0.3 m setback from the interior side lot line to the driveway.

To accommodate additional parking for a proposed Accessory Residential Unit.

Proposal

The variances are required in order to accommodate an additional on-site parking space for an accessory residential unit to be constructed within the existing house on the subject property.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated Low Density Residential Area under the Town's Official Plan. This designation permits single detached dwellings and accessory residential units.

Town of Halton Hills Zoning By-Law

The subject property is zoned Low Density Residential One (Exception 63) – LDR1-4 (63) under the Town's Comprehensive Zoning By-law 2010-0050, as amended. The LDR1-4 (63) zone permits single detached dwellings and accessory residential units.

Section 5.2.14(b) of the Zoning By-law requires that for ground oriented residential dwelling units, the maximum driveway width shall be 7.0 metres provided a minimum of 40% of the front or exterior side yard in which the driveway is located is the site of soft landscaping. Accessory residential units are required to provide one parking space on-site, in addition to the two parking spaces required for the principal dwelling.

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 minimum soft landscaping requirement and minimum interior side yard setback for a driveway is to ensure that there is sufficient soft landscaping within the front yard to facilitate proper drainage and stormwater management as well as good urban design/landscape design along the street. Given the extent of relief requested, it appears that the Owner has made best efforts to ensure that only a minimal amount of soft landscaping has been reduced on the subject property and there should not be any drainage/stormwater management impacts. Planning staff is of the opinion that the intent of the minimum soft landscaping requirement is maintained.

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 proposal shall be constructed generally in accordance with Drawing No. A100, Site Plan, date stamped by the Committee of Adjustment on October 28, 2025, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes

Development Engineering

- Ensure the existing side yard swale (draining from front to back) is maintained and there will be no changes to the existing drainage pattern.
- The Owner may be required to obtain a Site Alteration Permit and submit further grading information during the building permit process as the proposed work is within 0.6 metres of the property line.
- The preferred parking dimension is 6.0 metres in length to ensure vehicles are fully accommodated within private property and do not encroach onto the Town road allowance.

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.

Halton Region

- 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 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:
 - 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 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.

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

FROM: Greg Macdonald, Senior Planner – Development Review

DATE: November 24, 2025

RE: Planning Recommendation for
Application D13VAR25.037H – 15 St. Alban's Drive (Acton)
Town of Halton Hills (Acton)

APPLICATION

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

1. To permit a new (386 sq m) Day Nursery to be constructed, whereas the By-law only permits a Day Nursery that legally existed when the By-law was passed (July 2010).
2. To reduce the required parking spaces from a minimum of 16 spaces to permit 8 spaces.

To accommodate a proposed Day Nursery

Proposal

The proposal seeks to demolish the existing dwelling and detached garage to construct a new 2-storey day nursery, associated outdoor children's play area and parking lot to accommodate 8 parking spaces. Construction of the proposed day nursery would be subject to a future Site Plan Control application.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject lands are identified as being within the "Downtown Area" on Schedule A6 (Acton Urban Area Land Use Plan) and are designated "Downtown Core Sub-Area" on Schedule A7 (Acton Downtown Area Land Use Plan) to the Town of Halton Hills Official Plan. This designation permits a range of commercial and institutional uses including day nurseries. Pursuant to Policy D2.5.1.4.1, the vision for the Downtown Core Sub-Area is to accommodate a diverse mix of commercial, residential, cultural and social uses and opportunities. It should be noted that the Downtown Core Sub-Area designation historically applied to all lands in Downtown Acton that front on Main Street and Mill Street. In 2012 the Acton Downtown Area Land Use Policy Review study was completed, which resulted in the

Downtown Core Sub-Area designation also being applied to the block of land bordered by Main Street North, River Street, Willow Street and St. Alban's Drive. This change was made due to the above-mentioned study's conclusion that Downtown Acton needed more land dedicated predominantly to commercial and mixed-uses.

Policy F6.7(b) of the Official Plan discusses off-street parking reductions and states:

"The Town shall review off-street and on-street parking regulations to reflect evolving patterns of automobile use at the time of the preparation of the implementing Zoning By-law. Reduced parking requirements may be considered where sufficient public off-street and on-street parking facilities exist. In addition, parking requirements may be reduced if the uses on the lot each require parking at different times of the day. Opportunities for the sharing of parking in mixed use development will be considered during the review of a development application".

Town of Halton Hills Zoning By-Law

The subject property is zoned Downtown Commercial Two (DC2) in the Town's Comprehensive Zoning By-law 2010-0050, as amended. This zone permits a variety of commercial and institutional uses, including day nurseries, but are limited to only "uses and related floor area that legally existed on the effective date of this By-law" (i.e. before 2010). A day nursery use did not legally exist in 2010 when the Zoning By-law was introduced. Therefore, the proposed zoning relief is necessary to recognize the change.

It should be noted that the lands in Downtown Acton fronting on to Main Street and Mill Street that maintained a "Downtown Core Sub-Area" designation in the Town's Official Plan prior to the completion of the Acton Downtown Area Land Use Policy Review in 2012 were zoned Downtown Commercial One (DC1) Zone, which permits day nurseries without any restrictions (subject to the parking requirements of the Zoning By-law). However, when the subject property and surrounding lands was redesignated to "Downtown Core Sub-Area" as part of the 2012 study, the Zoning By-law was not updated to reflect this change to similarly apply the DC1 zone to these lands.

Based on the size of the proposed day nursery (number of classrooms and total gross floor area) the Zoning By-law requires 16 spaces, whereas 8 parking spaces are proposed.

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

Minor Variance No. 1 – Day Nursery Use:

The intent of the DC2 Zone to only allow day nurseries that legally existed in 2010 was reflective of the former "Downtown Complementary Sub-Area" designation that applied under the Official Plan, which was predominantly a residential designation, not a commercial / mixed-use land use designation. The proposed day nursery is permitted in the "Downtown Core Sub-Area" Official Plan designation, which has applied to the lands since the completion of the Acton Downtown Area Land Use Policy Review. The day nursery use is also permitted within the DC1 Zone, which is the zone that is meant to apply to lands within the "Downtown Core Sub-Area" designation. Therefore, staff is of the opinion that the proposed minor variance does not constitute granting permission for a more intensive land use but rather is seen to implement the intent of the "Downtown Core Sub-Area" designation and hence also believe that the intent of the Official Plan and Zoning By-law are met.

Minor Variance No. 2 – Parking Relief:

It is the intent of the Zoning By-law, in general, that parking needs for a use are provided on-site. The Zoning By-law requires 16 parking spaces for the subject day nursery use, whereas 8 are proposed. In support of the Minor Variance the Applicant has submitted a Parking Justification Study, which concludes that:

"With 4 staff stalls and 4 high-turnover parent stalls, the site can comfortably serve morning and afternoon 15-minute peak periods. The system provides a significant buffer, and sensitivity testing confirms operational adequacy under more conservative assumptions. Accordingly, the 8 on-site parking spaces are sufficient to support the proposed day nursery without causing queuing or spillback onto St. Albans Drive."

Staff have reviewed the Parking Study and have undertaken detailed analysis to understand more about the number of children and staff proposed to be accommodated and how 15-minute peak periods (for drop-off and pick-ups) function. Staff's conclusion is that the accurate parking needs for the proposed facility are 12-13 parking spaces (a deficiency of 3-4 parking spaces). For the following reasons staff are of the opinion that there is merit to consider accommodating the 3-4 space deficiency off-site:

- The Town's Official Plan contains policies that allow parking reductions to be considered based on the nature of the use, and the need for parking for different uses at different times. For the proposed day nursery, much of the parking needs are dictated by parent drop-off and pick-up. Therefore, it is acknowledged that peak parking needs are only for the AM and PM rush periods when parents drop off and pick up children.
- Site context is important to consider. The day nursery use is proposed in Downtown Acton and consideration can be had that in a downtown context it is expected that some of the parking demands for businesses and institutional uses would be met from both on-street parking options and municipal and/or private parking lots. On-street parking is permitted on the south side of St. Alban's Street, immediately across from the property, and the street does not experience heavy traffic volumes. There are also municipal parking options available on River Drive and in the Willow Street parking lot, both within a close 1-2 block walk.
- The Applicant has obtained an agreement with the property to the west (45 Main Street North), which contains an autobody shop, to allow daycare staff members to park at the

autobody during the AM and PM peak hours so that most on-site parking spaces would be available for child drop-off or pick-up. The Applicant also continues to pursue other off-street parking arrangements in the immediate vicinity.

Based on the above considerations and taking into account the downtown setting of the site, staff believe the proposed day nursery use would adequately function from a parking perspective with the proposed 8 on-site parking spaces. Therefore, staff have no objections to the requested parking variance.

RECOMMENDATION

It is the opinion of Planning staff that the application for Minor Variances 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. That the Applicant/Owner apply for and receive final approval of a Site Plan Control Application for the proposed Day Nursery.

A handwritten signature in black ink, appearing to read "Jeff Markowiak", is enclosed within a yellow rectangular box.

Jeff Markowiak, Director of Development Review

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

FROM: Josh Salisbury, Planner – Development Review

DATE: November 25, 2025

RE: Planning Recommendation for
Application D13VAR25.038H – 37 Victoria Street
Municipally known as 37 Victoria Street,
Town of Halton Hills (Georgetown)

APPLICATION

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

1. To increase the height of a detached garage from the maximum 4.5 m to permit a height of 6.53 m.
2. To increase the floor area of a detached garage from the maximum 40 sq m to permit a floor area of 89.88 sq m.

To accommodate a proposed detached garage with storage loft.

Proposal

The Applicant is proposing to construct a two-storey detached garage with a storage loft.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated Low Density Residential Area under the Town's Official Plan. This designation permits single detached dwellings and accessory structures. 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 accessory structures.

The Zoning By-law limits the total height of an accessory structure to 4.5 metres and the maximum floor area to 40 square 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 accessory structures is to ensure that they do not visually dominate the lot, are accessory to the principal residential use (i.e. detached dwelling) and do not create impacts to surrounding properties. Staff is of the opinion that the intent for accessory structures is being maintained as the proposed garage is incidental to the principal residential use and it does not appear that there will be significant visual impacts to the surrounding properties. As well, the proposed location of the windows of the proposed garage do not appear to pose a risk of creating privacy concerns to residents in adjacent properties. Therefore, Planning staff have no objections to the proposed 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 accessory garage is generally in accordance with drawings A1, A2 and SP, drafted by Justin Sherry Design Studio, date stamped by the Committee of Adjustment on November 3, 2025, to the satisfaction of the Commissioner of

Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes

Building Services

- A Building permit is required for a shed that is 15 sq m or greater, or a shed of any size containing plumbing. Please contact the Building Services department to obtain a permit.

Development Engineering

- Development Engineering staff will require a Site Alteration Permit and Grading Plan for the proposed works during the Building Permit process

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.

Halton Region

The owner should verify the location of existing services and determine if relocation of services will be required. In the event that services need to be relocated as a result of the proposed development, the following will be required as part of a Regional Services 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.