

**COMMITTEE OF ADJUSTMENT
AGENDA**

Date: Wednesday, June 3, 2026, 6:00 p.m.
Location: VIA Zoom Meeting
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 D13VAR25.020H – 211 Wallace Street**

5

Location: 211 Wallace Street, Town of Halton Hills (Acton), Regional Municipality of Halton

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

1. To permit outdoor storage in the front yard, whereas the Zoning By-law does not permit outdoor storage in the front yard.
2. To reduce the interior side yard setback for outdoor storage from the minimum 3 m to permit a 0 m interior side yard setback (east).
3. To reduce the interior side yard setback for outdoor storage from the minimum 3 m to permit a 0 m interior side yard setback (west).
4. To reduce the rear yard setback for outdoor storage from the minimum 7.5 m to permit a 0 m rear yard setback.
5. To permit no screening of the outdoor storage for the interior and rear lot lines.

To accommodate the storage of trucks for a Transportation Terminal.

Owner(s): 1000430652 Ontario Inc., Amandeep Singh, **Agent:** Mainline Planning, Joseph Plutino

b. **Minor Variance D13VAR26.020H – 140 Confederation Street**

12

Location: 140 Confederation Street, Town of Halton Hills (Glen Williams), Regional Municipality of Halton

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

1. To permit an interior side yard setback of 2.4 m to a proposed second storey addition, whereas the By-law requires a minimum interior side yard setback of 2.25 m plus 1.2 m for each additional storey (3.45 m).

To accommodate a proposed second storey addition.

Owner(s): William Flesch, **Agent:** Len Angelici Design Inc., Len Angelici

c. **Consent D10CON26.004H & Minor Variance D13VAR26.021H – 200 Halton Hills Drive**

16

Location: 200 Halton Hills Drive, Town of Halton Hills (Georgetown), Regional Municipality of Halton

Consent Purpose: Proposed new lot. The parcel is municipally known as part of 200 Halton Hills Drive, Town of Halton Hills (Georgetown). The parcel is shown on the sketch of the subject lands as Lands To Be Severed, ± 0.4 Ha, prepared by Van Harten Land Surveyors, date stamped as received by the Committee of Adjustment on April 15, 2026.

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

1. To permit the lot line abutting Halton Hills Drive to be deemed the front lot line, whereas the exception deems the Princess Anne Drive street line as the front lot line.
2. To permit the property to be used as a parking area, whereas the by-law does not permit the use of a lot in a Residential Zone unless a main building is erected on the same lot.

To accommodate the creation of a new lot.

Owner(s): Bennett Village, Jeff Renaud, **Agent:** Gagnon Walker Domes Ltd., Marc De Nardis

d. **Permission & Minor Variance D13VAR26.022H – 105 Joseph Street**

25

Location: 105 Joseph Street, Town of Halton Hills (Glen Williams), Regional Municipality of Halton

Permission Purpose: To permit the enlargement of a legal non-conforming structure/use (addition to a single detached dwelling).

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

1. To reduce the front yard setback from the minimum 9.5 m to permit 5.89 m.

2. To reduce the exterior side yard setback from the minimum 9.5 m to permit 5.13 m.

To accommodate the construction of an addition to the existing dwelling.

Owner(s): Janice Gittings

e. Minor Variance D13VAR26.023H – 0 Dublin Line

31

Location: 0 Dublin Line, Town of Halton Hills (Esquesing), Regional Municipality of Halton (Dublin Line and 25 Side Road)

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

1. To reduce the Minimum Distance Separation from the required 118 m to a livestock barn, to permit 76 m to a residential building.

To accommodate residential buildings on an existing vacant lot.

Owner(s): Sahij Singh Hayer, **Agent:** Khalsa Design Inc., Amritpal Bansal

f. Minor Variance D13VAR26.024H – 11 Margaret Street

35

Location: 11 Margaret 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 exterior side yard setback from the minimum 4.5 m to permit 1.54 m.
2. To increase the number of accessory structures from the maximum 2 to permit 4 accessory structures (existing sheds).
3. To reduce the interior side yard setback for an accessory structure from the minimum 1 m to permit a side yard setback of 0 m (existing shed 1).
4. To reduce the interior side yard setback for an accessory structure from the minimum 1 m to permit a side yard setback of 0.77 m (existing shed 2).
5. To reduce the interior side yard setback for an accessory structure from the minimum 1 m to permit a side yard setback of 0 m (existing shed 3).
6. To reduce the interior side yard setback for an accessory structure from the minimum 1 m to permit a side yard setback of 0.25 m (existing shed 4).
7. To reduce the rear yard setback for an accessory structure from the minimum 1 m to permit a rear yard setback of 0.14 m (existing shed 4).

To accommodate a proposed rear addition, and existing sheds.

Owner(s): Robert Stokes, **Agent:** Alana + Kelly Design, Alana Nielsen

g. Minor Variance D13VAR26.025H – 16 Beaver Street

Location: 16 Beaver Street, Town of Halton Hills (Glen Williams),
Regional Municipality of Halton

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

1. To increase the floor area of an Additional Residential Unit from the maximum 140 sq m to permit a floor area of 191.2 sq m.
2. To increase the distance between the Additional Residential Unit and Main Residential Building from the maximum 30 m to permit a distance of 38.04 m.
3. To permit a separate driveway for an Additional Residential Unit, whereas the By-law requires an Additional Residential Unit and main residential building to share a common driveway.
4. To reduce the rear yard setback from the minimum 7.5 m to permit a rear yard setback of 5.28 m (Erin Street lot line).

To accommodate an existing dwelling to be converted to an Additional Residential Unit.

Owner(s): Wieslaw Drzewiecki & Ewa Drzewiecka, **Agent:** Elan Design Studio Inc., Mirka Kulesza & Andrew Kulesza

4. ADJOURNMENT

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

FROM: Ruth Conard, Planner – Development Review

DATE: May 27, 2026

RE: Planning Recommendation for
Application D13VAR25.020H
Municipally known as 211 Wallace Street
Town of Halton Hills (Acton)

APPLICATION

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

1. To permit outdoor storage in the front yard, whereas the Zoning By-law does not permit outdoor storage in the front yard.
2. To reduce the interior side yard setback for outdoor storage from the minimum 3 m to permit a 0 m interior side yard setback (east).
3. To reduce the interior side yard setback for outdoor storage from the minimum 3 m to permit a 0 m interior side yard setback (west).
4. To reduce the rear yard setback for outdoor storage from the minimum 7.5 m to permit a 0 m rear yard setback.
5. To permit no screening of the outdoor storage for the interior and rear lot lines.

To accommodate the storage of trucks for a Transportation Terminal.

Proposal

The variances are required in order to modify the open storage area permissions associated with an existing transportation terminal.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is located within the Urban Area of Acton and designated General Employment Area under the Town's Official Plan. Industrial uses that involve outdoor storage are permitted, subject to the policies set out in Section D3.4.1.4.2, which identify the following considerations for outdoor storage:

- shall be located on a lot that is the site of a building that meets the minimum requirements for such a building as set out in the implementing Zoning By-law;
- is not located in the front yard;
- clearly accessory to the main use on the property;
- is set back an appropriate distance from the side and rear lot lines, having regard to the nature of adjacent land uses; and,
- is completely enclosed and/or screened by landscaping, berms and/or fencing that functions year-round.

Town of Halton Hills Zoning By-Law

The subject property is zoned Employment One Holding One (EMP1)(1) under the Town's Comprehensive Zoning By-law 2010-0050, as amended. Transport terminals and open storage uses are permitted in the EMP(1) zone subject to Part 4.23 of the Zoning By-law, which states the following:

- outdoor storage shall be permitted only in a rear or interior side yard;
- the height of stored materials shall not exceed 6.0 metres above the surface of the ground;
- outdoor storage shall be screened by opaque fencing or a berm with a minimum height of 3.0 metres;
- outdoor storage shall comply with the required setbacks for the main building in each zone;
- outdoor storage shall not be permitted in any yard abutting a lot line that serves as residential zone boundary in the Acton and Georgetown urban areas; and,
- outdoor storage shall not be permitted in any yard abutting Guelph Street, Maple Avenue, Mountainview Road or River Drive in Georgetown, notwithstanding the sub-sections above.

Special Provision 1 that applies to all properties in the Commerce Crescent Employment Area limits any industrial use to dry industrial uses only.

COMMENTS

Internal Department and External Agency Comments

This application was circulated for review and comment to Town departments and external agencies. Comments regarding the Minor Variance application are as follows:

Planning

When considering the merits of the minor variance application it is important to acknowledge that the transport terminal use that exists on the subject property is considered a permitted use under the Town's Zoning By-law. The Applicant is only seeking relief from some of the provisions of the Zoning By-law that regulate where vehicles and materials associated with the transport terminal (i.e. outdoor storage) can be located on the lot. Below is a summary of staff's evaluation of each of the proposed variances:

Variance #1:

To permit outdoor storage in the front yard, whereas the Zoning By-law does not permit outdoor storage in the front yard.

The intent of restricting outdoor storage in the front yard is to maintain an aesthetically pleasing streetscape, prevent visual disturbance and avoid potential hazards. Limiting outdoor storage in the front yard also ensures it functions as landscaped areas and contributes positively to the overall character of the neighbourhood.

The front yard is defined as *a yard extending across the full width of the lot between the front lot line and the nearest main wall of the building on the lot*. The minimum front yard setback in the EMP1 zone is 7.5 metres, which means that a building could be constructed 7.5 metres from the front lot line and that area (between the front lot line and the building) is where outdoor storage would be restricted. In this case, the front yard setback to the current building is 27.2 metres. As a result, this property has a larger front yard than is intended in the Zoning By-law (i.e. 7.5 metres), which significantly impacts the outdoor storage area permissions for the property. Therefore, the Applicant is proposing to permit outdoor storage in a portion of the front yard while respecting the intent of the Zoning By-law. To accomplish this, a 7.5 metre setback, consistent with the By-law, is proposed to the open storage area, together with a 1.0 metre high berm and 2.8 metre high opaque fence along the frontage of the property to minimize visual disturbance. It should also be noted that the Applicant could construct a new building or addition to the front of the existing building that is set back 7.5 metres from the front lot line, which would have the effect of eliminating the need for any variance relief under that condition. Given the above, Planning staff does not object to the requested minor variance.

Variances #2 and #3:

To reduce the interior side yard setback for outdoor storage from the minimum 3 m to permit a 0 m interior setback (east and west).

The intent of maintaining setbacks for outdoor storage is to ensure it is appropriately sized and suitably located on site. These setbacks help ensure that open storage does not impact abutting properties, especially those containing more sensitive uses. The lot abutting the east side of the property contains a similar industrial use (transport terminal); therefore, a 0 metre setback should not impact these lands. The lots abutting the west side of the property contain both industrial and residential uses; while a 0 metre setback is proposed to the west, the setback would only apply to a small portion north of the existing building where the abutting lands contain similar outdoor storage uses themselves. Therefore, Planning staff have no objection to the minor variances.

Variance #4:

To reduce the rear yard setback for outdoor storage from the minimum 7.5 m to permit a 0 m rear yard setback.

As mentioned above, the intent of maintaining setbacks for outdoor storage is to ensure its size and location are appropriate and it does not impact adjacent lands. The lot abutting the rear of the subject property also contains an industrial use similar to the above; therefore, a 0 metre setback should not impact these lands. Planning staff have no objection to the minor variance.

Variance #5:

To permit no screening of the outdoor storage for the interior and rear lot lines.

The intent of screening outdoor storage areas is to ensure there is appropriate buffering from public view and mitigating any negative impact to the streetscape and/or adjacent lands. The Applicant is proposing no screening of outdoor storage for the interior and rear lot lines. Given the east interior side lot line and north (rear) lot line abut a similar industrial use, staff are satisfied with the request for no screening. There is an existing chain link fence on the west interior side lot lines where black opaque screening cloth is proposed on a portion of the fence to minimize any disturbance to the adjacent non-industrial lots/uses. Therefore, Planning staff have no objection to the minor variance.

Public Comments

As of the date of the staff report, 16 written objections and one petition containing 130 signatures have been received from landowners located on the following streets:

- Danville Avenue
- Dairy Drive
- Elizabeth Drive
- Coles Court

- Elmore Drive
- Tidey Avenue
- Spruce Boulevard
- Pearl Court
- Acton Boulevard
- Bonnette Street
- Hill Street
- Matthew Court

The objections outlined in the correspondence relate to truck traffic, safety hazards, visual impacts, light and air pollution, increased dust and stormwater management.

Staff Comments:

The existing transport terminal is permitted on the property under the Town's Zoning By-law. Therefore, the Applicant can continue to operate the use, regardless of whether the requested minor variances are approved or refused. The only aspects of the submitted application that can be evaluated are whether the request for relief from the required setbacks are appropriate.

Given the use is permitted, any truck traffic, safety issues, light/air pollution, dust or stormwater management issues that may occur because of the Applicant's operation of the transport terminal would be subject to by-law enforcement actions by the Town, should they occur. However, Development Engineering staff have requested that any approval of the proposed variances be conditional upon the submission of a satisfactory grading plan that demonstrates that the proposed on-site grading changes will not have a negative stormwater/grading/drainage impact to the Town's Right-of-Way, the subject property or adjacent properties.

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 conditions:

1. The proposal shall be constructed generally in accordance with drawing MV-1, date stamped by the Committee of Adjustment on April 8, 2026, to the satisfaction of the Commissioner of Planning & Development.
2. The submission of a grading plan, prepared by a qualified professional demonstrating no negative impacts to stormwater, grading and drainage on the Town's Right-of-Way, the subject property and the abutting lands, to the satisfaction of the Town of Halton Hills.

3. The Owner shall provide proof of payment of outstanding property taxes, plus any penalty fees, to the satisfaction of the Town.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes

Transportation

- While the Site Plan indicates a 9 m curb radius at the driveway, the existing access does not provide an adequate turning radius, resulting in damage to the sod strip. As such, the existing site access should be reconstructed to match the proposed curb radius and accommodate appropriate turning movements, in accordance with the submitted Site Plan.

Development Engineering

- Staff recommends the Applicant contact Town staff to discuss expectations for the grading plan.
- The Town's Site Alteration By-law 2025-0009, regulates site alteration activities within the Town. The Applicant is responsible for reviewing the applicable By-law requirements and contacting Development Engineering staff to obtain a permit as necessary to facilitate the proposed works.

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 property is currently serviced by Regional water and wastewater through a 300mm diameter watermain and a 250mm diameter sanitary wastewater main along Wallace Street. Regional staff recommend that the owner verify the location of existing services to determine if relocation of these 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

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

FROM: Ruth Conard, Planner – Development Review

DATE: May 27, 2026

RE: Planning Recommendation for
Application D13VAR26.020H
Municipally known as 140 Confederation Street
Town of Halton Hills (Glen Williams)

APPLICATION

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

1. To permit an interior side yard setback of 2.4 m to a proposed second storey addition, whereas the By-law requires a minimum interior side yard setback of 2.25 m plus 1.2 m for each additional storey (3.45 m).

To accommodate a proposed second storey addition.

Proposal

The variance is required in order to construct a two-storey addition including an attached garage with primary suite above.

POLICY CONTEXT

Town of Halton Hills Official Plan

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

Town of Halton Hills Zoning By-Law

The subject property is zoned Hamlet Residential One (Mature Neighbourhood One) (HR1(MN1)) under the Town's Zoning Bylaw 2010-0050, as amended. The main permitted uses in the HR1(MN1) zone include single detached dwellings.

The Zoning By-law requires a 2.25 m interior side yard setback for the first storey plus an additional 1.2 m for each full storey above the first storey; a total of 3.45 m interior side yard setback is required for the second storey.

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 interior side yard setback requirement is to provide separation between the dwelling and the lot line for maintenance of the building's eaves/outside walls and to access the property's rear yard. Requiring a larger minimum interior side yard setback requirement for a second storey in a mature neighbourhood is also to provide a consistent pattern of dwelling setbacks and to maintain privacy and character of the mature neighbourhood.

The Applicant is proposing an attached garage on the south side of the existing dwelling. The Applicant is also proposing a second-story addition immediately above and in line with the proposed garage. Given the extent requested, the variance should not impact the above considerations. Planning staff is of the opinion that the intent of the side yard setback provision is being maintained.

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 proposal shall be constructed generally in accordance with Survey and Elevations (Drawing No. A4 and A5), date stamped by the Committee of Adjustment on April 10, 2026, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes:

Development Engineering

- As part of current permit application, a revised grading plan will be required to demonstrate how existing and proposed drainage patterns will be managed in a manner satisfactory to the Town, particularly in relation to the proposed second-storey addition.
- The Town has a Site Alteration By-law 2025-0009 which regulates site alterations within the Town of Halton Hills. The applicant is responsible for reviewing the by-law requirements and contacting Development Engineering staff to apply for permits based on the proposed works.

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 service is at the sole discretion of Halton Hills Hydro.
 - The Customer must apply for Disconnect of service before any demolitions and construction takes place as there is an underground live electric cable at the proposed site.
 - The customer will apply for a new Technical Service Layout in case they need service on a temporary basis until construction is completed.
 - The customer should stay 3M away from any Hydro infrastructure.
- 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 property is currently serviced by Regional water through a 300mm diameter watermain adjacent to the property along Confederation Street. Regional staff recommend that the owner verify the location of existing services to determine if relocation of these 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 services that will not be re-used must be disconnected at the mains at the expense of the owner.
 - No 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 ByLaw 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: John McMulkin, Senior Planner – Development Review

DATE: May 28, 2026

RE: Planning Recommendation for
Application D10CON26.004H & D13VAR26.021H
Municipally known as 200 Halton Hills Drive
Town of Halton Hills (Georgetown)

APPLICATION

Consent Purpose: Proposed new lot. The parcel is municipally known as part of 200 Halton Hills Drive, Town of Halton Hills (Georgetown). The parcel is shown on the sketch of the subject lands as Lands To Be Severed, ± 0.4 Ha, prepared by Van Harten Land Surveyors.

The table below outlines the proposed lot sizes and frontages for each lot:

Parcel	Area	Halton Hills Drive Frontage
Retained Lot	± 0.6 ha (1.5 ac)	148.7 m (487.9 ft.)
Severed Lot	± 0.4 ha (1 ac)	46.7 m (153.2 ft.)
Total	± 1.0 ha (2.5 ac)	195.4 m (641.1 ft.)

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

1. To permit the lot line abutting Halton Hills Drive to be deemed the front lot line, whereas the exception deems the Princess Anne Drive street line as the front lot line.
2. To permit the property to be used as a parking area, whereas the by-law does not permit the use of a lot in a Residential Zone unless a main building is erected on the same lot.

To accommodate the creation of a new lot.

Proposal

Consent and Minor Variance applications have been submitted for the property municipally known as 200 Halton Hills Drive to facilitate the creation of a new residential infill building lot in the Georgetown Urban Area by way of severance. The Applicant has noted that the Owner is seeking to sever the existing at-grade parking lot located at the southern limits of the subject property, which is considered surplus to the requirements and needs of the existing apartment building, to be made available for purchase and sale (it would be anticipated any purchaser

would seek to develop the property in the future). The parking relief required to accommodate the subject severance proposal was approved by the Committee of Adjustment at its meeting held on February 4, 2026 (File No. D13VAR26.002H).

POLICY CONTEXT

Planning Act

Subsection 51(24) of the *Planning Act* sets out criteria to consider when reviewing an application to subdivide land. These criteria include whether the proposal conforms to the municipality's official plan, the suitability of the land for the purposes for which it is to be subdivided, and the dimensions and shapes of the proposed lots. Subsection 53(1) states that a Consent may be granted provided the approval authority is satisfied that a plan of subdivision of the land is not necessary for the orderly development of the municipality. The proposal must also have regard to the matters of provincial interest under Section 2, specifically Subsection 2(h), the orderly development of safe and healthy communities, and Subsection 2(p), the appropriate location of growth and development.

Provincial Planning Statement (PPS), 2024

Georgetown is considered a settlement area in the PPS. Section 2.3.1.1 of the PPS states that settlement areas shall be the focus of growth and development and Section 2.3.1.3 states that planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options. In addition, Section 2.3.1.2 states that land use patterns within settlement areas should be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are transit-supportive, as appropriate; and,
- e) are freight-supportive.

Region of Halton Official Plan

The subject property is primarily located within the Urban Area designation of Georgetown under the Region of Halton Official Plan. A small portion of the property (adjacent to the Town-owned wooded area) is designated Regional Natural Heritage System. The range of permitted uses and creation of lots within the Urban Area are to be in accordance with local official plan policies and zoning by-laws. Lots are permitted to be created provided they are on full municipal services.

Town of Halton Hills Official Plan

The subject property is primarily designated Civic Centre Area and subject to Special Policy Area 1 under the Town's Official Plan. A small portion at the rear of the property is designated Greenlands. Special Policy Area 1 limits the main permitted uses to apartment buildings and special needs housing for seniors and/or the physically disabled. In addition, limited ancillary community and

commercial uses such as offices, seniors centre or social club, seniors' day care, convenience commercial and similar uses are permitted.

As per Section F1.2.1 of the Official Plan, prior to approval for the creation of a new lot for any purpose, the Committee of Adjustment shall be satisfied that the lot to be retained and the lot to be severed meet the following criteria:

- a) front on and will be directly accessed by a public road that is maintained on a year-round basis;
- b) will not cause a traffic hazard;
- c) has adequate size and frontage for the proposed use in accordance with the implementing Zoning By-law and is compatible with adjacent uses;
- d) can be serviced with an appropriate water supply and means of sewage disposal;
- e) will not have a negative impact on the drainage patterns in the area;
- f) will not restrict the development of the retained lands or other parcels of land, particularly as it relates to the provision of access, if they are designated for development by this Plan; and,
- g) will not have a negative impact on natural heritage features and related ecological functions in the area.

The proposal is also subject to Section D1.4.3 of the Official Plan, which states that infill development, in accordance with the applicable land use designation in the Plan, shall be encouraged provided Council is satisfied that:

- a) the proposed development, including building form and density, is compatible with the character of the existing neighbourhood;
- b) new buildings are designed in a manner that is sensitive to the location, massing and height of adjacent buildings;
- c) a suitable transition in lot sizes, densities, building forms and heights is provided from adjacent development;
- d) existing trees and vegetation will be retained and enhanced where possible and additional landscaping will be provided to integrate the proposed development with the existing neighbourhood;
- e) the proposed development will not create a traffic hazard or an unacceptable increase in traffic on local roads; and,
- f) significant views and vistas which help define a residential neighbourhood are preserved.

Town of Halton Hills Zoning By-Law

The subject property is primarily subject to a site-specific High Density Residential (HDR(27)) Zone under the Town's Comprehensive Zoning By-law 2010-0050. The lands to be severed are also subject to a Holding (H7) Provision, the removal of which is conditional upon a Site Plan Agreement being executed and an allocation of servicing being approved prior to development occurring. A small portion at the rear of the property is zoned Environmental Protection One (EP1). Permitted uses under the HDR(27) Zone are limited to apartment buildings, long-term care facilities, accessory business offices, private clubs, and accessory retail stores.

COMMENTS

Internal Department and External Agency Comments

The Consent and Minor Variance applications were circulated for review and comment to Town departments and external agencies. Relevant comments regarding the applications are as follows:

Development Engineering

Development Engineering staff have reviewed the proposal and have no objection to the Consent and Minor Variance applications, subject to the following being completed as conditions of Consent approval and/or included within a Development Agreement:

- The Owner obtaining the necessary approvals from Town staff (including the submission of appropriate drawings) and having appropriate professionals complete the parking modifications shown under File No. D13VAR26.002H;
- The Owner obtaining the necessary approvals from Town staff (including the submission of appropriate drawings) and having appropriate professionals complete the required entrance modifications to address the impact of the existing driveway on the lands to be severed. The entrance must be adjusted to ensure appropriate and unobstructed frontage;
- The Owner providing a Site Servicing Plan illustrating the proposed water, sanitary, hydro and storm servicing for the property's functional design; and,
- The Owner providing a revised Photometrics Plan for the updated parking-area lighting, prepared in accordance with Illumination Engineering Society (IES) guidelines. Light glare must not be cast onto adjacent residential properties, and a lighting level of zero foot-candles at the property line must be achieved.

Given Halton Hills Drive is identified as a 26 metre wide right-of-way (ROW) under the Town's Official Plan and the current ROW dimension is 23 metres wide, a road widening will be required along the lands to be severed. The widening will be a measurement of 13 metres from the original centerline of the ROW, confirmed by an Ontario Land Surveyor (OLS) and demonstrated in a draft reference plan. A condition of Consent approval will be required that addresses this requirement.

Planning Comments

Consent Application

Planning staff is of the opinion that the severance satisfies the criteria to be considered when evaluating Consent applications seeking to create new lots (Section F1.2.1):

- Both the retained and severed lots front onto and access a public road;
- The creation of one new lot is not anticipated to create a traffic hazard and Development Engineering staff have noted that they have no objection to the severance. However, staff have noted that as a condition of Consent approval entrance modifications to the existing driveway entrance to the lands to be severed will be required as the current configuration limits the available frontage for the new lot. Subject to this condition being satisfied, the severance will not restrict any development of the subject property or adjacent properties;

- The proposed lot frontage for the severed lot satisfies the minimum requirements under the Town's Zoning By-law and staff is satisfied that the lot size can accommodate permitted uses under the property's existing site-specific zoning;
- Both lots can be serviced by municipal water and wastewater services;
- Development Engineering staff have reviewed the submitted Preliminary Servicing and Stormwater Management Brief and have no objection to the stormwater management design. A Grading Plan for the proposed works that conforms to Town standards to ensure that there will be no negative impacts on drainage patterns in the area will be required as part of the submission of appropriate civil drawings for review and approval; and,
- There are no natural heritage features located on the subject property. However, there is a small portion of the property that provides a buffer to the Town-owned woodlands on the adjacent property, which is located within the EP1 Zone. No development will be permitted within the EP1 Zone as part of any future development application for the severed lot.

The proposed severance also does not conflict with the infill development policies contained in Section D1.4.1; however, any future development proposal for the lot would be re-evaluated against Section D1.4.1 as well as any other relevant policies of the Town's Official Plan.

Additionally, the proposed severance conforms to the Planning Act criteria required to be considered when reviewing a Consent application (Section 51(24)).

Therefore, Planning staff has no objection to the proposed severance.

Minor Variance Application

Variance 1 – Planning staff views the variance to change the front lot line from Princess Anne Drive to Halton Hills Drive for the lands to be severed to be technical in nature given that the severed lot would only have frontage on Halton Hills Drive, and this variance is required to implement the severance proposal.

Variance 2 – Planning staff also views the variance to permit the severed lot to be used as a parking area prior to a main building being erected on the same lot to be technical in nature given the parking lot exists and is surplus to the requirements and needs of the existing apartment building (relief was approved by the Committee of Adjustment earlier this year). The variance will provide a desirable outcome for the Owner and community as it will allow residents of the existing apartment building and their visitors to continue using this parking area while the new lot goes through the purchase and sale process. This variance is also not anticipated to create zoning issues for the Town given that commercial parking lots and transport terminals are not permitted uses under the property's site-specific zoning.

Therefore, Planning staff has no objection to the proposed variances.

Public Comments

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

RECOMMENDATION

Planning staff has no objection to the approval of the Consent application, subject to the conditions outlined in Schedule 1.

Additionally, 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.

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

SCHEDULE 1 – CONDITIONS OF CONSENT

Prior to final Consent being granted:

1. The Owner shall provide an updated signed and stamped severance drawing that demonstrates that water and wastewater services to the severed and retained lots do not cross the proposed lot lines. Any services that are found to cross the proposed lot lines must be relocated at the Owner's expense.
2. The Owner shall obtain the necessary approvals from Town staff (including the submission of appropriate drawings) and have appropriate professionals complete the parking modifications for the retained lands to provide the necessary parking as required under File No. D13VAR26.002H, to the satisfaction of Town Administration.
3. The Owner shall obtain the necessary approvals from Town staff (including the submission of appropriate drawings) and have appropriate professionals complete the required entrance modifications to address the impact of the existing driveway on the lands to be severed. The entrance must be adjusted to the satisfaction of the Commissioner of Transportation & Public Works to ensure appropriate and unobstructed frontage.
4. The Owner shall provide a Site Servicing Plan illustrating the proposed water, sanitary, hydro and storm servicing for the property's functional design, to the satisfaction of the Commissioner of Transportation & Public Works.
5. The Owner shall provide a revised Photometrics Plan for the updated parking-area lighting, prepared in accordance with Illumination Engineering Society (IES) guidelines. Light glare must not be cast onto adjacent residential properties, and a lighting level of zero foot-candles at the property line must be achieved.
6. The Owner shall dedicate a road widening along Halton Hills Drive within the lands to be severed to the Town free and clear of encumbrances. The widening shall be a measurement of 13 metres from the original centerline of the ROW, confirmed by an Ontario Land Surveyor (OLS) and demonstrated in a draft reference plan.
7. The Owner shall transfer the portion of the property legally described as Part 9, Plan 20R-16921 to the Town while retaining an easement for rights to access and maintain the existing stormwater management infrastructure servicing the existing apartment building.
8. The Owner shall provide a draft reference plan to the Secretary-Treasurer, Committee of Adjustment & Consent Official for review and approval prior to being deposited at the Land Registry Office (LRO).
9. A digital copy (via e-mail) and one hard copy of the deposited reference plan shall be submitted to the Secretary-Treasurer, Committee of Adjustment & Consent Official.
10. The Owner shall enter into a Development Agreement with the Town to be registered

on title of the subject lands to facilitate the civil works needed for the parking modifications shown under File No. D13VAR26.002H and the entrance modifications to address the impact of the existing driveway on the severed lands. The agreement may include but not be limited to the conditions of Consent approval. As part of this agreement the Owner will agree to but not be limited to the following as a minimum to the Town's satisfaction:

- a. An approved drawings list containing final revised drawings.
- b. Pay an administration fee based on a percentage of the estimated cost of the construction and installation of the public services calculated in accordance with the Town's policies.
- c. Provide a cost estimate for review and approval for the required works and supply the Town with a security deposit based on this estimate in form of a letter of credit.
- d. Provide commercial general insurance with liability coverage prior to the Town signing the Development Agreement.
- e. The Development Agreement will be registered as first person on title (i.e., the Owner must be prepared to provide postponement of any existing charge prior to registration of the agreement).

11. The Owner shall pay the required certificate fee in the amount current at the time of the issuance of the certificate.

Notes:

Credit Valley Conservation (CVC)

- Both the retained and severed lots are partially regulated by CVC and CVC approval will be required prior to any future development on either property.

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.

Halton Region

- 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 By-Law 157-05 Respecting the Prevention of Backflow Into the Water System.
- Future development of the severed parcel shall be subject to full municipal water and sanitary sewer services to the satisfaction of the Region of Halton. Prior to development, the Owner will be required to obtain adequate water allocation from the Town of Halton Hills, as well as a Servicing Permit from the Region of Halton.

Parks & Open Space

- Cash-in-lieu of parkland will apply to future development proposed on the lands being severed through the Site Plan Application process in accordance with the applicable rate under the Town's Parkland Dedication By-law.

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

FROM: Jessica Rahim, Senior Planner – Development Review

DATE: May 27, 2026

RE: Planning Recommendation for
Application D13VAR26.022H
Municipally known as 105 Joseph Street,
Town of Halton Hills (Glen Williams)

APPLICATION

Permission Purpose: To permit the enlargement of a legal non-conforming structure/use (addition to a single detached dwelling).

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

1. To reduce the front yard setback from the minimum 9.5 m to permit 5.89 m.
2. To reduce the exterior side yard setback from the minimum 9.5 m to permit 5.13 m.

To accommodate the construction of an addition to the existing dwelling.

Proposal

The permission and variance are required in order to permit an addition to a legal non-conforming use (dwelling) with a reduced front yard and exterior side yard setback located on the subject property.

POLICY CONTEXT

Town of Halton Hills Official Plan

Under the Official Plan the subject property is designated Hamlet Community Core Area and Natural Heritage System (HRA). The existing single detached dwelling is primarily located within the Natural Heritage System designation on the property. Single detached dwellings are not permitted within this designation.

Section E2.5.2 b) of the Official Plan outlines the policy framework for new development or site alteration in the Natural Heritage System (as permitted by the policies of this Plan) shall demonstrate that:

- i) there will be no negative impacts on Key Natural Heritage Features or Key Hydrologic Features or their functions;
- ii) connectivity between Key Natural Heritage Features and Key Hydrologic Features is maintained, or where possible, enhanced for the movement of native plants and animals across the landscape;
- iii) the removal of other natural features not identified as Key Natural Heritage Features and Key Hydrologic Features should be avoided. Such features should be incorporated into the planning and design of the proposed use wherever possible; and,
- iv) the disturbed area of any site does not exceed 25 percent, and the impervious surface does not exceed 10 percent, of the total developable area, except for recreational and mineral aggregate. With respect to golf courses, the disturbed area shall not exceed 40 percent of the site.

It is the opinion of Planning staff that the proposed addition and associated minor variance conforms to the above criteria and will not have any impact on any on-site or adjacent natural heritage features.

Town of Halton Hills Zoning By-Law

The property is zoned Environmental Protection One (EP1), Hamlet Community Core (Mature Neighbourhood One) (HCC(MN1)) in the Town's Comprehensive Zoning By-law 2010-0050, as amended. The single detached dwelling is located within the EP1 zone portion of the property; single detached dwellings are not permitted within this zone. However, given the single detached dwelling was legally established and has continued its use, the uses are considered legal non-conforming. Therefore, permission from the Committee of Adjustment under Section 45(2)(a)(i) is required to permit an addition to the legal non-conforming use.

In addition to the required permission, a variance is required to reduce the minimum front yard and exterior side yard setbacks for the proposed addition to the single detached dwelling.

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:

Credit Valley Conservation Authority

CVC staff have reviewed the provided materials and note that a CVC permit (FF 25/093) has been issued for the proposed non-habitable addition. Further to our review, CVC staff have no objection to the approval of the minor variance by the Committee at this time.

Natural Heritage

Town staff have reviewed the application and proposed addition and determined it will not result in any impact to any on-site or adjacent natural heritage features given the size and location of the addition.

Planning

Permission

As noted, single detached dwellings are not permitted under the property's current EP1 zoning. However, the existing dwelling is considered a legal non-conforming use, as it was lawfully established and has continued within the existing building envelope. Accordingly, approval from the Committee of Adjustment is required to permit the proposed addition to the legal non-conforming use.

In accordance with the *Planning Act*, the Committee of Adjustment may grant such permission where it is satisfied that the proposed extension or enlargement is appropriate and maintains compatibility with the use that existed at the time the Zoning By-law was enacted.

Planning staff are of the opinion that the proposed addition is minor in nature and will remain accessory to, and function as part of, the existing single detached dwelling. As such, it is not anticipated to introduce any new or adverse impacts and maintains the established residential use on the property.

Minor Variance - Front Yard and Exterior Side Yard Setback

The intent of the minimum front yard and exterior side yard setback provisions is to establish a consistent streetscape, maintain adequate sightlines for vehicular traffic, and provide sufficient space on the lot for landscaping, snow storage, and on-site drainage. The Applicant is proposing a modest addition to the existing dwelling that does not comply with the minimum front yard and exterior side yard setback requirements. Town staff have confirmed that the reduced exterior side yard setback is not anticipated to adversely impact sightlines.

The proposal includes the demolition of the existing entryway and the construction of a minor addition. The proposed addition does not further encroach beyond the existing dwelling setback into the required front yard and does not impact required parking spaces on the subject property, being that it is constructed within the existing driveway area.

Based on the above, Planning staff are satisfied that the general intent of the front yard and exterior side yard setback provisions is maintained. As such, staff have no objection to the proposed 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 addition shall be constructed generally in accordance with the drawings A0a and A0b, prepared by Your Green Homes Design Build Inc., date stamped by the Committee of Adjustment on April 15, 2026, 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 reviewed the variance application for 105 Joseph Street (Glen Williams) and has no objection to the request.

The following are advisory notes for the applicant:

1. As part of the current building permit application, a grading plan is required to be prepared by a qualified professional showing proposed vs. existing grades, demonstrating how the drainage pattern will work on this property.
2. The Town of Halton Hills has enacted Site Alteration By-law 2025-0009, which regulates site alteration activities within the Town. The applicant is responsible for reviewing the applicable by-law requirements and contacting Development Engineering staff to obtain any required permits related to the proposed works.

Credit Valley Conservation

- Please note that the drawings submitted for the building permit must match those previously approved under CVC permit FF 25/093. Should there be any changes to the proposed works, a CVC permit revision may be required.

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 property is currently serviced by Regional water through a 150mm diameter watermain adjacent to the property along Joseph Street. Regional staff recommend that the owner verify the location of existing services to determine if relocation of these 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 services that will not be re-used must be disconnected at the mains at the expense of the owner.
 - No 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-Law02-03, 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) and a Highly Vulnerable Area.

- Based on the information provided by the applicant, this application is not subject to 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: Jessica Rahim, Senior Planner – Development Review

DATE: May 27, 2026

RE: Planning Recommendation for
Application D13VAR26.023H
Municipally known as 0 Dublin Line,
Town of Halton Hills (Esquesing)

APPLICATION

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

1. To reduce the Minimum Distance Separation from the required 118 m to a livestock barn, to permit 76 m to a residential building.

To accommodate a residential building on the existing vacant lot.

Proposal

The Applicant is proposing to construct a new single detached dwelling on the existing vacant lot and does not meet the Minimum Distance Separation I (MDS I) setback requirements to the nearest neighbouring livestock facility located at 12929 Dublin Line.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated “Protected Countryside Area” under the Town’s Official Plan and contains a Natural Heritage System overly. The protected Countryside is intended to be restricted to uses that support and protect the Town’s agricultural land base and rural communities. This designation permits single detached dwellings on existing lots and additional residential units subject to Section E1.4.10.

Town of Halton Hills Zoning By-Law

The property is zoned Protected Countryside NHS2 (PC-NHS2) under the Town's Comprehensive Zoning By-law 2010-0050, as amended. The PC-NHS2 zone permits single detached dwellings on a lot that existed on the effective date of the Zoning By-law.

Section 4.14 a) states that notwithstanding any other provision in this By-law no building or structure used for human habitation or for commercial or industrial purposes in the Protected Countryside Natural Heritage System Two (PC-NHS2) Zone (and other listed zones) shall be erected or enlarged unless it is located in accordance with the Minimum Distance Separation I Formula as set out in Schedule 'B' to this By-law.

The proposed dwelling does not comply with the Minimum Distance Separation I (MDS I) requirements from the nearest livestock facility located at 12929 Dublin Line. The dwelling is proposed to be set back approximately 76 metres from the nearest livestock barn on the adjacent property, whereas a minimum setback of 118 metres is required.

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 Minimum Distance Separation (MDS) is to reduce land use conflicts between agricultural operations and sensitive uses. More specifically, the intent of Minimum Distance Separation I (MDS I) is to protect new sensitive land uses, such as residential dwellings, from potential adverse impacts associated with nearby agricultural operations. These impacts may include odour, noise, dust, and other normal farm activities. The Applicant is proposing to construct a new single detached dwelling on an existing vacant lot and does not meet the MDS I setback requirement to the neighbouring livestock facility located at 12929 Dublin Line.

Several factors were considered when reviewing this application, including:

- The Minimum Distance Separation (MDS) Document, prepared by the Ministry of Agriculture, Food and Rural Affairs (OMAFRA), is intended to assist municipalities in interpreting the policies of the PPS. Guideline #7 of the MDS Document states that municipalities have the option to exempt buildings proposed through building permit applications on lots that existed prior to March 1, 2017, which is the effective date of the MDS Document. The Town of Halton Hills has not implemented this exemption; therefore, a minor variance application is required. The vacant lands are considered an existing lot of record that predates March 1, 2017.

- There is no suitable location on the vacant lot where a dwelling could be situated outside of the CVC-regulated area while also meeting the Minimum Distance Separation requirements from the neighbouring barn. As such, MDS relief would be required for any potential building envelope on this lot. The proposed location has been selected with consideration of the CVC-regulated setbacks while minimizing the impact of MDS setbacks to the neighbouring barn.
- Due to the existing topography of the property, the dwelling is situated in a location that reflects an appropriate and practical siting on the lot while also maintaining setbacks to lot lines.

Therefore, Planning staff has no objection to the proposed variances.

Please note that the future two-storey Additional Residential Unit (ARU), as illustrated on the submitted site plans, has not been considered as part of this Minor Variance application. The required setbacks for this structure have not yet been established and will need to be determined and evaluated at a future stage, specifically at the time of the Building Permit application for the proposed ARU.

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 single detached dwelling shall be constructed generally in accordance with the Figure 2 provided by Khalsa Design, within the MDS I Report, prepared by Van Harten Surveying Inc. date stamped by the Committee of Adjustment on April 18, 2026, 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 reviewed the variance application and has no objection to the request.

Natural Heritage

- There are no environmental planning concerns related to natural heritage for this application. However, please be advise that the watercourse on the property is a natural heritage feature of interest to the Town and that activities that may impact its form or function should be avoided unless approved by the Town and CVC.

Credit Valley Conservation Authority

- Based on our review of the provided materials, the proposed development appears to be located outside of and sufficiently setback from the natural hazards (watercourse, flood and erosion hazards) on the property. As such, CVC staff have no objection to the approval of the minor variance by the Committee at this time.
- Please note that the property is partially regulated by CVC and development within CVC's Regulated Area may require a CVC permit. Please reach out to CVC staff with regards to any future development proposed on the property.

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 service is at the sole discretion of Halton Hills Hydro.
 - No Objection from 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 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 Highly Vulnerable Aquifer (VS=6) and a Significant Groundwater Recharge Area.
- Based on the information provided by the applicant, this application is not subject to 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.
- Regional staff have no objection to the proposed minor variance.

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

FROM: Ruth Conard, Planner – Development Review

DATE: May 27, 2026

RE: Planning Recommendation for
Application D13VAR26.024H
Municipally known as 11 Margaret Street
Town of Halton Hills (Georgetown)

APPLICATION

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

1. To reduce the exterior side yard setback from the minimum 4.5 m to permit 1.54 m.
2. To increase the number of accessory structures from the maximum 2 to permit 4 accessory structures (existing sheds).
3. To reduce the interior side yard setback for an accessory structure from the minimum 1 m to permit a side yard setback of 0 m (existing shed 1).
4. To reduce the interior side yard setback for an accessory structure from the minimum 1 m to permit a side yard setback of 0.77 m (existing shed 2).
5. To reduce the interior side yard setback for an accessory structure from the minimum 1 m to permit a side yard setback of 0 m (existing shed 3).
6. To reduce the interior side yard setback for an accessory structure from the minimum 1 m to permit a side yard setback of 0.25 m (existing shed 4).
7. To reduce the rear yard setback for an accessory structure from the minimum 1 m to permit a rear yard setback of 0.14 m (existing shed 4).

To accommodate a proposed rear addition, and existing sheds.

Proposal

The variances are required in order to construct an addition to the rear of the existing dwelling and to recognize four existing sheds and their related deficiencies.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated Low Density Residential Area under the Town's Official Plan. The main permitted uses in this designation include 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.

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 Zoning Bylaw 2010-0050, as amended. The main permitted uses in the LDR1-2(MN) zone include single detached dwellings, which are required to provide a 4.5 metre exterior side yard setback.

Part 4 of the Zoning By-law permits two accessory buildings or structures per lot and an interior side yard setback of 1 metre and a rear yard setback of 1 metre for accessory structures.

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

Exterior Side Yard Setback (Dwelling Addition)

The intent of the minimum exterior side yard setback requirement is to maintain sightlines for vehicular traffic, provide an area on the lot for landscaping and snow storage, ensure drainage can be addressed on the subject property, and maintain a consistent pattern of dwellings that maintains the character of the mature neighbourhood. The Applicant is proposing a modest addition to the rear of the existing dwelling, which is not expected to adversely impact any of these considerations. As the existing dwelling setback does not conform to the setback requirements of the Zoning By-law, any additions or alterations require a minor variance. However, the addition will not result in the side yard setback being any further deficient. Therefore, Planning staff has no objection to the proposed exterior side yard setback.

Number of Accessory Buildings and Structures (Existing Sheds)

The intent of the maximum number of accessory buildings and structures is to ensure they do not visually dominate the lot, are clearly 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 is being maintained as the existing sheds appear to be incidental and subordinate to the principle residential use. They are located in the rear of the subject property and screened by fencing on all sides. Therefore, Planning staff has no objection to the number of accessory buildings and structures on the lot.

Interior Side and Rear Yard Setbacks (Existing Sheds)

The intent of the minimum interior side and rear yard setback requirements to accessory buildings is to ensure there is sufficient separation between the structures and the lot lines for drainage purposes and maintenance. Development Engineering staff reviewed the proposal and identified no concerns from a drainage perspective. To date, maintenance has not been a concern for the property owner. Therefore, Planning staff have no objection to the interior side and rear yard setbacks.

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 proposal shall be constructed generally in accordance with drawings 0.02 – Exterior Elevations and 0.03 – Site Plan, date stamped by the Committee of Adjustment on April 27, 2026, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes:

Development Engineering

- As part of any future building permit application, a grading plan must be prepared by a qualified professional. The plan shall demonstrate how existing and proposed drainage associated with the proposed addition and existing sheds will be managed. The plan must confirm that drainage is directed away from all structures and does not impact neighbouring properties.
- The Town of Halton Hills has enacted Site Alteration By-law 2025-0009, which regulates site alteration activities within the Town. The applicant is responsible for reviewing the applicable By-law requirements and contacting Development Engineering staff to obtain any required permits related to the proposed works.

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 service 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 property is currently serviced by Regional water and wastewater through a 150mm diameter watermain and a 200mm diameter sanitary wastewater main along Margaret Street. Regional staff recommend that the owner verify the location of existing services to determine if relocation of these 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.

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

FROM: John McMulkin, Senior Planner – Development Review

DATE: May 28, 2026

RE: Planning Recommendation for
Application D13VAR26.025H
Municipally known as 16 Beaver Street
Town of Halton Hills (Glen Williams)

APPLICATION

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

1. To increase the floor area of an Additional Residential Unit from the maximum 140 sq m to permit a floor area of 191.2 sq m.
2. To increase the distance between the Additional Residential Unit and Main Residential Building from the maximum 30 m to permit a distance of 38.04 m.
3. To permit a separate driveway for an Additional Residential Unit, whereas the By-law requires an Additional Residential Unit and Main Residential Building to share a common driveway.
4. To reduce the rear yard setback from the minimum 7.5 m to permit a rear yard setback of 5.28 m (Erin Street lot line).

To accommodate an existing dwelling to be converted to an Additional Residential Unit.

Proposal

The variances are required to permit the existing 1-storey single detached dwelling to be converted to an Additional Residential Unit (ARU). This dwelling (municipally known as 11 Credit Street) is intended to be accessory to the more recently constructed 1-storey single detached dwelling (municipally known as 16 Beaver Street).

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated “Hamlet Residential Area” under the Hamlet of Glen Williams Secondary Plan and located within a “Mature Neighbourhood Area” established through adoption of

Official Plan Amendment No. 34 (Glen Williams Mature Neighbourhood Study). Single detached dwellings and additional residential units are permitted in this designation.

Town of Halton Hills Zoning By-Law

The subject property is zoned “Hamlet Residential One Mature Neighbourhood One (HR1(MN1))” under the Town’s Comprehensive Zoning By-law 2010-0050. Single detached dwellings and additional residential units are permitted in this zone.

Through the approval of By-law 2024-0098, amending Zoning By-law 2010-0050, the following provisions were established for the construction of a detached additional residential unit (ARU) in the HR1(MN1) Zone:

- Minimum Front Yard Setback – 4.5 m (same as main residential building);
- Minimum Interior Side Yard Setback – 2.25 m for the first storey, 3.45 m for any second storey (same as main residential building);
- Minimum Exterior Side Yard Setback – 4.5 m (same as main residential building);
- **Minimum Rear Yard Setback – 7.5 m (same as main residential building);**
- Maximum Height – 1 m less than main residential building, up to a maximum of 8 m;
- **Maximum Floor Area – 140 sq m, or 45% of main residential building, whichever is lesser;**
- Maximum Lot Coverage – 35% for 1- and 1.5-storey dwellings, 30% for 2- and 2.5-storey dwellings;
- **The ARU must share the same driveway as the main residential building; and,**
- **The ARU must be located within 30 m of the main residential 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:

Development Engineering

A Minor Variance application for the subject property was approved by the Committee of Adjustment at its meeting held on September 1, 2021, to permit the front lot line that abuts Beaver Street to be deemed the front lot line (whereas the Zoning By-law requires the shortest lot line that abuts a street (Erin Street) to be deemed as the front lot line) and to increase the number of driveways from the maximum one driveway per lot to permit two driveways (File No. D13VAR21.028H). The purpose of the application was to construct a new single detached dwelling (now municipally known as 16 Beaver Street) with a new separate driveway and to permit the existing driveway providing access to the existing dwelling (municipally known as 11 Credit Street) and the existing detached accessory building (workshop) to remain.

Development Engineering staff had no objection to the previous proposal given, as part of the construction of the new dwelling, the former dwelling was required to be demolished, which was reflected in the previous Minor Variance application through a label on the submitted Site Plan drawing. Given two detached residential buildings were not permitted to be located on one lot under the Zoning By-law at that time, the original driveway would only be providing access to the existing accessory building (workshop).

The subject Minor Variance application is now seeking to permit the separate driveway to provide access to the original single detached home, which is now proposed to function as an additional residential unit (ARU), whereas the By-law requires an ARU and main residential building to share a common driveway. The intent of this requirement is to prevent traffic issues from being created because of additional driveway entrances being added to the existing public road network, ensure that the ARU remains an accessory use to the main residential building, and maintain the residential character of the area. Given this second driveway entrance exists for the accessory building as approved under File No. D13VAR21.028H, Development Engineering have no objection to the driveway entrance also being used to access an ARU.

Planning

Planning staff notes that the Applicant originally wished to sever the property for the purpose of selling a lot containing the original dwelling and workshop and retaining ownership of the lot containing the newer dwelling. However, the Hydrogeological Assessment submitted in support of the severance proposal could not demonstrate that the Region of Halton's Hydrogeological Guidelines were being met regarding nitrate levels at the new property line. The Region's "Hydrogeological Studies & Best Management Practices for Groundwater Protection Guidelines" apply to development proposed on private services (individual well and septic systems) and partial services (for example, municipal water and private individual septic systems, which includes the subject property). As a result, the Applicant investigated whether retaining the original dwelling on the existing lot as a detached ARU to the more recently constructed dwelling would be possible.

Development Engineering staff have reviewed the submitted Hydrogeological Assessment in support of this Minor Variance application and are satisfied that the proposal meets the Region's Hydrogeological Guidelines subject to implementing the recommendations of the study. This includes revising the existing building permit application for the newer dwelling to reduce the number of bedrooms to a maximum of 2 (which has already been completed) and upgrading the existing individual private septic systems for both dwellings to provide an enhanced level of treatment. To ensure the Owner is aware of and fulfills the additional long-term maintenance responsibilities associated with the upgraded septic systems, this requirement shall be reflected as a condition of Minor Variance approval and included in a Development Agreement to be registered on title of the property to the benefit of future landowners.

Variance 1 – Planning staff views the increase to the maximum permitted floor area of an ARU to meet the intent of the requirement of ensuring that the ARU is accessory to the main residential building given the dwelling is existing, meets the maximum height requirement, and appropriate measures have been taken and will be undertaken to ensure that its size will not create issues for other properties, including hydrogeological concerns.

Variance 2 – Planning staff views the variance to increase the distance between the ARU and the main residential building to be technical in nature given the extent of the required relief and the dwellings are existing.

Variance 3 – Based on the site-specific nature of the proposal, the uniqueness of the property and Development Engineering staff being satisfied that the variance to permit the ARU to use a separate driveway from the main residential building is not anticipated to create traffic issues, Planning staff has no objection to this variance.

Variance 4 – Planning staff also views the variance to reduce the rear yard setback for the ARU to be technical in nature given the extent of the required relief and that the dwelling is existing.

Therefore, Planning staff has no objection to the proposed variances.

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 conditions:

1. The Owner shall submit septic system permit applications to the Town for the proposed upgrades to the existing individual private septic systems on the property in accordance with the recommendations of the Update to Hydrogeological Investigations (Stage 1), prepared by King EPCM, dated January 22, 2026, to the satisfaction of the Chief Building Official.
2. The Owner shall submit an application to the Town to register the older dwelling (11 Credit Street) as an Additional Residential Unit (ARU) on the Town's ARU Registry List, to the satisfaction of the Chief Building Official.
3. The Owner shall enter into a Development Agreement with the Town to be registered on title of the property to implement the recommendations of the Update to Hydrogeological Investigations (Stage 1), prepared by King EPCM, dated January 22, 2026, regarding the Owner's responsibilities for the installation and maintenance of the proposed upgraded private individual septic systems, to the satisfaction of the Commissioner of Planning & Development. The Development Agreement may also include but shall not be limited to the following requirements:

- a. The Owner closing out the septic system permits for the proposed upgraded septic systems, to the satisfaction of the Chief Building Official;
- b. The Owner closing out the existing building permit for the newer dwelling (16 Beaver Street), to the satisfaction of the Chief Building Official; and,
- c. The Owner completing the registration process for the older dwelling (11 Credit Street) as an Additional Residential Unit (ARU) on the Town's ARU Registry List, to the satisfaction of the Chief Building Official.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes:

Building

- The existing water service pipe size shall be assessed to confirm it is adequate to supply both the main dwelling and the ARU.
- The location of the existing water service shall be reviewed to ensure a minimum separation distance of 15 m from both septic systems is maintained.
- An assessment shall be completed to verify that the clearance requirements of Ontario Building Code (OBC) Part 8 can be satisfied for the ARU septic system.

Credit Valley Conservation (CVC)

- The entire property is regulated by CVC. A CVC permit will be required for the proposed new septic systems. Please reach out to CVC staff with regards to the proposed works.

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.
- The Applicant must apply for a Disconnect of service before any demolition and construction take place as there is an underground live electric cable at the proposed site.
- The Applicant will need to apply for a new Technical Service Layout if they need service on a temporary basis until construction is completed.
- The Applicant shall maintain a minimum 3m clearance from any hydro infrastructure.

- 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.

Halton Region

- It is recommended that the Owner verifies the location of existing services to determine if relocation of these services will be required to facilitate this development.
- 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; and,
 - 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 By-Law 157-05 Respecting the Prevention of Backflow Into the Water System.