

COMMITTEE OF ADJUSTMENT AGENDA

Date: Wednesday, September 2, 2026, 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 D13VAR26.035H – 280 Guelph Street

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Location: 280 Guelph Street, Town of Halton Hills (Georgetown),
Regional Municipality of Halton

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

1. To permit a building height of 7.6 metres for a proposed accessory structure, whereas the By-law permits a maximum height of 4.5 metres for an accessory structure.
2. To permit a floor area of 224 square metres for a proposed accessory structure, whereas the by-law permits a maximum floor area of 50 square metres for an accessory structure.

To accommodate the proposed accessory structure (salt storage shed).

Owner(s): Halton Management Inc., Kashmir Nizzar, **Agent:** Zulhash Uddin

b. Minor Variance D13VAR26.036H – 0 Hartwell Road

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Location: 0 Hartwell Road, 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 for an accessory structure from the maximum 20 square metres to permit 28 square metres.
2. To increase the height of an accessory structure from the

maximum 3.5 metres to permit 5.0 metres.

To accommodate a proposed shade structure in the common amenity area.

Owner(s): Remington Georgetown Inc., Christopher Bratty, **Agent:** Emma Barron

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

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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 metres to permit a 5.08 rear yard setback (proposed addition below existing deck).
2. To increase the width of a driveway from the maximum 7.0 metres to permit a width of 7.98 metres.
3. To reduce the front yard soft landscaping from the minimum 40% (36.4 sq m) of the front yard area to permit 25% (22.75 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

d. Consent D10CON26.006H, Minor Variances D13VAR26.033H & D13VAR26.034H – 572 Main Street

11

Location: 572 Main Street, Town of Halton Hills (Glen Williams), Regional Municipality of Halton

Consent Purpose: Proposed new lot and Right of Way (Access Easement). The parcel is municipally known as part of 572 Main Street, Town of Halton Hills (Glen Williams). The parcel is shown on the sketch of the subject lands as 'Lands to be Severed', ±4657 m², prepared by Tarasick McMillan Kubicki Limited, date stamped as received by the Committee of Adjustment on July 7, 2026. The Right of Way (Access Easement) over the severed parcel is required for the retained parcel to access the parking spaces on the north side of the building.

Minor Variance Purpose (D13VAR26.033H - Lands to Be Severed):
Requesting relief from Zoning By-law 2010-0050, as amended,

1. To reduce the lot frontage from the minimum 30 metres to permit 9.4 metre lot frontage.
2. To reduce the required interior side yard setback for a driveway from the minimum 2.25 metres to permit 0 metres.

To accommodate a proposed new lot, and an expansion within the

building of the existing restaurant/cafe.

Minor Variance Purpose (D13VAR26.034H – Lands to Be Retained):

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

1. To reduce the rear yard setback from the minimum 7.5 metres to permit 5.8 metres (to the proposed lot line).
2. To reduce the required loading spaces from the minimum 1, to permit 0 loading spaces.
3. To reduce the required parking spaces from the minimum 32 to permit 22 parking spaces.
4. To reduce the required drive aisle width within the property from the minimum 6.7 metres to permit 4.6 metres (north parking spaces).
5. To reduce the width of a driveway accessing a parking area (North) from the minimum 6.0 metres to permit 0 metres, within the property (easement over severed parcel required).

To accommodate a proposed new lot, and an expansion within the building of the existing restaurant/cafe.

Owner(s): EVCAR HOLDINGS INC, Peter Raume, **Agent:** W.E. Oughtred & Associates Inc, Bill Oughtred & Kristie Oughtred

4. ADJOURNMENT

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

FROM: Ruth Conard, Planner – Development Review

DATE: August 26, 2026

RE: Planning Recommendation for
Application D13VAR26.0035H
Municipally known as 280 Guelph Street
Town of Halton Hills (Georgetown)

APPLICATION

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

1. To permit a building height of 7.6 metres for a proposed accessory structure, whereas the By-law permits a maximum height of 4.5 metres for an accessory structure.
2. To permit a floor area of 224 square metres for a proposed accessory structure, whereas the By-law permits a maximum floor area of 50 square metres for an accessory structure.

To accommodate the proposed accessory structure (salt storage shed).

Proposal

The variances are required in order construct an accessory structure to the existing mall for storage of salt for use during winter months.

Note: The proposed accessory structure is the subject of site plan application D11SPA26.002.

RECOMMENDATION

Planning staff recommend that the Committee **defers** its decision to allow further discussions with the Applicant regarding the relocation of the structure.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

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

FROM: Caylee MacPherson, Planner – Heritage & Development Review

DATE: August 25, 2026

RE: Planning Recommendation for
Application D13VAR26.036H
Municipally known as 0 Hartwell Road,
Town of Halton Hills (Georgetown)

APPLICATION

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

1. To increase the floor area for an accessory structure from the maximum 20 square metres to permit 28 square metres.
2. To increase the height of an accessory structure from the maximum 3.5 metres to permit 5.0 metres.

To accommodate a proposed shade structure in the common amenity area.

Proposal

The Applicant is seeking zoning relief to permit a proposed shade structure in the common amenity area.

POLICY CONTEXT

Town of Halton Hills Official Plan

The subject property is designated Low Density Residential Area and is subject to Special Policy Area 6 under the Town's Official Plan. The main permitted uses in the Low Density Residential designation include single detached, semi-detached and duplex dwellings. Special Policy Area 6 is subject to the following policy:

The development of single and semi-detached dwellings or other forms of horizontal multiple dwellings suitable for seniors housing or any combination of these dwelling types may be permitted within a condominium development on lands identified as Residential Special Policy Area 6, as shown on Schedule A3 of this Plan. Notwithstanding Section D1.3.1.2, the maximum permitted density shall not exceed 25 units per net residential hectare. Through the site plan and

condominium approval processes, the street and block layout on the subject lands shall provide for an attractive appearance from 10 Side Road through the use of measures such as service roads and/or the location of private open space elements.

Town of Halton Hills Zoning By-Law

The subject property is zoned Urban Residential (UR(112)) under the Town's Comprehensive Zoning By-law 2010-0050, as amended. The Urban Residential (UR(112)) zone permits single detached, semi-detached, and townhouse dwelling units, as well as accessory buildings and structures. The Zoning By-law (General Provisions) limits the maximum floor area for any individual accessory building to 20 square metres and the maximum height for any individual accessory building to 3.5 metres.

COMMENTS

Internal Department and External Agency Comments

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

Planning

The intent of accessory buildings and structures is to ensure that they 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. Staff is of the opinion that this intent is being maintained as the proposed shade structure is located in a shared amenity area and is clearly incidental to the surrounding residential uses. It does not appear that there will be significant impacts to the adjacent properties given its central location within the new community. Therefore, Planning staff have no objection to the proposed minor 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 condition:

1. The location and construction of the proposed shade structure is generally in accordance with the Site Plan Sketches and drawing "GA-01" drafted by Shadeview Structures date

stamped by the Committee of Adjustment on July 22, 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 no concerns with the variances as proposed for 0 Hartwell Road. Please be advised that further grading information may be requested at the building permit stage.

Region of Halton

- 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.

Halton Hills Hydro

- Please refer to Halton Hills Hydro comments dated August 24, 2026.

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

FROM: Ruth Conard, Planner – Development Review

DATE: August 25, 2026

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 m rear yard setback (proposed addition below existing deck).
2. To increase the width of a driveway from the maximum 7.0 m to permit a width of 7.98 m.
3. To reduce the front yard soft landscaping from the minimum 40% (36.4 sq m) of the front yard area to permit 25% (22.75 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 modifications to the existing driveway.

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 the Low Density Residential Area 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 – Three (LDR1-3) under the Town's Zoning By-law 2010-0050, as amended. This zone permits single detached dwellings and accessory structures.

Part 6 of the Zoning By-law entitled Urban Residential Zones permits a minimum rear yard setback of 7.5 metres. Part 5 of the Zoning By-law entitled Parking and Loading Standards permits a maximum driveway width of 7 metres provided a minimum of 40% of the front yard in which the driveway is located is the site of soft landscaping.

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

Rear Yard Setback

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. The enclosure is considered an addition to the existing house as defined by the Zoning By-law; therefore, a 7.5 metre setback is required from the rear lot line. It does not appear that the addition will impact the intent of the Zoning By-law as there is sufficient separation between the structure and the rear lot line to ensure proper drainage and amenity space. The addition is constructed completely under the deck and does not appear to impact privacy on adjacent properties. Therefore, Planning staff has no objection to the requested minor variance.

Driveway Width and Soft Landscaping

The intent of regulating the driveway width and soft landscaping in the front yard is to ensure that hard surfaced driveways do not visually dominate properties and that sufficient landscaping is provided. The Owner and their consultant have met with staff and revised the proposal to better comply with the intent of the Zoning By-law. The Owner will be removing a portion of the existing hardscape in the front yard and replacing it with soft landscaping (grass). Therefore, Planning staff have no objection to the requested minor variances relating to driveway width and soft landscaping.

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 Drawing No. A-101 - Site Plan, date stamped by the Committee of Adjustment on July 27, 2026, to the satisfaction of the Commissioner of Planning & Development.

Reviewed and Approved by,



Jeff Markowiak, Director of Development Review

Notes:

Building & Fire and Emergency Services

- The proposed enclosure shall have, at minimum, a 5/8-inch Fire-Rated Gypsum Board installed on the ceiling of the existing deck.

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

FROM: John McMulkin, Senior Planner – Development Review

DATE: August 25, 2026

RE: Planning Recommendation for
Applications D10CON26.006H, D13VAR26.033H & D13VAR26.034H
Municipally known as 572 Main Street
Town of Halton Hills (Glen Williams)

APPLICATION

Proposal: Consent and Minor Variance applications have been submitted for the property municipally known as 572 Main Street to facilitate the creation of a new residential lot in the Hamlet of Glen Williams by way of severance. The property is currently occupied by a single detached dwelling at the rear of the site and a commercial retail building at the front, adjacent to Main Street, which is occupied by a retail/restaurant business known as the “Main St. Market”. The proposal would result in the property being subdivided so that the existing residential dwelling and commercial building would be located on separate lots (i.e., single detached dwelling on the severed lot and commercial building on the retained lot). The proposal also seeks to accommodate an expansion of the restaurant component of the Main St. Market within the existing commercial retail building.

Consent Purpose: Proposed new lot and right-of-way (access easement). The parcel, municipally known as part of 572 Main Street (Glen Williams), is shown on the sketch of the subject lands as ‘Lands to be Severed’, $\pm 4,657 \text{ m}^2$, prepared by Tarasick McMillan Kubicki Limited, date stamped as received by the Committee of Adjustment on July 7, 2026. The right-of-way (access easement) over the severed parcel is required for the retained parcel to access the parking spaces on the north side of the commercial retail building.

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

Parcel	Area	Main Street Frontage
Retained Lot	$\pm 3,023 \text{ m}^2$ (0.75 ac)	$\pm 64.8 \text{ m}$ (212.7 ft.)
Severed Lot	$\pm 4,657 \text{ m}^2$ (1.15 ac)	$\pm 9.4 \text{ m}$ (30.8 ft.)
Total	$\pm 7,680 \text{ m}^2$ (1.9 ac)	$\pm 74.2 \text{ m}$ (243.5 ft.)

On July 21, 2026, the sketch was revised to include an additional easement (for municipal water servicing). The easement was required given that the water service for the commercial retail building on the retained lot was intended to be provided through the proposed severed residential lot.

However, in accordance with Regional servicing standards identifying that municipal services cannot cross private lot lines, Halton Region staff noted that they could not support this additional easement and that the submitted Concept Grading and Servicing Plan would need to be revised to meet these standards. Therefore, at the July Committee of Adjustment meeting the Committee resolved to defer its decision until the revision was completed in accordance with Planning staff's recommendation.

On August 6, 2026, the Concept Grading and Servicing Plan was revised to include separate municipal water connections to the severed residential lot and retained commercial lot and submitted to staff for review. Halton Region staff confirmed that the revised Plan addressed their previous concerns related to the location of water servicing connections. Therefore, the application may proceed based on the previously submitted severance sketch (date stamped July 7, 2026) for a new lot and right-of-way (access easement) and the revised Concept Grading and Servicing Plan.

Minor Variance Purpose (D13VAR26.033H – Lands to Be Severed): Requesting relief from Zoning By-law 2010-0050, as amended:

1. To reduce the lot frontage from the minimum 30 metres to permit a 9.4 metre lot frontage.
2. To reduce the required interior side yard setback for a driveway from the minimum 2.25 metres to permit 0 metres.

Minor Variance Purpose (D13VAR26.034H – Lands to Be Retained): Requesting relief from Zoning By-law 2010-0050, as amended:

1. To reduce the rear yard setback from the minimum 7.5 metres to permit 5.8 metres (to the proposed lot line).
2. To reduce the required loading spaces from the minimum 1 to permit 0 loading spaces.
3. To reduce the required parking spaces from the minimum 32 to permit 22 parking spaces.
4. To reduce the required drive aisle width within the property from the minimum 6.7 metres to permit 4.6 metres (north parking spaces).
5. To reduce the width of a driveway accessing a parking area (North) from the minimum 6.0 metres to permit 0 metres, within the property (easement over severed parcel required).

To accommodate a proposed new lot, and an expansion within the building of the existing restaurant/café.

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

Glen Williams 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 designated Hamlet (Glen Williams) under the Region of Halton Official Plan. Section 105 of the ROP states that new lots may be created in Hamlets provided they conform to the policies of the ROP, Local Official Plan and an approved Area-Specific Plan (Secondary Plan).

Town of Halton Hills Official Plan

The subject property is designated Hamlet Community Core Area under the Hamlet of Glen Williams Secondary Plan, which permits single detached dwellings and non-residential uses such as restaurants and retail uses up to a maximum gross floor area of 500 m² (~5,382 ft²).

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.

In addition, Section E3.3.4 of the Official Plan states that the minimum lot size for new residential development serviced by either private, individual on-site water services or municipal water supply and private individual on-site sewage services shall be 1,900 m² or larger.

Town of Halton Hills Zoning By-Law

The subject property is zoned Hamlet Community Core Mature Neighbourhood One (HCC(MN1)) under the Town's Comprehensive Zoning By-law 2010-0050. Single detached dwellings are permitted under the HCC(MN1) Zone, as well as restaurants and retail stores up to a maximum net floor area of 500 m² (~5,382 ft²) per premises. Based on the submitted floor plans, the commercial building containing the restaurant/café and retail store has a net floor area of 389.6 m² (~4,200 ft²).

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:

- The requested reduction in the drive aisle width from 6.7 metres to 4.6 metres shall be exclusive to the 5 parking spaces within the northern parking lot adjacent to the proposed garbage enclosure as shown on the submitted Concept Grading and Servicing Plan; and,
- The Owner shall agree to submit the necessary legal drawings and schedules for the requested right-of-way access easement and complete the necessary pavement improvements to the retained lands to establish the parking and entrance configuration as shown on the Concept Grading and Servicing Plan prior to the issuance of the certificate for the Consent.

The above requirements are being addressed through conditions of Consent and Minor Variance approval for the subject applications.

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 (Main Street);
- Subject to the proposed parking and entrance modifications being made to improve parking and traffic operations, the proposed ± 4,657 m² new lot is not anticipated to create a traffic hazard given both the severed residential lot and retained commercial lot will accommodate

- existing development (i.e., single detached dwelling on the severed lot and commercial building on the retained lot) with independent entrances off Main Street;
- Despite lot frontage relief being requested from the Zoning By-law through the subject Minor Variance application for the proposed severed residential lot, the size and frontage of the lot is sufficient to accommodate the existing dwelling as well as appropriate access to the dwelling and the northern parking area on the retained commercial lot through the requested right-of-way (access easement). The proposed lot frontage for the retained commercial lot satisfies the minimum lot frontage requirement under the Zoning By-law and staff is satisfied that the lot size is sufficient to accommodate the existing commercial building, access and parking (subject to the requested right-of-way);
 - Both lots can be serviced by appropriate municipal water and private septic systems;
 - Development Engineering staff have reviewed the submitted Concept Grading and Servicing Plan and are satisfied that there will be no negative impacts on drainage patterns in the area; and,
 - No negative impacts on natural heritage features (e.g., Credit River) and related ecological functions are anticipated given no new development is proposed on both the severed residential lot and retained commercial lot beyond the proposed parking and entrance modifications at the front of the site adjacent to Main Street.

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 D13VAR26.033H (Lands to Be Severed)

Variance No. 1 – Planning staff views the variance to reduce the minimum lot frontage requirement for the severed residential lot to be technical in nature given that the frontage of the lot is sufficient to accommodate appropriate access to the existing dwelling and the northern parking area on the retained commercial lot through the requested right-of-way (access easement).

Variance No. 2 – Planning staff also views the variance to reduce the minimum required interior side yard setback for a driveway to 0 metres to be technical in nature given it is an existing driveway and is required to provide appropriate access to the northern parking area on the retained commercial lot.

Minor Variance Application D13VAR26.034H (Lands to Be Retained)

Variance No. 1 – Given the extent and location of the requested relief, Planning staff is satisfied that the requested reduction to the minimum required rear yard setback is appropriate.

Variance No. 2 – Development Engineering and Transportation staff have reviewed the proposal and are satisfied that a loading space is not required for the uses within the commercial building. The requested right-of-way (access easement) will provide access to a proposed garbage enclosure for the business in addition to the existing northern parking area.

Variance No. 3 – Development Engineering and Transportation staff have reviewed the proposal and are satisfied that sufficient parking is being provided for the commercial building (existing retail store and expanded restaurant floor area) subject to the proposed parking and entrance modifications to improve parking and traffic operations. Despite relief of 10 parking spaces being required because they cannot be completely contained within the private property, 6 spaces are partially located within the proposed retained commercial lot and are subject to an Encroachment Agreement between the Owner and the Town to allow them to be used for the business. These spaces are partially located within the Town road allowance for Main Street but outside of its travelled portion.

Variance No. 4 – Development Engineering and Transportation staff have reviewed the proposal and are satisfied that appropriate turning movements can be provided to access the parking spaces located within the northern parking area despite the reduced aisle width.

Variance No. 5 – Planning staff views the variance to reduce the width of a driveway accessing a parking area to 0 metres to be technical in nature given it is required to recognize that access to the northern parking area is being provided over the severed residential lot through a requested right-of-way (access easement).

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 applications for Minor Variance meet the four tests of a Minor Variance as outlined in the Planning Act. The applications:

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

Planning staff has no objection to the approval of the Minor Variance applications, subject to the following condition:

1. The variances shall be generally in accordance with the Concept Grading and Servicing Plan, prepared by Skira & Associates Ltd., date stamped by the Committee of Adjustment on August 6, 2026, to the satisfaction of Town Administration.

SCHEDULE 1 – CONDITIONS OF CONSENT

Prior to final Consent being granted:

1. The Owner shall provide proof of payment of outstanding property taxes, plus any penalty fees, to the satisfaction of the Town.
2. The Owner shall contact the Regional Services Permit Section (e-mail: Gary.Brown@halton.ca and PWPermits@halton.ca) for review and approval of the proposed water servicing, to obtain water Services Permits, and pay all necessary fees. The following will be required as part of the Regional Servicing Permit:
 - a. The Owner is required to provide separate and individual water main connections and meters for both the retained and severed properties. The retained and severed properties are to be connected to existing services on Main Street.
 - b. The Owner must demonstrate that no private sanitary sewer laterals, pipes and/or private water service connections, lines or pipes cross existing or proposed property lines in accordance with Region by-laws and policies to the satisfaction of the Region of Halton.
3. Any existing water service, sanitary service lateral, watermains and/or sanitary sewers to be disconnected from the system and abandoned must be decommissioned as per the standards and specifications of the Region of Halton. The Owner is advised to contact Halton's Permits and Development Inspection Section for details on abandoning water and sanitary services.
4. The Owner shall obtain the necessary approvals from Town staff (including the submission of appropriate drawings) and have appropriate professionals complete the required parking and entrance modifications, asphalt surfacing/resurfacing of the parking areas and accompanying line marking as generally shown on the Concept Grading and Servicing Plan, prepared by Skira & Associates Ltd., date stamped by the Committee of Adjustment on August 6, 2026, to the satisfaction of Town Administration.
5. The Owner shall provide the following to the satisfaction of Town Administration for the required works:
 - a. A cost estimate for review and approval, as well as a security deposit based on this estimate in the form of a letter of credit.
 - b. Commercial general insurance with liability coverage.
 - c. 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.
6. 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 required parking and entrance modifications, asphalt surfacing/resurfacing of the parking areas and accompanying line marking. The agreement may include but not be limited to the conditions of Consent approval. As part of this agreement the Owner will agree to an approved drawings list

containing final revised drawings and that the Development Agreement will be registered as first position on title (i.e., the Owner must be prepared to provide postponement of any existing charge prior to registration of the agreement).

7. 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).
8. 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.
9. The Owner shall provide cash-in-lieu of parkland to the Town. The cash-in-lieu of parkland amount is 5% of the appraised value of the severed residential lot.
10. 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)

- Given the entire property is regulated by CVC due to its location within the flood and erosion hazards of the Credit River, a CVC permit is required for the proposed works. Pre-consultation with CVC staff with regards to CVC permit requirements for the proposed works is strongly recommended to facilitate the process.

Development Engineering

- An Excavation Permit may be required for the improvements within the Town's right-of-way as identified in the submitted Concept Grading and Servicing Plan. The Owner shall reach out to Development Engineering directly for further information and permit requirements.

Halton Hills Hydro

- Please see Halton Hills Hydro's letter dated July 28, 2026, for hydro servicing comments.

Halton Region

- 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 By-Law 157-05 Respecting the Prevention of Backflow into the Water System.

Legal

- After the land is severed, the existing Encroachment Agreement should be removed from the Severed Lands to provide clear title since only the Retained Lands will have encroaching parking spaces. This would mainly benefit the Severed Lands and can only be achieved after the Consent certificate is issued and the transfer is registered.