

**TOWNSHIP OF ESSA
COMMITTEE OF ADJUSTMENT**

**AGENDA
June 27th, 2025 - 10:00 a.m.**

**Council Chambers
Chair to open the meeting.**

1. DISCLOSURE OF INTEREST:

2. MINUTES:

Committee to accept Minutes from the April 25th, 2025, Meeting. See attached.

3. APPLICATIONS:

- | | | |
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| i) | A8-25
6940 County Road 10
Description: | First Step Design Ltd.
<i>Minor Variance</i>
The applicant is seeking relief from section 4.31b) and Section 6.3 of Zoning By-law 2003-50 which regulates that steps may project into any required front yard a distance of not more than 1.0 m, and that the minimum front yard setback of a primary dwelling shall be 18.0m. The applicant has an existing legal-non conforming setback for the house of 10.92m, and is seeking permission to expand the legal non-conforming setback by an additional 3.16m, by allowing the proposed deck and stairs to have a front yard setback of 8.28m. |
| | Zoning: | Agricultural (A) and Environmental Protection (EP) |
| ii) | A9-25
250 Barrie Street
Description: | John Jackson
<i>Minor Variance</i>
The applicant is requesting relief from the following sections of the Zoning By-Law 2003-50: Section 4.36.2 (b) which stipulates that a 3.0m landscape buffer shall be provided between lots with conflicting |

residential and non-residential uses.
The applicant is proposing a 1.5-
metre setback from the lot line.

Zoning:

**Residential, Low Density, Detached
(R1)**

- iii) **A10-25**
34 Baycroft Boulevard
Description:

Pankaj Bhatia
Minor Variance

The applicant is requesting relief from
the following sections of the Zoning
By-Law 2003-50: Section 9.4.39,
which regulates the minimum lot
coverage at 45% of a property zoned
R1-39. The applicant has requested
an increase in lot coverage to 55%.

Zoning:

**Residential, Low Density, Detached
with Special Provisions (R1-39)**

4. **OTHER BUSINESS**
5. **ADJOURNMENT**

**COMMITTEE OF ADJUSTMENT
MINUTES
April 25th, 2025**

Present: Joe Pantalone, Acting Chair
Joan Truax, Member
Henry Sander, Member

Also Present: Owen Curnew, Secretary-Treasurer

The Acting Chair, Joe Pantalone, called the meeting to order at 10:00 a.m. and explained the meeting process and the time frame for appeals to those persons present. He advised that all statements and evidence given before the Committee are of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

MINUTES:

The Minutes of March 28th, 2025, were approved by the Committee.

DISCLOSURE OF INTEREST:

No conflict of interest was disclosed.

APPLICATIONS

A4-25	Mackenzie Robson
85 Curtis Street	Minor Variance

Present (other than Committee & Staff Members):

Jenna Smith-Robson, Owner

Owen Curnew provided a brief synopsis, outlining the purpose of the application, all comments received, and the recommendation of Planning Staff: APPROVAL of the application.

Joe Pantalone invited the applicant to present.

Jenna Smith-Robson provided a brief presentation.

Joe Pantalone asked if there were any comments from the public. No comments were received.

Henry Sander asked if there was to be a condition for building permits to be required as it wasn't mentioned by the Secretary-Treasurer when the synopsis was read.

Owen Curnew stated there was already building permits for the property and it was an error when reading the report, there is a condition that has been recommended that the owner obtain the proper building permits.

Joe Pantalone requested clarification regarding the requirement for a fence to enclose the pool.

Owen Curnew stated that the Ontario Building Code requires that a pool be enclosed by a fence and that the applicant would be required to provide documentation showing that the pool is to be fenced during the building permit review.

Henry Sander motioned to approve the application.

Joan Truax seconded the motion.

The Committee voted to APPROVE the variance with the conditions recommended by Staff.

**A5-25
7887 8th Line**

**Gary & Sandra Lee
Minor Variance**

Present (other than Committee & Staff Members):

Gary Lee, Applicant

Owen Curnew provided a brief synopsis, outlining the purpose of the application, all comments received, and the recommendation of Planning Staff: APPROVAL of the application.

Joe Pantalone invited the applicant to present.

Gary Lee provided a brief presentation.

Joe Pantalone asked if there were any comments from the public. No comments were received.

Henry Sander motioned to approve the application.

Joan Truax seconded the motion.

The Committee voted to APPROVE the variance with the conditions recommended by Staff.

**A6-25
5974 5th Sideroad**

**RJ Mackenzie
Minor Variance**

Present (other than Committee & Staff Members):

RJ Mackenzie, Owner

Owen Curnew provided a brief synopsis, outlining the purpose of the application, all comments received, and the recommendation of Planning Staff: APPROVAL of the application.

Joe Pantalone invited the applicant to present.

RJ Mackenzie provided a brief presentation.

Joe Pantalone asked if there were any comments from the public. No comments were received.

Henry Sander asked if the existing second dwelling which is being proposed to be converted is an Additional Residential Unit.

RJ Mackenzie stated that the house was built in 1968 and that the building has an existing basement, and no renovations have been made to the house since.

Henry Sander asked staff for clarification regarding the number of Additional Residential Units allowed on a property.

Owen Curnew stated that the applicant is allowed three (3) additional residential units; however, two (2) additional residential units can not be located within the same detached building that is not a primary dwelling.

Henry asked if the existing primary dwelling had a basement.

RJ Mackenzie stated there was a small basement/crawlspace with a dirt floor.

Henry Sander motioned to approve the application.

Joan Truax seconded the motion.

The Committee voted to APPROVE the variance with the conditions recommended by Staff.

**A7-25
146 Mill Street**

**Stacey Knobel
Minor Variance**

Present (other than Committee & Staff Members):

Owen Curnew provided a brief synopsis, outlining the purpose of the application, all comments received, and the recommendation of Planning Staff: APPROVAL of the application.

Joe Pantalone invited the applicant to present.

Joe Pantalone asked if there were any comments from the public. No comments were

received.

Henry Sander asked for clarification regarding the status of the easement at the back of the property.

Owen Curnew stated that the easement was created by mistake, and that the easement is still in the name of the original owner. There have been three (3) separate owners of the parcel since then, which have all been responsible for paying taxes for both the lot and easement. The lot and easement are assessed by MPAC as one lot for taxation purposes. The owner has begun the legal process to try and gain ownership of the land and is working towards completing this with a six (6) month period estimated before its completion.

Henry Sander motioned to create a condition that the issue of the easement be cleared prior to the approval of the minor variance.

Joe Pantalone motioned to approve the condition.

Joan Truax seconded the motion.

Henry Sander motioned to approve the application.

Joan Truax seconded the motion.

The Committee voted to APPROVE the variance with the conditions recommended by Staff.

**B4-25
5475 & 5493 5th Line**

**Edwin & Krysta Stutz and Stephanie Ashley
Consent – Lot Line Adjustment**

Present (other than Committee & Staff Members):

Owen Curnew provided a brief synopsis, outlining the purpose of the application, all comments received, and the recommendation of Planning Staff: APPROVAL of the application.

Joe Pantalone invited the applicant to present.

Joe Pantalone asked if there were any comments from the public. No comments were received.

Henry Sander asked if the road in Part 2 of the draft plan was to be entirely transferred to 5475 5th Line.

Anmol Burmy clarified that the road was to be transferred to 5475 5th Line and explained in the event 5493 5th Line is sold, they want to prevent the possibility of a neighbour developing an additional residential unit on what is proposed to be Part 2, as they share a common road connection.

Henry Sander motioned to approve the application.

Joan Truax seconded the motion.

The Committee voted to APPROVE the Consent with the conditions recommended by Staff.

**B6-25
8718 & 8726 9th Line**

**Kevin Bays & David Tarzwell
Consent – Lot Line Adjustment**

Present (other than Committee & Staff Members):

Kevin Bays, Owner of 8718 9th Line

Owen Curnew provided a brief synopsis, outlining the purpose of the application, all comments received, and the recommendation of Planning Staff: APPROVAL of the application.

Joe Pantalone invited the applicant to present.

Kevin Bays provided a brief presentation.

Joe Pantalone asked if there were any comments from the public. No comments were received.

Henry Sander motioned to approve the application.

Joan Truax seconded the motion.

The Committee voted to APPROVE the Consent with the conditions recommended by Staff.

OTHER BUSINESS

ADJOURNMENT

The Acting Chair, Joe Pantalone closed the meeting at 10:40 a.m.