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**THE CORPORATION OF NORFOLK COUNTY**  
**Committee of Adjustment**

**July 16, 2025**

**5:00 p.m.**

**Council Chambers**

**Norfolk County Administration Building**

**50 Colborne St. S., Simcoe ON**

Live Stream: <https://www.norfolkcounty.ca/council-administration-and-government/council/council-meetings/watch-norfolk-county-meetings/>

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4. Applications 5:00 p.m.	
4.1 ANPL2025106-JEFF AND TUCIEN WATTS CHR PLAN 546 LOT 54, (376 Cedar Drive, Turkey Point)	15
<p>An application has been received to seek relief of 23.8% in lot coverage to allow a cottage with a lot coverage of 38.8%, 0.92 metres in rear yard setback to allow a rear yard setback of 8.08 metres and 0.33 hectares in lot area to allow a lot with an area of 700 square metres in the Resort Residential (RR) Zone.</p>	

- 4.2 ANPL2025116-STEVE NORRIS 25  
WDH PLAN 379 LOT 21 (1 Kenneth Ave, Port Dover)
- An application has been received to seek relief of 39.93 hectares in lot size to allow a legally non-complying lot of record with a total lot area of 0.073 hectares, 7.14 metres in lot frontage to allow a legally non-complying lot of record with a lot frontage of 22.86 metres, 7.52 metres in front yard setback to allow a total front yard setback of 5.48 metres, 1.78 metres in interior side yard setback to allow a side yard setback of 1.22 metres, and 9.76 metres in exterior side yard setback to allow a exterior side yard setback of 3.24 metres in the Agricultural (A) Zone.
- 4.3 ANPL2025172-ROBIN BREWER 33  
CHR PLAN 128 LOT 32 CON A PT, LOT 12 (192 Cedar Drive, Turkey Point)
- An application has been received seeking relief from Section 3.2.1(b) of Zoning By-law 1-Z-2014 to permit the construction of an accessory building in the front yard within the RR Zone.
- 4.4 ANPL2025143-JOHAN and SUSAN NEUFELD 40  
HGN CON 1 PT LOT 19 (256 Glen Meyer Rd, Langton)
- An application has been received to seek relief of: 18 sqm. in usable floor area for an ARDU to allow an ARDU with a floor area of 93 sqm. and 38.66m in distance from primary dwelling to allow an ARDU to be constructed within 78.66m of the primary dwelling in the Agricultural (A) Zone.
- 4.5 ANPL2025151-PETER AND LORIANN HOTZ 49  
WDM CON 7 PT LOT 7 (1387 Windham Centre Rd, Windham Centre)
- An application has been received seeking relief of: 164.69 sq m from the maximum permitted usable floor area of 200 sq m to allow a total usable floor area 364.69 sq m to allow for the construction of an accessory building within the A Zone. The requested relief would account for an existing accessory building having a usable floor area of 67.38 sq m and a proposed accessory building having a usable floor area of 297.31 sq m.

- 4.6 BNPL2025066-ANPL2025065-ANPL2025121-DANIEL MARK VERHOEVE 58  
WDM CON 13 PT LOT 21(1066 Fertilizer Rd, Delhi)
- BNPL2025066:**An application has been received for a technical severance of lands merged on title with a frontage and width of 600.25 metres, an irregular depth from 95.10 metres to 590.89 metres, and a lot area of 16.75 hectares, and to retain a lot with an area of 28.45 hectares in the Agricultural Zone.
- ANPL2025065:**An application has been received to seek relief of 11.55 hectares in lot area to allow a total lot area of 28.45 hectares in the Agricultural Zone following a technical severance.
- ANPL2025121:**An application has been received to seek relief of 23.25 hectares in lot area to allow a total lot area of 16.75 hectares in the Agricultural Zone following a technical severance.
- 4.7 BNPL2025092-ROBN POSS 69  
TWN CON 3 PT 9 (654 Concession 3 Townsend)
- An application has been received to sever a parcel having: a 68.5m, a 53.5m and a 145.5m, with a total lot area of 9935 sq.m. zoned Agricultural (A) and Hazard Land (HL) and retain a parcel having an area of 149605 sq.m. as a result of a severance of a dwelling made surplus through farm amalgamation. The consent application is being reviewed concurrently with a zoning amendment for the retained lands to remove a single detached dwelling as a permitted use in the Agricultural (A) Zone.
- 4.8 BNPL2025108-P&S VAN BERLO LTD. 83  
WDH GORE PT LOT 3 (2009 Vittoria Rd, Simcoe)
- An application has been received to sever a parcel having: a frontage of 82.8 metres, a width of 82.8 metres, and a depth of 90.2 metres, with a total lot area of 7237 sq.m. in the Agricultural (A) Zone and retain a parcel having an area of 81.5 acres as a result of the severance of a dwelling made surplus through farm amalgamation. The consent application is being reviewed concurrently with a zoning amendment for the retained lands to remove a single detached dwelling as a permitted use in the Agricultural (A) Zone.

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|------|--|-----|
| 4.9  | BNPL2025096-HERITAGE GROWN INC.<br>HGN CON WNR PT LOT 2, (230 Elgin County Rd 55, Vienna)  | 98  |
|      | <p>An application has been received to sever a parcel having a frontage and width of 40.38 metres, a depth of 61.56 metres, and a lot area of 2500 metres as a dwelling made surplus to the needs of agriculture, and to retain a lot having a lot area of 19.23 hectares. This application will be considered concurrently with a Zoning By-law Amendment to remove a single detached dwelling as a use on the retained lands.</p>  |     |
| 4.10 | BNPL2024326-STRAWBERRY TYME FARMS INC.<br>CHR CON 6 PT LOT 14 (1045 St Johns Rd W, Simcoe)   | 110 |
|      | <p>An application has been received for consent to sever lands having a frontage of 37 metres, a depth of 37 metres, and a lot area of 0.13 hectares and to retain a parcel having a lot area of 49.5 hectares as a dwelling surplus to the needs of agriculture. This application is being considering concurrently with a Zoning By-law Amendment to remove a single detached dwelling as a use on the retained lands.</p>   |     |
| 4.11 | ANPL2025031-WILLIAM HAYES<br>PDOV PLAN 207 BLK 17 PT LOT, 5 (109 McNab Street E, Port Dover)   | 120 |
|      | <p>An application has been received seeking relief of 128.95 square metres to allow an accessory building with a usable floor area of 183.95 square metres, 0.4 metres in side yard setback to allow a garage with a side yard setback of 0.8 metres, 0.8 metres in height to allow an accessory garage with a total height of 5.8 metres, 26% in lot coverage to allow accessory buildings with a lot coverage of 36% and 5.26 metres in front yard setback (legally non-complying) for a dwelling in the Urban Residential Type 2 (R2) Zone.</p> |     |



- 4.12 ANPL2025070-MIKE TIESZER 129  
SWAL PLAN 429 LOT 117 (25 Teal Ave, Long Point)
- An application has been received to seek relief of 9.84% from the maximum permitted lot coverage of 15% to permit a garage addition to an existing cottage with a total lot coverage of 24.84%, 7.45% of the maximum permitted lot coverage for accessory buildings of 10% to allow a total lot coverage of 17.45% for an accessory building/boathouse, 3.3 metres in maximum height for a boathouse to allow a total height of 8.3 metres and 70.36 square metres of usable floor area to allow a total usable floor area of 126.36 square metres for a boathouse in the RR Zone.
- 4.13 ANPL2025114-MARIA RENKEMA 140  
CHR PLAN 270 PT LOT 32, (26 Harold Street, Turkey Point)
- An application has been received to seek relief of: 3143 sqm in lot area to permit a lot with an area of 856.6 sqm, 5% in lot coverage to allow a cottage with a lot coverage of 20% and 3.5m reduction in front yard setback to allow a front yard setback of 2.5m in the RR Zone.
- 4.14 ANPL2025109-ABRAM REDECOP 149  
HGN CON 1 PT LOT 7 (693 2nd Concession Rd ENR, Langton)
- An application has been received to seek relief of 202.24 sqm. in usable floor area for accessory buildings to allow a total usable floor area of 402.24 sqm and relief from Section 11.1.1 of the Zoning By-laws to allow for the construction of an accessory building in the Hazard Lands.

- 4.15 BNPL2025166-BNPL2024193-ANPL2024192 -RICHARD TROYER  
MID CON 2 NTR PT LOT 12 (660 Goshen Rd, Tillsonburg)

159

**BNPL2025166:**An application has been received to sever a lot having no frontage, a depth of 70.07m, an irregular width and a lot area of 0.216 ha as a boundary adjustment in the A Zone.

Lands will be added to existing farm located immediately adjacent to the West, having an address of 646 Goshen Road with Roll # 331054101030600. Final lot size: 0.354 ha.

**BNPL2024193:**An application has been received to sever a lot having a frontage of 34.62m, a depth of 48.67m, an irregular width and a lot area of 0.183 ha as a boundary adjustment in the A Zone. Lands will be added to existing farm located immediately adjacent to the West, having an address of 646 Goshen Road with Roll # 331054101030600. Final lot size: 0.354 ha.

**ANPL2024192:**An application has been received to seek relief of: 39.646 ha in lot area to allow a lot area of 0.354 ha in the A Zone as a result of consent applications BNPL2024193 and BNPL2025166.

5. Adjournment

**Committee of Adjustment Minutes**  
**The Corporation of Norfolk County**

**June 18, 2025**  
**5:00 p.m.**  
**Council Chambers**  
**Norfolk County Administration Building**  
**50 Colborne St. S., Simcoe ON**

**Present:** Alan T. Strang, Linda DHondt-Crandon, Philip Schockaert, Councillor A. Veri, Councillor C. Van Paassen, Peter Hellyer, Joe Murphy

**Absent with** Lisa Dove, Tim Rivard  
**Regrets:**

**Also Present:** Sherry Mott, Secretary Treasurer

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- 1. Chairperson's Opening Remarks**
  - 2. Disclosure of Pecuniary Interest**
  - 3. Motion to Adopt Previous Meeting Minutes**

**Moved By:** Linda DHondt-Crandon

**Seconded By:** Councillor A. Veri

**Carried.**

**4. Applications 5:00 p.m.**

**4.1 ANPL2024445-PETER MCKENNA-PREVIOUSLY DEFERRED**

WDM CON 14 PT LOT 12 (2118 Nixon Rd, Simcoe)

An application has been received to seek relief of: approximately 65.08 sqm in usable floor area to allow a total usable floor area of 265.08 sqm for an accessory building in the Agricultural (A) Zone.

Sinclair McKenna- the owner in attendance.

**Moved By:** Linda DHondt-Crandon

**Seconded By:** Councillor A. Veri

**Carried.**

**4.2 ANPL2025063-CRAIG YOUNG**

NWAL CON 11 PT LOTS 19,20 (1946 Eastquarterline Rd, Langton)

An application has been received to seek relief of 8.3 ha for minimum parcel size in the Agricultural Zone. 40 Hectares is required whereas 31.7Ha is proposed.

The Agent, Nathan Kolomaya and the owner Craig Young in attendance.

**Moved By:** Councillor C. Van Paassen

**Seconded By:** Philip Schockaert

**Carried.**

**4.3 BNPL2025062-KICKSEE FARMS**

MID CON 1 STR PT LOT 39 (2349 1st Concession Rd, Delhi)

An application has been received to sever a lot excess to a farm consolidation. The proposed severed lot would have a frontage of 52.14m depth of 62.18m width of 52.14m and an area of 3197.78 sqm. The retained parcel would have a frontage of 276.85m irregular depth and width and an area of 39.74 Ha.

Nathan Kolomaya the agent in attendance. An amendment to condition #2 to state that this can be waived by the Planning manager.

**Moved By:** Linda DHondt-Crandon

**Seconded By:** Peter Hellyer

**Carried.**

**4.4 BNPL2024446,BNPL2025113,ANPL2024447-ANITA AND STEVEN BUEHNER**

TWN CON 12 PT LOT 3,(48 Cloet Rd, Simcoe)

BNPL2024446:An application has been received for consent to sever Part 3 and Part 4 as a boundary adjustment.

**Moved By:** Councillor A. Veri

**Seconded By:** Philip Schockaert

BNPL2025113:An application has been received for a consent to sever Part 5 and Part 6 as a boundary adjustment.

**Moved By:** Linda DHondt-Crandon

**Seconded By:** Councillor A. Veri

ANPL2024447:An application has been received to seek relief of: 5.52 hectares in lot area to allow a lot with a total lot area of 34.48 hectares in the A Zone.

**Moved By:** Councillor A. Veri

**Seconded By:** Linda DHondt-Crandon

Nathan Kolomaya the agent and the owners Steve and Anita Buehner are in attendance. Condition #3 to be revised and condition 4 is n/a.

**Carried.**

**4.5 ANPL2025055-DAN VERHOEVE FARMS LTD.**

WDM CON 14 PT LOT 22 (897 Fertilizer Rd, Delhi)

An application has been received to seek relief of: 433.5 sq.m. in usable floor area to allow for a total usable floor area for all accessory buildings of 633.5 sq.m. in the A Zone.

Mary Elder the agent and the owner Dan Verhoeve are in attendance.

**Moved By:** Councillor C. Van Paassen

**Seconded By:** Philip Schockaert

**Carried.**

#### **4.6 BNPL2025050-CLARENCE BOER CONSTRUCTION**

CHR CON 9 PT LOT 13 (1904 Turkey Point Rd, Greens Corners)

An application has been received to sever a lot with frontage of 31.19m a depth of 128.43m a width of 31.12m and an area of 0.4 Ha and retain a lot with an area of 0.4Ha in the RH Zone. Related File: ZNPL2024396

Mary Elder the agent and Clarence Boer the owner in attendance.

**Moved By:** Philip Schockaert

**Seconded By:** Linda DHondt-Crandon

**Carried.**

#### **4.7 ANPL2025069-ANTONINA DE STASIO**

PLAN 182 BLK 101 PT LOT 7 (100 Colborne Str. S, Simcoe)

An application has been received to seek relief of 2 total parking spaces. The required number is 5, 3 are proposed. Also seeking relief of 2.52 m for parking spot size. 3m x5.8m is required 3m x 3.28m is proposed. Also seeking relief of 10% for required front yard landscaped area. 50% is required 40% is proposed.

Dave McPherson the agent is in attendance. A conversation was held regarding the Zoning and the OP designations. He states that 2 3x6 ft parking spaces are available and one on the side of the building. An entrance permit would be required at the time of the building permit stage.

**Moved By:** Councillor A. Veri

**Seconded By:** Peter Hellyer

**Defeated.**

#### **4.8 ANPL2025064-THOMAS KOMIENSKI**

TWN CON 1 PT LOT 2.3 (311 Jenkins Rd, Scotland)

This application is to seek relief of 2.5m from the maximum building height of 11m to permit a house with a maximum building height of 13.5m and, to seek relief of 2.5m from the maximum building height of 8m to permit a detached garage with a maximum building height of 10.5m and, to seek relief of 280 sqm of usable floor area to permit a detached garage with a maximum useable floor area of 480 sqm.

Dave McPherson the agent in attendance.

**Moved By:** Philip Schockaert

**Seconded By:** Councillor C. Van Paassen

**Carried.**

**4.9 ANPL2024395-DARREN VELDJESGRAAF**

WDM PLAN 48B BLK 8 PT LOT 6 (3291 Teeterville Rd, Windham Centre)

An application has been received to seek relief of 1m in height for detached accessory building, 6m is permitted for a total height of 7m in the Hamler Residential (RH)Zone. The applicant is seeking relief of 156 sqm. The existing building has 195 sqm 100m is permitted for a total usable floor area of 351sqm. The applicant is seeking relief of 1% in lot coverage. 10% is permitted for a total lot coverage of 11%. in the Hamlet Residential Area..

The applicant Darren Veldjesgraaf in attendance.

**Moved By:** Linda DHondt-Crandon

**Seconded By:** Peter Hellyer

**Carried.**

**4.10 ANPL2024421-MORNING PEACE FARMS LTD.**

WDM CON 1 PT LOT 16 (700 Burford-Delhi Townline Rd, Scotland)

An application has been received to seek relief of 6m for Minimum Distance Separation (MDS) 148m is required and the applicant is providing a distance of 110m. ANPL2016312 provided relief of 32.1 metres of relief. Application is deficient on minimum distance separations.

Jon Vanherk the owner in attendance.

**Moved By:** Councillor C. Van Paassen

**Seconded By:** Linda DHondt-Crandon

**Carried.**

**4.11 ANPL2025041-NATHANIEL AND ALLISON BRUNS**

WDM CON 9 PT LOT 12 (3070 Nixon Rd, Windham Centre)

An application has been received seeking relief of: 3.89m front yard setback to allow a total front yard setback of 9.1m and 10sqm for total useable floor area for an accessory building to allow for an accessory building with a total useable area of 210sqm in the A Zone.

Nathaniel Bruns in attendance. The application is being deferred to re-circulate.

**Moved By:** Peter Hellyer

**Seconded By:** Philip Schockaert

**Deferred**

**4.12 ANPL2025043-STEVEN DESJARDINE**

SWAL PLAN 436 LOT 425 (7 Howey Ave, Long Point)

An application has been received seeking relief of: 8% lot coverage for accessory building(boathouse) for a total lot coverage of 18%, 2.44m in maximum height for an accessory building to allow for a total height of 7.44m, 25.5 sqm in useable floor area for a detached accessory building to allow a total usable floor area of 81.5sqm in the RR Zone.

Steve Desjardin the owner in attendance.

**Moved By:** Philip Schockaert

**Seconded By:** Joe Murphy

**Carried.**

**4.13 ANPL2025061-SILVERTHORN,HAWES AND FAIR**

TWN CON 2 PT LOT 19, (1964 Villa Nova Rd, Wilsonville)

An application has been received to seek relief of 120 sqm for total usable floor area for accessory structures. 200sqm is permitted. Applicant is requesting total usable floor area of 320sqm.

The owners are in attendance.

**Moved By:** Linda DHondt-Crandon

**Seconded By:** Joe Murphy

**Carried.**



**4.14 ANPL2024422-MICHAEL AND JAIME BILGER**

MID CON 2 NTR PT LOT 12 (675 Goshen Rd, Tillsonburg)

An application has been received to seek relief of 70 sqm of total usable floor area for a detached accessory building. 200sqm is permitted for a total usable floor area of 270sqm in the Agricultural (A) Zone.

Mike Bilger, the owner in attendance.

**Moved By:** Councillor A. Veri

**Seconded By:** Joe Murphy

**Carried.**

**4.15 ANPL2025056-ABRAM AND HELEN WALL**

NWAL CON 7 PT LOT 6 (1377 West Quarterline Rd, Langton)

An application has been received to seek relief of 37m<sup>2</sup> of usable floor area for accessory structures 200m<sup>2</sup> is permitted. Applicant seeking total area of 237m<sup>2</sup>.

The owner Abram Wall in attendance.

**Moved By:** Joe Murphy

**Seconded By:** Peter Hellyer

**Carried.**

**4.16 BNPL2025018,BNPL2025142-DAVE POND**

CON 6 PT LOT 2, (21 Lyndale Rd, Simcoe)

Applications have been received to server the subject property to create (02) new lots having a frontage of 23.4 m, a depth of 138.4 m with a lot area of 793.8 sq.m , and a frontage of 16.3 m, a depth of 126.3 m with a lot area of 632.7 sq.m. and retain (01) lot having a lot frontage of 32.6 m, a depth of 197,6 m with a lot area of 1962 sq.m in the Urban Residential Type 2 zone (R2).

Dave Pond the owner in attendance. Public input was received from the following neighbors: Chris Burman, Mark Burrow and Connie Forsythe. Condition 2 on both decisions are removed.

**Moved By:** Linda DHondt-Crandon

**Seconded By:** Councillor A. Veri

**Carried.**

**5. Adjournment**

6:26pm

**Moved By:** Councillor A. Veri

**Seconded By:** Philip Schockaert

**Carried.**

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Chair

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Secretary-Treasurer



Working together with our community

## Committee of Adjustment – July 16, 2025

Subject: Minor Variance Application ANPL2025106  
Applicant: Jeff and Tucien Watts  
Location: CHR PLAN 546 LOT 54 (376 Cedar Drive, Turkey Point)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 1  
Purpose: For Decision

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### Public Notice Summary/Proposal:

An application has been received to seek relief of 23.8% in lot coverage to allow a cottage with a lot coverage of 38.8%, 0.92 metres in rear yard setback to allow a rear yard setback of 8.08 metres and 0.33 hectares in lot area to allow a lot with an area of 700 square metres in the Resort Residential (RR) Zone.

### Recommendation(s):

That application ANPL2025106 affecting the lands described as 376 Cedar Drive, Turkey Point, Norfolk County, be APPROVED.

### Reason:

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, and maintains the general intent of the Official Plan and Zoning By-law.

### PLANNING CONSIDERATIONS:

#### Site Context:

As shown in Figure 1 below, the subject lands are located on the east side of Cedar Drive, in the resort area of Turkey Point. The lot has an area of 700 square metres and abuts a channel to the rear. The surrounding lots are all vacation homes, most with boathouses along the channel.



Figure 1. 376 Cedar Drive, Turkey Point

### Policy Context:

Planning Act Considerations		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		<b>YES</b>
Sign Posted on: July 2, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	<b>YES</b>
<p>The subject lands are in the Resort Residential designation which allows for vacation homes and other accessory buildings.</p> <p>The subject lands are within the “Long Point and Turkey Point Resort Areas Safe Access Special Policy Area.” The intent of the special policy area is to recognize that the communities are served by limited road links, which could be compromised to the point of interrupting safe access to the entire communities during a severe storm event. Redevelopment or replacement of existing development is permitted subject to the policies of the Hazard Land designation.</p>	

<p>The Hazard Land designation permits a reasonable compromise between the extent of the hazard and the continued use and future development of the area in areas of extensive development located on Hazard Lands, such as Turkey Point. In this case, a vacation home already exists on the property and will be replaced by another vacation home.</p> <p>The proposed development conforms to the general intent and purpose of the Official Plan.</p>	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>YES</b>
<p>The lot size is legally non-complying so it is a technical correction to make via this variance. In terms of the proposed lot coverage for the cottage and the reduced rear yard setback, the intent of these provisions is to ensure adequate amenity space is maintained and that sufficient area is available in order to access all sides of a structure. The proposed relief would meet the general intent and purpose of the Zoning By-law.</p>	
Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
<p>The increased cottage lot coverage is somewhat balanced by a reduced accessory building lot coverage with a proposed boathouse smaller than the existing boathouse. The proposed development would match the character of the neighbourhood. Given this, it is considered that the application is desirable for the appropriate development of the site.</p>	
Is the application minor?	<b>YES</b>
<p>Given the side yard setbacks and front yard setback would be preserved, and the rear yard setback deficiency is very minor, it is unlikely that this will result in any harm to neighbouring properties. The increased lot coverage is not anticipated to result in negative impacts to surrounding properties. The application is considered to be minor in nature.</p>	

#### Public or Technical Comments:

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

LPRCA has noted that the subject lands do not have safe access and as such, would be inconsistent with the PPS 2024. The applicant is required to obtain a permit from LPRCA prior to the issuance of a building permit, should this variance be approved.

**Planning Considerations/Conclusion:**

It is the professional opinion of Planning staff that this proposal meets the four tests of a minor variance. Planning staff recommend that this application be approved.

**Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Location Map  
Attachment 3 – Map A

**Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Andrew Wallace, MScArchCon, MScIP  
Planner  
For more information, call: 519-426-5870 x1059

## **Attachment 1 – Technical Comments**

### **Development Engineering**

1. As per Norfolk County By-law 2017-04 ('Being a By-Law to Regulate Lot Grading and Drainage'), a lot grading plan will be required at the time of building permit application.
2. As per Norfolk County By-Law 2016-32, an entrance permit and installation of entrance is required at time of building permit application.
3. As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required at time of building permit application.

### **Zoning**

- To permit a vacation home with a lot coverage of 38.7% (max 15% permitted, deficient by 23.7%)
- To permit a vacation home with a deficient rear yard setback of 8.08m (minimum 9m, deficient by 0.92m)
- The application is seeking relief of an existing deficient lot area of 0.07ha (minimum 0.4ha, deficient by 0.33ha)
- The total lot proposed coverage of the vacation home and existing boathouse will be 46%
- This application has been reviewed under the basis that the cottage and existing boathouse are not connected and are considered separate structures. The rear cottage balcony must not be connected to the existing boathouse or an additional planning application will be required.

### **Building**

The building department has reviewed the proposal and has NO comments or conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

Please reach out to the building department as you get closer to having the planning and applicable approvals in place and staff will be happy to assist you with information on preparing for the building and septic permit stage of the project.

All general permitting inquiries: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.

<https://www.norfolkcounty.ca/business/building/>

## **Norfolk GIS**

Norfolk GIS has no requirements at this time.

## **Norfolk Fire**

Norfolk Fire does not have a concern with this proposal at this time. Should electric vehicle charging or battery storage (e.g. Tesla wall) infrastructure be provided please notify NCFD.

## **Canada Post**

Please be advised that Canada Post does not have any comments on this application for rebuilding a cottage. If this cottage becomes a permanent residence, please have the customer register for mail delivery at the Vittoria Post office otherwise Canada Post does not deliver to cottages.

## **LPRCA**

### Delegated Responsibility from the Minister of Natural Resources, Chapter 5.2 of the Provincial Planning Statement, 2024

Conservation Authorities have been delegated responsibilities from the Ministry of Natural Resources to represent the provincial interests regarding natural hazards encompassed by Chapter 5.2 of the Provincial Planning Statement, 2024 (PPS). The overall intent of Chapter 5.0 - Protecting Public Health and Safety of the PPS is to reduce the potential public cost and/or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The application is subject to the following subsections of Chapter 5.2 of the Provincial Planning Statement:

**5.2.2** Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

- a) hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards.

**5.2.3** Development and site alteration shall not be permitted within:

- c) areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard.



The replacement of the cottage constitutes redevelopment as defined in the *MNR's Great Lakes-St. Lawrence River Shorelines and Larger Inland Lakes Technical Guide* in accordance with the Provincial Policy Statement, 2024.

The proposed cottage is to be rebuilt over double the size of the existing cottage. Due to the scale of development and the addition of habitable space, the vacation home is required to meet both the Flood Protection Standard and the Access Standard. This includes floodproofing above the regulatory flood elevation and ensuring safe access.

Safe access is currently not achieved, as the access road is subject to flood depths exceeding 1 meter over 2 km during storm events—conditions that surpass the threshold for safe pedestrian and vehicular movement established by the technical standards. This depth of flooding is greater than what is considered safe by the technical standard.

As there is no safe access, the application is not consistent with Section 5.2.2 a) and 5.2.3 c) of the Provincial Planning Statement, 2024.

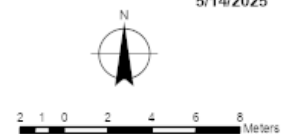
**LOCATION OF LANDS AFFECTED**  
**CONCEPTUAL PLAN**  
Geographic Township of CHARLOTTEVILLE

ANPL2025106



**Legend**

Subject Lands



**MAP A****CONTEXT MAP**

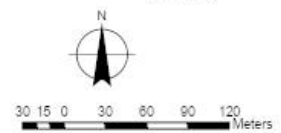
Geographic Township of CHARLOTTEVILLE

ANPL2025106

**Legend** Subject Lands

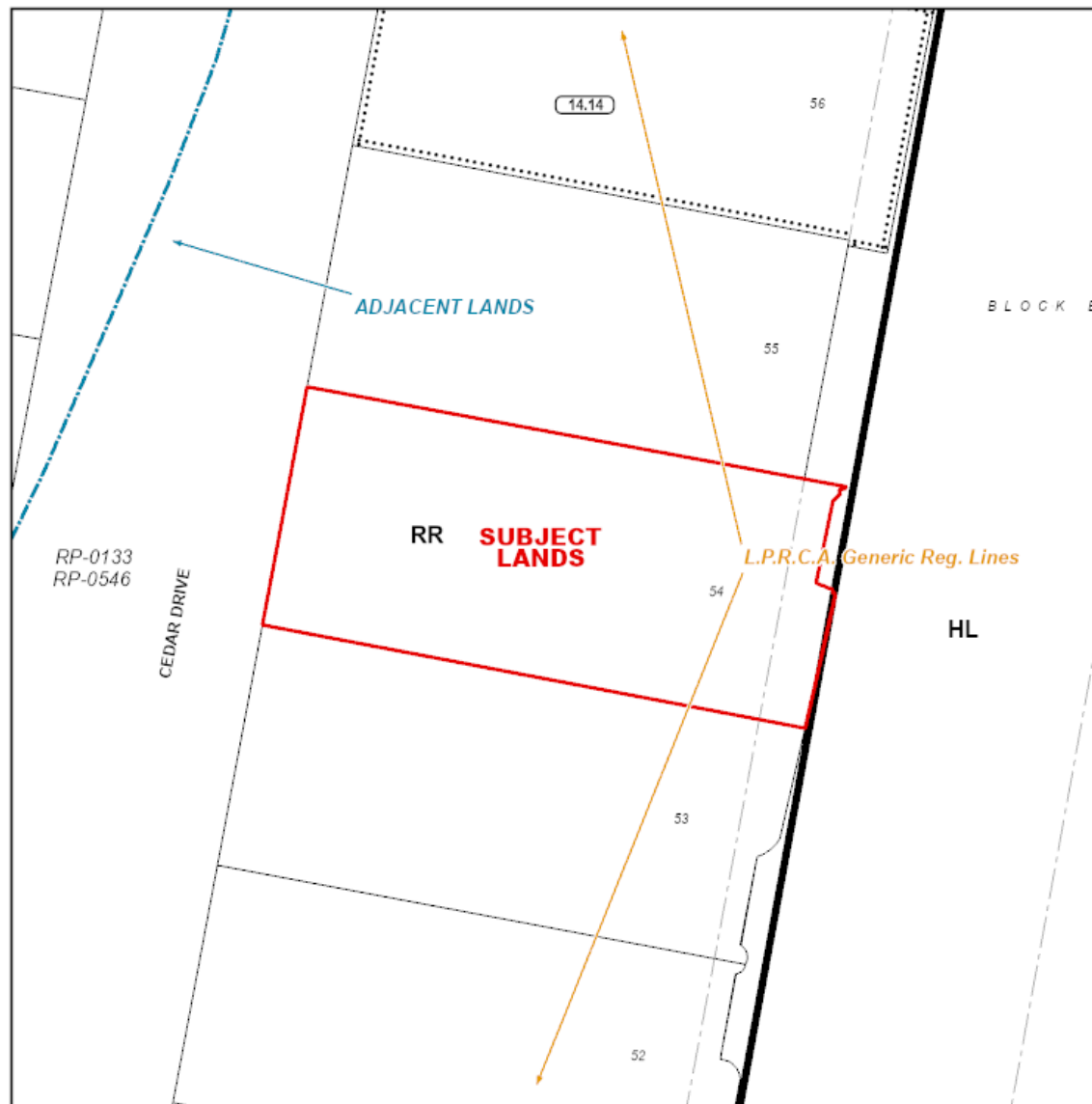
2020 Air Photo

5/14/2025



**MAP B**  
**ZONING BY-LAW MAP**  
Geographic Township of CHARLOTTEVILLE

ANPL2025106

**LEGEND**

- ▭ Subject Lands
- ▭ Adjacent Lands
- ▭ LPRCA Generic RegLines

**ZONING BY-LAW 1-Z-2014**

5/14/2025

- (H) - Holding
- HL - Hazard Land Zone
- RR - Resort Residential Zone



3 1.5 0 3 6 9 12 Meters



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## Committee of Adjustment – July 16, 2025

Subject: Minor Variance Application ANPL2025116  
Applicant: Steve Norris  
Location: WDH PLAN 379 LOT 21 (1 Kenneth Ave, Port Dover)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 6  
Purpose: For Decision

### Public Notice Summary/Proposal:

An application has been received to seek relief of 39.93 hectares in lot size to allow a legally non-complying lot of record with a total lot area of 0.073 hectares, 7.14 metres in lot frontage to allow a legally non-complying lot of record with a lot frontage of 22.86 metres, 7.52 metres in front yard setback to allow a total front yard setback of 5.48 metres, 1.78 metres in interior side yard setback to allow a side yard setback of 1.22 metres, and 9.76 metres in exterior side yard setback to allow a exterior side yard setback of 3.24 metres in the Agricultural (A) Zone.

### Recommendation(s):

That application ANPL2025116 affecting the lands described as 1 Kenneth Ave., Port Dover, Norfolk County, be APPROVED.

### Reason:

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, conforms with the Official Plan and maintains the general intent of the Zoning By-law.

### PLANNING CONSIDERATIONS:

#### Site Context:

As shown in Figure 1 below, the subject lands are located at the corner of Kenneth Avenue and New Lakeshore Road in the geographic township of Woodhouse, within an area commonly known as the “Vaughan Survey”. It is an existing lot of record but has been undeveloped at this point apart from a maintenance shed. The lot has a frontage of 22.86 metres and a lot area of 0.073 hectares, both legally non-complying. There are

dwellings to the south and south-west on lots of a similar size, with open agricultural fields to the north and east.



Figure 1. 1 Kenneth Avenue

**Policy Context:**

Planning Act Considerations		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		YES
Sign Posted on: July 2, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	YES
The subject lands are designated Agricultural, which permits a single detached dwelling. It is an existing lot of record within registered plan RP-0379, and the variances sought would maintain the general intent of the Official Plan. The lands are within the Industrial Influence Area. A residence on a lot of record existing on October 23, 1980, is permitted, provided that such lot has frontage and direct access to a permanently maintained public road and can meet the requirements	



for waste water disposal and water supply. The proposed development conforms to this section of the Official Plan.	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>YES</b>
As above, given the legally non-complying nature of this site in terms of frontage and lot area, it would be challenging to develop this site without resulting in zoning deficiencies. The deficiencies would not result in an adverse impact on existing neighbours and as such, the proposal would meet the general intent of the Zoning By-laws.	
Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
The deficiencies are a result of the development of this vacant lot where a new dwelling is proposed. As such, the proposal can be considered desirable for the appropriate development of the site.	
Is the application minor?	<b>YES</b>
Whilst the lot area would not generally be considered minor, it is a legally non-complying lot of record and the variance, in the case of the area and frontage, can be viewed as a technical variance. The other deficiencies are considered to be minor given the location of the lot and the prevailing built form of the street.	

#### Public or Technical Comments:

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

Zoning has raised a concern about proximity of the development to the Vaughan Spur of the municipal drain. All development must be 9 metres away from a municipal drain (Section 3.30 of the Zoning By-law). Neither Building nor Development Engineering raised a concern with regard to the proximity of the proposed development to the drain. It would be approximately 7 metres to the municipal drain, a deficiency of approximately 2 metres. Drainage did raise a concern with this and has stated that any development must be 9 metres from the top of slope of any open drainage ditch. However, this setback only applies to municipal drains which run through a property, not those in the road allowance outside of a lot of record so there is no need to seek any relief for this. This was confirmed by Development Engineering.

### **Planning Considerations/Conclusion:**

It is the professional opinion of Planning staff that this proposal meets the four tests of a minor variance. Planning staff recommend that this application be approved.

### **Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Location of Lands Affected – Conceptual Plan  
Attachment 3 – Map A – Context Map

### **Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Andrew Wallace, MScArchCon, MSc.IP  
Planner  
For more information, call: 519-426-5870 x1059



## **Attachment 1 – Technical Comments**

### **Development Engineering**

1. As per Norfolk County By-law 2017-04 ('Being a By-Law to Regulate Lot Grading and Drainage'), a lot grading plan will be required at the time of building permit application. (Comment)
2. As per Norfolk County By-Law 2016-32, an entrance permit and installation of entrance is required at time of building permit application. (Comment)
  - a. Norfolk County does not recommend placing the entrance less than 9.0m from intersection due to the potential conflict of parked vehicles in the Sight triangle.

### **Zoning**

Lot area of 0.073 ha (40ha req)

Lot frontage of 22.86m (30m required)

Exterior side yard setback of 3.14m (13m required)

Interior side yard setback of 1.22m (3m required)

Front yard set back of 7m (13m required)

To permit a vehicle to be parked within the sight triangle. Vehicles are not permitted within the required sight triangle. (ZBL ref 3.31). This is not indicated in the application.

The front porch is permitted to encroach into the required front yard setback 1.5m as per section 3.6 d

Relief from section 3.30 Setback from Municipal Drains will be required. Based on GIS data the building does not meet the required setback of 9m to the adjacent municipal drain 'Vaughan Spur' on New Lakeshore Road. No drawing has been provided showing the proposed setback to the municipal drains. This is not indicated in the application.

### **Building**

The building department has reviewed the proposal and has NO comments or conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

Please reach out to the building department as you get closer to having the planning and applicable approvals in place and staff will be happy to assist you with information on preparing for the building and septic permit stage of the project.

All general permitting inquiries: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.

<https://www.norfolkcounty.ca/business/building/>

## **Norfolk GIS**

Please contact NorfolkGIS for new civic addresses when building.

You can apply for a new civic address [here](#). If a green sign is required in order to issue you an address (generally anywhere outside of an urban area) you will have to call Norfolk County Customer Service after applying to make payment before the address is issued (519-426-5870 or 226-NORFOLK). If you would like to apply for a new Civic Address because you are planning to build on a vacant parcel of land, this is dealt with as part of the building permit process. The building inspector can provide you with a copy of a Civic Address Request Form or it can be downloaded [here](#). On the form there are several areas that need to be filled out with information, and a sketch showing the lot layout of the property for which the Civic Address is being requested. A sample sketch will be included with the form.

## **Norfolk Fire**

Norfolk Fire does not have a concern with this proposal at this time.

## **Canada Post**

Please be advised that Canada Post does not have any comments. If this new lot requires mail delivery, then the customer will need to register for mail delivery at the Port Dover Post office and will be assigned to a compartment in the nearby Community mailbox in the area.

## **Drainage**

The property is assessed on the Vaughan Drain. The drain is located on the North and West side of the property (roads ditch).

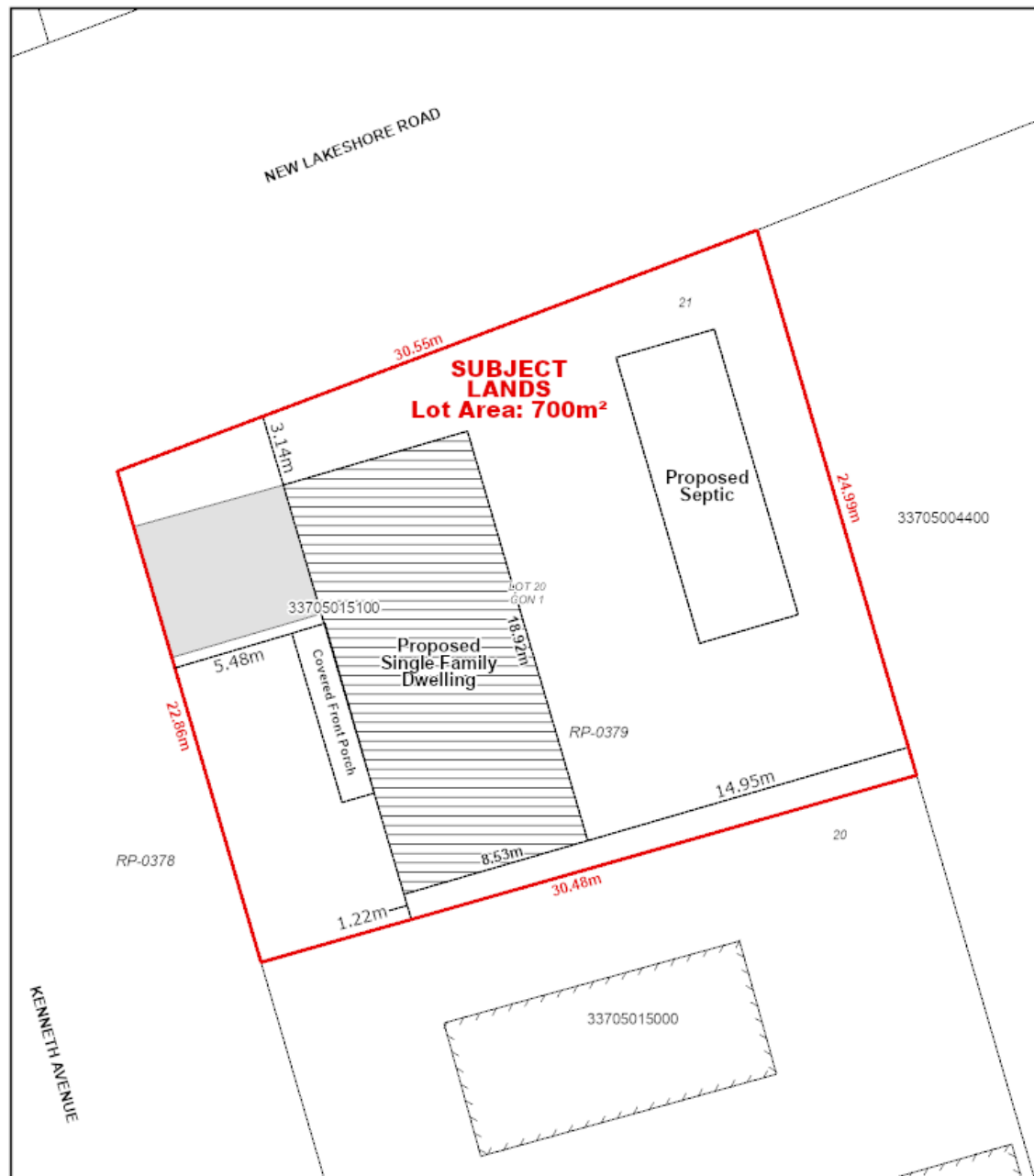

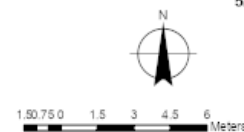
Construction must be a minimum of 9 meters from top of bank of an open ditch and 4.5 meters from the centre of a closed tile.

**LOCATION OF LANDS AFFECTED**

ANPL2025116

**CONCEPTUAL PLAN**

Geographic Township of WOODHOUSE

**Legend** Subject Lands

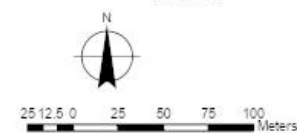
**MAP A**  
**CONTEXT MAP**  
Geographic Township of WOODHOUSE

ANPL2025116



**Legend**

-  Subject Lands  
2020 Air Photo





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## Committee of Adjustment – July 16, 2025

Subject: Minor Variance Application ANPL2025172  
Applicant: Robin Brewer  
Location: CHR PLAN 128 LOT 32 CON A PT, LOT 12 (192 Cedar Drive, Turkey Point)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 1  
Purpose: For Decision

---

### Public Notice Summary/Proposal:

An application has been received seeking relief from Section 3.2.1(b) of Zoning By-law 1-Z-2014 to permit the construction of an accessory building (garage) in the front yard within the Resort Residential (RR) Zone.

### Recommendation(s):

That application ANPL2025172 affecting the lands described as 192 Cedar Drive, Turkey Point, Norfolk County, be APPROVED.

### Reason:

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, and maintains the general intent of the Official Plan and Zoning By-law.

### PLANNING CONSIDERATIONS:

#### Site Context:

As shown in Figure 1 below, the subject lands are 621.8 square metres in size and front onto the east side of Cedar Drive in the resort area of Turkey Point. The site contains an existing vacation home as well as a shed that is to be removed. The surrounding land uses vacation homes, with Lake Erie located directly adjacent to the east at the rear of the property.





Figure 1: View of Property from Cedar Drive

### Policy Context:

Planning Act Considerations		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		<b>YES</b>
Sign Posted on: July 2, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	<b>YES</b>
The subject land is designated Resort Residential. Section 7.6.1 of the Official Plan permits vacation homes in the Resort Residential designation, as well as accessory uses. Therefore, the proposed minor variance conforms to the general intent and purpose of the Official Plan.	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>YES</b>
The intent of prohibiting accessory buildings in front yards is to ensure a consistent streetscape as well as protect sight lines for traffic. In this instance, the rear yard fronts onto Lake Erie and functions as a front yard, and the front yard fronts onto Cedar Drive and functions as a rear yard. Most lots along the portions of Cedar Drive which are adjacent to Lake Erie include an accessory building in the front yard. The	

building would be located such that it is a sufficient distance from the street and would not impede sight lines. The subject application conforms to the general intent and purpose of the Zoning By-law.	
Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
The proposal to erect a garage in the front yard would be appropriate for the development of the neighbourhood. Many of the neighbouring properties have garages in the front yard.	
Is the application minor?	<b>YES</b>
The variance would be considered minor in nature due to the character of the neighbourhood. No negative impacts are anticipated as a result of this application.	

#### **Public or Technical Comments:**

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment 1 of this report.

#### **Planning Considerations/Conclusion:**

It is the professional opinion of Planning staff that this proposal meets the four tests of a minor variance. Planning staff recommend that this application be approved.

#### **Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Location of Lands Affected – Conceptual Plan  
Attachment 3 – Map A – Context Map  
Attachment 4 – Map B – Zoning Bylaw Map

#### **Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Josh Mueller BES, CPT, URPT MCIP  
Planner  
For more information, call: 519-426 5870 ext 5039

## **Attachment 1: Technical Comments**

### **Development Engineering**

As per Norfolk County By-law 2017-04 ('Being a By-Law to Regulate Lot Grading and Drainage'), a lot grading plan will be required at the time of building permit application. As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required at time of building permit application.

### **Long Point Regional Conservation Authority (LPRCA)**

LPRCA staff can advise that the application is consistent with Section 5.2.2 a) and 5.2.3 c) of the Provincial Planning Statement, 2024 as the design and square footage limits the potential for conversion to habitable space.

### **Norfolk Fire**

Norfolk Fire does not have a concern with this proposal at this time. Should electric vehicle charging or battery storage (e.g. Tesla wall) infrastructure be provided please notify NCFD.

### **Zoning**

Zoning has reviewed the application and the relief requested is accurate.

### **GIS**

Norfolk GIS has no requirements at this time.

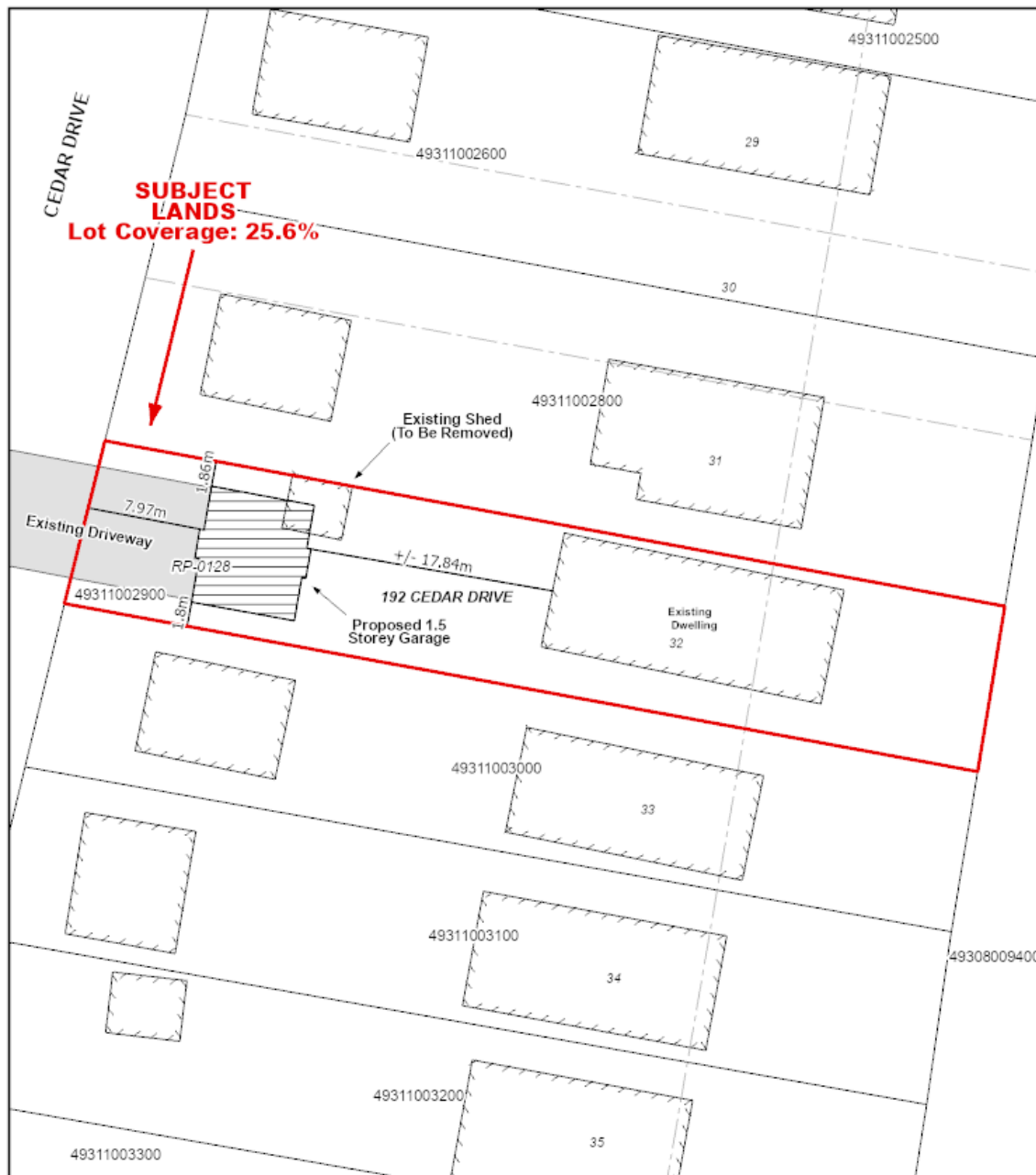
### **Canada Post**

Please be advised that Canada Post does not have any comments on this application for an accessory building as this will not affect mail delivery.



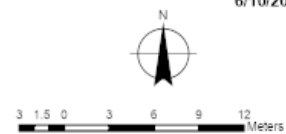
**LOCATION OF LANDS AFFECTED**  
**CONCEPTUAL PLAN**  
Geographic Township of CHARLOTTEVILLE

ANPL2025172

**Legend**

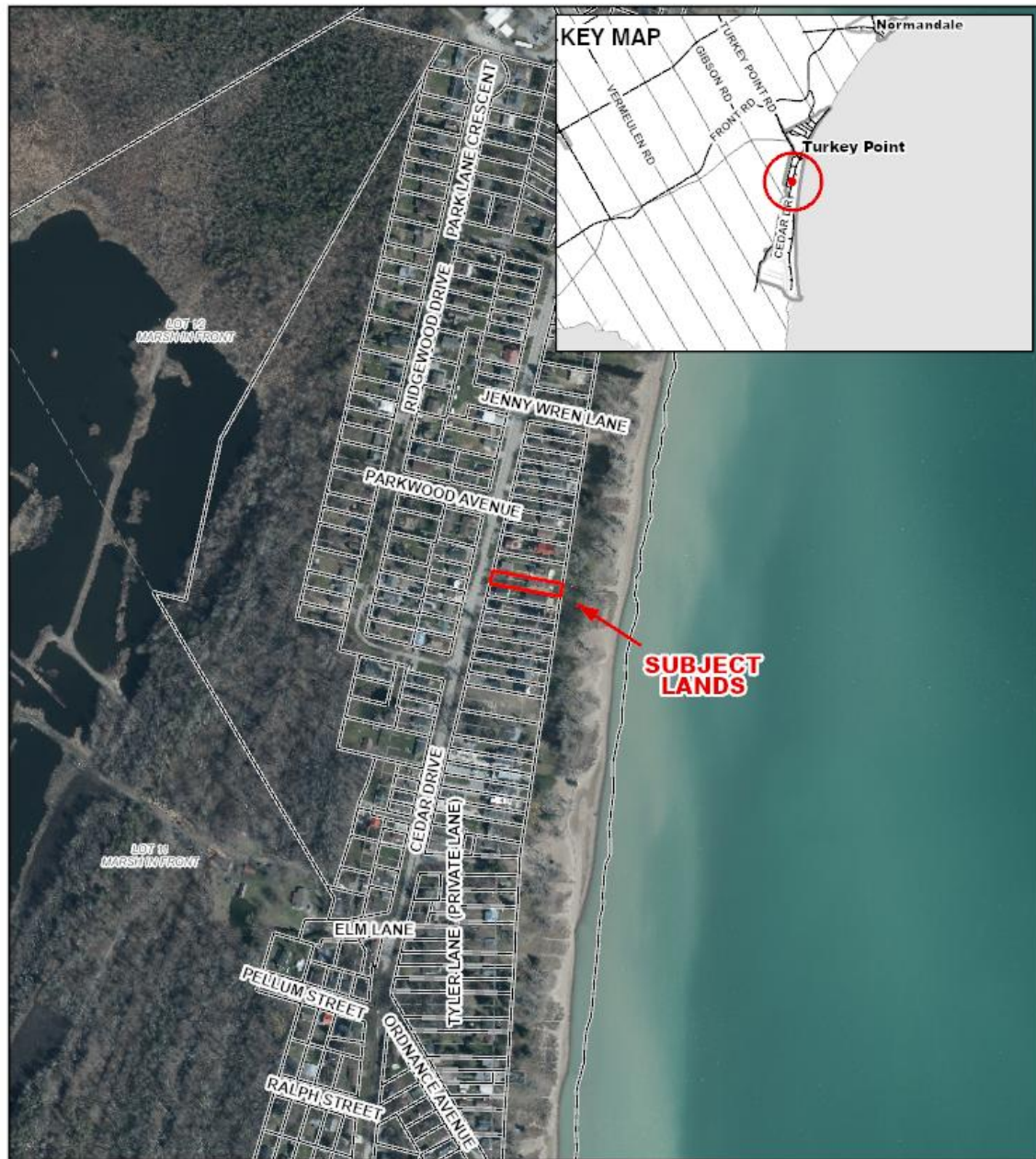
Subject Lands

6/10/2025



**MAP A**  
**CONTEXT MAP**  
Geographic Township of CHARLOTTEVILLE

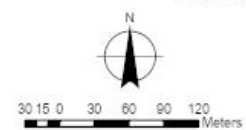
ANPL2025172



**Legend**

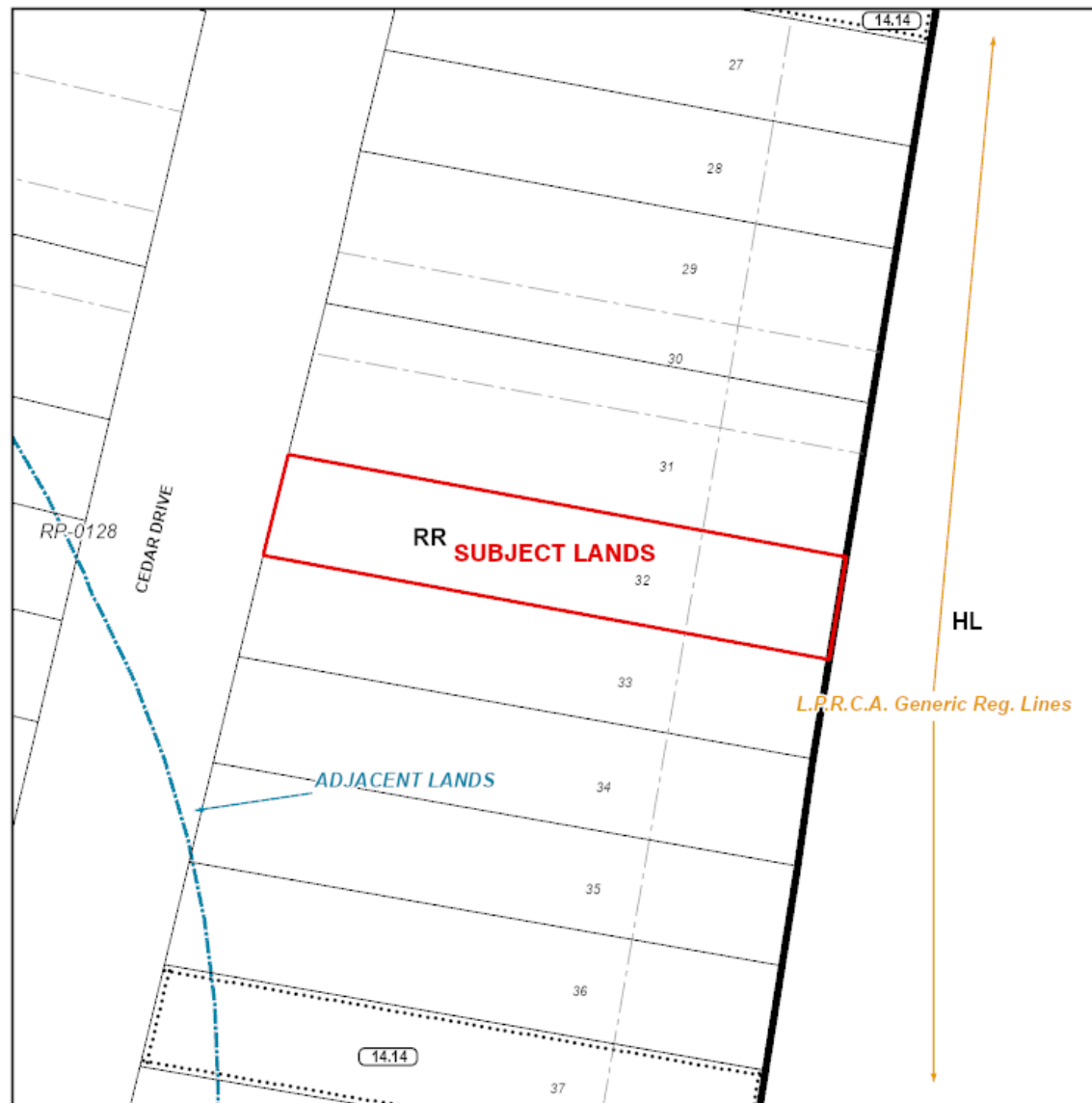
-  Subject Lands  
2020 Air Photo

6/10/2025



**MAP B**  
**ZONING BY-LAW MAP**  
Geographic Township of CHARLOTTEVILLE

ANPL2025172

**LEGEND**

- Subject Lands
- Adjacent Lands
- LPRCA Generic RegLines

**ZONING BY-LAW 1-Z-2014**

6/10/2025

(H) - Holding  
HL - Hazard Land Zone  
RR - Resort Residential Zone



5 2.5 0 5 10 15 20 Meters



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## Committee of Adjustment – July 16, 2025

Subject: Minor Variance Application ANPL2025143  
Applicant: Johan and Susan Neufeld  
Location: HGN CON 1 PT LOT 19 (256 Glen Meyer Rd, Langton)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 2  
Purpose: For Decision

---

### Public Notice Summary/Proposal:

An application has been received to seek relief of: 18 sqm. in usable floor area to allow for an Additional Residential Dwelling Unit (ARDU) with a floor area of 93 sqm. and 38.66m of relief from the maximum permitted distance of an ARDU from the primary dwelling to allow an ARDU to be constructed 78.66m from the primary dwelling in the Agricultural (A) Zone.

### Recommendation(s):

That application ANPL2025143 affecting the lands described as 256 Glen Meyer Rd., Langton, Norfolk County, be APPROVED.

### Reason:

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, and maintains the general intent of the Official Plan and Zoning By-law.

### PLANNING CONSIDERATIONS:

#### Site Context:

The subject property is located in the geographic township of Houghton, to the west of the hamlet of Glen Meyer. It is 1.4 hectares (3.6 acres) in size with a frontage of approximately 194.6 metres along Glen Meyer Road (Local Road).

The subject property is a lot of record that includes an existing main dwelling, accessory garage and accessory building. It is accessed from a two-entrance driveway from Glen Meyer Road.



The subject lands are designated Agricultural and zoned Agricultural (A) zone. The existing residential use is on private servicing systems.



Figure 1 View of the existing main dwelling and accessory garage building



Figure 2 Lands where the Additional Residential Dwelling Unit is proposed

**Policy Context:**

<b>Planning Act Considerations</b>		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		<b>YES</b>
Sign Posted on: July 2, 2025	Public notices sent: July 2, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	<b>YES</b>
<p>Policy 7.2.1.j) states that “Non-farm related rural residential development shall not be permitted, except on an existing lot of record, subject to the other applicable policies of this Plan”.</p> <p>Uses accessory to any of the permitted uses in the Agricultural Designation are permitted, which includes the proposed additional residential unit (ARDU). The subject application conforms to the general intent and purpose of the Official Plan.</p>	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>YES</b>
<p>The subject property is zoned Agricultural (A) zone, which permits an accessory residential dwelling unit.</p> <p>The intent of the maximum permitted usable floor area for an ARDU is to ensure it remains secondary to the primary residential use of the property. In this case, the relief requested is 18 square metres, and the ARDU would be smaller in size than the primary dwelling.</p> <p>The maximum permitted distance from the primary dwelling is required to ensure the residential uses remain clustered on a property. In this instance, the lot is used entirely for residential purposes and no agricultural land would be removed from production.</p> <p>The two-entrance driveway provides sufficient and adequate access to one additional on-site parking space that services the ARDU.</p> <p>The proposed development conforms to the general intent and purpose of the Zoning By-law.</p>	

Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
The subject property is a lot of record that is exclusively used for residential purposes. The proposed ARDU will not hinder any farm activities, and the total lot coverage is still acceptable.	
Is the application minor?	<b>YES</b>
The application is minor in effect as it does not alter the rural character of the subject property and surrounding lands.	

#### **Public or Technical Comments:**

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the public meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

#### **Planning Considerations/Conclusion:**

It is the professional opinion of Planning staff that this proposal meets the four tests of a minor variance. Planning staff recommend that this application be approved.

#### **Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Location of Lands Affected – Conceptual Plan  
Attachment 3 – Map A – Context Map  
Attachment 4 – Map B – Zoning By-law Map

#### **Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Soumaya Ben Miled, MArch, MPI  
Planner  
For more information, call: 519-426-5870 x5036

## **Attachment 1 Technical Comments**

### **Zoning Review**

Zoning has reviewed the application and the relief requested is correct.

### **Building Department**

The building department has reviewed the proposal and has NO comments or conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

Please reach out to the building department as you get closer to having the planning and applicable approvals in place and staff will be happy to assist you with information on preparing for the building and septic permit stage of the project.

All general permitting inquires: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.

<https://www.norfolkcounty.ca/business/building/>

### **Development Engineering**

1. As per Norfolk County By-law 2017-04, a lot grading plan may be required at time of building permit application.
2. As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required at time of building permit application.

### **Canada Post**

Please be advised that Canada Post does not have any comments on this application for an ADRU. If this unit requires separate mail delivery from the main civic # then Canada Post will require a new civic # or unit # to separate the mail and they will also need to put up a separate rural mailbox up beside the main rural mailbox.

### **Norfolk GIS**

Please contact NorfolkGIS for new civic addresses when building.

You can apply for a new civic address [here](#). If a green sign is required in order to issue you an address (generally anywhere outside of an urban area) you will have to call Norfolk County Customer Service after applying to make payment before the address is issued (519-426-5870 or 226-NORFOLK). If you would like to apply for a new Civic Address because you are planning to build on a vacant parcel of land, this is dealt with as part of the building permit process. The building inspector can provide you with a copy of a Civic Address Request Form or it can be downloaded [here](#). On the form there are several areas that need to be filled out with information, and a sketch showing the lot layout of the property



for which the Civic Address is being requested. A sample sketch will be included with the form.

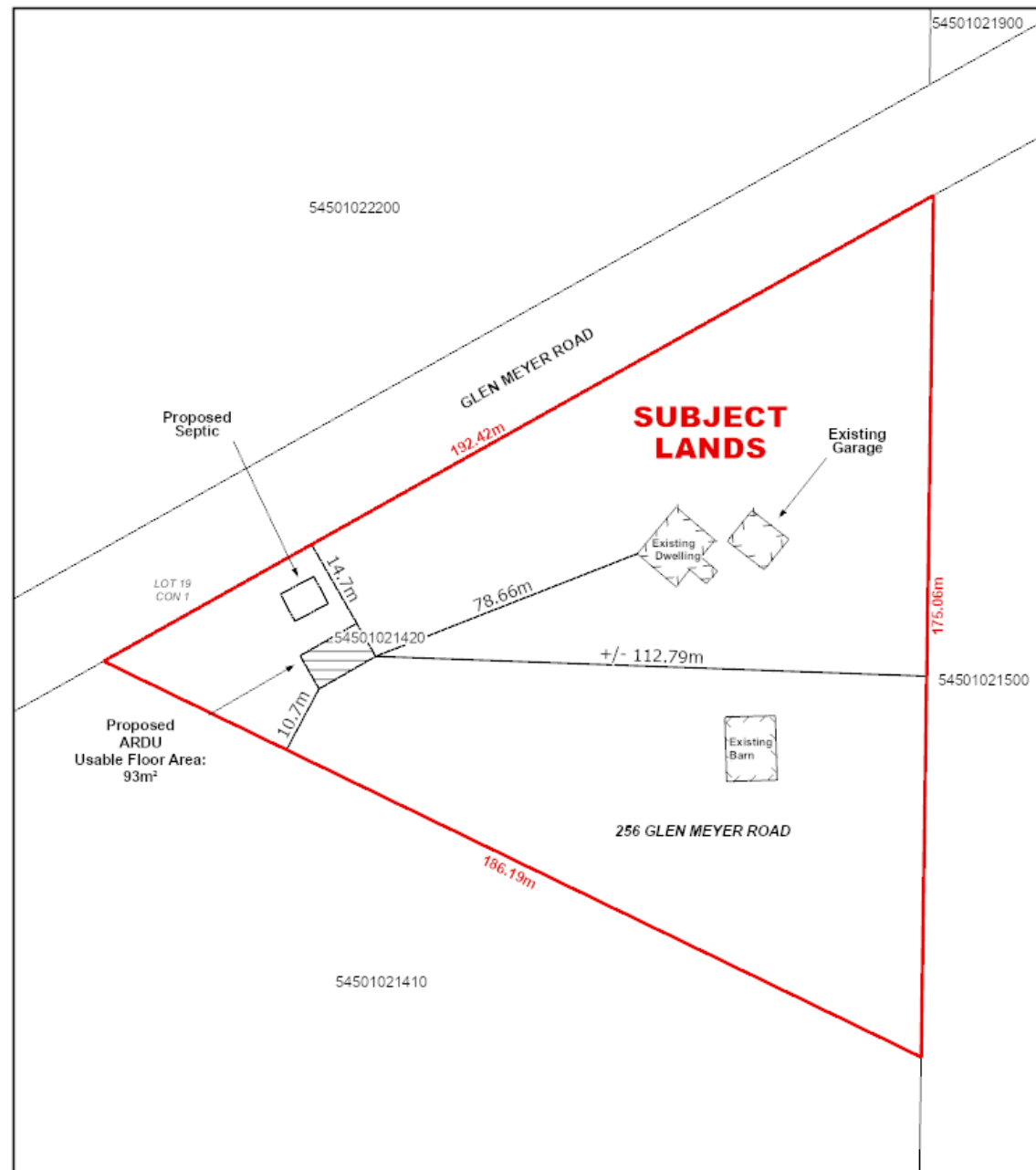
**Fire Department**

Norfolk Fire does not have a concern with this proposal at this time. Should electric vehicle charging or battery storage (e.g. Tesla wall) infrastructure be provided please notify NCFD.

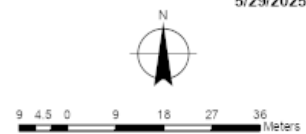
**LOCATION OF LANDS AFFECTED****CONCEPTUAL PLAN**

Geographic Township of HOUGHTON

ANPL2025143

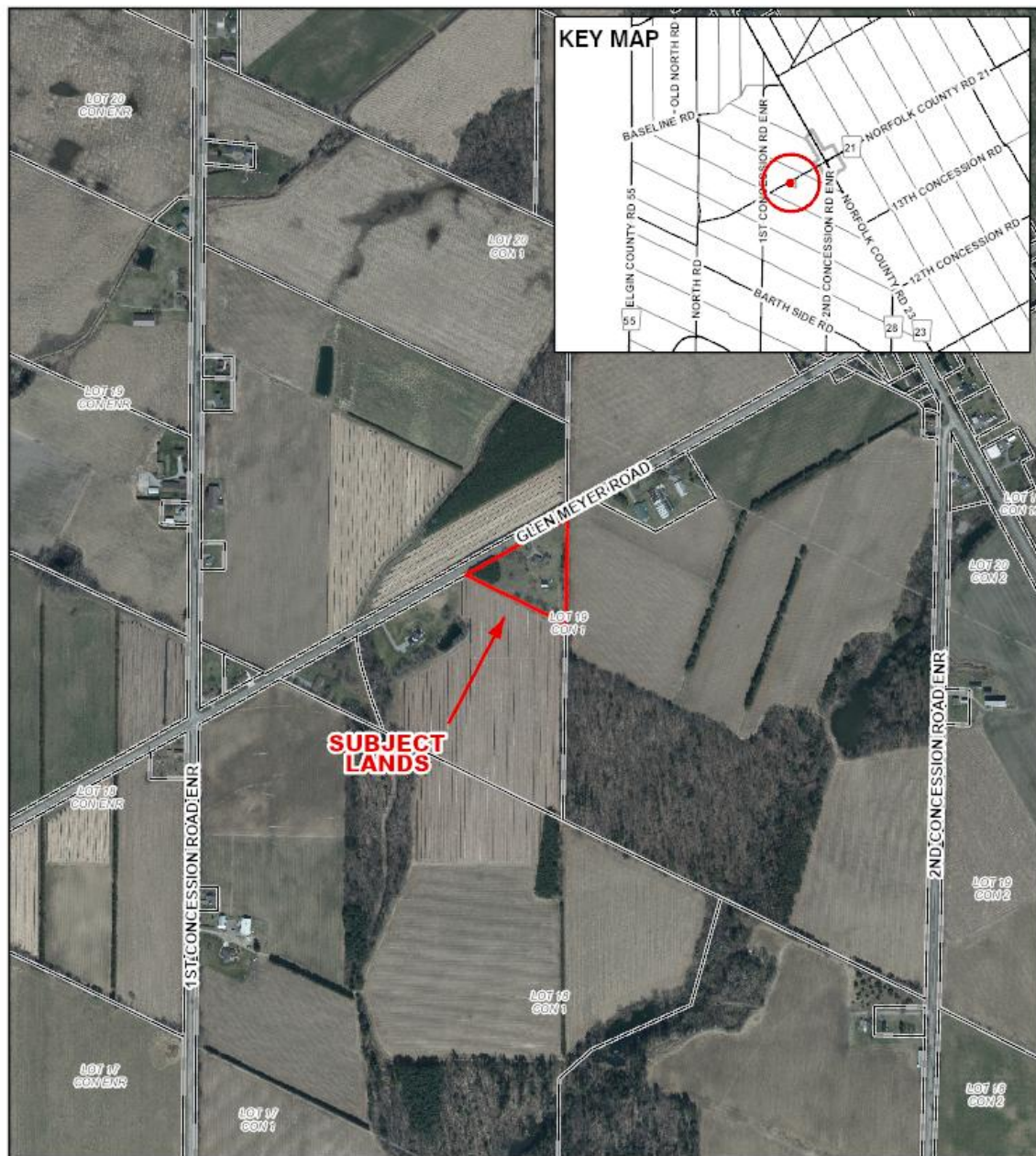
**Legend**

Subject Lands



**MAP A**  
CONTEXT MAP  
Geographic Township of HOUGHTON

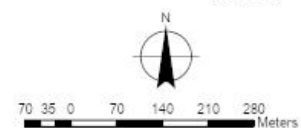
ANPL2025143



5/29/2025

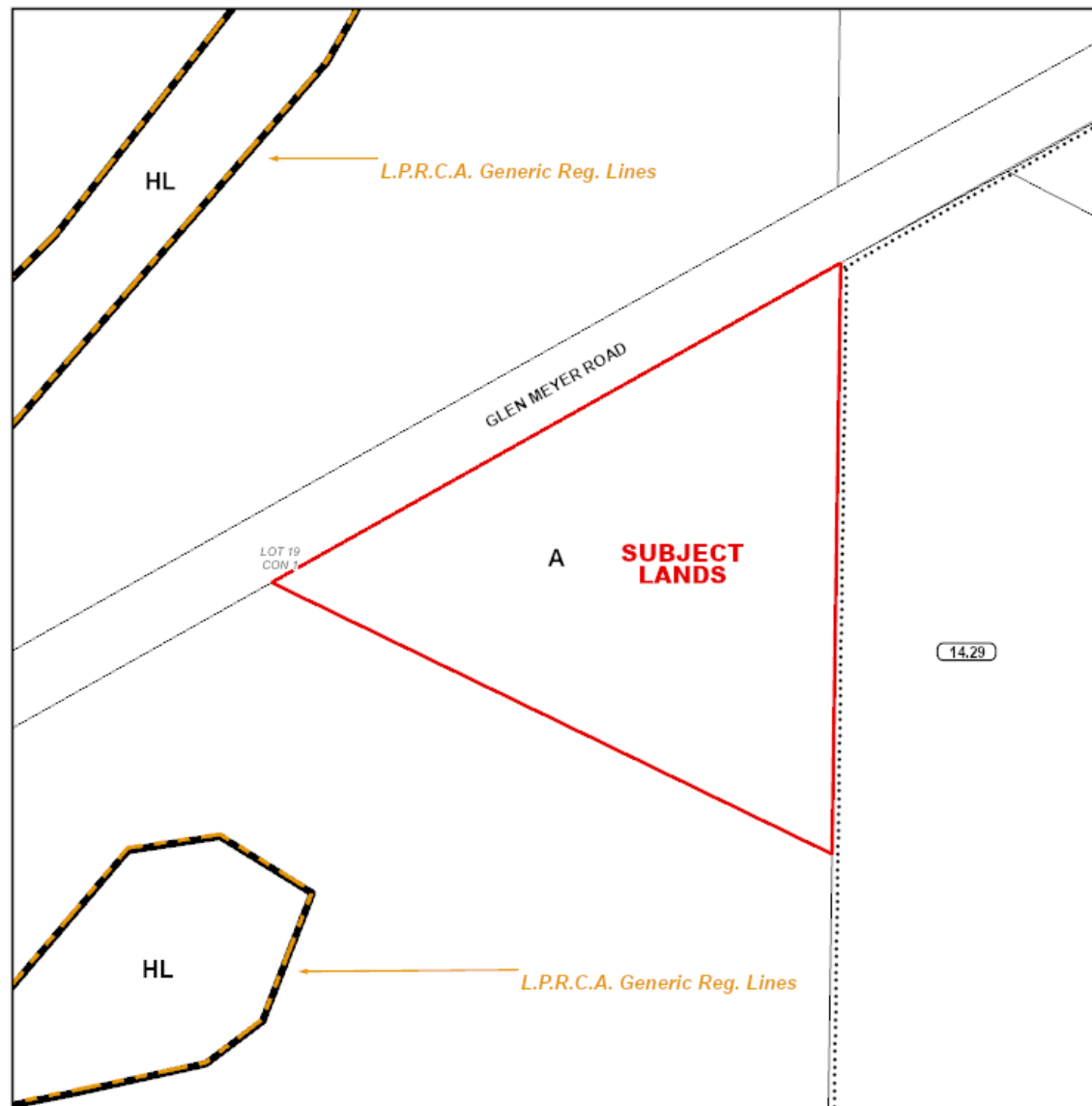
Legend

-  Subject Lands  
2020 Air Photo



**MAP B**  
**ZONING BY-LAW MAP**  
Geographic Township of HOUGHTON

ANPL2025143

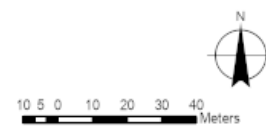
**LEGEND**

- Subject Lands
- LPRCA Generic RegLines

**ZONING BY-LAW 1-Z-2014**

- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone

5/29/2025





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## Committee of Adjustment – July 16, 2025

Subject: ANPL2025151  
Applicant: PETER AND LORIANN HOTZ  
Location: WDM CON 7 PT LOT 7(1387 Windham Centre Rd, Windham Centre)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 3  
Purpose: For Decision

### Public Notice Summary/Proposal:

An application has been received seeking relief of: 164.69 sq m from the maximum permitted usable floor area of 200 sq m to allow a total usable floor area 364.69 sq m to allow for the construction of an accessory building within the A Zone. The requested relief would account for an existing accessory building having a usable floor area of 67.38 sq m and a proposed accessory building having a usable floor area of 297.31 sq m.

### Recommendation(s):

That application ANPL2025151 affecting the lands described as 1387 Windham Centre Rd., Windham Centre, Norfolk County, be APPROVED.

### Reason:

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, and maintains the general intent of the Official Plan and Zoning By-law.

### PLANNING CONSIDERATIONS:

#### Site Context:

As shown in Figure 1 below, the subject lands are located on the north side of Windham Centre Road, west of its intersection with Windham East Quarter Line Road. The area of the subject lands is approximately 7,082 square metres, with approximately 92.5 metres of frontage on Windham Centre Road. The subject lands are occupied by a single detached dwelling, two existing garages, a coverall structure, and a shed. The



coverall structure and two garages are proposed to be removed, and a new shop to be built.

Upon a visit to the site, it was discovered that one of the existing garages and the shed were not included within the drawings with the application. After discussion with the agent, Staff was advised that the additional structures would be removed to facilitate the construction of the new structure.



Figure 1. Image of additional garage not noted on application.

### Policy Context:

Planning Act Considerations		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		YES
Sign Posted on: July 3, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	YES
The subject property is designated as Agricultural, which permits single detached dwellings and their accessory structures.	
Does the application conform to the general intent and purpose of the Zoning By-law?	YES

The subject property is zoned Agricultural, which permits single detached dwellings as a use, along with their accessory structures. The intent of limiting the size of accessory structures is to ensure they remain secondary to the principal use of the property. In this case, the accessory structure would be appropriately sized to remain secondary.	
Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
The subject application seeks to facilitate the construction of a new residential accessory building to replace several existing structures. The location of the building would not cause significant impact to the neighbouring properties. The lot is relatively large in size and the size of the accessory building will not appear disproportionate.	
Is the application minor?	<b>YES</b>
No negative impacts are expected as a result of this application. It will be visually buffered from the road and neighbouring properties by the dwelling and a hedge. The application can be considered minor.	

#### **Public or Technical Comments:**

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

#### **Planning Considerations/Conclusion:**

It is the professional opinion of Planning staff that the application meets the four tests of a minor variance. Planning staff recommend that this application be APPROVED.

#### **Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Location of Lands Affected – Conceptual Plan  
Attachment 3 – Map A – Context Map  
Attachment 4 – Map B – Zoning By-law Map

#### **Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

ANPL2025151

Prepared By:  
Kendall Wharton, BEDP  
Planning  
For more information, call: 519-426-5870 x1065

**Technical Comments**



## **Building –**

The building department has reviewed the proposal and has NO comments or conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

Please reach out to the building department as you get closer to having the planning and applicable approvals in place and staff will be happy to assist you with information on preparing for the building and septic permit stage of the project.

All general permitting inquires: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.

<https://www.norfolkcounty.ca/business/building/>

## **Development Engineering –**

1. As per Norfolk County By-law 2017-04, a lot grading plan may be required at time of building permit application. (Comment).

## **Zoning –**

Zoning has reviewed the application and the relief requested in the application and what's noted in the public notice summary is correct.

Architectural drawings have not been provided in the application and therefore have not been reviewed at this time.

**Fire –** Norfolk Fire does not have a concern with this proposal at this time. Should electric vehicle charging or battery storage (e.g. Tesla wall) infrastructure be provided please notify NCFD.

## **GIS –**

Please contact NorfolkGIS for new civic addresses when building.

You can apply for a new civic address [here](#). If a green sign is required in order to issue you an address (generally anywhere outside of an urban area) you will have to call Norfolk County Customer Service after applying to make payment before the address is issued (519-426-5870 or 226-NORFOLK). If you would like to apply for a new Civic Address because you are planning to build on a vacant parcel of land, this is dealt with as part of the building permit process. The building inspector can provide you with a copy of a Civic Address Request Form or it can be downloaded [here](#). On the form there

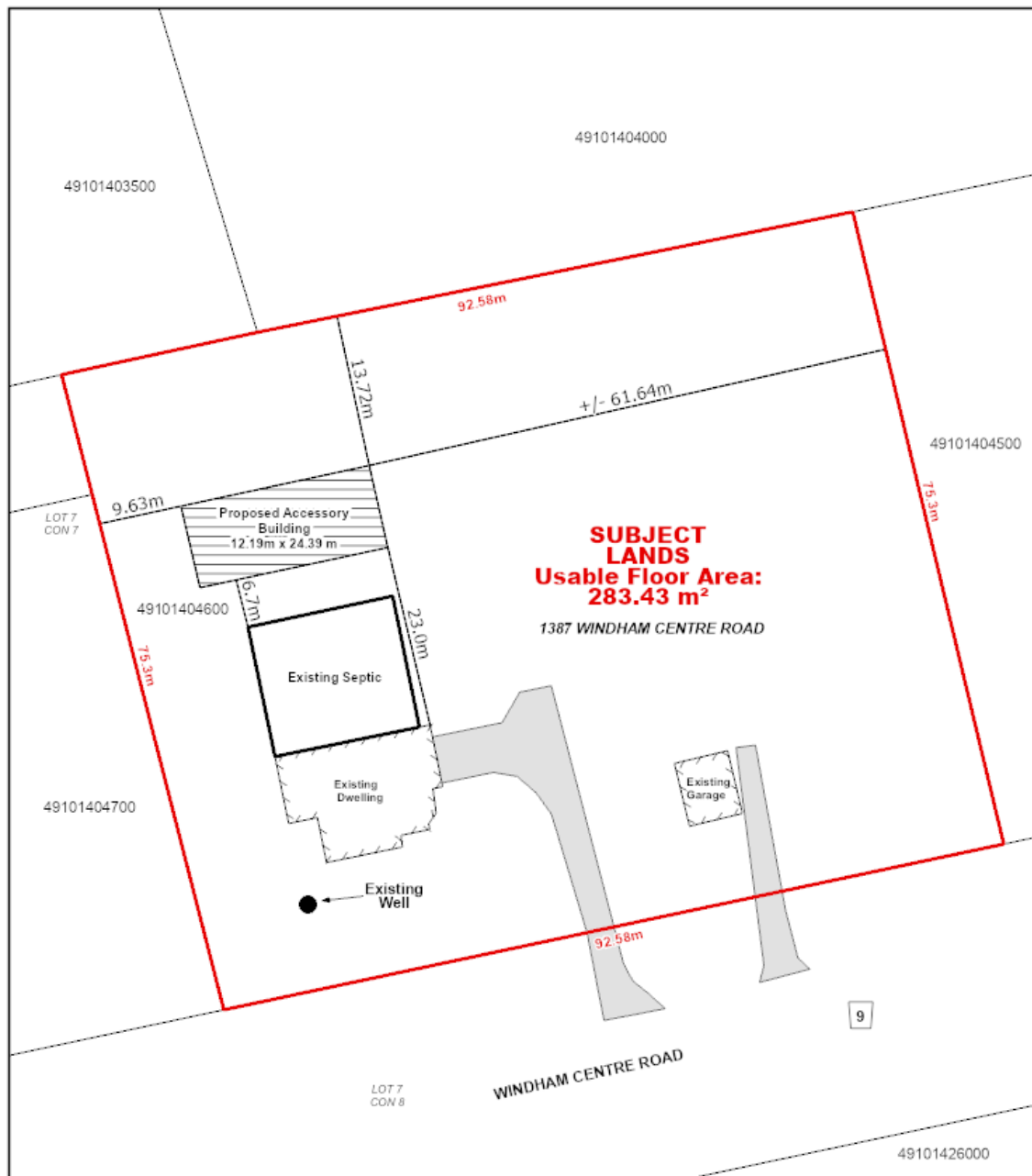
are several areas that need to be filled out with information, and a sketch showing the lot layout of the property for which the Civic Address is being requested. A sample sketch will be included with the form.

**Canada Post –**

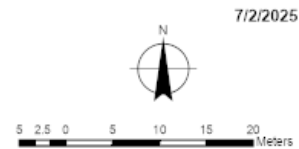
Please be advised that Canada Post does not have any comments on this application for zoning adjustments as this will not affect mail delivery.

**LOCATION OF LANDS AFFECTED**  
**CONCEPTUAL PLAN**  
Geographic Township of WINDHAM

ANPL2025151

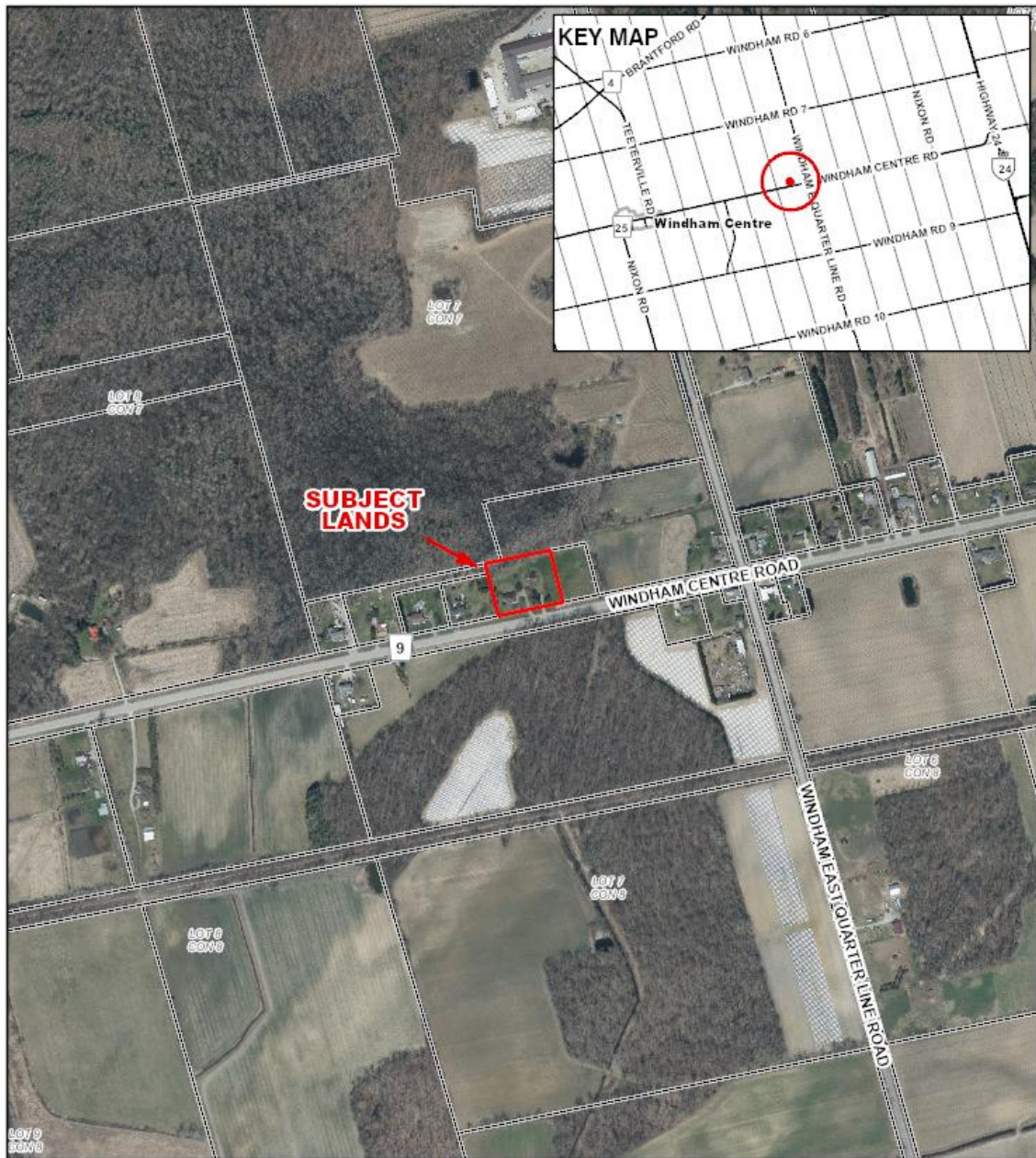
**Legend**

Subject Lands



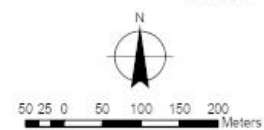
**MAP A**  
**CONTEXT MAP**  
Geographic Township of WINDHAM

ANPL2025151



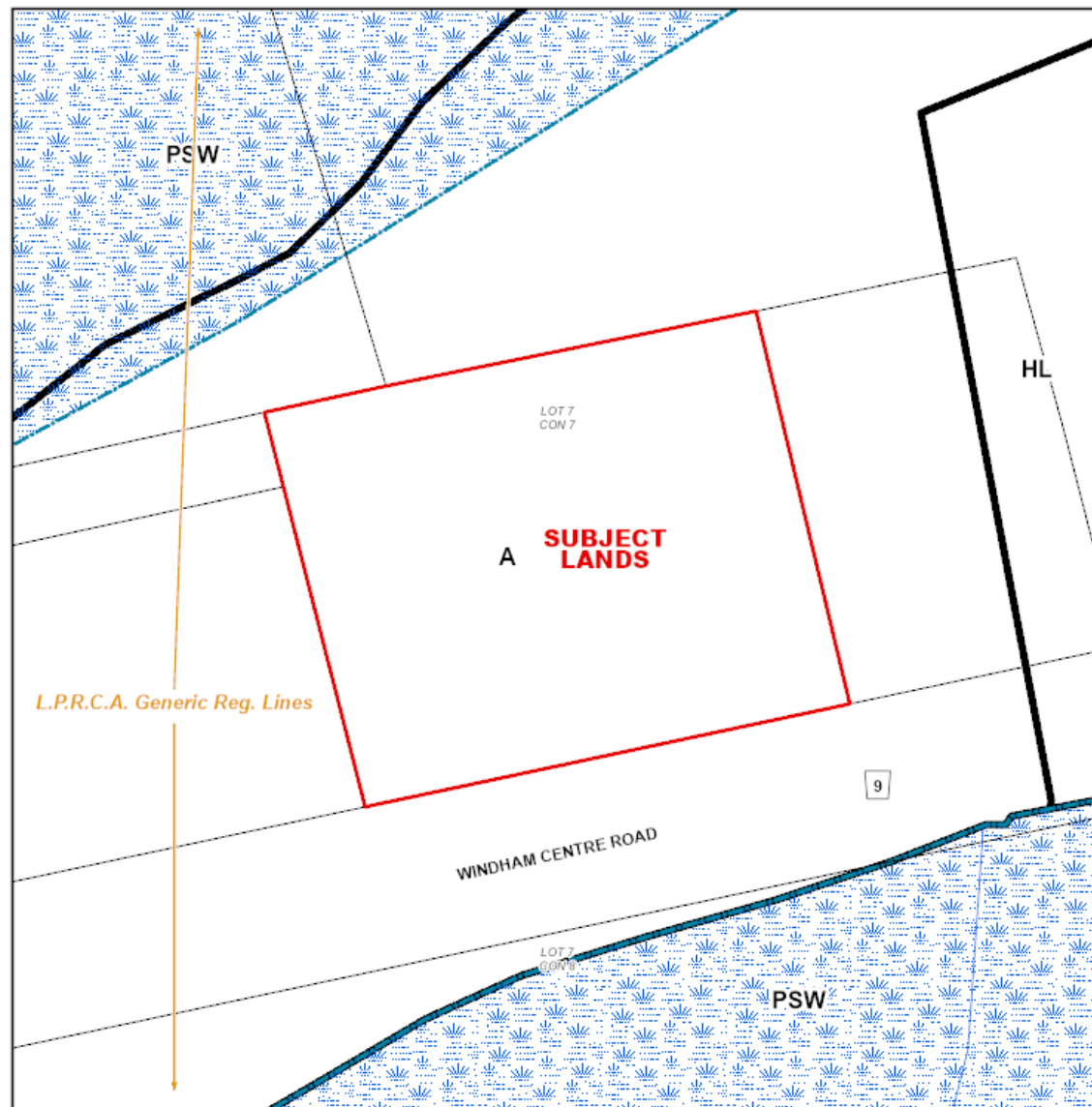
**Legend**

- Subject Lands
- 2020 Air Photo



**MAP B**  
**ZONING BY-LAW MAP**  
 Geographic Township of WINDHAM

ANPL2025151



**LEGEND**

- Subject Lands
- Adjacent Lands
- Wetland
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

7/2/2025

(H) - Holding  
 A - Agricultural Zone  
 HL - Hazard Land Zone  
 PSW - Provincially Significant Wetland Zone



8 4 0 8 16 24 32  
 Meters



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## Committee of Adjustment – July 16, 2025

Subject: Consent Application BNPL2025066  
Minor Variance Applications ANPL2025065 and ANPL2025121  
Applicant: DANIEL VERHOEVE  
Location: WDM CON 13 PT LOT 21 (1066 Fertilizer Rd, Delhi)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 4  
Purpose: For Decision

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### Public Notice Summary/Proposal:

**BNPL2025066:** An application has been received for a technical severance of lands merged on title with a frontage and width of 600.25 metres, an irregular depth from 95.10 metres to 590.89 metres, and a lot area of 16.75 hectares, and to retain a lot with an area of 28.45 hectares in the Agricultural Zone.

### Recommendation(s):

That application BNPL2025066 affecting the lands described as 1066 Fertilizer Rd, Delhi, Norfolk County, be APPROVED.

### Public Notice Summary/Proposal:

**ANPL2025065:** An application has been received to seek relief of 11.55 hectares in lot area to allow a total lot area of 28.45 hectares in the Agricultural Zone following a technical severance.

### Recommendation(s):

That application ANPL2025065 affecting the lands described as 1066 Fertilizer Rd, Delhi, Norfolk County, be APPROVED.

### Public Notice Summary/Proposal:

**ANPL2025121:** An application has been received to seek relief of 23.25 hectares in lot area to allow a total lot area of 16.75 hectares in the Agricultural Zone following a technical severance.



## Recommendation(s):

That application ANPL2025121 affecting the lands described as 1066 Fertilizer Rd, Delhi, Norfolk County, be APPROVED.

## Reason:

This application is consistent with the Provincial Policy Statement, conforms with the policies of the Norfolk County Official Plan regarding consent to sever policies in the Agricultural designation, and meets the intent of the Zoning By-law.

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, and maintains the general intent of the Official Plan and Zoning By-law.

## PLANNING CONSIDERATIONS:

### Site Context:

The subject lands are located on the east side of Fertilizer Road, south of its intersection with Wilson Avenue. The area of the subject lands is approximately 45.2 hectares, with approximately 1,023 metres of frontage on Fertilizer Road. The subject lands are occupied by a single detached dwelling and several agricultural buildings.



Figure 1. Signs posted on site.

## Policy Context:

### Consent:

Based on the Committee of Adjustment Terms of Reference, regard must be had to Section 51(24) of the Planning Act, be consistent with the Provincial Planning Statement, adhere to the Norfolk County Official Plan and meet the intent and purpose of the Zoning By-law.

Is the proposal consistent with the Provincial Planning Statement, 2024? (PPS)	<b>YES</b>
The PPS allows lot creation in prime agricultural areas for agricultural uses. In this case, two farm parcels that previously existed are being recreated. The application is consistent with the PPS.	
<b>Norfolk County Official Plan</b>	
Does the application conform to the Norfolk County Official Plan?	<b>YES</b>
The subject lands are designated Agricultural and Hazard Lands. The Norfolk County Official Plan permits lot creation for agricultural purposes. The end result of the severance will be two farm parcels which previously existed as separate lots. The application conforms to the intent of the Official Plan.	
<b>Norfolk County Zoning By-law 1-Z-14</b>	
Does the application comply to the general intent and purpose of the Zoning By-law?	<b>YES</b>
The subject lands are zoned Agricultural and Hazard Land. The proposed severance would result in a deficiency in lot size for both the severed and retained lots. The associated minor variances seek to rectify these deficiencies.	

### Minor Variances:

<b>Planning Act Considerations</b>		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		<b>YES</b>
Sign Posted on: July 3, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:



Does the application conform to the general intent and purpose of the Official Plan?	<b>YES</b>
The proposed minor variances seek to rectify deficiencies created by a technical severance for lots which previously existed separately. As such, both applications conform to the general intent and purpose of the Official Plan.	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>YES</b>
The proposed minor variances seek to rectify deficiencies created by a technical severance. As such, the applications conform to the general intent and purpose of the Zoning By-law. The lands will remain large enough to provide flexibility in agricultural uses.	
Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
The proposed minor variances seek to rectify deficiencies created by a technical severance. The lands were merged on title, with the subject severance application seeking to return the lands to their previous state. As such, both applications can be considered to be desirable for the subject lands. The lands will be used for agricultural purposes.	
Is the application minor?	<b>YES</b>
The subject severance application seeks to sever lands merged on title. While the requested reliefs would generally be considered significant, in this case, they can be considered minor in nature as they are creating lots that previously existed and functioned separately.	

#### Public or Technical Comments:

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

#### Planning Considerations/Conclusion:

Given the above, it is the professional opinion of Planning Staff that this proposal meets the requirements of the Planning Act, the Provincial Planning Statement, 2024, conforms with the Norfolk County Official Plan, and meets the intent and purpose of the Norfolk County Zoning By-law.

It is the professional opinion of Planning staff that the proposals meet the four tests of a minor variance. Staff recommend that they be APPROVED.

Planning staff recommend that the consent applications be APPROVED, subject to the attached conditions.

**Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Conditions  
Attachment 3 – Location of Lands Affected – Conceptual Plan  
Attachment 4 – Map A – Context Map  
Attachment 5 – Map B – Official Plan Map  
Attachment 6 – Map C – Zoning By-law Map

**Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Kendall Wharton, BEDP  
Planner  
For more information, call: 519-426-5870 x1065

## Technical Comments

**Building** – The building department has reviewed the proposal and has NO comments or conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

### Development Engineering –

Please find above Development Engineering Comment(s) and Condition(s) for **BNPL2025066** and **ANPL2025065**.

#### BNPL2025066

##### **Condition(s):**

1. Drainage Assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (Fee will be based on 2025 Fee Schedule in the amount of \$696.00). (Condition)
  - a. Apportionment of Coles Creek drain – user fee #491 for \$348.00.
  - b. Apportionment for Haymarsh Drain Outlet – user fee #491 for 348.00.

##### **Comment(s):**

1. As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required. (Comment).

#### ANPL2025065

Development Engineering have reviewed ANPL2025065 and have no comments.

**Zoning** – The proposed severed lot area of 16.75 hectares is deficient by 23.75 hectares (40 hectares required, 12.1.2 a)

The proposed retained lot area of 28.45 hectares is deficient by 11.55 hectares (40 hectares required 12.1.2 a)

**Fire** – Norfolk Fire does not have any concerns with the proposal at this time.

**GIS** – Circulated.

**Canada Post** – Please be advised that Canada Post does not have any comments on this application as this will not affect mail delivery.

## CONDITIONS:

1. Receipt of a letter from Norfolk County indicating that their requirements, financial or otherwise have been satisfied including:
  - a. Proof that property taxes are paid and up to date, or payment of any outstanding taxes;
  - b. Drainage Assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (Fee will be based on 2025 Fee Schedule in the amount of \$696.00).
    - i. Apportionment of Coles Creek drain – user fee #491for \$348.00.
    - ii. Apportionment for Haymarsh Drain Outlet – user fee #491 for 348.00.
2. Subject to approval of the required Minor Variance applications: **ANPL2025065** and **ANPL2025121**.
3. Receipt of three copies of the registered reference plan for the severed parcel of land from the solicitor acting in the transfer.
4. Receipt of three copies of the deed for the severed parcel of land, or if filling by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation from the solicitor acting in the transfer.
5. That the solicitor acting in the transfer provides an undertaking to provide the Secretary- Treasurer with a copy of the first page of the Receipted Transfer upon the completion of the electronic registration.
6. That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

## LAPSING DATE:

**JULY 16, 2027**

## LOCATION OF LANDS AFFECTED

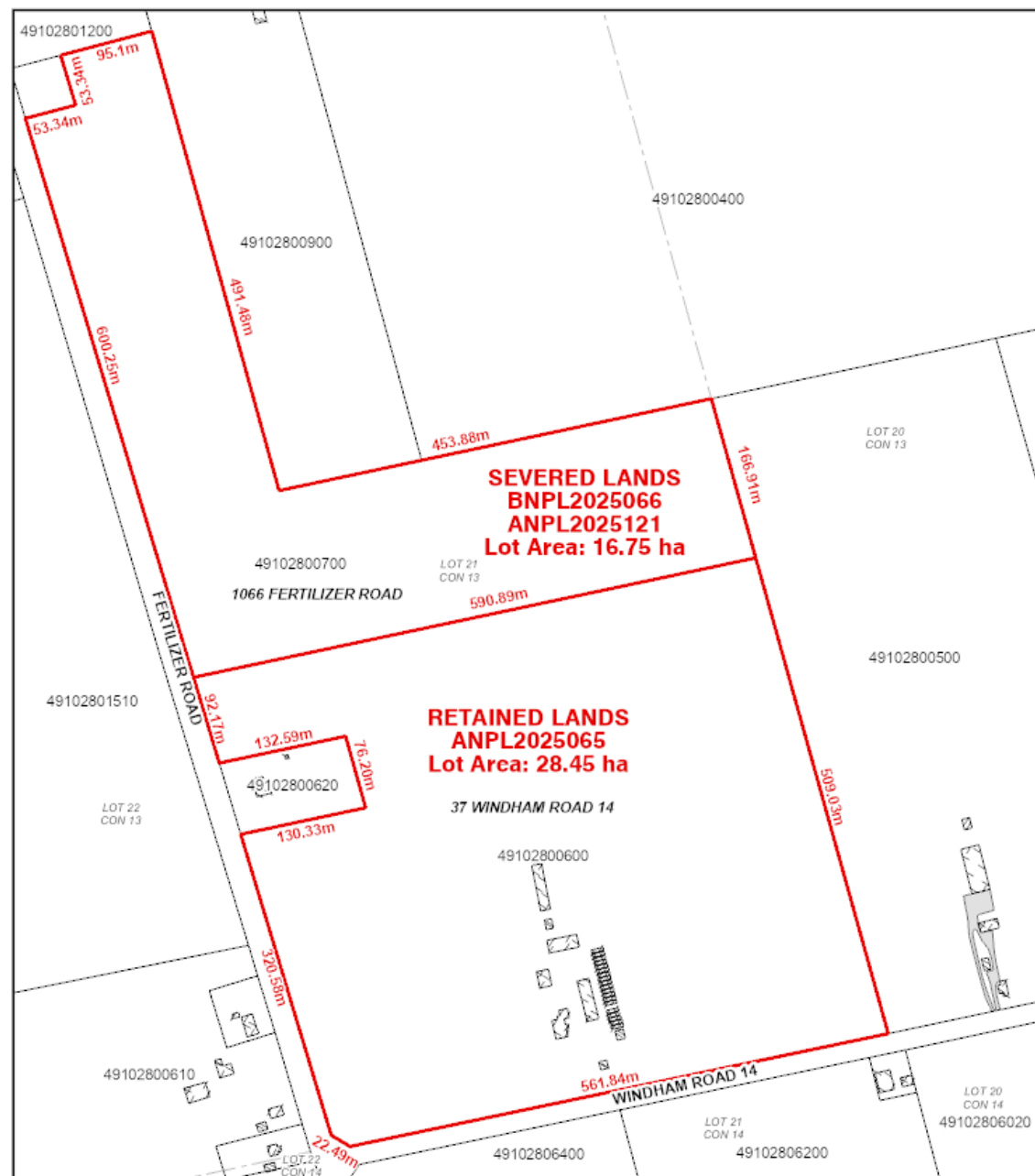
## CONCEPTUAL PLAN

Geographic Township of WINDHAM

BNPL2025066

ANPL2025065

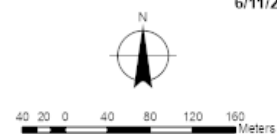
ANPL2025121



Legend

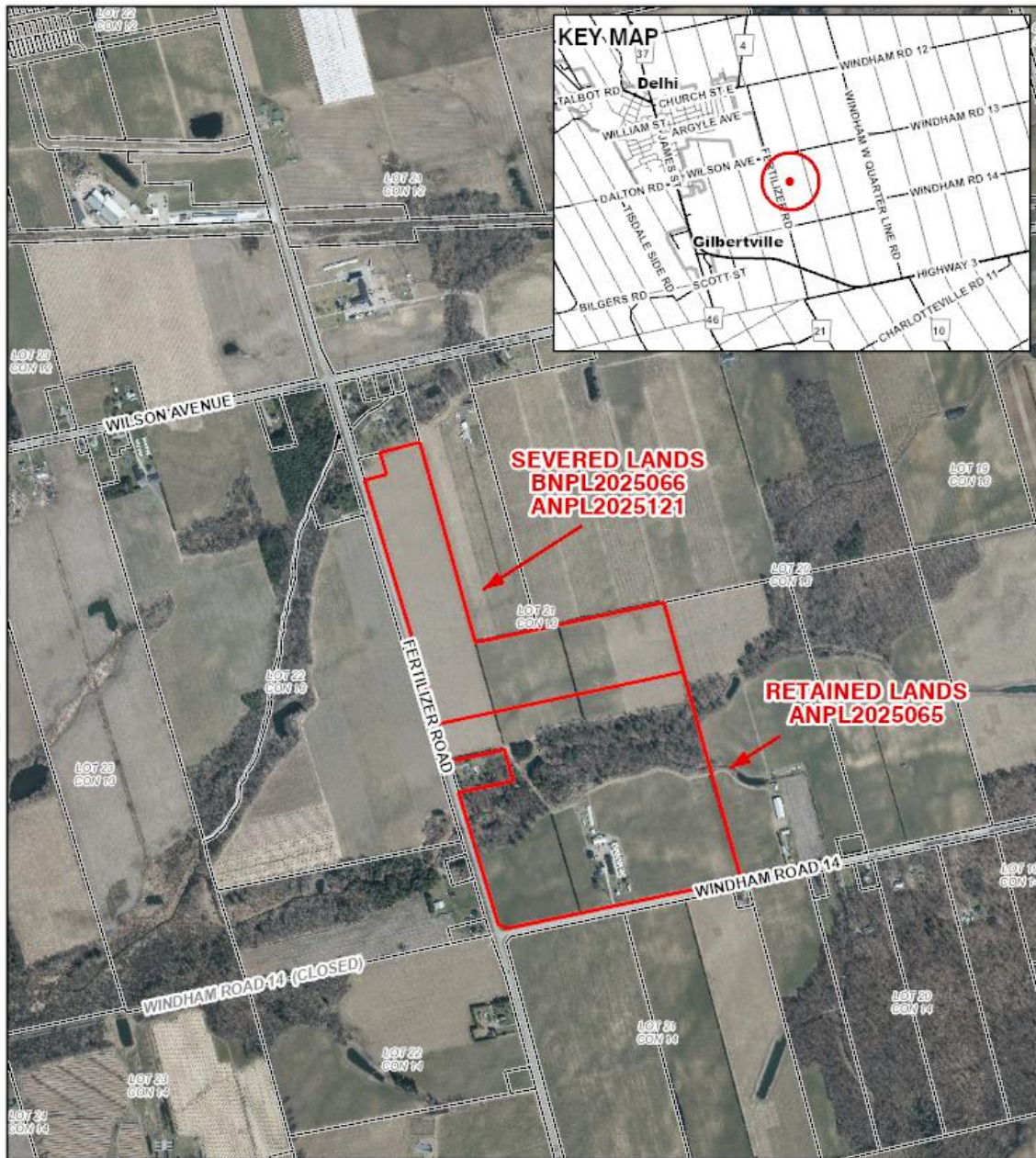
☐ Subject Lands

6/11/2025



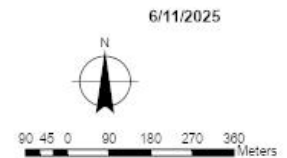
**MAP A**  
**CONTEXT MAP**  
Geographic Township of WINDHAM

BNPL2025066  
ANPL2025065  
ANPL2025121



**Legend**

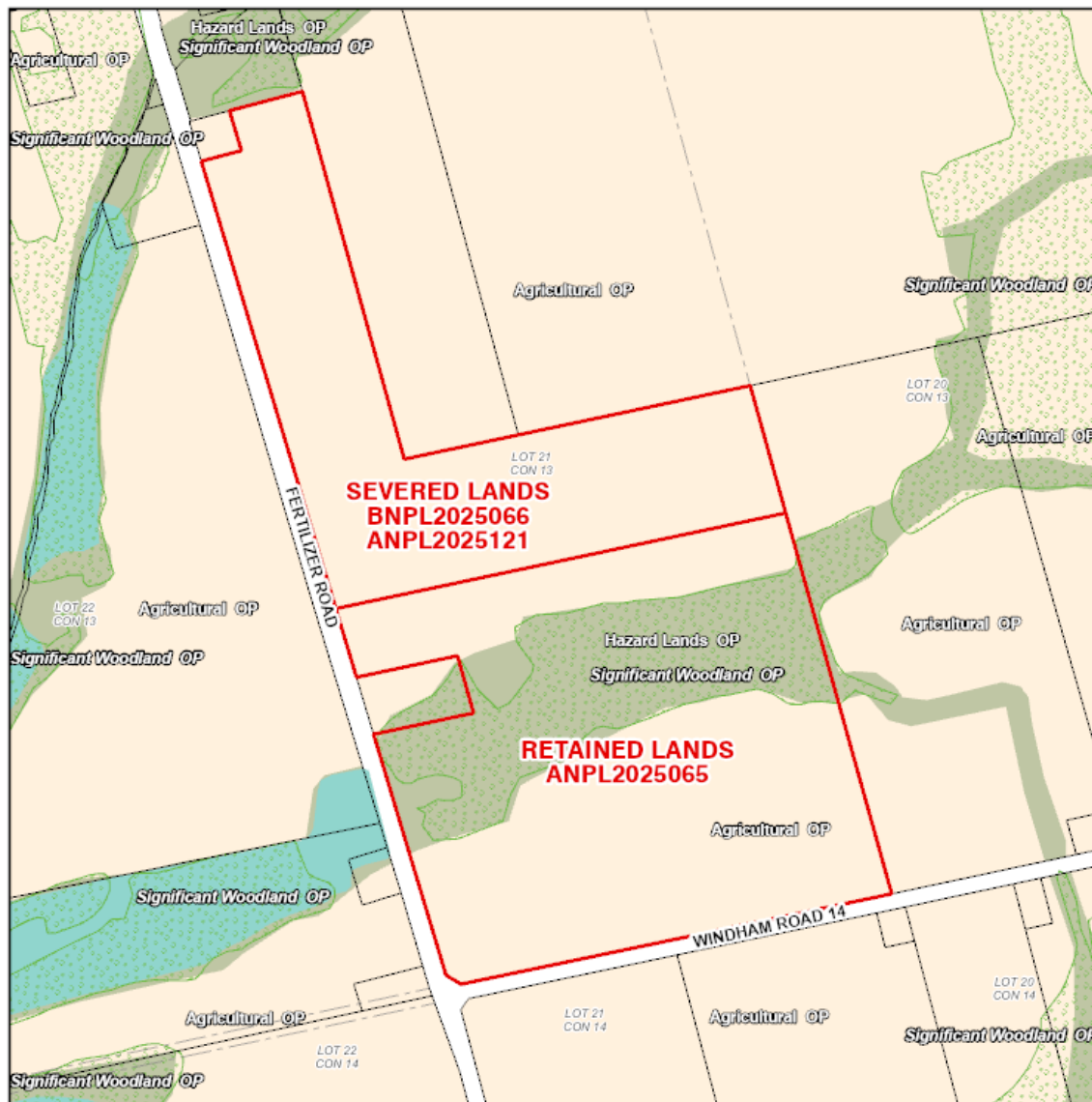
- Subject Lands
- 2020 Air Photo





**MAP B**  
**OFFICIAL PLAN MAP**  
 Geographic Township of WINDHAM

BNPL2025066  
 ANPL2025065  
 ANPL2025121



**Legend**

Subject Lands

**Official Plan Designations**

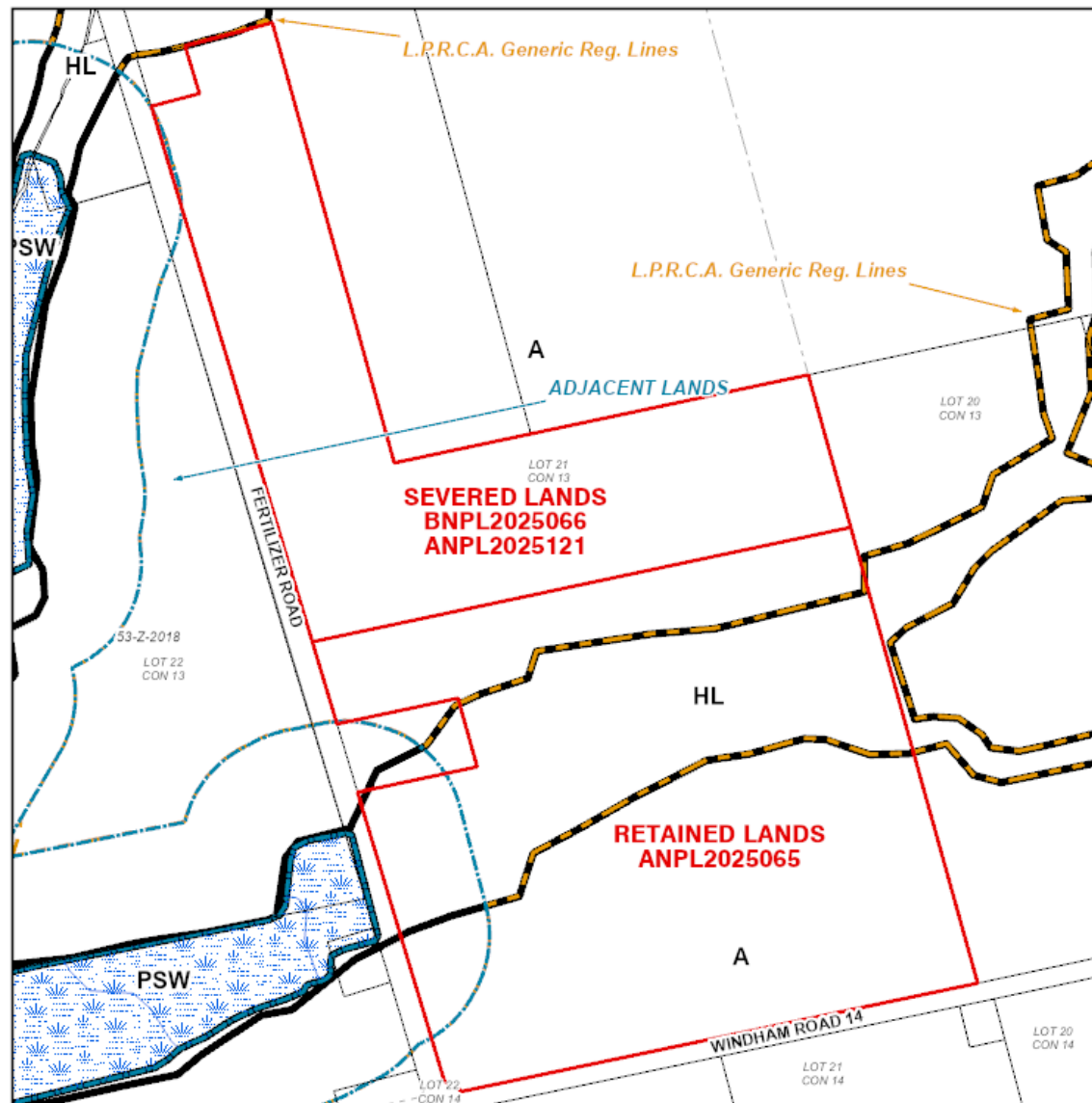
- Agricultural
- Hazard Lands
- Provincially Significant Wetland
- Significant Woodland



50 25 0 50 100 150 200 Meters

**MAP C**  
**ZONING BY-LAW MAP**  
 Geographic Township of WINDHAM

BNPL2025066  
 ANPL2025065  
 ANPL2025121



**LEGEND**  
 Subject Lands  
 Adjacent Lands  
 Wetland  
 LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

6/11/2025

(H) - Holding  
 A - Agricultural Zone  
 HL - Hazard Land Zone  
 PSW - Provincially Significant Wetland Zone



40 20 0 40 80 120 160  
 Meters





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## Committee of Adjustment – July 16, 2025

Subject: Consent Application BNPL2025092  
Applicant: Robin Poss  
Location: TWN CON 3 PT 9 (654 Concession 3 Townsend)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 7  
Purpose: For Decision

---

### Public Notice Summary/Proposal:

An application has been received to sever a parcel having: a 68.5m, a 53.5m and a 145.5m, with a total lot area of 9,935 sq.m. zoned Agricultural (A) and Hazard Land (HL) and retain a parcel having an area of 149605 sq.m. as a result of a severance of a dwelling made surplus through farm amalgamation. The consent application is being reviewed concurrently with a zoning amendment for the retained lands to remove a single detached dwelling as a permitted use in the Agricultural (A) Zone.

### Recommendation(s):

That application BNPL2025092 affecting the lands described as 654 Concession 3 Townsend, Norfolk County, be approved with conditions.

### Reason:

The proposed development is consistent with the Provincial Planning Statement (PPS), conforms to the County's Official Plan and complies with the zoning by-law 1-Z-2014 subject to a zoning by-law amendment of the retained lot.

### PLANNING CONSIDERATIONS:

#### Site Context:

The property is located in the geographic township of Townsend, east of the hamlet of Wilsonville. The subject lands approximately 16 hectares with a frontage of approximately 138.1 metres along Concession 3 Townsend (local road).

The subject property is designated "Agricultural" and "Hazard Lands". The subject lands are zoned Agricultural (A) and Hazard Lands (HL). The subject lands include a significant woodland that will not be affected by the proposed severance.

The proposed severed lot is 9935 square metres in land area with a frontage of 68.5 metres along Concession 3 Townsend and an existing driveway access. The retained lot is 14.9 hectares in land area with a frontage of 7.5 metres along the same road.

The severed lot includes an existing dwelling, two existing accessory garage buildings and two accessory sheds. Private sanitary and water servicing systems are provided on-site within the boundary line of the severed lot.



Figure 1 Existing driveway access to the subject property





Figure 2 Existing dwelling unit and accessory garage on the lot to be severed

### Policy Context:

Planning Act Considerations	
<p>Has the Planning Authority had regard to the Planning Act in consideration of this proposal?</p> <p>Section 2 of the Planning Act outlines matters of provincial interest to which local boards shall have regard to, in carrying out their responsibilities that include but are not limited to:</p> <ul style="list-style-type: none"> <li>(a) the protection of ecological systems, including natural areas, features and functions;</li> <li>(b) the protection of the agricultural resources of the Province;</li> <li>(d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;</li> <li>(h) the orderly development of safe and healthy communities;</li> <li>(o) the protection of public health and safety;</li> </ul>	<p><b>YES</b></p>

(p) the appropriate location of growth and development.		
Section 3 of the Planning Act requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.		
Have the public notice requirements as set out in Section 3 of O.Reg 197/96 been adhered to?		<b>YES</b>
Sign Posted on: July 2, 2025	Public notices sent: July 2, 2025	
<b>Provincial Planning Statement, 2024</b>		
<p>Is the proposal consistent with the Provincial Planning Statement?</p> <p>Policy 4.3.3.1.c) states that “Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:</p> <ol style="list-style-type: none"> <li>1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and</li> <li>2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective”.</li> </ol> <p>Policy 5.2. outlines that development and site alteration shall be directed to areas outside of hazardous sites.</p>		<b>YES</b>
The proposed severance does not include any new construction and is limited to the creation of a new lot as a residence surplus to a farm operation.		
<b>Norfolk County Official Plan</b>		
Does the application conform to the Norfolk County Official Plan?		<b>YES</b>
Non-farm related rural residential development shall not be permitted, except in accordance with agricultural lot creation policies subject to the other applicable policies of this Plan.		

Consent to sever land may be considered for a currently habitable farm dwelling surplus to a farming operation as a result of the consolidation of farm properties located within Norfolk County and adjacent municipalities, subject to the policies of Sections 7.2.3(b) and (c).

Policy 7.2.3.b) states that “As a condition of the approval of a consent granted under Section 7.2.3 a) v), the County shall ensure that the land is zoned in the Zoning By-law such that no new residential dwelling shall be permitted on the retained agricultural lot. No consent shall be granted unless it is demonstrated that the severed lot will not adversely affect the operation or viability of the farm operation on the retained lot or any adjacent land”.

Furthermore, consent to sever a currently habitable dwelling shall be subject to the following criteria outlined under policy 7.2.3.c) of the Official Plan.

#### **Planning comments**

A zoning by-law amendment of the retained lot to prohibit any new residential dwelling is required as a condition of the provisional consent conditions.

Planning staff note that the existing dwelling on the proposed severed lot was established more than 10 years of the date of this severance application BNPL2025092.

The severed lot is appropriately sized to meet the minimum lot area requirement of the zoning by-law and to contain the proposed on-site private servicing systems with the severed lot boundary.

Policy 7.2.3.c)viii) states that “Consents adjacent to Provincially Significant Features, or within or adjacent to Natural Heritage Features, shall be supported by an EIS, prepared in accordance with the policies of Section 9.7.1 (Environmental Impact Study)”.

#### **Planning comments**

The proposed severance does not affect the significant wetland. No EIS is required in support of a residence surplus to a farm operation lot creation.

*Policy 7.3.2.a) states that “Development on Hazard Lands which would aggravate or contribute to the hazard shall not be permitted”.*

#### **Planning comment**

Planning staff note that the proposed severance does not include any new construction and that the severance is limited in effect to the creation of a residence surplus in accordance with the lot creation policies in prime agricultural area. No infill or land excavation are permitted within the hazard lands.

Overall, the proposed agricultural severance conforms with the Official Plan policies.

#### **Norfolk County Zoning By-law 1-Z-14**

Does the application comply to the general intent and purpose of the Zoning By-law?	<b>YES</b>
<p>Both the severed and retained lots are split zoned Agricultural (A) and Hazard Land (HL).</p> <p>The severed lot is 9,935 square metres in land area with a frontage of 68.5 metres along Concession 3 Townsend which complies with the minimum lot requirements of the Agricultural (A) zone.</p> <p>The retained lot is 14.9 hectares in land area with a frontage of 7.5 metres along Concession 3 Townsend which does not comply with the minimum lot requirements of the Agricultural (A) zone. A minor variance is required for the retained lands and is included as a condition of consent.</p> <p>The consent application BNPL2025092 is being reviewed concurrently with a zoning amendment for the retained lands to prohibit residential uses on the retained lands and address the minimum lot deficiencies specified in section 12.1.2. of the Agricultural (A) zone.</p>	

#### **Public or Technical Comments:**

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

#### **Planning Considerations/Conclusion:**

The proposed development is consistent with the Provincial Planning Statement (PPS), conforms to the County's Official Plan and complies with the zoning by-law 1-Z-2014 subject to a zoning by-law amendment of the retained lot.

#### **Attachment(s):**

Attachment 1 Technical Comments  
Map A Location of Lands Affected – Conceptual Plan  
Map B Official Plan Map  
Map C Zoning By-law Map  
Map D Conceptual Plan

#### **Approval:**

BNPL2025092

Reviewed/Approved by:

Alisha Cull, BES, MCIP, RPP, Ec.D.

Manager of Planning Services

For more information, call: 519-426-5870 x5080

Prepared By:

Soumaya Ben Miled, MArch, MPI

Planner

For more information, call: 519-426-5870 x 5036

## Attachment 1 Technical Comments

### Zoning Review

Retained lot area deficient by 25.04ha (ZBL reference 12.1.2 a)

### Building Department

The building department has reviewed the proposal and has NO comments or conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

All general permitting inquires: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.

<https://www.norfolkcounty.ca/business/building/>

### Development Engineering

As per Norfolk County By-law 2016-32, an entrance permit and installation of entrance will be required for both the retained and severed parcels.

- a. Shared Entrances are not permitted in Norfolk County when severing Surplus farm dwellings. The entrances must be fully separated.

Any new or additional entrances to the property are subject to the terms of Norfolk County By-Law 2016-32, Entrance Installation and will require an "Application for Entrance" permit. The form can be found on the Norfolk County Website. This form can be found on the Norfolk County website at

<https://www.norfolkcounty.ca/government/clerk-council-services/forms-permits-and-licence-applications/>

### Canada Post

Please be advised that Canada Post does not have any comments on this application for severance as this will not impact mail delivery.

### Norfolk GIS

Please contact NorfolkGIS for new civic addresses when building.

You can apply for a new civic address [here](#). If a green sign is required in order to issue you an address (generally anywhere outside of an urban area) you will have to call Norfolk County Customer Service after applying to make payment before the address is issued (519-426-5870 or 226-NORFOLK). If you would like to apply for a new Civic Address because you are planning to build on a vacant parcel of land, this is dealt with as part of the building permit process. The building inspector can provide you with a copy of a Civic Address Request Form or it can be downloaded [here](#). On the form there are several areas that need to be filled out with information, and a sketch showing the lot layout of the property for which the Civic Address is being requested. A sample sketch will be included with the form.



**Fire Department**

Norfolk Fire does not have a concern with this proposal at this time.

**Drainage**

Drainage assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (Fee will be based on 2025 Fee Schedule in the amount of \$348.00).

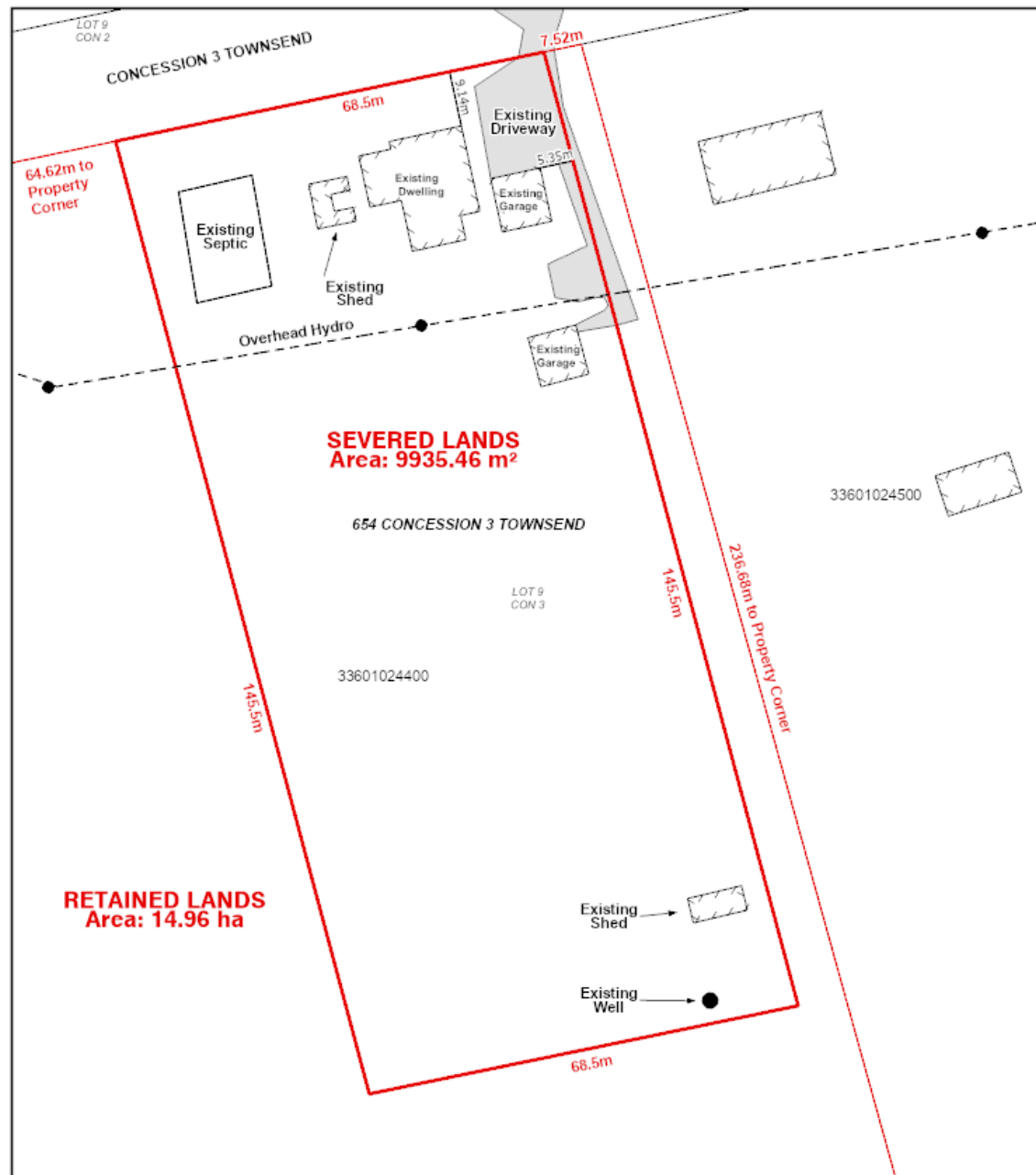
Apportionment of Wilsonville Drain – user fee #491 for \$348.00.

**LOCATION OF LANDS AFFECTED**

BNPL2025092

**CONCEPTUAL PLAN**

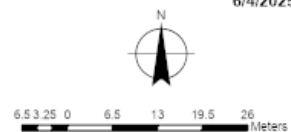
Geographic Township of TOWNSEND



## Legend

- Subject Lands
- Lands Owned

6/4/2025



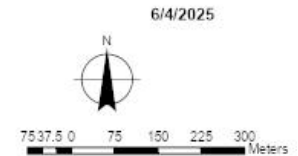
**MAP A**  
**CONTEXT MAP**  
Geographic Township of TOWNSEND

BNPL2025092



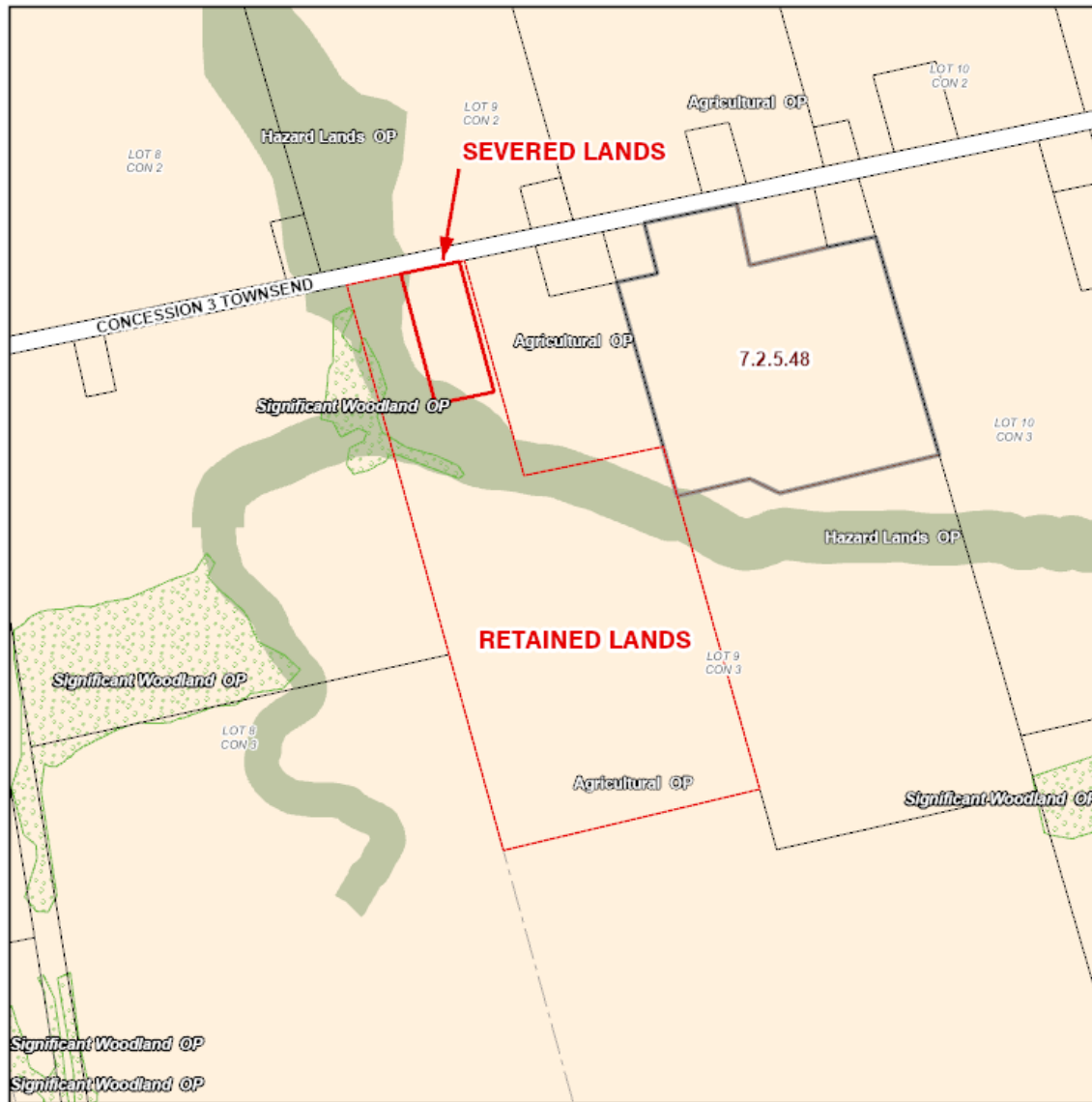
**Legend**

- Subject Lands
- 2020 Air Photo



**MAP B**  
**OFFICIAL PLAN MAP**  
 Geographic Township of TOWNSEND

BNPL2025092

**Legend**

Subject Lands

**Official Plan Designations**

- Agricultural
- Hazard Lands
- Significant Woodland

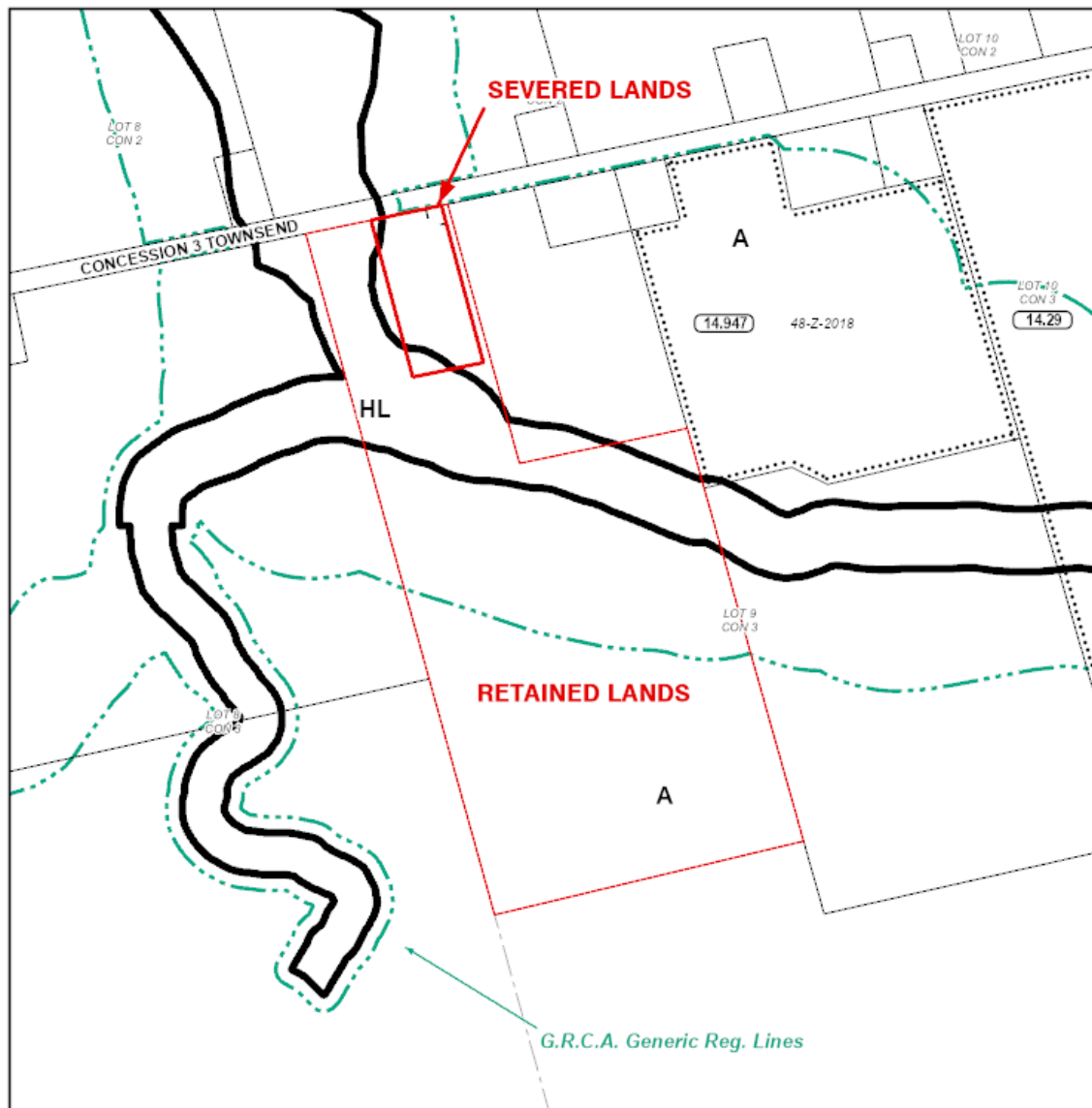
6/4/2025



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**MAP C**  
**ZONING BY-LAW MAP**  
 Geographic Township of TOWNSEND

BNPL2025092

**LEGEND**

- Subject Lands
- GRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

6/4/2025

- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone



40 20 0 40 80 120 160  
 Meters

## CONDITIONS

1. Receipt of a letter from Norfolk County indicating that their requirements, financial or otherwise have been satisfied including:
  - a. Proof that property taxes are paid and up to date, or payment of any outstanding taxes;
  - a. Drainage assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (Fee will be based on 2025 Fee Schedule in the amount of \$348.00).
    - i. Apportionment of Wilsonville Drain – user fee #491 for \$348.00.
2. Confirmation from the Secretary–Treasurer indicating that the zoning of the retained lands has been amended to meet the requirements of Section 2.3.4.1. (c) of the Provincial Policy Statement.
3. Approval of a minor variance to address deficient lot area of the retained lands.
4. Receipt of a letter from Public Works (Roads Department) indicating that their requirements have been satisfied concerning an entrance permit.
5. Receipt of three copies of the registered reference plan for the severed parcel of land from the solicitor acting in the transfer.
6. Receipt of three copies of the deed for the severed parcel of land, or if filling by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation from the solicitor acting in the transfer.
7. That the solicitor acting in the transfer provides an undertaking to provide the Secretary- Treasurer with a copy of the first page of the Receipted Transfer upon the completion of the electronic registration.
8. That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

**LAPSING DATE:**

**JULY 16, 2027**



Working together with our community

## Committee of Adjustment – July 16, 2025

Subject: Consent Application BNPL2025108  
Applicant: P&S Van Berlo  
Location: WDH GORE PT LOT 3 (2009 Vittoria Rd, Simcoe)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 4  
Purpose: For Decision

### Public Notice Summary/Proposal:

An application has been received to sever a parcel having: a frontage of 82.8 metres, a width of 82.8 metres, and a depth of 90.2 metres, with a total lot area of 7237 sq.m. in the Agricultural (A) Zone and retain a parcel having an area of 81.5 acres as a result of the severance of a dwelling made surplus through farm amalgamation. The consent application is being reviewed concurrently with a zoning amendment for the retained lands to remove a single detached dwelling as a permitted use in the Agricultural (A) Zone.

### Recommendation(s):

That application BNPL2025108 affecting the lands described as 2009 Vittoria Rd, Simcoe, Norfolk County, be approved with conditions.

### Reason:

This application is consistent with the Provincial Planning Statement, conforms with the intent of the Norfolk County Official Plan and complies with the zoning by-law subject to a required Zoning By-law amendment to prohibit new residential uses on the retained lands and address the zoning by-law deficiencies.

### PLANNING CONSIDERATIONS:

#### Site Context:

The subject property is located in the geographic township of Woodhouse. The subject lands are designated “Agricultural” and “Hazard lands” and zoned Agricultural (A) zone and Hazard lands (HL) zone.

The subject property is approximately 33.7 hectares (83.4 acres) in land area with a frontage of approximately 45.2 metres along Victoria Road.

The proposed severed lot is 7237 sq.m. in land area with a frontage of 82.8 metres along Victoria Road. The retained lot is irregular with a frontage of 36.8 metres along Victoria Road and approximately 32.9 hectares (81.5 acres).

The subject lands include several main and accessory buildings/structures that were noted on-site:

- **Severed lot:** an existing main dwelling, a shed and a barn.
- **Retained lot:** two existing barns, an existing dwelling, two existing kilns, several accessory sheds, and two trailers.

### **Previous Planning Act applications**

- 1) Approved for a residence surplus severance on August 21, 2019 that lapsed (related application BNPL2018318).
- 2) Approved minor variance ANPL2019238 to request relief of 18 square metres from the maximum accessory building usable floor area of 200 square metres to allow 218 square metres, and relief of 3.5 metres from the maximum permitted accessory building height of 6 metres to allow 9.5 metres. This application was submitted to address the zoning deficiencies resulting from the severance of the subject lands as a surplus farm dwelling parcel (BNPL2018318).





Figure 1 Driveway access to the leased lands



Figure 2 Existing dwelling on the retained lot



Figure 3 Existing dwelling on the lands to be severed



Figure 4 Accessory sheds on the retained lands



**Policy Context:**

<b>Planning Act Considerations</b>	
<p>Has the Planning Authority had regard to the Planning Act in consideration of this proposal?</p> <p>Section 2 of the Planning Act outlines matters of provincial interest to which local boards shall have regard to, in carrying out their responsibilities that include but are not limited to:</p> <p>(h) the orderly development of safe and healthy communities;  (j) the adequate provision of a full range of housing, including affordable housing;  (o) the protection of public health and safety;  (p) the appropriate location of growth and development;</p> <p>Section 3 of the Planning Act requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.</p>	<b>YES</b>
Have the public notice requirements as set out in Section 3 of O.Reg 197/96 been adhered to?	<b>YES</b>
Sign Posted on: July 2, 2025	Public notices sent: July 2, 2025
<b>Provincial Planning Statement, 2024</b>	
<p>Is the proposal consistent with the Provincial Planning Statement?</p> <p>Policy 4.3.3.1.c) states that “Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:</p> <ol style="list-style-type: none"> <li>1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and</li> <li>2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective”.</li> </ol>	<b>YES</b>

<b>Planning comment</b> The proponent intends to sever a residence rendered surplus to a farm operation and no new construction is proposed as part of the application. The severance is consistent with the agricultural severance and private servicing policies of the PPS.	
<b>Norfolk County Official Plan</b>	
Does the application conform to the Norfolk County Official Plan?  The subject lands are designated “Agricultural” and “Hazard lands”. Existing development within the rural areas is on-private servicing systems.  Non-farm related rural residential development shall not be permitted, except in accordance with agricultural lot creation policies subject to the other applicable policies of this Plan.  Consent to sever land may be considered for a currently habitable farm dwelling surplus to a farming operation as a result of the consolidation of farm properties located within Norfolk County and adjacent municipalities, subject to the policies of Sections 7.2.3(b) and (c).  Policy 7.2.3.b) states that “As a condition of the approval of a consent granted under Section 7.2.3 a) v), the County shall ensure that the land is zoned in the Zoning By-law such that no new residential dwelling shall be permitted on the retained agricultural lot. No consent shall be granted unless it is demonstrated that the severed lot will not adversely affect the operation or viability of the farm operation on the retained lot or any adjacent land”.  Furthermore, consent to sever a currently habitable dwelling shall be subject to the following criteria outlined under policy 7.2.3.c) of the Official Plan.  <b>Planning comments</b> A zoning by-law amendment of the retained lot to prohibit any new residential dwelling is required as a condition of the provisional consent conditions. Planning staff note that the existing dwelling on the proposed severed lot was established more than 10 years of the date of this severance application BNPL2025108. The severed lot is appropriately sized to meet the minimum lot area requirement of the zoning by-law and to contain the proposed on-site private servicing systems with the severed lot boundary.  The subject property includes three barns: one on the severed lot and two on the retained lands. The applicant confirmed that the barns do	<b>Yes</b>

<p>not include any livestock. Hence, the existing residential use is not subject to the minimum distance separation formulae requirement.</p> <p>Planning staff note that the retained lot also includes a residential dwelling that existed on site for more than 20 years. Pursuant to the official plan policies, the retained land shall be rezoned to prohibit “new residential dwelling”. For clarity, the existing residential dwelling will remain on the retained lands but no new residential dwelling shall be permitted pursuant to policy 7.2.3.b) of the Official Plan.</p> <p>Policy 7.3.2.a) states that “Development on Hazard Lands which would aggravate or contribute to the hazard shall not be permitted”.</p> <p><b>Planning comment</b> No infill or land excavation are proposed within the hazard lands. Planning staff note that the proposed severance does not include any new construction and that the severance is limited in effect to the creation of a residence surplus in accordance with the lot creation policies in prime agricultural area.</p>	
Overall, the proposed agricultural severance conforms with the Official Plan policies.	
<b>Norfolk County Zoning By-law 1-Z-14</b>	
<p>Does the application comply with the Zoning By-law requirements?</p> <p>The subject lands are zoned Agricultural (A) and Hazard Land (HL) zones.</p> <p>The following zoning by-law deficiencies were identified for the severed and retained lots and were not previously addressed as part of the approved minor variance application ANPL2019238.</p>	<b>No</b>
A minor variance is required to address the deficient retained lands.	

#### Public or Technical Comments:

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

#### Planning Considerations/Conclusion:

This application is consistent with the Provincial Policy Statement, conforms with the intent of the Norfolk County Official Plan and complies with the zoning by-law subject to

a required Zoning By-law amendment to prohibit new residential uses on the retained lands and address the zoning by-law deficiencies.

**Attachment(s):**

Attachment 1 – Technical Comments

Map – Conceptual Map

Map A – Context Map

Map B – Official Plan Map

Map C – Zoning By-law Map

**Approval:**

Prepared and Submitted by:

Alisha Cull, BES, MCIP, RPP, Ec.D.

Manager of Planning Services

For more information, call: 519-426-5870 x5080

## Attachment 1 – Technical Comments

### Zoning Administrator

Retained lot area deficient by 7.02 ha (ZBL reference 12.1.2 a)  
Accessory structure useable floor area on proposed severed lot deficient by 108.20 square meters (ZBL reference 3.2.1 g and 3.36 b, 200 square meters maximum permitted)

Useable floor area calculation based on sketch provided:

Metal Sided Building: 24.40m x 12.23m = 298.40m<sup>2</sup>

Pump house: 3.92m x 2.49m = 9.80m<sup>2</sup>

Total = 308.20m<sup>2</sup>

*Planning staff comment: A minor variance will be required to address the deficient retained lands and the oversized accessory buildings on the severed lands.*

### Building Department

The building department has reviewed the proposal and has the following conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

All general permitting inquires: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.

<https://www.norfolkcounty.ca/business/building/>

Conditions:

1) Provide spatial separation calculations for existing barn on the severed lands, north and east elevations. [OBC 9.10.14] Compensating construction or moving proposed property line may be required.

2) Provide spatial separation calculations for existing buildings/barn on the retained lands, west elevations. [OBC 9.10.14] Compensating construction or moving proposed property line may be required.

3) Receipt of a letter from the Building Department indicating that the septic system has been installed in conformance with the Ontario Building Code. [OBC Part 8]

### Development Engineering

As per Norfolk County By-law 2016-32, an entrance permit and installation of entrance will be required for the retained and severed parcels.

Norfolk County does not permit shared entrances on municipal or private property. All entrances must be completely separated.



**Canada Post**

Please be advised that Canada Post does not have any comments on this application as this will not affect mail delivery.

**Fire Department**

Norfolk Fire does not have any concerns with this proposal at this time.

**Long Point Region Conservation Authority (LPRCA)**

Long Point Region Conservation Authority (LPRCA) staff have had an opportunity to review the application BNPL2025108 and can provide the following comments based on LPRCA's plan review responsibilities for the Norfolk County's consideration.

It is staff's understanding that the submitted application is to sever a parcel as a result of the severance of a dwelling made surplus through farm amalgamation. Delegated Responsibility from the Minister of Natural Resources, Chapter 5.2 of the Provincial Planning Statement, 2024

Conservation Authorities have been delegated responsibilities from the Ministry of Natural Resources to represent the provincial interests regarding natural hazards encompassed by Chapter 5.2 of the Provincial Planning Statement, 2024 (PPS). The overall intent of *Chapter 5.0 - Protecting Public Health and Safety* of the PPS is to reduce the potential public cost and/or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The retained lands contain flooding and erosion hazards from Hay Creek.

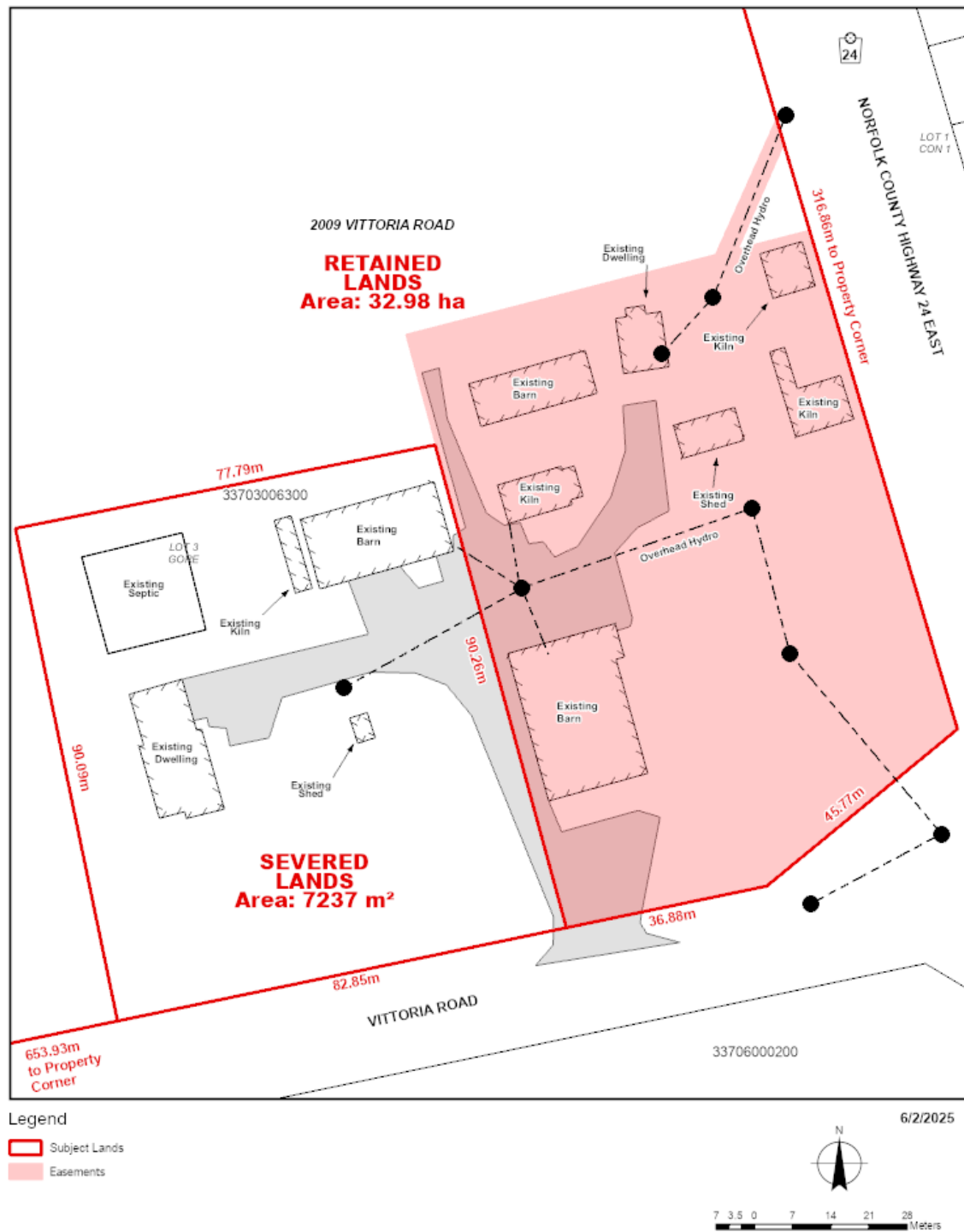
The severed lands do not contain natural hazards.

The application is consistent with Chapter 5.2 of the Provincial Planning Statement, 2024.

Please feel free to reach out for any further questions related to this matter.

**LOCATION OF LANDS AFFECTED**  
**CONCEPTUAL PLAN**  
 Geographic Township of WOODHOUSE

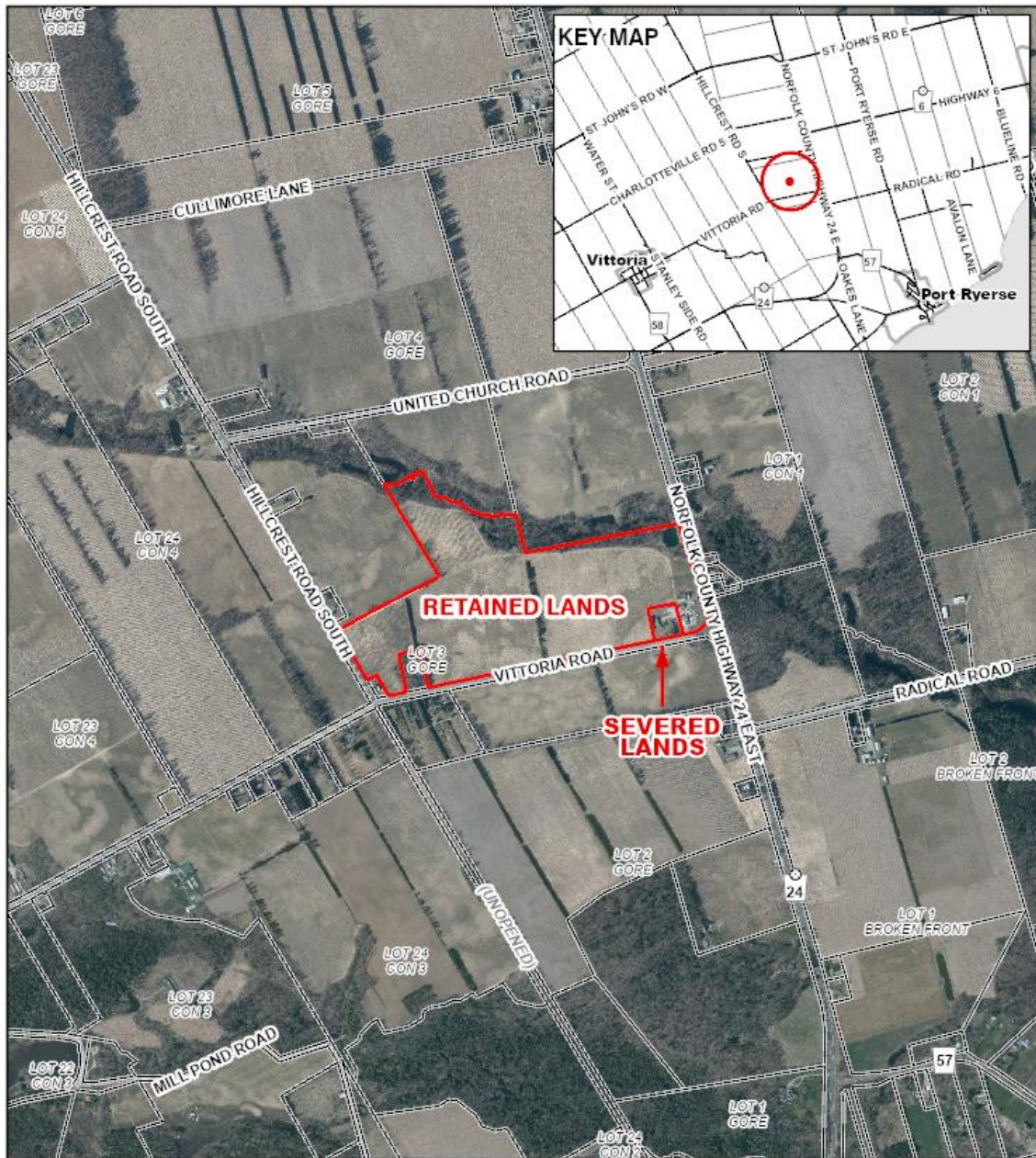
BNPL2025108



**MAP A****CONTEXT MAP**

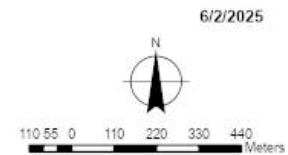
Geographic Township of WOODHOUSE

BNPL2025108

**Legend**

Subject Lands

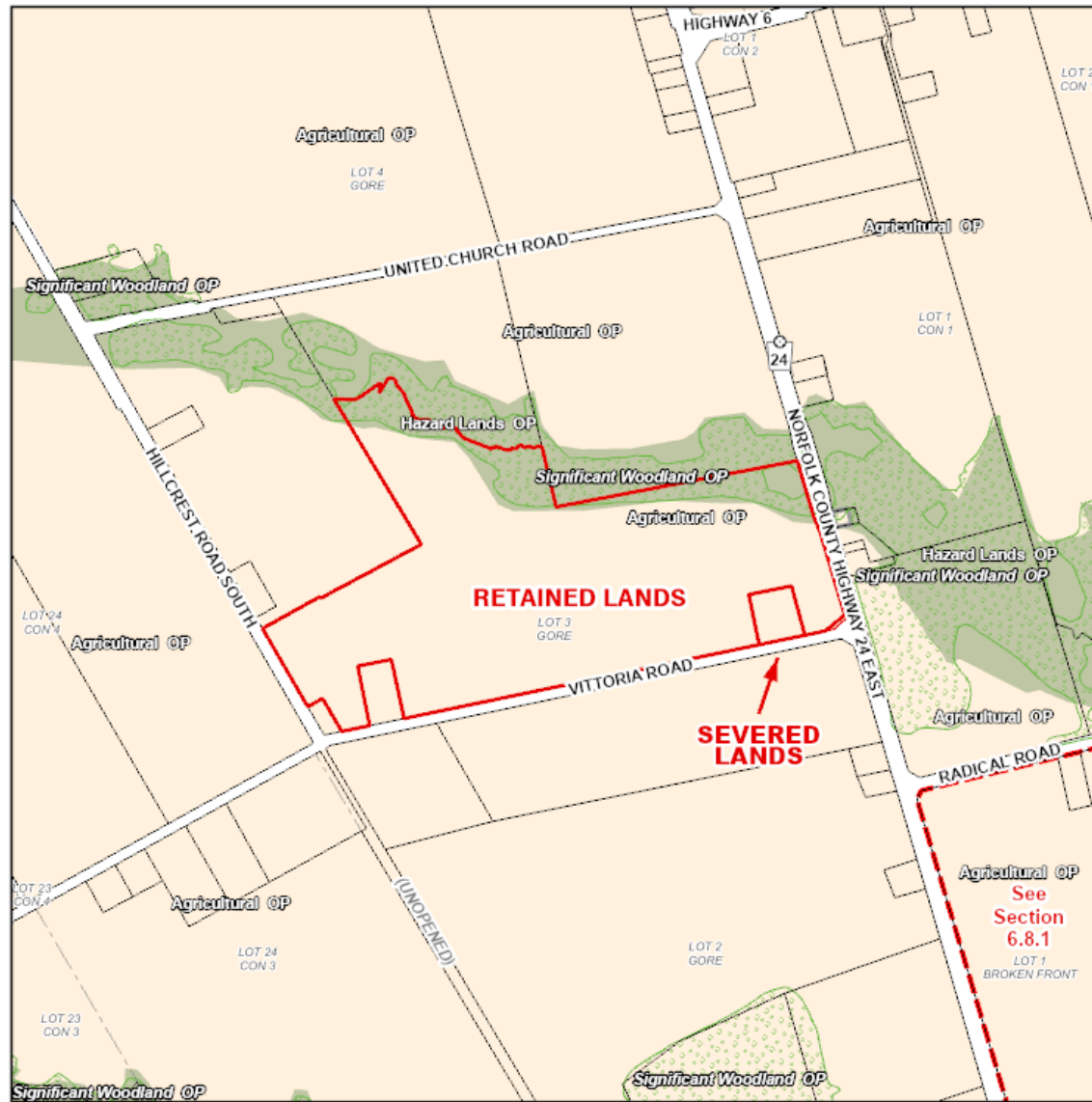
2020 Air Photo



**MAP B****OFFICIAL PLAN MAP**

Geographic Township of WOODHOUSE

BNPL2025108

**Legend**

Subject Lands

**Official Plan Designations**

Agricultural

Hazard Lands

Special Policy Area

Significant Woodland

6/2/2025

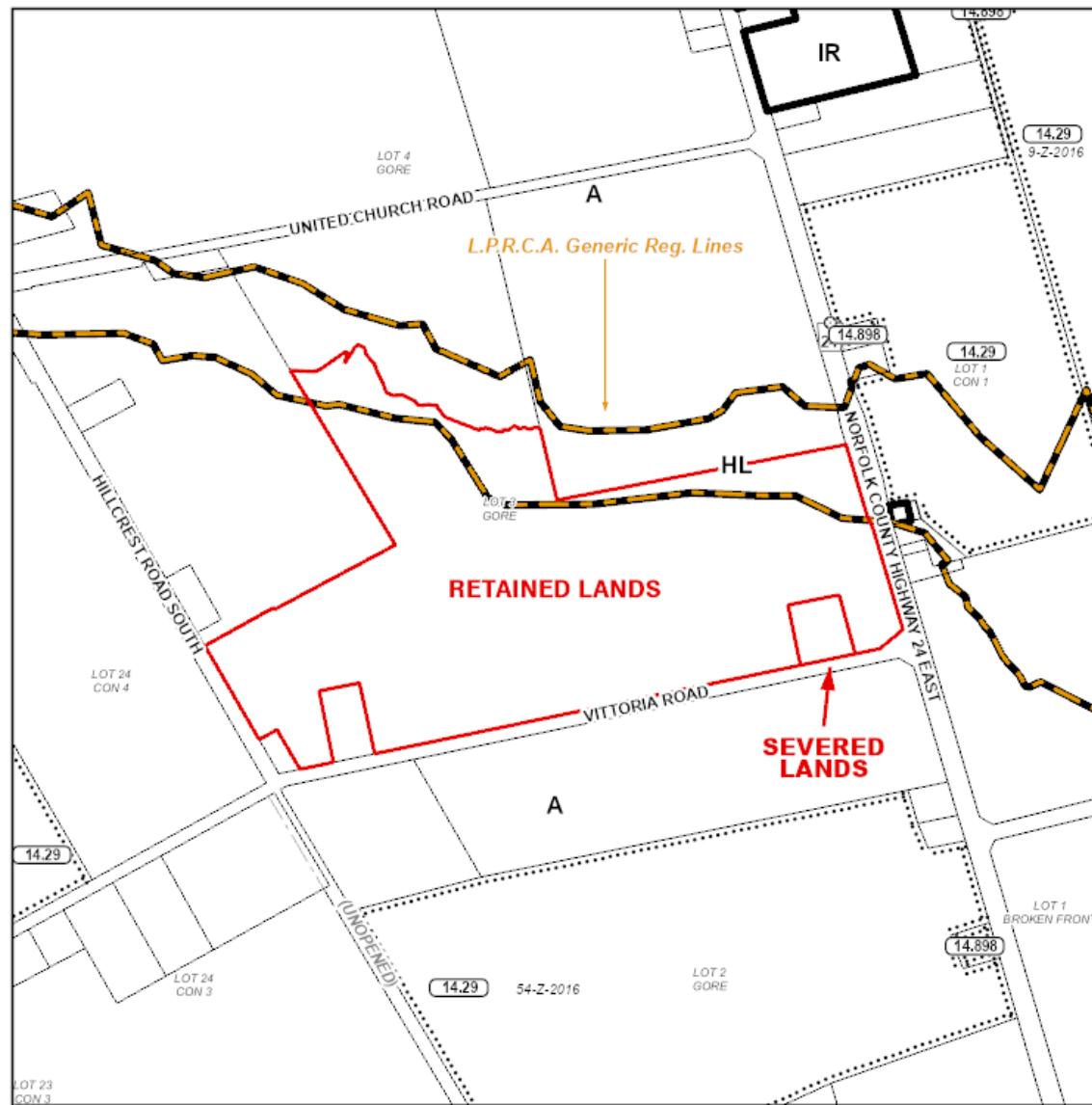


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**MAP C**  
**ZONING BY-LAW MAP**  
 Geographic Township of WOODHOUSE

BNPL2025108

**LEGEND**

- Subject Lands
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

6/2/2025

- (H) - Holding
- A - Agricultural Zone
- CR - Rural Commercial Zone
- HL - Hazard Land Zone
- IR - Rural Institutional Zone



60 30 0 60 120 180 240  
 Meters

## **CONDITIONS:**

1. Receipt of a letter from Norfolk County indicating that their requirements, financial or otherwise have been satisfied including:
  - a. Proof that property taxes are paid and up to date, or payment of any outstanding taxes.
2. Confirmation from the Secretary–Treasurer indicating that the zoning of the retained lands has been amended to meet the requirements of Section 12.1.2, Section 3.2 and all applicable requirements of the Zoning By-law 1-Z-2014.
3. Approval of minor variance applications to address the deficient retained land area and oversized accessory buildings on the severed lands.
4. Receipt of a letter from the Secretary-Treasurer indicating that a new civic address has been assigned to the **retained** parcel.
5. Receipt of a letter from the Building Department indicating their requirements to evaluate existing on-site sewage systems on the severed lands have been completed to the satisfaction of the Building Department.
6. As per Norfolk County By-law 2016-32, an entrance permit and installation of entrance will be required for the retained and severed parcels.
7. Receipt of three copies of the registered reference plan for the severed parcel of land from the solicitor acting in the transfer.
8. Receipt of three copies of the deed for the severed parcel of land, or if filling by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation from the solicitor acting in the transfer.
9. That the solicitor acting in the transfer provides an undertaking to provide the Secretary- Treasurer with a copy of the first page of the Receipted Transfer upon the completion of the electronic registration.
10. That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

## **LAPSING DATE:**

**JULY 16, 2027**



Working together with our community

## Committee of Adjustment – July 16, 2025

Subject: Consent Application BNPL2025096  
Applicant: HERITAGE GROWN INC.  
Location: HGN CON WNR PT LOT 2 (230 Elgin County Rd 55, Vienna)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 1  
Purpose: For Decision

### Public Notice Summary/Proposal:

An application has been received to sever a parcel having a frontage and width of 40.38 metres, a depth of 61.56 metres, and a lot area of 2,500 square metres as a dwelling made surplus to the needs of agriculture, and to retain a lot having a lot area of 19.23 hectares. This application will be considered concurrently with a Zoning By-law Amendment to remove a single detached dwelling as a use on the retained lands.

### Recommendation(s):

That application BNPL2025096 affecting the lands described as 230 Elgin County Rd 55, Vienna, Norfolk County, be APPROVED.

### Reason:

This application is consistent with the Provincial Planning Statement, conforms with the policies of the Norfolk County Official Plan regarding consent to sever policies in the Agricultural designation, and meets the intent of the Zoning By-law.

### PLANNING CONSIDERATIONS:

#### Site Context:

As shown in Figure 1 below, the subject lands are located on the east side of Elgin County Road 55, north of its intersection with Lower Side Road. The area of the subject lands is approximately 19.5 hectares, with approximately 326.5 metres of frontage on Elgin County Road 55. The subject lands are occupied by a single detached dwelling, a barn, and a drive shed, with the dwelling proposed to be included on the severed lands and the barn and drive shed to be included on the retained.





Figure 1. Dwelling located at 230 Elgin County Road 55, with drive shed visible in background (far right of image).

### Policy Context:

Based on the Committee of Adjustment Terms of Reference, regard must be had to Section 51(24) of the Planning Act, be consistent with the Provincial Planning Statement, adhere to the Norfolk County Official Plan and meet the intent and purpose of the Zoning By-law.

Planning Act Considerations		
Has the Planning Authority had regard to the Planning Act in consideration of this proposal?		YES
Have the public notice requirements as set out in Section 3 of O.Reg 197/96 been adhered to?		YES
Sign Posted on: July 3, 2025	Public notices sent: June 27, 2025	
Provincial Planning Statement		
Is the proposal consistent with the Provincial Planning Statement?		YES
The Provincial Planning Statement, 2024 states that lot creation in prime agricultural areas is permitted for one new residential lot surplus to a farming operation as a result		

of farm consolidation, provided that the lot is limited to a minimum size needed to accommodate the use and appropriate sewage and water services.	
The proposed severance meets these criteria.	
<b>Norfolk County Official Plan</b>	
Does the application conform to the Norfolk County Official Plan?	<b>YES</b>
<p>The subject property is designated Agricultural. Official Plan Section 7.2.3 states that consents to sever a residence made surplus through farm amalgamation shall be subject to the policies of 7.2.3 b) and c). Section 7.2.3 b) states that no consent shall be granted unless it is demonstrated that the severed lot will not adversely affect the operation of the farm operation, and unless the retained lands will be zoned such that no new residential dwelling will be permitted. Section 7.2.3 c) includes a number of criteria to be met by the proposal, all of which are satisfied by this application.</p> <p>The proposed severed lands are of a minimum size to meet the needs of a residential property, and do not remove any active farmland from production, and as such, conforms to the Norfolk County Official Plan.</p>	
<b>Norfolk County Zoning By-law 1-Z-14</b>	
Does the application comply to the general intent and purpose of the Zoning By-law?	<b>YES</b>
<p>The subject property is zoned Agricultural (A). Section 12.1.1 of the Zoning by-law states that single detached dwellings are permitted as a use in the Agricultural Zone. In addition, Section 12.1.2 outlines the provisions which lots and buildings shall be in accordance with within the Agricultural Zone.</p> <p>The proposed severed lot meets the requirements of a residential agricultural lot, and as such complies with the general intent and purpose of the Zoning By-law.</p>	

### Public or Technical Comments:

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

Comments from the Zoning Administrator indicate that the retained lands would be see an increased total deficiency in lot area of 20.77 hectares. Comments from the Building Department has indicated that spatial separation calculations are required as per OBC Subsection 9.10.14. Conditions have been included to address these concerns.

### **Planning Considerations/Conclusion:**

Given the above, it is the professional opinion of Planning Staff that this proposal meets the requirements of the Planning Act, the Provincial Planning Statement, 2024, conforms with the Norfolk County Official Plan, and meets the intent and purpose of the Norfolk County Zoning By-law.

This proposal is recommended for approval, subject to the attached conditions.

### **Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Conditions  
Attachment 3 – Location of Lands Affected – Conceptual Plan  
Attachment 4 – Map A – Context Map  
Attachment 5 – Map B – Official Plan Map  
Attachment 6 – Map C – Zoning By-law Map

### **Approval:**

Reviewed/Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Kendall Wharton, BEDP  
Planner  
For more information, call: 519-426-5870 x1065

## Technical Comments

**Building** – The building department has reviewed the proposal for severance and has the following conditions:

1. The dimension between the existing barn and the proposed property line have not been provided therefore for fire safety reasons, farm buildings are required to have spatial separation calculations completed when located less than 30m from a property line. A qualified Designer needs to provide spatial separation calculations as per OBC Subsection 9.10.14. Or provide a revised plot plan showing the distances to the proposed property line.

If calculations determine proposed property line creates a hazard, options for compliance include:

- a. Demolishing existing buildings on retained lands. No demolition permit is required to demolish a farm building.
- b. Complete compensating construction. Obtain a building permit and have inspections completed in accordance with the Ontario Building Code
- c. Propose an alternative location for the proposed property line to remove the hazard based on spatial separation calculations.

### Development Engineering –

#### Condition(s):

1. Drainage Assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (Fee will be based on 2025 Fee Schedule in the amount of \$348.00). (Condition)
  - a. Apportionment of Winter Drain – user fee #491 for \$348.00

#### Comment(s):

1. Any new Any new or additional entrances to the property are subject to the terms of Norfolk County By-Law 2016-32, Entrance Installation and will require an "Application for Entrance" permit. The form can be found on the Norfolk County Website. (Comment) This form can be found on the Norfolk County website at <https://www.norfolkcounty.ca/government/clerk-council-services/forms-permits-and-licence-applications/>

**Zoning** – The retained lot size is deficient by 20.77ha (ZBL reference 12.1.2 a)

**Fire** – Norfolk Fire does not have a concern with this proposal at this time. Please ensure this dwelling is compliant for smoke and carbon monoxide alarms.

**Elgin County Planning** – Elgin County planning has reviewed the attached and has no concerns or comments.

**Canada Post** – Please be advised that Canada Post does not have any comments on this application as this will not affect mail delivery.

**GIS** – Please contact NorfolkGIS for new civic addresses when building.

You can apply for a new civic address [here](#). If a green sign is required in order to issue you an address (generally anywhere outside of an urban area) you will have to call Norfolk County Customer Service after applying to make payment before the address is issued (519-426-5870 or 226-NORFOLK). If you would like to apply for a new Civic Address because you are planning to build on a vacant parcel of land, this is dealt with as part of the building permit process. The building inspector can provide you with a copy of a Civic Address Request Form or it can be downloaded below. On the form there are several areas that need to be filled out with information, and a sketch showing the lot layout of the property for which the Civic Address is being requested. A sample sketch will be included with the form.

## CONDITIONS:

1. Receipt of a letter from Norfolk County indicating that their requirements, financial or otherwise have been satisfied including:
  - a. Proof that property taxes are paid and up to date, or payment of any outstanding taxes;
  - b. Drainage Assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (Fee will be based on 2025 Fee Schedule in the amount of \$348.00).
    - i. Apportionment of Winter Drain – user fee #491 for \$348.00
2. Confirmation from the Secretary–Treasurer indicating that the zoning of the retained lands has been amended to meet the requirements of Section 2.3.4.1. (c) of the Provincial Policy Statement.
3. Subject to approval of a required Minor Variance application to address deficiencies in the retained lot, including but not limited to: minimum lot area.
4. Receipt of a letter from the Secretary-Treasurer indicating that a new civic address has been assigned to the **retained** parcel.
5. Receipt of a letter from the Chief Building Official indicating that requirements regarding spatial separation have been satisfied.
6. Receipt of three copies of the registered reference plan for the severed parcel of land from the solicitor acting in the transfer.
7. Receipt of three copies of the deed for the severed parcel of land, or if filling by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation from the solicitor acting in the transfer.
8. That the solicitor acting in the transfer provides an undertaking to provide the Secretary- Treasurer with a copy of the first page of the Receipted Transfer upon the completion of the electronic registration.
9. That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

## LAPSING DATE:

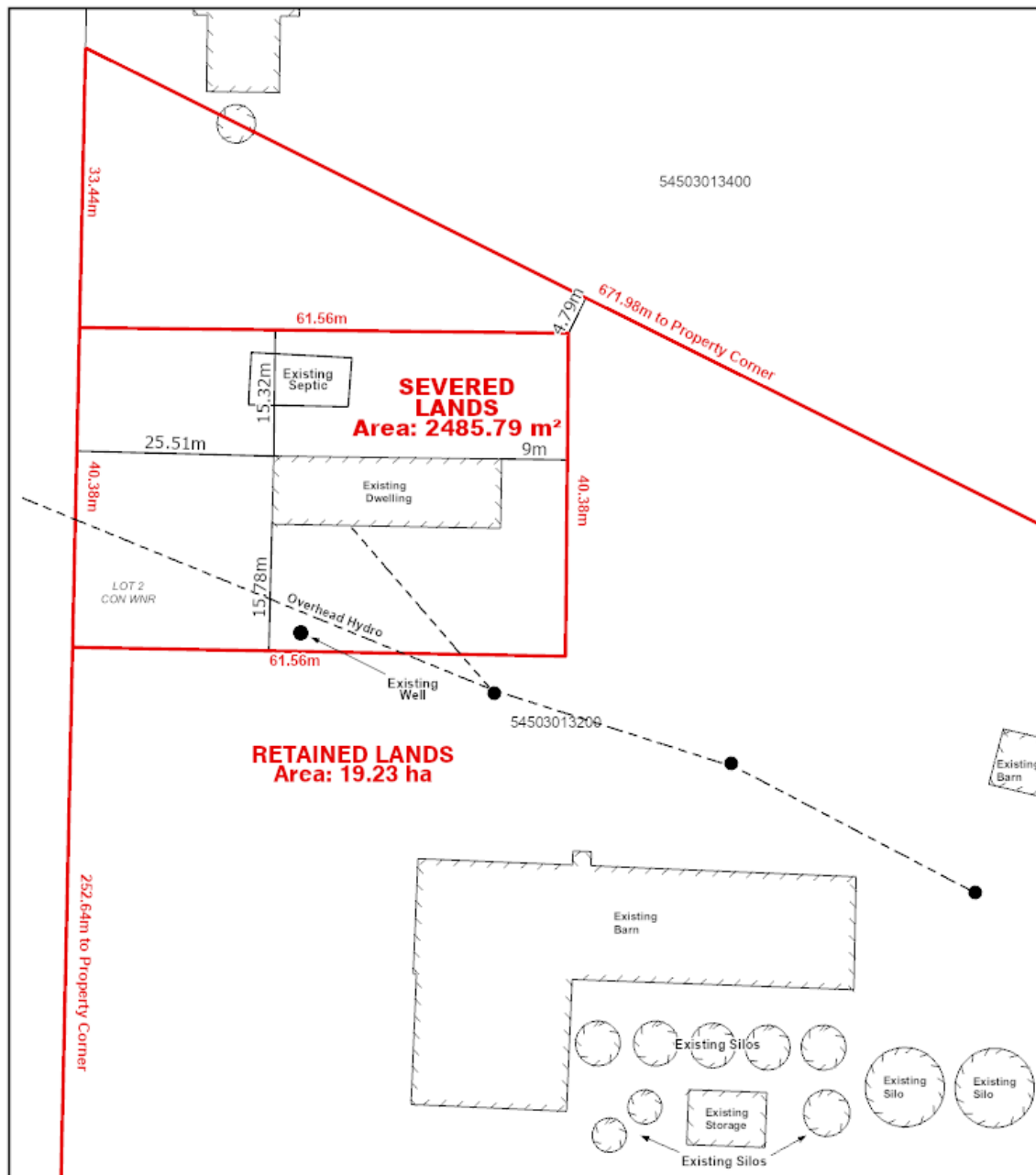
**JULY 16, 2027**

**LOCATION OF LANDS AFFECTED**

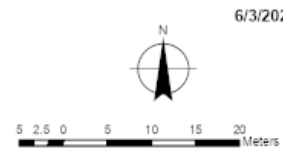
BNPL2025096

**CONCEPTUAL PLAN**

Geographic Township of HOUGHTON

**Legend**

Subject Lands





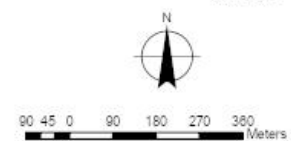
**MAP A**  
**CONTEXT MAP**  
Geographic Township of HOUGHTON

BNPL2025096



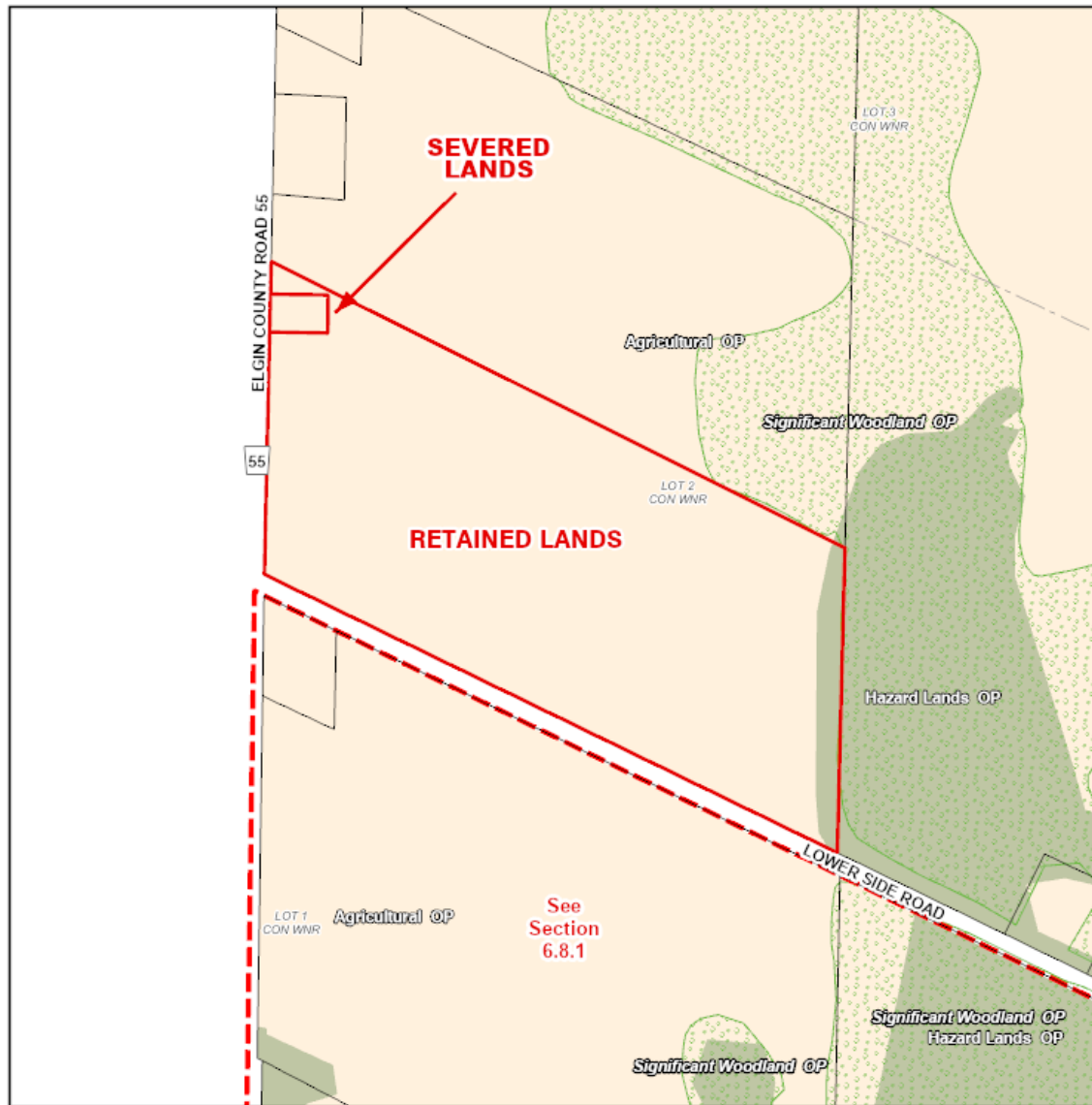
**Legend**

- Subject Lands
- 2020 Air Photo



**MAP B**  
**OFFICIAL PLAN MAP**  
 Geographic Township of HOUGHTON

BNPL2025096

**Legend**

Subject Lands

**Official Plan Designations**

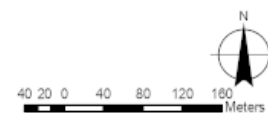
Agricultural

Hazard Lands

Special Policy Area

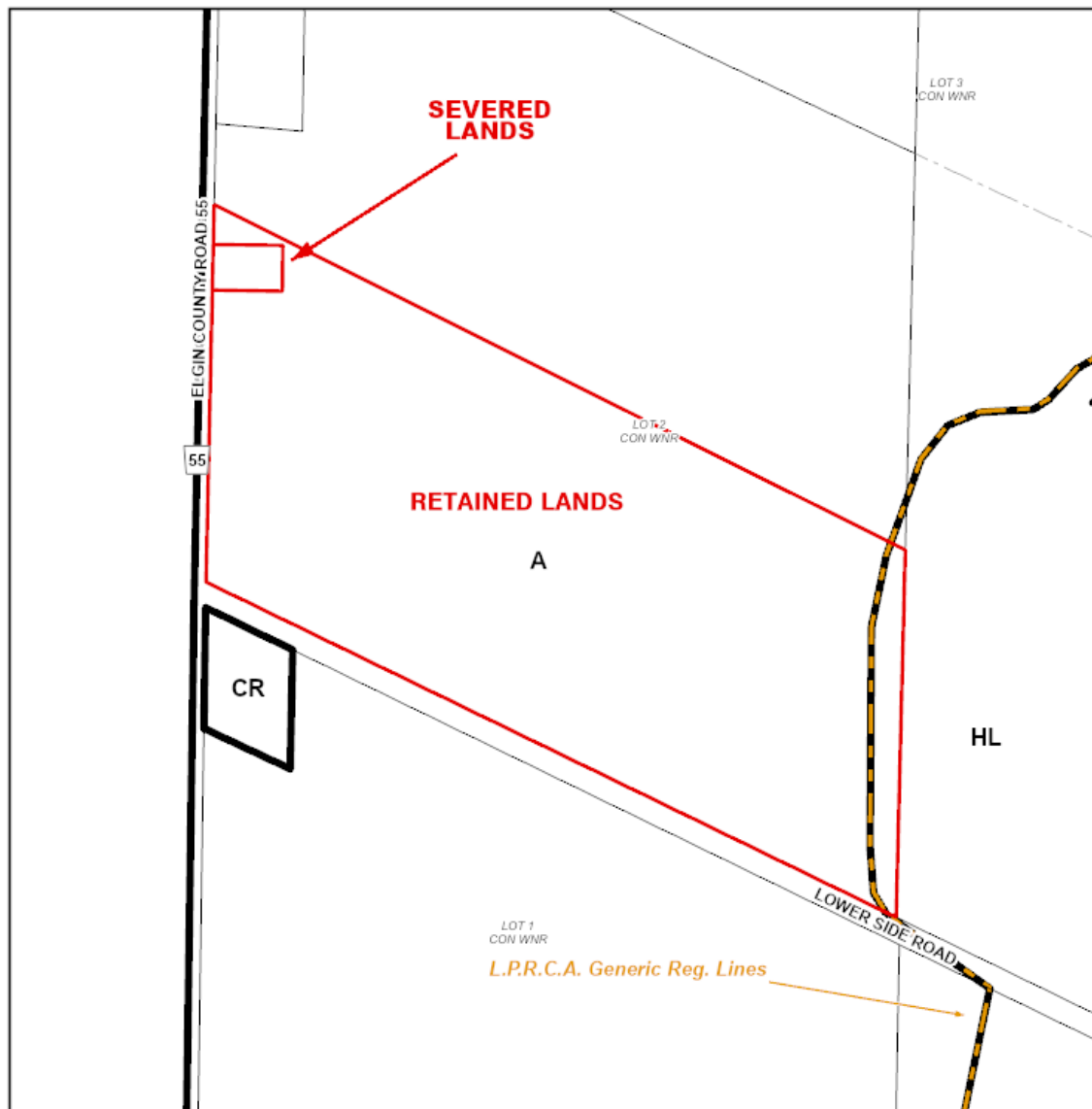
Significant Woodland

6/3/2025



**MAP C**  
**ZONING BY-LAW MAP**  
 Geographic Township of HOUGHTON

BNPL2025096

**LEGEND**

- Subject Lands
- LPRCA Generic RegLines

**ZONING BY-LAW 1-Z-2014**

- (H) - Holding
- A - Agricultural Zone
- CR - Rural Commercial Zone
- HL - Hazard Land Zone

6/3/2025



30 15 0 30 60 90 120  
 Meters





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## Committee of Adjustment – July 16, 2025

Subject: Consent Application BNPL2024326  
Applicant: Strawberry Tyme Farms  
Location: CHR CON 6 PT LOT 14 (1045 St Johns Rd W, Simcoe)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 4  
Purpose: For Decision

### Public Notice Summary/Proposal:

An application has been received for consent to sever lands having a frontage of 37 metres, a depth of 37 metres, and a lot area of 0.13 hectares and to retain a parcel having a lot area of 49.5 hectares as a dwelling surplus to a farm operation. This application is being considering concurrently with a Zoning By-law Amendment to remove a single detached dwelling as a use on the retained lands.

### Recommendation(s):

That application BNPL2024326 affecting the lands described as 2009 Vittoria Rd, Simcoe, Norfolk County, be APPROVED.

### Reason:

This application is consistent with the Provincial Policy Statement, conforms with the policies of the Norfolk County Official Plan regarding consent to sever policies in the Agricultural designation, and meets the intent of the Zoning By-law

### PLANNING CONSIDERATIONS:

#### Site Context:

As shown in Figure 1 below, the subject lands are located on the north side of St. John's Road West, east of its intersection with Turkey Point Road. The area of the subject lands is approximately 49.6 hectares, with approximately 542 metres of frontage on St. John's Road West. The subject lands are occupied by a dwelling, a storage shed, a barn, and two agricultural storage sheds. The dwelling and storage shed are proposed to be included on the severed lands, with the barn and agricultural storage shed to be retained.



The proposed severed lot was severed previously but was later merged on title and is currently considered to be of the same parcel as 1111 St John's Road West, which would form the retained lands.



Figure 1. 1045 St John's Road West, showing dwelling and shed.

### Policy Context:

Based on the Committee of Adjustment Terms of Reference, regard must be had to Section 51(24) of the Planning Act, be consistent with the Provincial Planning Statement, adhere to the Norfolk County Official Plan and meet the intent and purpose of the Zoning By-law.

Planning Act Considerations		
Has the Planning Authority had regard to the Planning Act in consideration of this proposal?		YES
Have the public notice requirements as set out in Section 3 of O.Reg 197/96 been adhered to?		YES
Sign Posted on: July 3, 2025	Public notices sent: June 27, 2025	
Provincial Planning Statement, 2024		
Is the proposal consistent with the Provincial Planning Statement, 2024?		YES

<p>The Provincial Planning Statement, 2024 states that lot creation in prime agricultural areas is permitted for one new residential lot surplus to a farming operation as a result of farm consolidation, provided that the lot is limited to a minimum size needed to accommodate the use and appropriate sewage and water services.</p> <p>The proposed severance meets these criteria.</p>	
<b>Norfolk County Official Plan</b>	
Does the application conform to the Norfolk County Official Plan?	<b>YES</b>
<p>The subject property is designated Agricultural. Official Plan Section 7.2.3 states that consents to sever a residence made surplus through farm amalgamation shall be subject to the policies of 7.2.3 b) and c). Section 7.2.3 b) states that no consent shall be granted unless it is demonstrated that the severed lot will not adversely affect the operation of the farm operation. Section 7.2.3 c) states that the severed lot shall be of an appropriate size for the intended residential use, among other criteria.</p> <p>The proposed severed lands are of a minimum size to meet the needs of a residential property, and do not remove any active farm lands from production, and as such, conforms to the Norfolk County Official Plan.</p>	
<b>Norfolk County Zoning By-law 1-Z-14</b>	
Does the application comply to the general intent and purpose of the Zoning By-law?	<b>YES</b>
<p>The subject property is zoned Agricultural (A). Section 12.1.1 of the Zoning by-law states that single detached dwellings are permitted as a use in the Agricultural Zone. In addition, Section 12.1.2 outlines the provisions which lots and buildings shall be in accordance with within the Agricultural Zone.</p> <p>The proposed lot area of the severed lands is less than the minimum lot area. As noted by the Zoning Administrator, the proposed rear yard setback is deficient by 2.21 metres and the deck setback may be deficient and requires verification. These deficiencies are the result of minimizing the lot size and avoiding the removal of actively farmed land. In addition, the dimension of the proposed severed lot match those from a previous severance that severed the lot. A minor variance is required to address these deficiencies.</p>	

### Public or Technical Comments:

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.



Comments made by the Zoning Administrator indicate deficiencies that would be created on the proposed severed lot.

### **Planning Considerations/Conclusion:**

Given the above, it is the professional opinion of Planning Staff that this proposal meets the requirements of the Planning Act, the Provincial Planning Statement, 2024, conforms with the Norfolk County Official Plan, and meets the intent and purpose of the Norfolk County Zoning By-law.

This proposal is recommended for approval, subject to the attached conditions.

### **Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Conditions  
Attachment 3 – Location of Lands Affected – Conceptual Plan  
Attachment 4 – Map A – Context Map  
Attachment 5 – Map B – Official Plan Map  
Attachment 6 – Map C – Zoning By-law Map

### **Approval:**

Reviewed/Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Kendall Wharton, BEDP  
Planner  
For more information, call: 519-426-5870 x1065

## Technical Comments

**Building** – The building department has reviewed the proposal and has NO comments or conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

All general permitting inquires: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.

<https://www.norfolkcounty.ca/business/building/>

### Development Engineering –

1. Drainage Assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (Fee will be based on 2025 Fee Schedule in the amount of \$348.00). (Condition)
  - a. Apportionment of Walsh Drain Outlet – user fee #491 for \$348.00.

**Zoning** – The proposed severed lot area surplus to a farm operation is deficient by 0.07 hectares (700 square meters). The minimum lot area required is 0.20ha (2000 square meters)

The proposed rear yard setback is deficient by 2.21 meters (ZBL reference 12.1.2 f and 3.36 d)

There is an attached deck on the back of the house and the drawing needs to show this setback. The deck setback to the rear property line may not be deficient but needs to be verified and shown on the proposal. A minimum 3 meter rear yard setback to the deck is required. (ZBL reference 3.6 c)

Ideally, a sketch done by a surveyor should be provided for review.

**Fire** – Norfolk Fire does not have a concern with this proposal at this time.

**GIS** – Circulated.

**Canada Post** – Please be advised that Canada Post does not have any comments on this application for severance and boundary adjustment with rezoning as this will not have any impact on mail delivery.

## **CONDITIONS:**

1. Receipt of a letter from Norfolk County indicating that their requirements, financial or otherwise have been satisfied including:
  - a. Proof that property taxes are paid and up to date, or payment of any outstanding taxes;
  - b. Drainage assessment reapportionment be undertaken pursuant to Section 65 of the Drainage Act, R.S.O. 1990 at the applicant's expense (\$348.00);
    - i. Apportionment of Walsh Drain Outlet – user fee #491 for \$348.00.
2. Confirmation from the Secretary–Treasurer indicating that the zoning of the retained lands has been amended to meet the requirements of Section 2.3.4.1. (c) of the Provincial Policy Statement.
3. That a survey be submitted showing the required front, rear and side yard measurements of all existing buildings on the severed parcel in accordance with all zone provisions to the satisfaction of the Community Development Department.
4. Subject to approval of the required Minor Variance application for any applicable deficiencies on the severed lands, including but not limited to: lot area, rear yard setback.
5. Receipt of three copies of the registered reference plan for the severed parcel of land from the solicitor acting in the transfer.
6. Receipt of three copies of the deed for the severed parcel of land, or if filling by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation from the solicitor acting in the transfer.
7. That the solicitor acting in the transfer provides an undertaking to provide the Secretary- Treasurer with a copy of the first page of the Receipted Transfer upon the completion of the electronic registration.
8. That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

## **LAPSING DATE:**

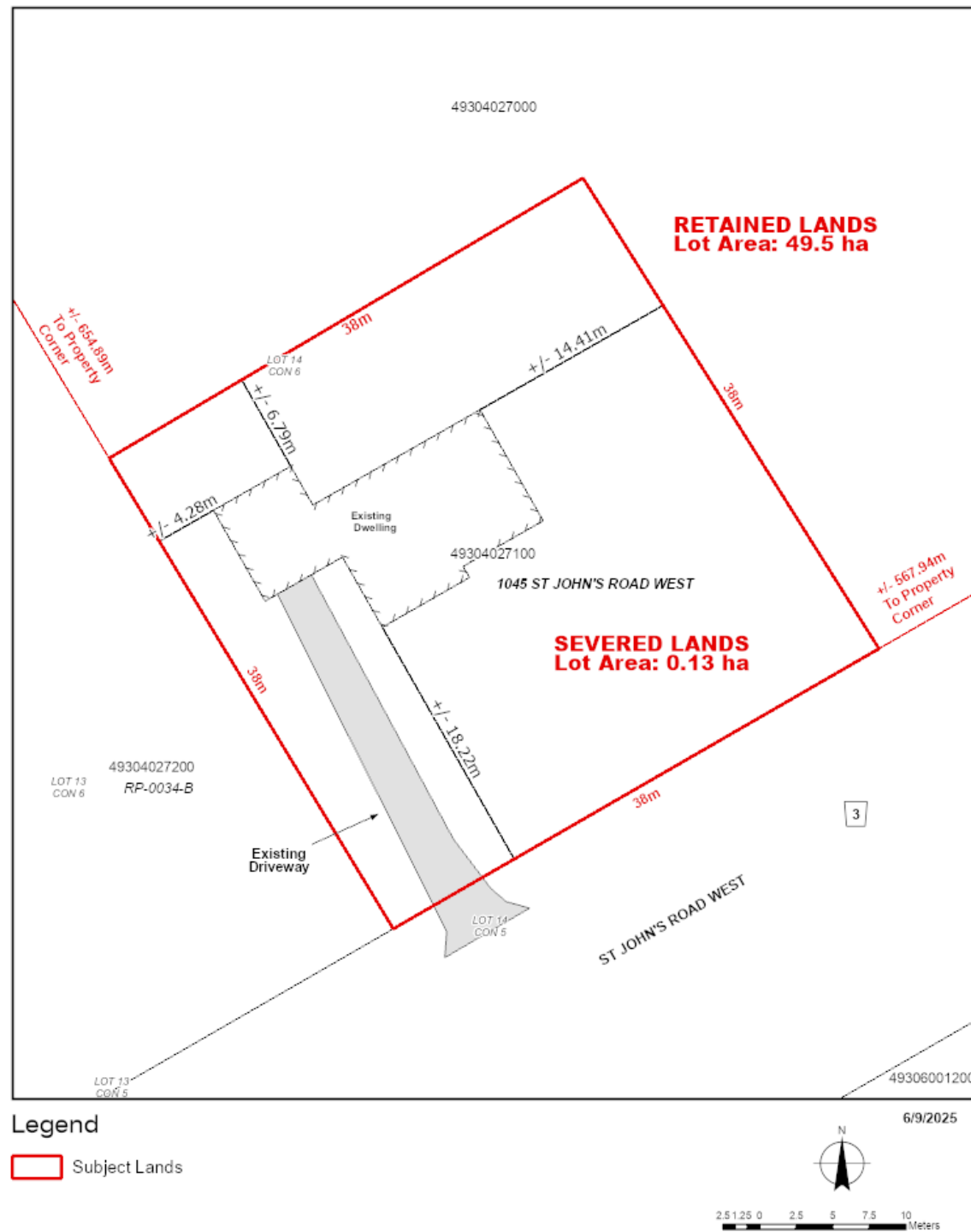
**JULY 16, 2027**

## LOCATION OF LANDS AFFECTED

## CONCEPTUAL PLAN

Geographic Township of CHARLOTTEVILLE

BNPL2024326

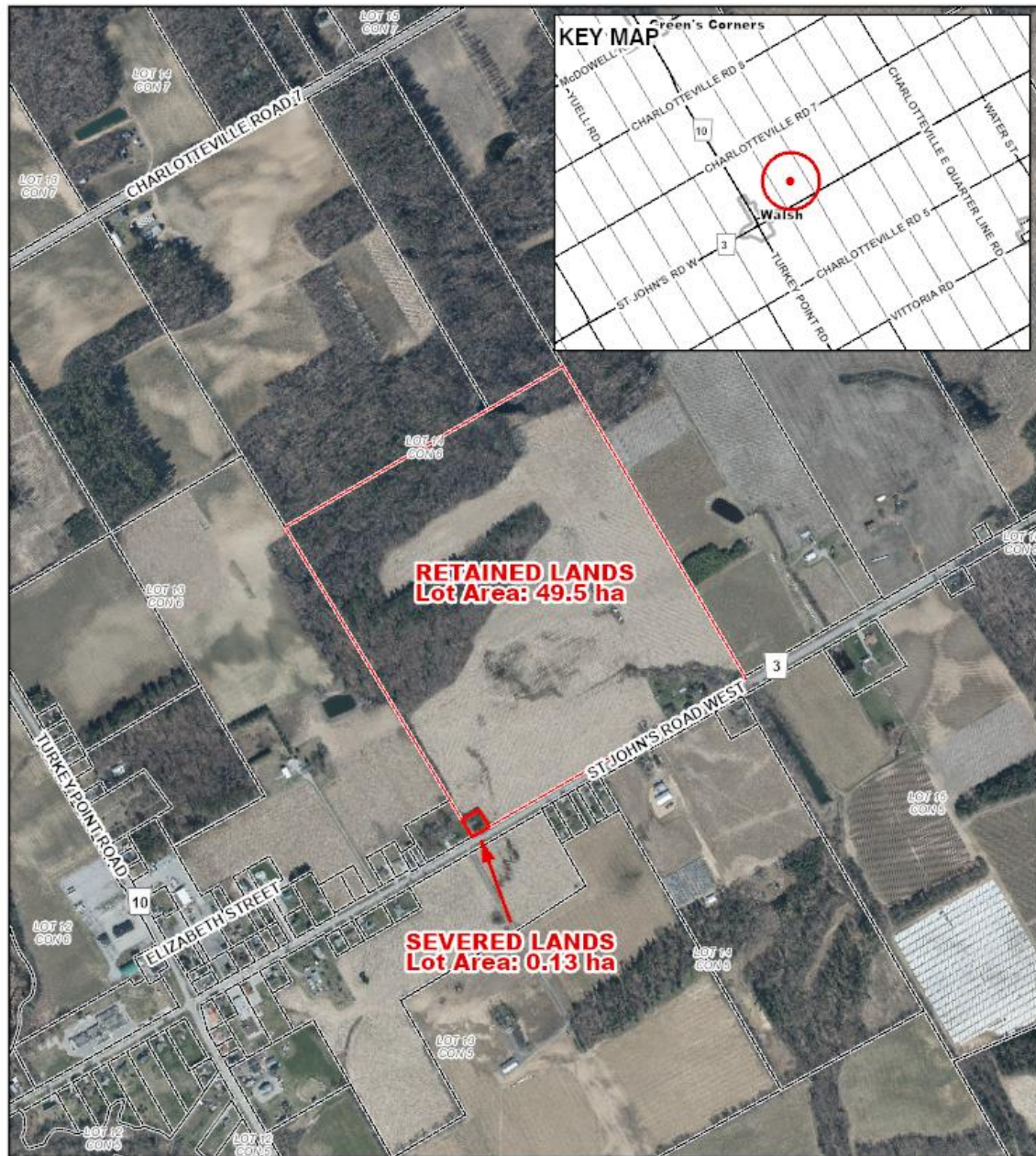


### MAP A

## CONTEXT MAP

Geographic Township of CHARLOTTEVILLE

BNPL2024326

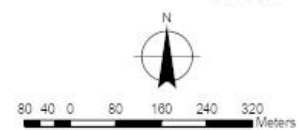


Legend

☐ Subject Lands

2020 Air Photo

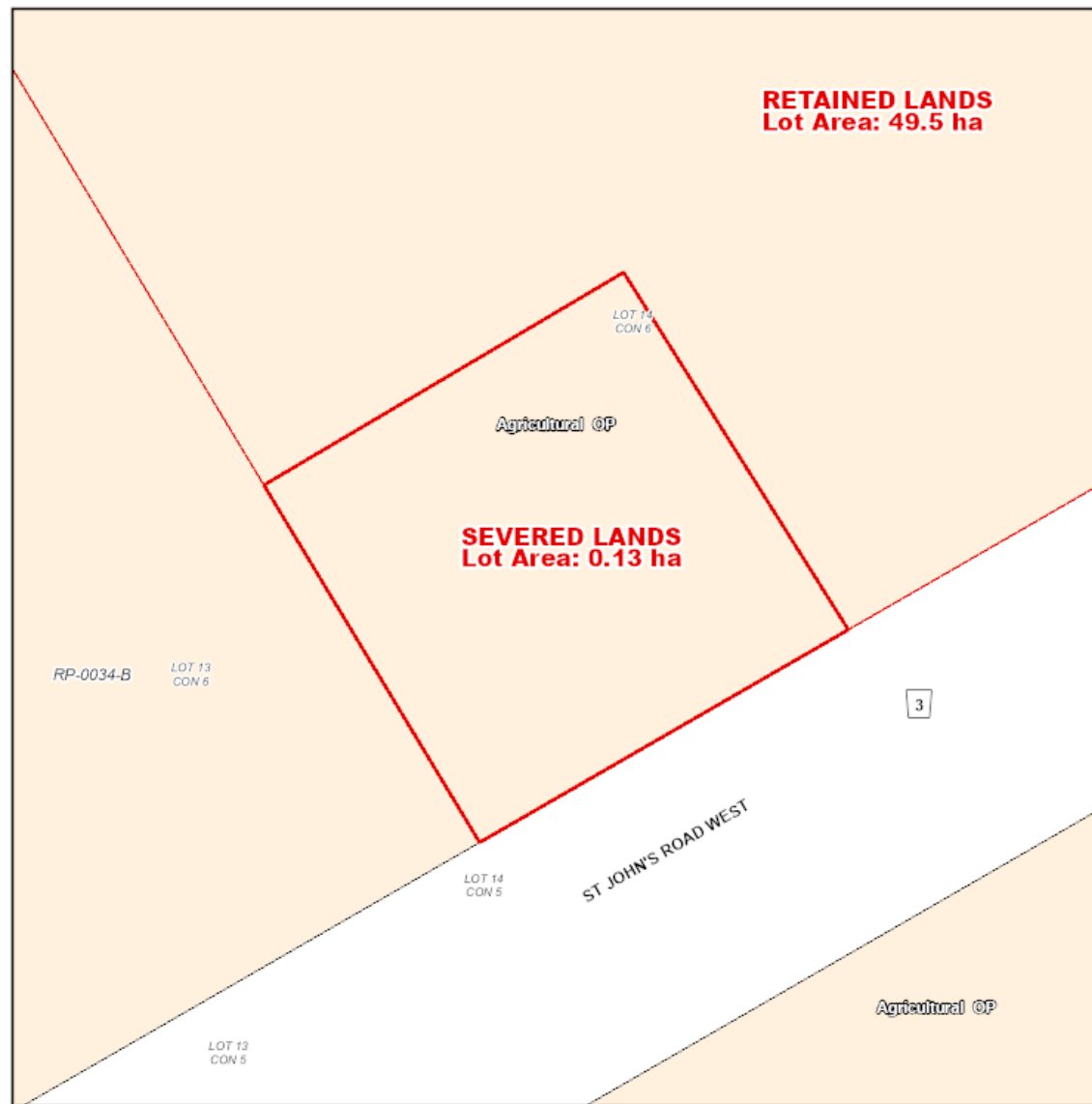
6/9/2025



**MAP B****OFFICIAL PLAN MAP**

Geographic Township of CHARLOTTEVILLE

BNPL2024326

**Legend**

Subject Lands

**Official Plan Designations**

Agricultural

6/9/2025



4 2 0 4 8 12 16 Meters

**MAP C**  
**ZONING BY-LAW MAP**  
 Geographic Township of CHARLOTTEVILLE

BNPL2024326

**LEGEND**

- Subject Lands
- Lands Owned

ZONING BY-LAW 1-Z-2014

6/9/2025

(H) - Holding

A - Agricultural Zone



3 1.5 0 3 6 9 12 Meters





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## Committee of Adjustment – July 16, 2025

Subject: Minor Variance Application ANPL2025031  
Applicant: William Hayes  
Location: PDOV PLAN 207 BLK 17 PT LOT 5 (109 McNab Street E, Port Dover)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 6  
Purpose: For Decision

### Public Notice Summary/Proposal:

An application has been received seeking relief of:

- 44 square metres from the maximum permitted usable floor area of 55 square metres to permit a usable floor area of 99 square metres;
- 0.4 metres from the minimum required interior side yard setback for 1.2 metres to permit an interior side yard setback of 0.8 metres
- 0.8 metres from the maximum permitted height of 5 metres to permit a height of 5.8 metres;
- 7.3% from the maximum permitted lot coverage of 10% to permit a lot coverage of 17.3%;
- 2.46 metres from the minimum required front yard of 6 metres to permit a front yard of 3.54 metres; and,
- 0.9 metres from the minimum required deck setback of 3 metres to permit a setback of 2.1 metres.

The relief is requested to recognize an existing accessory building established without the benefit of a building permit.

### Recommendation(s):

That application ANPL2025031 affecting the lands described as 109 McNab Street E, Port Dover, Norfolk County, be APPROVED.

### Reason:

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, and maintains the general intent of the Official Plan and Zoning By-law.

## PLANNING CONSIDERATIONS:

### Site Context:

As shown in Figure 1 below, the subject lands are located on the north-west side of McNab Street East, just west of the intersection with St Patrick's Street, within the urban area of Port Dover. There is an existing dwelling as well as accessory buildings on the subject lands. The property has a lot area of 526 square metres.



Figure 1. 109 McNab Street East, Port Dover

### Policy Context:

Planning Act Considerations		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		YES
Sign Posted on: July 2, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	<b>YES</b>
The Urban Residential OP designation allows for dwellings as well as accessory structures to those dwellings. As such, the proposal conforms to the general intent and purpose of the Official Plan.	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>YES</b>
The intent of the zone provisions for accessory buildings is to ensure the accessory building remains secondary to the primary residential use of the property. The building is existing and is intended to be used for personal storage. The side yard setback and deck setback are intended to ensure the building can be accessed without trespassing on a neighbouring property. In this case, sufficient space remains in order to allow for access and maintenance. The application conforms to the general intent and purpose of the Zoning By-law.	
Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
The existing accessory building includes features such as a bathroom, which the applicant is willing to remove to ensure the building is not used as an accessory residential dwelling unit. An accessory building is considered appropriate development on the subject lands.	
Is the application minor?	<b>YES</b>
The accessory building fits within the subject lands without negatively impacting the property or surrounding properties. It is considered to be minor in nature.	

#### **Public or Technical Comments:**

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

Building staff have raised concerns regarding the fact that this structure was located on the property without a building permit, and that there is an accessory residential dwelling unit (ARDU) on the second floor of the accessory building. The applicant has indicated that he is willing to remove features (i.e. the bathroom) in order to bring the building into compliance. A building permit will be required as well.

### **Planning Considerations/Conclusion:**

It is the professional opinion of Planning staff that this proposal meets the four tests of a minor variance. Planning staff recommend that this application be approved.

### **Attachment(s):**

Attachment 1 – Technical Comments

Attachment 2 – Location of Lands Affected – Conceptual Plan

Attachment 3 – Map A – Context Map

### **Approval:**

Reviewed and Approved by:

Alisha Cull, BES, MCIP, RPP, Ec.D.

Manager of Planning Services

For more information, call: 519-426-5870 x5080

Prepared By:

Andrew Wallace, MScArchCon, MScIP

Planner

For more information, call: 519-426-5870 x1059

## Attachment 1 – Technical Comments

### Development Engineering

As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required at time of building permit application.

### Zoning

The property is zoned R2. Zoning comments are based on the survey and sketches provided in the application. Some of the numbers provided on page 4, Table C1 are incorrect based on the survey drawing provided.

Relief required to permit the detached garage:

To permit an accessory structure height of 5.8m (maximum 5m permitted, 3.2.1 a). No elevation drawings have been provided for review.

To permit a total lot coverage of 17.3% for all accessory structures combined on the property (maximum 10% permitted, 3.2.1 g)

To permit a useable floor area for all accessory structures combined on the property of 98.99 square meters (maximum permitted in the R2 zone is 55 square meters, 3.2.1 g). See useable floor calculations below

To permit a stair landing rear yard setback of 2.10 meters (minimum required is 3 meters, 3.2.6 c). The existing stair landing attached to the garage is considered a deck under the zoning by-law.

To permit an interior side yard setback of 0.80 meters (minimum 1.2 meters required, 3.2.1 d)

Useable floor area calculation:

Garage main floor: 24'x32'=768 square feet (71.35 square meters) from sketch provided in application

Garage second floor : 12'x16'=192 square feet (17.84 square meters) from sketch provided in application

Existing shed: 9.8 square meters from survey provided

**Total = 98.99 square meters**

*Planning staff note: the application was amended to reflect the correct calculations as outlined by Zoning.*

### Building

Deferral of planning application recommended. This deferral is recommended to allow time for the application to be amended to include a potential ARDU as noted by planner Soumaya Ben Miled @ 02/12/2025 9:36 AM.

Deferral is also recommended as this is an illegal building as it was placed/constructed on the property prior to building permit approvals and without inspections. The chief Building Official is requesting a building permit application; all required permit documents be submitted and permit fees to be paid including the Building Without a Permit fee(s). Recognizing the planning application approval will still need to be completed and approved prior to the issuance of the building permit.

- 1) Obtain a building permit for the detached accessory building - residential garage and complete the necessary inspections.
- 2) Spatial separation calculations will be required to be completed and supplied with the building permit application plans.

Note: a review of the file was based on the paperwork submitted for a detached garage only. Not a residential accessory dwelling unit (ARDU).

If this is the case at the building permit stage or inspection stage, then a new planning application will be required and the process to begin again.

*Planning staff note: The application is not being recommended for deferral as the applicant agreed to remove any features that result in the building being considered an ARDU. Also, a minor variance is required prior to the issuance of a building permit. As such, a deferral would result in an inability for the applicant to obtain a building permit.*

### **Norfolk GIS**

Norfolk GIS have no requirements at this time.

### **Norfolk Fire**

Norfolk Fire does not have a concern with this proposal at this time.

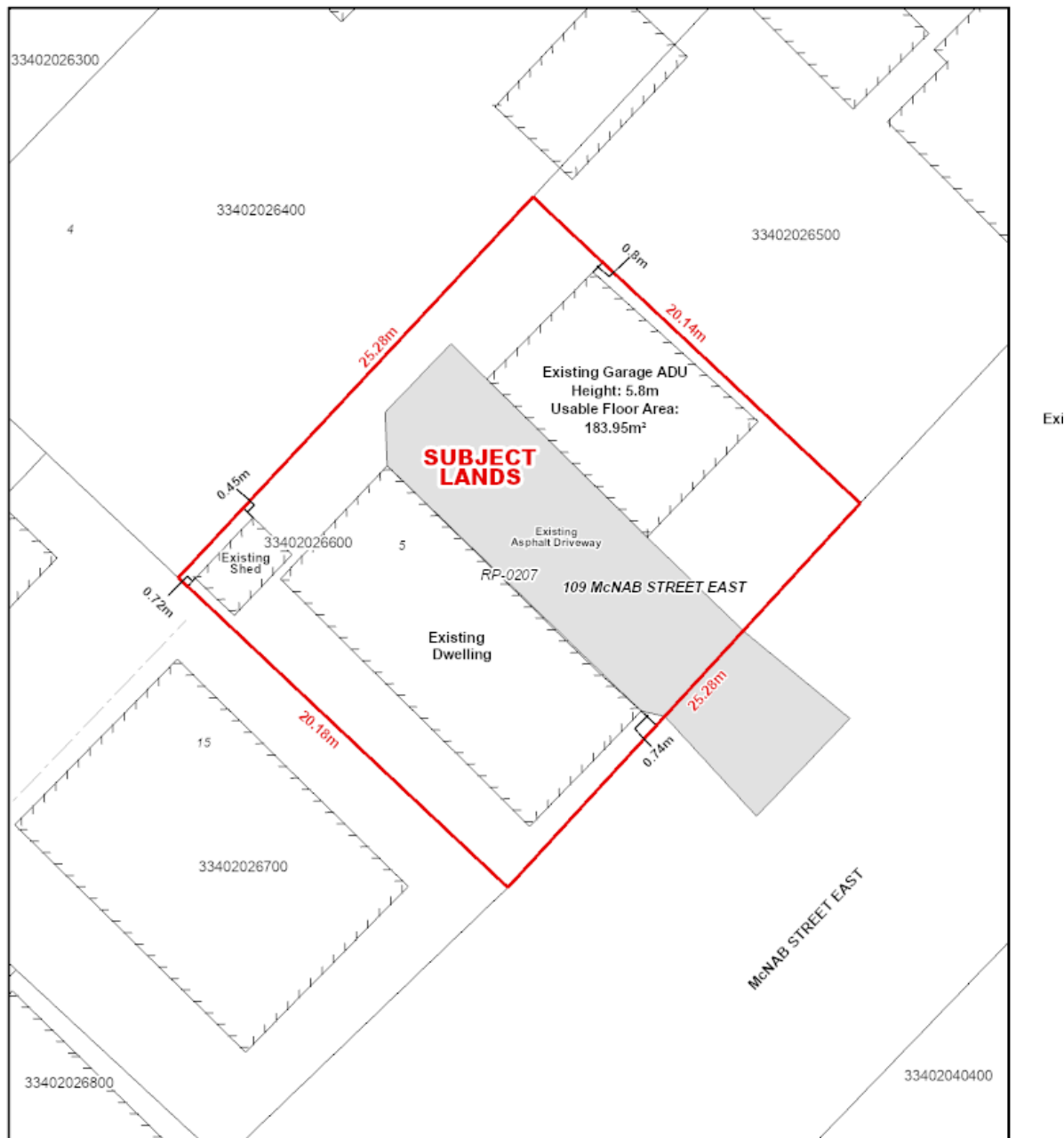
### **Canada Post**

Please be advised that Canada Post does not have any comments on this application for a garage as this will not affect mail delivery.



**LOCATION OF LANDS AFFECTED**  
CONCEPTUAL PLAN  
Urban Area of PORT DOVER

ANPL2025031

**Legend**

Subject Lands

**MAP A**  
**CONTEXT MAP**  
Urban Area of PORT DOVER

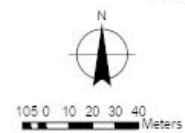
ANPL2025031



**Legend**

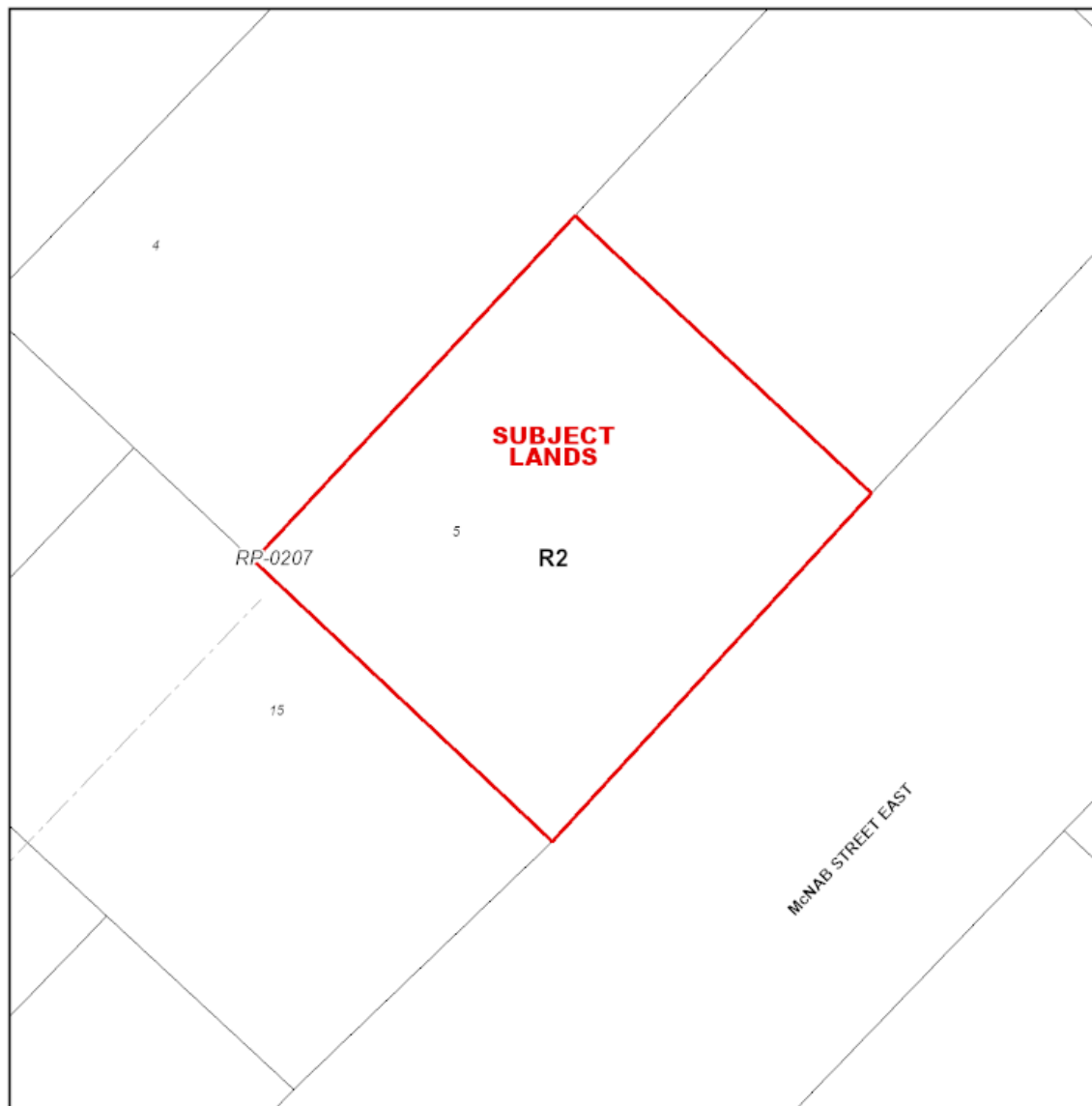
-  Subject Lands  
2020 Air Photo

6/18/2025



**MAP B**  
**ZONING BY-LAW MAP**  
 Urban Area of PORT DOVER

ANPL2025031



**LEGEND**

Subject Lands

ZONING BY-LAW 1-Z-2014

(H) - Holding

R2 - Residential R2 Zone

6/18/2025



2 1 0 2 4 6 8 Meters



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## Committee of Adjustment – July 16, 2025

Subject: Minor Variance Application ANPL2025070  
Applicant: Mike Tieszer  
Location: SWAL PLAN 429 LOT 117 (23 Teal Ave, Long Point)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 1  
Purpose: For Decision

---

### Public Notice Summary/Proposal:

An application has been received to seek relief of 9.84% from the maximum permitted lot coverage of 15% to permit a garage addition to an existing cottage with a total lot coverage of 24.84%, 7.45% of the maximum permitted lot coverage for accessory buildings of 10% to allow a total lot coverage of 17.45% for an accessory building/boathouse, 3.3 metres in maximum height for a boathouse to allow a total height of 8.3 metres and 70.36 square metres of usable floor area to allow a total usable floor area of 126.36 square metres for a boathouse in the RR Zone.

### Recommendation(s):

That application ANPL2025070 affecting the lands described as 23 Teal Ave, Long Point, Norfolk County, be DEFERRED.

### Reason:

To allow the applicant time to confirm the correct measurements for the application.

### PLANNING CONSIDERATIONS:

#### Site Context:

As shown in Figure 1 below, the subject lands are located at 23 Teal Avenue, north of its intersection with Erie Boulevard. The area of the subject lands is approximately 698.7 square metres, with approximately 17.3 metres of frontage on Teal Avenue. The subject lands are occupied by a single detached dwelling, a utility shed, and a boathouse. The boathouse is proposed to be replaced and an attached garage and mudroom addition to be constructed as part of the dwelling, with the existing shed to be removed.





Figure 1. Dwelling at 23 Teal Avenue.

### Policy Context:

Planning Act Considerations		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		<b>YES</b>
Sign Posted on: July 3, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	<b>NO</b>
<p>The subject lands are in the Resort Residential designation which allows for vacation homes and other accessory buildings.</p> <p>The subject lands are within the “Long Point and Turkey Point Resort Areas Safe Access Special Policy Area.” The intent of the special policy area is to recognize that the communities are served by limited road links, which could be compromised to the</p>	

<p>point of interrupting safe access to the entire communities during a severe storm event. Redevelopment or replacement of existing development is permitted subject to the policies of the Hazard Land designation.</p> <p>The Hazard Land designation permits a reasonable compromise between the extent of the hazard and the continued use and future development of the area in areas of extensive development located on Hazard Lands, such as Long Point. In this case, a vacation home already exists on the property and will be replaced by another vacation home.</p> <p>The proposed development conforms to the general intent and purpose of the Official Plan.</p>	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>YES</b>
Through the agency circulation, it was noted that measurements in the application do not match the drawing provided. Planning staff recommend that the application be deferred in order to allow the application to be corrected.	
Is the application desirable for the appropriate development of the lands in question?	<b>NO</b>
Larger vacation homes and boathouses have become common in Long Point. The development is appropriate for the lands in question.	
Is the application minor?	<b>NO</b>
Based on the existing state of the property and the surrounding neighbourhood, the development could be considered minor in nature. However, comments provided by the Building Department and Zoning Administrator indicate that there are discrepancies between the provided drawings and the site plan. Additional review of corrected drawings would be necessary to confirm this assessment.	

#### Public or Technical Comments:

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

Comments received by the LPRCA note that the subject application does not comply with the Provincial Planning Statement, 2024.

Additional comment received by the Building Department and Zoning Administrator indicate discrepancies between the provided building drawings and site plan.

#### Planning Considerations/Conclusion:

It is the professional opinion of Planning staff that this proposal does not meet the four tests of a minor variance. Planning staff recommend that this application be DEFERRED.

**Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – LPRCA Comments  
Attachment 3 – Location of Lands Affected – Conceptual Plan  
Attachment 4 – Map A – Context Map  
Attachment 5 – Map B – Zoning By-law Map

**Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Kendall Wharton, BEDP  
Planner  
For more information, call: 519-426-5870 x1065



## Technical Comments

**Building** – The building department has reviewed the proposal and has the following comments.

1. Proposed plans do not match application. Building department recommends deferral to allow the applicant time to provide an accurate application to the proposal.
2. The proposed septic system setbacks will be required to comply with 2024 Ontario Building Code 8.2.1.6. and Table 8.2.1.6. - 5 meters is required between the distribution pipes and any structure on the property. Less than 5m is proposed based on the plot plan provided to both the existing cottage wall and the proposed addition.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

Please reach out to the building department as you get closer to having the planning and applicable approvals in place and staff will be happy to assist you with information on preparing for the building and septic permit stage of the project.

All general permitting inquires: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.  
<https://www.norfolkcounty.ca/business/building/>

## Development Engineering –

### **Comment(s):**

1. As per Norfolk County By-law 2017-04 ('Being a By-Law to Regulate Lot Grading and Drainage'), a lot grading plan will be required at the time of building permit application. (Comment)
2. As per Norfolk County By-Law 2016-32, an entrance permit and installation of entrance is required at time of building permit application. (Comment)
3. As per Norfolk County By-law 2016-32, if any modifications/changes are made to the existing entrance, an entrance permit and installation of modified entrance will be required at time of building permit application. (Comment).

**Zoning** – Relief required:

Vacation home:

To permit a lot coverage of 24.84% for the primary use on the property (vacation home) to allow an addition (min. 15%, deficient by 9.84% ZBL reference 5.8.2 h)

**Boathouse:**

To permit a lot coverage of 17.45% for accessory structures on the property (10% maximum, deficient by 7.45% ZBL reference 5.8.2 h)

To permit a boathouse height of 8.3m (5m maximum, deficient by 3.3m ZBL reference 3.2.2 c)

To permit a boathouse useable floor area of 126.36 square meters (56 square meters maximum, deficient by 70.36 square meters, ZBL reference 5.8.2 )

**Misc. Comments**

The site plan provided does not show the boathouse accurately. The boathouse dimensions are taken from the architectural drawings provided in the application. The site plan should be revised to match the lot coverage and area numbers in the application.

**NO DWELLING UNIT, HABITABLE ROOM OR WASHROOM FACILITIES ARE PERMITTED.**

**Fire** – Norfolk Fire does not have a concern with this proposal at this time.

**GIS** – Norfolk GIS has no requirements at this time.

**Canada Post** – Please be advised that Canada Post does not have any comments on this application for building relief as this will not affect mail delivery.



## Long Point Region Conservation Authority

4 Elm St., Tillsonburg ON N4G 0C4 Tel: (519) 842-4242 Fax: (519) 842-7123  
Email: [conservation@lprca.on.ca](mailto:conservation@lprca.on.ca) Website: [www.lprca.on.ca](http://www.lprca.on.ca)

Norfolk County  
50 Colborne St. South  
Simcoe, ON  
N3Y 4H3

June 27, 2025

Long Point Region Conservation Authority (LPRCA) staff have had an opportunity to review the application ANPL2025070 and can provide the following comments based on LPRCA's plan review responsibilities for the Norfolk County's consideration.

It is staff's understanding that the submitted application will to permit a garage addition to an existing cottage and a detached boathouse.

### Delegated Responsibility from the Minister of Natural Resources, Chapter 5.2 of the Provincial Planning Statement, 2024

Conservation Authorities have been delegated responsibilities from the Ministry of Natural Resources to represent the provincial interests regarding natural hazards encompassed by Chapter 5.2 of the Provincial Planning Statement, 2024 (PPS). The overall intent of Chapter 5.0 - Protecting Public Health and Safety of the PPS is to reduce the potential public cost and/or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The application is subject to the following subsections of Chapter 5.2 of the Provincial Planning Statement:

**5.2.2** Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

- a) hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards,

**5.2.3** Development and site alteration shall not be permitted within:

- c) areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard.

### **Boathouse**

Based on the drawings provided with the application, there is a potential to convert the large second story of the boathouse into habitable space. The proposed structure could allow for a second unit in an area that would be rendered inaccessible to people and vehicles during times of flooding.

### **Garage and addition**

The addition to the cottage constitutes redevelopment as defined in the *MNR's Great Lakes-St. Lawrence River Shorelines and Larger Inland Lakes Technical Guide* in accordance with the Provincial Policy Statement, 2024. Due to the scale of development and the addition of habitable space, the vacation home is required to meet both the Flood Protection Standard and the Access Standard. This includes floodproofing above the regulatory flood elevation and ensuring safe access. Safe access is currently not achieved, as the access road (Erie Boulevard and Highway 59) is subject to flood depths exceeding 1 meter over a 5 km stretch during storm events—conditions that surpass the thresholds for safe pedestrian and vehicular movement established by the technical standards. This depth of flooding is greater than what is considered safe by the technical standard.

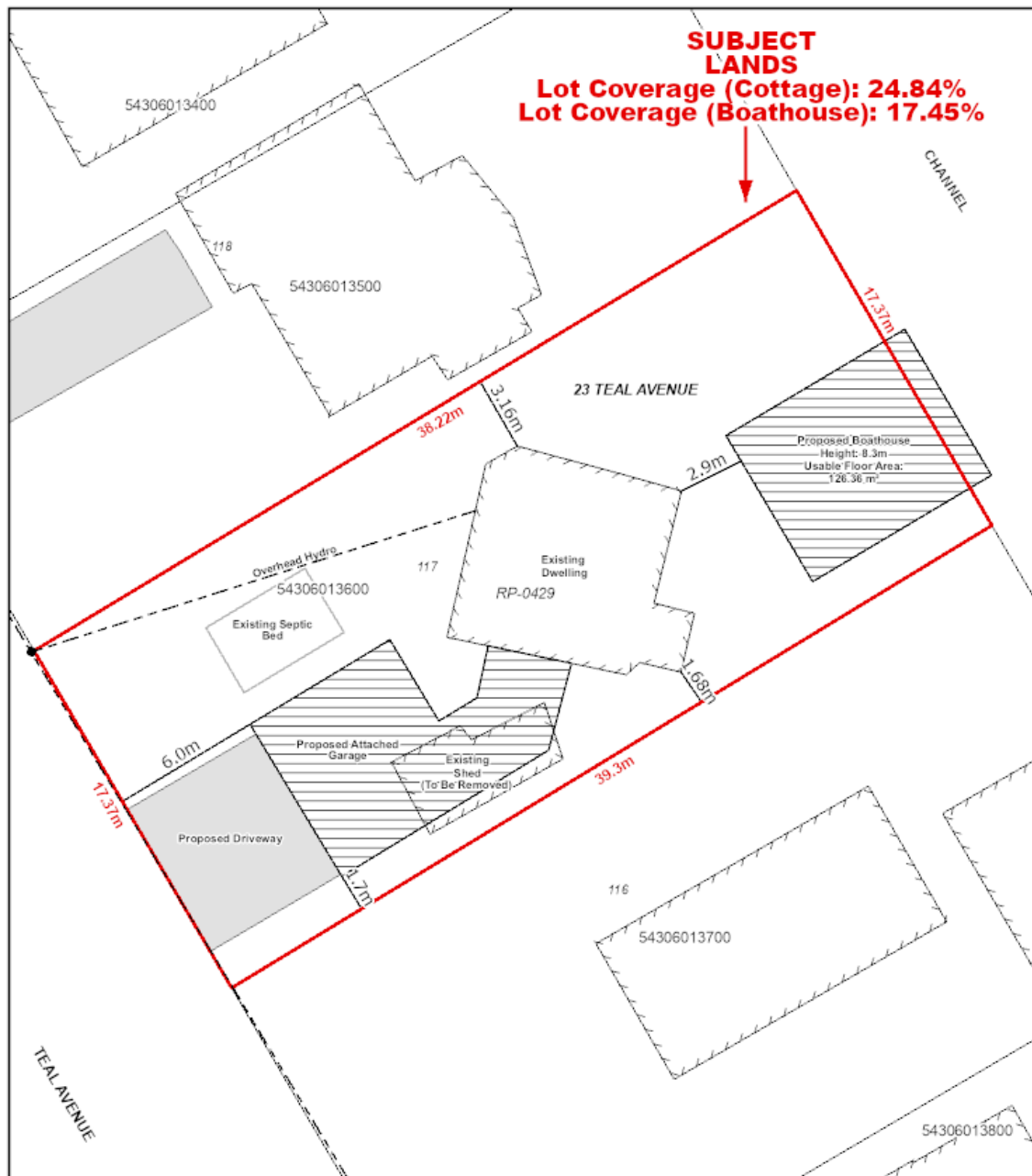
**As there is no safe access, the application is not consistent with Section 5.2.2 a) and 5.2.3 c) of the Provincial Planning Statement, 2024.**

Please feel free to reach out for any further questions related to this matter.

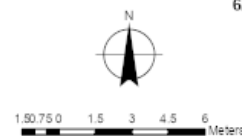
Isabel Johnson, Resource Planner  
Long Point Region Conservation Authority  
519-842-4242 | [planning@lprca.on.ca](mailto:planning@lprca.on.ca)

**LOCATION OF LANDS AFFECTED**  
**CONCEPTUAL PLAN**  
Geographic Township of SOUTH WALSINGHAM

ANPL2025070

**Legend** Subject Lands

6/11/2025



**MAP A****CONTEXT MAP**

Geographic Township of SOUTH WALSINGHAM

ANPL2025070

**Legend** Subject Lands

2020 Air Photo

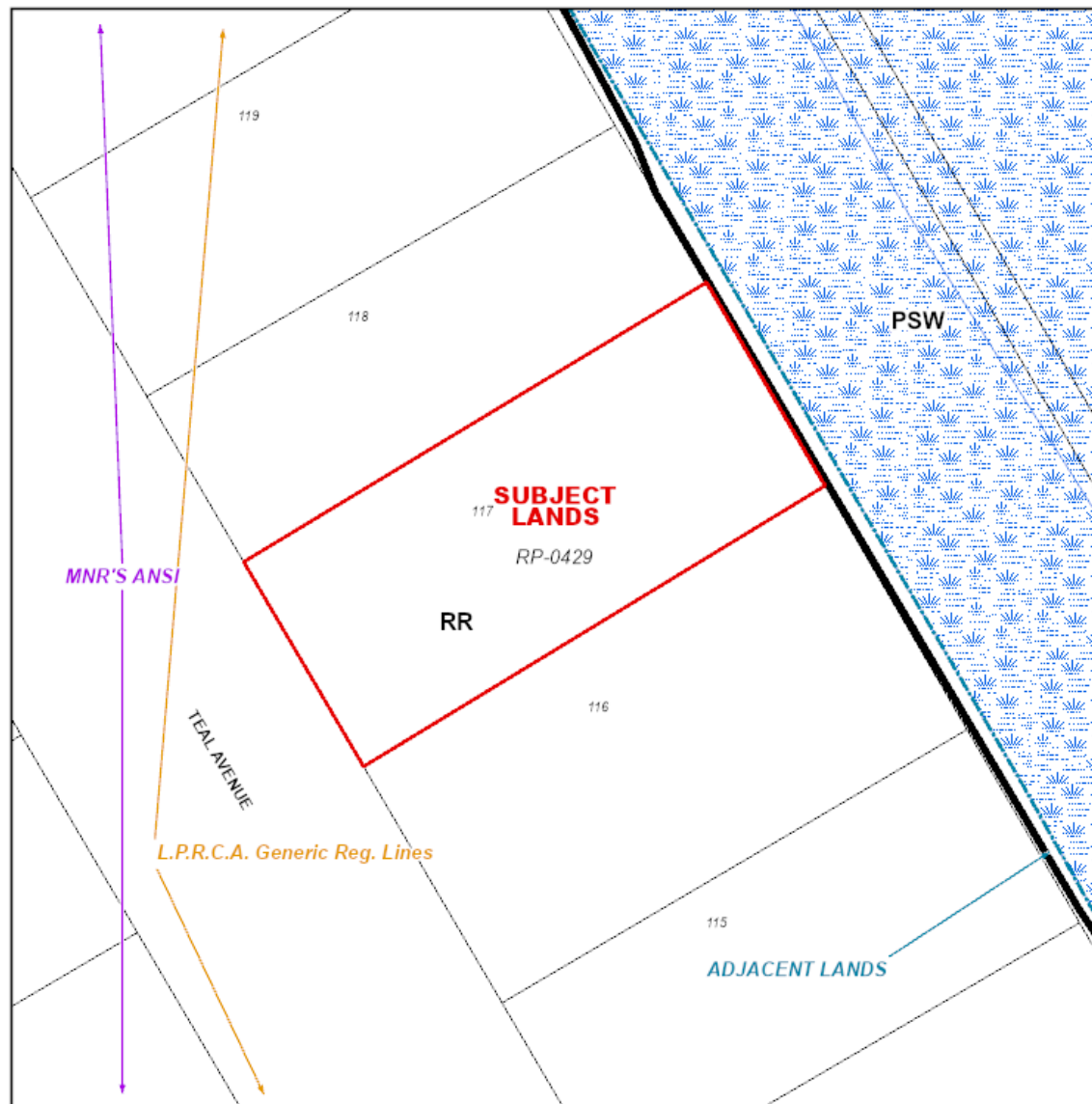
6/11/2025

 20 10 0 20 40 60 Meters



**MAP B**  
**ZONING BY-LAW MAP**  
 Geographic Township of SOUTH WALSINGHAM

ANPL2025070

**LEGEND**

- Subject Lands
- Adjacent Lands
- Wetland

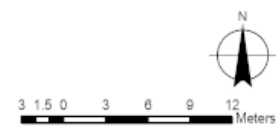
ZONING BY-LAW 1-Z-2014

6/11/2025

(H) - Holding

PSW - Provincially Significant Wetland Zone

RR - Resort Residential Zone



## Committee of Adjustment – July 16, 2025

Subject: Minor Variance Application ANPL2025114  
Applicant: Maria Renkema  
Location: CHR PLAN 270 PT LOT 32, (26 Harold Street, Turkey Point)  
Division: Community and Development Services  
Department: Planning and Realty Services  
Ward: Ward 1  
Purpose: For Decision

---

### Public Notice Summary/Proposal:

An application has been received to seek relief of: 3,143 sq m in lot area to permit a lot with an area of 856.6 sq m, 5% in lot coverage to allow a cottage with a lot coverage of 20% and 3.5 m reduction in front yard setback to allow a front yard setback of 2.5 m in the RR Zone.

### Recommendation(s):

That application ANPL2025114 affecting the lands described as 26 Harold Street, Turkey Point, Norfolk County, be APPROVED.

### Reason:

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, and maintains the general intent of the Official Plan and Zoning By-law.

### PLANNING CONSIDERATIONS:

#### Site Context:

The subject lands are 856.6 square metres in size and front onto the northwest side of Harold Street in the resort area of Turkey Point. The site is gently sloped. There is an existing cottage on the site that is to be demolished. Surrounding land uses are predominately seasonal residential in nature. Figure 1 below provides a photograph of the property.



Figure 1: View of Property from Harold Street

### Policy Context:

Planning Act Considerations		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		YES
Sign Posted on: July 2, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	YES
The subject land is designated Resort Residential. Section 7.6.1 of the Official Plan permits vacation homes in the Resort Residential designation. The proposed minor variance conforms to the general intent and purpose of the Official Plan.	
Does the application conform to the general intent and purpose of the Zoning By-law?	YES
The Zoning By-law permits vacation homes in the Resort Residential (RR) zone. The purpose of the maximum lot coverage and setback provisions is to ensure adequate amenity area on vacation properties. In this case, staff are satisfied that ample space will be provided. The minimum lot area requirements also ensure adequate amenity area as well as space for private services. The lot area is an existing condition and	

can accommodate services. The application conforms to the general intent and purpose of the Zoning By-law.	
Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
The proposed variances will result in appropriate development of the subject lands. The development proposed will be consistent with the neighbourhood.	
Is the application minor?	<b>YES</b>
The application proposes to replace an existing vacation home with a vacation home of a similarly sized footprint on the subject lands. The lands are buffered from surrounding properties by trees, with no neighbour directly adjacent to the proposed vacation home location. The subject application is considered to be minor in nature.	

#### **Public or Technical Comments:**

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Divisions and applicable agencies. All comments are summarized in Attachment 1 of this report.

#### **Planning Considerations/Conclusion**

It is the professional opinion of Planning staff that this proposal meets the four tests of a minor variance. Planning staff recommend that this application be APPROVED.

#### **Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – Location of Lands Affected – Conceptual Plan  
Attachment 3 – Map A – Context Map  
Attachment 4 – Map B – Zoning Bylaw Map

#### **Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

ANPL2025114

Prepared By:  
Josh Mueller BES, CPT, URPT MCIP  
Planner  
For more information, call: 519-426 5870 x5039

## **Attachment 1: Technical Comments**

### **Development Engineering**

As per Norfolk County By-law 2017-04, a lot grading plan will be required at time of building permit application.

As per Norfolk County By-Law 2016-32, an entrance permit and installation of entrance is required at time of building permit application.

### **Long Point Regional Conservation Area (LPRCA)**

Long Point Region Conservation Authority (LPRCA) staff have had an opportunity to review the application ANPL2025114 and can provide the following comments based on LPRCA's plan review responsibilities for the Norfolk County's consideration.

It is staff's understanding that the submitted application will permit the cottage to be rebuilt.

#### Delegated Responsibility from the Minister of Natural Resources, Chapter 5.2 of the Provincial Planning Statement, 2024

Conservation Authorities have been delegated responsibilities from the Ministry of Natural Resources to represent the provincial interests regarding natural hazards encompassed by Chapter 5.2 of the Provincial Planning Statement, 2024 (PPS). The overall intent of Chapter 5.0 - Protecting Public Health and Safety of the PPS is to reduce the potential public cost and/or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The application is subject to the following subsections of Chapter 5.2 of the Provincial Planning Statement:

**5.2.2** Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

- a) hazardous lands adjacent to the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards,

The property of 26 Harold Street is not within the 100-year floodplain of Lake Erie. The property has safe access to and from Turkey Point through Snooks Drive and Old Hill Road.

The application is consistent with Section 5.2.2 a) of the Provincial Planning Statement, 2024.



## **Norfolk Fire**

Norfolk Fire does not have a concern with this proposal at this time. Should electric vehicle charging or battery storage (e.g. Tesla wall) infrastructure be provided please notify NCFD.

## **Zoning**

Relief Required:

Front yard setback of 2.5m, deficient by 3.5m

Lot coverage of 20%, deficient by 5%

The site plan drawing provided does not show dimensions for the front yard setback, rear yard setback and left interior side yard setback. The proposed dimensions from the application shall match the site plan drawing. Zoning has reviewed the proposal based on the numbers provided in table C1.

## **Building**

The building department has reviewed the proposal and has NO comments or conditions.

No Ontario Building Code review has been completed at this time and will be done at permit application stage.

Please reach out to the building department as you get closer to having the planning and applicable approvals in place and staff will be happy to assist you with information on preparing for the building and septic permit stage of the project.

All general permitting inquiries: by email: [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca) or by phone: 226-NORFOLK (226-667-3655) Ext 6016

Please refer to our website for current forms, and fees.

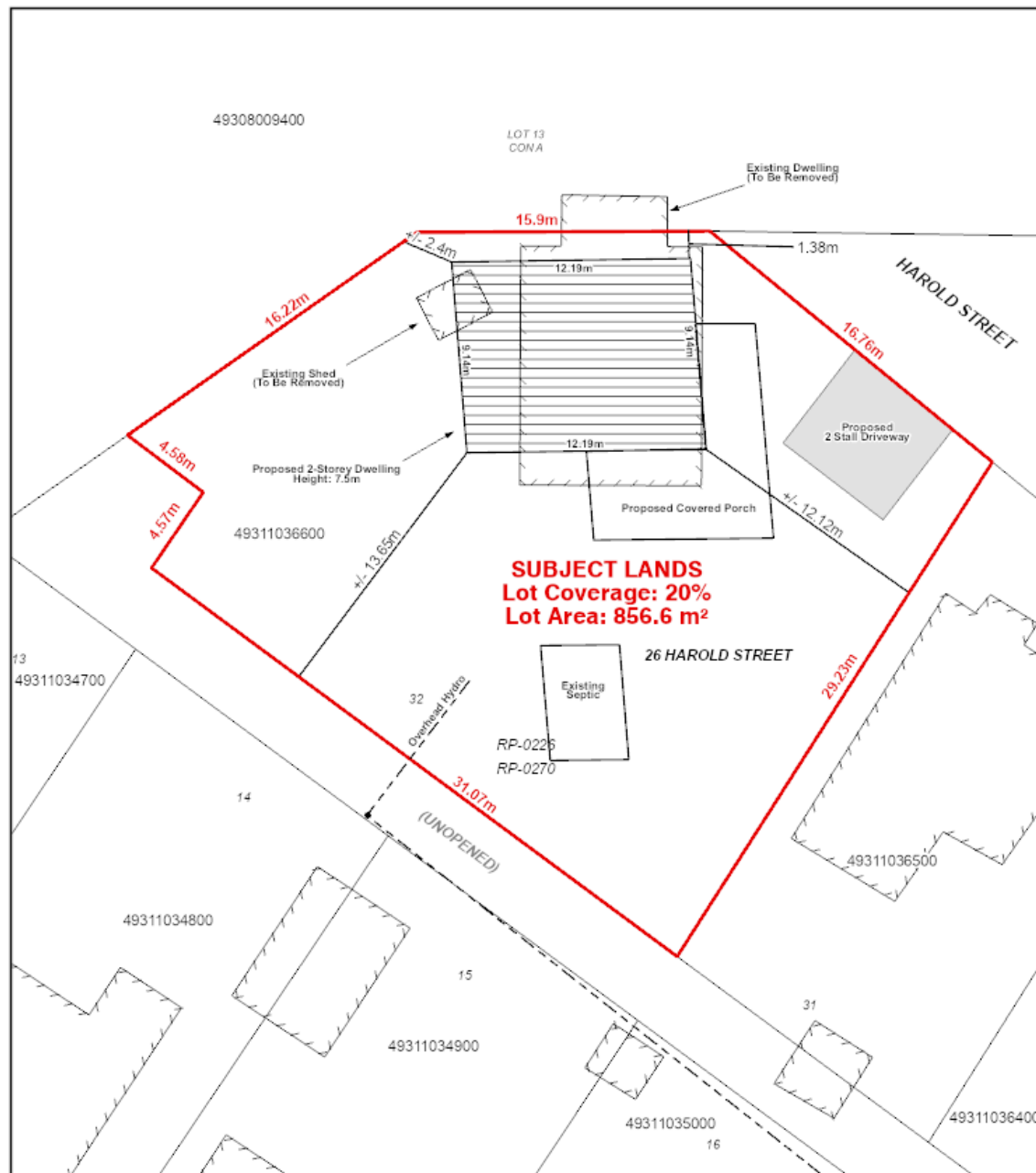
<https://www.norfolkcounty.ca/business/building/>

## **GIS**

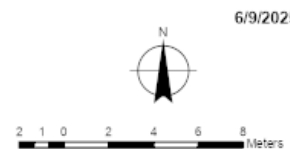
Norfolk GIS has no requirements at this time.

**LOCATION OF LANDS AFFECTED**  
**CONCEPTUAL PLAN**  
 Geographic Township of CHARLOTTEVILLE

ANPL2025114

**Legend**

Subject Lands



**MAP A**  
**CONTEXT MAP**  
Geographic Township of CHARLOTTEVILLE

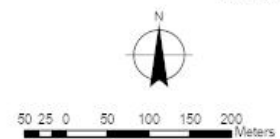
ANPL2025114



**Legend**

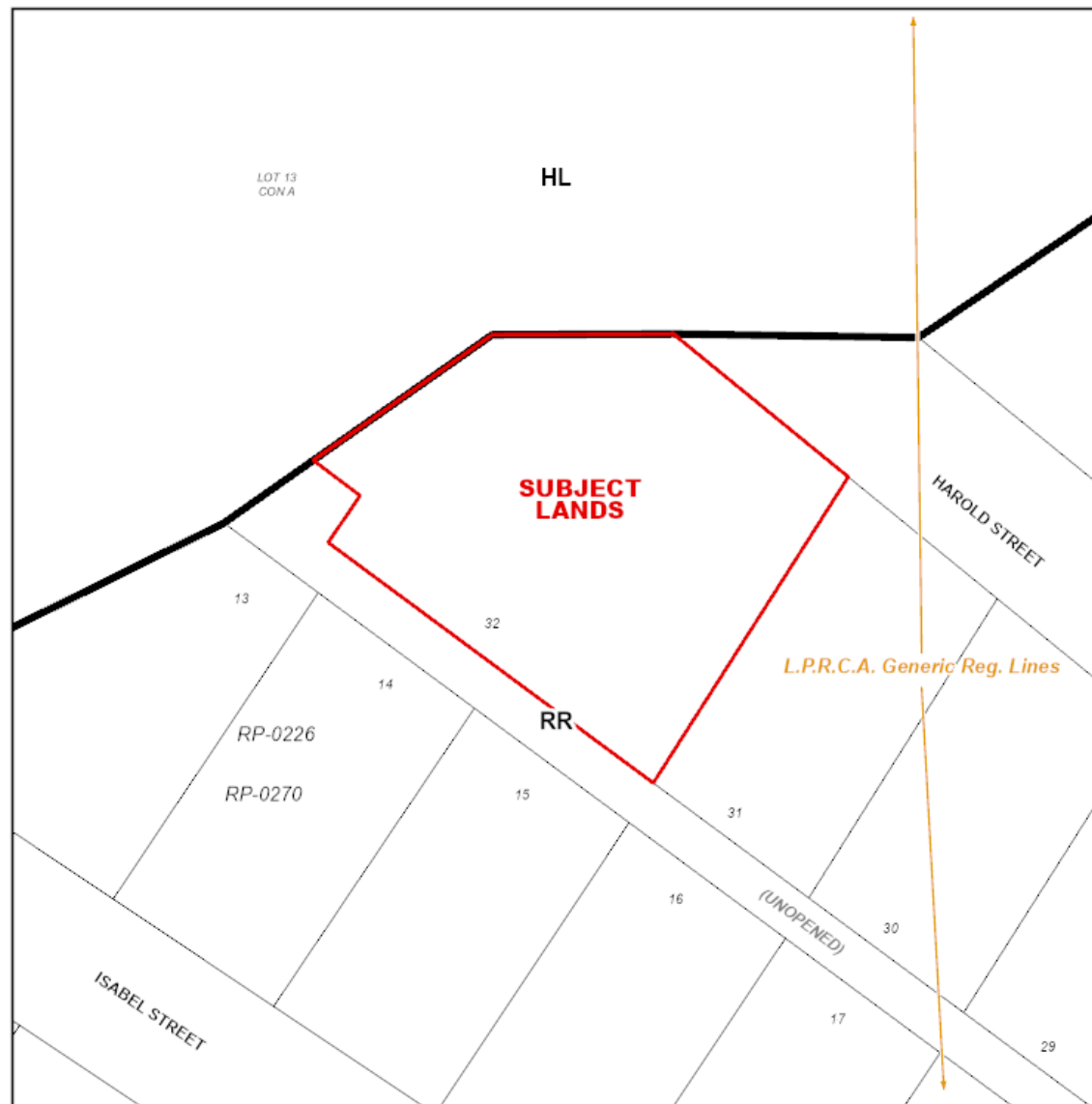
- Subject Lands  
2020 Air Photo

6/9/2025



**MAP B**  
**ZONING BY-LAW MAP**  
Geographic Township of CHARLOTTEVILLE

ANPL2025114

**LEGEND**

- Subject Lands
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

6/9/2025

- (H) - Holding
- HL - Hazard Land Zone
- RR - Resort Residential Zone



3 1.5 0 3 6 9 12  
Meters



## Committee of Adjustment – July 16, 2025

Subject: Minor Variance Application ANPL2025109  
Applicant: Abram Redecop  
Location: HGN CON 1 PT LOT 7 (693 2nd Concession Rd ENR, Langton)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 1  
Purpose: For Decision

---

### Public Notice Summary/Proposal:

An application has been received to seek relief of 202.24 sqm. in usable floor area for accessory buildings to allow a total usable floor area of 402.24 sqm and relief from Section 11.1.1 of the Zoning By-law to allow for the construction of an accessory building in the Hazard Lands.

### Recommendation(s):

That application ANPL2025109 affecting the lands described as 693 2<sup>nd</sup> Concession Rd. ENR, Langton, Norfolk County, be DEFERRED.

### Reason:

To allow the applicant time to investigate alternative options rather than constructing within the Hazard Lands zone.

### PLANNING CONSIDERATIONS:

#### Site Context:

As shown in Figure 1 below, the subject lands are located on the west side of 2<sup>nd</sup> Concession ENR, at its intersection with Fairground Road. The area of the subject lands is approximately 7,891 square metres, with approximately 71.8 metres of frontage on Fairground Road. The subject lands are occupied by a single detached dwelling and two detached garages, resulting in lot coverage of approximately 105.1 square metres for accessory structures.



Figure 1. 693 2<sup>nd</sup> Concession Road ENR.

### Policy Context:

Planning Act Considerations		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		<b>YES</b>
Sign Posted on: July 3 <sup>rd</sup> , 2025	Public notices sent: June 27 <sup>th</sup> , 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	<b>NO</b>
The property is designated as Agricultural and Hazard Land. The proposed new detached garage is intended to be located primarily within the portion of the lands designed as Hazard Land. Section 7.3.1 a) of the Official Plan states that uses legally existing on the date of the adoption of the Plan are permitted, while Section 7.3.1 h) states that non-habitable uses accessory to any of the permitted uses in the Hazard Lands designation are permitted. As such, the proposed accessory building would conform to the general intent and purpose of the Official Plan.	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>NO</b>



The subject lands are zoned Agricultural and Hazard Lands, with the proposed garage to be built primarily within the portion of the lands zoned Hazard Lands.

Section 3.33 of the Zoning By-law states that no building or structure shall be permitted in the Hazard Land Zone. As such, the proposal does not conform to the general intent and purpose of the Zoning By-law.

The HL Zone appears to align with a setback from the Connors 1 Drain.

Section 11.2, Interpretation of Zone, states, “Notwithstanding Subsection 1.4.2, the extent of the Hazard Land Zone (HL) shown on the Zoning Maps may be revised on a site specific basis where initiated by the land owner without amendment to this By-Law where such revision is determined to be acceptable to and confirmed in writing by the Conservation Authority having jurisdiction.” Planning staff recommend that the applicant investigate whether this option is feasible. Alternatively, the applicant can locate the accessory building outside of the HL Zone.

Is the application desirable for the appropriate development of the lands in question?

**NO**

The subject application seeks to facilitate the construction of a detached garage intended for storage, with relief sought to build within the Hazard Land Zone and to permit a total usable floor area for accessory structures of 402.24 square metres.

The proposed location within the Hazard Land Zone is not considered desirable, as an alternative location could be found that avoids development within the hazard land area. However, the relief for usable floor area could be considered appropriate, as it would result in a total lot coverage of only approximately 5%, which is below the maximum lot coverage of 10%.

Is the application minor?

**NO**

The requested relief for usable floor can be considered minor, as it would result in a total lot coverage of approximately 5%, which is below the maximum lot coverage of 10%.

However, considering Section 3.33 of the Zoning By-law precludes any building or structure within the Hazard Land Zone, the proposed development cannot be considered to be minor in nature overall.

#### **Public or Technical Comments:**

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment A of this report.

### **Planning Considerations/Conclusion:**

It is the professional opinion of Planning staff that this proposal does not meet the four tests of a minor variance. Planning staff recommend that this application be DEFERRED to allow the applicant the opportunity to amend the application.

### **Attachment(s):**

Attachment 1 – Technical Comments  
Attachment 2 – LPRCA Comments  
Attachment 3 – Location of Lands Affected – Conceptual Plan  
Attachment 4 – Map A – Context Map  
Attachment 5 – Map B – Zoning By-law Map

### **Approval:**

Reviewed and Approved by:  
Alisha Cull, BES, MCIP, RPP, Ec.D.  
Manager of Planning Services  
For more information, call: 519-426-5870 x5080

Prepared By:  
Kendall Wharton, BEDP  
Planner  
For more information, call: 519-426-5870 x1065

## Technical Comments

**Building** – Circulated.

**Development Engineering** – Circulated.

**Zoning** – Circulated.

**Fire** – Circulated.

**GIS** – Norfolk GIS has no requirements at this time.

**Canada Post** – Please be advised that Canada Post does not have any comments on this application for an accessory building as this will not affect mail delivery.

**Public Works Drainage** – The property is assessed on the Connor Drain. The drain is located on the North and West side of the property and across the North-West corner at approximately a 45 degree angle.

Construction must be a minimum of 9 meters from top of bank of an open ditch  
Municipal Drain.

According to MAP C, the applicant meets these conditions.



## Long Point Region Conservation Authority

4 Elm St., Tillsonburg ON N4G 0C4 Tel: (519) 842-4242 Fax: (519) 842-7123  
Email: [conservation@lprca.on.ca](mailto:conservation@lprca.on.ca) Website: [www.lprca.on.ca](http://www.lprca.on.ca)

Norfolk County  
50 Colborne St. South  
Simcoe, ON  
N3Y 4H3

July 10, 2025

Long Point Region Conservation Authority (LPRCA) staff have had an opportunity to review the application ANPL2025109 and can provide the following comments based on LPRCA's plan review responsibilities for the Norfolk County's consideration.

It is staffs' understanding that the submitted application will permit the construction of a 297m<sup>2</sup> accessory building in the north-west portion of the property, largely within Hazard Land Zoning.

Delegated Responsibility from the Minister of Natural Resources, Chapter 5.2 of the Provincial Planning Statement, 2024

Conservation Authorities have been delegated responsibilities from the Ministry of Natural Resources to represent the provincial interests regarding natural hazards encompassed by Chapter 5.2 of the Provincial Planning Statement, 2024 (PPS). The overall intent of Chapter 5.0 - Protecting Public Health and Safety of the PPS is to reduce the potential public cost and/or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The application is subject to the following subsections of Chapter 5.2 of the Provincial Planning Statement:

**5.2.2** Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

- b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and

**LPRCA staff can advise that the application is consistent with Section 5.2.2 b) of the Provincial Planning Statement, 2024.**

LPRCA staff can advise that the area subject to natural hazards is different than the hazard land zoning. The area subject to natural hazards encompasses the watercourse and a distance of 6 metres beyond the top of its banks.

#### Permitting under Ontario Regulation 41/24

The subject lands are regulated by Long Point Region Conservation Authority under Ontario Regulation 41/24 due to flooding and erosion hazards associated with Conners Drain. Permission from this office is required prior to any development within the regulated area as defined in the Conservation Authorities Act.

Development is defined as:

- the construction, reconstruction, erection or placing of a building or structure of any kind,
- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- site grading, or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere (Ontario Regulation 41/24)

As the proposed accessory structure would still fall within LPRCAs regulated area, the applicant would need to obtain a permit from LPRCA prior to any work commencing.

Please feel free to reach out for any further questions related to this matter.

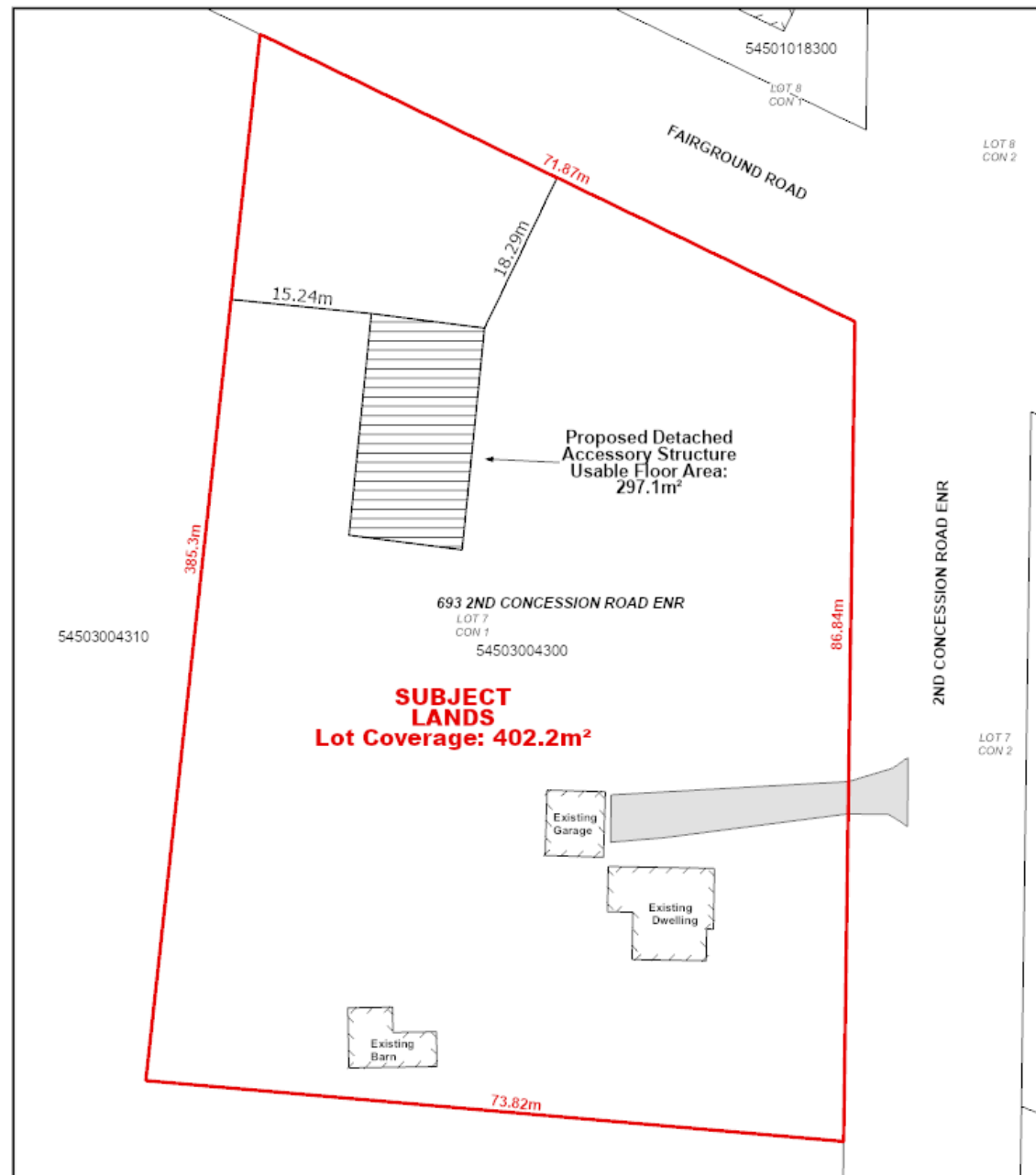
Braedan Ristine, Resource Planner  
Long Point Region Conservation Authority  
519-842-4242 | [planning@lprca.on.ca](mailto:planning@lprca.on.ca)

**LOCATION OF LANDS AFFECTED**

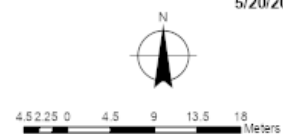
ANPL2025109

**CONCEPTUAL PLAN**

Geographic Township of HOUGHTON

**Legend**

Subject Lands





**MAP A**  
**CONTEXT MAP**  
Geographic Township of HOUGHTON

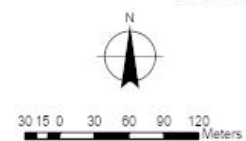
ANPL2025109



**Legend**

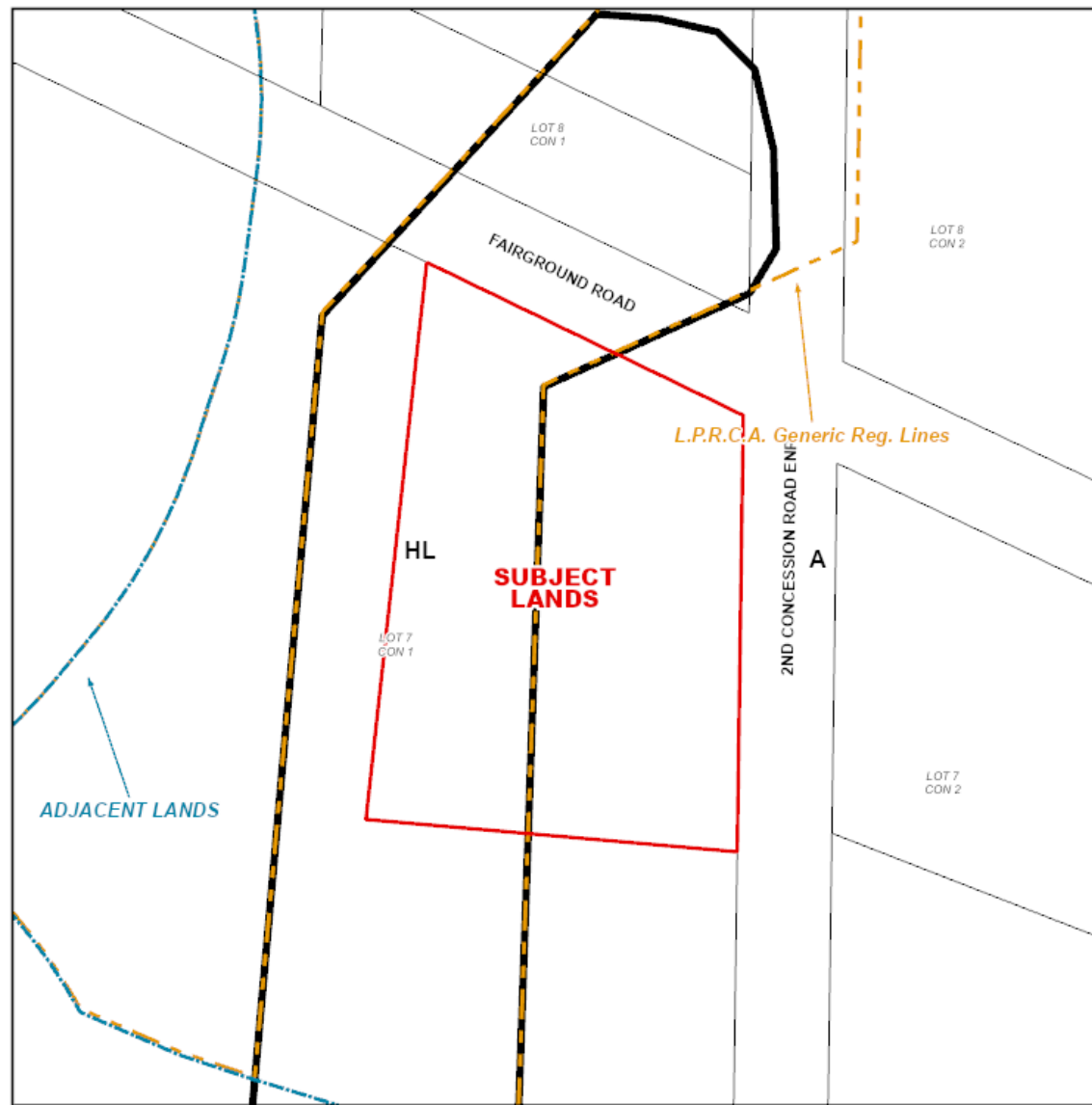
- Subject Lands  
2020 Air Photo

5/20/2025



**MAP B**  
**ZONING BY-LAW MAP**  
 Geographic Township of HOUGHTON

ANPL2025109



## LEGEND

- Subject Lands
- Adjacent Lands
- LPRCA Generic RegLines

ZONING BY-LAW 1-Z-2014

5/20/2025

- (H) - Holding
- A - Agricultural Zone
- HL - Hazard Land Zone



0 4.5 0 9 18 27 36  
 Meters



Working together with our community

## Committee of Adjustment – July 16, 2025

Subject: Consent Applications BNPL2025166 and BNPL2024193  
Minor Variance Application ANPL2024192  
Applicant: Richard Troyer  
Location: MID CON 2 NTR PT LOT 12 (660 Goshen Rd, Tillsonburg)  
Division: Community and Development  
Department: Planning and Realty Services  
Ward: Ward 2  
Purpose: For Decision

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### Public Notice Summary/Proposal (Consents):

**BNPL2025166:** An application has been received to sever a lot having no frontage, a depth of 70.07m, an irregular width and a lot area of 0.216 ha as a boundary adjustment in the A Zone. Lands will be added to existing farm located immediately adjacent to the West, having an address of 646 Goshen Road with Roll # 331054101030600. Final lot size: 0.354 ha.

**BNPL2024193:** An application has been received to sever a lot having a frontage of 34.62m, a depth of 48.67m, an irregular width and a lot area of 0.183 ha as a boundary adjustment in the A Zone. Lands will be added to existing farm located immediately adjacent to the West, having an address of 646 Goshen Road with Roll # 331054101030600. Final lot size: 0.354 ha.

### Recommendation(s):

That applications BNPL2025166 and BNPL2025193 affecting the lands described as 660 Goshen Rd, Tillsonburg, Norfolk County, be APPROVED.

### Public Notice Summary/Proposal (Minor Variance):

**ANPL2024192:** An application has been received to seek relief of: 39.646 ha in lot area to allow a lot area of 0.354 ha in the A Zone as a result of consent applications BNPL2024193 and BNPL2025166.

### Recommendation(s):

That application ANPL2024192 affecting the lands described as 660 Goshen Rd, Tillsonburg, Norfolk County, be APPROVED.

### **Reason:**

This application is consistent with the Provincial Policy Statement, conforms with the policies of the Norfolk County Official Plan regarding consent to sever policies in the Agricultural designation} and meets the intent of the Zoning By-law.

In accordance with Section 45(1) of the Planning Act, the requested relief is considered to be appropriate for the proposed development, minor in nature, and maintains the general intent of the Official Plan and Zoning By-law.

### **PLANNING CONSIDERATIONS:**

#### **Site Context:**

As shown in Figure 1 below, the subject lands are located on the southern side of Goshen Road east of the intersection of Goshen Road and 2<sup>nd</sup> Concession Road NTR, south-west of Courtland. The area of the subject lands is approximately 7,550 square metres in area, with approximately 90 metres of frontage on Goshen Road. The subject lands are occupied by a dwelling, a shed and a barn. To the south of this lot, is a farm lot with municipal address of 646 Goshen Road which will benefit from the proposed boundary adjustments.



Figure 1. 660 Goshen Road including dwelling (retained) and barn (severed)

#### **Policy Context:**



**Consents:**

Based on the Committee of Adjustment Terms of Reference, regard must be had to Section 51(24) of the Planning Act, be consistent with the Provincial Planning Statement, adhere to the Norfolk County Official Plan and meet the intent and purpose of the Zoning By-law.

<b>Is the proposal consistent with the Provincial Planning Statement, 2024?</b>	<b>YES</b>
The Provincial Planning Statement, 2024 (PPS) allows for boundary adjustments in Prime Agricultural land, provided new building lots are created. As no new lots will be created as a result of the two boundary adjustments, the proposal would be consistent with the PPS.	
<b>Norfolk County Official Plan</b>	
Does the application conform to the Norfolk County Official Plan? (OP)	<b>YES</b>
The OP allows for minor boundary adjustments in the Agricultural designation, provided no new lots are created. This is considered a technical boundary adjustment. This is a rare occurrence where previously severed lands attached to a dwelling will be returned to farm use. Given this, the proposal conforms with the OP.	
<b>Norfolk County Zoning By-law 1-Z-14</b>	
Does the application comply with the general intent and purpose of the Zoning By-law?	<b>NO</b>
The proposed boundary adjustments will increase the size of an existing deficient Agricultural lot but will further increase the deficiency in lot area for the agricultural lot giving the lands. As such, minor variance ANPL2024192 will need to be approved as a condition of any approval of these boundary adjustments.	

**Minor Variance:**

<b>Planning Act Considerations</b>		
Have the public notice requirements as set out in Section 3 of O.Reg 200/96 been adhered to?		<b>YES</b>
Sign Posted on: July 2, 2025	Public notices sent: June 27, 2025	

Under Section 45(1) of the Planning Act there are four tests a minor variance must meet. In order to be recommended for approval, the application must meet all four tests:

Does the application conform to the general intent and purpose of the Official Plan?	<b>YES</b>
The minimum lot area requirement provisions in the A Zone are generally intended to maintain large farm areas and ensure that farms remain viable. In this case, the variance is related to the residential parcel. The lands will remain large enough to accommodate on-site water and sewage services. The application conforms to the intent of the Official Plan.	
Does the application conform to the general intent and purpose of the Zoning By-law?	<b>YES</b>
The Zoning By-law provisions require a minimum lot area of 40 hectares as this is considered the most appropriate for viable farms. While the proposal will reduce the lot area of the dwelling (severed from the farm previously) further, it will increase the lands in active farming use. As such, the proposal would meet the intent of the Zoning By-law 1-Z-14.	
Is the application desirable for the appropriate development of the lands in question?	<b>YES</b>
As above, increasing the area of farmable land in the Agricultural Zone is desirable for the appropriate development of the lands.	
Is the application minor?	<b>YES</b>
The subject lands will remain appropriately sized to accommodate the residential use and related services. No negative impacts are anticipated as a result of this application. The application is considered minor.	

#### **Public or Technical Comments:**

No public comments were received during the consideration of this file. Should any be received prior to the meeting date, Members will be updated at the meeting.

The application was circulated for comments amongst Norfolk County Departments and applicable agencies. All comments are summarized in Attachment 1 of this report.

#### **Planning Considerations/Conclusion:**

Given the above, it is the professional opinion of planning staff that this proposal meets the Planning Act, the Provincial Planning Statement 2024, conforms with the Norfolk County Official Plan and meets the intent and purpose of the Zoning By-law. It meets the 4 tests for a minor variance. This proposal is recommended for approval.

#### **Attachment(s):**

Attachment 1 – Technical Comments

Attachment 2 - Conditions

Attachment 3 – Location of Lands Affected – Conceptual Plan

Attachment 4 – Map A – Context Map

Attachment 5 – Map B – Official Plan Map

Attachment 6 – Map C – Zoning Map

### **Approval:**

Reviewed and Approved by:

Alisha Cull, BES, MCIP, RPP, Ec.D.

Manager of Planning Services

For more information, call: 519-426-5870 x5080

Prepared By:

Andrew Wallace, MScArchCon, MScIP

Planner

For more information, call: 519-426-5870 x1059



## Attachment 1

# Technical Comments

### Development Engineering

BNPL2025166 - Development Engineering has reviewed BNPL2025166 and have no comments.

BNPL2024193 - Development Engineering has reviewed BNPL2024193 and have no comments.

ANPL2024192 - Development Engineering has reviewed ANPL2024192 and have no comments.

### Zoning

#### Parcel 'A' Comments

- Lot area deficient by 39.659 hectares (min. 40 ha required, ZBL 12.1.2 a)

#### Parcel 'B' Comments

- Lot area deficient by 39.784 hectares (min. 40 ha required, ZBL 12.1.2 a),
- 0m Lot frontage proposed, deficient by 30m

#### Parcel 'C' Comments

- The barn on proposed will have a deficient rear yard setback. 2.64m Proposed, 9m required, deficient by 6.34m (ZBL 12.1.2 f). The provided drawing shows the lean to and greenhouse as being attached to the barn. The rear setback is measured from the lean-to and greenhouse if attached to the barn
- If the barn is used to house livestock, relief from section 3.17 Livestock minimum parcel size, will be required. A lot area of 2 hectares is required (proposed is deficient by 1.817 hectares)

#### Parcel 'D' Comments

- Lot area deficient by 39.817 hectares (min. 40 ha required, ZBL 12.1.2 a)
- 2m lot frontage proposed, deficient by 28m

*Planning staff comment: Parcel 'D' was removed from the proposal.*

### Building

1. Receipt of a letter from the Building Department indicating that the septic system has been installed in conformance with the Ontario Building Code. [OBC Part 8].

Note: our records indicate that in 1974 location of the septic system in the rear yard and the well located in the front yard. There are no records of permit for a change in location to the front yard. obtain a septic permit for changes possibly completed without permit and inspection approvals.

BNPL2025166,BNPL2024193,ANPL2024192

Note 2: the property lines are moving for the second time and the spatial separations would have been dealt with that the time of construction or the time of the first application.

**Norfolk GIS**

No comments.

**Norfolk Fire**

Norfolk Fire does not have a concern with this proposal at this time.

**Canada Post**

Please be advised that Canada Post does not have any comments on this application for severance and boundary adjustment to existing farmland as this will not have any impact on mail delivery.

## Attachment 2 **CONDITIONS**

1. Receipt of a letter from Norfolk County indicating that their requirements, financial or otherwise have been satisfied including:
  - a. Proof that property taxes are paid and up to date, or payment of any outstanding taxes.
2. Receipt of a letter from the Building Department indicating that the septic system has been installed in conformance with the Ontario Building Code. [OBC Part 8].
3. Subject to approval of the required Minor Variance application: **ANPL2024192**.
4. That the severance subject of this application not be completed prior to the lands identified by assessment roll number 3310541010305900000 being transferred to and that evidence of this transaction submitted to the Secretary-Treasurer prior to the issuance of the Certificate of Official.
5. That Section 50(3) or (5) of the Planning Act shall apply to any subsequent conveyance or transaction.
6. That the severed parcels become part and parcel of the abutting lands presently owned by Mackenzie Richard Troyer assessment roll number 3310541010306000000.
7. That the solicitor acting in the transfer provides their undertaking in the following manner:

“In consideration of the Certificate of Official, I undertake to ensure that at the time of the registration of the said Certificate of Official or deed upon which time it has been affixed, the name of the registered owner of the abutting lands is the same as that of the Grantee in the said deed”.
8. Receipt of three copies of the registered reference plan for the severed parcel of land from the solicitor acting in the transfer.
9. Receipt of three copies of the deed for the severed parcel of land, or if filling by electronic registration, receipt of the PIN print-out and three copies of the Transfer in Preparation from the solicitor acting in the transfer.
10. That the solicitor acting in the transfer provides an undertaking to provide the Secretary- Treasurer with a copy of the first page of the Receipted Transfer upon the completion of the electronic registration.

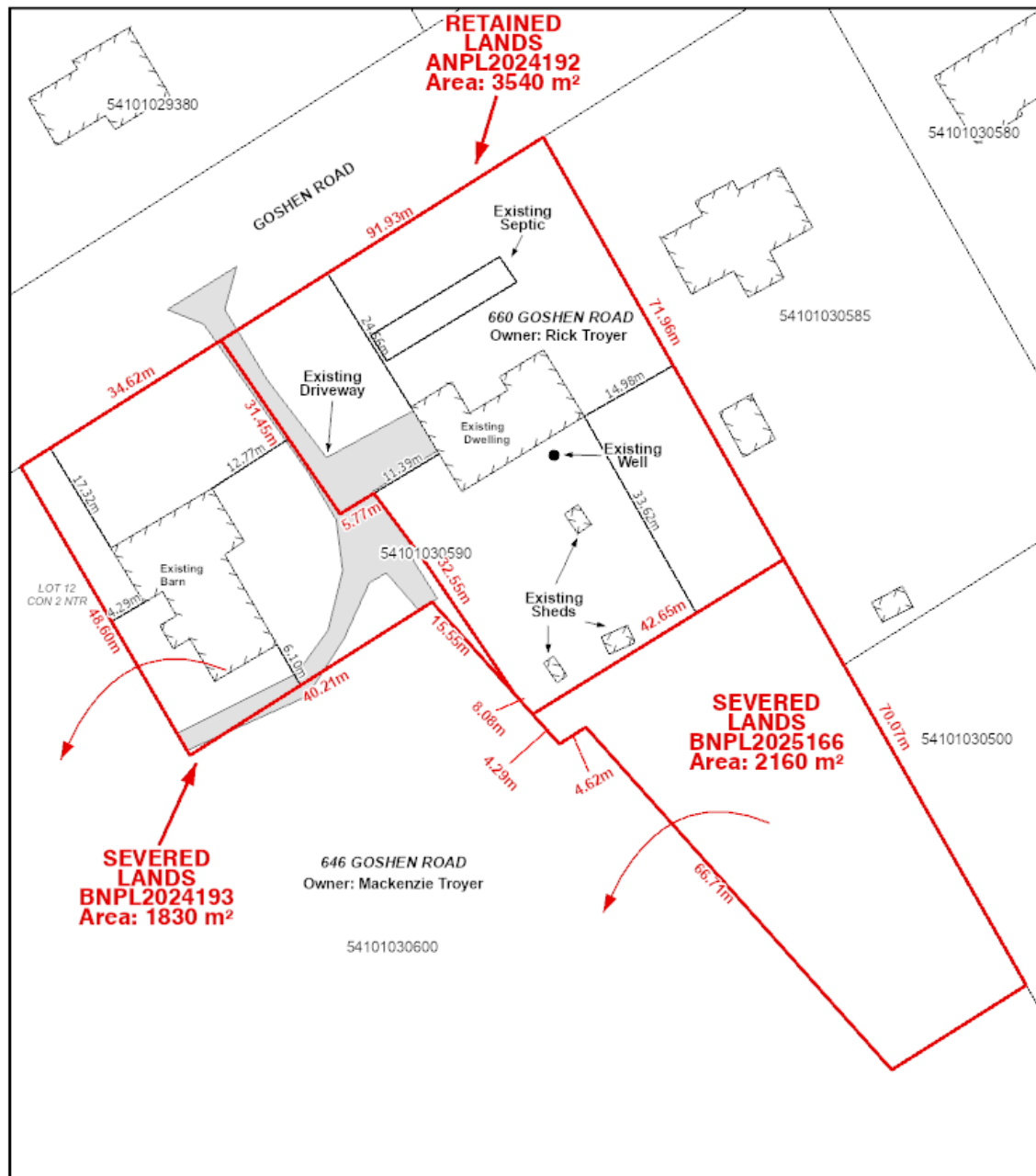
11. That the included conditions must be fulfilled and the Certificate of Official for consent be issued by the Secretary-Treasurer on or before the lapsing date noted below after which time the consent will lapse.

**LAPSING DATE:**

**JULY 16, 2027**

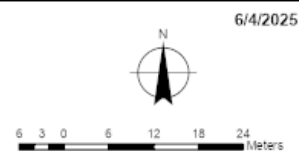
**LOCATION OF LANDS AFFECTED**  
**CONCEPTUAL PLAN**  
 Geographic Township of MIDDLETON

BNPL2025166  
 BNPL2025193  
 ANPL2024192



**Legend**

Subject Lands



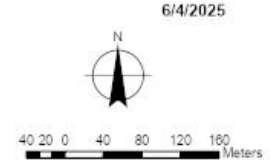
**MAP A**  
**CONTEXT MAP**  
Geographic Township of MIDDLETON

BNPL2025166  
BNPL2025193  
ANPL2024192



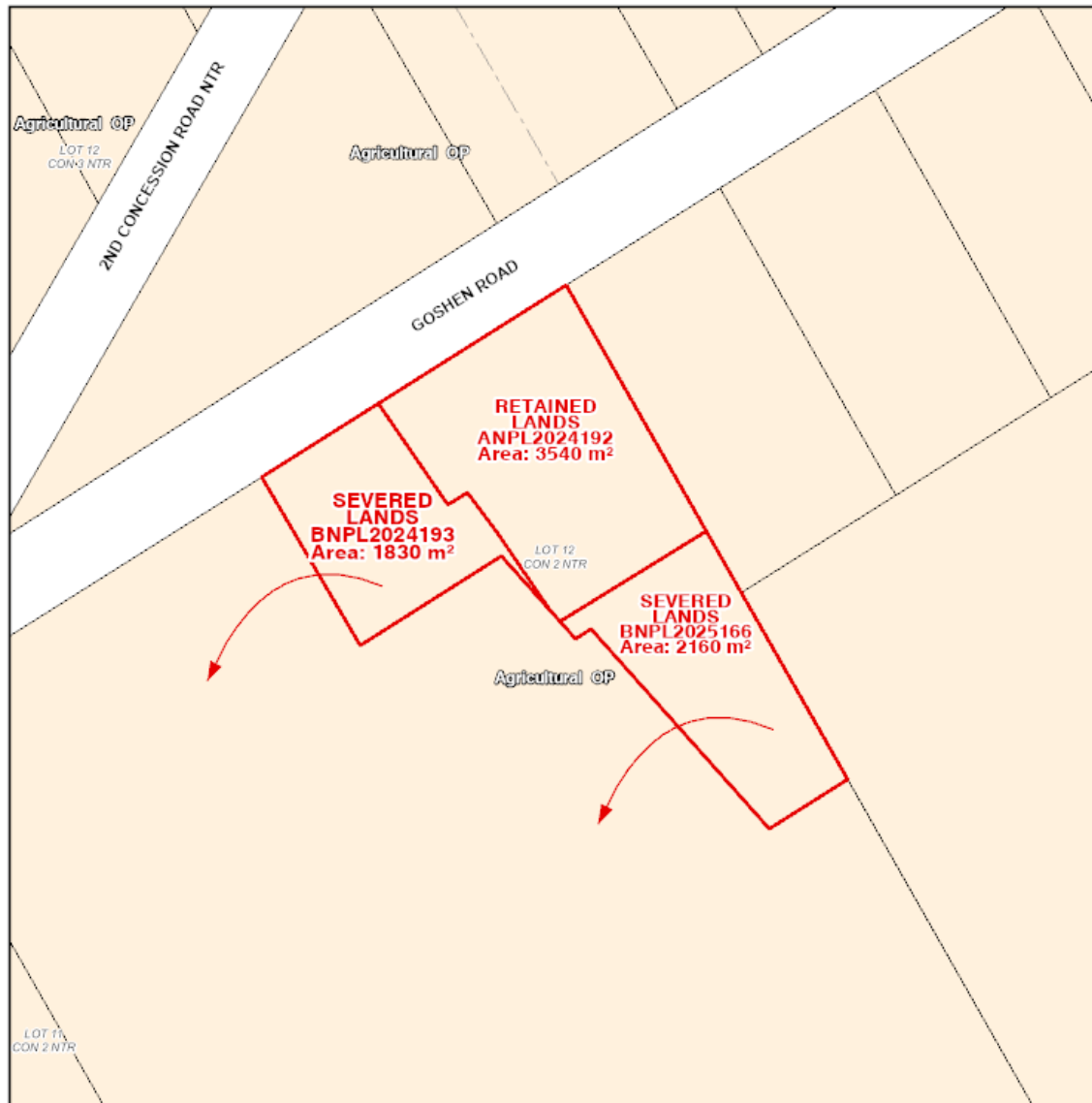
**Legend**

Subject Lands  
2020 Air Photo



**MAP B**  
**OFFICIAL PLAN MAP**  
Geographic Township of MIDDLETON

BNPL2025166  
BNPL2025193  
ANPL2024192



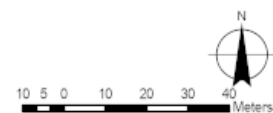
**Legend**

Subject Lands

**Official Plan Designations**

Agricultural

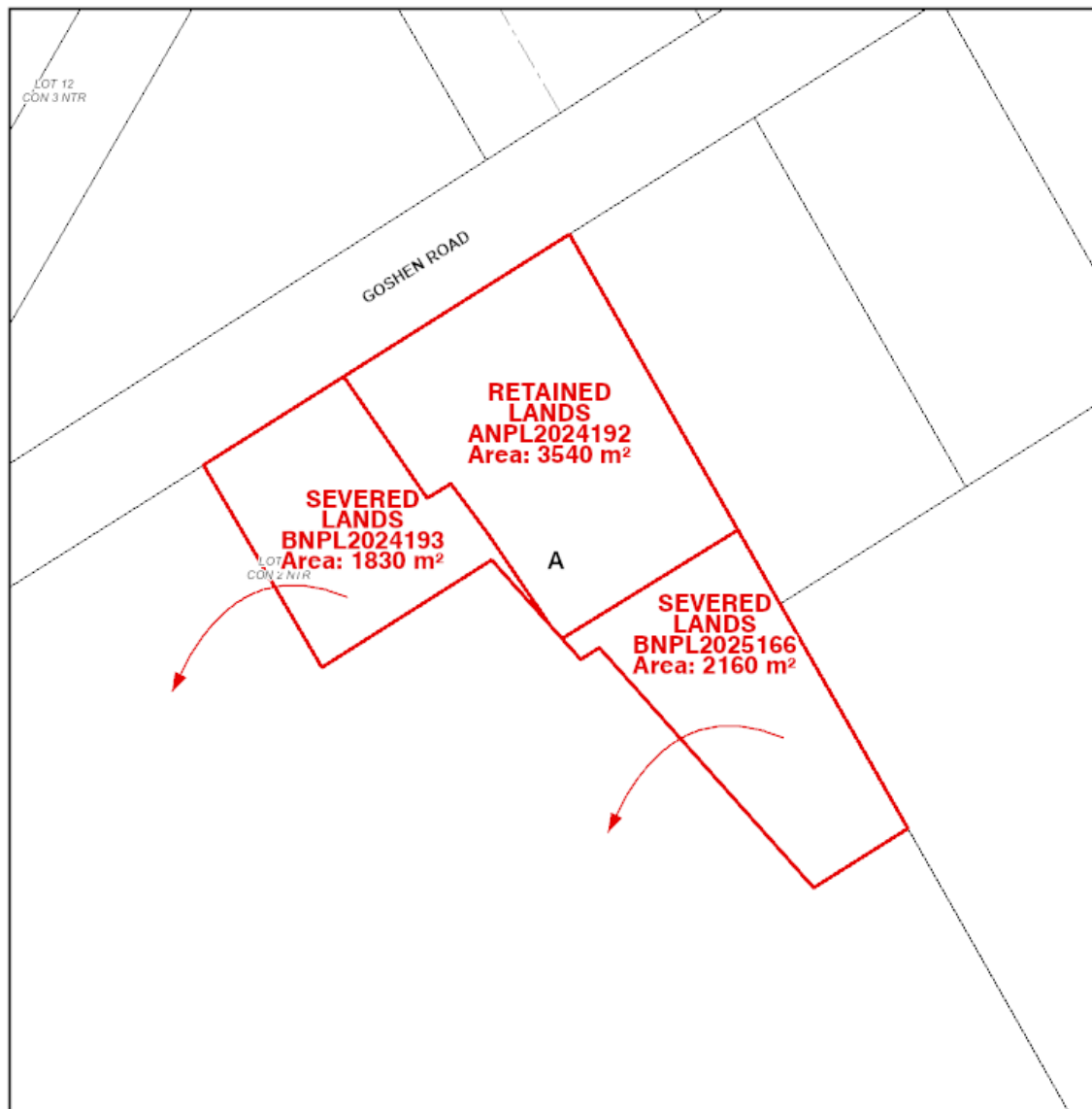
6/4/2025





**MAP C**  
**ZONING BY-LAW MAP**  
Geographic Township of MIDDLETON

BNPL2025166  
BNPL2025193  
ANPL2024192



**LEGEND**

Subject Lands

ZONING BY-LAW 1-Z-2014

(H) - Holding

A - Agricultural Zone

6/4/2025



0 4.5 9 18 27 36 Meters