



MINUTES

1. CALL THE MEETING TO ORDER

The March 8, 2022 Planning & Development Advisory Committee Meeting was held on the above date and called to order at 7:15 p.m. via electronic participation.

2. OPENING REMARKS

The Chair advised that the following portion of the Committee meeting will be for the Committee to review and provide comments on development planning applications.

3. ROLL CALL

MEMBERS IN ATTENDANCE

Councilor John Sepulis, Chair
Dan Kennedy
Dennis O'Connor
Paul Sadhra

MEMBERS ABSENT

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STAFF IN ATTENDANCE

Lynne Banks, Development and Legislative Coordinator
Courtenay Hoytfox, Municipal Clerk
Zachary Prince, Senior Planner, County of Wellington
Joanna Salsberg, Planner, County of Wellington

4. DISCLOSURE OF PECUNIARY INTEREST

None

5. APPROVAL OF MINUTES

- February 8, 2022

Moved by: Dan Kennedy

Seconded by: Paul Sadhra

That the Minutes of the Planning & Development Advisory Committee Meeting held Tuesday, February 8, 2022, be adopted.

CARRIED

6. APPLICATION FOR SITE PLAN URBAN DESIGN REVIEW

None

7. ZONING BY-LAW AMENDMENT

7(a) Zoning By-Law Application D14/HUT – James and Sharon Hutton – Rear Part Lots 2 and 3, Concession 2, municipally known as 6547 Wellington Road 34, Township of Puslinch.

The purpose and effect of the application is to amend the Township of Puslinch Comprehensive Zoning By-law 23-2018 from Agricultural (A) Zone and Natural Environment (NE) Zone to:

1. Site Specific Agricultural (A-) to permit one 86m² home business (office) within a detached structure; and

2. Site Specific Natural Environment (NE-) to permit an existing detached accessory structure to be converted to a 206m² detached Additional Dwelling Unit (ADU).

- Matthew Robson, agent for the applicant, provided an overview of the application.
- Dan Kennedy asked if the existing building was supposed to be demolished after the main house was built.
- Matthew Robson advised that it was supposed to be converted to a recreational club house use. The original building was to remain on the property but it didn't occur and remained as a dwelling. The current owner purchased the property as a dwelling and was not aware that it was to be converted to a club house.
- Zachary Prince advised that there which was when the conversion was supposed to take place.
- Dan Kennedy asked if it is to be maintained as a residential unit and a business.
- Matthew Robson advised that there are 2 separate structures and that it will be formally converted back to a dwelling and that a building permit has been submitted to bring it up to current building code standards.
- Dan Kennedy asked if there is going to be office space in the current building.
- Matthew Robson stated that it will be in a separate building on the same property and to tie it in to the zoning application.
- Dennis O'Connor asked if it would be better to sever the original building into a separate lot.
- Zachary Prince advised that the property is zoned Secondary Agricultural in the County of Wellington Official Plan and that severing the property hasn't been discussed.
- Matthew Robson noted that severing the property would be challenging and that it would be necessary to have two entrances for access due to the environmental features on the property.
- Paul Sadhra commented that the drawing is a little unclear and that a clearer visual should be provided when the application goes to a public information meeting.
- John Sepulis noted that the Township is currently amending its zoning by-law regarding Additional Dwelling Units (ADU) and asked if it would be better for the application to wait until the ADU zoning amendment is in place.
- Matthew Robson advised that he is aware of the amendment for ADU's and that the standards will be similar and that relief would still be needed for the structure.
- John Sepulis noted that there is quite a bit of distance between the buildings on the property and noted that it is more desirable to have them in a cluster.
- Matthew Robson stated that the distance appears as quite a bit of separation but given the scale of the property and the size of the main dwelling, and for the size of the site it is within a cluster. He noted that he feels that it is an appropriate set back distance.
- John Sepulis asked Zachary Prince to comment on the "clustering" of the buildings versus distance between them.
- Zachary Prince stated that the required distances are for a couple of reasons, one is to share the services on the site. He noted that they are on separate services due to the distance and also to avoid possible severance applications in the future.
- John Sepulis asked Matthew Robson to comment on the size of the building.
- Matthew Robson advised that staff was concerned that another dwelling unit could be added to the basement in the future.
- John Sepulis asked what the basement is being used for.
- Matthew Robson advised that it was originally planned to be used for storage but is going to be used as recreational space.
- John Sepulis asked if it is still an option to close off the basement.
- Matthew Robson advised that the owners would like to formalize the entire building but are willing to work with staff.
- John Sepulis asked Zachary Prince to comment on the size.
- Zachary Prince noted 130m² is permitted in the Township by-law and that the existing area is a little bigger in size. He further noted that staff doesn't want to see it split based on past experience with another property where a basement was eventually converted into another unit.

He also noted that this building would only be considered as one apartment and another apartment could not be added in the future.

- John Sepulis asked Matthew Robson to comment on the size of the office being slightly over what is permitted in the zoning by-law.
- Matthew Robson advised that based on the configuration of the existing building and the current number of offices required to have three employees working, the space was large enough to accommodate them.
- Zachary Prince advised that the home business is allowed in the main dwelling but generally the intent is for it to apply to newer buildings rather than conversions, and as the two buildings are already existing, both areas are bigger than what is permitted in the by-law.
- There were no further questions or comments from the Committee.

The Committee's comments are as follows:

1. That no severances to be permitted in the future for the additional dwelling unit.
2. The Committee is concerned with setting a precedent on the size permitted for additional dwelling unit.
3. Suggest that the basement be converted to storage.
4. The Committee has no concerns with the home office.

Moved by: Dennis O'Connor

Seconded by: Dan Kennedy

CARRIED

7(b) Zoning By-Law Application D14/SLA – Lisa and Abigail Slater – Rear Part Lots 7 to 9, Concession 10, municipally known as 711 Arkell Road, Township of Puslinch.

The purpose and effect of the application is to amend the Township of Puslinch Comprehensive Zoning By-Law 23-2018 from Agricultural (A) zone to:

1. Site Specific Agricultural (A-) to permit three existing residential dwellings.

- John Cox, agent for the applicant, provided an overview of the application.
- Dan Kennedy asked if all of the buildings are heritage buildings.
- John Cox advised that the existing main farm residence is on the Township's Heritage Register, one building is a coach house and it is noted in the Heritage Register and the third building is not a heritage building.
- John Sepulis asked if the secondary residence closer to Arkell Road is over 130m².
- John Cox advised that the coach house has a floor area of 310m² and that the secondary residence is approximately 100m²,
- John Sepulis asked if the entire coach house is being leased by a tenant.
- John Cox advised that the entire structure is used as a dwelling unit.
- John Sepulis asked Lynne Banks regarding the building permits issued for the construction of the secondary building and the home office.
- Lynne Banks noted that Jeffrey Bunn, Deputy Clerk, searched through the roll file and the Township archives and was unable to locate further information on the building permits other than the general applications.
- John Sepulis asked if any conditions were found.
- Lynne Banks advised that she confirmed with Mr. Bunn that there were only the building permits and that there were no conditions noted.
- John Sepulis asked Zachary Prince if there were any comments with respect to the fact that there are two ADU's and that one of them is a historic building.
- Zachary Prince stated that they are both existing situations and that the existing heritage building, the stone coach house, it was previously not considered an ADU. He also advised that when County planning staff bring forth their recommendation report for the public meeting they will speak to the policies already in place.
- John Sepulis asked if the stone coach house will be considered an ADU.

- Zachary Prince advised that they might consider it an ADU as it is smaller than the main house and that it is an existing building and is not purpose built and that they are trying to apply zoning regulations to a building that is already in place and they will be working through it at a staff level.
- There were no further questions or comments from the Committee.

The Committee's comments are as follows:

The Committee supports the application given that there were no conditions noted on the building permits at the time of issuance. The Committee also noted that there are two heritage buildings on the property that should continue to be recognized as heritage buildings.

8. LAND DIVISION

8(a) Severance application B10-22 (D10-BED) – Mher Bedirian and Niki Symeonidou – Part Lot 5, Concession 3, municipally known as 6598 Wellington Road 34, Township of Puslinch.

Proposed severance is 90m fr x 70m = 0.6 hectares, existing agricultural use for proposed rural residential use.

Retained parcel is 7.9 hectares with 199m frontage, existing and proposed rural residential and agricultural use with existing dwelling.

- Rod Finnie, agent for the applicant, provided an overview of the application.
- Dan Kennedy commented that good farm land is being taken away with the severance.
- John Sepulis commented that he agreed with Dan Kennedy's comment.
- Rod Finnie noted that two inches below the surface of the land is largely rocky and that the land is designated Secondary Agricultural in the County of Wellington Official Plan because the land doesn't support farming. He further noted that he wanted to respect the Environmental Impact Study and this is shown on the sketch.
- There were no further questions or comments from the Committee.

9. OTHER MATTERS

- None

10. CLOSED MEETING

- None

11. NEXT MEETING

- Next Regular Meeting will be held on Tuesday, April 12, 2022 @ 7:00 p.m.

12. ADJOURNMENT

Moved by: Dennis O'Connor

Seconded by: Paul Sadhra

That the Planning & Development Advisory Committee is adjourned at 8:13 p.m.

CARRIED