



PLANNING & DEVELOPMENT ADVISORY COMMITTEE  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –

23 BROCK RD S, PUSLINCH

JUNE 13, 2023

7:00 p.m.

Register in advance:

[https://us02web.zoom.us/webinar/register/WN\\_qNwhinGLQrGPlluKQUVYYQ](https://us02web.zoom.us/webinar/register/WN_qNwhinGLQrGPlluKQUVYYQ)

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

Canada: +1 613 209 3054

or +1 647 374 4685

or +1 647 558 0588

or +1 778 907 2071

or +1 438 809 7799

or +1 587 328 1099

Webinar ID: 819 0558 0639

Passcode: 166886

International numbers available: <https://us02web.zoom.us/j/kbaoXhLka>

### **AGENDA**

#### **COMMITTEE OF ADJUSTMENT:**

**≠ Denotes resolution prepared**

**1. Call the Meeting to Order (Opening Remarks)**

**2. Roll Call**

**3. Moment of Reflection**

**4. Confirmation of Agenda ≠**

**5. Disclosure of Conflict of Interest**

**6. Approval of Minutes ≠**

**6.1 May 9, 2023**

**7. Application for Minor Variance or Permission** under section 45 of the Planning Act to be heard by the Committee this date:

**7.1 Minor Variance Application D13-JOH – John Johnston – 12 Jasper Heights, Plan 61M203, Lot 5, Township of Puslinch. ≠**



PLANNING & DEVELOPMENT ADVISORY COMMITTEE  
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &  
IN-PERSON AT THE PUSLINCH COMMUNITY CENTRE –  
23 BROCK RD S, PUSLINCH  
JUNE 13, 2023  
7:00 p.m.

Requesting relief of New Comprehensive Zoning By-Law #23-2018, as amended, from Section 14, Site Specific Special Provision Number 86.

The purpose and effect is to provide relief from:

1. Section 14, Site Specific Special Provision Number 86 to permit an increase in lot coverage from 33.1% to 37.8% to allow for the addition of a cover over the existing deck.

**8. New Business**

**8.1 Committee of Adjustment Report 2023-002 – 2022-2026 Committee of Adjustment Goals and Objectives #**

**9. Adjournment of Committee of Adjustment #**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 9, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**MINUTES**

**DATE:** May 9, 2023

**MEETING:** 7:00 p.m.

The May 9, 2023 Committee of Adjustment Meeting was held on the above date and called to order at 7:00 p.m. via electronic participation and in-person at 23 Brock Rd S, Puslinch.

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL**

**ATTENDANCE:**

**PRESENT:**

Dennis O'Connor, Acting Chair  
Jeffrey Born  
Paul Sadhra

**ABSENT:**

Councillor John Sepulis  
Chris Pickard

**STAFF IN ATTENDANCE:**

Lynne Banks, Secretary/Treasurer  
Courtenay Hoytfox, Municipal Clerk  
Mary Hasan, Director of Finance  
Lisa Madden, Communications & Committee Coordinator  
Zachary Prince, Senior Planner, County of Wellington

**3. MOMENT OF REFLECTION**

**4. CONFIRMATION OF THE AGENDA**

**Resolution No. 2023-035:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Jeff Born



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 9, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**That the Committee approves the May 9, 2023 Agenda as circulated.**

**CARRIED.**

**5. DISCLOSURE OF CONFLICT OF INTEREST:**

None

**6. CONSENT AGENDA**

**6.1 Approval of the Minutes**

6.1.1 April 11, 2023

**Resolution No. 2023-036:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Jeff Born

**That the Committee of Adjustment approves the Minutes from the meeting held April 11, 2023.**

**CARRIED.**

**7. APPLICATIONS FOR MINOR VARIANCE OR PERMISSION** under section 45 of the Planning Act  
to be heard by the Committee this date:

**7.1 Minor Variance Application D13-TON – Louis Tonin c/o P. Willis and Lynn Brombal – 900 Watson Rd S, Concession 10, Front Part Lots 8 and 9, Township of Puslinch.**

Requesting relief of New Comprehensive Zoning By-Law #23-2018, as amended, from Section 4.16.1 a. MDS I – New Non Farm Uses to permit:

1. A reduced MDS I setback from a barn at 935 Watson Road to the Severed Parcel to be 105 m instead of 305 m as required.
2. A reduced MDS I setback from a barn at 930 Watson Road to the Severed Parcel to be 115 m instead of 176 m as required.
3. A reduced MDS I setback from a barn at 900 Watson Road to the Severed Parcel to be 85 m instead of 173 m as required.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 9, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

- Rob Stove, agent for the applicant, provided an overview of the application.
- There were no questions or comments from the public.
- Paul Sadhra asked if the Committee usually gets the MDS data sheets.
- Zachary Prince advised that the sheets were circulated to the Committee for the three properties.
- There were no further questions or comments from the Committee.

**Resolution No. 2023-037:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Jeff Born

**That the Committee approve Minor Variance Application D13-TON with no conditions.**

**CARRIED.**

**7.2 Minor Variance Application D13-PAY – Jim Payne and Grace Stigter – 28 Badenoch St E, Plan 135, Lot 24 to 25, Part Lot 26, Township of Puslinch.**

Requesting relief of New Comprehensive Zoning By-Law #23-2018, as amended, from Section 4.4.2 Accessory Buildings and Structures, Table 4.1 to permit a garage to be 1m from the interior side yard rather than 2m as required.

- Jim Payne, owner, provided an overview of the application.
- There were no questions or comments from the public.
- There were no questions or comments from the Committee.

**Resolution No. 2023-038:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Jeff Born

**That the Committee approve Minor Variance Application D13-PAY with the following conditions.**

1. That the setback of the driveway to the interior side yard is rectified for conformity with the Township Zoning By-law to the satisfaction of the Township;
2. That any concerns regarding servicing are addressed to the satisfaction of the Township Building Department; and
3. That the owner/applicant prepare and submit a grading and drainage plan to the satisfaction of the Township.

**CARRIED.**



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
MAY 9, 2023 COMMITTEE OF ADJUSTMENT MEETING  
IN-PERSON AND VIRTUAL MEETING BY ELECTRONIC PARTICIPATION

**8. NEW BUSINESS**

None

**9. ADJOURNMENT**

**Resolution No. 2023-039:**

Moved by Committee Member Paul Sadhra and  
Seconded by Committee Member Jeff Born

**That the Committee of Adjustment hereby adjourns at 7:18 p.m.**

**CARRIED.**



**Township of Puslinch**  
7404 Wellington Road 34  
Puslinch, ON, N0B 2J0  
T: (519) 763 – 1226  
F: (519) 763 – 5846  
[www.puslinch.ca](http://www.puslinch.ca)

## Minor Variance or Permission Application

### General Information:

#### 1. Applicant Information:

Registered Owner's Name(s): JOHN + KATHLEEN JOHNSTON

Address: 12 JASPER HEIGHTS

City: PUSLINCH, ONT

Postal Code: N0B 2J0

E-mail Address:

Telephone Number:

~~Fax:~~

Applicant (Agent) Name(s):

Address:

City:

Postal Code:

E-mail Address:

Telephone Number:

Fax:

Name, address, and phone number of all persons having any mortgages, charges, or encumbrances on the property.

Send correspondence to: Owner: ☐ Agent ☐ Other: \_\_\_\_\_

**2. Provide a description of the "entire" property:**

Municipal address: 12 JASPER HEIGHTS, PUSLINCH, ONT, N0B2J0

Concession: \_\_\_\_\_ Lot: 5

Registered Plan Number: \_\_\_\_\_

Area: 356 M<sup>2</sup> ha      Depth: 30.20-28.06 m      Frontage: 12.24 m  
\_\_\_\_\_ ac      \_\_\_\_\_ ft      \_\_\_\_\_ ft

Width of road allowance (if known): \_\_\_\_\_

**Reason for Application:**

**3. Please indicate the Section of the Planning Act under which this application is being made. Select one:**

- ☐ Section 45(1) relates to a change to a by-law standard (e.g. setbacks, frontage, height, etc.); or
- ☒ Section 45(2) relates to a change to or expansion of an existing legal non-conforming use.

**4. What is the nature and extent of the relief that is being applied for? (please specifically indicate on sketch).**

EXTRA LOT COVERAGE APPROX 9.5 M<sup>2</sup>  
TO PUT A WING ON REAR OF HOUSE ATTACHED TO  
HOUSE WITH POSTS AT FRONT. SEE SKETCH.



5. Why is it not possible to comply with the provisions of the by-law?  
(please specifically indicate on sketch).

TO MUCH NOT COVERAGE

6. What is the current Official Plan and zoning status?

Official Plan Designation: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

7. What is the access to the subject property?

Provincial Highway: ☐

Continually maintained municipal road: ☒

Seasonally maintained municipal road: ☐

Other: ☐ (please specify below)

8. What is the name of the road or street that provides access to the subject property?

JASPER HEIGHTS

9. If access is by water only, please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land to the nearest public road.

## Existing and Proposed Service:

10. Indicate the applicable water supply and sewage disposal:

Water Supply/Sewage Disposal:	Existing:	Proposed:
Municipal Water:	<input type="checkbox"/>	<input type="checkbox"/>
Communal Water:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Private Well:	<input type="checkbox"/>	<input type="checkbox"/>
Other Water Supply:	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Sewers:	<input type="checkbox"/>	<input type="checkbox"/>
Communal Sewers:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Private Septic:	<input type="checkbox"/>	<input type="checkbox"/>
Other Sewage Disposal:	<input type="checkbox"/>	<input type="checkbox"/>

11. How is storm drainage provided?

Storm Sewers: ☐

Ditches: ☒

Swales: ☐

Other means: ☐ (explain below)

**Existing Subject and Abutting Property Land Uses, Buildings and their Locations:**

**12. What is the existing use of:**

The subject property? RESIDENTIAL HOUSE.

The abutting properties? SAME.

**13. Provide the following details for all buildings on or proposed for the subject land: (please use a separate page if necessary)**

Type of Building(s)/ structures	HOUSE		SHED	
Main Building height	m	ft.	8.9 m	96 ft.
*Percentage lot coverage	356 m	3832 ft.	m	ft.
*Number of parking spaces				
*Number of loading spaces				
Number of floors				
Total floor area	108 m <sup>2</sup>	1162 ft <sup>2</sup>	m <sup>2</sup>	ft <sup>2</sup>
Ground floor area (exclude basement)	m <sup>2</sup>	ft <sup>2</sup>	m <sup>2</sup>	ft <sup>2</sup>

**14. What is the location of all buildings existing and proposed for the subject property? (specify distances from front, rear and side lot lines)**

Front Yard	m	ft.	m	ft.
Rear Yard	m	ft.	m	ft.
Side Yards	m	ft.	m	ft.

**15. What are the dates of acquisition and construction of subject property and building property?**

Date of acquisition of subject property: MAY 5 2015

Date of construction of buildings property: \_\_\_\_\_

**16. How long have the existing uses continued on the subject property? \_\_\_\_**

**17. Has the owner previously applied for relief in respect of the subject property?**

Yes ☐ No ☒

If the answer is yes, please indicate the file number and describe briefly:

--

**Other Related Planning Applications:**

**18. Has an application for any of the following on the subject lands?**

Planning Application:	Yes:	No:	File Number:	Approval Authority:	Subject Lands	Purpose:	Status:
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>					
Zoning By-Law Amendment	<input type="checkbox"/>	<input type="checkbox"/>					
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>					
Consent (Severance)							
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>					
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>					

## Authorization for Agent/Solicitor to act for Owner:

(If affidavit is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below shall be completed)

I (we) \_\_\_\_\_ of the  
\_\_\_\_\_ of \_\_\_\_\_ County/Region of  
\_\_\_\_\_ do hereby authorize  
\_\_\_\_\_ to act as my agent in this application.  
\_\_\_\_\_  
Signature of Owner(s) Date

## Affidavit:

I (we) JOHN JOHNSTON of the  
Township of Puslinch County/Region of  
Wellington solemnly declare that all the statements  
contained in this application are true, and I, (we), make this solemn declaration  
conscientiously believing it to be true, and knowing that it is of the same force and effect  
as if made under oath and by virtue of the CANADA EVIDENCE ACT. DECLARED  
before me at the Township of Puslinch in the  
County/Region of Wellington this 4 day of  
April, 2023.

\_\_\_\_\_  
Signature of Owner or authorized  
solicitor or agent

\_\_\_\_\_  
Signature of Commissioner

4/4/2023  
Date

4/4/2023  
Date

Hillary Noel Miller, a Commissioner, etc.,  
Province of Ontario, for the Corporation of the  
Township of Puslinch.  
Expires August 21, 2024.

FALSE EAVE

10'

2" GAP

ATTACHED TO  
← HOUSE

PATIO  
← DOOR

115"

FRONT  
POST  
30" OFF

POST CAN.  
BE MOVED  
IF NEEDED

101"

STEPS  
TO DOOR

FLOATING DECK

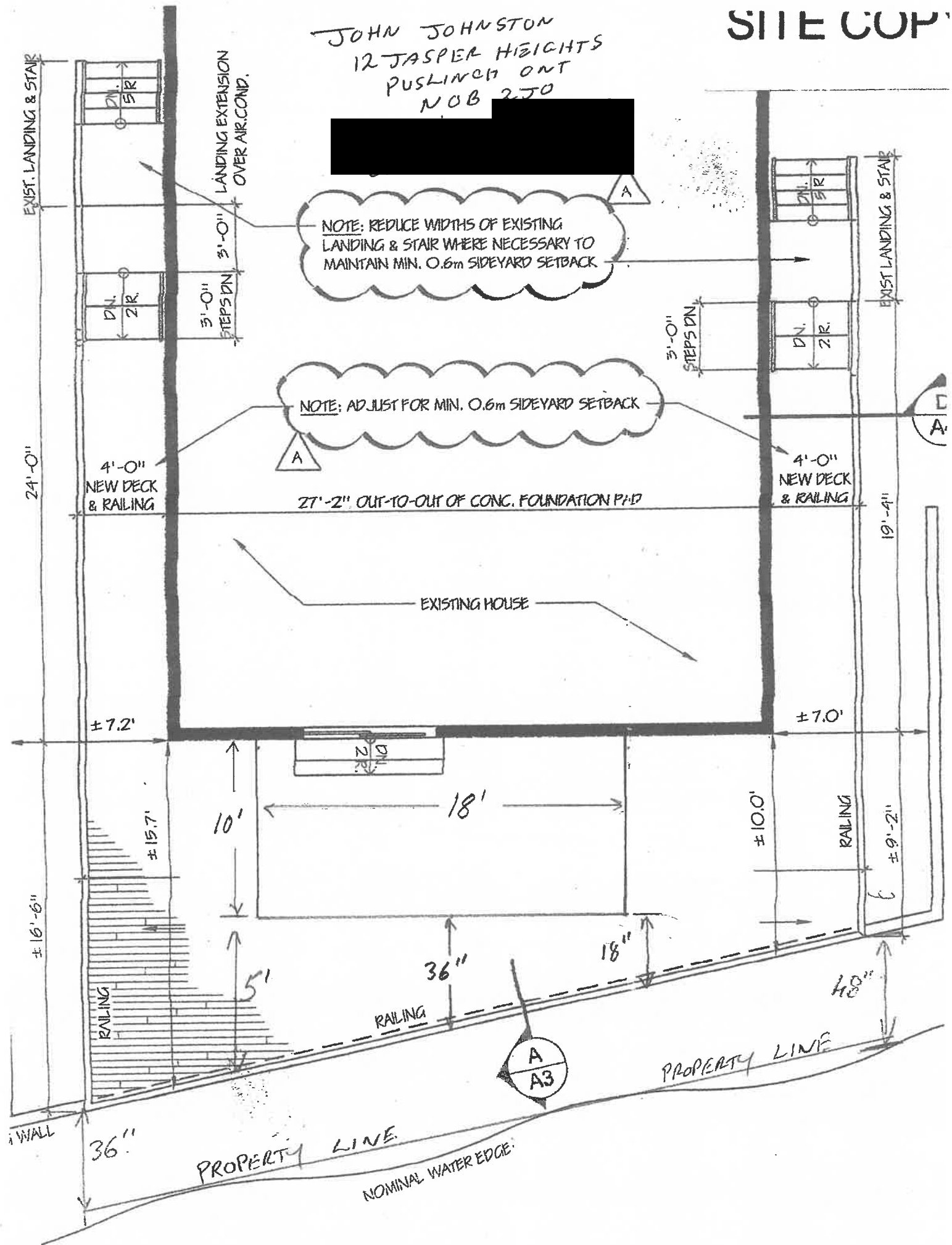
23 7/8"

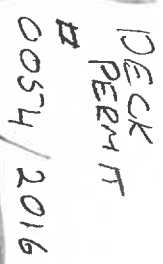
HOUSE ON FLOATING  
SLAB

CONCRETE  
POST

JOHN JOHNSTON  
12 JASPER HEIGHTS  
PUSHINCH ONT  
NOB 2JO

JOHN JOHNSTON  
12 JASPER HEIGHTS  
PUSLIMON ONT  
NOB 2.50





\* Buck B  
Beth New  
18" a.

\*  
MA  
12"

NOTE: DECK BL  
ARRANGED SO  
BLOCK CABLE:  
30 sq. ft. PER I  
25 sq

58

JOHN JOHNSON  
12 TROPER HEIGHTS  
PUSHINCH  
RNT

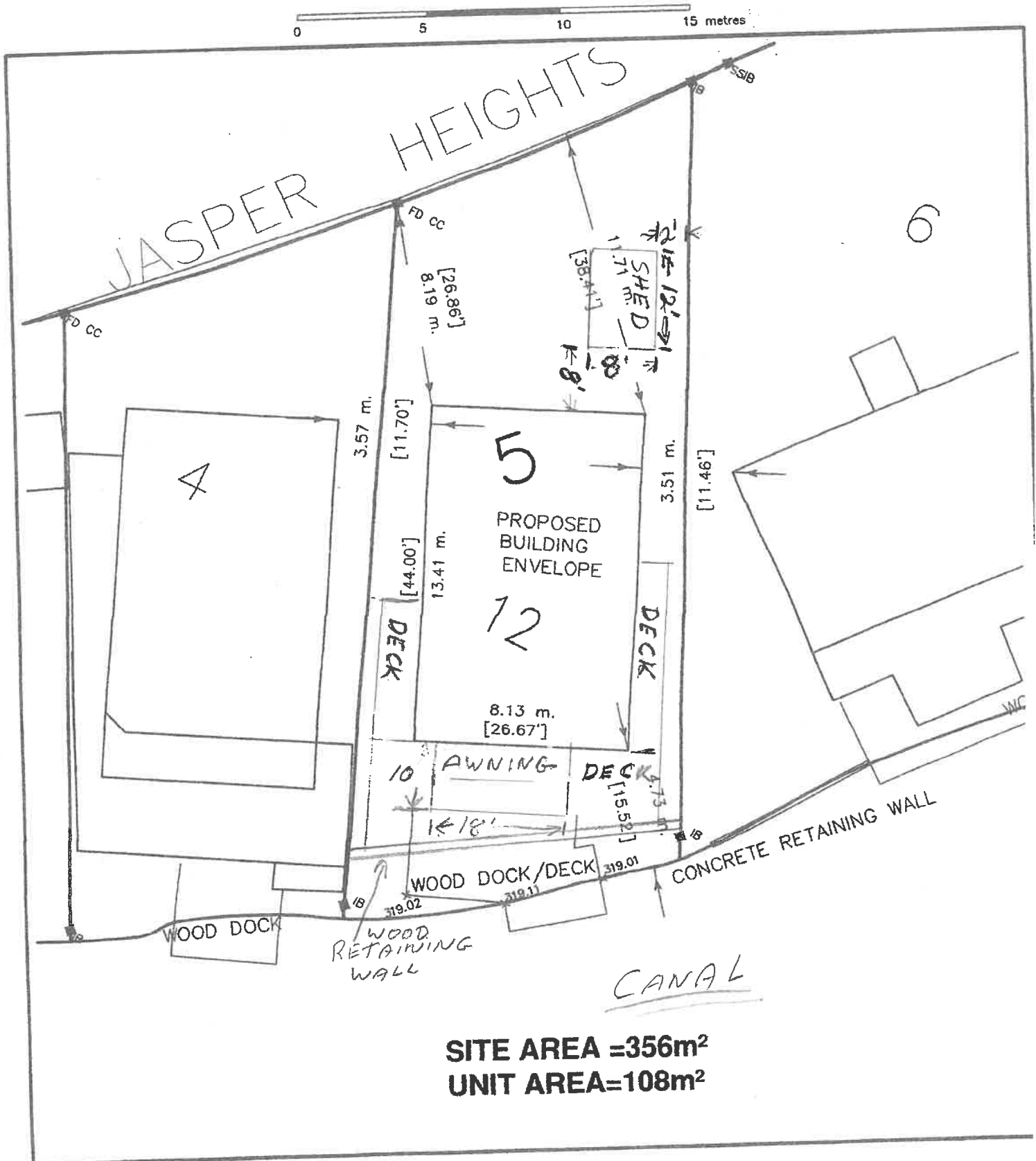
---  
\* MAY TRAUT BEAMS GRADE,  
TO BE INSTALLED  
BEAMS AHEAD OF REPOSE.  
SEE A-3



JOHN JOHNSTON  
12 JASPER HEIGHTS  
DUSLINCH

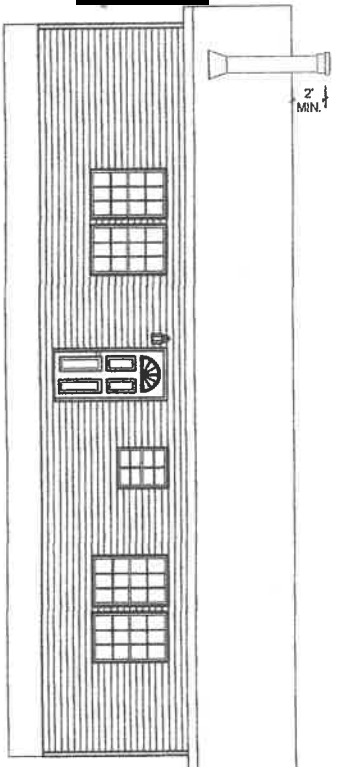
DECK PERMIT #  
0054/2016

**Mini Lakes Residents Association**  
PROPOSED SITE # 5, ADDRESS: 12 JASPER HEIGHTS  
SCALE 1 : 200

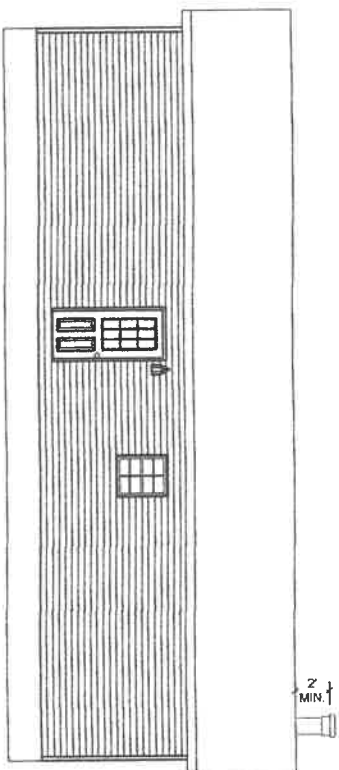


JOHN JOHNSTON  
12 JASPER HEIGHTS  
PUSLINC H

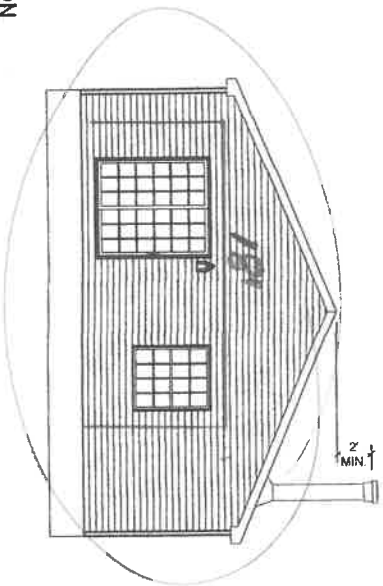
HOUSE PELM IT  
# 0051/2015



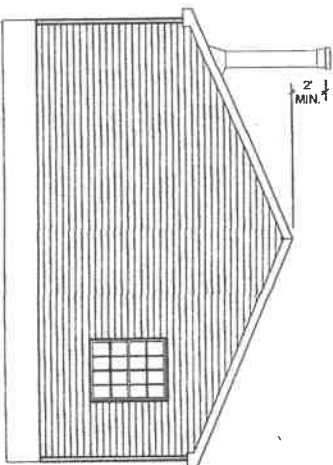
FRONT  
ELEVATION



REAR  
ELEVATION



LEFT  
ELEVATION



RIGHT  
ELEVATION

CHAMPION

APPROVER'S SEAL

MODIFICATIONS

MODEL: 19-7361 (J-850)  
28' x 48' 2 BDRM, 2 BATH

TITLE:  
ELEVATION PLAN

SHEET:  
EV-101

DRAWN BY: STAFF

DATE: 02-28-15

PROPRIETARY AND CONFIDENTIAL  
THESE DRAWINGS AND SPECIFICATIONS ARE ORIGINAL  
PROPRIETARY AND CONFIDENTIAL MATERIALS OF CHAMPION.  
COPYRIGHT © 1976-2011 BY CHAMPION

SCALE: 3/32" = 1'-0"

P.O. BOX 177, RT. 12 & 20 SANGERFIELD, NY 13455

## Hillary Miller

---

**From:** Andrew Hartholt  
**Sent:** Wednesday, May 24, 2023 9:09 AM  
**To:** Hillary Miller  
**Subject:** RE: Minor Variance Notice of Public Hearing - D13/JOH - 12 Jasper Heights

Hillary,

I have no concerns with the increased lot coverage for 12 Jasper Heights.

Any technical comments will be made during the building permit process, which is required for the new roof structure/deck.



Andrew Hartholt, CBCO/CRBO  
Chief Building Official  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 ext. 229/Fax: 519-763-5846 [www.puslinch.ca](http://www.puslinch.ca)

*My work hours may not match yours, and I do not expect you to respond outside your working hours*

---

**From:** Hillary Miller <[hmill@puslinch.ca](mailto:hmill@puslinch.ca)>  
**Sent:** Friday, May 19, 2023 3:48 PM  
**To:** Mike Fowler <[mfowler@puslinch.ca](mailto:mfowler@puslinch.ca)>; Brent Smith <[bsmith@puslinch.ca](mailto:bsmith@puslinch.ca)>; Jacob Normore <[jnormore@puslinch.ca](mailto:jnormore@puslinch.ca)>; Services <[services@puslinch.ca](mailto:services@puslinch.ca)>; Andrew Hartholt <[ahartholt@puslinch.ca](mailto:ahartholt@puslinch.ca)>  
**Cc:** Lynne Banks <[lbanks@puslinch.ca](mailto:lbanks@puslinch.ca)>; Justine Brotherston <[jbrotherston@puslinch.ca](mailto:jbrotherston@puslinch.ca)>  
**Subject:** Minor Variance Notice of Public Hearing - D13/JOH - 12 Jasper Heights

Good afternoon,

Attached please find the Notice of Public Hearing with respect to the above property for your review and comment. Please provide any comments you might have by June 2, 2023.

Kind regards,



Hillary Miller  
Legislative Assistant  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 x207/Fax: 519-763-5846 [www.puslinch.ca](http://www.puslinch.ca)

---

**From:** Brent Smith  
**Sent:** Thursday, May 25, 2023 9:06 AM  
**To:** Hillary Miller  
**Cc:** Tom Mulvey  
**Subject:** RE: Minor Variance Notice of Public Hearing - D13/JOH - 12 Jasper Heights

Hi Hillary,  
Puslinch Fire and Rescue Services reviewed the above referenced minor variance application on May 25, 2023. Providing the appropriate building permits are obtained, the department has no concerns with the proposal.  
Thanks  
Brent Smith  
CFPO  
Puslinch Fire and Rescue Services

---

**From:** Hillary Miller <hmiller@puslinch.ca>  
**Sent:** Friday, May 19, 2023 3:48 PM  
**To:** Mike Fowler <mfowler@puslinch.ca>; Brent Smith <bsmith@puslinch.ca>; Jacob Normore <jnormore@puslinch.ca>; Services <services@puslinch.ca>; Andrew Hartholt <ahartholt@puslinch.ca>  
**Cc:** Lynne Banks <lbanks@puslinch.ca>; Justine Brotherston <jbrotherston@puslinch.ca>  
**Subject:** Minor Variance Notice of Public Hearing - D13/JOH - 12 Jasper Heights

Good afternoon,

Attached please find the Notice of Public Hearing with respect to the above property for your review and comment. Please provide any comments you might have by June 2, 2023.

Kind regards,



Hillary Miller  
Legislative Assistant  
Township of Puslinch  
7404 Wellington Rd. 34, Puslinch, ON N0B 2J0  
P: 519-763-1226 x207/Fax: 519-763-5846 [www.puslinch.ca](http://www.puslinch.ca)

---

**From:** Source Water <sourcewater@centrewellington.ca>  
**Sent:** Tuesday, May 23, 2023 11:29 AM  
**To:** Hillary Miller  
**Cc:** Source Water  
**Subject:** RE: Minor Variance Notice of Public Hearing - D13/JOH - 12 Jasper Heights  
**Attachments:** PUS\_JasperHeights\_12\_Q.pdf

Hi Hillary,

Thank you for providing the above referenced application for review. Since this property is located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), but the activity(ies), as indicated, would not create a significant drinking water threat, the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the property and Wellhead Protection Areas for your reference.

If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

Kind regards,  
Danielle

Danielle Walker (she/ her) | Source Protection Coordinator

Wellington Source Water Protection | 1 MacDonald Square, Elora, ON, N0B 1S0  
519.846.9691 x236 | [DWalker@centrewellington.ca](mailto:DWalker@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1-844-383-9800

Wellington Source Water Protection is a municipal partnership between the Townships of Centre Wellington, Guelph / Eramosa, Mapleton, Puslinch, Wellington North, the Towns of Erin and Minto and the County of Wellington created to protect existing and future sources of drinking water.

---

**From:** Hillary Miller <hmiller@puslinch.ca>  
**Sent:** May 19, 2023 3:47 PM  
**To:** Source Water <sourcewater@centrewellington.ca>  
**Subject:** Minor Variance Notice of Public Hearing - D13/JOH - 12 Jasper Heights

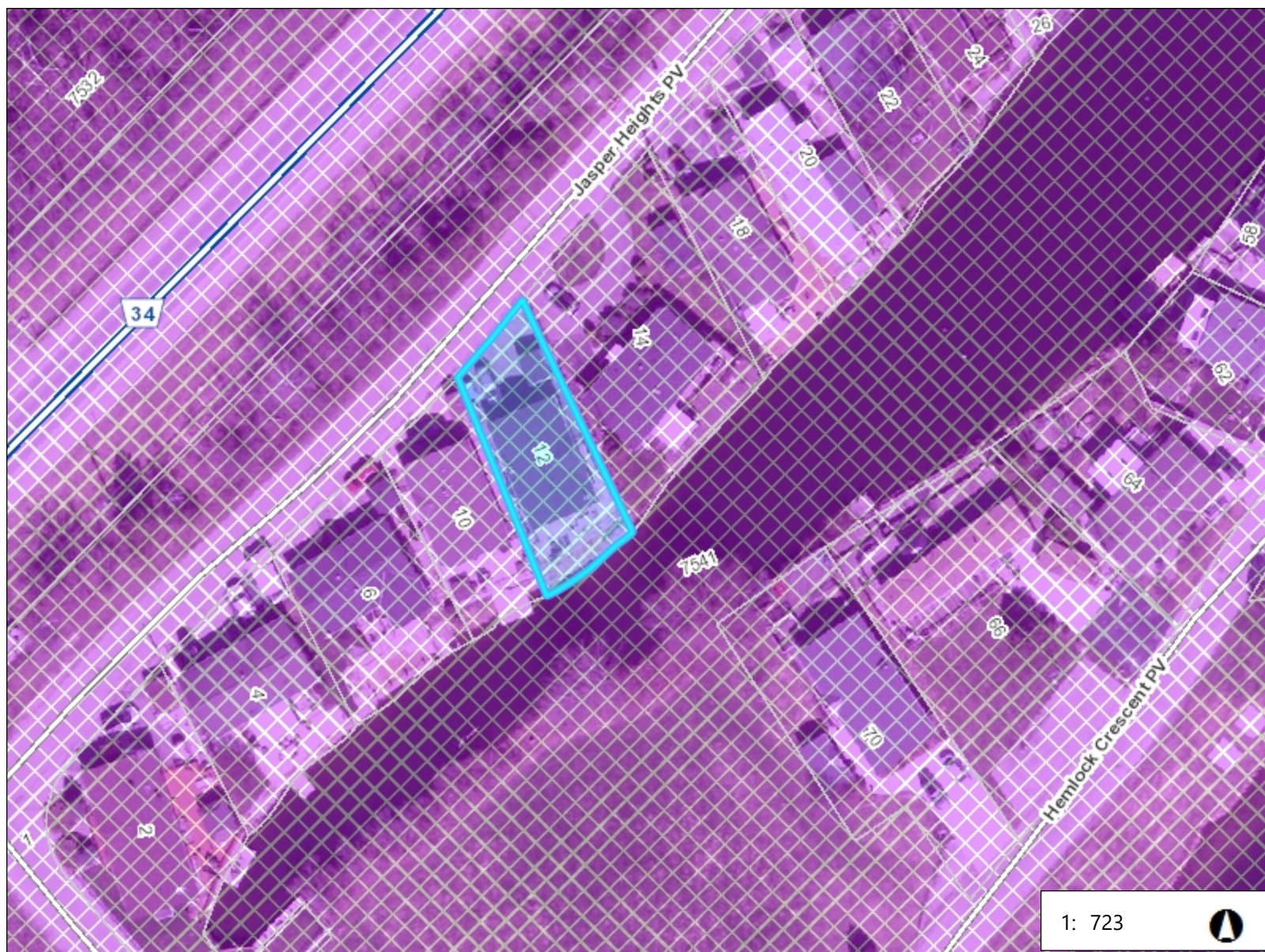
**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Attached please find the Notice of Public Hearing with respect to the above property for your review and comment. Please provide any comments you might have by June 2, 2023.

Kind regards,





### Legend

- Parcels
- Roads
  - Local Road
  - County Road
  - Highway
- Well Locations
  - Existing
  - Proposed
- WHPA Q1\_Q2\_Boundary
- WHPA Q1\_Q2
  - Approved
  - Draft
- SGRA
- RoadsLookup

1: 723



0.0 0 0.02 0.0 Kilometers



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
Includes material © 2022 of the Queen's Printer for Ontario. All rights reserved.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Produced using information under License with the Grand River Conservation Authority. Copyright © Grand River Conservation Authority, 2022.

THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2022

### Notes





## PLANNING REPORT for the TOWNSHIP OF PUSLINCH

Prepared by the County of Wellington Planning and Development Department in our capacity as planning consultants for the Township

**MEETING DATE:** June 13<sup>th</sup>, 2023  
**TO:** Lynne Banks, Development and Legislative Coordinator  
Township of Puslinch  
**FROM:** Joanna Salsberg, Planner  
County of Wellington  
**SUBJECT:** **MINOR VARIANCE APPLICATION D13/JOH (John & Kathleen Johnston)**  
**12 Jasper Heights**  
**PLAN 61M203 LOT 5**  
**ATTACHMENTS:** 1 – Submitted Site Plan

We have reviewed the application for minor variance and provide the following comments. These comments are offered without the benefit of a site visit.

### Planning Opinion

The applicant is proposing to construct an awning on an existing deck that serves a dwelling within the Mini Lakes community. The area covered by the awning is proposed to be 16.7 m<sup>2</sup> (180 ft<sup>2</sup>) in size. The variance would provide relief for section 14.0 Site Specific Special Provision No. sp86 to permit an increased lot coverage of 37.8%, where the by-law permits a maximum lot coverage of 35%.

Planning staff have no concerns with this proposal provided that the Conservation Authority (Grand River Conservation Authority) is satisfied and the Township is satisfied the provisions of the Environmental Protection Zone Overlay are met based on the GRCA comments. It is our opinion that this variance is minor in nature and that it meets the intent of the Zoning By-law and County Official Plan and is desirable and appropriate. The following conditions should be considered:

1. That any concerns of the Conservation Authority are addressed to the satisfaction of the Township.

Section of the By-law	Required	Proposed	Relief Requested
Section 14.0 Site-Specific Provision No. sp86	14.0 Site-Specific Provision No. sp86 the coverage of a site shall not exceed 35% with the exception of open-sided carports and uncovered decks not exceeding 0.6 m in height.	37.8%	2.8%

**Figure 1: Subject Property**



Our discussion of this application relative to the four tests under the Planning Act is as follows:

Four Tests	Discussion
That the requested variance is <b>minor</b> in nature	<ul style="list-style-type: none"> <li>• The subject property is located within the Mini Lakes community.</li> <li>• The Township has provided that a permit was issued for the existing deck on the subject property in 2016 (0054/2016).</li> <li>• The applicant is now proposing to cover a portion of the existing deck with a 16.7 m<sup>2</sup> (180 ft<sup>2</sup>) awning.</li> <li>• The construction of the awning would result in a lot coverage of 37.8%, which exceeds the permissions within the Township Zoning By-law of 35% by 2.8%.</li> <li>• The proposal does not change the footprint of structures/buildings on the property, but does modify the massing. Due to the wording of lot coverage within the site specific provision, the portion of the deck that is covered by the awning is included in lot coverage calculations.</li> <li>• Any comments regarding grading and drainage on the site from the Public Works and Building Departments should be considered by</li> </ul>

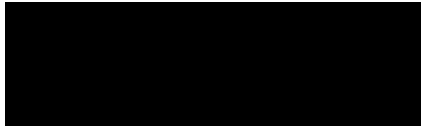


	the Committee.
That the intent and purpose of the <b>Zoning By-law</b> is maintained	<ul style="list-style-type: none"> <li>• The subject lands are within a Site Specific Rural Residential (RUR (sp86)) Zone and are also located fully within the Environmental Protection Zone Overlay.</li> <li>• One dwelling unit per site is a permitted use within the site specific zone subject to the regulations of Section 14.</li> <li>• The maximum coverage of a site by all buildings and structures is 35%, excluding uncovered decks not exceeding 0.6 m in height. This application proposes a lot coverage of 37.8%, which exceeds permissions by 2.8%.</li> <li>• The portion of the existing deck that is proposed to be covered by the awning is included in lot coverage calculations and results in the requested need for relief.</li> <li>• The intent of providing a maximum lot coverage is to ensure that the property is landscaped for proper grading and drainage, that the size and massing of the buildings/structures on the property are compatible with the neighbourhood, and to ensure there is adequate space to accommodate servicing on a portion of the property.</li> <li>• The awning appears to meet all other requirements of the site specific provision (RUR(sp86)).</li> <li>• The Environmental Protection Overlay requires that development will not be allowed unless it has been demonstrated to the satisfaction of the Township that there will be no negative impact on the pond, lake or reservoir or its ecological functions. The Township will need to be satisfied that this is addressed; however, it is noted that the subject lands are regulated by the Grand River Conservation Authority (GRCA) and the proposed development has been circulated to GRCA for comment.</li> </ul>
That the general intent and purpose of the <b>Official Plan</b> is maintained	<ul style="list-style-type: none"> <li>• The subject lands are within Special Policy Area PA7-6 Mini Lakes and as an Environmentally Sensitive Area (ESA) within the County of Wellington Official Plan.</li> <li>• The land designated as PA7-6 may be used for an adult lifestyle community including dwelling units.</li> <li>• Section 5.5.5 requires that ESAs will be protected from development or site alterations which would negatively impact them or their ecological functions. The comments and requirements of the Grand River Conservation Authority should be considered by the Committee.</li> </ul>
That the variance is <b>desirable</b> and <b>appropriate</b> development and use of the land, building or structure	<ul style="list-style-type: none"> <li>• The subject lands are bounded by residential uses to the east and west, abut a waterbody to the south, and rural residential uses to the north. It is noted the parcel has access from the waterbody to the rear of the property.</li> <li>• The surrounding properties contain a variety of lot coverages, with some properties appearing to contain covered decks.</li> <li>• The proposal does not change the footprint of the</li> </ul>

	<p>buildings/structures on the subject lands. The proposal only covers a portion of the existing deck with an awning.</p> <ul style="list-style-type: none"> <li>• Lot coverage maximums ensure that there is adequate space to accommodate servicing on-site. Mini Lakes is serviced by private communal water and sewer systems which allows for the area required for servicing to be reduced from requirements for private systems.</li> <li>• The subject property is within the regulated area of Grand River Conservation Authority. Any concerns or permit requirements of the Conservation Authority should be adequately addressed.</li> </ul>
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In conclusion, planning staff is of the opinion that the requested variance application meets **the four tests of the Planning Act** provided that any concerns of the Conservation Authority can be adequately addressed. We trust that these comments will be of assistance to the Committee in their consideration of this matter. We would appreciate a copy of the Committee's decision with respect to this application.

County of Wellington Planning and Development Department




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Joanna Salsberg, RPP, MCIP  
Planner

# ATTACHMENT 1: Submitted Site Plan

JOHN JOHNSTON  
12 JASPER HEIGHTS  
PUSLINCH

DECK PERMIT #  
0054/2016

## Mini Lakes Residents Association

PROPOSED SITE # 5, ADDRESS: 12 JASPER HEIGHTS

SCALE 1 : 200



May 05, 2015-12:16pm  
G:\PUSLINCH\Condo\MINI LAKES\ACAD - Mini Lakes Master File\Mini Lakes Model File(1).dwg



## **REPORT CofA-2023-002**

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TO: Committee of Adjustment

PREPARED BY: Lynne Banks, Development and Legislative Coordinator

PRESENTED BY: Lynne Banks, Development and Legislative Coordinator

MEETING DATE: June 13, 2023

SUBJECT: 2022-2026 Committee of Adjustment Goals and Objectives

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### **RECOMMENDATIONS**

**That staff report CofA-2023-002 regarding the 2022-2026 Committee of Adjustment Goals and Objectives be received for information; and,**

**That the 2022-2026 Committee of Adjustment Goals and Objectives be approved as presented/amended; and further,**

**That the Committee of Adjustment Goals and Objectives be forwarded to Council for approval and endorsement at a future Council meeting.**

### **Purpose**

The purpose of this report is to review the Committee of Adjustment's proposed 2022-2026 Goals and Objectives for the 2022-2026 term.

### **Background**

At the beginning of each term, the Committee of Adjustment sets its' Goals and Objectives for approval and endorsement by Council. Goals and Objectives are Committee led initiatives that should require minimal additional budgetary implications or staff resources. Council must approve the Committee's Goals and Objectives prior to the commencement of any Committee Goals and Objectives.

**Comments**

In response to the Budget Training provided at the May 9, 2023 Committee of Adjustment meeting, staff received the following goals from the Committee:

**Goal 1:** The Committee of Adjustment shall make decisions that are consistent with the Planning Act, Municipal Act, and new emerging Provincial Legislation, as well as the County of Wellington's Official Plan, Township of Puslinch Zoning By-law and any applicable guides/policies.

**Goal 2:** The Committee of Adjustment shall endeavor to look for improvements by reviewing its processed regularly, and seeking feedback from agents/or property owners to identify areas for improvement and seeking additional training for Committee members.

**Goal 3:** The Committee of Adjustment shall make recommendations to Council for amendments to any by-laws and guidance documents that would improve decision making for the Committee of Adjustment.

In support of these broad goals the following Goal/Objectives have been proposed below as the 2022-2026 Goals and Objectives for consideration by the Committee to be sent to Council for approval and endorsement.

Goal/Objective	Sub-Committee	Budget	Person(s) Responsible	2022-2026 Status/Timeline Update
Annual By-law and Legislation Training/Review	N	N	<b>Secretary of the Committee</b>	Staff to draft a training/review schedule for all applicable By-laws and Legislation annually including Legislative Amendments.
Process Improvements	Y	N	<b>Sub-Committee</b>	Sub-committee to draft a questionnaire for circulation to agents and/or property owners to be reviewed by staff and the Committee.  Staff to provide a report regarding feedback

				received in December of each year.
Training Opportunities	Y	N	<b>Secretary of the Committee</b>	Staff to identify training opportunities for the Committee Members.
Housekeeping Recommendations	Y	N	<b>Sub-Committee</b>	Sub-Committee to work with staff to review applications received the previous year and make recommendations for housekeeping amendments annually.

**Financial Implications**

None

**Applicable Legislation and Requirements**

None

**Attachments**

None