

**THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
MEETING MINUTES OF THE COMMITTEE OF ADJUSTMENT
MAY 5, 2025 @ 2:00 P.M.
HYBRID MEETING – IN PERSON AND VIA WEB CONFERENCING**

Members Present:

**Chair: Andrew Lennox
Members: Sherry Burke
Lisa Hern
Steve McCabe
Penny Renken**

Staff Present:

Chief Administrative Officer:	Brooke Lambert
Director of Legislative Services/Clerk:	Karren Wallace
Deputy Clerk:	Catherine Conrad
Executive Assistant to the CAO:	Tasha Grafos
Director of Finance:	Jeremiah Idialu
Human Resources Manager:	Amy Tollefson
Chief Building Official:	Darren Jones
Manager of Infrastructure and Engineering:	Tammy Stevenson
Manager Environment and Development Services:	Corey Schmidt
Economic Development Officer:	Robyn Mulder
Community Development Coordinator:	Mike Wilson
Director of Fire Services:	Chris Harrow
Planner:	Zach Prince

CALLING TO ORDER

Chair Lennox called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST

Member Burke disclosed an indirect pecuniary interest with Application A09/25 as her employer worked on site.

Member Renken disclosed a direct pecuniary interest with Application A09/25 as she is a neighbour to the location, and prior to joining Council she was one of the people opposed to the project.

MINUTES OF PREVIOUS MEETING

Committee of Adjustment, April 22, 2025 (A07/25, A08/25)

RESOLUTION: COA 009-2025

Moved: McCabe

Seconded: Burke

THAT the Committee of Adjustment meeting minutes of April 22, 2025 – A07/25 & A08/25 be adopted as presented.

CARRIED

Councillor Burke left the Council Chambers.

Committee of Adjustment Minutes, May 5, 2025
Page 2 of 4

Councillor Renken remained in the Council Chambers but turned her camera and microphone off and moved away from the Council table.

APPLICATION

A09/25 M&S Properties (Mount Forest) Inc.

THE LOCATION OF THE SUBJECT PROPERTY is described as Wellington North Range S Waterloo St Part Park Lot 9 RP 61R7008 Pt Part 1 and is municipally known as 773 Princess Street, Mount Forest. The property is approximately 0.64 ha (1.6 ac) in size. The location of the property is shown on the map attached.

THE PURPOSE AND EFFECT of the application is to provide relief from maximum number units permitted. The proposed variance will permit 33 units to be constructed, in lieu of maximum permitted 32 units. Other variances may be considered where deemed appropriate.

SECRETARY TREASURER

Notices were mailed to property owners within 60 meters of the subject property as well as the applicable agencies and posted on the subject property on April 17, 2025.

PRESENTATIONS

Zachary Prince, Senior Planner, County of Wellington, Township of Wellington North

- Planning Report dated April 28, 2025

CORRESPONDENCE FOR COMMITTEE'S REVIEW

Michael Oberle, Environmental Planning Technician, Saugeen Valley Conservation Authority

- Email dated April 28, 2025 (No Objection)

Chris McGaughey, 790 Waterloo St., Mount Forest

- Email dated April 30, 2025 (Opposed)

REQUEST FOR NOTICE OF DECISION

Persons wishing to be notified of the decision must submit a written request to the Secretary-Treasurer.

CHAIRPERSON OPENS FLOOR FOR COMMENTS/QUESTIONS

A09/25 M&S Properties (Mount Forest) Inc.

Gillian Smith, Senior Planner, MHBC Planning Ltd., Agent for the Application, attended virtually to speak to the application and answer any questions. Ms. Smith reviewed the history of this project. Council in 2021 passed a zoning amendment to permit the building, restrict the height of the building to two storeys, and restrict the number of units to thirty-two. The owner is now wanting to convert a portion of the interior party room into an additional unit, for a total of thirty-three units. This is below the maximum density permitted on the site under the Official Plan. There is no physical change to the building. Increased parking requirements can be accommodated on site. There will still be an interior amenity space.

COMMENTS/QUESTIONS FROM THE COMMITTEE

Member Hern requested clarification on what the size of the party room previously, and what it will be now. Ms. Smith responded that the proposed party room will be 35 sq. m., the original party room size was approximately 84 sq. m.

Member McCabe inquired if the size of the additional unit will be similar to the other units. Ms. Smith responded that it will be similar to the current units. Member McCabe requested confirmation that the outside area is staying the same and additional parking has been addressed. Mr. Prince confirmed that the outside area will stay the same and additional parking has been addressed.

Member Hern asked if there is a requirement to improve the outdoor space. Mr. Prince commented that the zoning by-law has examples of what an amenity space would be. The applicant is proposing a patio which meets the requirements of the zoning by-law. The zoning could also include play structures, gazebos, or pergolas. Member Hern stated her support of an improved outdoor space for families to use.

Chair Lennox inquired if the square footage of the other units is being adjusted. Ms. Smith confirmed that there would not be any adjustments to the other units. Chair Lennox stated that there was concern regarding buffering with the original application and requested confirmation that the additional parking would not interfere with buffering. Ms. Smith confirmed that the additional two parking spaces would not impact on the buffering. The parking will be similar to what was originally approved. Chair Lennox commented that by decreasing the common amenity there will be more people and less space, which could impact on the quality of life for those that are there.

Chair Lennox asked Mr. Prince to comment on how he sees this project with regards to the four tests for minor variance. Mr. Prince commented that the planning report outlined the density requirements for the site. The building is already under construction and there is no exterior change. The way the additional unit was proposed in the zoning by-law, or the way it is proposed in any zoning by-law, has the ability to be varied from and can be changed when deemed appropriate. Staff are satisfied it meets the requirements for a minor variance.

DECISION**CALL FOR VOTE: SHOW OF HANDS**

THAT the minor variance applied for in Application A09/25, for the property described as Wellington North Range S Waterloo St Part Park Lot 9 RP 61R7008 Pt Part 1, geographic Town of Mount Forest, with a civic address of 733 Princess Street, to provide the following relief;

1. THAT a total of 33 apartment units be permitted, to allow one (1) additional apartment, whereas the By-Law permits a maximum of 32 units.

WITH THE CONDITION THAT the applicant shall submit a revised site plan of the property with a revised parking layout to meet the required parking requirements.

APPROVED

Committee of Adjustment Minutes, May 5, 2025
Page 4 of 4

Member Burke and Member Renken returned to the meeting

ADJOURNMENT

RESOLUTION: COA 010-2025

Moved: McCabe

Seconded: Hern

THAT the Committee of Adjustment meeting of May 5, 2025 be adjourned at 2:21 p.m.

CARRIED

Signed by:

80AF05F09D284A3...
CHAIRPERSON

DocuSigned by:

F66A115C71324C9...
SECRETARY TREASURER