

## PLANNING ADVISORY COMMITTEE MINUTES

Tuesday, May 9, 2023 | 4:00pm  
Virtual Meeting via Zoom

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| <b>MEMBERS PRESENT</b> | Chair Tim Norwood   Peter Hambly   Harold Fleet   Keith Hopkins   Terry Leis   |
| <b>MEMBERS ABSENT</b>  | Vice-Chair Mark Ebert  |
| <b>OTHERS PRESENT</b>  | Andrew Wilken, Secretary-Treasurer   Sandeep Kaur, Deputy Secretary-Treasurer   Brenda Goetz, Deputy Secretary-Treasurer   Sherri Walden, CAO   April Marshall, Economic Development Manager   Bruce Schaus   Carol Hudson (arrived at 4:34pm)   Ronald Fidler |

The Secretary-Treasurer conducted roll call.

**DISCLOSURE OF  
PECUNIARY INTEREST** Nil

**DELEGATIONS** Bruce Schaus

**1. Adoption of March 14<sup>th</sup>, 2023 Regular Meeting Minutes**

**Moved by PETER HAMBLY / Seconded by HAROLD FLEET**

**THAT** the minutes of the March 14<sup>th</sup>, 2023 regular meeting be approved as printed and circulated.

**CARRIED**

**2. Business arising from Minutes**

The Secretary-Treasurer stated that Item Nos. 7 & 8 were granted by the Committee of Adjustment and building permit applications have been submitted.

**3. Local Official Plan No. 4 (LOPA#4) -----Town of Hanover (Housekeeping)**

This matter is being deferred.

**4. Zoning Bylaw Amendment No. Z4-21 -----Tedford, Don (late) & Donna**

S. Walden stated that this matter is deferred to a future meeting.

**5. Consent Application Nos. B1-21 to B6-21--Tedford, Don (late) & Donna**

This matter is deferred to a future meeting.

**6. Proposed Site Plan -----former JDSS**

The Secretary-Treasurer indicated that communications continue with the owner.

**7. Zoning Bylaw Amendment No. Z1-23 -----Housekeeping Amendments**

The Secretary-Treasurer reviewed the draft housekeeping zoning bylaw amendment. Some changes reflect requirements of Bill 23 relating to additional dwelling units, and more specifically addressing parking requirements, correcting wording from 'secondary

dwelling unit' to 'additional dwelling unit' and permitting additional dwelling units within other zone classifications i.e Residential Type 2 (R2) and Residential Type 3 (R3) zones.

Sections 2, 3 and 5 of the draft bylaw reflect requests from Hanover Fire Department regarding identifying additional dwelling units, and set-backs to fire hydrants.

At their meeting of September 19, 2022, Hanover Council directed staff to review the Comprehensive Zoning Bylaw by revising the definition of boarding or lodging homes to cap the number of persons to 10; to prohibit boarding or lodging homes along 10<sup>th</sup> Street, between 6<sup>th</sup> Avenue and 11<sup>th</sup> Avenue; and to empower staff to address property standards issues. It was decided that licensing of boarding and lodging home uses would not be implemented at this time. Other provisions relating to washrooms, etc. would be regulated through the Ontario Building and Fire Codes. Sections 1, 10, 15 to 18 and Schedule 'A-2' of the draft bylaw addresses Boarding and Lodging Homes.

Subsequent to a very thorough discussion regarding this housekeeping zoning amendment, it was then;

**MOVED BY KEITH HOPKINS / SECONDED BY PETER HAMBLBY**

**THAT** the Planning Advisory Committee recommend to Council that Zoning By-Law Amendment No. Z1-23 proceed to a Public Meeting;

**AND FURTHER THAT** Planning Advisory Committee support the amendments.

**CARRIED**

**8. Minor Variance Application No. A3-23 -----Schaus, Bruce & Laurie**

Chair Tim Norwood welcomed Bruce Schaus to the Zoom meeting to discuss his Application for Minor Variance.

The Secretary-Treasurer advised that this property is located at 205 11th Avenue and described as Park Part Lot 18, east side Mary, Registered Plan 742 in the Town of Hanover, in the County of Grey.

The owner is seeking to vary provisions of Comprehensive Zoning Bylaw 2912-15 for maximum gross building area for an accessory building. The maximum building area permitted in a residential zone is 600 ft<sup>2</sup>, and the applicant is wishing to construct a 1,000 ft<sup>2</sup> detached accessory building.

Mr. Schaus stated that the accessory building will be used for residential purposes i.e. workshop and garden shed storage. There will not be any human habitation within the accessory building. Mr. Schaus has spoken with his neighbours, and they are not opposed to the proposal.

The Secretary-Treasurer stated that this application meets all other provisions within Comprehensive Zoning By-Law 2912-15.

Subsequent to a good discussion with regards to this application, it was then;

**MOVED BY HAROLD FLEET / SECONDED BY TERRY LEIS**

**THAT** the Planning Advisory Committee recommend to Council and the Committee of Adjustment that they have no objections to the approval of Minor Variance Application No. A3-23 to allow the construction of a 1,000 square foot detached garage on the property located at 205 11th Avenue.

**CARRIED**

**9. Proposed Site Plan Agreement-----Schaus, Lyle c/o Hanover Realty Corp.**

The Secretary-Treasurer circulated a floor plan for 232 10<sup>th</sup> Street. The owner is proposing a change of use for this property, from a retail commercial establishment to a fitness centre.

The property is currently zoned Downtown Commercial (C1), and the proposal conforms to provisions within Comprehensive Zoning Bylaw 2912-15. Parking requirements for a fitness centre are less restrictive than retail commercial establishments.

There is no expansion proposed to the existing building footprint.

Subsequent to a good discussion with regards to this application, it was then;

**MOVED BY PETER HAMBLBY / SECONDED BY KEITH HOPKINS**

**THAT** the Planning Advisory Committee recommend to Council that the proposed fitness centre proceed to a site plan agreement for development of property known as 232 10<sup>th</sup> Street.

**CARRIED**

**10. Staff Report PB-12-23 Site Plan Control By-law – Bill 109 & Bill 23 Update**

The Secretary-Treasurer presented the above noted staff report to Hanover Council on May 1<sup>st</sup>, 2023. In accordance with Bill 109: *More Homes for Everyone Act, 2022*, municipalities must delegate authority of site plan control to staff. As per Staff Report PB-12-23, it is recommended that the Chief Administrative Officer (CAO) and Chief Building Official (CBO) be delegated authority under section 41(2) of the Planning Act to approve plans and drawings and impose conditions and to require agreements. This does not preclude all inter-office and agency discussions and input to ensure that an agreement complies with all applicable laws, by-laws and servicing requirements.

Planning Advisory Committee (PAC) will continue to provide comment and input to staff. It is anticipated that site plan control agreements will be provided in an information report to Hanover Council.

**11. Correspondence**

**11.1. Globe & Mail Article dated April 27, 2023**

The Secretary-Treasurer was requested to circulate the above noted article for the Committee's information.

**11.2. County of Grey Report PEDAC-19-23 re: Bill 97 and Draft PPS 2023**

The Secretary-Treasurer stated that Bill 97 *Helping Homebuyers, Protecting Tenants Act, 2023* corrects or updates changes made through Bill 109 and Bill 23. Bill 97 changes the refund initiation date for zoning amendments and site plan applications, updates definition of 'area of employment' to manufacturing and warehousing, clarifies parking requirements for additional dwelling units, changes site plan provisions for residential development of no more than 10 units, etc.

The above report further summarizes the proposed updates to the Provincial Policy Statement 2023 to accelerate the development of housing and increase housing supply. Through the Environmental Registry of Ontario, the Province is seeking comments by June 5, 2023.

**12. New Business**

**12.1. Minor Variance Application No. A4-23 -----Diefenbacher, Brandan & Damaris**

The Secretary-Treasurer shared the screen to illustrate a proposal for lands located at 405-407 11<sup>th</sup> Avenue.

Comprehensive Zoning Bylaw 2912-15 regulates the number of driveways to one for the first 30 metres of frontage measured along the street line.

The property at 405-407 11<sup>th</sup> Avenue currently contains a duplex dwelling. There is a retaining wall located along the street line, and the rear yard is topographically challenging. The property is the second property located on the east side of 11<sup>th</sup> Avenue southerly from the intersection of 9<sup>th</sup> Street.

The owner is wishing to install a second driveway at the north side of the property to provide on-site parking for his tenants. The proposed driveway would eliminate 2 parking spaces on 11<sup>th</sup> Avenue. Public Works staff advise a safety concern currently exists relating to the parking situation at this intersection, and would support the elimination of the parking spaces on 11<sup>th</sup> Avenue.

The Secretary-Treasurer stated that this application meets all other provisions of Comprehensive Zoning By-Law 2912-15.

Subsequent to a good discussion with regards to this application, it was then;

**MOVED BY PETER HAMBLBY / SECONDED BY KEITH HOPKINS**

**THAT** the Planning Advisory Committee recommend to Council and the Committee of Adjustment that they have no objections to Minor Variance Application No. A4-23 proceeding to a Public Hearing to allow two driveways on the property located at 405 11th Avenue.

**CARRIED**

**12.2. Future Meeting Format**

The Secretary-Treasurer ascertained the Committee members' preference regarding future meetings being held in person or via Zoom. The Deputy Secretary-Treasurer stated that in order to facilitate applicant (and member) attendance at meetings throughout the year and maintain continuity, Committee members need to establish a recurring schedule.

**12.3. Strategic Plan Citizen Questionnaire**

Hanover has commenced a Strategic Plan process to confirm priorities to 2027. Citizens are requested to provide input on the strengths and weaknesses of the Town, and offer feedback on their priorities. The deadline for completion of the questionnaire is May 26<sup>th</sup>, 2023.

**12.4. Welcome Sandeep Kaur**

The Secretary-Treasurer introduced Sandeep Kaur. Sandeep joined the Town on April 11<sup>th</sup> as the new Planning / Administrative Co-Ordinator. Sandeep has a strong academic background and brings valuable knowledge to the planning functions of the Town. Sandeep will work closely with internal and external stakeholders to provide exemplary customer service in support of strategic objectives.

**13. Adjournment**

**Moved by KEITH HOPKINS**

**THAT** the meeting now be adjourned at 5:00 pm.

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Chair, Tim Norwood

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Secretary-Treasurer, Andrew Wilken