



**The Corporation of the Township of Brock
Committee of Adjustment Minutes**

**July 15, 2025
Virtual Meeting**

Members present: Ralph Maleus, Vice-Chair
Gloria Stewart
Kitty Bavington

Staff Present: Robin Prentice, Director of Development Services /
Secretary-Treasurer

Others Present: M. Markham, Melissa Markham Planning
K. Northover

Regrets: Billie Clark, Building and Planning Assistant
Mike Cole
Negin Khorasani

1. Call to Order

R. Maleus called the meeting to order at 7:02 PM and a quorum was present.

2. Introduction of Committee Members and Staff Present

3. Declaration of Conflict of Interest

None.

4. Confirmation of Minutes

Moved by G. Stewart
Seconded by K. Bavington

That the meeting minutes from June 17, 2025 be approved.

Carried.

5. Hearing of Applications

5.1 File No.: A/06/25

Owner: K. Northover

Agent: Melissa Markham Planning

Address of Property: S1114 Brock Concession Rd 4

Purpose of the Application:

The purpose of the application is to reduce the interior side yard setback from 6.37m to 4.0m and 2.0m, increase the total floor area permitted for a secondary unit from 50% to 75% of the gross floor area of the main dwelling, and allow 2 entrances in the front facade to facilitate the construction of a new house with a secondary dwelling unit.

5.1.1 Staff Report to the Committee of Adjustment

Report No.: 2025-CoA-007

M. Markham, agent for the owner, provided an overview of the application. The application was deferred at the last meeting for further information. The application proposes to permit a dwelling with a secondary unit having reduced side yard setbacks, an increase in floor area for the secondary unit and two doors on the front facade. M. Markham's full planning opinion was provided as part of the planning justification report.

M. Markham noted that front elevations were submitted to the Committee prior to the meeting and the design of the dwelling is more in keeping with a side split dwelling. Floor plans were also provided to outline the request for additional floor area for the secondary unit. There are no restrictions on the number of front entrances for a single detached dwelling. The only restriction is when it comes to adding a secondary unit. The proposed second entrance is more in keeping with a rental property. Planning policy does encourage additional dwelling units to be constructed within dwellings and Township's policies permit this use.

A site plan was provided to show where the septic system will be accommodated on site, as well as potential well locations. Relief for the side yard setbacks are being requested to allow for maximum septic area in the rear yard.

R. Prentice, Secretary-Treasurer, noted the staff report was presented at the June meeting and no updates were made. The revised Health Department comments, noting no objection with the application were also attached to the agenda. The Township received comments from 3 members of the public, that were previously shared and heard by the Committee members. No new

comments have been received since the last meeting and no members of the public were in attendance.

K. Bavington, Committee member, asked to see the aerial mapping of the neighbourhood, which staff presented. Noted large lots with lots of space in the area. K. Bavington noted that it's not ideal to crowd this property with the reduced side yard setbacks.

K. Bavington asked about the square footage for the proposed units. K. Northover responded that the secondary unit is around 71-72% of the main unit. The one unit is approximately 1,700 ft² and the other unit is approximately 2,400 ft². K. Bavington noted the elevations appear to show the units have similar square footage. K. Northover noted that the elevation was redesigned based on the discussion at the last meeting and floor plans were provided to show how the units are proposed to be split.

G. Stewart, Committee member, noted the survey is old and asked if it has been updated. K. Northover said the survey has not been updated but that a site plan, grading plan, and boundary survey as part of the building permit application.

R. Maleus, Committee member, appreciated the additional information. The design of the house is more in keeping with the neighbourhood.

Decision:

Having reviewed and considered all the agency comments, written submissions and oral submissions, hereby move:

- Staff Report 2025-CoA-007 be received; and
- That Minor Variance Application A/06/25 to:
 - reduce the interior side yard setbacks from 6.37m to 4.0m on the west side and 2.0m on the east side;
 - increase the total floor area permitted for a secondary unit from 50% to 75% of the gross floor area of the main dwelling; and
 - allow two entrances in the front façade; be approved.

The proposed application is considered minor in nature, is consistent with the general intent and purpose of the Official Plan and Zoning By-law and is considered desirable for this site.

Moved by K. Bavington
Seconded by G. Stewart

Carried.

6. Other Business

Committee members were reminded to fill out their expense forms.

7. Next Meeting

No applications received for August so the next meeting scheduled is September 16, 2025 – 7:00 PM.

8. Adjournment

Meeting adjourned at 7:25 PM.

Moved by G. Stewart

Carried.