

# **Committee of Adjustment**

## **Meeting Minutes**

**Thursday, April 3, 2025**

**5:30 pm**

**Hybrid Meeting (Council Chamber and Virtual)**  
**Strathroy-Caradoc Municipal Office**  
**52 Frank Street, Strathroy, Ontario**

**Present:** Member Jesse Terpstra, Chair  
Councillor Frank Kennes, Vice Chair  
Councillor Brian Derbyshire  
Deputy Mayor Mike McGuire  
Councillor Steve Pelkman  
Member Dale Viaene  
Member Randeep Kumar

**Absent with Notice:** Mayor Colin Grantham

**Also Present:** Jake DeRidder, Acting Secretary-Treasurer  
Erin Besch, Planner, County of Middlesex  
Melonie Carson, Deputy Clerk/Records Management  
Coordinator (Recorder)  
Saja Alasmar, Development Services Coordinator  
Alyssa Soldo, Planner

### **1. Roll Call**

All members were present.

### **2. Approval of Agenda**

**Moved By** Councillor Pelkman

**Seconded By** Councillor Derbyshire

**THAT:** the April 3, 2025 Committee of Adjustment agenda be approved as circulated.

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. Reading and Correction or Approval of Minutes**

**4.1 Committee of Adjustment Meeting Minutes of March 6, 2025**

**Moved By** Member Kumar

**Seconded By** Councillor Kennes

**THAT:** the Committee of Adjustment Meeting minutes of March 6, 2025 be approved as written.

**Carried**

**5. Submissions for Consideration**

**5.1 Application for Minor Variance (A4-2025) - 227 Front Street East (Report: BBP-2025-28)**

**Owners:** Jason & Alexandra Hastings

**Request:** To provide relief from Section 4.6(5)(b) of the Strathroy-Caradoc Zoning By-law to permit a secondary suite on the ground floor of an accessory building, whereas the Zoning By-law states that secondary suites when located in an accessory building shall not be permitted on the ground floor or below grade. The variance will facilitate the construction of a 62.24 m<sup>2</sup> (670 ft<sup>2</sup>) secondary suite located in an accessory building in the rear yard of the residential property.

**Interested Parties Present:** Jason & Alexandra Hastings, Mike & Nancy Morrish, Trish Hague

**The following members of the public spoke:** Jason Hastings, Mike Morrish, Trish Hague

**The following Members of Council spoke:** Councillor Steve Pelkman, Deputy Mayor McGuire, Councillor Brian Derbyshire

Alyssa Soldo, Planner, was present to speak to the report and answer questions from members.

**Moved By** Councillor Kennes

**Seconded By** Councillor Pelkman

**THAT:** Application for Minor Variance A4-2025 be approved.

**Carried**

**5.2 Application for Minor Variance (A5-2025) – 598 Peter Street (Report: BBP-2025-29)**

**Owners:** Joseph Meade & Natalie Meade

**Request:** To seek relief from Section 5.3(3) of the Zoning By-law to permit a minimum front yard setback of 4.7 m, whereas a minimum of 7 m is required. The applicant also seeks relief from Section 5.3(4) to permit a minimum side yard width of 1.2 m, whereas a minimum 2 m is required. Finally, the application seeks relief from Section 5.3(6) to permit a maximum lot coverage of 32.8%, whereas a maximum of 30% is permitted in the Low-Density Residential Zone for parcels on partial municipal services. These variances would permit the construction of a 179.67 m<sup>2</sup> (1,934 ft<sup>2</sup>) single detached dwelling on the property to replace the existing home.

**Interested Parties Present:** Joseph Meade & Natalie Meade

**The following members of the public spoke:** Joseph Meade

**The following Members of Council spoke:** Deputy Mayor McGuire

Alyssa Soldo, Planner, was present to speak to the report and answer questions from members.

**Moved By** Deputy Mayor McGuire

**Seconded By** Member Viaene

**THAT:** Application for Minor Variance A5-2025 be approved.

**Carried**

**6. Enquiries by Members**

None.

**7. Other Business**

**7.1 Staffing Changes**

**Moved By** Councillor Derbyshire

**Seconded By** Councillor Pelkman

**THAT:** Jake DeRidder be appointed as Secretary-Treasurer effective April 7, 2025, and further;

**THAT:** Saja Alasmar be appointed as Acting Secretary-Treasurer effective April 7, 2025.

**Carried**

**7.2 711 Woods Edge, Mount Brydges - Fee Waiver Request - BBP-2025-30**

Jake DeRidder, Senior Development Coordinator, was present to speak to the report and answer questions from members.

**Moved By** Councillor Pelkman

**Seconded By** Councillor Derbyshire

**THAT:** Committee receive report BBP-2025-30 for information, and further;

**THAT:** the Committee approve the fee waiver request.

**Carried**

**7.3 Appeal - 8040 Irish Drive - B22-2024**

Jake DeRidder, Senior Development Coordinator, was present to speak to the matter noting that the Committee approved it on the basis of there being an existing foundation there and the County of Middlesex has appealed it. Jake added that at some point in the future, it will come to County Council and they will decide whether to proceed with the appeal and will keep the Committee updated on the outcome.

**8. Schedule of Meetings**

- Thursday, May 1, 2025 @ 5:30 p.m.
- Thursday, June 5, 2025 @ 5:30 p.m.
- Thursday, July 3, 2025 @ 5:30 p.m.

**9. Adjournment**

**Moved By** Councillor Kennes

**Seconded By** Member Kumar

**THAT:** the April 3, 2025 Committee of Adjustment meeting adjourn at 6:09 p.m.

**Carried**

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Chair

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Secretary Treasurer