

# **Committee of Adjustment**

## **Meeting Minutes**

**Thursday, May 1, 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  
Saja Alasmar, Development Services Coordinator  
Tim Williams, Manager of Planning, County of Middlesex  
Alyssa Soldo, Planner  
Melonie Carson, Deputy Clerk/Records Management Coordinator (Recorder)
- Others Present:** Rob Lilbourne, Director of Community Services  
Paul "Kody" Van der Kroft and Pamela Burdick  
Derek Bezaire  
Howard Wilton

### **1. Roll Call**

Saja Alasmar, Acting Secretary-Treasurer, confirmed committee attendance noting that all members were present.

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

**Moved By** Councillor Kennes  
**Seconded By** Member Viaene

**THAT:** the May 1, 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 April 3, 2025**

**Moved By** Member Kumar

**Seconded By** Member Viaene

**THAT:** the Committee of Adjustment meeting minutes of April 3, 2025 be approved as written.

**Carried**

**5. Submissions for Consideration**

**5.1 Application for Consent (B3-2025) - 56 Canaan Street, Strathroy (Report: BBP-2025-33)**

**Owner:** Prowler Holdings Inc.

**Request:** To convey a portion of the subject lands (56 Canaan Street) for the purposes of merging it with the adjacent lands, being 70 Canaan Street, through a consent for lot addition. The effect of the application would be to accommodate a building addition on 70 Cannan Street which has been built over the property line.

**Interested Parties Present:** Howard Wilton

**The following members of the public spoke:** N/A

**The following Committee Members spoke:** N/A

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

**Moved By** Deputy Mayor McGuire

**Seconded By** Councillor Pelkman

**THAT:** Application for Consent B3-2025 be approved subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act shall be given within two years of the date of the notice of the decision and the consent certificate fee be paid to the Municipality.
2. That any outstanding property taxes be paid in full.
3. That a draft reference plan be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B3-2025 and that this plan be approved by the Municipality prior to being deposited with the Land Registry Office.
4. That one copy of the reference plan be submitted to the satisfaction of the Municipality.
5. That the Owner shall dedicate lands to the Municipality along the entire frontage of Canaan Street to the satisfaction of the Municipality.
6. That a building permit is obtained to legally recognize the building addition on 70 Canaan Street.
7. That the conveyed lands be merged in the same name and title as the adjacent lot, known municipally as 70 Canaan Street, to the satisfaction of the Municipality; that subsection 50(3) or (5) of the Planning Act apply to any subsequent conveyances involving the enlarged parcel, and that any mortgages that may be required take into the account the parcel as enlarged.
8. That the location of the municipal water service be confirmed for the 'lands to be retained', to the satisfaction of the Municipality. If the service crosses the adjusted lot boundary, it is to be relocated to be wholly contained on the 'lands to be retained' at the cost of the owner and then reconnected, to the satisfaction of the Municipality.
9. That the location of the municipal sanitary service be confirmed for the 'lands to be retained', to the satisfaction of the Municipality. If the service crosses the adjusted lot boundary, it is to be relocated to be wholly contained on the 'lands to be retained' at the cost of the owner and then reconnected, to the satisfaction of the Municipality.
10. That the location of the utility services (gas, hydro, telephone) be confirmed for the 'lands to be retained', to the satisfaction of the

Municipality. If any of the services cross the adjusted lot boundary, they are to be relocated at the cost of the owner and then reconnected, to the satisfaction of the Municipality.

11. That the applicant's solicitor submits an Acknowledgement and Direction duly signed by the applicant.
12. That the applicant's solicitor submit an undertaking in a form satisfactory to the Secretary-Treasurer to register an electronic transfer of title consistent with the Acknowledgement and Direction and the decision of the Committee of Adjustment.

**Reasons:** Satisfies the requirements of the *Planning Act*, is consistent with the Provincial Policy Statement; and conforms to the Official Plans of both the Municipality and the County of Middlesex. The Committee considered all written and oral submissions received on this application, the effect of which helped the Committee make an informed decision.

**Carried**

## **5.2 Application for Consent (B4-2025) - 22706 & 22710 Adelaide Road (County Road 81), Mount Brydges (Report: BBP-2025-34)**

**Owners:** Paul Milliken, Doug Milliken, and David Milliken

**Request:** to sever an existing semi-detached dwelling through the creation of a new residential lot.

**Interested Parties Present:** N/A

**The following members of the public spoke:** N/A

**The following Committee Members 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** Councillor Pelkman

**THAT:** Application for Consent B4-2025 be approved subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act shall be given within two years of the date of the notice of the decision and the consent certificate fee be paid to the Municipality.

2. That any outstanding property taxes be paid in full.
3. That a land dedication to the County of Middlesex for the purposes of road widening to a distance of 18.0 m from the centerline of construction of County Road 81 (Adelaide Road) is required if the right of way is not already to that width.
4. That a municipal 9-1-1 address be assigned to the 'lands to be severed', to the satisfaction of the Municipality and the County of Middlesex.
5. That the location of the utility services (gas, hydro, telephone) be confirmed for the 'lands to be retained' and 'lands to be conveyed', to the satisfaction of the municipality. If the services run through another lot, they will have to be relocated at the cost of the owner and then reconnected, to the satisfaction of the municipality.
6. That a draft reference plan, showing the 'severed lands' be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B11-2021 and that this plan be approved by the Municipality prior to being deposited with the Land Registry Office.
7. That one copy of the reference plan be submitted to the satisfaction of the Municipality.
8. That the 'retained lands' and 'severed lands' be individually connected to the municipal water supply and municipal sewer facilities with all costs, including the sanitary PDC's to the lot line, being \$12,400.00 + HST and administration fees as well as applicable fees and charges to connect both sanitary and water to the dwellings, borne by the applicant.
9. That the applicant's solicitor submits an Acknowledgement and Direction duly signed by the applicant.
10. That the applicant's solicitor submit an undertaking in a form satisfactory to the Secretary-Treasurer to register an electronic transfer of title consistent with the Acknowledgement and Direction and the decision of the Committee of Adjustment.

**Reasons:** Satisfies the requirements of the *Planning Act*, is consistent with the Provincial Policy Statement; and conforms to the Official Plans of both the Municipality and the County of Middlesex. The Committee

considered all written and oral submissions received on this application, the effect of which helped the Committee make an informed decision.

**Carried**

**5.3 Application for Minor Variance (A3-2025) - 24640 Melbourne Road (County Road 9) (Report: BBP-2025-41)**

**Owners:** Pamela Maragaret Burdick & Paul Kody Vanderkroft

**Request:** to provide relief from Section 4.6(5)(b) of the Zoning By-law to permit a secondary suite on the ground floor of an accessory building that is 139.4m<sup>2</sup> (1500 ft<sup>2</sup>) in size (98.4% of the gross floor area of the primary dwelling unit), whereas the by-law restricts secondary suites to 40% of the gross floor area of the primary dwelling unit, to a maximum of 75 m<sup>2</sup> (807.3 ft<sup>2</sup>), and must be located above the main floor.

**Interested Parties Present:** Pamela Maragaret Burdick & Paul Kody Vanderkroft

**The following members of the public spoke:** Pamela Maragaret Burdick & Paul Kody Vanderkroft

**The following Committee Members spoke:** Councillor Brian Derbyshire, Councillor Frank Kennes, Councillor Steve Pelkman, Deputy Mayor McGuire

Tim Williams, Manager of Planning, County of Middlesex, and Alyssa Soldo, Planner, was present to speak to the report and answer questions from members.

**Moved By** Deputy Mayor McGuire

**Seconded By** Councillor Derbyshire

**THAT:** Application for Minor Variance A3-2025 be approved as believe it complies with the Provincial Planning Statement under section 5; a, b, c, d, e and f, and further believe it satisfies the intent of section 45 of the Planning Act in consideration 1, 2, 3 and 4 and that it be accompanied with recommendations as provided by staff and accepted by the committee.

**Carried**

**Moved By** Deputy Mayor McGuire

**Seconded By** Councillor Derbyshire

**THAT:** the site plan that is provided on page 9 of 9 of the application be the approved site plan to be followed by the applicant.

**Carried**

**5.4 Application for Minor Variance (A7-2025) - 584 Albert Street, Strathroy (Report: BBP-2025-35)**

**Owner:** Jessica & Casey Vanderheide

**Request:** to seek relief from Section 4.2(3)(a) of the Strathroy-Caradoc Zoning By-law to permit an exterior lot line setback of 4 metres (13.1 ft), whereas the Zoning By-law requires a minimum of 6 metres (19.7 ft) for an attached private garage. The applicant is also seeking relief from Section 5.3(5) of the Zoning By-law to permit a rear yard setback of 2.7 metres (8.85 ft), whereas 8 metres (26.2 ft) is required. The application will facilitate the construction of a 180m<sup>2</sup> (1,940 ft<sup>2</sup>) addition to the existing dwelling including an attached private garage.

**Interested Parties Present:** N/A

**The following members of the public spoke:** N/A

**The following Committee Members spoke:** N/A

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

**Moved By** Councillor Kennes

**Seconded By** Member Viaene

**THAT:** Application for Minor Variance A7-2025 be approved.

**Reasons:** Satisfies the requirements of the *Planning Act*; is consistent with the Provincial Policy Statement; and conforms to the Official Plans of both the Municipality and the County of Middlesex. The Committee considered all written and oral submissions received on this application, the effect of which helped the Committee make an informed decision.

**Carried**

**5.5 Application for Minor Variance (A8-2025) - 24 Front Street East (Report: BBP-2025-36)**

**Owner:** Derek Bezaire

**Request:** to provide relief from Section 4.6(1)(b) of the Strathroy-Caradoc Zoning By-law to permit a dwelling unit on the main floor of a non-

residential building, whereas the Zoning By-law states that dwelling units of a non-residential building are not to be located in a basement, cellar or first storey. The applicant is also seeking relief from Section 10.4(3)(a) to permit a dwelling unit on the main floor, whereas the By-law states that it shall be located on a floor above the commercial use. Lastly, the applicant is also seeking relief from Section 4.6(3)(b) to permit a dwelling unit minimum floor area of 15.8 m<sup>2</sup> (170 ft<sup>2</sup>), whereas the By-law requires the minimum floor area of a dwelling unit be 40 m<sup>2</sup> (430.5 ft<sup>2</sup>). The variance will facilitate the construction of a 15.8 m<sup>2</sup> (170 ft<sup>2</sup>) dwelling unit on the ground floor of a commercial building, behind an existing commercial use in the same structure.

**Interested Parties Present:** Derek Bezaire

**The following members of the public spoke:** Derek Bezaire

**The following Committee Members spoke:** Councillor Pelkman, Councillor Kennes

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

**Moved By** Deputy Mayor McGuire

**Seconded By** Councillor Pelkman

**THAT:** Application for Minor Variance A8-2025 be deferred to the June meeting.

**Carried**

**5.6 Application for Minor Variance (A9-2025) - 77 Kittridge Avenue East (Report: BBP-2025-37)**

**Owner:** Leigh Cassell

**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 37.25 m<sup>2</sup> (400 ft<sup>2</sup>) secondary suite located in an accessory building in the side yard of the residential property.

**Interested Parties Present:** N/A

**The following members of the public spoke:** N/A

**The following Committee Members spoke:** N/A



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

**Moved By** Councillor Derbyshire

**Seconded By** Deputy Mayor McGuire

**THAT:** Report BBP-2025-37 for Application for Minor Variance A9-2025 be received for information.

**Carried**

**6. Announcements and Inquiries by Members**

None.

**7. Schedule of Meetings**

**8. Adjournment**

**Moved By** Councillor Kennes

**Seconded By** Member Kumar

**THAT:** the May 1, 2025 Committee of Adjustment meeting adjourn at 6:33 p.m.

**Carried**

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Chair

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Secretary Treasurer