



# MUNICIPALITY OF STRATHROY-CARADOC

## Committee of Adjustment

### Meeting Minutes

Thursday, April 2, 2026

5:30 pm

Hybrid Meeting (Council Chamber and Virtual)

Strathroy-Caradoc Municipal Office

52 Frank Street, Strathroy, Ontario

- Present: Councillor Frank Kennes, Vice Chair  
Councillor Brian Derbyshire  
Deputy Mayor Mike McGuire  
Councillor Steve Pelkman  
Member Dale Viaene  
Member Randeep Kumar
- Absent with Notice: Member Jesse Terpstra, Chair
- Also Present: Jake DeRidder, Secretary-Treasurer/Manager of Growth and Development  
Saja Alasmar, Acting Secretary-Treasurer/Development Services Coordinator  
Alyssa Soldo, Planner, County of Middlesex  
Melonie Carson, Deputy Clerk/Records Management Coordinator (Recorder)

Others Present: Rebecca Elphick  
Paul Shipway  
Matt May  
Jamie Robertson  
Zack Webster  
Heather Raposo  
Harry Froussios  
Wes Vander Wal  
Jeryl-Anne Churchill  
Randy Noble  
Tanya Ashmore  
Jim Bouma  
Heather Pask  
Susan Sproule  
Shari Lamore  
Brenda Pierce  
Lyle Hendricks  
Anita Haasen  
Sandy Dobbyn

**1. Roll Call**

Saja Alasmar, Acting Secretary-Treasurer, confirmed committee attendance noting that Chair Jesse Terpstra was absent, so Vice-Chair Frank Kennes assumed the Chair role.

**2. Approval of Agenda**

**Moved By** Deputy Mayor McGuire

**Seconded By** Councillor Pelkman

**THAT:** the April 2, 2026 Committee of Adjustment agenda be approved as circulated.

**Carried**

**3. Declaration of Pecuniary Interest**

Councillor Derbyshire declared a pecuniary interest on Item 5.1 - 6998 Falconbridge Drive (Report: BBP-2026-26) as he resides in area that is notified.

**4. Approval of Minutes**

**4.1 Committee of Adjustment Meeting Minutes of March 5, 2026**

**Moved By** Member Viaene

**Seconded By** Councillor Pelkman

**THAT:** the Committee of Adjustment meeting minutes of March 5, 2026 be approved as written.

**Carried**

**5. Submissions for Consideration**

**5.1 Application for Minor Variance (A6-2026) – 6998 Falconbridge Drive (Report: BBP-2026-26)**

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

**Owner:** Nigel Heggarty

**Agent:** Paul Banman

**Request:** to seek relief from Section 18.3(4) of the Zoning By-law to permit a minimum interior side yard setback of 3 metres (9.8 ft), whereas a minimum interior side yard setback of 15 metres (49.2 ft) is required. The application will facilitate the construction of a new single detached dwelling (which is to replace the existing dwelling) that is built closer to the side yard than what exists.

**Interested Parties Present:** N/A

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

**The following committee members spoke:** N/A

**Moved By** Deputy Mayor McGuire

**Seconded By** Member Kumar

**THAT:** Application for Minor Variance A6-2026 be approved.

**Reasons:** Satisfies the requirements of the *Planning Act*, is consistent with the Provincial Planning 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 Minor Variance (A7-2026) – 22283 Allen Road (Report: BBP-2026-27)**

Rebecca Elphick, Consultant Planner, was present to speak to the report and answer questions from members.

**Owners:** Paul and Heather Shipway

**Request:** to seek relief from Section 4.2(5) of the Zoning By-law No. 43-08 (the “Zoning By-law”) to permit an accessory building that is 5.28 metres in height, whereas a maximum height of 4.5 metres is permitted for accessory buildings and structures. The applicant further requests relief from Section 9.4(1) of the Zoning By-law to permit accessory lot coverage of 4.3% and in excess of the gross floor area of the main building, whereas the Zoning By-law requires that accessory lot coverage does not exceed 2.5% or the gross floor area of the main building.

The application will facilitate the construction of a 181 m<sup>2</sup> detached garage in the rear of the subject property.

**Interested Parties Present:** Paul Shipway, Rebecca Elphick

**The following members of the public spoke:** Paul Shipway

**The following committee members spoke:** Deputy Mayor McGuire, Councillor Pelkman

**Moved By** Deputy Mayor McGuire

**Seconded By** Councillor Pelkman

**THAT:** Application for Minor Variance A7-2026 be approved.

**Reasons:** Satisfies the requirements of the *Planning Act*, is consistent with the Provincial Planning 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 (A8-2026) – 392 Second Street (Report: BBP-2026-28)**

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

**Owner:** Matt May

**Agent:** Strik Baldinelli Moniz Ltd.

**Request:** to seek relief from Section 7.3(1) to permit a minimum lot area per unit of 103 m<sup>2</sup>, whereas 130 m<sup>2</sup> is required. The applicant is also seeking relief from Section 4.23(20a) to permit a parking ratio of 1.1 parking spaces per unit, whereas 1.25 parking spaces per unit is required. Lastly, the applicant is seeking relief from Section 7.4(1)(b) to permit parking spaces within the front yard, whereas no parking shall be permitted within the front or exterior yard on a lot. The application will facilitate the construction of a 3-storey, 63 unit residential apartment building on the lot.

**Interested Parties Present:** Matt May (Applicant), Jamie Robertson (Agent), Zack Webster, Heather Raposo

**The following members of the public spoke:** Jamie Robertson (Agent), Zack Webster

**The following committee members spoke:** Deputy Mayor McGuire, Councillor Derbyshire, Councillor Pelkman

**Moved By** Deputy Mayor McGuire

**Seconded By** Councillor Pelkman

**THAT:** Application for Minor Variance A8-2026 be approved subject to the following conditions:

1. That: visitor parking spaces be identified with signage prohibiting tenant parking in these spaces.
2. That: landscaping be implemented to screen the parking spaces in the front yard from the street line
3. That: landscaping be implemented to screen the parking spaces along the east side yard from Second Street to a minimum 10 m beyond the pool at the property located at 400 Second Street.

**Reasons:** Satisfies the requirements of the *Planning Act*; is consistent with the Provincial Planning 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**

#### **5.4 Application for Consent (B1-2-2026) 305 Oak Avenue, Strathroy (Report: BBP-2026-29)**

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

**Owners:** Columbus Non-Profit Housing of Strathroy Inc.

**Agent:** Zelinka Priamo Ltd.

**Request:** The purpose of Consent Application B1-2026 is to sever one lot from a larger residential parcel to facilitate the construction of a three storey 32-unit residential building. The purpose of Consent Application B2-2026 is to establish an easement to permit reciprocal parking and access arrangements, as well as revisions to an existing servicing easement on the subject lands.

**Interested Parties Present:** Harry Froussios (Zelinka Priamo Ltd.), Wes Vander Wal, Jeryl-Anne Churchill, Randy Noble, Tanya Ashmore, Jim Bouma, Heather Pask, Susan Sproule, Shari Lamore, Brenda Pierce, Lyle Hendricks

**The following members of the public spoke:** Harry Froussios (Zelinka Priamo Ltd.), Jeryl-Anne Churchill, Randy Noble, Heather Pask, Susan Sproule, Shari Lamore, Jim Bouma, Brenda Pierce, Lyle Hendricks

**The following committee members spoke:** Councillor Pelkman, Councillor Derbyshire, Deputy Mayor McGuire

**Moved By** Deputy Mayor McGuire

**Seconded By** Member Kumar

**THAT:** Application for Consent B1-2026 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 is paid to the Municipality.
2. That any outstanding property taxes be paid in full.
3. That the applicant provide \$1,000 cash-in-lieu of parkland dedication to the Municipality.
4. That the severed property be assigned an appropriate Municipal 9-1-1 Address, to the satisfaction of the Municipality in consultation with the County of Middlesex.
5. That a draft reference plan, showing the severed and retained lands be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B1-2026 and that this plan be

approved by the Municipality prior to being deposited with the Land Registry Office.

6. That one copy of the reference plan be submitted to the satisfaction of the Municipality.
7. That the applicant's solicitor submits an Acknowledgement and Direction duly signed by the applicant.
8. That the subject lands be appropriately rezoned.
9. That the applicant's solicitor submits 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.
10. That conditions for Consent Application B2-2026, being the easements, be completed to the satisfaction of the Municipality.

**Reasons:** Satisfies the requirements of the *Planning Act*; is consistent with the Provincial Planning 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**

**Moved By** Deputy Mayor McGuire

**Seconded By** Member Kumar

**THAT:** Application for Consent B2-2026 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 is paid to the Municipality.
2. That any outstanding property taxes be paid in full.
3. That a legal parking/access and servicing easement be established on the lands to be retained in favour of the lands to be severed from the front lot line, and the easements be registered on both properties, to the satisfaction of the Municipality.

4. That a draft reference plan, showing the easements be prepared by an Ontario Land Surveyor for the purposes of facilitating the transaction of Consent B2-2026 and that this plan be approved by the Municipality prior to being deposited with the Land Registry Office.
5. That one copy of the reference plan be submitted to the satisfaction of the Municipality.
6. That the applicant's solicitor submits an Acknowledgement and Direction duly signed by the applicant.
7. That the applicant's solicitor submits 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 Planning 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 Consent (B5-2026) 9334 Glendon Drive, Strathroy (Report: BBP-2026-30)**

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

**Owners:** Anita Haasen

**Agent:** Sandy Dobbyn

**Request:** to seek permission to convey a portion of land from 9334 Glendon Drive to be merged with the adjacent lands to the east, legally known as CON 2 PT LOT 24 RP 33R16481 PT PART 1. The purpose of the lot addition is to sever and consolidate the agricultural land with the adjacent parcel and transfer the retained lot to a family member.

**Interested Parties Present:** Anita Haasen, Sandy Dobbyn

**The following members of the public spoke:** Sandy Dobbyn

**The following committee members spoke:** Councillor Pelkman, Councillor Derbyshire, Deputy Mayor McGuire, Councillor Kennes

**Moved By** Councillor Derbyshire  
**Seconded By** Councillor Pelkman

**THAT:** Application for Consent B5-2026 be deferred until the May meeting.

**Carried**

**6. Announcements and Inquiries by Members**

None.

**7. Schedule of Meetings**

- Thursday, May 7, 2026 @ 5:30 p.m. (Council Chamber/Hybrid)
- Thursday, June 4, 2026 @ 5:30 p.m. (Council Chamber/Hybrid)
- Thursday, July 2, 2026 @ 5:30 p.m. (Council Chamber/Hybrid)

**8. Adjournment**

**Moved By** Member Viaene  
**Seconded By** Member Kumar

**THAT:** the April 2, 2026 Committee of Adjustment meeting adjourn at 7:26 p.m.

**Carried**

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Chair

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Secretary Treasurer