



A G E N D A

Monday May 11, 2026

COMMITTEE OF ADJUSTMENT

7:30 p.m., Council Chambers, Fingal/Via Video Link

1. CALL TO ORDER
2. ADDENDUM TO AGENDA
3. DISCLOSURE OF PECUNIARY INTEREST
4. ADOPTION OF MINUTES
 - (a) Minutes of Committee of Adjustment meeting of March 9, 2026
5. NEW BUSINESS
 - (a) Minor Variance Application MV 2026-05, B. and A. Derrough C/O Willsie Construction, 9872 John St. N (PLA 2026-16)
6. ADJOURNMENT



**COMMITTEE OF ADJUSTMENT FOR
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

DECISION SHEET

Application No. MV 2026-01
Date of Hearing: March 9th, 2026
Owner/Applicant: Jeff Cook
Agent: Zelinka Priamo Ltd. c/o Aliyah Richards
Description: Part Lot 8
Municipal Address: 0141 & 0142 Scotch Line

Lot Description:

Existing Lot Area	32.98 ha
Existing Lot Frontage	1,623.06 m
Existing Lot Depth	206.4 m

In the matter of Section 45(1) of The Planning Act R.S.O 1990, the Township of Southwold Comprehensive Zoning By-law 2011-14, and an application for **Minor Variance**.

The owner is requesting a Minor Variance to seek a relief provision of Zoning By-law 2011-14, as amended to permit a reduced lot area for the purpose of a consent to add to an existing lot (Severance application E 19-26). Specifically, the minor variance will consider the following:

1. Relief from the provision of Section 5.2 (a) Minimum Lot Area- The Applicant is requesting to sever a parcel that will result in the lot area of 23.14 ha and 9.83 ha for two adjacent parcels.

Decision:

The application is hereby **approved** to obtain relief from Section 5.2 (a) Minimum Lot Area, as amended to permit a reduced lot area for the purpose of a consent to add to an existing lot (Severance application E 19-26). The proposed severed and retained lots will have an area of 23.14 ha and 9.83 ha for two adjacent parcels, whereas Section 5.2 (a) of the Zoning By-law requires a minimum area of 40 ha.

Reasons for approval, in accordance with Report PLA 2026-09:

1. The variance does maintain the intent and purpose of the Official Plan.
2. The variance does maintain the intent and purpose of the Zoning By-law.
3. The variance requested is desirable for the appropriate and orderly development and use of the land.
4. The variance is minor in nature.

The effect of written and oral submissions on the Decision is contained within Report PLA 2026-09 and the minutes of the Committee of Adjustment Meeting of March 9th, 2026.

We, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Township of Southwold of this 9th day of March, 2026.

RECORDED VOTE	TO GRANT	TO REFUSE	Absent	Present
Committee Member, John Adzija	<u>✓</u>	_____	()	(✓)
Committee Member, Scott Fellows	<u>✓</u>	_____	()	(✓)
Committee Member, Sarah Emons	<u>✓</u>	_____	()	(✓)
Chairperson and Committee Member, Grant Jones	<u>✓</u>	_____	()	(✓)
Committee Member, Justin Pennings	<u>✓</u>	_____	()	(✓)

*******CERTIFICATION OF COMMITTEE'S DECISION*******

I, Jeff Carswell, being the Secretary-Treasurer of the Committee of Adjustment for the Township of Southwold, certify that this is a true copy of the Committee's decision on the 9th day of March, 2026.

 Secretary-Treasurer

March 9, 2026
 Date

*******NOTICE OF LAST DATE OF APPEAL*******

NOTICE IS HEREBY GIVEN THAT THE LAST DATE FOR APPEALING THIS DECISION TO THE ONTARIO LAND TRIBUNAL (OLT) IS THE **30th, DAY OF MARCH, 2026 at 5:00 P.M.**

The decision of the Committee may be appealed to the Ontario Land Tribunal (OLT) by serving personally on or sending by registered mail to the Secretary-Treasurer of the Committee a Notice of Appeal and a copy of an appeal form which is available from the OLT website at www.olt.gov.on.ca setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the Secretary-Treasurer of the fee prescribed by the Tribunal as payable on an appeal from the Committee of Adjustment to the Tribunal.

Jeff Carswell, CAO/Clerk
 Township of Southwold
 35663 Fingal Line
 Fingal, Ontario

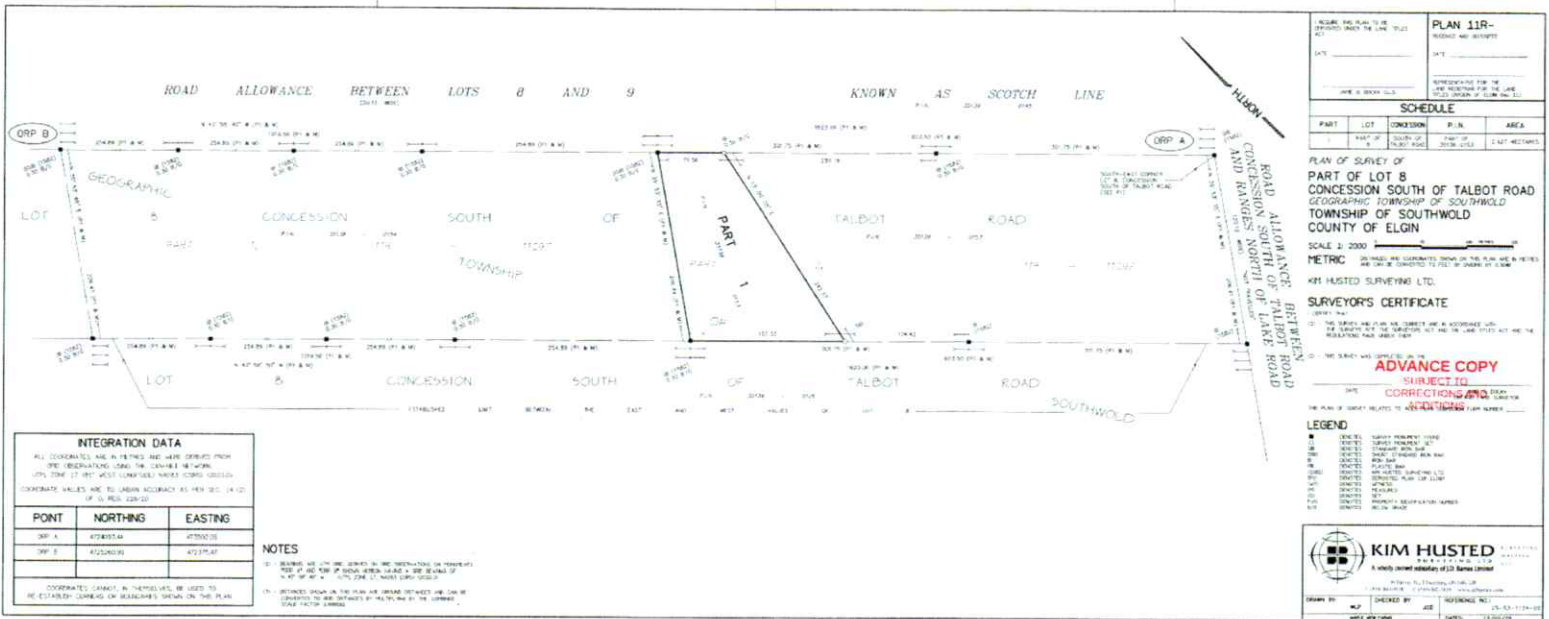
NOL 1KO
Phone: 519-769-2010
Email: cao@southwold.ca

Schedule A: Subject Area Map O Scotch Line – MV 2026-01



Appendix 1: Site Plan

MV 2026-01
TOWNSHIP OF SOUTHWOLD
COMMITTEE OF ADJUSTMENT DECISION
PAGE 5 OF 5



INTEGRATION DATA

ALL COORDINATES AND DISTANCES ARE BASED ON THE DATUM OF 1983 AND THE NAD 83 DATUM NETWORK. THE TIME IS 1983. ALL DISTANCES ARE IN METERS. COORDINATE VALUES ARE TO 6 DECIMAL PLACES (4 DIGIT OF 0.000000).

POINT	NORTHING	EASTING
ORP A	472403.04	472502.03
ORP B	472403.03	472502.02

NOTES

1. BEARING AND DISTANCE DATA IN THIS PLAN ARE BASED ON THE DATUM OF 1983 AND THE NAD 83 DATUM NETWORK. THE TIME IS 1983. ALL DISTANCES ARE IN METERS. COORDINATE VALUES ARE TO 6 DECIMAL PLACES (4 DIGIT OF 0.000000).

2. DISTANCES SHOWN IN THIS PLAN ARE BASED ON THE DATUM OF 1983 AND THE NAD 83 DATUM NETWORK. THE TIME IS 1983. ALL DISTANCES ARE IN METERS. COORDINATE VALUES ARE TO 6 DECIMAL PLACES (4 DIGIT OF 0.000000).

Chairperson Jones stated that please be advised that the last day for appealing this decision is March 30th, 2026. If you wish to be notified of the decision of the Committee in respect of this application, you must submit a written request to the Township of Southwold Committee of Adjustment. If you are not the applicant, you should request a copy of the decision since it may be appealed to the Ontario Land Tribunal by the applicant or another member of the public. This Committee of Adjustment meeting is now concluded.

MV 2026-02 K. Vanderveen, 35491 Stafford Line

Chairperson Jones called the hearing to order and stated that this application for a Minor Variance to seek relief from the provision of section 3.1 (vi) of the Zoning By-Law 2011-14 under section 45(1) of the Planning Act. The proponent is seeking permission for an Accessory Building Height to permit an increased building height of 6.27 m for a non-agricultural building.

Chairperson Jones asked if any member of the Committee have a disclosure of interest concerning the Minor Variance application. None were declared.

Chairperson Jones asked the Secretary-Treasurer what method of notice, and when was the notice given to the public for this hearing. Secretary-Treasurer Jeff Carswell responded that a sign was posted on the property prior to the February 27th 2026 deadline and notices were mailed to property owners within 60 metres prior to February 23rd.

Planner Evan McKinstry presented his report to the Committee and public. Mr. McKinstry also reported that the applicant is aware of the tile drain location and will construct the accessory building 10m away.

Chairperson Jones asked if any member had any questions on the Planning Report. No questions were asked.

Chairperson Jones asked the Secretary-Treasurer if any comments were received from Staff. Secretary Treasurer Jeff Carswell responded yes. Comments received from Township staff are included in Planning Report PLA 2026-10. Comments about the tile drain were received after report was written.

Chairperson Jones asked the Secretary-Treasurer if any written submissions were received on this application. Secretary-Treasurer Jeff Carswell responded that no written comments were submitted.

Chairperson Jones asked if the owner and/or applicant were in attendance and to please identify yourself so that the Township has a record of your attendance at this public hearing, with your name and civic address. No one from the public was here to attend the hearing.

Chairperson Jones asked the Committee if they had any comments or questions on the application. No comments were made or questions were asked.

**C of A 2026-04 MOVED BY: Member Pennings
SECONDED BY: Member Adzija**

RESOLVED THAT the Committee of Adjustment for the Township of Southwold receive Planning Report PLA 2026-10 regarding Application for Minor Variance MV 2026-02; and

THAT the Committee of Adjustment for the Township of Southwold grant the requested Minor Variance to obtain relief from the provisions of Section 3.1 (vi) Accessory Building Height of Zoning By-law 2011-14, as amended to permit an increased building height of 6.27 m to allow the construction/development of a non-agricultural accessory building, as per the attached decision sheet

CARRIED



**COMMITTEE OF ADJUSTMENT FOR
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

DECISION SHEET

Application No. MV 2026-02
Date of Hearing: March 9th, 2026
Owner/Applicant: Kevin Vanderveen
Agent: n/a
Description: Lot 8, Registered plan 11R10731 PART 2
Municipal Address: 35491 Stafford Line

Lot Description:

Existing Lot Area	0.77165 ha
Existing Lot Frontage	61 m
Existing Lot Depth	126.5 m

In the matter of Section 45(1) of The Planning Act R.S.O 1990, the Township of Southwold Comprehensive Zoning By-law 2011-14, and an application for **Minor Variance**.

The owner is requesting a Minor Variance to seek a relief provision of Zoning By-law 2011-14, as amended to permit an increased building height of 6.27 m to allow the construction/development of a non-agricultural accessory building. Specifically, the minor variance will consider the following:

1. Relief from the provision of Section 3.1 (vi) Accessory Building Height of Zoning By-law 2011-14, as amended to permit an increased building height of 6.27 m to allow the construction/development of a non-agricultural accessory building.

Decision:

The application is hereby **approved** to obtain Relief from the provision of Section 3.1 (vi) Accessory Building Height of Zoning By-law 2011-14, as amended to permit an increased building height of 6.27 m to allow the construction/development of a non-agricultural accessory building.

Reasons for approval, in accordance with Report PLA 2026-10:

1. The variance does maintain the intent and purpose of the Official Plan.
2. The variance does maintain the intent and purpose of the Zoning By-law.
3. The variance requested is desirable for the appropriate and orderly development and use of the land.
4. The variance is minor in nature.


The effect of written and oral submissions on the Decision is contained within Report PLA 2026-10 and the minutes of the Committee of Adjustment Meeting of March 9th, 2026.

We, the undersigned, concur in the decision and reasons given for the decision of the Committee of Adjustment for the Township of Southwold of this 9th day of March, 2026.

RECORDED VOTE	TO GRANT	TO REFUSE	Absent	Present
Committee Member, John Adzija	<u>✓</u>	_____	()	(✓)
Committee Member, Scott Fellows	<u>✓</u>	_____	()	(✓)
Committee Member, Sarah Emons	<u>✓</u>	_____	()	(✓)
Chairperson and Committee Member, Grant Jones	<u>✓</u>	_____	()	(✓)
Committee Member, Justin Pennings	<u>✓</u>	_____	()	(✓)

*******CERTIFICATION OF COMMITTEE'S DECISION*******

I, Jeff Carswell, being the Secretary-Treasurer of the Committee of Adjustment for the Township of Southwold, certify that this is a true copy of the Committee's decision on the 9th day of March, 2026.


 Secretary-Treasurer

March 9, 2026
 Date

*******NOTICE OF LAST DATE OF APPEAL*******

NOTICE IS HEREBY GIVEN THAT THE LAST DATE FOR APPEALING THIS DECISION TO THE ONTARIO LAND TRIBUNAL (OLT) IS THE **30th, DAY OF MARCH, 2026 at 5:00 P.M.**

The decision of the Committee may be appealed to the Ontario Land Tribunal (OLT) by serving personally on or sending by registered mail to the Secretary-Treasurer of the Committee a Notice of Appeal and a copy of an appeal form which is available from the OLT website at www.olt.gov.on.ca setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the Secretary-Treasurer of the fee prescribed by the Tribunal as payable on an appeal from the Committee of Adjustment to the Tribunal.

Jeff Carswell, CAO/Clerk
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 35663 Fingal Line
 Fingal, Ontario

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Email: cao@southwold.ca

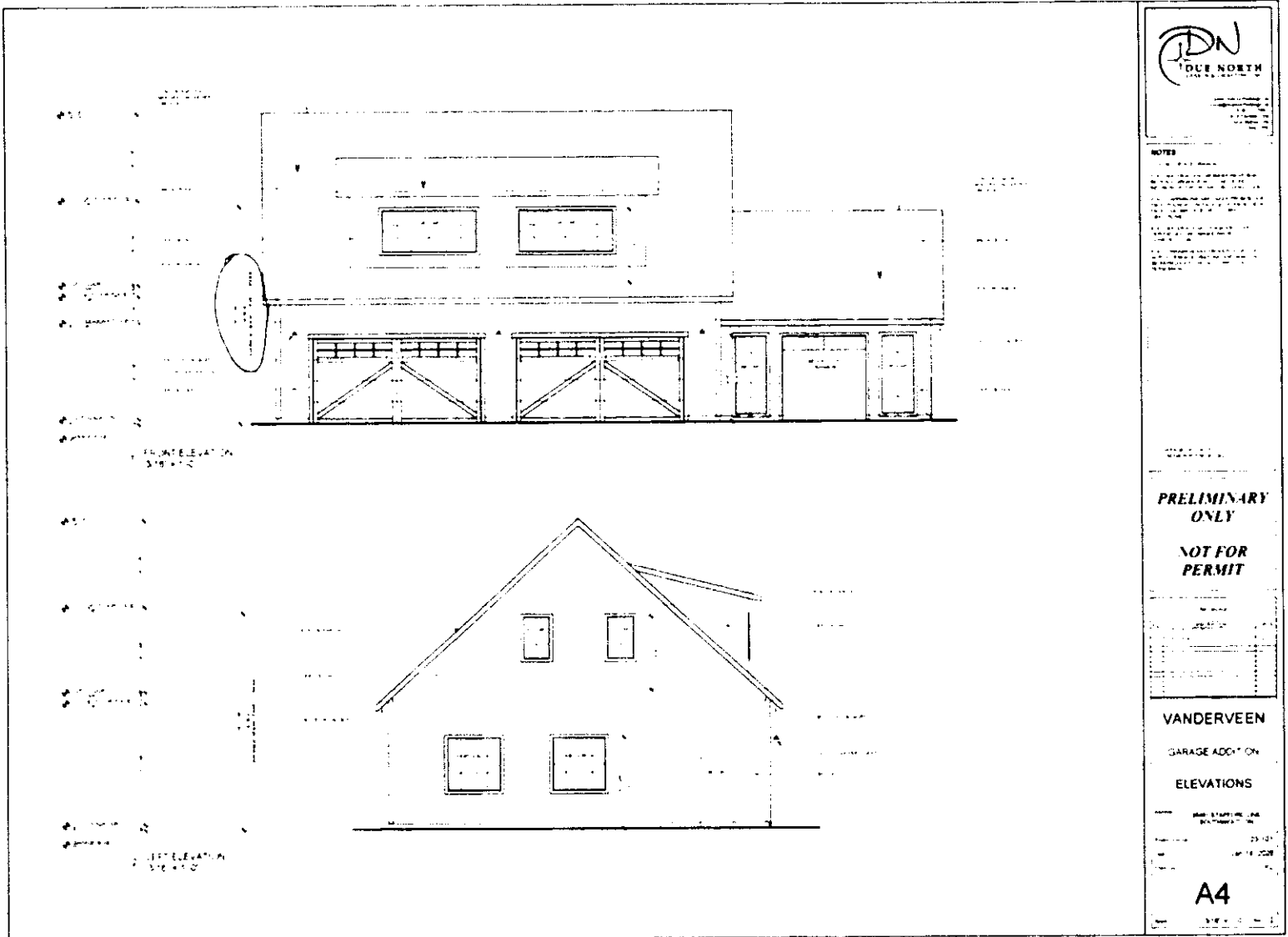
Schedule A: Subject Area Map 35491 Stafford Line – MV 2026-02



Variance Application MV 2026-02: 35491 Stafford Line

- Township Roads
- Minor Variance Location
- Parcels
- Municipal Drainage

Appendix 1: Site Plan



Chairperson Jones stated that please be advised that the last day for appealing this decision is March 30th, 2026. If you wish to be notified of the decision of the Committee in respect of this application, you must submit a written request to the Township of Southwold Committee of Adjustment. If you are not the applicant, you should request a copy of the decision since it may be appealed to the Ontario Land Tribunal by the applicant or another member of the public. This Committee of Adjustment meeting is now concluded.

MV 2026-03 S. Mitchell, 10449 Talbotville Gore Road

In attendance: S. Mitchell

Chairperson Jones called the hearing to order and stated this application for a Minor Variance is to permit a new "primary dwelling" while the existing dwelling will be considered the "additional dwelling unit". The applicant is seeking relief from Section 3.48(i) to permit an ADU with a floor area equal to approximately 43% of the new primary dwelling's habitable floor area, whereas 40% is permitted. Relief is also requested from Section 3.1(a)(iii) to permit the ADU within the front yard.

Chairperson Jones asked if any member of the Committee have a disclosure of interest concerning the Minor Variance application. Member Fellows disclosed his interest in this application.

Member Fellows vacated the hearing.

Chairperson Jones asked the Secretary-Treasurer what method of notice, and when was the notice given to the public for this hearing. Secretary-Treasurer Jeff Carswell responded a sign was posted on the property prior to the February 27th 2026 deadline and notices were mailed to property owners within 60 metres prior to February 23rd.

Planner Evan McKinstry presented his report to the Committee and the public.

Chairperson Jones asked if the Committee Members have any questions on the Planning report. None were asked.

Chairperson Jones asked the Secretary-Treasurer if any comments were received from Staff. Secretary Treasurer Jeff Carswell responded yes. Comments received from Township staff are included in Planning Report PLA 2026-11.

Chairperson Jones asked the Secretary-Treasurer if any written submissions to this application were received. Secretary-Treasurer Jeff Carswell responded no written comments were submitted.

Chairperson Jones asked if the owner and/or applicant in attendance? Please identify yourself so that the Township has a record of your attendance at this public hearing,

with your name and civic address. S. Mitchell, applicant, identified himself and reported that he had no additional comments and was in attendance to answer any questions.

Chairperson Jones asked if any member of the Committee had any questions about the application. No questions were asked.

**C of A 2026-05 MOVED BY: Member Emons
SECONDED BY: Member Adzija**

RESOLVED THAT the Committee of Adjustment for the Township of Southwold receive Planning Report PLA 2026-11 regarding Application for Minor Variance MV 2026-03; and

THAT the Committee of Adjustment for the Township of Southwold grant the requested Minor Variance to obtain relief from Section 3.48(i) (Added by By-Law 2022-44), to permit an Additional Dwelling Unit (ADU) with a floor area equivalent to approximately 43% of the habitable floor area of the proposed primary dwelling, whereas a maximum of 40% is permitted. Relief is also requested from Section 3.1(a)(iii) of Zoning By-law 2011-14, as amended, to permit the ADU to be located within the front yard. The application proposes the construction of a new primary dwelling, with the existing dwelling to be retained and re-designated as the Additional Dwelling Unit, as per the attached decision sheet.

CARRIED



**COMMITTEE OF ADJUSTMENT FOR
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**

DECISION SHEET

Application No. MV 2026-03
Date of Hearing: March 9th, 2026
Owner/Applicant: Shayne Mitchell
Agent: n/a
Description: CON SNBTR PT LOT 40 RP; 11R1401 PART 7
Municipal Address: 10449 Talbotville Gore Road

Lot Description:

Existing Lot Area	2,647.01 m ²
Existing Lot Frontage	43.422 m
Existing Lot Depth	60.960 m

In the matter of Section 45(1) of The Planning Act R.S.O 1990, the Township of Southwold Comprehensive Zoning By-law 2011-14, and an application for **Minor Variance**.

The owner is requesting a Minor Variance to seek a relief provision of Zoning By-law 2011-14, as amended to permit an Additional Dwelling Unit (ADU) with a floor area equivalent to approximately 43% of the habitable floor area of the proposed primary dwelling, and to permit the ADU to be located within the front yard. Specifically, the minor variance will consider the following:

1. Relief from Section 3.48(i) (Added by By-Law 2022-44), to permit an Additional Dwelling Unit (ADU) with a floor area equivalent to approximately 43% of the habitable floor area of the proposed primary dwelling, whereas a maximum of 40% is permitted. Relief is also requested from Section 3.1(a)(iii) of Zoning By-law 2011-14, as amended, to permit the ADU to be located within the front yard. The application proposes the construction of a new primary dwelling, with the existing dwelling to be retained and re-designated as the Additional Dwelling Unit.

Decision:

1. The application is hereby **approved** to obtain Relief from the provision of Relief from Section 3.48(i) (Added by By-Law 2022-44), to permit an Additional Dwelling Unit (ADU) with a floor area equivalent to approximately 43% of the habitable floor area of the proposed primary dwelling, whereas a maximum of 40% is permitted. Relief is also requested from Section 3.1(a)(iii) of Zoning By-law 2011-14, as amended, to permit the ADU to be located within the front yard.

www.olt.gov.on.ca setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the Secretary-Treasurer of the fee prescribed by the Tribunal as payable on an appeal from the Committee of Adjustment to the Tribunal.

Jeff Carswell, CAO/Clerk
Township of Southwold
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Fingal, Ontario
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Phone: 519-769-2010
Email: cao@southwold.ca

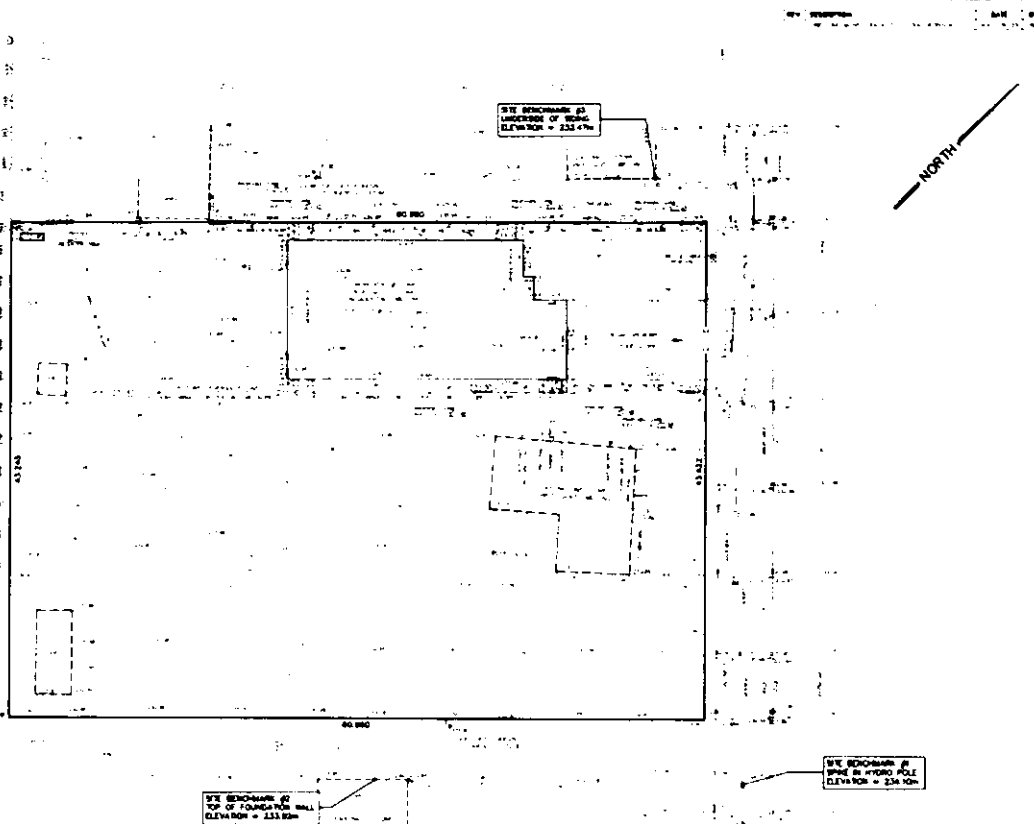
Schedule A: Subject Area Map 10449 Talbotville Gore Road – MV 2026-03



Variance Application MV 2026-03: 10449 Talbotville Gore Road

- Township Roads
- Minor Variance Location
- Parcels
- Municipal Drainage

Appendix 1: Site Plan



SITE PLAN
 PREPARED FOR BUILDING PERMIT
 AND LOT GRADING
 FOR SHAYNE MITCHELL
 MUNICIPAL # 10449 TALBOTVILLE CORP ROAD
 ALL OF P.L.N. 35156-0262

SCALE 1:200
 METRIC

CAUTION
 THIS PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION WITHOUT THE APPROVAL OF THE TOWNSHIP OF SOUTHWOLD. THE TOWNSHIP OF SOUTHWOLD IS NOT RESPONSIBLE FOR ANY DAMAGE TO PERSONS OR PROPERTY ARISING FROM THE USE OF THIS PLAN. THE LOCATION OF UNDERGROUND UTILITIES HAS NOT BEEN DETERMINED. THE LOCATION OF UPPER LIMIT OF GROUND WATER TABLE HAS NOT BEEN DETERMINED.

NOTES

1. THE PROPERTY IS PART OF LOT 40, CONCESSION SOUTH OF THE NORTH BRANCH OF TALBOT ROAD, TOWNSHIP OF SOUTHWOLD, COUNTY OF ELLEN.
2. THE PROPERTY IS PART OF LOT 40, CONCESSION SOUTH OF THE NORTH BRANCH OF TALBOT ROAD, TOWNSHIP OF SOUTHWOLD, COUNTY OF ELLEN.
3. THE PROPERTY IS PART OF LOT 40, CONCESSION SOUTH OF THE NORTH BRANCH OF TALBOT ROAD, TOWNSHIP OF SOUTHWOLD, COUNTY OF ELLEN.
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9. THE PROPERTY IS PART OF LOT 40, CONCESSION SOUTH OF THE NORTH BRANCH OF TALBOT ROAD, TOWNSHIP OF SOUTHWOLD, COUNTY OF ELLEN.
10. THE PROPERTY IS PART OF LOT 40, CONCESSION SOUTH OF THE NORTH BRANCH OF TALBOT ROAD, TOWNSHIP OF SOUTHWOLD, COUNTY OF ELLEN.

PROPERTY DESCRIPTION (FUTURE REFERENCE)
 PART OF LOT 40
 CONCESSION SOUTH OF THE NORTH BRANCH OF TALBOT ROAD
 TOWNSHIP OF SOUTHWOLD
 COUNTY OF ELLEN



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 WWW.KIMHUSTEDSURVEYING.COM

NOTE: DISTANCE FROM T.F.W. TO U.S.F. IS 7.66m OR 25'0" OR 8'10" FOUNDATION WALL HEIGHT ON 6" FOOTINGS.
 NOTE: A DISTANCE OF 1.22m OR 4'0" MUST BE MAINTAINED FROM FINAL GRADE TO UNDERSIDE OF FOOTINGS IN ALL LOCATIONS.



TOWNSHIP OF SOUTHWOLD

Report to Council

MEETING DATE: May 11, 2026

PREPARED BY: Michela Testani, Junior Planner

REPORT NO: PLA 2026-15

SUBJECT MATTER: Minor Variance Application MV 2026-05
Address: 9872 John Street N
Owner/Applicant: B. and A. Derrough/Willsie
Construction Inc.

Recommendations:

1. That the Committee of Adjustment for the Township of Southwold receive Planning Report PLA 2026-15 regarding Application for Minor Variance MV 2026-05.
2. That the Committee of Adjustment for the Township of Southwold grant the requested Minor Variance to obtain relief from the General Provisions, Section 3.1 Accessory Uses 3.1(vi) to permit an increased building height of 6.3 metres for a non-agricultural building containing an additional dwelling unit and garage whereas the building shall not exceed 5.5 metres in height, with the exception of buildings and structures for agricultural uses.

Summary:

- The variance would permit the construction of a proposed accessory building. The accessory building has a proposed height of 6.3 metres, which exceeds the maximum permitted height for non-agricultural accessory buildings by 0.8 metres.
- The proposal complies with all other provisions of Zoning By-law 2011-14.

Purpose:

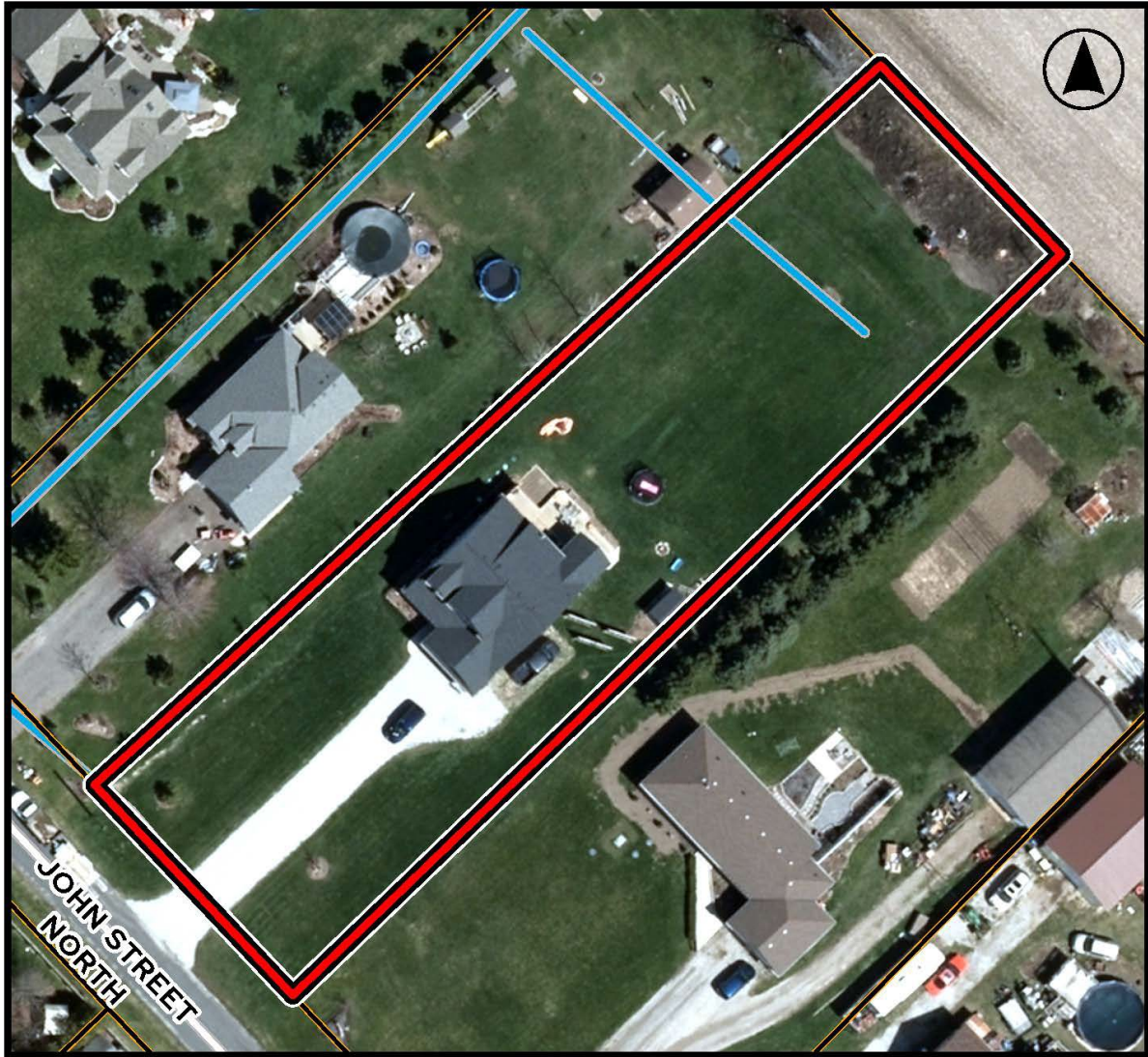
The purpose of this report is to provide the Committee of Adjustment with background information to support the recommendation to approve Application MV 2026-05 for Minor Variance following the Public Hearing scheduled for May 11, 2026.

Background:

The subject lands are located at 9872 John Street N and are legally described as PLAN 157 PT LOT 8 RP11R7344;PART 2 in the Township of Southwold. The subject lands are highlighted in Figure 1.

The subject lands are approximately 0.3342 ha in total area. The lands are designated Residential on Schedule 4B of the Township of Southwold Official Plan and zoned Residential 1 (R1) on Map 13 the Township of Southwold Zoning By-Law 2011-14. The subject lands are currently occupied by a single detached dwelling. The subject lands are surrounded by agricultural and residential land uses.

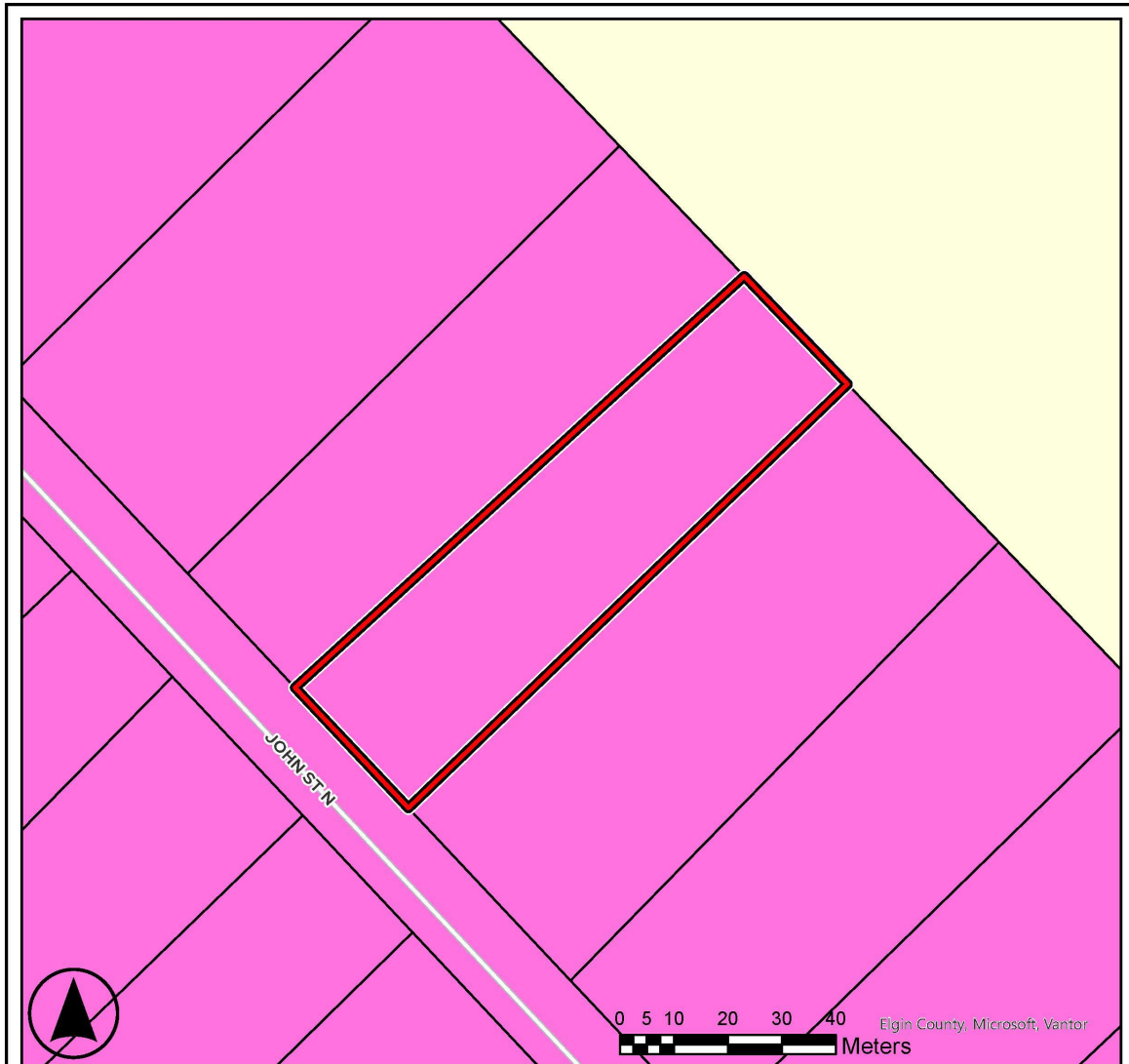
Figure 1.0 Key Map of Subject Property



Variance Application MV 2026-05: 9872 John St N, Shedden







- Township Roads
- Minor Variance Location
- Parcels
- Municipal Drainage

County Official Plan Key Map:




Site Location Information
 Township of Southwold
 Subject Site: 342400000402812
 9872 John St N, Shedden
 File Number: MV 2026-05
 Owners: Brad and Alicia Derrough
 CA: Lower Thames Valley
 Conservation Authority
 Created by: MC
 Date: 4/27/2026

Legend

-  Minor Variance Location
-  Settlement Area 1
-  Settlement Area 2
-  Settlement Area 3
-  Agricultural Area
-  Local Roads

County of Elgin Official Plan

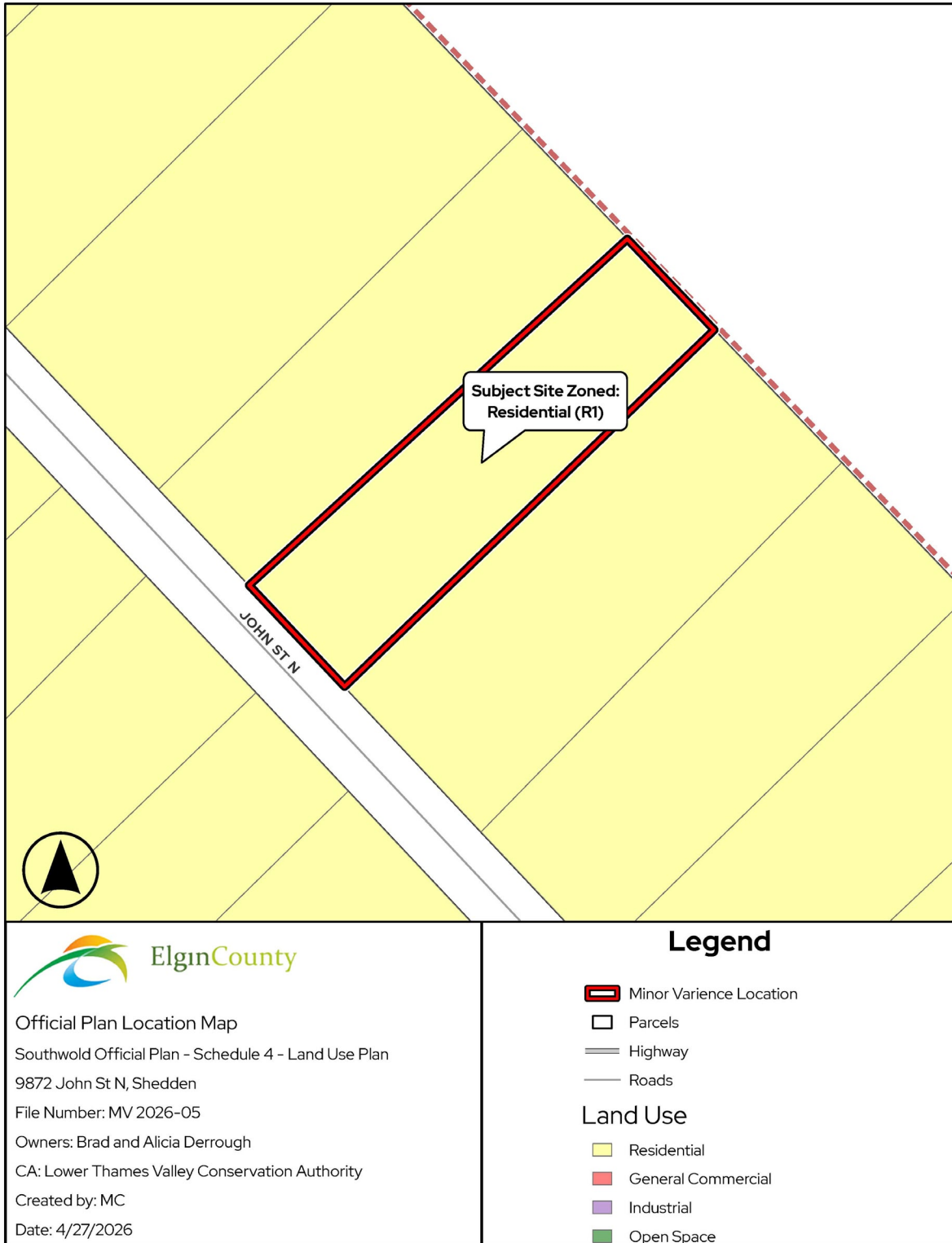


Schedule 'A'
 County Structure Map

Date: 4/27/2026
 Projection: UTM NAD 1983 Zone 17 North

Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warrant that the information contained in the map is accurate on the date of publication.
 All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.

Local Official Plan Key Map and Zoning:



Consultation

Statutory Notice Requirements

The Notice of the Public Hearing was provided in accordance with the provisions of the Planning Act. Property owners within 60 metres of the subject lands were provided notice by hand delivery. Applicable persons and public bodies were provided notice of the Public Hearing and a request for comments via email. Signage advising of the date of the Public Hearing, as well as the purpose and effect of the application, was placed on the subject property and details of the application and Public Hearing were also posted publicly on the Township’s website.

Public and Agency Comments

At the time of the writing of the report, no comments or concerns have been received from Public Agencies or surrounding property owners.

Township Comments

The following is a summary of the comments received at the time of writing this report:

Township Department	Comments Received
Infrastructure	No Comments.
Chief Administrative Officer	No Comments.
Building	No Comments.
Fire	No Comments.
Drainage	Proper lot grading required to ensure that storm water is not directed to neighbouring lands.
Public Works	ADU will require proper civic 911 address signage – which will be flagged during the building permit process.

Overview and Analysis:

This analysis is provided prior to the Public Hearing. Should new information arise regarding this proposal, the Committee of Adjustment is advised to take such information into account when considering the recommendation provided by Township Staff.

Application for Minor Variance was reviewed with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Township of Southwold Official Plan, and the Township of Southwold Zoning Bylaw 2011-14. A summary of the applicable planning policies and regulations is provided.

	Section(s)	Relevant Policy Direction
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<p>Provincial Planning Statement, 2024</p>	<p>Section 2.3.1.1 General Policies for Settlement Areas</p> <p>Section 2.3.1.3 General Policies for Settlement Areas</p> <p>Section 2.5.2 Rural Areas in Municipalities</p>	<ul style="list-style-type: none"> • Settlement areas shall be the focus of growth and development. • Support of general intensification and redevelopment within Settlement Areas includes a range and mix of housing options. • Rural settlement areas shall be the focus of growth and development, where positive change shall be promoted.
<p>Elgin County Official Plan</p>	<p>6.3 Permitted Uses</p>	<ul style="list-style-type: none"> • Primary use of land shall be for the widest possible range of urban uses at the discretion of local municipalities.
<p>Township of Southwold Official Plan</p>	<p>5.2.2.2 Permitted Uses</p>	<ul style="list-style-type: none"> • Secondary dwelling units are permitted in Residential areas.
<p>Township of Southwold Zoning By-law 2011-14</p>	<p>Section 3.1 Accessory Uses</p> <p>Section 3.1 (vi) Building Height</p> <p>3.48 Additional Dwelling Units (Added by By-law 2022-44)</p>	<ul style="list-style-type: none"> • The general provisions in these sections are permitted in all zones. • Building height of accessory buildings cannot exceed 5.5 metres except for buildings and structures used for agriculture purposes.

Minor Variance

The Applicant is requesting relief from the following provision of the Zoning By-law:

Section 3.1 (vi) Building height of accessory non-agriculture building - maximum of 5.5 metres.

- The applicant is proposing to build an accessory building for non-agriculture related uses that will result in a building height of 6.3 metres.

When presented with an Application for Minor Variance, the Committee of Adjustment must be satisfied the application meets the “Four Tests” of subsection 45(1) of the *Planning Act*:

Do the variances maintain the intent of the Official Plan?**Answer: Yes.**

The subject lands are designated "Residential" on the Shedden Land Use "Schedule 4B" Map within the Township of Southwold Official Plan. The "Residential" designation is intended to allow for a variety of housing options, including a variety of dwelling types, tenure types and arrangements. The proposed secondary dwelling unit is permitted within the "Residential" land use designation. Additionally, the proposed development does not exceed the permitted maximum height within this designation, conforming to policy.

It is planning staff's opinion that the proposed accessory building height promotes a variety of dwelling types, tenure types and arrangements, in-keeping with the existing low-rise development in the surrounding area.

Do the variances maintain the intent of the Zoning By-law?**Answer: Yes.**

The subject lands are zoned "Residential 1 (R1)" within Zoning By-law 2011-14. The zoning provisions permit a maximum building height of 5.5 metres for accessory buildings that are not related to agricultural uses, whereas the proposed building height is 6.3 metres. The proposed building height does not comply with the zoning provisions; however, it meets the intent of the Zoning By-law as the accessory structure is intended for the use of an accessory dwelling unit, which is permitted within the Zoning By-law. The proposed minor variance will maintain the intent of the Zoning By-law as the additional dwelling unit is self-contained, increases the housing supply and is accessory to the primary dwelling.

Are the variances an appropriate use of the land?**Answer: Yes.**

The subject lands are intended for the use of residential development. The proposed development does not alter this intended use of the land as the minor variance seeks permission for an increased height of 0.8 metres for an accessory building. The intended accessory building will be used as an accessory dwelling unit, thus resulting in no net change to the function of the subject lands. The proposal maintains the intent and purpose of the Township's planning policies by maintaining low density development and ensuring that development remains compatible with the surrounding neighbourhood.

Are the variances minor in nature?**Answer: Yes.**

While the planning act does not contain a definition of what is considered minor, the effect of the increased building height should be considered. The applications adjustment will result in a 0.8 metre increase in building height to allow for appropriate ceiling heights within the building. The variance is considered minor in nature due to the location of the accessory building, which maintains or exceeds all required setbacks resulting in limited impacts to adjacent properties and overall neighbourhood.

Conclusion:

Subject to receiving further questions and comments from the Committee of Adjustment and members of the public, staff is in a position to state that the application, as proposed:

- i. Is in keeping with the general intent of the Official Plan.
- ii. Is in keeping with the general intent of Zoning By-law 2011-14, as amended, for the Township of Southwold.
- iii. Is desirable and will result in the appropriate development of the area
- iv. Is minor in nature not causing any adverse impact that may result from granting this application

Upon the Committee of Adjustment making a decision, the required Notice of Decision for the Minor Variance will be circulated within 10 days of the meeting. There is a 20-day appeal period during which objections to the decision may be submitted to the Ontario Land Tribunal by the applicant, Minister of Municipal Affairs, specified persons and certain public bodies.

The Committee of Adjustment should be able to demonstrate why the application does or does not meet the four tests for a minor variance under the Planning Act and state those reasons in making a decision.

Financial and Resource Implications:

There are no significant financial implications related to the consideration of Minor Variance Application MV 2026-05.

Strategic Plan Goals:

The above recommendation helps the Township meet the Strategic Plan Goal of:

Managed Growth

- Welcoming and Supportive Neighbourhoods
- Economic Development
- Fiscal Responsibility and Accountability

Respectfully submitted by:

Michela Testani
Junior Planner

Reviewed by:

Mat Vaughan
Director of Planning and Development (Elgin
County)

Reviewed by:

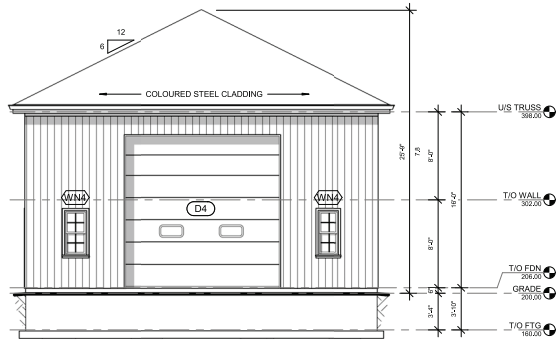
Aaron Van Oorspronk, L.E.T.
Director of Infrastructure and Development

Approved for submission by:

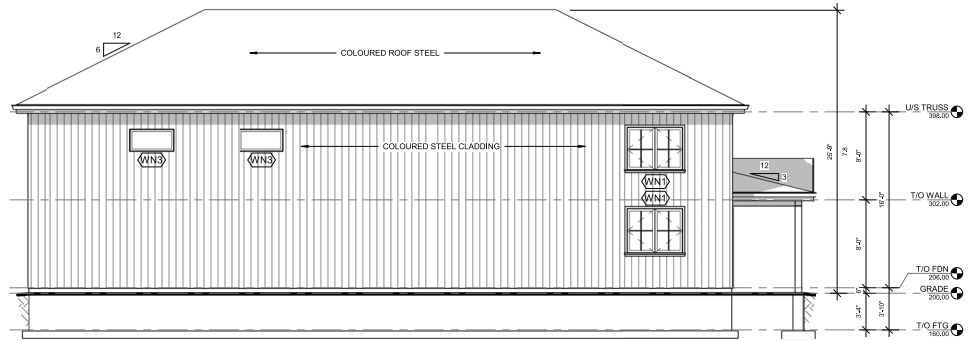
Jeff Carswell
CAO/Clerk

Attachments:

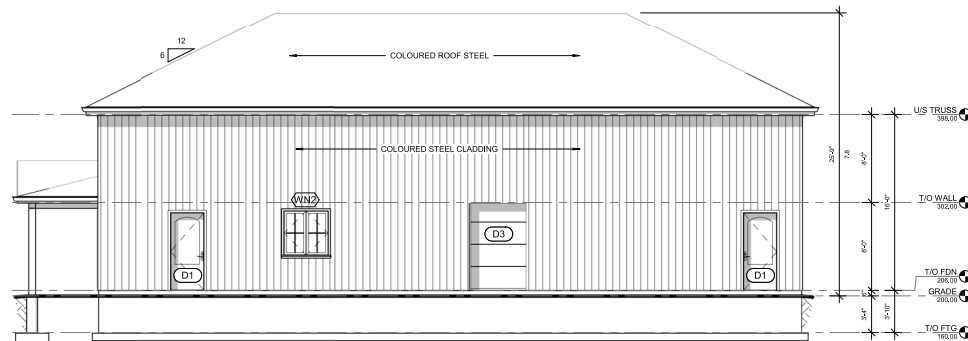
Reference Plans for 9872 John Street North



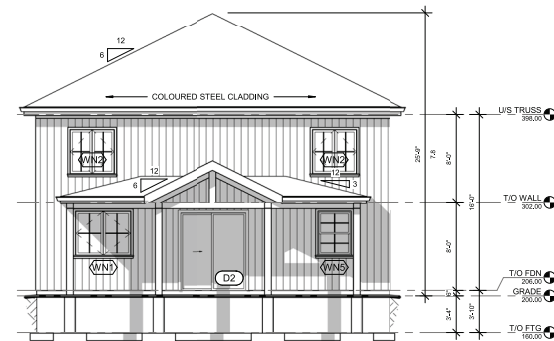
1 PROJECT WEST ELEVATION
3/16" = 1'-0"



2 PROJECT SOUTH ELEVATION
3/16" = 1'-0"



3 PROJECT NORTH ELEVATION
3/16" = 1'-0"



4 PROJECT EAST ELEVATION
3/16" = 1'-0"

PLANS TO BE DESIGNED.
DO NOT USE FOR CONSTRUCTION

DESIGNLOGIX ENGINEERING INC.
AGRICULTURE - COMMERCIAL - CIVIL
P: 905-512-2377
E: office@designlogix.com
DO NOT SCALE DRAWINGS
ALL DIMENSIONS AND ELEVATIONS TO BE VERIFIED BY THE CONTRACTOR AND ANY DISCREPANCIES REPORTED TO THE ENGINEER

AW	COMPLETE VIEW	CP	COPY
BE	BENCH MARK	FR	FRIDGE
BN	BUILDING NUMBER	FT	FOUNDATION
CD	COURT YARD	GL	GLASS
CL	CLOSET	GR	GRASS
CO	COMMON	HT	HATCH
CR	COURT	IS	IRON
CS	COURT YARD	LD	LOADING DOCK
CT	COURT YARD	LV	LEVEL

AC	ARCHITECTURE	AD	ADDITIONAL
AE	ARCHITECTURAL ELEVATION	AG	ARCHITECTURAL GROUPING
AL	ARCHITECTURAL LAYOUT	AM	ARCHITECTURAL MARKER
AN	ARCHITECTURAL NOTE	AO	ARCHITECTURAL OBJECT
AP	ARCHITECTURAL PLAN	AR	ARCHITECTURAL REFERENCE
AS	ARCHITECTURAL SECTION	AT	ARCHITECTURAL TAG
AV	ARCHITECTURAL VIEW	AW	ARCHITECTURAL WINDOW
AX	ARCHITECTURAL XREF	AY	ARCHITECTURAL YREF
AZ	ARCHITECTURAL ZREF	BA	BALCONY
BB	BALCONY	BC	BENCH MARK
BD	BENCH MARK	BE	BENCH MARK
BF	BENCH MARK	BG	BENCH MARK
BH	BENCH MARK	BI	BENCH MARK
BJ	BENCH MARK	BK	BENCH MARK
BL	BENCH MARK	BM	BENCH MARK
BN	BENCH MARK	BO	BENCH MARK
BP	BENCH MARK	BQ	BENCH MARK
BR	BENCH MARK	BS	BENCH MARK
BT	BENCH MARK	BU	BENCH MARK
BV	BENCH MARK	BW	BENCH MARK
BX	BENCH MARK	BY	BENCH MARK
BZ	BENCH MARK	CA	CANOPY
CB	CANOPY	CC	CANOPY
CD	CANOPY	CE	CANOPY
CF	CANOPY	CG	CANOPY
CH	CANOPY	CI	CANOPY
CJ	CANOPY	CK	CANOPY
CL	CANOPY	CM	CANOPY
CN	CANOPY	CO	CANOPY
CP	CANOPY	CQ	CANOPY
CR	CANOPY	CS	CANOPY
CT	CANOPY	CU	CANOPY
CV	CANOPY	CV	CANOPY
CW	CANOPY	CX	CANOPY
CY	CANOPY	CZ	CANOPY
CA	CANOPY	CB	CANOPY
CC	CANOPY	CC	CANOPY
CD	CANOPY	CD	CANOPY
CE	CANOPY	CE	CANOPY
CF	CANOPY	CF	CANOPY
CG	CANOPY	CG	CANOPY
CH	CANOPY	CH	CANOPY
CI	CANOPY	CI	CANOPY
CJ	CANOPY	CJ	CANOPY
CK	CANOPY	CK	CANOPY
CL	CANOPY	CL	CANOPY
CM	CANOPY	CM	CANOPY
CN	CANOPY	CN	CANOPY
CO	CANOPY	CO	CANOPY
CP	CANOPY	CP	CANOPY
CQ	CANOPY	CQ	CANOPY
CR	CANOPY	CR	CANOPY
CS	CANOPY	CS	CANOPY
CT	CANOPY	CT	CANOPY
CU	CANOPY	CU	CANOPY
CV	CANOPY	CV	CANOPY
CW	CANOPY	CW	CANOPY
CX	CANOPY	CX	CANOPY
CY	CANOPY	CY	CANOPY
CZ	CANOPY	CZ	CANOPY

WALL TAG	WALL TAG
WINDOW TAG	WINDOW TAG
DOOR TAG	DOOR TAG
ELEVATION MARKER - PLAN	ELEVATION MARKER - SECTION
TRAVEL DISTANCE	TRAVEL DISTANCE

PROJECT STATUS:		
NO.	DATE:	STATUS:
1	FEB. 27, 2026	FOR APPROVAL
2	MAR. 4, 2026	FOR APPROVAL

CONTRACTOR NAME & ADDRESS:	
WILLSIE CONSTRUCTION INC. P.O. BOX 159, BELMONT, ONTARIO	
PROJECT NORTH:	TRUE NORTH:
Project #:	DLX26-106
Drawn by:	E.S.
Checked by:	N.H.

PROJECT NAME & ADDRESS:	
9872 JOHN STREET SHED 9872 JOHN STREET, NORTH, SHEDDEN, ONTARIO	
DRAWING TITLE:	
EAST & WEST ELEVATION	

Date:	MAR. 4, 2026
Scale:	3/16" = 1'-0"
Sheet No.:	S-8

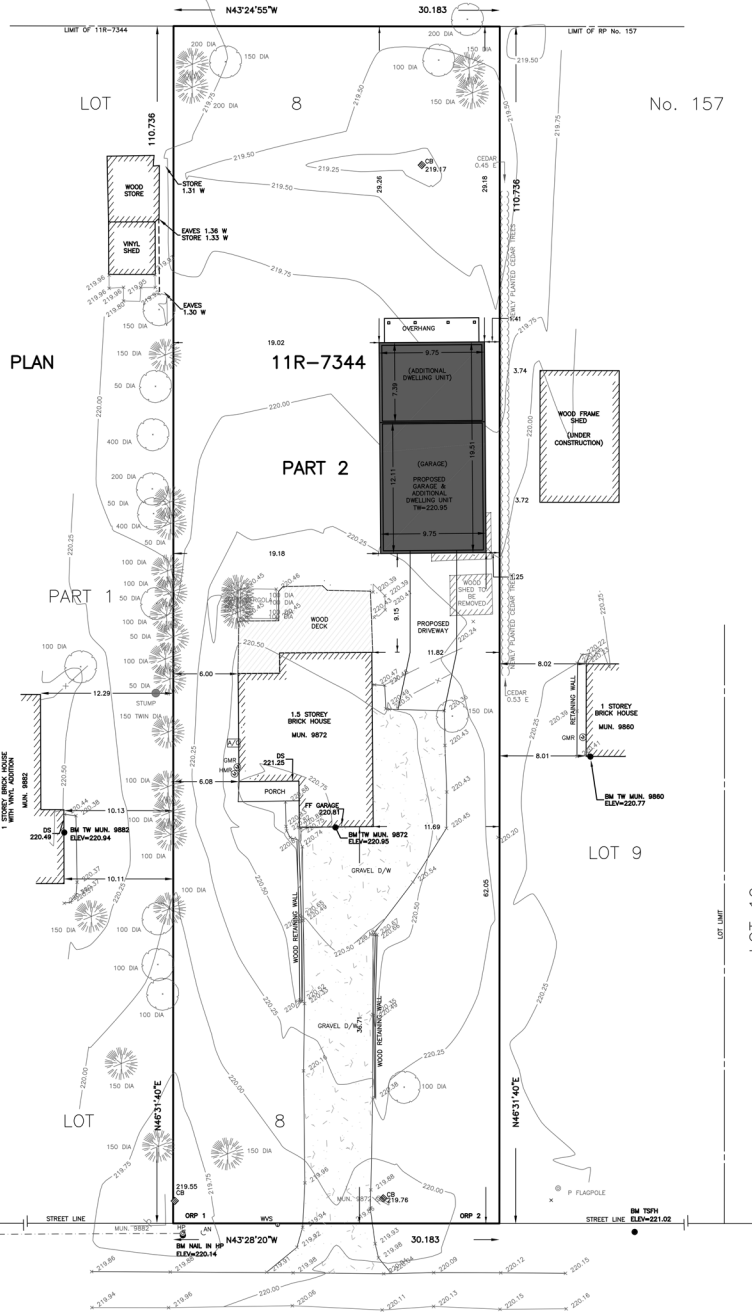
2024/03/04 15:08:00 AM

PART 1, PLAN 11R-5248



REGISTERED PLAN

TOWNSHIP OF SOUTHWOLD



INITIAL PLOT
OF PART OF
PART OF LOT 8,
REGISTERED PLAN No. 157
BEING ALL OF
PART 2,
PLAN 11R-7433
MUNICIPAL NUMBER 9872
IN THE
TOWNSHIP OF SOUTHWOLD
COUNTY OF ELGIN
SCALE 1:250
2 4 3 2 1 0 5 10 15
SCALE IN METRES
2026
ARCHIBALD, GRAY & McKay LTD.
ONTARIO LAND SURVEYORS

TOPOGRAPHIC LEGEND

- AN DENOTES ANCHOR
- BM DENOTES BENCHMARK
- CB DENOTES CATCH BASIN
- CONC DENOTES CONCRETE
- DIA DENOTES DIAMETER IN mm
- DS DENOTES DOOR SILL
- D/W DENOTES DRIVEWAY
- GAR DENOTES GARAGE
- GMR DENOTES GAS METER
- HMR DENOTES HYDRO METER
- HP DENOTES HYDRO POLE
- HPLS DENOTES HYDRO POLE LIGHT STANDARD
- LS DENOTES LIGHT STANDARD
- OWH DENOTES OVERHEAD WIRES
- P DENOTES POST
- RF DENOTES RAIL FENCE
- TW DENOTES TOP OF WALL
- WVS DENOTES WATER SERVICE VALVE
- N DENOTES NORTH
- E DENOTES EAST
- W DENOTES WEST
- S DENOTES SOUTH

- DENOTES CONIFEROUS TREE
- DENOTES DECIDUOUS TREE

METRIC - DISTANCES, COORDINATES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

JOHN STREET
ESTABLISHED BY REGISTERED PLAN No. 157

SITE DATA
SITE AREA = 3341.89
LOT COVERAGE (EXISTING BUILDING) = 168.9 (5.05%)
LOT COVERAGE (NEW BUILDING) = 190.3 (5.69%)
LOT COVERAGE (TOTAL BUILDING) = 359.2 (10.75%)
(AREAS SHOWN ARE IN SQUARE METRES)

AGM ARCHIBALD, GRAY & McKay LTD.
3514 WHITE OAK ROAD, LONDON, ON, N5E 2Z9
PHONE 519-685-0300 FAX 519-685-0303
EMAIL: info@agm.on.ca WEB: www.agm.on.ca
PLAN • SURVEY • ENGINEER
DRAWN BY: JP/AM/GRC DIGITAL FILE: 502601G1.dwg
CHECKED BY: JZ FIELDWORK BY: YGH
FILE No: 50-0157-01-3 Plot Date: Apr 15, 2026
BUILDER: WILLSIE HOMES