



Minutes

The Blue Mountains, Committee of Adjustment

Date: July 16, 2025
Time: 1:00 p.m.
Location: Town Hall, Council Chambers and Virtual Meeting
32 Mill Street, Thornbury ON
Prepared by: Carrie Fairley, Secretary-Treasurer

Members Present: Michael Martin, Duncan McKinlay, Jim Oliver, Jan Pratt
Members Absent: Robert Waind
Staff Present: Planner Manuel Riveria

A. Call to Order

A.1 Traditional Territory Acknowledgement

We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendat-Wyandot-Wyandotte peoples.

A.2 Committee Member Attendance

Chair Oliver called the meeting to order at 1:00 p.m. Secretary-Treasurer Carrie Fairley noted all members were present save and except of Member Waind, who sent his regrets.

A.3 Approval of Agenda

Moved by: Jan Pratt
Seconded by: Michael Martin

THAT the Agenda of July 16, 2025, be approved as circulated, including any additions to the agenda.

Yay (4): Michael Martin, Duncan McKinlay, Jim Oliver, and Jan Pratt

Absent (1): Robert Waind

The motion is Carried (4 to 0)

A.4 Declaration of pecuniary interest and general nature thereof

NOTE: In accordance with the *Municipal Conflict of Interest Act*, the Town Committee of Adjustment By-Law 2024-04, and the Town Procedural By-law 2023-62, Committee of Adjustment Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

A.5 Previous Minutes

Moved by: Duncan McKinlay

Seconded by: Michael Martin

THAT the Minutes of June 18, 2025, be approved as circulated, including any revisions to be made.

Yay (4): Michael Martin, Duncan McKinlay, Jim Oliver, and Jan Pratt

Absent (1): Robert Waind

The motion is Carried (4 to 0)

A.6 Business Arising from Previous Minutes

None

B. Public Meeting

Under the authority of the Municipal Act, 2001 and in accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The Corporation of the Town of The Blue Mountains wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Town's website and/or made available to the public upon request.

B.1 Minor Variance Application No. A12-2025

Owner: Thornbury Industrial Park Inc.

Applicant/Agent: Cameron Sellers, Innovative Planning Solutions

Municipal Address: Lot 31 Clark Street

Legal Description: CON 8 AND 9 PT LOT 31 PT RD ALLOW RP 16R3512 PART 1 AND RP 16R4224 PARTS 2 AND 3

Chair Oliver read aloud the Public Meeting Notice, and the Secretary-Treasurer confirmed that the Public Hearing Notice was circulated in accordance with the Planning Act by pre-paid first-class mail and was posted on-site on the subject lands. The Secretary-Treasurer provided a summary of all written comments received as a result of the Public Notice. Planning Staff then provided an overview of the review and why they are making the recommendations contained in the Staff Recommendation Report.

Member McKinlay questioned what the basis is for the calculation to provide for 27 parking spaces. Manuel Riveria, Planner noted that the Town's Zoning Bylaw has parking requirements that require calculations, based on the minimum floor areas. Manuel and Member McKinlay further discussed the proposed use for this property is self-storage and most vehicles will be in and out, not causing parking congestion for this property. Manuel further noted that a comprehensive report was provided noting their request is sufficient for self-storage. Manuel further noted that minimum requirements for parking spaces is 67 and the applicant is proposing 64.

The Committee discussed the proposed commercial tenants for the property and if the proposed reduction in parking would be sufficient for those uses.

Cameron Sellers, Agent for the Application provided an overview of his presentation noting that they have been working with the Town on this property since 2021 and provided the Committee with comparable data of other municipalities' parking requirements, for a similar property and use. Cameron noted that there will be eight tenants at this proposed site.

Member Pratt spoke regarding snow storage and specifically regarding concerns for access to the unit at the end of Building H, should it be a winter with significant snowfall. Cameron confirmed that should snow storage become a problem, the snow will be removed by trucking it elsewhere.

The Committee further discussed the merits of the application.

Chair Oliver then opened the public portion of the hearing and asked if anyone in attendance wished to speak to the application.

D’Arcy McConvey, owner noted they are excited about this development.

As there was no one else in attendance to speak in favour of or in opposition to the proposal, Chair Oliver closed the public meeting.

Moved by: Duncan McKinlay

Seconded by: Jan Pratt

THAT the Committee of Adjustment receive Staff Report PBS.25.051, entitled “Recommendation Report – Minor Variance Application A12-2025 – Lot 31 Clark Street (Thornbury Industrial Park Inc.)”;

Yay (4): Michael Martin, Duncan McKinlay, Jim Oliver, and Jan Pratt

Absent (1): Robert Waind

The motion is Carried (4 to 0)

Moved by: Duncan McKinlay

Seconded by: Michael Martin

THAT the Committee of Adjustment GRANT a minor variance for A12-2025 to permit a minimum of 72 parking spaces for the subject lands with 8 parking spaces for the self-storage use and 64 parking spaces for the general industrial uses conditional upon the following:

1. Confirmation from Grey Sauble Conservation Authority that a permit can be obtained (if required);
2. Confirmation from the Ministry of Transportation that a permit can be obtained (if required);
3. That the site development be constructed in a manner substantially in accordance with the submitted site plan; and
4. That this is for the purpose of obtaining a building permit and is only valid for a period of two (2) years from the date of decision. Should a building permit not be issued by the Town within two years, the minor variance shall expire on July 16, 2027.

Yay (3): Michael Martin, Duncan McKinlay, and Jim Oliver

Nay (1): Jan Pratt

Absent (1): Robert Waind

The motion is Carried (3 to 1)

B.2 Minor Variance Application No. A13-2025

Owner: Lisa Edwards

Applicant/Agent: Gabriel Matamoros, Garden Holistics Inc.

Municipal Address: 108 Stoneleigh Drive

Legal Description: PLAN 16M69 LOT 85

Chair Oliver read aloud the Public Meeting Notice, and the Secretary-Treasurer confirmed that the Public Hearing Notice was circulated in accordance with the Planning Act by pre-paid first-class mail and was posted on-site on the subject lands. The Secretary-Treasurer provided a summary of all written comments received as a result of the Public Notice. Planning Staff then provided an overview of the review and why they are making the recommendations contained in the Staff Recommendation Report.

Member McKinlay sought clarification on where the proposed structure will be. Manuel noted that it will be located around the northwest portion of the property.

Member McKinlay questioned if the construction would interrupt the drainage swale, which Manuel confirmed it would not.

Gabriel Matamoros, Agent for the Applicant spoke noting currently there is just lawn and his client wants to add some patio areas for outdoor living and to be able to use in all sorts of weather and therefore would like a covered pergola. Chair Oliver noted that there would be a roof, but no sides and Gabriel confirmed that was correct.

The Committee further discussed the merits of the application.

Member Pratt questioned if there is a swale along that side of the property. Gabriel noted there are minor swales along the property, but he is not sure how intact they are from when the fence was put up. Gabriel further noted that they will ensure the swales are maintained and currently they are not effective as they are currently engineered.

Chair Oliver sought clarification regarding the roof line of the proposed pergola, questioning if it will fall four feet inside, and therefore inside the fence which Gabriel confirmed was correct.

Chair Oliver then opened the public portion of the hearing and asked if anyone in attendance wished to speak to the application.

Chair Oliver noted his concerns regarding the increase of the maximum lot coverage from 30-34%.

The Committee further discussed the merits of the application and if further conditions should be included to the recommended motion.

As there was no one else in attendance to speak in favour of or in opposition to the proposal, Chair Oliver closed the public meeting.

Moved by: Duncan McKinlay

Seconded by: Jan Pratt

THAT the Committee of Adjustment receive Staff Report PBS.25.052, entitled "Recommendation Report – Minor Variance A13-2025 – 108 Stoneleigh Drive (Edwards)";

Yay (4): Michael Martin, Duncan McKinlay, Jim Oliver, and Jan Pratt

Absent (1): Robert Waind

The motion is Carried (4 to 0)

Moved by: Duncan McKinlay

Seconded by: Michael Martin

THAT the Committee of Adjustment GRANT a minor variance for A13 – 2025 to increase the maximum lot coverage from 30% to 34.4% in order to permit the construction of a new 45 m² pergola.

1. That the site development be constructed in a manner substantially in accordance with the submitted site plan including remediation if required, to meet the original site plan and grading plan; and
2. That this is for the purpose of obtaining a building permit and is only valid for a period of two (2) years from the date of decision. Should a building permit not be issued by the Town within two years, the minor variance shall expire on July 16, 2027.

Yay (3): Michael Martin, Duncan McKinlay, and Jan Pratt

Nay (1): Jim Oliver

Absent (1): Robert Waind

The motion is Carried (3 to 1)

C. Other Business

None

D. Committee Member Expenses

The Committee Members provided their travel expenses to the subject properties, to the Secretary-Treasurer.

E. Notice of Meeting Date

August 20, 2025

Town Hall, Council Chambers and Virtual

September 17, 2025

Town Hall, Council Chambers and Virtual

F. Adjournment

Moved by: Duncan McKinlay

Seconded by: Michael Martin

THAT the Committee of Adjustment does now adjourn at 2:10 p.m. to meet again at the call of the Chair.

Yay (4): Michael Martin, Duncan McKinlay, Jim Oliver, and Jan Pratt

Absent (1): Robert Waind

The motion is Carried (4 to 0)