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26 August, 2025 REVISED 28 August, 2025

To:

Karra and John Greenwood  
54 Bruce Street South  
Thornbury, ON  
N0H 2P0

Julaine and Bob MacNicol  
22 Park Lane  
Thornbury, ON  
N0H 2P0

cc. Mr. Manuel Rivera,  
Planning Department, Town of The Blue Mountains  
Via. Online submission

Re: Minor Variance Application A08-2025, 54 Bruce St. Barn Conversion. **REVISED**

**WITHOUT PREJUDICE**

At the request of the Town of The Blue Mountains Planning Department, this letter is being circulated to obtain written confirmation of agreement in principle for support of the Minor Variance Application to permit the conversion of the existing barn structure located at 54 Bruce St. to an auxiliary dwelling unit.

This letter does not form a legal agreement and is sent without prejudice. The intent is to acknowledge the conditions under which both parties agree to support the application.

The relief sought by the owners of 54 Bruce Street has been outlined in the **REVISED** 28 July, 2025 letter "Re: Minor Variance Application A08-2025, 54 Bruce St. Barn Conversion"( the **Coordination Memo** ). The July 28, 2025 letter further notes the conditions for Property Access, Safety, Stormwater Management and Privacy which have been agreed to in principle by the respective property owners.

This letter is to be signed and placed on record with the Town of The Blue Mountains in advance of the public hearing before the Committee of Adjustment.

It is hereby acknowledged that the conditions noted in the **Coordination Memo** are acceptable and will allow the undersigned to support Minor Variance application A08-2025.

Signed by:

Karra Greenwood : \_\_\_\_\_.

John Greenwood : \_\_\_\_\_.

Owners, 54 Bruce Street Thornbury.

Julaine MacNicol : \_\_\_\_\_.

Bob MacNicol : \_\_\_\_\_.

Owners, 22 Park Lane Thornbury.



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28 July, 2025 REVISED 28 August, 2025

Mr. Manuel Rivera,  
Planning Department, Town of The Blue Mountains  
Via. Online submission

Re: Minor Variance Application A08-2025, 54 Bruce St. Barn Conversion. **REVISED**

Mr. Rivera,

After careful consideration of the conditions and questions raised prior to the deferment of the above referenced Minor Variance Application, my clients Karra and John Greenwood hereby wish to re-submit their newly revised application for Minor Variance to convert their existing, legal non-conforming "Barn" structure to an auxiliary dwelling unit.

### 1. RELIEF SOUGHT UNDER MINOR VARIANCE

As noted during the initial submission, to meet zoning bylaw standards for a dwelling unit, three (3) areas required relief:

- 1) To permit a reduction in the minimum rear yard setback from 1.2m to 0.0m;
- 2) To permit an increase in the maximum permitted height from 5m to 5.78m; and,
- 3) To permit a reduction in the minimum interior side yard set back from 2.0m to 0.64m.

Prior to the public hearing, a question was raised about gross floor area, prompting the need for a fourth relief:

- 4) To permit an increase in the maximum permitted gross floor area from 100m<sup>2</sup> to 165.92m<sup>2</sup>.

The above applications for relief are all to acknowledge the existing size and situation of the Barn Structure.

During the June Committee of Adjustment Meeting, comments were received which we now address as part of our renewed submission:

Q) A question was raised regarding the structural condition of the existing Barn - is it suitable for conversion, or will granting the variance simply result in the building being demolished and a new structure built in its place.

A) The answer to this question, while noted to be a concern for the Building Department, is that the structure has undergone a structural review. The existing concrete walls are 12" in thickness and remain structurally sound. The existing roof will be reinforced and maintenance performed where necessary to ensure the roof meets current structural design standards.

Q) Raised by Mr. Bob MacNicoll, owner of the adjacent property at 22 Park Lane - how will construction access to the north wall of the barn be handled as this is on 22 Park Lane property.

A) A Legal Title Records Search which was performed in 2004 during the transfer of title to the Greenwoods includes records for the following:

- Acknowledgement and granting of relief for encroachment of the structure's roof which overhangs the lands of 22 Park Lane.

~~- Granting of a Right-of-Way across designated lands extending from Park Lane, along the shared property line with 54, 56, 58 Bruce Streets.~~

## 2. COORDINATION WITH NEIGHBORS

Through discussions with the owners of 22 Park Lane, Mrs. Julane and Mr. Bob MacNicoll, a question has been raised as to whether ~~the easement referenced in the title documents was ever~~ *a right of way over a portion of 22 Park Lane was legally conferred upon any of the neighbouring properties. This is not an issue that needs to be addressed as part of the Minor Variance Application. The MacNicol's and Greenwood's will enter into a separate agreement regarding temporary, limited access across 22 Park Lane. ~~this question should likely be resolved at the legal level in coordination with the Ontario Land Registry office.~~*

Despite the above, the MacNicoll's are not entirely opposed to the variance application for the Barn conversion, if all parties can agree on some conditions:


- 1) Property Access:
  - a. That before and after photo and video documentation be made of existing, pre-construction conditions of 22 Park Lane ~~the Right-of-Way (we will continue to refer to it as such for the simplicity of referencing the land in question)~~ to ensure proper restoration of any disturbed property;
  - b. That unless required under the building code, or for structural reinforcement, no excavation is to occur on 22 Park Lane lands without written agreement from the owners *and, if any excavation is required, it is done with oversight by a qualified expert acting on behalf of the MacNicol's at the expense of the Greenwood's;*
- 2) Safety:
  - a. That as part of the maintenance and restoration of the roof of the Barn, "snow guards" be added to minimize the existing hazard of snow and ice slides from the barn roof, onto 22 Park Lane;
- 3) Stormwater Management:
  - a. That as part of the maintenance and restoration of the roof of the Barn, eavestroughs and downspouts be incorporated onto the roof to direct rainwater away from 22 Park Lane and onto 54 Bruce St. property;
- 4) Privacy concerns regarding openings from Barn onto 22 Park Lane
  - a. In part for privacy, and in part due to questions about the status of the Right-of-Way, the MacNicoll's request the existing doors be "closed up" or made to be non-functional. The visual aesthetic may remain, should it be possible to save the historic doors with walls constructed on the interior.
  - b. For privacy purposes, that the existing and/or proposed windows along the northern wall of the building be closed.
  - c. The MacNicoll's agree that the proposed skylights do not pose a privacy concern as they are elevated such that it is not possible to observe their property.

## 3. CLOSING REMARKS

We have entered into these discussions as neighbors respecting each others rights and wishes, and look forward to moving through the variance process in a cooperative manner.

Should you have any questions regarding this report, please contact us.

Sincerely,

  
Derek Crawford, P.Eng., MBA  
President