

2025-05-14



**MINOR VARIANCE APPLICATION  
COMMENTS TO THE COMMITTEE OF ADJUSTMENT  
PANEL 3**

**PLANNING, DEVELOPMENT AND BUILDING SERVICES DEPARTMENT**

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Site Address: 2104 Roger Stevens Drive  
Legal Description: Part of Lot 21, Concession 3, Geographic Township of North Gower  
File No.: D08-02-25/A-00094  
Report Date: May, 14 2025  
Hearing Date: May 20, 2025  
Planner: Elizabeth King  
Official Plan Designation: Rural Transect, Village, Flood Plain Overlay  
North Gower Secondary Plan, Residential and Agriculture  
Zoning: RI3 [608r]

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**DEPARTMENT COMMENTS**

The Planning, Development and Building Services Department **has no concerns with** the application.

**DISCUSSION AND RATIONALE**

Staff have reviewed the subject minor variance application against the “four tests” as outlined in Section 45 (1) of the *Planning Act*, R.S.O. 1990 c. P.13, as amended. Staff are satisfied that the requested minor variance(s) meet(s) the “four tests”.

The proposal will be subject to a Site Plan Control application. Staff are requesting that the decision be tied to the requested minor variances and not tied to the plans submitted, to allow flexibility with any revisions to the plans from the Site Plan Control process.

**ADDITIONAL COMMENTS**

**Infrastructure Engineering**

- The Planning, Development and Building Services Department will do a complete review of grading and servicing during the building permit process.
- At the time of building permit application, a grading/servicing plan prepared by a Professional Engineer, Ontario Land surveyor or a Certified Engineering Technologist will be required.

- Any proposed works to be located within the road allowance requires prior written approval from the Infrastructure Services Department.
- The surface storm water runoff including the roof water must be self contained and directed to the City Right-of-Way, not onto abutting private properties as approved by Planning, Development and Building Services Department.
- A private approach permit is required for any access off of the City street.
- Existing grading and drainage patterns must not be altered.
- Existing services are to be blanked at the owner's expense.
- Provide a minimum of 1.5m between the proposed driveway and the utility pole.

### Planning Forestry

The site is subject to Site Plan Control; tree impacts have been addressed through that process and there are no additional tree impacts related to the requested variance and permission.

### Right of Way Management

The Right-of-Way Management Department has **no concerns** with the proposed Minor Variance and Permission Application, as the property is subject to the Site Plan Control approval process.

### Transportation Engineering

Transportation did not provide comments on this minor variance application, but the proposed development and its transportation impact and design will be reviewed by the Transportation Project Manager as part of the Site Plan process.




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Elizabeth King  
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Planning, Development and Building  
Services Department




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James Ireland  
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