



Committee of Adjustment Meeting Agenda

October 16, 2024, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Accessible formats or communication supports are available upon request. Please contact the Clerk’s Office at [clerks@essex.ca](mailto:clerks@essex.ca) or 519-776-7336 extension 1100 or 1101.

Pages

1. Call to Order

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

4. Adoption of Published Agenda

4.1 Committee of Adjustment Meeting Agenda for October 16, 2024

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the published agenda for the October 16, 2024 Committee of Adjustment Meeting be adopted as presented / amended.

5. Adoption of Minutes

5.1 Committee of Adjustment Minutes for August 20, 2024

1

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the minutes of the Committee of Adjustment meeting held August 20, 2024 be adopted as circulated.

6. Reports from Administration/Applications

6

6.1 A-13-24 James Manning & Cindy Ross, 332 Laird Avenue, Essex Deferred

7

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 332 Laird Avenue, in Essex Centre. The applicants are looking to construct a two (2) storey accessory building with a total building height of 7.02 metres (23.05 ft) and a gross floor area of 178.0 square metres (1,916 sqft). Therefore, the applicants are requesting relief from the following sections of Zoning By-law 1037 to permit the accessory building:

- Section 14.1 b) v. which limits the maximum building height of an accessory building to one (1) storey,

- Section 14.1 b) x. which limits the size of an accessory building and combination of accessory buildings to 70 square metres (750 sqft) and 92 square metres (1,000 sqft) respectively.

On Tuesday August 20, the Town of Essex Committee of Adjustment heard Minor Variance application A-13-24. Following a presentation by Staff, and public delegations by the applicant and members of the public, a motion to approve the application was made by a member of the Committee but did not receive a majority of support to be granted. No further motion was made on the application. Therefore, the application has been deemed “deferred” and must be brought back to the Committee of Adjustment for a decision.

6.2

A-15-24 Town of Essex (c/o Jake Morassut) 33 Talbot Street South

13

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 33 talbot Street South, Essex Centre, Ward 1. The applicants are proposing to construct an addition to the existing structure currently used as the Town Hall Facilities. The proposed addition will be two (2) storeys with a total building height of 7.49 m and a building footprint of 528.37 sqm. The addition will be located 1.48 m from the exterior rear lot line. Therefore, the applicant is requesting relief from subsection 17.2 b) vi which states that a rear yard depth minimum must be 7.5m from an exterior rear lot line.

6.3

B-17-24 Joseph Paul Grondin, 1172 South Malden Road

20

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 1172 South Malden Road, former Colchester North, Ward 2. The applicant is proposing to sever a ± 0.16 ha (0.4 acre) parcel from the existing ± 19.38 ha (47.9 acres) agricultural lot to be added to the adjacent property identified as 1184 South Malden Road. The retained agricultural lot is proposed to have an area of ± 19.22 ha (47.5 acres). The applicant is proposing this consent for the purposes of a lot addition.

6.4

A-14-24 Joseph Paul Grondin, 1172 South Malden Road

26

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 1172 South Malden Road, former Colchester North, Ward 2. As a result of a consent application for the purpose of a lot addition on the subject lands, the lot area for the retained parcel will be reduced from ±19.38 ha (47.9 acres) to ± 19.22 ha (47.5 acres). Relief is therefore required from Section 13.1 b) ii) of the Zoning By-law which states: The minimum lot area for lots within Agricultural District 1.1 (A1.1) is 40 hectares (100 acres) or as existing.

7.

Adjournment

Moved by \_\_\_\_\_  
 Seconded by \_\_\_\_\_  
 That the meeting be adjourned at \_\_\_\_\_.

8.

Future Meetings

Tuesday, November 19, 2024, at 5:00 p.m. at Town Hall, Council Chambers, 33 Talbot Street South, Essex.



**The Corporation of the Town of Essex**  
**Committee of Adjustment Meeting Minutes**

August 20, 2024, 5:00 pm  
Location: Essex Municipal Building, 33 Talbot Street South

Present: Chair - Pocock, Phil  
Vice Chair - Baker, William  
Member - Child, Matthew  
Member - Lester, Dorene  
Member - Sauve, Danny

Also Present: Rita Jabbour, Manager, Planning Services  
Ian Rawlings, Junior Planner  
Marsha Buchta, Recording Secretary

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at [clerks@essex.ca](mailto:clerks@essex.ca) or 519-776-7336 extension 1100 or 1101.

**1. Call to Order**

The Chair, Phil Pocock, called the meeting to order at 4:58 p.m.

**2. Land Acknowledgement**

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

**3. Declarations of Conflict of Interest**

There were no declarations of conflict of interest noted at this time.

**4. Adoption of Published Agenda**

**4.1 Committee of Adjustment Meeting Agenda for August 20, 2024**

**COA24-08-51**

Moved By William Baker, Vice Chair  
Seconded By Dorene Lester

**That** the published agenda for the August 20, 2024, Committee of Adjustment Meeting be adopted as presented.

**Carried**

**5. Adoption of Minutes**

**5.1 Committee of Adjustment Minutes for June 18, 2024**

**COA24-08-52**

Moved By William Baker, Vice Chair

Seconded By Dorene Lester

**That** the minutes of the Committee of Adjustment meeting held June 18, 2024, be adopted as circulated.

**Carried**

**6. Reports from Administration/Applications**

**6.1 B-15-24 2701916 Ontario Inc (c/o Brad Gyori) 255 Laird Avenue**

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 255 Laird Avenue, in Essex Centre. The applicants are proposing to sever a  $\pm 291$  square metre (3,132 square foot) parcel from the existing  $\pm 578$  square metre (6,220 square foot) residential lot. The retained residential lot is proposed to have an area of  $\pm 287$  square metres (3,087square feet). The applicant is proposing this consent for the creation of one (1) residential lot to accommodate a *Semi-Detached Dwelling Unit*.

Ian Rawlings, Junior Planner, provided an overview of the application by way of a Report from the Planning Services Department, whereby Administration recommends the approval of the application with the conditions specified. Brad Gyori, Applicant, was available to speak to the application.

Mr. Matthew Child questioned the sequencing of events as the duplex is currently being constructed.

Mr. Rawlings clarified that specifically for Semi-Detached Dwelling Units, the preference is for the foundation to be completed prior to obtaining the Survey as the common wall is a key component and must be accurately depicted. This sequence ensures that separate services for water, sanitary and driveway accesses are included as conditions of the severance.

**COA24-08-53**

Moved By Dorene Lester

Seconded By William Baker, Vice Chair

**That** application B-15-24 be approved to create a residential lot accommodating a Semi-Detached Dwelling Unit by severing a  $\pm 291$  square metre (3,132 square foot) parcel from the existing  $\pm 578$  square metre (6,220 square foot) residential lot. The retained residential lot will have an area of  $\pm 287$  square metres (3,087square feet). The severance will be subject to the following conditions:

1. That a draft reference plan prepared by an Ontario Land Surveyor, be submitted to the Town of Essex Secretary-Treasurer for review. Once the draft is reviewed and deemed acceptable, the reference plan can be numbered, dated, signed and registered. A copy of the registered plan is required to be sent to [essexplanning@essex.ca](mailto:essexplanning@essex.ca) prior to the issuance of the consent certificate;
2. That the appropriate documents for the conveyance be prepared and suitable for registration. All copies shall have original signatures and one digital copy will remain as a record with the Town;

3. That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
4. That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
5. That the applicant pay the applicable parkland dedication to the satisfaction of the Town and that the payment be made prior to the stamping of the deeds and/or issuance of the certificate;
6. That the applicant pays the applicable development charges and that the payment be made prior to the stamping of the deeds and/or issuance of the certificate;
7. That the applicant install separate water and sanitary connections for the retained and severed lot prior to the stamping of the deeds and/or issuance of the certificate;
8. That the applicant install separate accesses for the retained and severed lot prior to the stamping of the deeds and/or issuance of the certificate;
9. That all of the above conditions be fulfilled on or before August 20, 2026, as per Section 53(41) of the Planning Act, R.S.O. 1990.

**Reason for Decision:**

That Application B-15-24 is in keeping with subsection 6.4 of the Town of Essex Official Plan respecting "Consents".

**Carried**

**6.2 A-13-24 James Manning & Cindy Ross 332 Laird Avenue**

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 332 Laird Avenue, in Essex Centre. The applicants are looking to construct a two (2) storey accessory building with a total building height of 7.02 metres (23.05 ft) and a gross floor area of 178.0 square metres (1,916 sqft). Therefore, the applicants are requesting relief from the following sections of Zoning By-law 1037 to permit the accessory building:

- Section 14.1 b) v. which limits the maximum building height of an accessory building to one (1) storey,
- Section 14.1 b) x. which limits the size of an accessory building and combination of accessory buildings to 70 square metres (750 sqft) and 92 square metres (1,000 sqft) respectively.

Ian Rawlings, Junior Planner, provided an overview of the application by way of a Report from the Planning Services Department, whereby Administration recommends the approval of the application with the conditions specified. Mr. Rawlings read letters received from the public:

Roy and Maribeth Koster opposed the application and detailed their concerns for size, height, use, drainage, fire access and setting precedence.

Tracey Moroze and George Gabriel are also opposed and detailed concerns of height, flooding causing landscape damage, size of structure, backyard view, fire access and future precedence setting.

Leslie Holmes is in full support of the application and feels she would be the most effected by the building structure.

Mr. James Manning spoke to the application and advised he took into consideration the character of the neighbourhood prior to moving forward with the variance. He detailed the many two-storey homes and five storey apartment building on Laird Avenue.

Mr. Shawn Connelly advised he had complained through report a problem and wanted to address several concerns with the proposed structure. He's concerned about fire access to the rear lot. Flooding of several Iler lots occurs every spring and building such a large structure, will add to this issue.

Matthew Child advised he was unsure if the variance was minor and if it was compatible with the established character of the neighbourhood. He chose the block as the area in question to be considered the neighbourhood, from Milne to South Talbot including 30 homes. There are two other two-story accessory structures and 2 homes that are two storey, within that area. He also doesn't believe the variance is minor based on the total square footage requested.

William Baker specified his concerns with building height and footprint and doesn't believe the variance is minor.

Application A-13-24 will be brought back for Committee of Adjustment consideration at the October 16, 2024 meeting.

Moved By Dorene Lester  
Seconded By William Baker, Vice Chair

**That** application A-13-24 be approved with the requested relief from section 14.1 b) v. which limits the maximum building height of an accessory building to one (1) storey, and section 14.1 b) x. which limits the size of an accessory building and combination of accessory buildings to 70 square metres (750 sqft) and 92 square metres (1,000 sqft) respectively.

**Defeated**

**7. Adjournment**

**COA24-08-54**

Moved By William Baker, Vice Chair  
Seconded By Dorene Lester

**That** the meeting be adjourned at 5:57 pm.

**Carried**

**8. Future Meetings**

Wednesday, October 16, 2024, at 5:00 p.m. at Town Hall, Council Chambers, 33 Talbot Street South, Essex

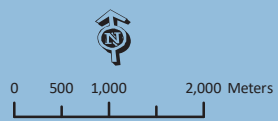
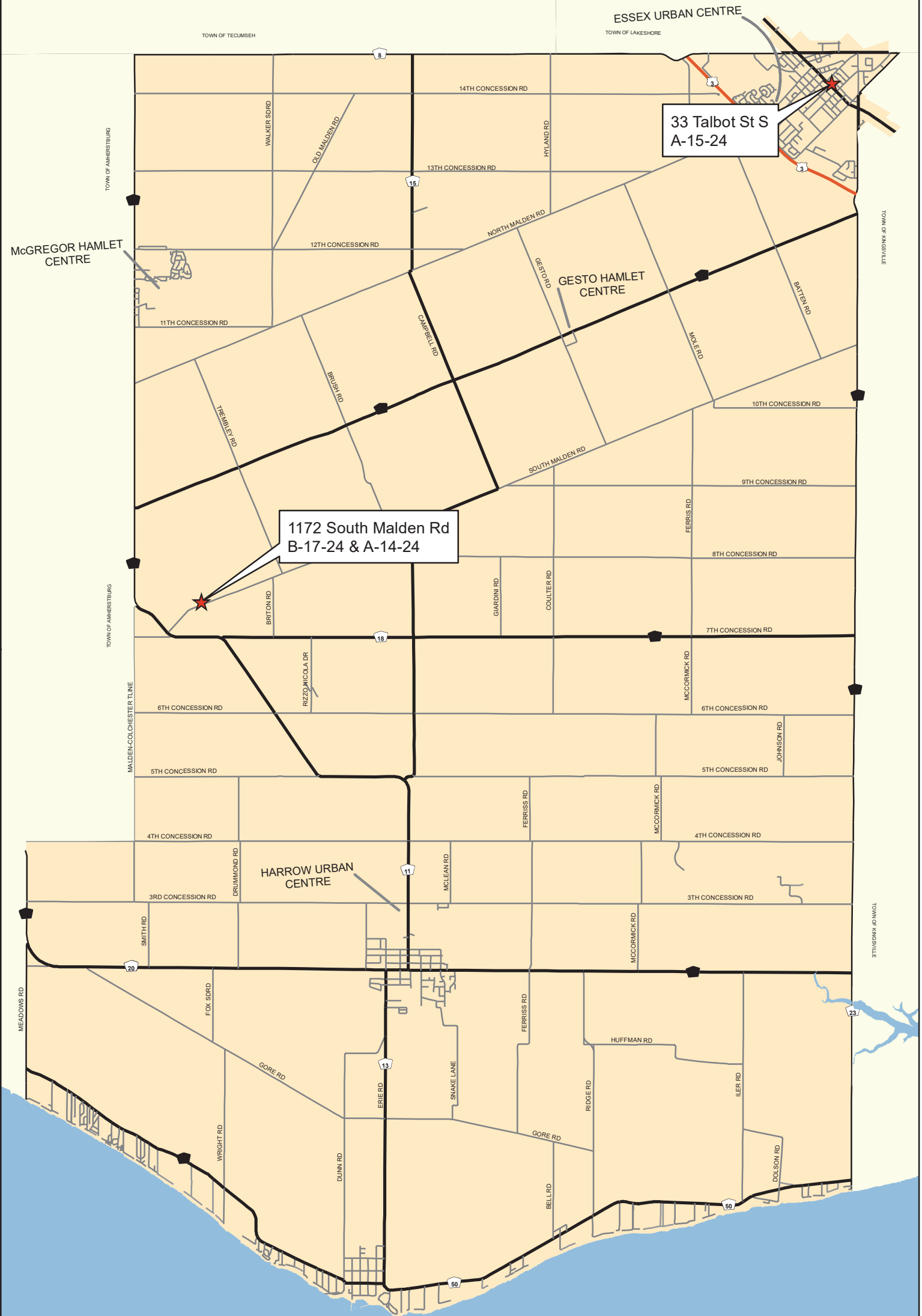
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Chair

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Recording Secretary

APPLICATION LOCATIONS  
OCTOBER 2024





**Notice of Public Hearing  
Application for Minor Variance  
Town of Essex Committee of Adjustment**

**File Number:** A-13-24  
**Applicant(s):** James Manning & Cindy Ross  
**Location:** 332 Laird Avenue (Essex Centre, Ward 1)  
**Status:** **DEFERRED**

**Purpose:**

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 332 Laird Avenue, in Essex Centre. The applicants are looking to construct a two (2) storey accessory building with a total building height of 7.02 metres (23.05 ft) and a gross floor area of 178.0 square metres (1,916 sqft). Therefore, the applicants are requesting relief from the following sections of Zoning By-law 1037 to permit the accessory building:

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On Tuesday August 20, the Town of Essex Committee of Adjustment heard Minor Variance application A-13-24. Following a presentation by Staff, and public delegations by the applicant and members of the public, a motion to approve the application was made by a member of the Committee but did not receive a majority of support to be granted. No further motion was made on the application. Therefore, the application has been deemed "deferred" and must be brought back to the Committee of Adjustment for a decision.

**Take Notice:**

An application under the above file number will be heard by the Town of Essex Committee of Adjustment on **Wednesday October 16<sup>th</sup>, 2024 at 5:00 p.m.** in Council Chambers, at Town of Essex Municipal Building, 33 Talbot Street South, Essex, ON, N8M 1A8. Any owner of land that contains seven (7) or more residential units is requested to post this notice in a location that is visible to all residents.

**Public Hearing:**

You are entitled to attend this public hearing to express your views about this application or you may be represented by counsel for the purpose. If you are aware of any person interested in or affected by this application who has not received a copy of this notice, you are requested to inform that person of this hearing. If you wish to make written comments on this application, they may be forwarded to the Secretary-

Treasurer of the Committee of Adjustment for the Town of Essex, via email at [essexplanning@essex.ca](mailto:essexplanning@essex.ca).

**Please Note:**

This meeting will be available for members of the public to attend in person. Please note there is limited space for in-person attendees and delegates, therefore pre-registration is recommended to [essexplanning@essex.ca](mailto:essexplanning@essex.ca). Delegates and the public requesting to attend electronically due to special accommodation is permitted, however pre-registration is mandatory to [essexplanning@essex.ca](mailto:essexplanning@essex.ca). Please provide your contact information (name, address, email and phone number) to the Committee Recording Secretary via email to [essexplanning@essex.ca](mailto:essexplanning@essex.ca) or phone 519-776-7336 extension 1128 no later than the deadline of 24 Hours prior to the date and time of the scheduled meeting. Electronic participation in meeting practices shall be in accordance with Subsection 3.13 of the Town of Essex Procedural Bylaw.

Where and when feasible, all Committee of Adjustment meetings shall be livestreamed and/or made available electronically for public viewing with such determination to be based on the resources available at the time, the prevailing circumstances of the Meeting including the location thereof, any other factors that support the livestreaming or electronic availability of such Meeting. The failure to livestream and/or make available electronically for public viewing any particular Committee of Adjustment meeting shall not affect the validity of the Meeting or any action lawfully taken at the Meeting.

The livestream for this meeting will be available at the YouTube address listed below. The stream will be made live approximately 10 minutes before the start of the meeting and accordingly, the meeting will not appear on the YouTube account page until then. <https://www.youtube.com/user/EssexOntario/videos>

**Notice of Decision:**

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed minor variance, you must make a written request to the Secretary-Treasurer of the Committee of Adjustment for the Town of Essex, 2610 County Road 12, Essex Ontario, N8M 2X6

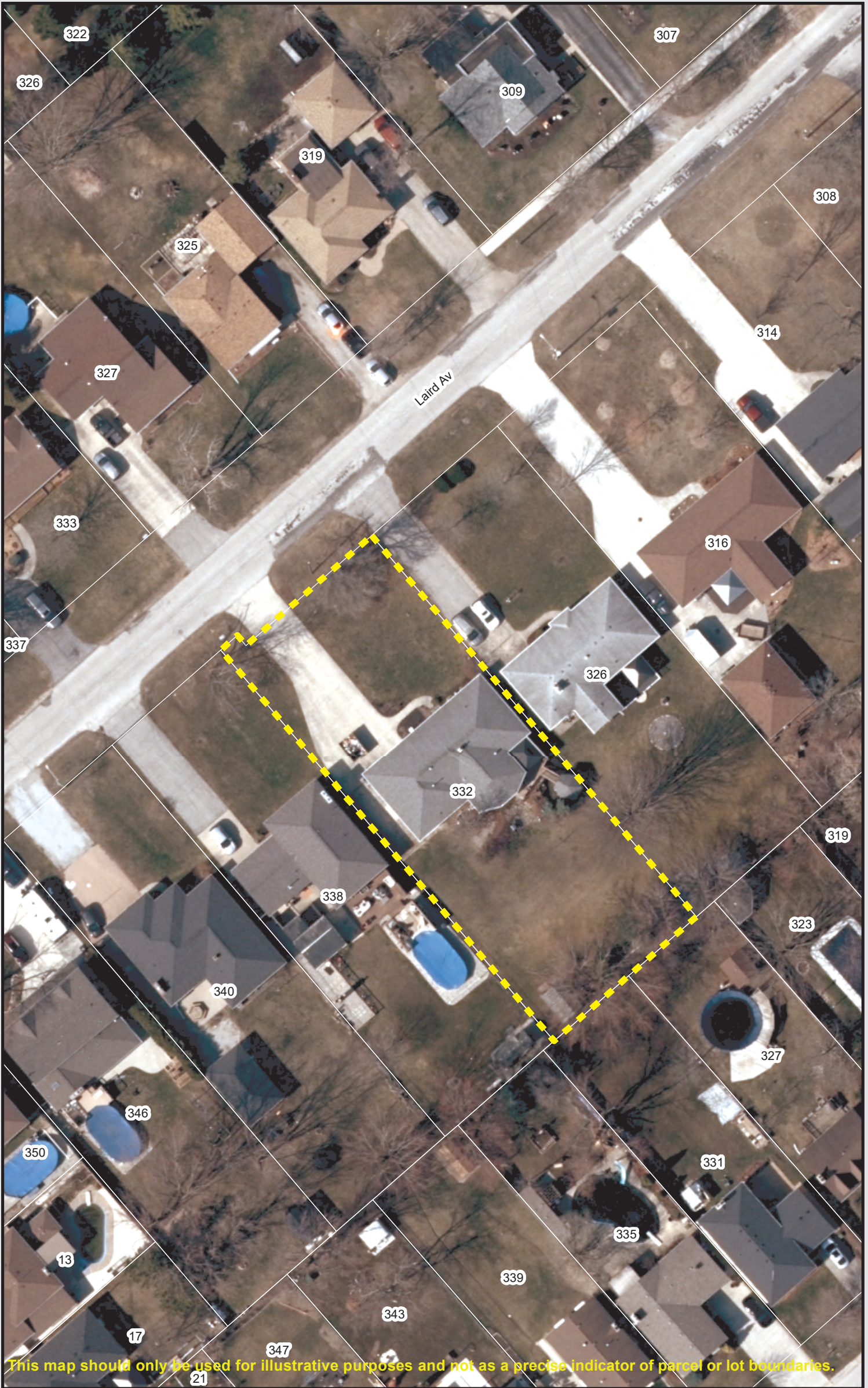
**September 23, 2024**



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Rita Jabbour, RPP

Deputy Secretary-Treasurer/ Manager, Planning Services  
Town of Essex Committee of Adjustment  
Telephone: 519-776-7336, extension 1112  
Email: [rjabbour@essex.ca](mailto:rjabbour@essex.ca)



GENERAL NOTES

**SITE PLAN**

THE SITE PLAN PROVIDED IS NOT A LEGAL SURVEY OF THE PROPERTY.

ALL LOT BOUNDARY DIMENSIONS AND EASEMENTS SHOULD BE VERIFIED BY O.L.S.

THIS SITE PLAN IS PROVIDED AS A GUIDE TO SHOW THE INTENDED LOCATION OF FOUNDATION AND TO SHOW THE ZONING SETBACKS OF THE PROPERTY

**SOIL CONDITIONS**

SOIL CONDITIONS ARE ASSUMED TO HAVE A BEARING CAPACITY OF NOT LESS THAN 75 KPA. IF BEARING CAPACITY IS LESS THAN 75 KPA, NOTIFY THE DESIGNER TO REEVALUATE THE FOOTING SIZES

**WOOD FRAME CONSTRUCTION**

-LUMBER FOR JOISTS, RAFTERS, TRUSSES AND BEAMS SHALL BE IDENTIFIED BY A GRADE STAMP TO INDICATE ITS GRADE AS DETERMINED BY THE NLGA, \*STANDARD GRADING RULES FOR CANADIAN LUMBER\* - OBC 9.3.2

-LUMBER SHALL BE NO LESS THAN SPF NO.1/2 OR SELECT STRUCTURAL FOR WALL STUDS OR ROOF TRUSSES/FRAMING (DOES NOT INCLUDE SHEARWING MATERIALS)

**FLOOR JOISTS**

ALL CONVENTIONAL FLOOR JOISTS ARE DESIGNED IN ACCORDANCE WITH SECTION 9.2.3.4.2 TABLE A.1 AND BUILDER/OWNER SHALL ONLY USE MINIMUM SPF NO.1/2 GRADE OR HIGHER

ALL ENGINEERED FLOOR JOISTS ARE DESIGNED BY THE MANUFACTURER

THE EWP MANUFACTURER SHALL NOT BEAR ANY POINT LOADS ONTO ANY STEEL BEAMS UNLESS THE STEEL BEAM IS DESIGNED BY A PROFESSIONAL ENGINEER TO ALLOW FOR IT.

**WALL STUDS**

WALL STUDS ARE DESIGNED IN ACCORDANCE TO TABLE 9.2.3.10.1

WALL STUDS SPACED NOT MORE THAN 16" O.C.

**ROOF FRAMING/TRUSSES**

ALL ROOF JOISTS ARE DESIGNED IN ACCORDANCE WITH SECTION 9.2.3.4.2 TABLE A4 - SNOW LOADS FROM 1.0-2.0 KPA (WINDSOR, ESSEX, LEAMINGTON AND CHATHAM SNOW LOADS)

ALL CEILING JOISTS DESIGNED IN ACCORDANCE TO 9.2.3.3.2 TABLE A-3

ALL ENGINEERED TRUSSES TO BE DESIGNED BY THE MANUFACTURER/ENGINEER IN ACCORDANCE TO THE OBC - PART 4

THE ROOF TRUSS DESIGNER SHALL NOT BEAR ANY POINT LOADS ONTO ANY STEEL BEAMS UNLESS THE STEEL BEAM IS DESIGNED BY A PROFESSIONAL ENGINEER.

ROOF TRUSS MEMBERS SHALL NOT BE NOTCHED, DRILLED OR OTHERWISE WEAKENED UNLESS SUCH NOTCHING OR DRILLING IS ALLOWED FOR IN THE DESIGN OF THE TRUSS - OBC 9.2.3.5.5.

**ROOFING**

ASPHALT SHINGLES USED IN NORMAL APPLICATION ON SLOPE NO LESS THAN 4/12 PITCH. OBC - TABLE 9.26.3.1

USED IN LOW SLOPE APPLICATION (WITH ICE AND WATER SHIELD) NOT LESS THAN 2/12 PITCH. OBC - TABLE 9.26.3.1

**SHEATHING & SUBFLOOR**

-SUBFLOOR SHALL NOT BE LESS THAN 5/8 PLYWOOD OR 23/32" WATER RESISTANT OSB SHEATHING WHERE THE JOISTS SPACING DOES NOT EXCEED 16" O.C. SUBFLOOR FOR ATTIC TRUSSES SPACED NO MORE THAN 24" O.C. SHALL HAVE A MINIMUM OF 3/4" PLYWOOD - TABLE 9.2.3.4.5.A

-WALL SHEATHING SHALL NOT BE LESS THAN 3/8 PLYWOOD OR OSB

ROOF SHEATHING SHALL BE NOT LESS THAN 3/8 PLYWOOD (H CLIPS REQUIRED) RECOMMENDED SHEATHING IS 1/2" PLYWOOD (H CLIPS NOT REQUIRED)

**WINDOWS AND DOORS**

ALL WINDOWS AND DOORS SHOWN IN PLAN ARE TO BE VERIFIED BY THE GENERAL CONTRACTOR/HOME OWNER AND SHOULD NOT BE USED FOR ROUGH OPENING INFORMATION. USE WINDOW/DOOR SCHEDULE PROVIDED BY MANUFACTURER FOR R.O.D. SIZES.

**ELECTRICAL**

ELECTRICAL SYSTEM DESIGN IS BY OTHERS. DESIGN AND INSTALLATION SHALL COMPLY ONTARIO ELECTRICAL SAFETY CODE

**ROOF AND FLOOR LOADING**

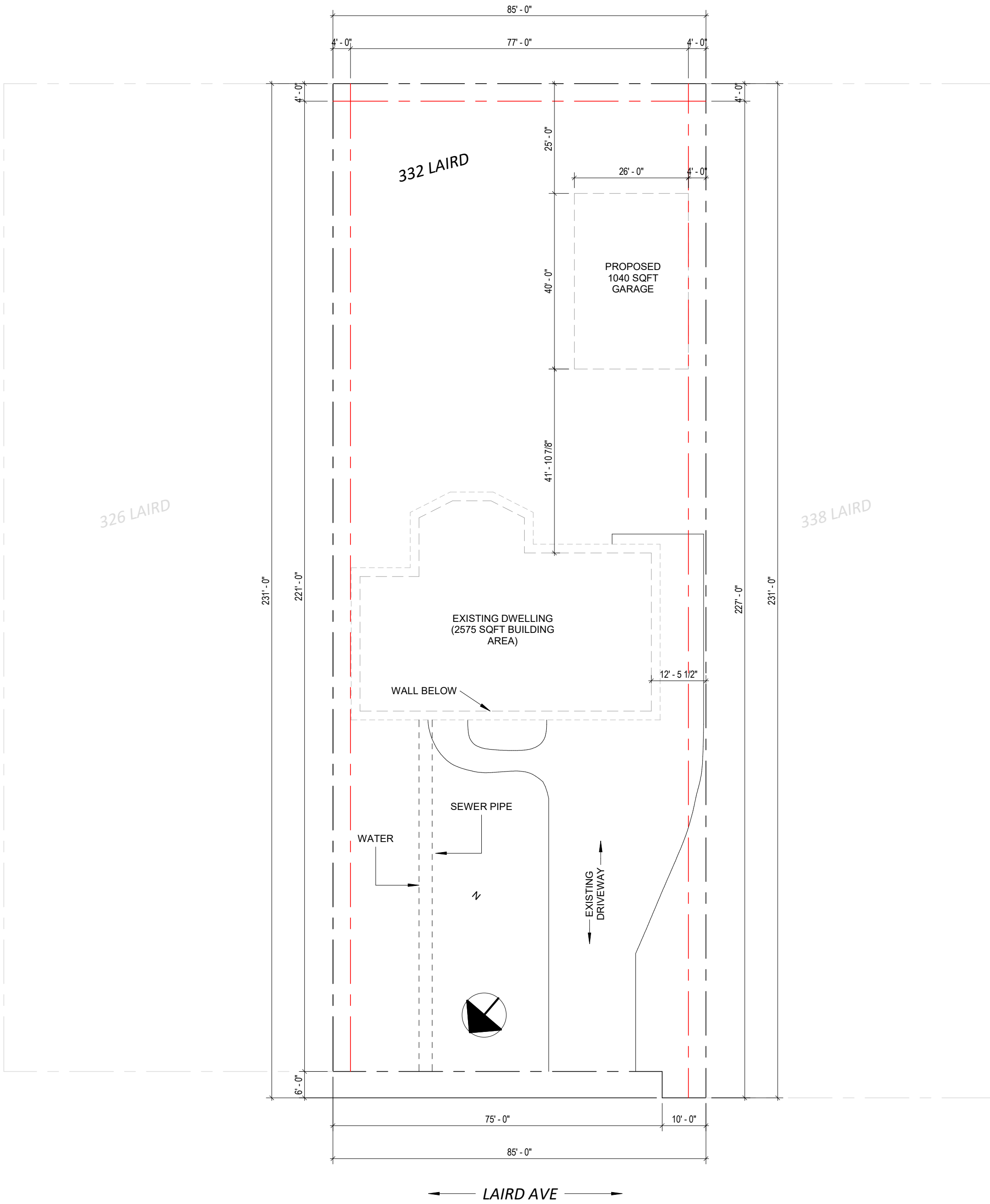
FLOORS ARE TO BE DESIGNED WITH 40LBS LIVE & 15 LBS DEAD (CONCRETE TOPPING WILL REQUIRE ADDITIONAL LOADING)

ROOF LOADING DESIGNED FOR WINDSOR/ESSEX SNOW LOAD - 2.2 LB SNOW & 10 LBS DEAD

**VENTILATION**

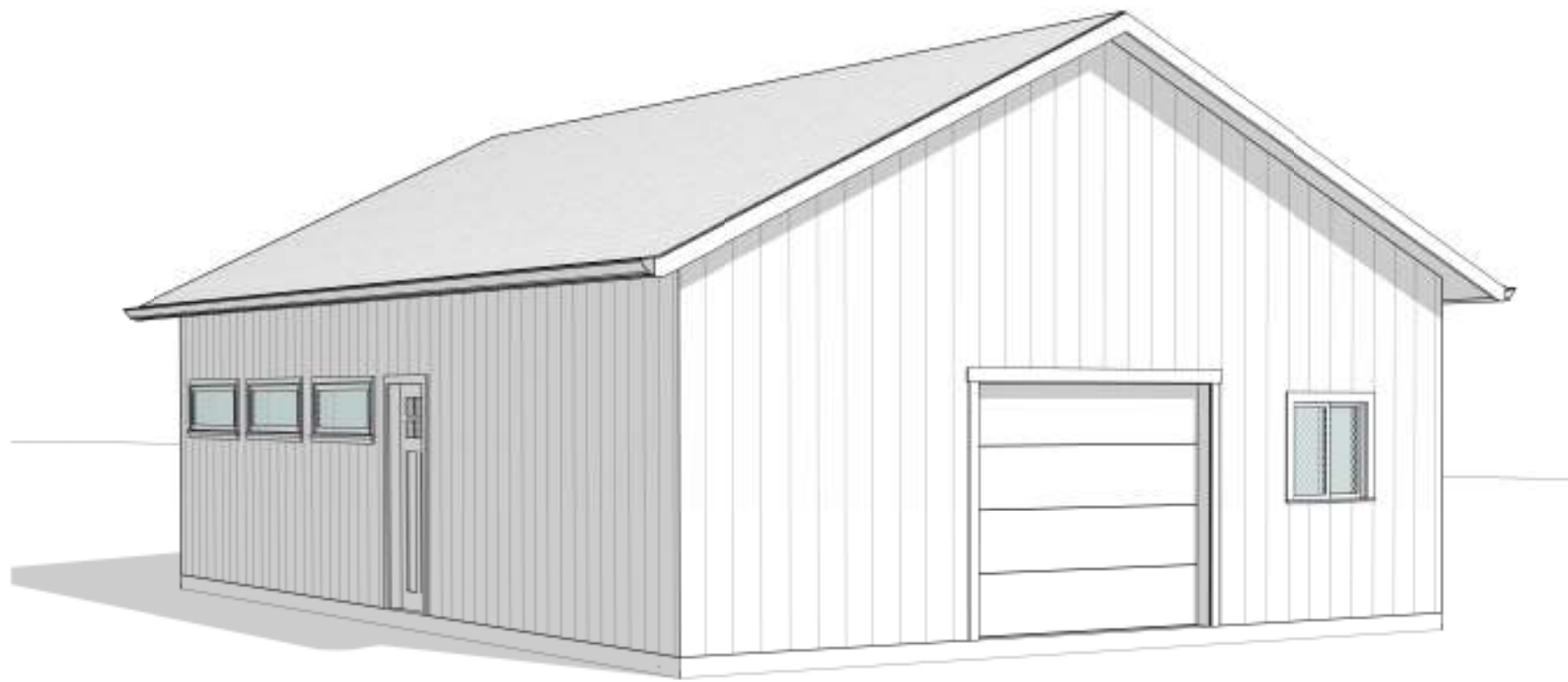
1 VENT REQUIRED PER 300 SQFT OR RIDGE-VENT EQUIVALENT

<b>SITE PLAN NOTES</b>	ZONE = R1.1	LOT COVERAGE
<b>THIS PLAN IS NOT A LEGAL SURVEY</b>	ACCESSORY BUILDINGS	SITE AREA = 19,185 SQFT
<b>ALL LOT BOUNDARY DIMENSIONS AND EASEMENTS SHOULD BE VERIFIED BY O.L.S.</b>	INTERIOR SIDE YARD = 4'	TOTAL COVER = 3583 SQFT
<b>THIS SITE PLAN IS PROVIDED AS A GUIDE TO SHOW THE INTENDED LOCATION OF FOUNDATION</b>	REAR YARD = 4'	LOT COVERAGE = 18.68 %
	ACCESS. HEIGHT = 13' STOREY MAX	ALLOWABLE = 40 %
	MAX SQFT = 750SQFT (MINOR VARIANCE REQUIRED)	

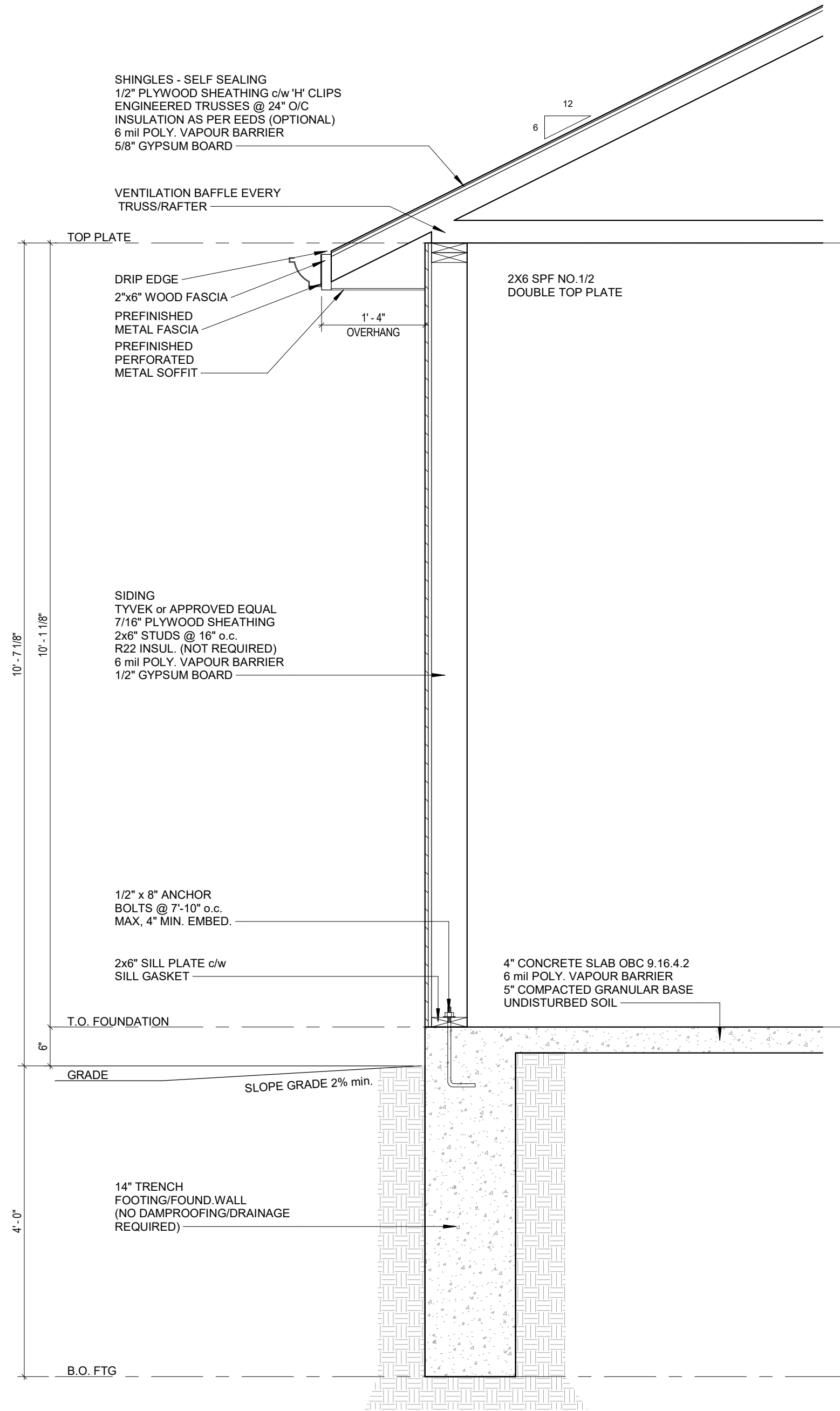


05 - SITE PLAN  
1" = 20'-0"

JAMES MANNING  
332 LAIRD AVE  
ESSEX, ON  
DETACHED GARAGE



3D View FRONT



ALL FOOTINGS TO REST ON MIN. 75 KPA SOIL CONDITIONS. G.C. TO INFORM DESIGNER OF DEFICIENCIES OBC - 9.16.1.1.(1)(A)(B)

SHEET LIST	
Sheet Number	Sheet Name
A1	COVER
A2	FLOOR PLANS
A3	ELEVATIONS

DESIGN BY: DEVON HODGKINS - BCIN # 47043  
2024-09-09 2:04:00 PM A1 Scale As indicated

FINAL DRAWING - USE FOR CONSTRUCTION. FINAL DRAWING

1. WINDOW AND DOOR SIZES ARE SHOWN FOR REFERENCE ONLY. CONTRACTOR SHALL CONSULT MANUFACTURER SPECIFICATIONS FOR ALL EXACT ROUGH OPENING SIZES AND GLAZING DIMENSIONS PRIOR TO CONSTRUCTION. HEAD HEIGHTS AND SILL HEIGHTS TO BE CONFIRMED ON SITE BY GENERAL CONTRACTOR PRIOR TO CONSTRUCTION.

2. PROVIDE GUTTERS AND DOWNSPOUTS FOR DRAINAGE OF ROOF WATER. DOWNSPOUTS SHALL BE LOCATED SO THAT THE DISCHARGE WILL NOT SPILL ON OR FLOW ACROSS ANY PORCHES, WALKS, OR DRIVES.

3. OFFSET ALL PLUMBING VENTS TO REAR OF SLOPE.

CONTRACTOR MAY / CAN CHANGE ANY DOORS, WINDOWS, MATERIALS, OR EXTERIOR DETAILS TO MEET THE CONTRACT BETWEEN THE G.C. AND HIS/HER CLIENT. THE G.C. IS TO NOTIFY THIS DESIGNER OF ANY CHANGES THAT ARE MADE TO THESE DRAWINGS.

ROOF & CEILING & 2 STORY			
MAX OPENING	MAX OPENING	MAX OPENING	MAX OPENING
SIZE	INTERIOR WALL	INTERIOR WALL	INTERIOR WALL
21"	21"	21"	21"
210"	210"	210"	210"
210"	210"	210"	210"
411"	411"	411"	411"
50"	50"	50"	50"
61"	61"	61"	61"

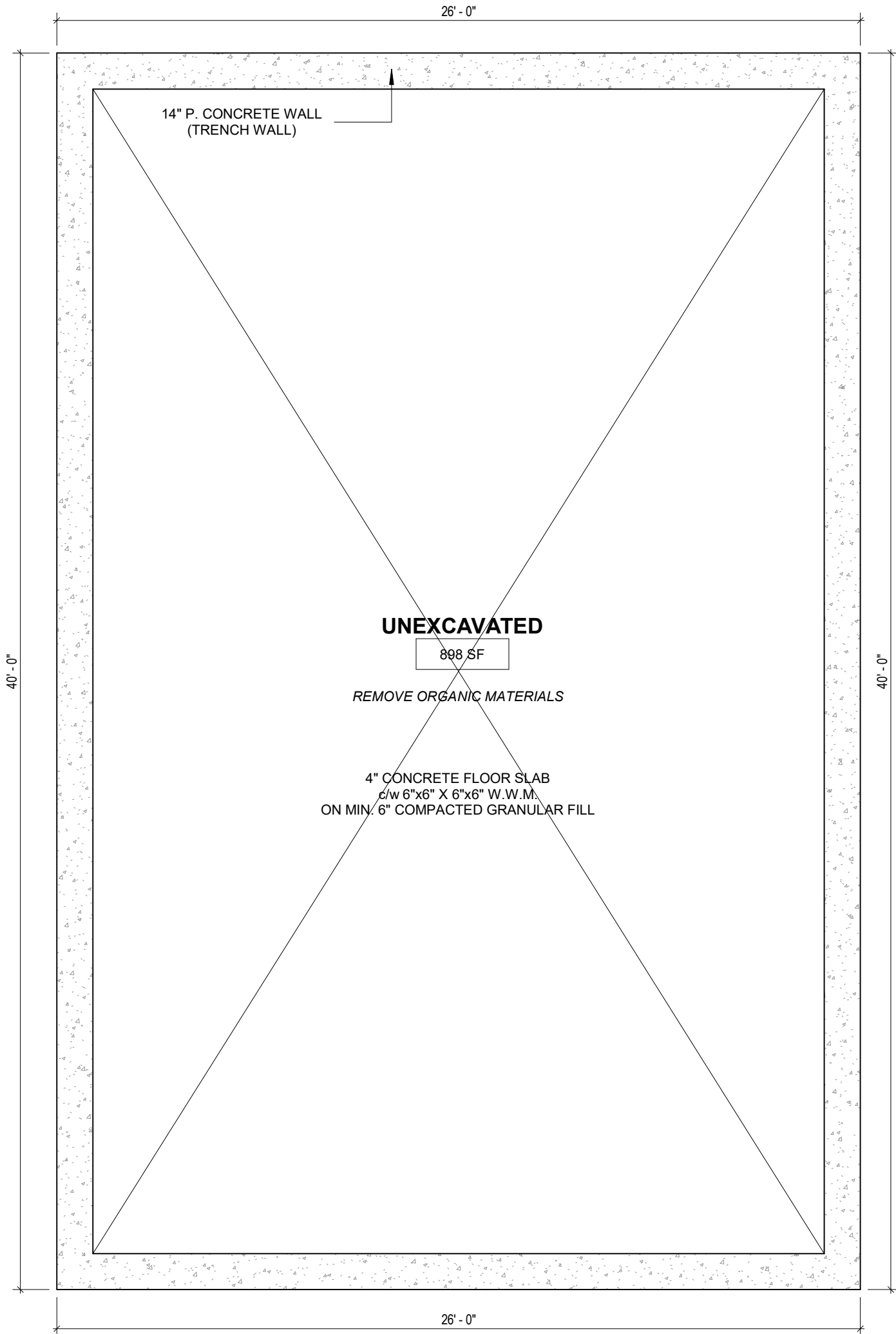
ROOF & CEILING & 1 STORY			
MAX OPENING	MAX OPENING	MAX OPENING	MAX OPENING
SIZE	INTERIOR WALL	INTERIOR WALL	INTERIOR WALL
21"	21"	21"	21"
210"	210"	210"	210"
210"	210"	210"	210"
411"	411"	411"	411"
50"	50"	50"	50"
61"	61"	61"	61"

ROOF & CEILING ONLY			
MAX OPENING	MAX OPENING	MAX OPENING	MAX OPENING
SIZE	INTERIOR WALL	INTERIOR WALL	INTERIOR WALL
21"	21"	21"	21"
210"	210"	210"	210"
210"	210"	210"	210"
411"	411"	411"	411"
50"	50"	50"	50"
61"	61"	61"	61"

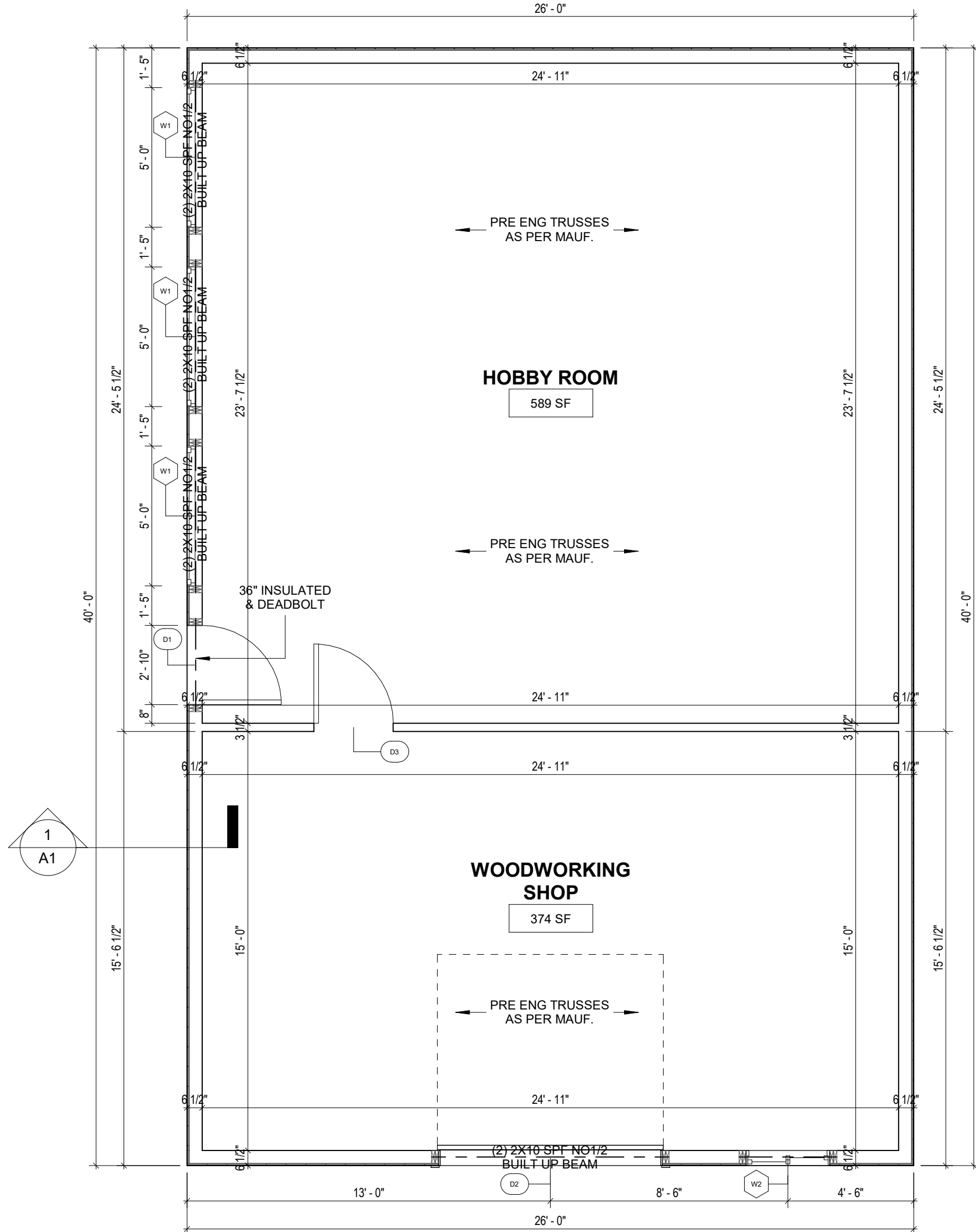
FINAL DRAWING - USE FOR CONSTRUCTION. FINAL DRAWING

DOOR SCHEDULE				
Type Mark	Count	Family	Width	Height
1	1	Single-Entry%203	2' - 10"	7' - 0"
2	1	Overhead-Sectional-Flush	8' - 0"	7' - 0"
3	1	Single-Flush	2' - 10"	7' - 0"

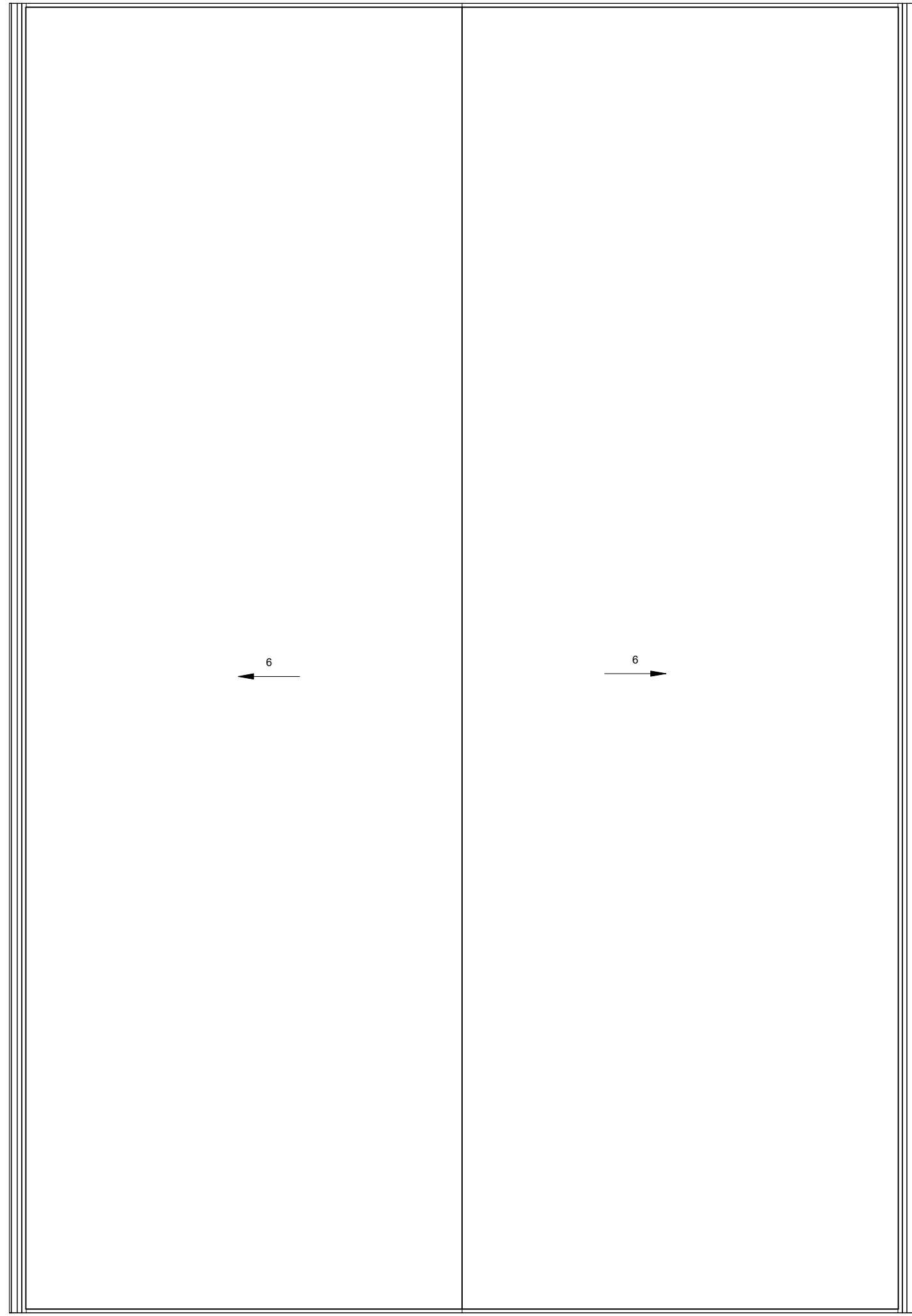
WINDOW SCHEDULE				
Type Mark	Count	Type	Width	Height
1	3	Window-Awning-Single	5' - 0"	1' - 8"
2	1	Slider with Trim	3' - 0"	3' - 0"



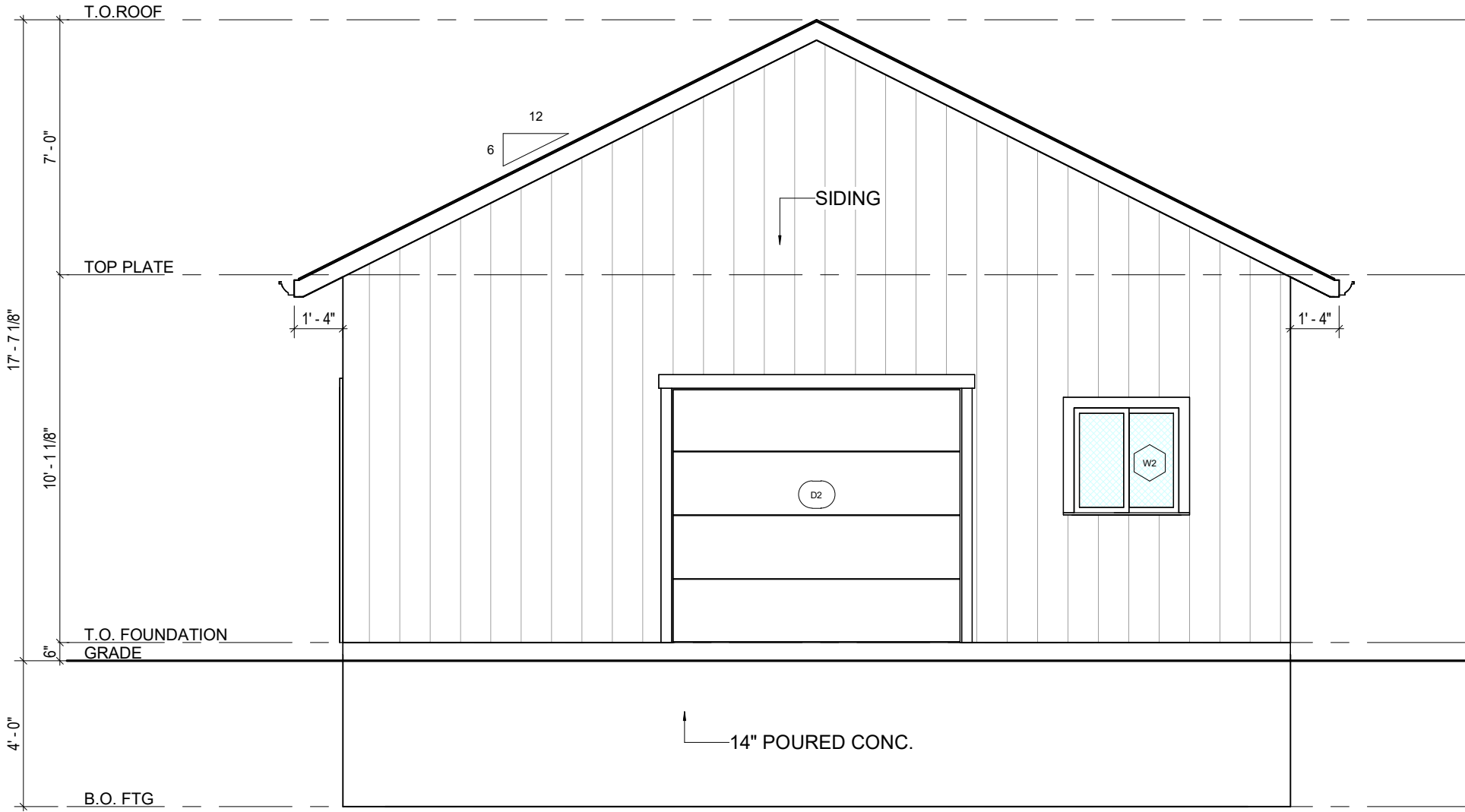
① 01 - FOUNDATION  
1/4" = 1'-0"



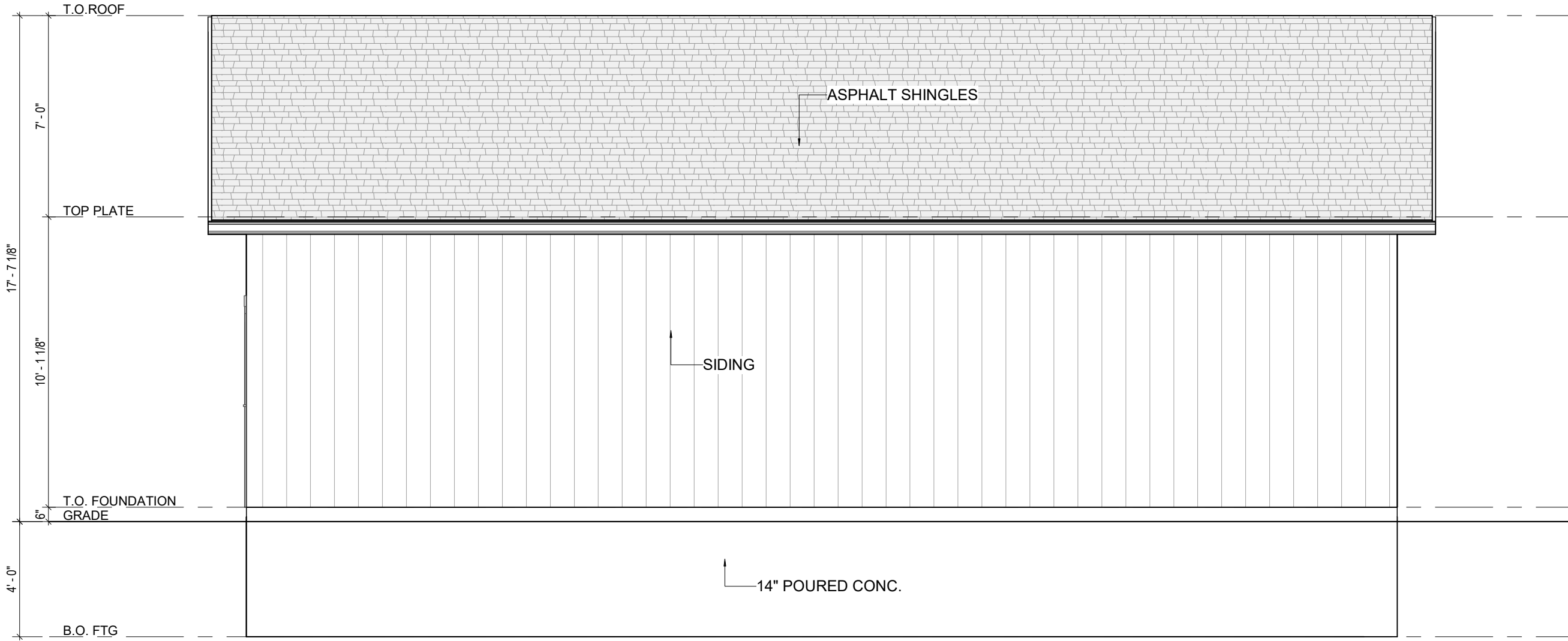
② 02 - MAIN FLOOR  
1/4" = 1'-0"



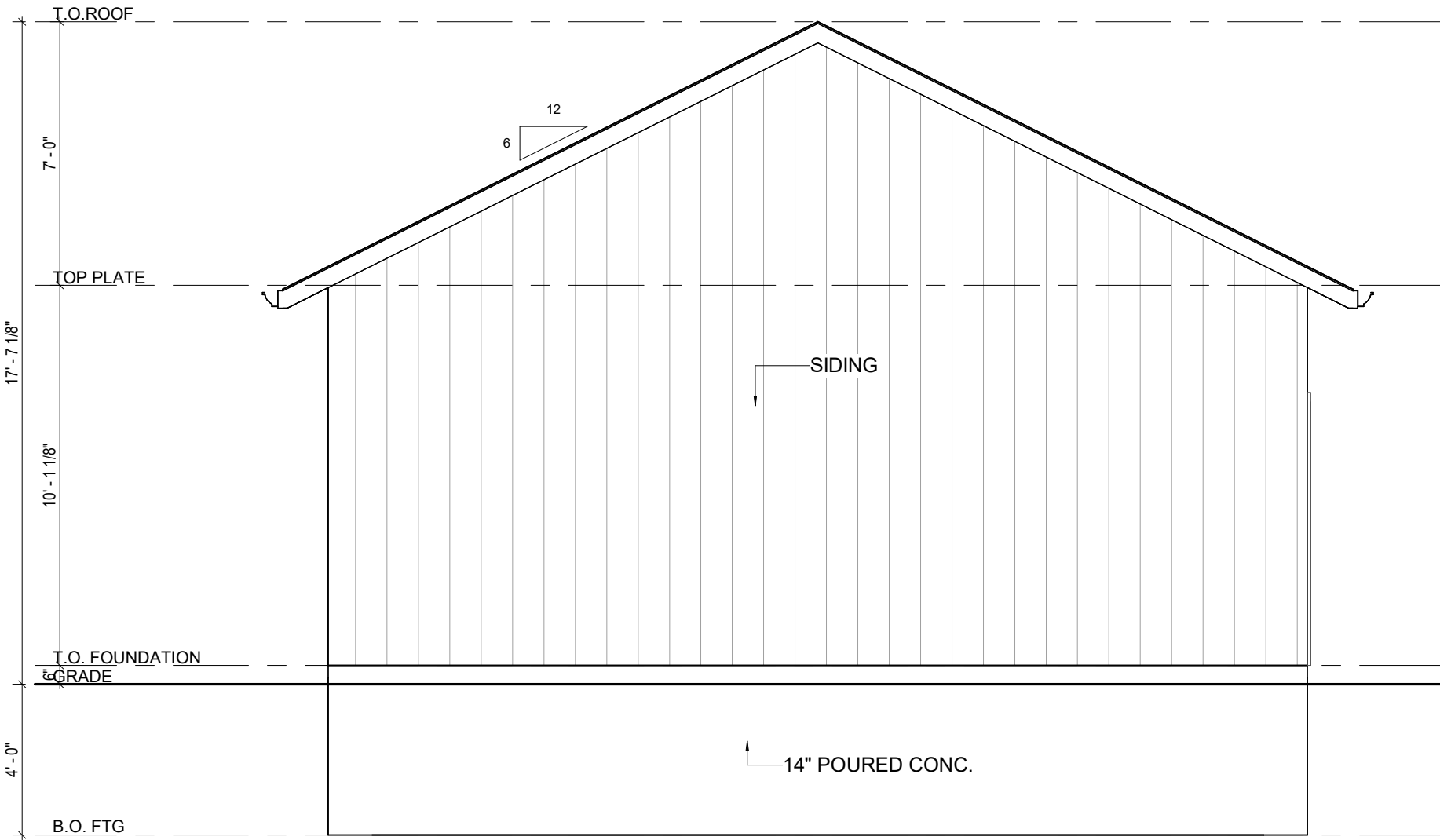
③ 04 - ROOF PLAN  
1/4" = 1'-0"



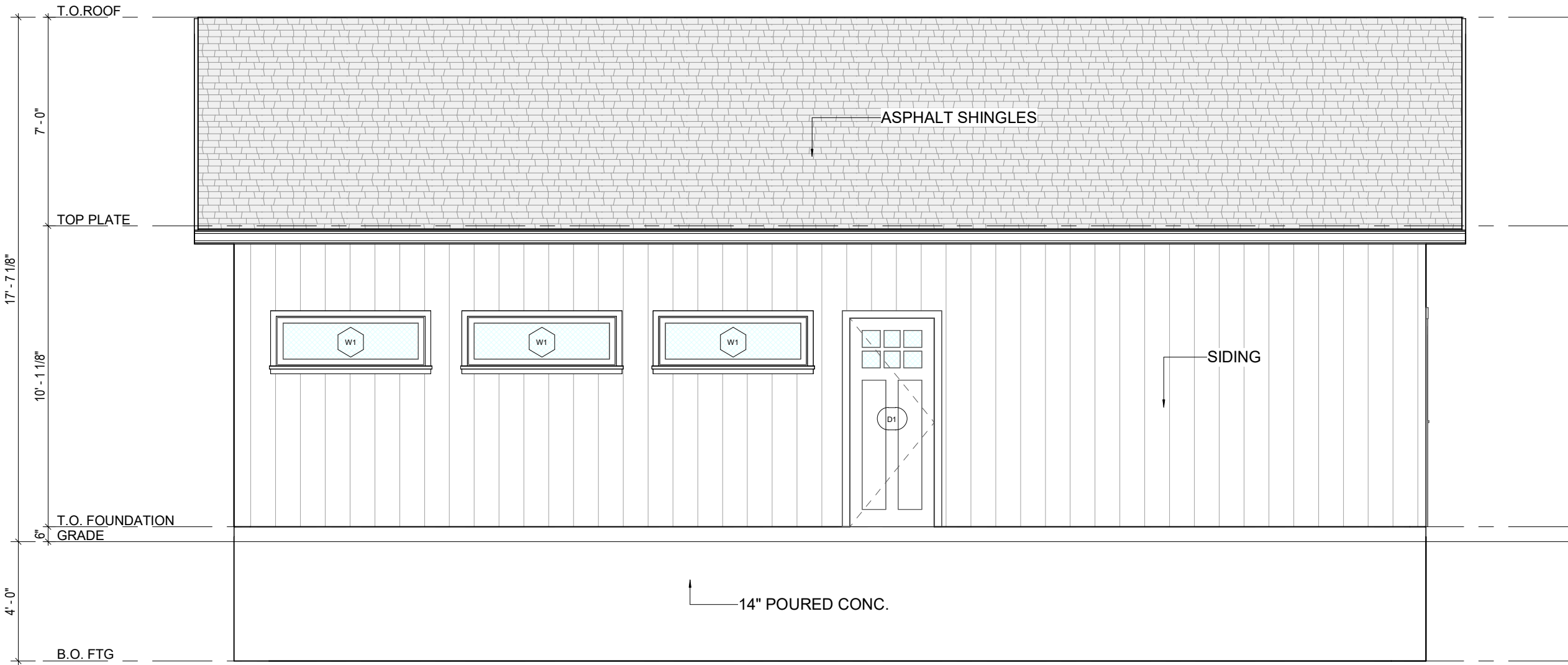
1 - FRONT ELEVATION  
1/4" = 1'-0"



2 - RIGHT ELEVATION  
1/4" = 1'-0"



3 - REAR ELEVATION  
1/4" = 1'-0"



4 - LEFT ELEVATION  
1/4" = 1'-0"



**Notice of Public Hearing  
Application for Minor Variance  
Town of Essex Committee of Adjustment**

**File Number:** A-15-24  
**Applicant(s):** Essex Town (c/o Jake Morassut)  
**Location:** 33 Talbot Street South (Ward 1)

**Purpose:**

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 33 Talbot Street South, Essex Centre, Ward 1. The applicants are proposing to construct an addition to the existing structure currently used as the Town Hall Facilities. The proposed addition will be two (2) storeys with a total building height of 7.49 m and a building footprint of 528.37 sqm. The addition will be located 1.48 m from the exterior rear lot line. Therefore, the applicant is requesting relief from subsection 17.2 b) vi which states that a rear yard depth minimum *must be 7.5m from an exterior rear lot line*.

**Take Notice:**

An application under the above file number will be heard by the Town of Essex Committee of Adjustment on **Wednesday, October 16, 2024 at 5:00 p.m.** in Council Chambers, at Town of Essex Municipal Building, 33 Talbot Street South, Essex, ON, N8M 1A8. Any owner of land that contains seven (7) or more residential units is requested to post this notice in a location that is visible to all residents.

**Public Hearing:**

You are entitled to attend this public hearing to express your views about this application or you may be represented by counsel for the purpose. If you are aware of any person interested in or affected by this application who has not received a copy of this notice, you are requested to inform that person of this hearing. If you wish to make written comments on this application, they may be forwarded to the Secretary-Treasurer of the Committee of Adjustment for the Town of Essex, via email at [essexplanning@essex.ca](mailto:essexplanning@essex.ca).

**Please Note:**

This meeting will be available for members of the public to attend in person. Please note there is limited space for in-person attendees and delegates, therefore pre-registration is recommended to [essexplanning@essex.ca](mailto:essexplanning@essex.ca). Delegates and the public requesting to attend electronically due to special accommodation is permitted, however pre-registration is mandatory to [essexplanning@essex.ca](mailto:essexplanning@essex.ca). Please provide your contact information (name, address, email and phone number) to the Committee Recording Secretary via email to [essexplanning@essex.ca](mailto:essexplanning@essex.ca) or phone 519-776-7336 extension 1128 no later than the deadline of 24 Hours prior to the date and time of

the scheduled meeting. Electronic participation in meeting practices shall be in accordance with Subsection 3.13 of the Town of Essex Procedural Bylaw.

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The livestream for this meeting will be available at the YouTube address listed below. The stream will be made live approximately 10 minutes before the start of the meeting and accordingly, the meeting will not appear on the YouTube account page until then.  
<https://www.youtube.com/user/EssexOntario/videos>

**Notice of Decision:**

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed minor variance, you must make a written request to the Secretary-Treasurer of the Committee of Adjustment for the Town of Essex, 2610 County Road 12, Essex Ontario, N8M 2X6

**September 20, 2024**



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Rita Jabbour, RPP

Deputy Secretary-Treasurer/ Manager, Planning Services  
Town of Essex Committee of Adjustment  
Telephone: 519-776-7336, extension 1112  
Email: [rjabbour@essex.ca](mailto:rjabbour@essex.ca)

82°49'10"W

25

Maple Row

7

32

21

24

30

25

36

Arthur Av

26

29

33

40

21

Irwin Av

37

41

27

45

49

33

20

26

32

31

15

Iler Av

48

County Rd 34

49

64

16

22

28

56

65

54

62

76

73

49



Subject Lands

APPLICATION A-15-24

Applicant Name: Essex Town  
(C/o Jake Morassut)

Location: 33 Talbot St S



0 15 30 60 Feet

This map should only be used for illustrative purposes and not as a precise indicator of parcel or lot boundaries.

2024-09-12 9:58:14 AM C:\Users\jds\pre20\Documents\2410 ARCH\_ addtola3DHD.rvt C:\Users\jds\pre20\Documents\2410 ARCH\_ addtola3DHD.rvt

THIS DRAWING SHEET IS 36"x24" IN SIZE. IT IS RECOMMENDED THAT ANY REPRODUCTION, ELECTRONIC OR OTHERWISE, BE TO THE SAME SHEET SIZE TO ENSURE THE ACCURACY OF DRAWING SCALES DEPICTED ON THIS SHEET. THIS DRAWING IS NOT TO BE SCALED - USE FIGURED DIMENSIONS ONLY.

ZONING CHART - BY-LAW 1037

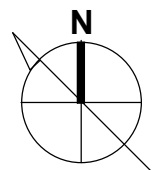
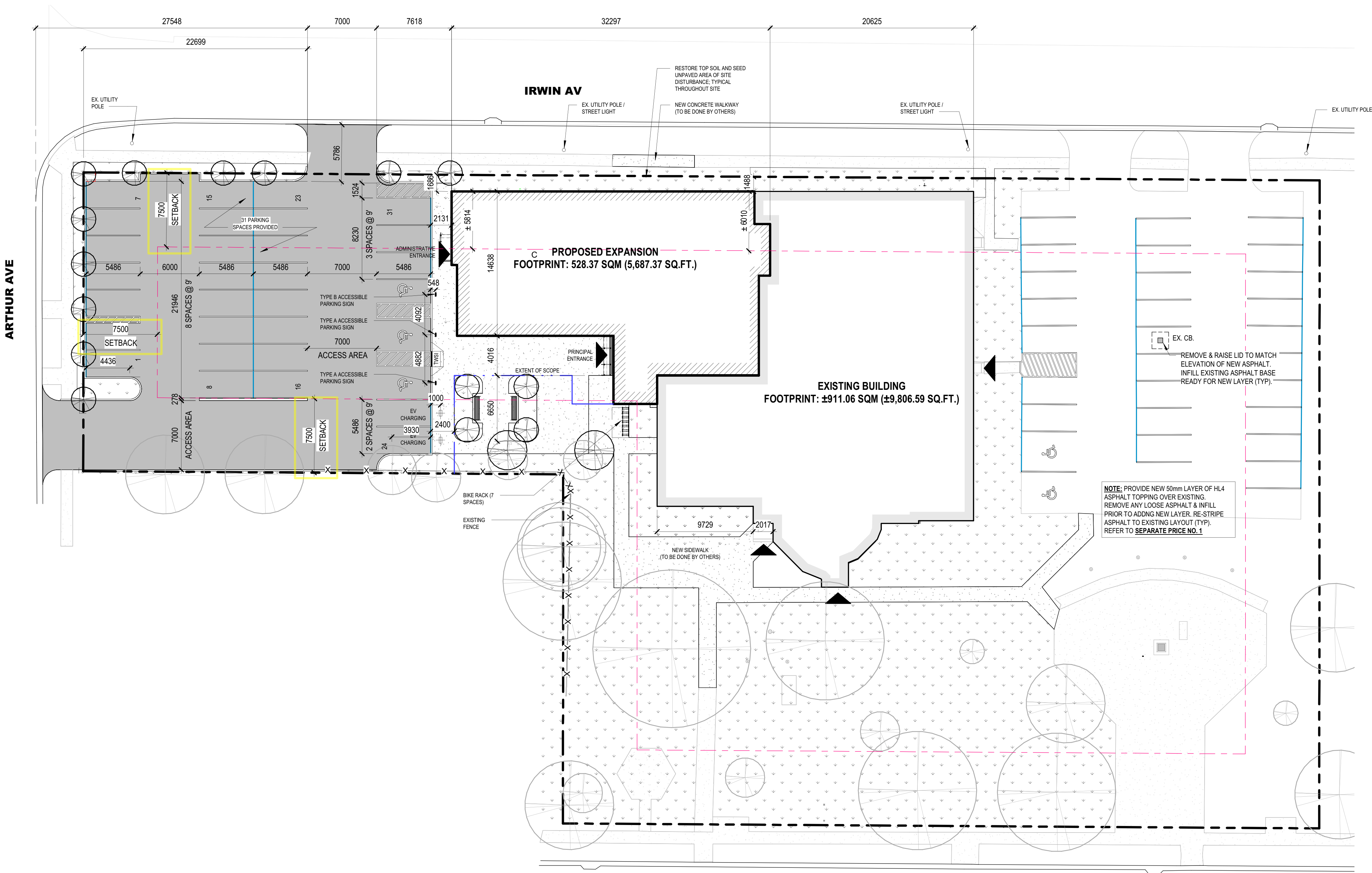
No.	DESCRIPTION	REQUIRED	PROVIDED	BY-LAW REF.	ADDITIONAL NOTES
1.	ZONING CLASSIFICATION	I 1.2	I 1.2	17.2	
2.	PERMITTED USE	COMMUNITY CENTRE	COMMUNITY CENTRE	17.2 a	
3.	MINIMUM LOT AREA	900m <sup>2</sup> (9680 sf)	EXIST = 6,511m <sup>2</sup> (1.81 acres)	17.2.b.ii	
4.	MINIMUM LOT FRONTAGE	30m (100ft)	76.7m (251.5ft)	17.2.b.i	
5.	SETBACK - FRONT YARD	7.5m (25ft)	N/A	17.2.b.v	NO CHANGE TO EXISTING SETBACK
6.	SETBACK - SIDE YARD	Equal to 50% of the building height or 7.5m (25ft), whichever is the greater	-	17.2.b.vii	
7.	SETBACK - REAR YARD	-	-	17.2.b.vi	
8.	LOT COVERAGE	50% (Max.)	22.16%	17.2.b.iii	
9.	LANDSCAPED AREA	20% (Min.)	47.94%	17.2.b.viii	
10.	BUILDING HEIGHT	10m (32ft)	7.92m (26ft)	17.2.b.iv	
11.	PARKING SPACE - SIZE	MIN. WIDTH 2.75m (9ft) MIN. LENGTH 5.5m (18.0ft)	MIN. WIDTH 2.75m (9.0ft) MIN. LENGTH 5.5m (18.0ft)	11.2.b	
12.	PARKING SPACE - COUNT	N/A	SEE PARKING LOT SUMMARY	11.5.a	SEE PARKING LOT SUMMARY

SITE DATA MATRIX

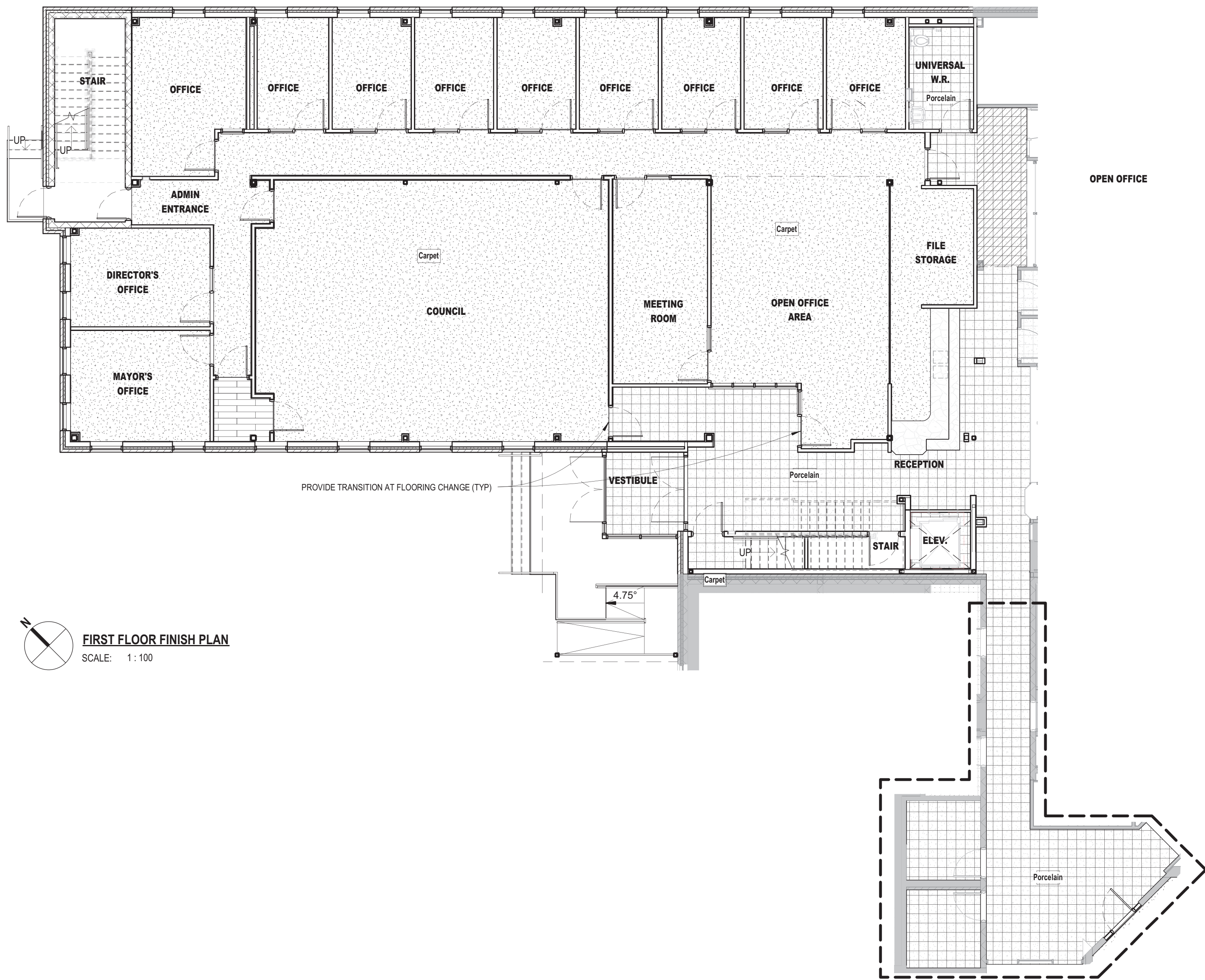
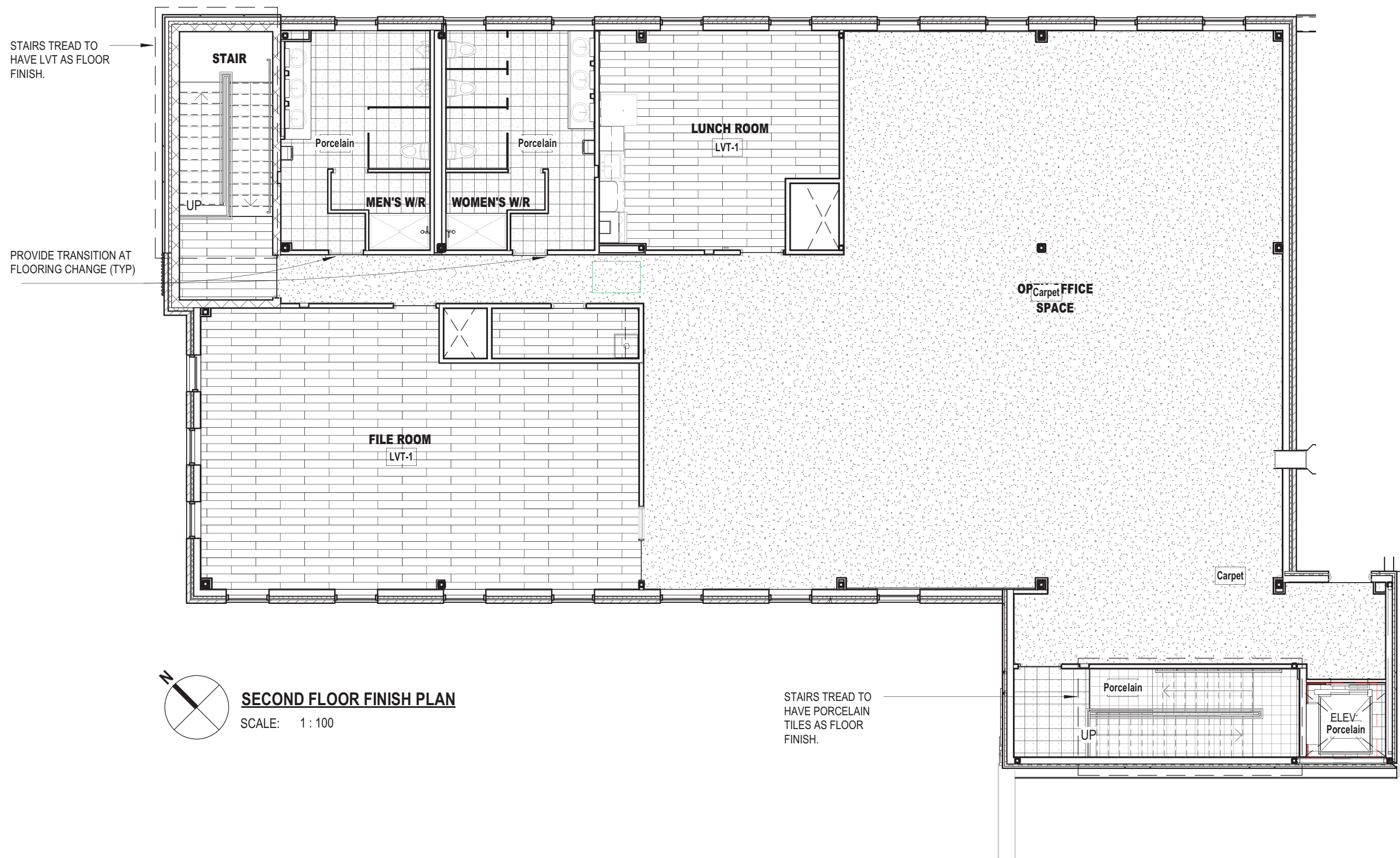
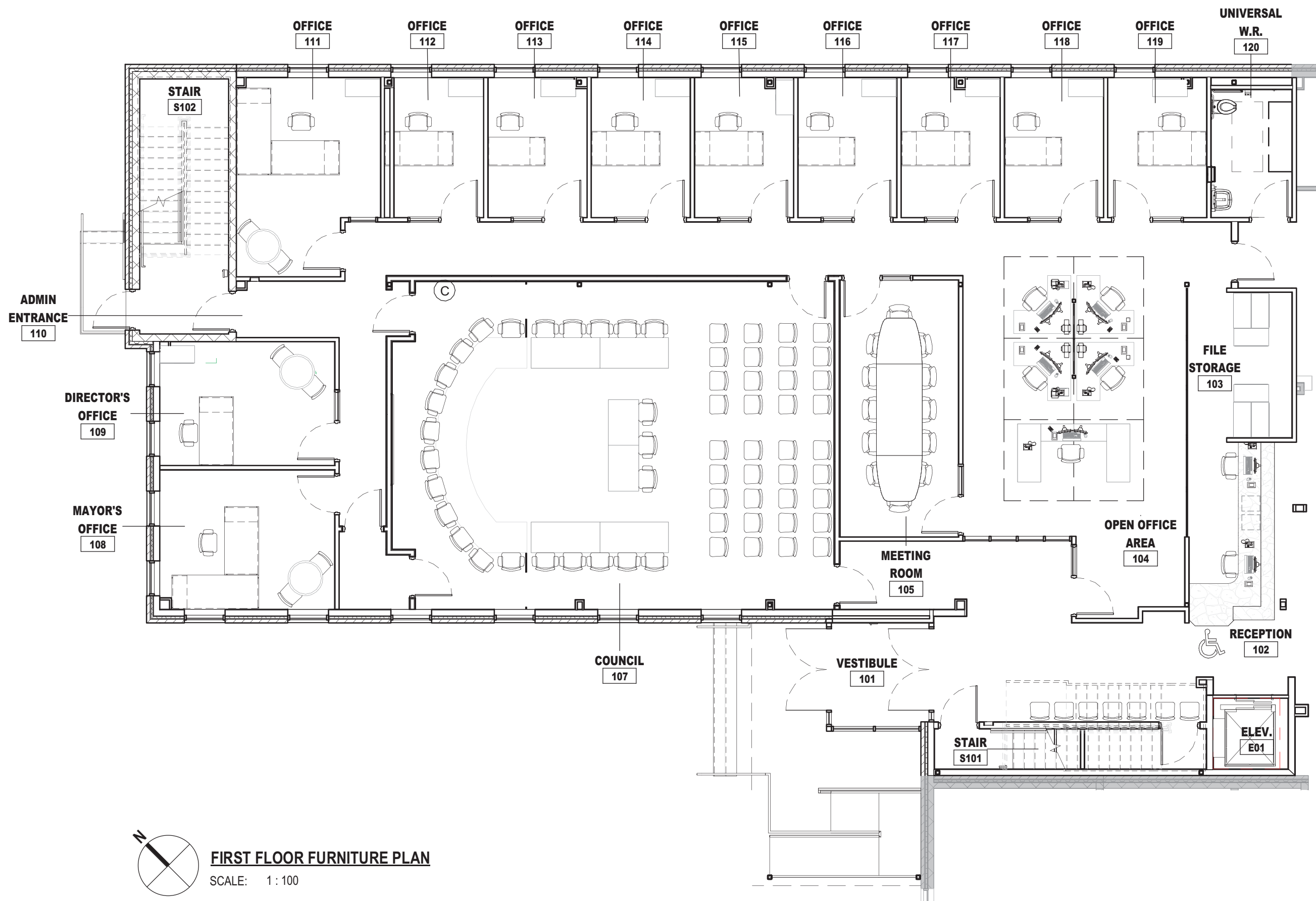
BUILDING INFORMATION		ZONING DATA		REQUIRED	PROVIDED
BUILDING CLASSIFICATION	GROUP D	MINIMUM LOT AREA	SEE ZONING CHART	700.84M <sup>2</sup> / 65.11M <sup>2</sup>	
FACING STREET(S)	2	MINIMUM LOT FRONTAGE	SEE ZONING CHART		
PRINCIPAL ENTRY	SEE PLAN	MINIMUM LOT DEPTH	N/A	278.51FT / 84.89M	
PRIMARY FIREFIGHTER'S ENTRY	SEE PLAN	SETBACKS			
BARRIER FREE ENTRY	SEE PLAN	FRONT YARD	SEE ZONING CHART		
BUILDING AREA		INTERIOR SIDE YARD	SEE ZONING CHART		
FIRST FLOOR (FOOTPRINT)	15494 SF / 1439.44 SM	REAR YARD	SEE ZONING CHART		
SECOND FLOOR	5,002.31 SF / 464.73 SM	EXTERIOR SIDE YARD	N/A	N/A	
TOTAL BUILDING	20,496.31 SF / 1905.17 SM				
SITE INFORMATION		MAX. LOT COVERAGE	50%	22.16%	
CURRENT ZONING	I 1.2	LANDSCAPE OPEN SPACE	20%(MINIMUM)	47.94%	
PROPOSED USE	I 1.2	MAX. BUILDING HEIGHT	32FT / 10M	26FT / 7.92M	
		PARKING			
		TOTAL SPACES	1 for each 45m <sup>2</sup> (484ft <sup>2</sup> )GFA	41	
		BARRIER FREE	1 + 4% of total spaces	3	
		BICYCLE SPACES	2 for the first 30 + 1 per 30 additional parking spaces to a maximum of 10% required parking spaces	3	

LEGEND

	LANDSCAPING (SEE LANDSCAPE DRAWINGS)		ASPHALT SURFACE		EXISTING BUILDING COVERAGE
	CONCRETE SURFACE		NEW BUILDING COVERAGE		



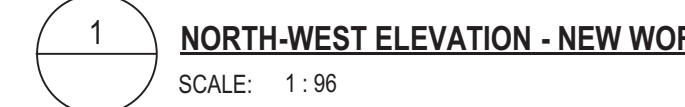
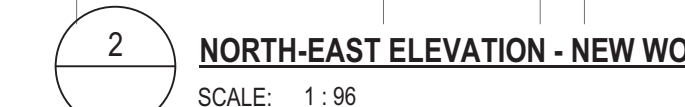
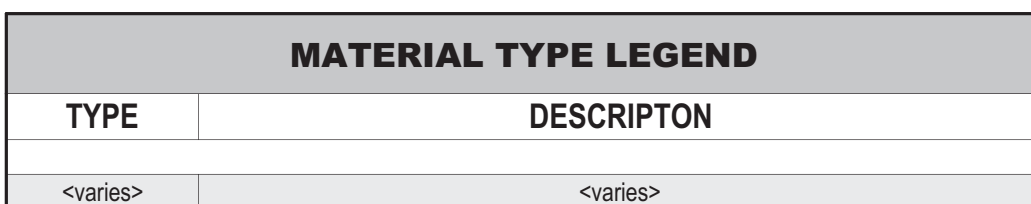
ARCHITECTURAL SITE PLAN  
SCALE: 1 : 250



Sheet No

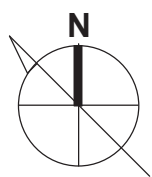
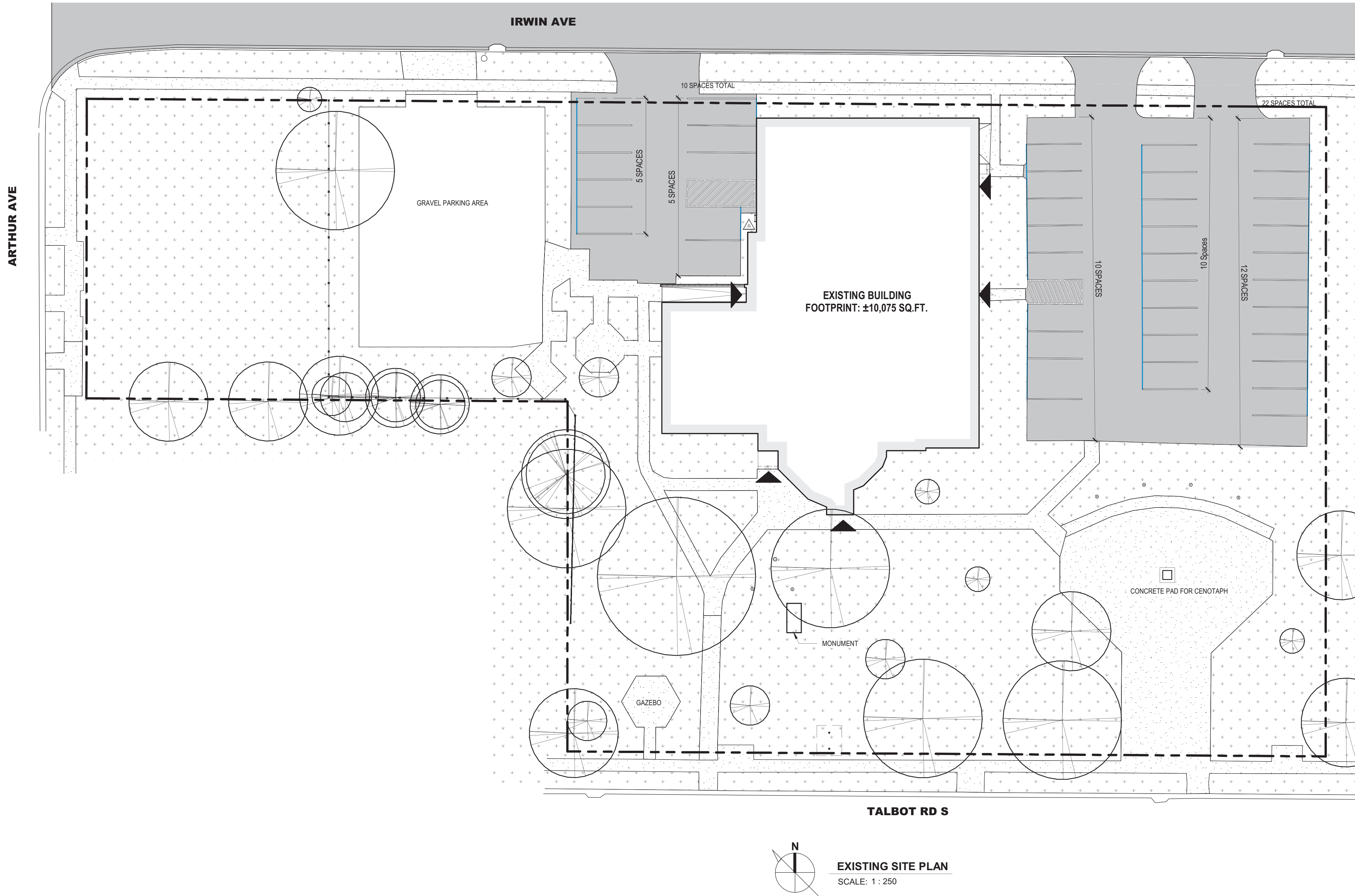
**A401**

Page 18 of 28



2024-05-31 9:53:29 AM C:\Users\lides\pre20\Documents\2410 ARCH\_ site 01aA3DHD.rvt C:\Users\lides\pre20\Documents\2410 ARCH\_ site 01aA3DHD.rvt

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EXISTING SITE PLAN  
SCALE: 1 : 250

This drawing is not to be used for construction unless it is countersigned by the Project Architect

Issued For	(YYMMDD)
-	-
-	-

Revision Schedule	Date
Description	
-	-
-	-

No.
-

ARCHITECTURAL SITE PLAN -  
EXISTING

TOWN OF ESSEX  
ESSEX TOWNHALL ADDITION  
33 Talbot St. S, Essex, Ontario N8M 1A8

Drawn By	Checked By
KZ	CB
Project No	
2410	
Sheet No	



**Notice of Public Hearing  
Application for Consent  
Town of Essex Committee of Adjustment**

**File Number:** B-17-24  
**Applicant(s):** Joseph Paul Grondin  
**Location:** 1172 South Malden Road (Ward 2)

**Purpose:**

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 1172 South Malden Road, former Colchester North, Ward 2. The applicant is proposing to sever a  $\pm$  0.16 ha (0.4 acre) parcel from the existing  $\pm$  19.38 ha (47.9 acres) agricultural lot to be added to the adjacent property identified as 1184 South Malden Road. The retained agricultural lot is proposed to have an area of  $\pm$  19.22 ha (47.5 acres). The applicant is proposing this consent for the purposes of a lot addition.

**Take Notice:**

An application under the above file number will be heard by the Town of Essex Committee of Adjustment on **Wednesday, October 16, 2024 at 5:00 p.m.** in Council Chambers, at Town of Essex Municipal Building, 33 Talbot Street South, Essex, ON, N8M 1A8. Any owner of land that contains seven (7) or more residential units is requested to post this notice in a location that is visible to all residents.

**Public Hearing:**

You are entitled to attend this public hearing to express your views about this application or you may be represented by counsel for the purpose. If you are aware of any person interested in or affected by this application who has not received a copy of this notice, you are requested to inform that person of this hearing. If you wish to make written comments on this application, they may be forwarded to the Secretary-Treasurer of the Committee of Adjustment for the Town of Essex, via email at [essexplanning@essex.ca](mailto:essexplanning@essex.ca).

**Please Note:**

This meeting will be available for members of the public to attend in person. Please note there is limited space for in-person attendees and delegates, therefore pre-registration is recommended to [essexplanning@essex.ca](mailto:essexplanning@essex.ca). Delegates and the public requesting to attend electronically due to special accommodation is permitted, however pre-registration is mandatory to [essexplanning@essex.ca](mailto:essexplanning@essex.ca). Please provide your contact information (name, address, email and phone number) to the Committee Recording Secretary via email to [essexplanning@essex.ca](mailto:essexplanning@essex.ca) or phone 519-776-7336 extension 1128 no later than the deadline of 24 Hours prior to the date and time of the scheduled meeting. Electronic participation in meeting practices shall be in accordance with Subsection 3.13 of the Town of Essex Procedural Bylaw.

Where and when feasible, all Committee of Adjustment meetings shall be livestreamed and/or made available electronically for public viewing with such determination to be based on the resources available at the time, the prevailing circumstances of the Meeting including the location thereof, any other factors that support the livestreaming or electronic availability of such Meeting. The failure to livestream and/or make available electronically for public viewing any particular Committee of Adjustment meeting shall not affect the validity of the Meeting or any action lawfully taken at the Meeting.

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<https://www.youtube.com/user/EssexOntario/videos>

**Failure to Attend Hearing:**

If a person or public body has the ability to appeal the decision of the Town of Essex Committee of Adjustment in respect of the proposed consent to the Ontario Land Tribunal but does not make written submissions to the Town of Essex Committee of Adjustment before it gives or refuses to give a provisional consent, the Tribunal may dismiss the appeal.

**Notice of Decision:**

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consent, you must make a written request to the Secretary-Treasurer of the Committee of Adjustment for the Town of Essex, 2610 County Road 12, Essex Ontario, N8M 2X6

**September 20, 2024**






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Rita Jabbour, RPP

Deputy Secretary-Treasurer/ Manager, Planning Services  
Town of Essex Committee of Adjustment  
Telephone: 519-776-7336, extension 1112  
Email: [rjabbour@essex.ca](mailto:rjabbour@essex.ca)

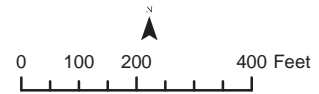


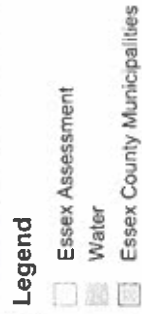
-  Proposed Easement
-  Proposed Severed Lands
-  Proposed Retained Lands

APPLICATION B-17-24 & A-14-24

Applicant Name: *Joseph Grondin*

Location: *1172 South Malden Rd*

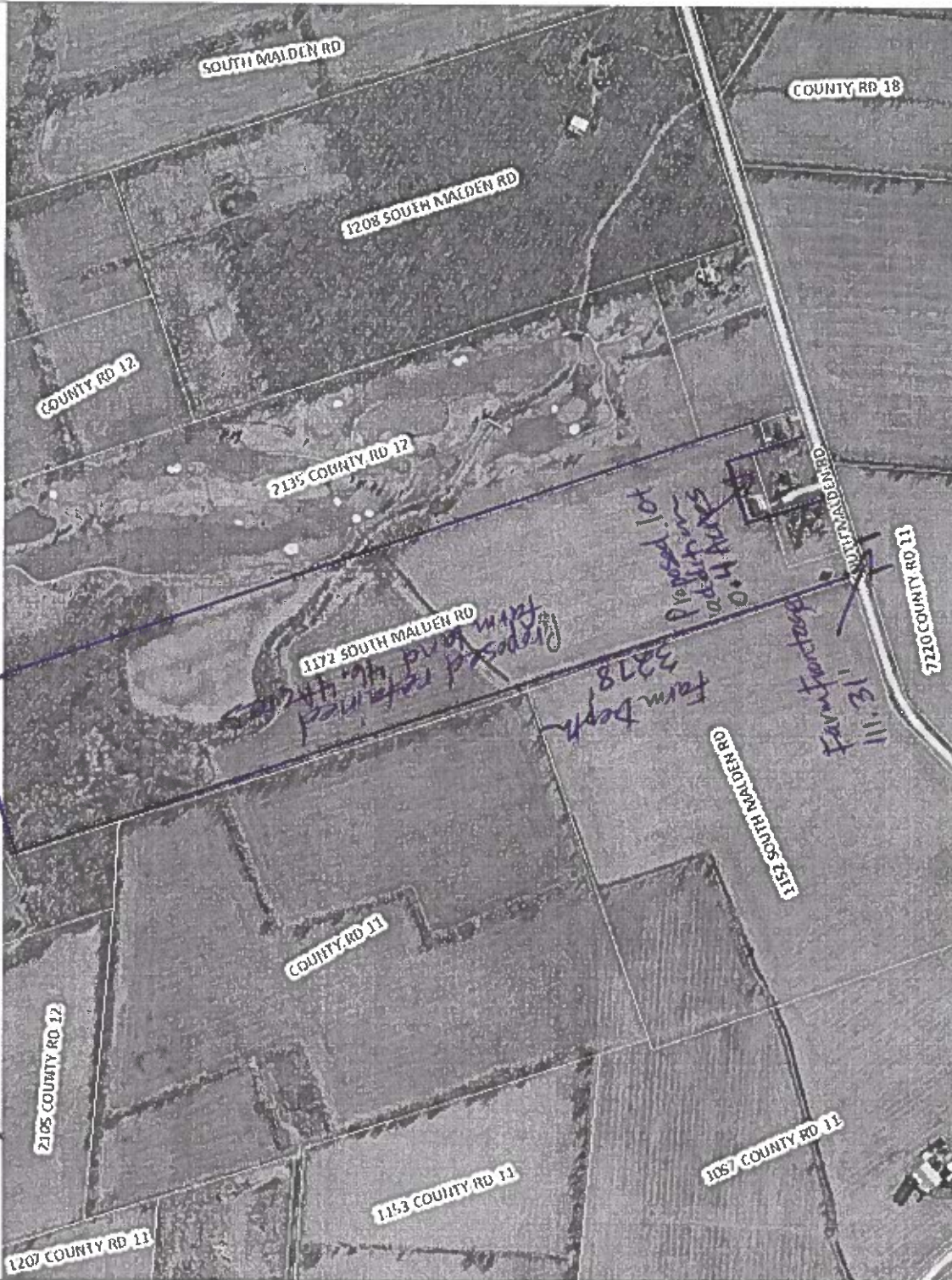




Enter Map Description -
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by the Corporation of the Town of Essex on an "as is" basis. Assessment parcels  
provided by Teranet Enterprises Inc. Data layers that appear on this map may  
or may not be accurate, current, or otherwise reliable.

9/2/2024



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Copyright the Corporation of the Town of Essex, 2019. Data herein is provided  
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Notes  
Enter Map Description





**Notice of Public Hearing  
Application for Minor Variance  
Town of Essex Committee of Adjustment**

**File Number:** A-14-24  
**Applicant(s):** Joseph Paul Grondin  
**Location:** 1172 South Malden Road (Ward 2)

**Purpose:**

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 1172 South Malden Road, former Colchester North, Ward 2. As a result of a consent application for the purpose of a lot addition on the subject lands, the lot area for the retained parcel will be reduced from  $\pm 19.38$  ha (47.9 acres) to  $\pm 19.22$  ha (47.5 acres). Relief is therefore required from Section 13.1 b) ii) of the Zoning By-law which states: *The minimum lot area for lots within Agricultural District 1.1 (A1.1) is 40 hectares (100 acres) or as existing.*

**Note:**

An application for consent has also been received for the subject lands (File Number: B-17-24). The public notice for the consent application has been included with this notice.

**Take Notice:**

An application under the above file number will be heard by the Town of Essex Committee of Adjustment on **Wednesday, October 16, 2024 at 5:00 p.m.** in Council Chambers, at Town of Essex Municipal Building, 33 Talbot Street South, Essex, ON, N8M 1A8. Any owner of land that contains seven (7) or more residential units is requested to post this notice in a location that is visible to all residents.

**Public Hearing:**

You are entitled to attend this public hearing to express your views about this application or you may be represented by counsel for the purpose. If you are aware of any person interested in or affected by this application who has not received a copy of this notice, you are requested to inform that person of this hearing. If you wish to make written comments on this application, they may be forwarded to the Secretary-Treasurer of the Committee of Adjustment for the Town of Essex, via email at [essexplanning@essex.ca](mailto:essexplanning@essex.ca).

**Please Note:**

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<https://www.youtube.com/user/EssexOntario/videos>

**Notice of Decision:**

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed minor variance, you must make a written request to the Secretary-Treasurer of the Committee of Adjustment for the Town of Essex, 2610 County Road 12, Essex Ontario, N8M 2X6

**September 20, 2024**



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Rita Jabbour, RPP

Deputy Secretary-Treasurer/ Manager, Planning Services

Town of Essex Committee of Adjustment

Telephone: 519-776-7336, extension 1112

Email: [rjabbour@essex.ca](mailto:rjabbour@essex.ca)



- Proposed Easement
- Proposed Severed Lands
- Proposed Retained Lands

APPLICATION B-17-24 & A-14-24

Applicant Name: *Joseph Grondin*

Location: *1172 South Malden Rd*

