



Committee of Adjustment Meeting Agenda

April 21, 2026, 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 or 519-776-7336 extension 1144.

Pages

1. Call to Order

1.1 Introduction Members / Staff

1.2 Meeting Procedures

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. Closed Meeting Report

3.1 Committee of Adjustment Closed Meeting - February 18, 2026

4. Declarations of Conflict of Interest

5. Adoption of Published Agenda

5.1 Committee of Adjustment Meeting Agenda for April 21, 2026

Moved by _____

Seconded by _____

That the published agenda for the April 21, 2026 Committee of Adjustment Meeting be adopted as presented / amended.

6. Adoption of Minutes

6.1 Committee of Adjustment Minutes for February 18, 2026

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Moved by _____

Seconded by _____

That the minutes of the Committee of Adjustment meeting held February 18, 2026 be adopted as circulated.

7. Reports from Administration/Applications

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7.1 A-06-26 | 2323 County Road 20 | Paula Combdon, Kasey Combdon & Ryan Balon (Agent: Floro Culmone)

14

An application for minor variance has been received by the Town of Essex

Committee of Adjustment for the lands located at 2323 County Road 20, former Colchester South, Ward 3. The applicants are proposing to construct a one (1) storey Additional Dwelling Unit (ADU) with a gross floor area of 59.5 sqm (640 sqft). The ADU will be located 9.1 m (30 ft) from the rear lot line, and 1.5 m (5 ft) from the interior side lot line. The applicant is requesting relief from section 8.15 c) x) of the Zoning By-law which prohibits an ADU in a detached accessory or ancillary building from being located within a required rear yard and side yard. The subject property is zoned Agricultural District 1.1 which requires a minimum rear yard depth of 15m (50 ft) and a minimum side yard depth of 3m (10 ft).

Furthermore, the ADU will have an attached porch which will encroach up to 1.5 m (5 ft) into the minimum required side yard. Under Section 9.15 i) of the Zoning By-law a porch is not permitted to encroach into a required side yard for any zoning district. Therefore, the applicants are requesting relief from this section to allow the attached porch to encroach into the required side yard, alongside the ADU.

Moved by _____

Seconded by _____

That application A-06-26 be approved, denied with reasons, or deferred.

7.2 Planning Presentation Committee of Adjustment Regular Meeting April 21, 2026

Moved by _____

Seconded by _____

That the presentation entitled Committee of Adjustment, Regular Meeting, April 21, 2026, be received.

7.3 Planning Reports - Committee of Adjustment April 21, 2026

Moved by _____

Seconded by _____

That the Planning Report for Application A-06-26 be received.

8. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at _____.

9. Future Meetings

Wednesday, May 20, 2026, at 5:00 p.m. in Council Chambers, 33 Talbot Street, South, Essex ON.