



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

September 16, 2025, 5:00 pm
Location: Essex Municipal Building, 33 Talbot Street South

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

Also Present: Kate Giurissevich, Chief Administrative Officer
Lori Chadwick, Director, Development Services
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 or 519-776-7336 extension 1100 or 1101.

1. Call to Order

The Chair called the meeting to order at 5:02 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 September 16, 2025

COA25-09-55

Moved By William Baker

Seconded By Danny Sauve, Vice Chair

That the published agenda for the September 16, 2025 Committee of Adjustment Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Committee of Adjustment Minutes for August 19, 2025

COA25-09-56

Moved By William Baker

Seconded By Matthew Child

That the minutes of the Committee of Adjustment meeting held August 19, 2025 be adopted as circulated.

Carried

6. Reports from Administration/Applications

6.1 B-16-25 | 11112 11th Concession Rd & 11104 11th Concession Rd | Wildwood Golf & RV Resort Inc., Committee of Adjustment-2025-09

Mr. Ian Rawlings provided an overview of the application. Ms. Jennifer McKim Agent was present as a Delegate for the application. The property has split zoning Green District 1.5 and Agriculture A1.1. The purpose of the application is technical in nature and is required to correct title as the properties merged, no new lots are being created as there are already separate pins, accesses and roll numbers. The planning department recommends approval.

COA25-09-57

Moved By Dorene Lester

Seconded By Danny Sauve, Vice Chair

That application B-16-25 be approved to sever a \pm 4 hectare (10 acre) parcel from the existing \pm 45.2 hectare (111.7 acre) lot for the creation of one (1) lot, subject to the following conditions:

1. That at the time the conveyance is prepared for certification, a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, be submitted to the satisfaction of the Town of Essex;
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. The applicant and applicant's solicitor shall provide and undertake to provide a copy of the deed cover page, as registered with the instrument number being shown thereon, to the Secretary-Treasurer within thirty days of the issuance of the consent certificate.;

6. That all of the above conditions be fulfilled on or before September 16, 2027, as per Section 53(41) of the Planning Act, R.S.O. 1990.

Reason for Decision:

The Application is in keeping with subsection 6.4 and 6.5 of the Town of Essex Official Plan respecting "Consents".

Carried

6.2 B-17-25 | 11112 11th Concession Rd & 11104 11th Concession Rd | Wildwood Golf & RV Resort Inc., Committee of Adjustment-2025-10

Mr. Ian Rawlings provided an overview of the application. Ms. Jennifer McKim was present as a Delegate for the application. The Easement is being requested in favour of 11108 11th Concession Road as services are currently shared.

Matthew Child questioned if the properties were owned by the same owner.

Ms. McKim advised they were not, but are currently related parties, which is the purpose of requesting the Easement.

Mr. Child questioned if planning staff considered if the properties would be better suited to have separate septic systems to ensure no future issues result with maintenance and access.

Mr. Rawlings, Junior Planner, advised the Provincial Planning Statement prefers communal services as existing and registering the easement on title will address future concerns.

COA25-09-58

Moved By Dorene Lester

Seconded By Danny Sauve, Vice Chair

That application B-17-25 be approved to establish a \pm 76.5 square metre (824 square foot) easement in perpetuity to provide access and septic services in favour of the adjacent property at 11108 11th Concession Road, subject to the following conditions:

1. That at the time the conveyance is prepared for certification, a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, be submitted to the satisfaction of the Town of Essex;
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. The applicant and applicant's solicitor shall provide and undertake to provide a copy of the deed cover page, as registered with the instrument number being shown thereon, to the Secretary-Treasurer within thirty days of the issuance of the consent certificate.;

5. That all of the above conditions be fulfilled on or before September 16, 2027, as per Section 53(41) of the Planning Act, R.S.O. 1990.

Reason for Decision:

The Application is in keeping with subsection 6.4 and 6.5 of the Town of Essex Official Plan respecting “Consents”.

Carried

6.3 B-18-25 | 199 Brien Avenue | 1000836172 Ontario Inc., Committee of Adjustment-2025-11

Mr. Ian Rawlings provided an overview of the applications for all 3 properties 195, 197 and 199 Brien Avenue together. Mr. Daniel Crofts was present as a Delegate to the applications.

Mr. Rawlings advised the applicants are proposing to build one semi-detached dwelling on each of the 3 lots located on Brien Avenue, which would be severed along the centre of each semi-detached dwelling unit proposed to be built.

Mr. Rawlings briefly overviewed each application separately. Each semi-detached dwelling unit will contain 2 additional dwelling units, totaling 6 dwelling units per building. The zoning by-law requires 1 parking space per dwelling unit. Each semi will require 3 parking spaces. The total of dwelling units across 3 properties if severance is granted, would equal 18 dwelling units. Each semi will contain one attached garage, which is considered a parking space and abides by the zoning by-law.

Mr. Rawlings specified the proposal is consistent with the Provincial Planning Statement which provides for a range and mix of housing options and densities to facilitate residential intensification within previously developed areas. It is considered efficient use of vacant land and provides compact housing to meet current economic needs. It conforms to the County Official Plan, Town of Essex Official Plan and the Town of Essex Zoning By-law. It is located in a previously developed residential neighbourhood which contains mostly single dwelling units.

Section 6.4 b) of the Town of Essex Official Plan states consents should not be granted for lots abutting a road where the potential for traffic hazards due to limited sight lines on curves may arise or the site's proximity to an intersection could create traffic / access conflicts. Infrastructure Services and many members of the public voiced concerns regarding traffic and parking along Brien and Sweetman Avenue due to the increase in density.

Infrastructure Services noted that due to the density of the proposed development, the curvature of the roadway, proximity to the intersection and likelihood that the multi-unit dwelling with different tenants may create access issues for ingress/egress to the proposed driveways, that a traffic memo be completed, which speaks to the potential issues and recommendations to address them for all 3 properties together.

Community Services requested a privacy fence be constructed along the interior side lot line that abuts Optimist Bridlewood Park.

Thirty-three comments were received from members of the public citing traffic and parking issues and compatibility with the low-density character of the neighborhood.

As a result, Administration is recommending deferral until a Traffic Memo be submitted to mitigate and address any traffic concerns, prior to supporting an approval of the consent.

Daniel Crofts - Applicant - opposed the recommended traffic memo.

Sherry Bondy - Delegate - advised Administration of her agreement with the traffic memo. In her experience as a landlord, shared parking may create issues as people don't park one behind the other. The garage often gets used for storage rather than parking, causing residents to park along the roadway.

Rick Pascoe - Delegate - advised opposition due to density, adequate services, drainage, aesthetics, property values, parking, safety and speeding concerns.

Chere Tulett - Delegate - opposed due to density, safety concerns of parking adjacent to the abutting Bridlewood Park, utilized all day by children and families. There are 4 bends and stops along the road which create blind spots when backing out of driveways.

Daniel Crofts - Applicant - noted he lives in the neighbourhood and states that the three-way stop sign at the corner of 195 Brien and the 90 degree curve another 60-70 feet down Brien Avenue makes it difficult to speed through the area.

Patty Klepic - Delegate - advised opposition due to the proximity to the park and schools in the area, devaluation of homes, increased density with inadequate parking is a safety concern.

Mike Carew - Delegate - strongly opposed due to all previous concerns addressed with emphasis on safety and parking.

Brittany Colenutt - Delegate - strongly opposed due to character of the neighborhood, safety of access to the park and height of the structures.

Mike Yott - Delegate - opposed for all previous comments brought forward as well as property values, snow removal and emergency services.

Jonathon Little - Delegate - advised of opposition for all previous comments: safety, parking, traffic flow as well as insufficient capacity of municipal services. Mr. Little questioned who would bear the cost of a privacy fence.

Ian Rawlings advised the privacy fence would be installed if made a condition at the cost of the applicant.

Catharine Proctor - Delegate - advised of opposition due to character of the neighbourhood and inadequate infrastructure to support such a large development. There are currently issues with flooding and drainage. She also agrees with all previous concerns: parking, safety and emergency services. She sought clarity on the height of privacy fence.

Mr. Rawlings detailed the maximum height of a privacy fence is 6 feet.

Dan Sauve - Member - visited the site during school bus drop off, he concurs that safety is a big concern and advises he cannot support the application.

William Baker - Member questioned if the traffic memo will take the properties in consideration cumulatively and separately as well?

Rita Jabbour - Manager of Planning Services advised they will consult with Infrastructure to determine if they want impacts for each parcel as well but currently would be cumulative if a motion was put forward.

Mr. Baker - Member - questioned the applicant on how traffic will be managed for residents with more vehicles than spaces as well as overflow visitor parking.

Mr. Crofts - Applicant - advised they plan to apply for an additional consent to create another access behind 195 Brien Ave West, which would give access to an overflow parking behind 197 and 199 Brien Ave.

Mr. Baker questioned Administration on how this would qualify as gentle density alongside single family homes?

Ms. Jabbour detailed the definition of gentle density as adding more housing units that are compatible with the neighbourhood; including single family homes and semi-detached dwelling units under both the Town of Essex Official Plan as well as the County of Essex Official Plan. Parking and traffic are also included under character of the neighbourhood, which we cannot confirm without the traffic memo at this time.

Lori Chadwick, Director of Development Services specified the R1.1 definitions of density have changed over time, allowing different types of housing and more units per lot. The provincial government is mandating intensification through legislation. The proposal meets the Town of Essex Zoning By-law.

Matthew Child - Member - advised that if the application is deferred, he would like to see second and third level floor plans showing bedrooms as well as a quantitative numerical values for the density to ensure a more objective decision can be made.

Mr. Crofts - Applicant - noted the land purchase was significant, with intent to increase density while working within guidelines of the Official Plan and Zoning By-law.

Ms. Dorene Lester - Member - Strongly agreed with the need for the traffic memo to ensure the safety of the residents.

COA25-09-59

Moved By Matthew Child

Seconded By Dorene Lester

That application B-18-25 be deferred until such time that a Traffic Memo is completed by a licensed professional traffic engineer, to the satisfaction of the Town of Essex, that addresses potential issues resulting from the development and the curvature of the roadway, its proximity to an intersection, and ingress/egress issues to and from the site resulting from the nature of the development for Multi-Unit Dwellings and the proposed configuration of the driveways. The Traffic Memo shall be completed at the applicant's expense and address all three properties together (195, 197, 199 Brien Avenue) and not separately, and also recommend solutions, satisfactory to the Town of Essex, to address these concerns.

Reason for Decision:

More information is required to ensure the Application is in keeping with subsection 6.4 and 6.5 of the Town of Essex Official Plan respecting "Consents".

Carried

6.4 B-19-25 | 197 Brien Avenue | 1000836172 Ontario Inc. & 2829580 Ontario Ltd., Committee of Adjustment-2025-12

COA25-09-60

Moved By Matthew Child

Seconded By Dorene Lester

That application B-19-25 be deferred until such time that a Traffic Memo is completed by a licensed professional traffic engineer, to the satisfaction of the Town of Essex, that addresses potential issues resulting from the development and the curvature of the roadway, its proximity to an intersection, and ingress/egress issues to and from the site resulting from the nature of the development for Multi-Unit Dwellings and the proposed configuration of the driveways. The Traffic Memo shall be completed at the applicant's expense and address all three properties together (195, 197, 199 Brien Avenue) and not separately, and also recommend solutions, satisfactory to the Town of Essex, to address these concerns.

Reason for Decision:

More information is required to ensure the Application is in keeping with subsection 6.4 and 6.5 of the Town of Essex Official Plan respecting "Consents".

Carried

6.5 B-20-25 | 195 Brien Avenue | 1000836172 Ontario Inc., Committee of Adjustment-2025-13

COA25-09-61

Moved By Matthew Child

Seconded By Dorene Lester

That application B-20-25 be deferred until such time that a Traffic Memo is completed by a licensed professional traffic engineer, to the satisfaction of the Town of Essex, that addresses potential issues resulting from the development and the curvature of the roadway, its proximity to an intersection, and ingress/egress issues to and from the site resulting from the nature of the development for Multi-Unit Dwellings and the proposed configuration of the driveways. The Traffic Memo shall be completed at the applicant's expense and address all three properties together (195, 197, 199 Brien Avenue) and not separately, and also recommend solutions, satisfactory to the Town of Essex, to address these concerns.

Reason for Decision:

More information is required to ensure the Application is in keeping with subsection 6.4 and 6.5 of the Town of Essex Official Plan respecting "Consents".

Carried

6.6 Planning Presentation Committee of Adjustment Regular Meeting September 16, 2025

COA25-09-62

Moved By Dorene Lester

Seconded By William Baker

That the presentation entitled Committee of Adjustment, Regular Meeting, September 16, 2025 be received.

Carried

6.7 Planning Reports - Committee of Adjustment September 16, 2025

COA25-09-63

Moved By Dorene Lester

Seconded By William Baker

That the Planning Reports for Applications B-16-25, B-17-25, B-18-25, B-19-25 and B-20-25 be received.

Carried

7. New Business

7.1 Volunteer Appreciation Night 2025

The 2025 Volunteer Appreciation night will be held on Friday, November 21st starting at 6:30 at the Essex Centre Sports Complex.

8. Adjournment

COA25-09-64

Moved By Dorene Lester

Seconded By William Baker

That the meeting be adjourned at 6:31 p.m.

Carried

9. Future Meetings

Tuesday, October 21, 2025, at 5:00 p.m. in Council Chambers, 33 Talbot Street, South, Essex ON.

Chair

Recording Secretary