

# Committee of Adjustment Application for Minor Variance

## Introduction – Minor Variance

An asterisk (\*) indicates a response is required

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## Pre-consultation with Zoning Planning Services staff

**Was a Preliminary Zoning Review submitted for this proposal? (Residential properties only) \***

Yes

No

**Was Planning Services staff consulted? \***

Yes

No

It is **highly recommended** that a [Preliminary Zoning Review](#) and pre-consultation with Planning Services staff be completed prior to submitting your application to the Committee of Adjustment. Failure to do so may result in your application being deferred, refused or deemed incomplete.

If you would like to schedule a pre-consultation with Planning staff, please email [planning@guelph.ca](mailto:planning@guelph.ca) before submitting this form.

**I understand that a Preliminary Zoning Review and pre-consultation with Planning Services staff is highly recommended \***

I agree

## Committee of Adjustment fee(s)

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Following the submission of this online form, Committee of Adjustment staff will contact you to complete the required fee payment and that until such time that the fee is received, the application will not be complete and will not be processed. For the application fee and the fee refund policy, please visit the [Committee of Adjustment fees](#) page.

**I understand that following the submission of this online form, Committee of Adjustment staff will contact me to complete the required fee payment \***

I agree

## Municipal Freedom of Information

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In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Guelph will provide public access to all development applications and supporting documentation, and provide their consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be **posted online** and available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [privacy@guelph.ca](mailto:privacy@guelph.ca) or 519-822-1260 extension 2349.

**I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. \***

I agree

## Permission to enter the site

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**The owner or authorized agent hereby authorizes the Committee of Adjustment members and City of Guelph staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application. \***

I agree

## Posting of Advisory Sign

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**I understand that each sign must be posted at least ten (10) days before the scheduled hearing of this application and be replaced, if necessary, until the day following the hearing. \***

I agree



# Committee of Adjustment Application for Minor Variance

## Contact information

An asterisk (\*) indicates a response is required

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## Registered owner

If there is more than one owner, please include all registered owner(s) as listed on Transfer/Deed of Land.

**Name \***

Stepping Stone

**Phone \***

(519) 994-1423

**Extension**

**Email \***

gailh@steppingstonegw.com

## Mailing address

**Unit**

**Street address \***

23-25 Gordon Street

**City \***

Guelph

**Postal code \***

N1H 4G9

**Is there an authorized agent? \***

Yes

No

## Agent information

**Organization/company name**

Grinham  
Architects

**Name \***

Lloyd A Grinham+

**Phone \***

(519) 766-1580

**Email**

info@grinham.ca

**Is the agent mailing address the same as the one for the registered owner? \***

Yes

No

**Agent mailing address**

**Street address \***

15 Yarmouth  
Street

**City \***

Guelph

**Province \***

Ontario

**Postal code \***

N1H 4G2

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# Committee of Adjustment Application for Minor Variance

## Property information

An asterisk (\*) indicates a response is required

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### Property address

**Street number \***

23-25

**Street \***

Gordon Street

**City \*** 

Guelph

**Province \***

Ontario

**Postal code**

N1H 4G9

### Legal Description of the property

The legal description is the registered plan and lot number(s)

**Legal description of the property \***

Lot 176, Plan 8, City of Guelph

[Official Plan Designation – Schedule: Land Use \(PDF\)](#)

**Official Plan Designation – Land Use \***

Mixed Use 1

[Zoning Designation under Zoning By-law \(1995\)-14864 – Interactive Map](#)

**Current zoning designation under Zoning By-law (1995)-14864, as amended \***

Downtown D.1 - 20

Zoning Designation under Zoning By-law (2023)-20790, as amended – Interactive Map

**Current zoning designation under Zoning By-law (2023)-20790, as amended \***

Downtown D.1 - 18

**Date property was purchased \***

12/1/2009



**Is a building or structure proposed? \***

Yes

No

**Date of proposed construction \***

3/1/2024



**Is this a vacant lot? \***

Yes

No

**Is this a corner lot? \***

Yes

No

**Length of time existing uses have continued \***

14 Years

**Existing use of the subject property \***

Commercial

## Dimensions of the property

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Please refer to survey plan or site plan

**Frontage (metres) \***

32.81

**Area (metres squared) \***

406

**Depth (metres) \***

37.76



# Committee of Adjustment Application for Minor Variance

## Application details

An asterisk (\*) indicates a response is required

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## Purpose of the application

Is the purpose of the application enlargement/extension of legal non-conforming use? \*

Yes

No

Purpose of the application \* 

new building

building addition

accessory structure

accessory apartment

fence height

additional use

variance(s) related to a consent application

other

Type of proposal (select all that apply) \*

Existing

Proposed

## Variance(s) required under Zoning By-law (1995)-14864, as amended

The City of Guelph recently approved a new Zoning By-law. This means that applicants will need to apply under both the current, and previous Zoning By-law while the transition occurs. Please ensure you are applying for variances under both Zoning By-law (1995)-14864, as amended and Zoning By-law (2023)-20790, as amended.

[View the Zoning Bylaw](#)

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Are variance(s) from Zoning By-law (1995)-14864, as amended, required? \*

Yes

No

**Section or table of Zoning Bylaw (1995)-14864, as amended \***

4.29.1 Maximum Occupancy for Emergency Shelters - limited to maximum of 16 Beds

**Proposed \***

75

**Required \***

16

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## Variance(s) required under Zoning By-law (2023)-20790, as amended

[View the Zoning Bylaw](#)

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Are variance(s) from Zoning By-law (2023)-20790, as amended, required? \*

Yes

No

**Section or table of Zoning Bylaw (2023)-20790, as amended \***

5.4 Required parking rates in downtown zones - Office / Community Uses - 1.5 spaces per 100 m2 of GFA

**Proposed \***

17

**Required \***

22

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# Why is it not possible to comply with the Zoning Bylaw?

Please describe the reasons why the variance(s) are needed \* 

Bed Count: Existing Building plus new Addition can provide temporary accommodation of up to proposed maximum number of 75 beds - which are urgently needed to address current homeless numbers in the City;

Parking Space Provision: Existing building footprint and on-site parking occupy entire site, with no additional space available for additional parking to be added;

Proponent(s) are of the opinion that Emergency Shelter uses do not warrant on-site parking provision equivalent to that for Office uses, particularly in the Downtown area.

Other development applications that relate to this minor variance. Has the subject land ever been the subject of:

Official Plan Amendment

Zoning Bylaw Amendment

Plan of Subdivision

Site Plan

Building Permit

Consent

Previous Minor Variance Application

Building Permit application number \* 

19 005162 000 00 PR



# Committee of Adjustment Application for Minor Variance

## Building information

An asterisk (\*) indicates a response is required

### Existing buildings and structures

#### Main building (dwelling and building)

**Gross floor area of main building (square metres) \***

955

**Number of stories of main building \***

2

**Height of the main building (metres) \***

7.52

**Width of the main building (metres) \***

17.42

**Length of the main building (metres) \***

31.32

### Additional existing buildings

**Are there any additional buildings or structures on the subject property? \***

Yes

No



# Committee of Adjustment Application for Minor Variance

## Building information (continued)

An asterisk (\*) indicates a response is required

### Proposed buildings and structures

Add a proposed building or structure (check all that apply) \*

- Accessory structure
- Building addition
- Deck
- Porch
- Other

### Proposed building addition

Gross floor area of proposed building addition (square metres) \*

Number of stories of proposed building addition \*

Height of building addition (metres) \*

Width of building addition (metres) \*

Length of building addition (metres) \*



# Committee of Adjustment Application for Minor Variance

## Setbacks, access and services

An asterisk (\*) indicates a response is required

### Setbacks for all Buildings and Structures

A setback is the distance from a property line to the nearest wall/structure/building.

#### Existing

**Front setback (metres) \***

**Rear setback (metres) \***

**Exterior setback (metres) \***

**Interior setback (metres) \***

#### Proposed

**Front setback (metres) \***

**Rear setback (metres) \***

**Exterior setback (metres) \***

**Interior setback (metres) \***

## Type of Access to the Subject Lands

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### Type of Access to the Subject Lands (check all that apply) \*

- Provincial highway       Municipal road
- Private road       Water
- Other

## Types of Municipal Services

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### Types of Municipal Service (check all that apply)

- Water       Sanitary sewer       Storm sewer



# Committee of Adjustment Application for Minor Variance

## Summary and review

An asterisk (\*) indicates a response is required

### Sworn Declaration

I solemnly declare that all of the above statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

**Name \***

Lloyd A. Grinham

**Date \***

12/12/2023



**Street address \***

15 Yarmouth Street

**City \***

Guelph

**Province \***

Ontario

### Appointment and Authorization

I have been authorized by the registered property owner(s) as the agent for the purpose of submitting an application(s) to the Committee of Adjustment and I am acting on behalf of the owner(s) in relation to this application.

**Name \***

Lloyd A. Grinham

**Date \***

12/12/2023



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## Additional fees

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### Committee of Adjustment

For the application fee related to the Committee of Adjustment, please visit the [Committee of Adjustment fees](#) page.

### Conservation Authority - GRCA

Should the lands be within an area of interest to the [Grand River Conservation Authority](#) (GRCA), a further fee may be required for GRCA comments.

### Legal and Realty Services

Any municipal agreement required as a condition of minor variance approval will be subject to a fee of \$428.00 plus HST and applicable search and registration costs.

### Building Services

For fees related to permits issued by Building Services, please visit [Building Services fee webpage](#)

### Other Fees

For information on any other additional user fees, please visit the [2023 User Fee Guide](#)

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**I have read and understood the statements above. \***

I agree

**What email address would you like us to contact you with? \***

info@grinham.ca

# Office use only

File number

**A-5/24**

## Address

23-25 Gordon Street  
Guelph, Ontario  
N1H 4G9

Comments from staff

**Received December 12, 2023**