

MINUTES OF COMMITTEE OF ADJUSTMENT

The meeting (Virtual) of 2025, the Committee of Adjustment for the Township of Uxbridge was held at 7:00 p.m. on Wednesday November 12th, 2025.

PRESENT

Frank Mazzotta – Chair
Lynn Barkey
Joanna Fast
Ken May
Anthony Woodruff
Josh Sims
Marc Anthony Miller – Senior Planning Technician

CALL TO ORDER

The meeting was called to order at 7:00 pm.

The Chairperson asked if any of the members had a pecuniary interest in tonight's applications, none were identified.

Frank Mazzotta – Chairperson read the following:

Under the Freedom of Information and Protection of Privacy Act, unless otherwise stated in the submission, any personal information such as name, address, telephone number and property location included in all submissions become part of the public record files for this matter and can be released, if requested, to any person.

VOTING ON MINUTES

Moved by Anthony Woodruff seconded by Joanna Fast, that the minutes of the October 15th, 2025, hearing be approved.

ORDER OF AGENDA

Marc Anthony Miller advised the Committee that the applicant of file A16/2025, is having technical difficulties. Mr. Miller suggested that the order of the agenda be changed to allow the applicant more time to join the virtual meeting.

Frank Mazzotta called for a motion to amend the agenda to advance application A17/2025 to the top of the order.

Moved by Lynn Barkey, seconded by Joanna Fast that application A17/2025 be moved to the top of the order.

CARRIED

A17/2025 – G. & C. Catherwood – PART OF LOTS 33 & 34, BLOCK H, MUNICIPAL PLAN #83, 10 Latcham Court

Abby Steele served as the agent for the property owner and was present during the hearing. Both property owners were present as well.

- Frank Mazzotta introduced the application and explained the nature of the proposal. Mr. Mazzotta described the relief from the zoning provisions requested as part of the application.
- Mr. Mazzotta mentioned that there has been updated information received from the applicant and agent. Mr. Mazzotta asked staff if a motion is necessary to consider new information in the revised version.
- Marc Anthony Miller stated that the Committee should consider the original application, the applicant may then bring forward the revised version. Mr. Miller stated that there would not be the need for a motion to consider any concessions to the requested relief made by the applicant.
- Mr. Mazzotta provided agent the opportunity to speak to the proposal.
- Abby Steele explained that the application proposes a secondary unit above the garage for a family member to reside in. Ms. Steele explained the exact nature of the applied relief. Ms. Steele then presented a proposal for updated relief, stating that the new proposal was established to aid privacy concerns expressed by neighbouring property owners. The revised drawing decreases the depth of the rear yard deck and the orientation of the stairs. Ms. Steele stated that the owners do not want to use the deck for additional recreation space, however the landing is needed to serve as a second entrance to the unit.
- Mr. Mazzotta asks members of the Committee if they have any questions or comments on the proposed variance.
- Lynn Barkey asked Staff a question regarding the easement for drainage and what the purpose of the easement is for.
- Mr. Miller responded that he sent the proposal and easement information to the Towns engineering consultant. Based on the information pertaining to the type of easement, the consultant engineer suggested certain grading and drainage mitigations as a condition for this approval. Whether it is a swale or an easement for some form of surface drainage, it is unclear to staff at this time.
- Mr. Barkey stated that during a site visit to the property, it was unclear that the rear portion of the property was for drainage. There was no definition or swale to showcase the purpose of the easement. Mr. Barkey added that he appreciates that the applicant has listened to his neighbors regarding the privacy

concern. He did not have any issues with the original layout and therefore has no issues with the revised layout.

- Anthony Woodruff sought to ensure that if the new application does move forward, the applicant will be satisfied with the outcome.
- Ms. Steele asked the property owners which plan they would like to move forward with.
- Christina Catherwood stated that the revised plan is the one they would like to move forward with.
- Mr. Mazzotta asked the agent what the basis for the change in the desired relief is.
- Ms. Steele responded that the property owners prefer the updated relief as it will not result in a significant change to the rear yard.
- Mr. Mazzotta stated that the Committee received a letter of objection from a neighboring resident. Mr. Mazzotta asked the resident to present his concerns to the Committee.
- Andy Nureddin of 38 Jonathan Street spoke to his initial concerns with the application. Mr. Nureddin identified that his property backs onto 10 Latcham Court. Mr. Nureddin indicated that he met with the owners to discuss privacy concerns and is now satisfied with the revised plan.
- Mr. Mazzotta stated that comments were received from the Lake Simcoe Region Conservation Authority, Toronto Region Conservation Authority, Metrolinx, Regional Community Growth Division, with no objection or comments to the proposed variance.
- Abby Steele asked the committee a question regarding the site grading plan.
- Mr. Miller responded that it would be a requirement to provide a grading plan. The Township engineer has identified a grading plan as a building submission requirement. Mr. Miller added that details pertaining to the scope of the grading plan can be further refined at the time of permit submission.
- Lynn Barkey stated that the revised drawings will need to be included in the motion for decision.
- Mr. Mazzotta asked staff if a motion can be made to approve the revised drawings.

- Mr. Miller responded that reference may be made to the specific relief being approved, or, as the applicant prepared drawings depicting the alternative relief, reference may be made to specific drawings.
- Joanna Fast asked to clarify the extent of the updated projection into the required yard.
- Mr. Miller clarified that staff would typically round the number to avoid any discrepancies between as built conditions, and drawings at the time of construction.
- Joanna Fast asked that the typographic error in the first condition be corrected when preparing the Notice of Decision.
- Mr. Miller stated that the error in the first condition will be edited.

Written Comments

Report from Development Services – See File

Lake Simcoe Region Conservation Authority – See File

Toronto Region Conservation Authority – See File

Regional Community Growth Division – See File

Regional Works Department - See File

Metrolinx – See File

AECOM – See File

Letter of Opposition dated November 3, 2025 – See File

DECISION

Moved by Lynn Barkey, Seconded by Ken May that Application A17/2025 – G. Catherwood & C. Catherwood, PT LTS 33 & 34, BLK H PL 83 PT 15, 40R5014; S/T A RIGHT AS IN D392435 ; S/T D39240, 10 Latcham Court, relief from the section 5.1(k) to permit an uncovered deck and associated steps to project a maximum of 2.9 metres into the required rear yard, provided that the uncovered deck and associated steps are no greater than 3.7 metres above finished grade, in accordance with the updated drawings dated November 12, 2025, BE APPROVED for the following reasons:

1. The application is minor in nature.

2. The development of the land is appropriate and desirable.
3. The intent of the Zoning By-law is being maintained.
4. The intent of the Official Plan is being maintained.

Conditional upon:

1. That the variances shall apply only to the proposed rear yard deck and associated steps, as generally sited and outlined on the applicants submitted plans dated November 12, 2025 (refer to Exhibits #2, #3, #4, #5 and #6).
2. That the applicant obtains a Major Road Occupancy Permit from the Township's Public Works Department for the proposed driveway widening, prior to the issuance of a Building Permit.
3. The owner/applicant shall register the property with the Township as a Two Unit Dwelling in accordance with By-law 99-107.
4. That the applicant depicts a flat, stable and hard landscape pathway from the driveway to the entrance of the proposed dwelling unit on the site plan submitted for building permit.
5. That the owner provides a lot grading plan at the time of building permit submission to verify drainage away from the proposed addition, which shall depict any drainage remediation such as a swale or an infiltration soakaway pit if soils are suitable, to the satisfaction of Township staff.

CARRIED

**A16/2025 – S. & K. PARISH – PT LT 31 CON 1 UXBRIDGE, PART 1 40R29211
TOWNSHIP OF UXBRIDGE, 7040 Concession Road 2**

Stewart Parish was present as the applicant and property owner.

- Frank Mazzotta introduced the application and explained the nature of the proposal. Mr. Mazzotta provided background for the proposed relief.
- Stewart Parish introduced himself to the Committee and indicated that he is requesting the approval of three variances to facilitate the construction of a garage on the property. He noted that his house is a designated heritage building

and therefore the garage is designed to appease the built characteristics of the existing house. Mr. Parish said that he has read the staff report and comments and has no issues with the conditions of approval.

- Mr. Mazzotta asked the Committee members if they have any questions for the applicant.
- Ken May noted that the heritage committee previously reviewed the proposed garage and approved the design.
- Mr. Mazzotta asked if there are any members of public who would like to speak on the application
- Gail Sanderson, 7909 Durham Road 30 sought to understand if the detached garage is to the south of the existing building on the property.
- Mr. Parish responded that the garage is in the northeast quadrant of the property. Mr. Parish stated the Natural Heritage Evaluation he completed identified this as the only location that would allow for the construction of the structure
- Mrs. Sanderson asked if the proposal was for a single or double garage.
- Mr. Parish added that it is a two-car garage.
- Mrs. Sanderson asked the applicant if there is any intention to build a loft above the garage.
- Mr. Parish noted that there is no second storey above the garage, or dwelling unit in the building.
- Mr. Mazzotta stated that comments were received from the Lake Simcoe Region Conservation Authority, Toronto Region Conservation Authority, Metrolinx, Regional Community Growth Division, with no objection or comments to the proposed variance.
- Mr. Parish had no objection to the conditions as outlined in the staff report.

DECISION

Moved by Ken May, Seconded by Joanna Fast that Application A16/2025 – S. Parish & K. Parish, PT LT 31 CON 1 UXBRIDGE, PART 1 40R29211, 7040 Concession Road 2., relief from the section 4.8.2(f)(iv) to permit a minimum setback from the centreline of a Township road of 13 metres; relief from section 4.8.4.48(i) to permit a new accessory structure (detached garage); relief from section 5.1(d) to permit the total gross floor area

of 83 square metres for all accessory buildings and structures on a lot, except swimming pools and farm implement sheds. BE APPROVED for the following reasons:

- 1. The application is minor in nature.**
- 2. The development of the land is appropriate and desirable.**
- 3. The intent of the Zoning By-law is being maintained.**
- 4. The intent of the Official Plan is being maintained**

Conditional upon:

1. That the variances shall apply only to the proposed accessory building, as generally sited and outlined on the applicants submitted plans (refer to Exhibits #2, #3 and #4).
2. That the owner provide the submitted the Natural Heritage Evaluation, prepared by Azimuth Environmental Consulting Inc, dated July 31, 2025 (Natural Heritage Evaluation), as part of the future building permit application submission for the proposed detached accessory structure.
3. That the owner provide an Erosion and Sediment Control Plan, which demonstrates the sediment and erosions controls and best management practices as outlined in Section 8.3 of the Natural Heritage Evaluation are adhered to for the duration of site works, to the satisfaction of Township Planning Staff.
4. If vegetation, limb or tree removals are necessary as part of the proposed development, the owner provide a Tree Inventory, Protection and Removal Plan to the satisfaction of Township Planning staff, which acknowledges the removal timeframes for the protection of migratory breeding birds and bats as outlined in section 8.2 of the submitted Natural Heritage Evaluation.
5. That the owner obtains a Heritage Permit from the Uxbridge Heritage Committee, which reflects the proposed changes to the accessory building design prior to obtaining a building permit for the proposed work.

CARRIED

OTHER BUISNESS

Land Acknowledgement Statement

- Frank Mazzotta stated that he was unable to complete the land acknowledgment introduction for the Committee. He proposes that he will work on this statement prior to the December meeting.
- Marc Anthony Miller asked Mr. Mazzotta to provide a background for the Land Acknowledgement statement to the members who were not present at the last committee hearing.
- Mr. Mazzotta explained the direction chosen for incorporating a land acknowledgement statement as a procedure of the Committee.
- Mr. Mazzotta asked if there are any questions or comments – none were mentioned.

Applications for the meeting of December 17, 2025

- Frank Mazzotta asked the Secretary-Treasurer if any applications are scheduled.
- Marc Anthony Miller stated that there are currently no applications scheduled.

ADJOURNMENT

The meeting adjourned at 7:40 pm

Frank Mazzotta

Frank Mazzotta, Chair

Marc Anthony Miller

Marc Anthony Miller, Secretary Treasurer