

## NOTICE OF PUBLIC HEARING

**HEARING DATE:** Tuesday, October 3, 2023, at 4:00 pm

**PLACE:** **This will be a hybrid (virtual/in-person) hearing**

**Virtual Participation:** Zoom Webinar / Youtube Livestream

**In-person Participation:** Council Chamber, Pelham Town Hall  
20 Pelham Town Square, Fonthill ON

**Town Council approved hybrid meetings through By-law 4507(2022).**

**The Town of Pelham Committee of Adjustment hearing live webcast will be streaming at: <https://www.youtube.com/user/TownOfPelham>**

Under Section 45 of the *Planning Act, R.S.O. 1990*, as amended, notice is hereby given that an application for **minor variance** or permission will be heard by the Committee of Adjustment for the Town of Pelham at the date and place shown above.

**File Number:** A20/2023P

**Subject Lands:** 97 Port Robinson Road, Pelham

**Legal Description:** Part of Lot 19, Plan 717, being Part 3 on Plan 59R-17112



The subject land is located on the north side of Port Robinson Road lying east of Station Street, being Part of Lot 19, Plan 717, Part 3 on R-Plan 59R-17112 in the Town of Pelham.

### Nature and Extent of Relief/ Permission Applied for:

The subject land is zoned Residential Multiple 1-147 (RM1-147) in accordance with Pelham Zoning By-law 4481(2022), as amended. Application for is made to convert the basement level of the townhouse (97 Port Robinson Road) into a second dwelling unit. The applicant seeks relief from the following section(s) of the Zoning By-law:

**Section 3.28.1(a)(i) "Urban Area – Maximum Floor Area"** – to permit a maximum floor area of 92.5 m<sup>2</sup> for a second dwelling unit whereas the By-law permits a maximum floor area of 75 m<sup>2</sup> for a second dwelling unit.

**PUBLIC HEARING:** This is a public hearing called for the purpose of hearing evidence for, or in opposition to, the above noted application. Anyone wishing to register objections, support or comments concerning this application may present them in writing to the Secretary Treasurer prior to the hearing and/or at the hearing or make a verbal comments at the hearing.

**YOUR INPUT IS ENCOURAGED:** The Committee would appreciate receiving your written and/or verbal comments regarding this application. **For inclusion on the public agenda/consideration within the recommendation report, written comments must be submitted by September 20, 2023.** If the Secretary-Treasurer does not receive your comments by this date, it may be presumed you have no objection to the proposal. Should an extension be required, please contact the Secretary Treasurer. Verbal comments will be received by the Committee at the public hearing via virtual or in-person participation. **To provide verbal comments virtually at the hearing, please pre-register with the Secretary Treasurer by sending an email to the email address noted below before 12:00pm noon on September 29, 2023.** Zoom webinar registration information and procedure will be provided. **To provide verbal comments in-person at the hearing, pre-registration is encouraged but not required.** Registrants will be notified of the Committee of Adjustments Decision. If you have not submitted written comments and wish to submit a comment live during the meeting, you may livestream the meeting from our YouTube Chanel and e-mail comments to [clerks@pelham.ca](mailto:clerks@pelham.ca) during the public comment portion of this application only. If your comments are not received during the public portion of the application, they will not be considered. Unless indicated otherwise, personal information and all comments will become part of the public record and may be publicly released.


It is highly recommended that the applicant or the authorized agent of the applicant be present at the hearing.

Please note that if you do not attend this hearing, the Committee may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

**NOTICE OF DECISION:** Requests for copies of the decision of the Committee of Adjustment or notice of adjournment of hearing, if any, must be in writing and addressed to:

Secretary Treasurer of the Committee of Adjustment  
20 Pelham Town Square, P.O. Box 400, Fonthill ON L0S 1E0  
905-892-2607 ext. 320 [sleach@pelham.ca](mailto:sleach@pelham.ca)

For technical questions, please contact:  
Andrew Edwards, Planner  
905-892-2607 ext. 324 [aedwards@pelham.ca](mailto:aedwards@pelham.ca)



---

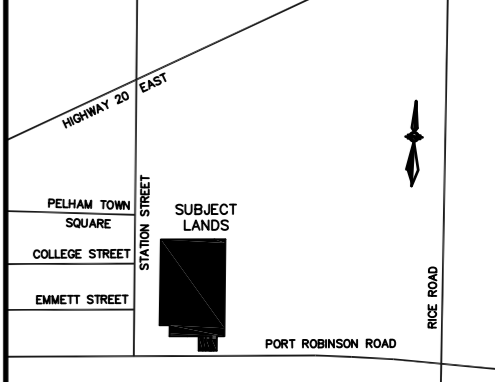
Sarah Leach, BA  
Deputy Clerk/Secretary-Treasurer

**Date of Mailing: August 24, 2023**

PRELIMINARY SKETCH TO ACCOMPANY AN APPLICATION UNDER THE PLANNING ACT  
**PART OF TOWNSHIP LOT 167**  
 (GEOGRAPHIC TOWNSHIP OF THOROLD)  
**PART OF LOTS 17, 18 & 19**  
**REGISTERED PLAN No. 717**  
**TOWN OF PELHAM**  
 REGIONAL MUNICIPALITY OF NIAGARA

AREA SCHEDULE	
DESCRIPTION	AREA (m <sup>2</sup> )
PART 1	426.5
PART 2	296.2
PART 3	431.3
PART 4	132.3
PART 5	43,677.4

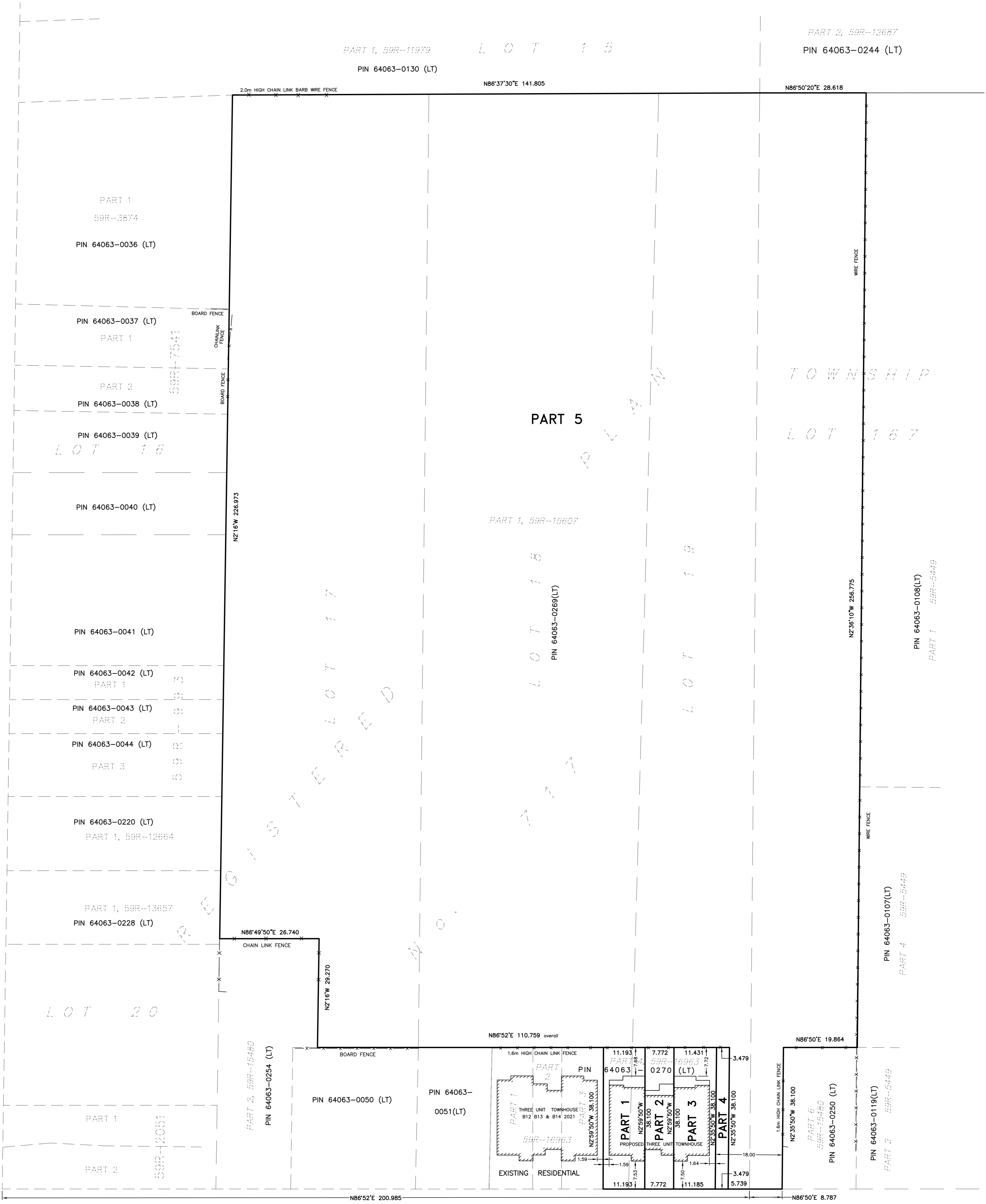
SCALE 1:500 METRIC  
 10m 5m 0 10m 20m



KEY PLAN  
 NOT TO SCALE



STATION STREET



**PORT ROBINSON ROAD**

(ORIGINAL ROAD ALLOWANCE BETWEEN TOWNSHIP LOTS 167 & 172 TOWNSHIP OF THOROLD)  
 (FORMERLY REGIONAL ROAD No. 63, TRANSFERRED TO THE TOWN OF PELHAM BY BY-LAW  
 No. 46-2000, REGISTERED AS INSTRUMENT No. R0769795)  
 (PUBLIC TRAVELLED ROAD, 20.117 WIDE)

PIN 64063-0120 (LT)

*Brent Larocque*  
 O.L.S.

JUNE 17, 2021 BRENT LAROCQUE

**RICHARD LAROCQUE LIMITED**  
 ONTARIO LAND SURVEYORS & CONSULTANTS  
 12 LYMAN STREET, ST. CATHARINES, ONTARIO  
 905-688-1413  
 6385 COLBORNE STREET, NIAGARA FALLS, ONTARIO  
 905-358-8400  
 www.larocquegroup.ca

THIS SKETCH IS PREPARED FOR AN APPLICATION UNDER THE PLANNING ACT AND ALL DIMENSIONS ARE TO BE CONFIRMED BY SURVEY.

NOTE: THE LOT DIMENSIONS ILLUSTRATED HEREON WERE OBTAINED FROM PLANS AND DOCUMENTS ON FILE AT THE LAND REGISTRY OFFICE

METRIC NOTE DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

© RICHARD LAROCQUE LIMITED  
 No person may copy, reproduce or alter this plan in whole or in part without the written permission of RICHARD LAROCQUE LIMITED

DRAWN BY: D.B.

CHECKED BY: B.L.

DATE: JUNE 17, 2021

FILE: NS2006-0048  
 DWG. FILE: NS2006-0048-65

## **Hybrid Committee of Adjustment Hearing Procedures**

The Town of Pelham is holding hybrid Committee of Adjustment hearings. A hybrid hearing involves a mixture of in-person and remote attendance/ participation.

### **Notice of Hearing**

A Notice of Hearing is mailed to the all persons listed as owners in the last revised assessment roll number within 60 meters (200 feet) of the subject property. The Notice of Hearing can also be found on the Town of Pelham website, Committee of Adjustment webpage: <https://www.pelham.ca/en/town-hall/committee-of-adjustment.aspx>

### **View the Meeting**

The Committee of Adjustment hearing can be viewed by livestream on the Town's YouTube Channel at <https://www.youtube.com/user/TownOfPelham/live>. The link will go live at the date and time prescribed on the Notice of Hearing. A recording of the hearing is also available on YouTube and the Town of Pelham website following the meeting.

Attendees are also welcomed to view the meeting in-person at the date, time and location prescribed on the Notice of Hearing.

### **Written Comments**

Written comments are encouraged as the preferred method of receiving public input. Please provide written input by mailing or e-mailing your comments to the Secretary Treasurer by the date indicated on the Notice of Hearing. You may also drop off written comments to Town Hall in the drop box. Written comments submitted on or before the deadline will be included on the public agenda. Unless indicated otherwise, personal information and all comments will become part of the public record and may be publicly released.

### **Verbal Submissions – Remote Participation**

To make verbal comments to the Committee during the public portion of the hearing, please pre-register with the Secretary Treasurer by telephone or email by the date indicated on the Notice of Hearing.

The Secretary Treasurer will provide you the Zoom link and password in advance of the meeting. This is for pre-registered participants only and is not to be shared with others. Zoom test meetings are available by request. Please advise the Secretary Treasurer of your requirements at the time of registration.

### **Verbal Submissions – In-person Participation**

To make verbal comments to the Committee during the public portion of the hearing, please attend the hearing in-person at the date, time and location prescribed on the Notice of Hearing. In-person participants wishing to make verbal comments are encouraged to pre-register with the Secretary Treasurer by telephone or email. This allows for the preparation of a speakers list. Although pre-registration is encouraged and preferred it is not a requirement of speaking in person at the meeting.

Please note, all verbal submissions, regardless of method, are live-streamed and recorded.

### **E-mail Comments Live**

While viewing the meeting remotely via livestream you may submit comments to: [clerks@pelham.ca](mailto:clerks@pelham.ca). Please note, comments must be received before or during the public portion of your application of interest. If your comments are submitted after the public portion of the application you are interested in has closed, your comments will not be considered. This method of public participation is not the preferred method as you may not submit your comments in time. Use this method at your own risk. The Town is not responsible for any livestream lag, disconnection or internet failures.

## More Information

For more information please contact:

Secretary Treasurer of the Committee of Adjustment  
20 Pelham Town Square, P.O. Box 400, Fonthill ON L0S 1C0  
905-892-2607 ext. 320 [sleach@pelham.ca](mailto:sleach@pelham.ca)

For technical questions, please contact:  
Andrew Edwards, Planner  
905-892-2607 ext. 323 [aedwards@pelham.ca](mailto:aedwards@pelham.ca)

## Participant Process During Meetings

- Participants are encouraged to join the hearing 15 minutes in advance of the start time for the hearing.
- Vulgar or offensive language/comments will not be tolerated. If inappropriate language is used, you will be removed from the meeting.

### Additional Procedures for Remote Participation

- Participants joining remotely are responsible for ensuring their background is free from offensive or vulgar material. If inappropriate material is visible you will be removed from the meeting.
- Participants will remain in the waiting room until they are called to speak. Participants will be able to hear and see the meeting while in the waiting room.
- Once your comments have been heard by the Committee of Adjustment, you will be placed back into the waiting room where you may continue to view the meeting.

## Technical Difficulties During Hearings

- Beyond the available Zoom test session, Town staff will **not** provide technical assistance for participants before or during hearings.
- If a participant's connection to the meeting fails during the hearing, Town Staff will attempt to make reasonable efforts to re-establish connection. If the connection cannot be re-established, the comments received up to that point will be included as part of the official record and the hearing will continue.
- If a participant is not present in the Zoom Webinar when called upon by the Chair, the participant will be considered absent and the hearing will continue without the participant.
- If, in the Chair's opinion, a participant's audio/ video is not of an acceptable quality, the Chair may require the participant to use the dial-in option.