



**COMMITTEE OF ADJUSTMENT  
SUMMARY OF COMMENTS FOR JANUARY 18, 2023  
FOR APPLICATION A18-22**

The below summary of comments provides information and any requested conditions of approval from circulated Departments and external agencies.

**MEMORANDUM TO COMMITTEE OF ADJUSTMENT**

<b>DATE:</b>	<b>December 16, 2022</b>
<b>FROM DEPARTMENT/DIVISION:</b>	<b>Planning Division, DSE</b>
<b>FROM/CONTACT:</b>	<b>Jeff Duggan, Senior Planner</b>
<b>SUBJECT ADDRESS:</b>	<b>118 Elgin Street</b>
<b>SUBJECT FILE #:</b>	<b>A18/22</b>

At its meeting on November 23, 2022, the Committee of Adjustment deferred application A18/22 at 118 Elgin Street with respect to the application for Minor Variances associated with the construction of a new Single Detached Dwellings.

The requested variances included a reduction in Lot Coverage, Front Yard, Rear Yard and easterly Interior Side Yard Setbacks associated with the Single Detached Dwelling and a reduction in the Rear Yard and westerly Interior Side Yard Setback associated with the Accessory Structure (storage building). The Committee deferred the matter to provide the applicant with time to consider an increase in the requested Interior Side Yard and Rear Yard setbacks for the proposed detached Accessory Structure prior to returning to the application to the Committee.

On December 9, 2022, the applicant's agent advised that the applicant had considered the Committee's comments and agreed to increase both the westerly Interior Side Yard setback and Rear Yard Setback from the previously proposed 0.5 m (1.64 ft) to 1.0 m (3.28 ft). The alteration resulted in a reduction of the Accessory Structure from 19.8 m<sup>2</sup> (213.12 ft<sup>2</sup>) to 18.0 m<sup>2</sup> (193.75 ft<sup>2</sup>). The applicant's agent has further advised that the neighbours to the west are aware of the proposed revision, are satisfied with the changes,

and will provide comment to the Committee indicating their approval of the proposed changes.

Staff's recommendation in the previous planning comments, presented at the November 23, 2022 Committee of Adjustment meeting, remains unchanged. The application is recommended for approval with conditions.

Attachment: Revised Site Plan, dated November 22, 2022.

Figure 1 - Revised Site Plan  
118 Elgin Street

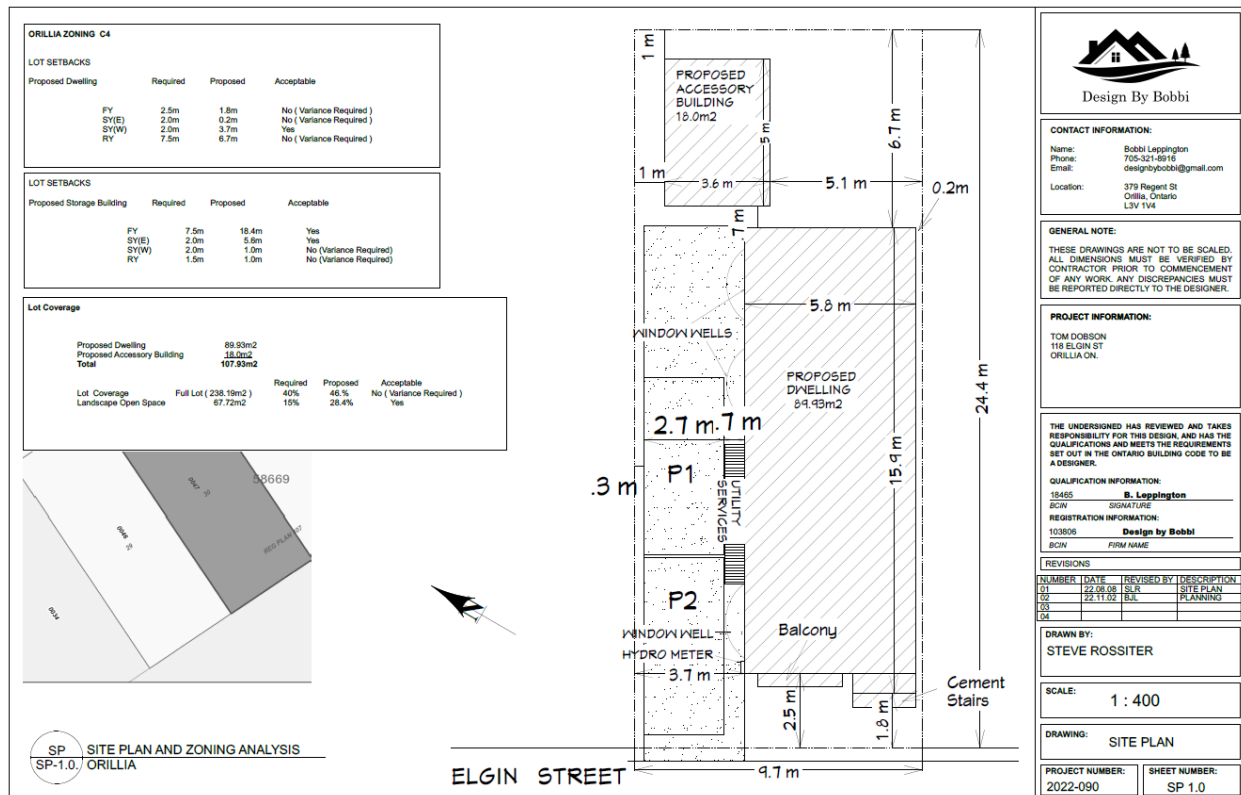
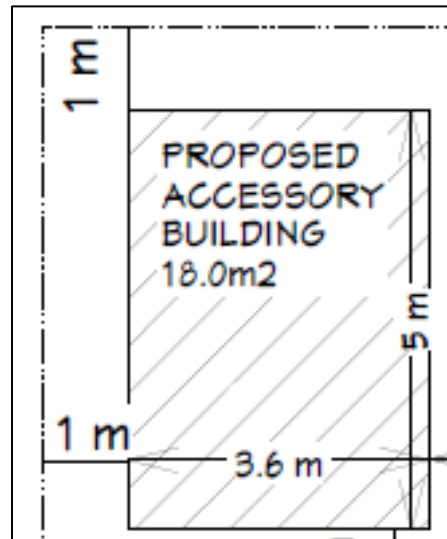


Figure 2 - Revised Site Plan  
Enlargement of Accessory Structure





## MEMORANDUM TO COMMITTEE OF ADJUSTMENT

<b>DATE:</b>	<b>January 12, 2023</b>
<b>FROM DEPARTMENT/DIVISION:</b>	<b>Engineering Division, DSE</b>
<b>FROM/CONTACT:</b>	<b>Wes Cyr, Manager of Engineering and Transportation</b>
<b>SUBJECT ADDRESS:</b>	<b>118 Elgin Street</b>
<b>SUBJECT FILE #:</b>	<b>A18-22</b>

**Comments to applicant/owner for information purposes** (Comments help provide additional information regarding the development of the subject lands to the applicant. Comments are not conditions of approval, rather additional information regarding requested conditions of approval):

- The roof leader downspouts will need to conform to Section 4.2.3.5 of the City's Engineering Design Criteria.
- The analysis and applications are required to ensure the new entrances are in accordance with the Zoning By-law as well as the Engineering Design Criteria Manual. See City of Orillia TOR Entrance Analysis attached.
- The plans and documents shall meet the minimum standards as set out in the latest edition of the City of Orillia's Engineering Design Criteria Manual.
- Site Triangles are required to adhere to Zoning and Engineering regulations

**Condition of Approval** (Conditions of Approval are specific enforceable conditions regarding the subject lands should the Committee of Adjustment approve the application. For example: The applicant/owner shall apply for a building permit for the construction of a new dwelling to the satisfaction of the Building Division).

- The Owner/Applicant shall apply for and obtain an Entrance Permit, to the satisfaction of the City.



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## City of Orillia TOR for Entrance Analysis

### 1 Site Access and Circulation

Site access location and design shall be determined with respect to the operational analysis in conjunction with the most current revision of the following documents:

- City of Orillia's "Engineering Design Criteria";
- City of Orillia's "Zoning By-law";
- Ontario Traffic Manuals; and
- Transportation Association of Canada.

All site access points on municipal roads shall be evaluated in terms of capacity, safety and sight distance & adequacy of queue storage capacity.

Proposed access points shall be evaluated with respect to existing access points and intersections, on-street weaving problems, need for acceleration or deceleration lanes and pedestrian and cycling safety.

On-site parking and circulation systems shall be evaluated to demonstrate appropriate clear throat distances and avoid any possible queuing onto the municipal roads.

Sight lines should be evaluated to ensure safe conditions in accordance with the most current City of Orillia's "Engineering Design Criteria" and "Zoning By-law" and based on Decision Sight Distance as identified in the most recent Transportation Association of Canada – Geometric Design Guide for Canadian Roads (TAC Manual).

Proposed truck/courier loading facilities and access to these facilities shall be evaluated to ensure that they are adequately sized, designed and provided with suitable access so that they will not adversely affect traffic and transit operations on municipal roads.

Any required turning or other restrictions should be identified.

Generally, it is preferable to minimize the number of private site accesses to municipal arterial roads, in order to maintain the integrity of the arterial road network. Site access should be provided only to the local roads wherever possible.

### 2 Sight Distance Evaluation

At each proposed access and/or at each intersection where a new entrance is proposed, the sight distance requirements should be determined based on Decision Sight Distance



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and Turning Sight Distance as identified in the most current edition of the Transportation Association of Canada Geometric Design Guide for Canadian Roads (TAC Manual). The availability of sight distance shall be determined from actual field measurements.

***Entrance Analysis***

An Entrance Analysis submission must address at a minimum, the following concerns:

1. Is the proposed access point(s) near (within 15 metres) other existing driveways or intersections? If so:
  - o Are there foreseen conflicts?
  - o Do they meet the Ontario Traffic Manual/Transportation Association of Canada guidelines for distance apart?
2. Are there horizontal/vertical curvature sight line issues at a proposed intersection or driveway? If so:
  - o What are the safety measures taken?
3. An analysis of sight distances, turning movements and impact of the road characteristics.
4. For new entrances – confirm there are no physical obstructions (for example hydro pole, or no parking sign) in the way of the proposed location.

## **PUBLIC COMMENTS RECEIVED**

**From:** Adrian Bisson [REDACTED]@orillia.com>  
**Sent:** January-16-23 9:29 AM  
**To:** Nick Skerratt <nskerratt@orillia.ca>  
**Cc:** Lorrie Jackson <LJackson@orillia.ca>; Sue McCormick <smccormick@orillia.ca>  
**Subject:** Application A18-22 Variance Request

Good Morning,

We would like to provide comments in regard to the Variance Request Application A18-22

We are strictly opposed to the 3rd request on the application (Section 9.4, Table 9.2 - Interior Side) being reduced from the required 2.0m to 0.2m. This an extremely large reduction of 90% to the minimum set forth by the City of Orillia for setback.

The proposed building will be too close to our property located at 122 Elgin St. It is a 3-story building and will completely shade our entire property from any and all sunlight for the majority of the day, all year. The property owner will not be able to provide sufficient maintenance to that side of the house without attempting to use our property. We are very concerned that they will attempt to use our property during the building process, which they will not be provided any permission for. As well, we are concerned that constructing a building 7" from our driveway will cause damage to our property.

The City has a by-law stating a minimum setback of 2.0m and, while we understand sometimes a small variance may be required, reducing the setback by nearly 90% would be a gross miss-use of the minor variance application. Why have minimum setbacks when you can petition for a 90% reduction and build a house less than 8" from the property line?

We feel this proposal, if approved, would have a hugely negative impact on our family and our property and will reduce the enjoyment of our property considerably. We would like to formally ask the Orillia Committee of Adjustment to reject this application for a variance to reduce the setback from our property line from 2.0m to 0.2m.

Thanks,  
Adrian Bisson & Tina Richardson  
122 Elgin Street, Orillia