



**CITY OF ORILLIA  
COMMITTEE OF ADJUSTMENT MINUTES**

HEARING MINUTES

COMMITTEE OF ADJUSTMENT

HEARING OF

April 16, 2025

The April hearing of the City of Orillia Committee of Adjustment was held on April 16, 2025 by virtual meeting with the following in attendance:

Peter Bowen – Committee Member (Chair)  
Kelly Smith – Committee Member  
Ian Gordon, Committee Member  
Jill Lewis – Senior Planner  
Lorrie Jackson, Secretary-Treasurer  
Sue McCormick – Acting Secretary-Treasurer

**1. Introduction by the Secretary-Treasurer**

**2. Opening of Hearing:**

The hearing was called to order at 9:15 a.m.

**3. Appointment of Chair**

**012-25 Moved by: Ian Gordon  
Seconded by: Kelly Smith**

That Pete Bowen be appointed as Chair for the Committee of Adjustment Hearing.

**Carried**

**4. Approval of Agenda:**

**013-25 Moved by: Ian Gordon  
Seconded by: Kelly Smith**

That the Agenda for the April 16, 2025, be approved.

**Carried**

**5. Confirmation of Minutes of the February 19, 2025 Hearing:**

**014-25 Moved by: Kelly Smith  
Seconded by: Ian Gordon**

That the Minutes of February 19, 2025 be approved.

**Carried**

**6. Confirmation of Minutes of the March 19, 2025 Hearing:**

**015-25 Moved by: Kelly Smith  
Seconded by: Ian Gordon**

That the Minutes of March 19, 2025 be approved.

**7. Notification of Pecuniary Interest:**

None.

**8. Manner in which Notice was provided:**

The Secretary-Treasurer described the Committee of Adjustment procedures for the Hearing.

**9. Applications:**

**8.1 A05-25 245 Bay Street**

In attendance: Howard Lee, Owner of property  
David Scarsellone, agent on behalf of Morgan Planning.

The Secretary-Treasurer read all correspondence received relative to the application.

**Proposal:**

The proposed variances are to

**Comments from the Public:**

None.

**Comments from Departments/Agencies:**

The Engineering Division has a comment and no conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

The Owner, Howard Lee, advised that the tenant from the house will be relocating to the additional dwelling unit in the garage and his family will be moving to the home to retire in. They are looking forward to becoming permanent residents in Orillia.

David Scarsellone with Morgan Planning, representing the Owner, addressed the Committee.

Mr. Scarsellone provided an overview of the property including a description of the subject property, aerial photo and provided a review with all of the mature vegetation and privacy based on a comparison of google street views with the vegetation and very shaded areas. Mr. Scarsellone reviewed the proposed minor variance application, zoning compliance matrix, elevations, floor plans of the garage space and then the additional dwelling unit

on the 2<sup>nd</sup> floor. He indicated that the proposal meets the Zoning and Official Plan Policies of the City and submitted a Planning Justification Report. He also indicated the proposal meets the Provincial Policy Statement and how it meets the four tests of a minor variance

**Public Comments (at hearing):**

None.

**Committee Comments**

A Committee member asked if there was a variance for height as well or does the Zoning By-law now allow for taller heights? Staff advised that through a Housekeeping Amendment passed in September 2024, accessory structures with a peaked roof are permitted a 6.5 metre height and if the additional dwelling unit is within a structure with a flat roof, the height is 5.0 metres.

Mr. Scarsellone advised that the height of the proposed garage will be 6.32 metres between the eave and the peak of the higher roof on the north elevation shown to the Committee.

The Committee made a motion to approve the application.

**016-25**                      **Moved by: Kelly Smith**  
                                    **Seconded by: Ian Gordon**

**Application A05-25 – 245 Bay Street, be approved with conditions, as per the Decision.**

**Carried**

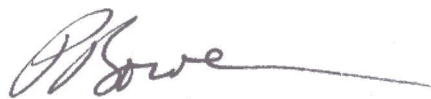
**10. Adjournment:**

**017-25**                      **Moved by: Ian Gordon**  
                                    **Seconded by: Kelly Smith**

**We now adjourn at 9:41 a.m.**

**Carried**

The Committee will reconvene at 9:15 a.m. on May 21, 2025.



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Pete Bowan, Chair

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Lorrie Jackson, Secretary-Treasurer