



**CITY OF ORILLIA  
COMMITTEE OF ADJUSTMENT MINUTES**

HEARING MINUTES

COMMITTEE OF ADJUSTMENT

HEARING OF

August 20, 2025

The August hearing of the City of Orillia Committee of Adjustment was held on August 20, 2025 by virtual meeting with the following in attendance:

Kelly Smith, Committee Member (Acting Committee Chair)  
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**

**034-25 Moved by: Ian Gordon  
Seconded by: Kelly Smith**

That Kelly Smith be appointed as Chair for the Committee of Adjustment Hearing.

**Carried**

**4. Approval of Agenda:**

**035-25 Moved by: Ian Gordon  
Seconded by: Kelly Smith**

That the Agenda for the August 20, 2025, be approved.

**Carried**

**5. Confirmation of Minutes of the July 16, 2025 Hearing:**

**036-25 Moved by: Ian Gordon  
Seconded by: Kelly Smith**

That the Minutes of July 16, 2025 be approved.

**Carried**

**6. Notification of Pecuniary Interest:**

None.

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

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

**8. Applications:**

**8.1 A18-25 26 West Street North**

In attendance: Jenna Thibault, Weston Consulting, agent on behalf of the Owner

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

**Proposal:**

The purpose of this application is to allow for an increase in maximum Building Height from 12.5 m to 14.2 m for an Apartment Dwelling and to permit 31 permanent parking spaces for Buildings A and B, whereas a minimum of 32 permanent parking spaces is required.

**Comments from the Public:**

A letter of objection was received.

**Comments from Departments/Agencies:**

The Engineering Division has no comments and no conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

Jenna Thibault, addressed the Committee with a short presentation. She provided the overview of the affordable housing project and indicated they have been going through a Stage 2 Preconsultation stage for a Site Plan Application. The 4 storey building is interior to the single storey existing building and no exterior changes will be occurring. She reviewed the parking request and snow storage area with the parking.

Ms. Thibault reviewed the 2 variances being a height increase with the 4 storey building which is permitted and the parking perspective which is one less than required. She noted that the majority of the year, the parking will exceed 34 spaces. During the winter months 3 parking spaces are required for snow storage.

Ms. Thibault noted that the variances meet the four tests. She concurs with the one condition of the variance.

**Public Comments (at hearing):**

Jeff Wormald, owner of the building closest on the west side of Building A addressed the Committee. Mr. Wormald indicated he has 3 residential and 1 commercial tenant. His concern is that the building is going to reduce a level of privacy by replacing the landscaped trees and the height will make it more pronounced. His current tenant is using 15 parking spaces in the municipal lot on most days. The business is a children's studio and the clients bring their children in from the municipal parking lot and it's a good arrangement because it is optimal that they do not have to go across the street. Mr. Wormald's concern is by taking the 15 parking spots away from his client and reducing by 1 space, this will just make more competition for the remaining parking spaces.

Ms. Thibault advised the Committee that on the privacy concerns, they are proposing a number of deciduous and coniferous trees along the side lot line at 11 Coldwater Street and along the front street, ensuring a green environment.

In terms of parking, Ms. Thibault advised that this site is privately owned by her client and there is an arrangement to allow public parking with the City. There is parking along West Street and a municipal parking lot on the west side of West Street. She also indicated that there is no concern with overflow of parking as this is affordable housing for seniors and generally that means low vehicle ownership. The parking at 34 spaces meets the requirement and only 3 spaces are required in the winter for snow storage.

Jeff Wormald asked if there is any plan to take snow off the proposed property. He pushes snow back off his property and there is at least 3 parking spaces. He feels that if they don't remove the snow, it will definitely take up more than 3 parking spaces. Ms. Thibault advised that the building operator will assess the snow situation at the time and it has been determined that 3 spaces are sufficient and if there is more than that, the land owner is mindful that this will need to be dealt with.

Nick Tsi, of KSR Management, owner of 8 Coldwater St. E and 6 West Street North indicated his concern with crowding the parking area. He realizes this is a senior plan, however, what about parking for guests. He noted that 6 West Street North has no parking and his tenants and their customers rely on the location for parking. He feels there will be a huge stress on this area alone.

Ms. Thibault advised that the building is for seniors, some with disabilities that do not drive. The owner has another building and it has been found that there is a low number of senior tenants that actually have vehicles. It should also be noted that in the Downtown Overlay zone, there is a 50% parking reduction as well as a further 75% parking reduction for Affordable Housing.

### **Committee Comments**

A Committee member asked for the definition of Affordable Housing. Ms. Thibault indicated that it is units rented out at affordable rates. This is based under the Province residential building bulletin for affordable rents and they will meet that or lower for the City of Orillia. The units are bachelor or single bedroom. Staff advised that the owner has received funding through the Affordable Housing Incentive Program with the City.

A Committee member asked, out of the 115 units, how many will be affordable. Ms. Thibault indicated 100%.

The Committee made a motion to approve the application.

**037-25**                      **Moved by: Ian Gordon**  
   **Seconded by: Kelly Smith**

**Application A18-25 – 26 West Street North, be approved with conditions, as per the Decision.**

**Carried**

### **8.2 A11-25                      245 Bay Street**

In attendance:            David Scarsellone of Morgan Planning & Development

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

#### **Proposal:**

The purpose of the proposed variance is to allow for a Detached Additional Dwelling Unit 30.0m from the front lot line, which exceeds the City's maximum setback of 25.0m.

This Minor Variance application was deferred by the Committee of Adjustment at the hearing of July 16, 2025 in order for the owner/applicant to amend the plans to provide more privacy to the adjacent property owner.

#### **Comments from the Public:**

A letter in opposition/clarification was received.

**Comments from Departments/Agencies:**

The Engineering Division has no comments and no conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

David Scarsellone of Morgan Planning & Development provided a presentation from the previous application and briefly reviewed the proposal for Committee. Mr. Scarsellone reviewed the changes that have been made being the removal of the balcony at the front of the building and replacement with opaque windows and a metal privacy screen on the rear balcony.

Ms. Scarsellone believes the application meets the four tests of a minor variance and confirmed the addition of trees and moving the building over from the neighbouring property line.

**Public Comments (at hearing):**

Jibson Mamerto and Kaley Hamilton, neighbouring property owners, addressed the Committee. They are happy to hear that a privacy wall will be placed on the balcony as well as the south facing window being opaque in nature. Mr. Mamerto asked for clarity on the meaning of opaque windows and whether this is the entire glass of the window or a film that is placed on the window. His concern is the tenant can remove the film at a later date. He also would like assurance from the home owner that a balcony will not be constructed at a later date which eliminates the purpose of the conditions.

Mr. Scarsellone advised that the opaque film would be preferred, however, the owner is willing to do full opaque windows. He noted that along the south window, 2 oak trees will be planted that will provide adequate screening issues. His client is also open to a condition that the building is constructed as proposed without a balcony and remain as is approved.

Kaley Hamilton addressed the Committee and advised that they have planted trees along the south side already and this would serve the same purpose as the proposed oak trees. These trees will take several years to grow in order to cover the windows and they would like some assurance as to the privacy from the south.

Mr. Scarsellone advised that they have increased the setback of the building and adding trees which they feel is adequate.

The owner, Howard Lee, addressed the Committee and advised there are 2 houses on Borland Street that the houses overlook the neighbouring property and he is not sure what the difference is. He does not feel any further coverage on the south side is required.

Mr. Mamerto advised that there are trees at the back of the Borland property that obstruct the view and the buildings are quite a bit further from their property line. He feels adding another structure next to them reduces their privacy even further.

Mr. Scarsellone advised that the previous approval was with the balcony and no opaque windows at 25 metres.

### **Committee Comments**

A Committee member advised he was in general agreement however would like to amend the wording in Items D and E.

- D. Use of permanent opaque windows along the east (front) elevation of the Additional Dwelling Unit.
- E. Provision of a privacy screen along the south side of the balcony facing west.

**038-25**                      **Moved by: Ian Gordon**  
   **Seconded by: Kelly Smith**

**Application A11-25 – 245 Bay Street, be approved with conditions, as per the Decision.**

**Carried**

### **8.3 A13-25                      48 Stanton Drive**

In attendance:            Alberto Donadio, AJD Design Group, agent

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

#### **Proposal:**

The purpose of this application is to allow for an increase in the maximum area of an Additional Dwelling Unit in a Detached Accessory Structure from 75.0m<sup>2</sup> to 139.4m<sup>2</sup>, a variance of 64.4m<sup>2</sup>.

#### **Comments from the Public:**

None.

**Comments from Departments/Agencies:**

The Engineering Division has no comments and no conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

Mr. Donaldo advised he was in attendance and is okay with the proposal.

**Public Comments (at hearing):**

None.

**Committee Comments**

None.

**039-25**                      **Moved by: Ian Gordon**  
                                     **Seconded by: Kelly Smith**

**Application A13-25 – 48 Stanton Drive, be approved with conditions, as per the Decision.**

**Carried**

**8.4 A14-25                      620 Broadview Avenue**

In attendance:            Danielle Bilodeau, Justin Sherry Design Studio, agent

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

**Proposal:**

The purpose this application is to allow for an increase in the maximum height of a Detached Accessory Structure from 5.0 metres to 5.65 metres, a variance of .65 metres.

**Comments from the Public:**

A letter of support was received.

**Comments from Departments/Agencies:**

The Engineering Division has no comments and no conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

Ms. Bilodeau has nothing further to add and happy to answer any questions.

**Public Comments (at hearing):**

None.

**Committee Comments**

None.

**040-25**                      **Moved by: Ian Gordon**  
   **Seconded by: Kelly Smith**

**Application A14-25 – 620 Broadview Avenue, be approved with conditions, as per the Decision.**

**Carried**

**8.5 A15-25 91 Heyden Avenue**

In attendance: Paul Wallis, Owner

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

**Proposal:**

The purpose of this application is to locate a Boathouse 1.2m from the Interior Side Lot Line, instead of the required 4.5m and to increase the Shoreline Buffer Zone (within 30m of Lake Simcoe) lot coverage from 25% to 27%.

**Comments from the Public:**

A letter of objection was received.

**Comments from Departments/Agencies:**

The Engineering Division has no comments and no conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

Mr. Wallis advised he concurs with the condition and in attendance to answer any questions.

**Public Comments (at hearing):**

None.

**Committee Comments**

A Committee Member asked about the trees along the front of the property close to the waterline and how many would have to be removed to build the boathouse.

Mr. Wallis advised the trees along the front of the property unfortunately reached the end of life and 2 have fallen and the other 3 were removed. The plantings in the future will match or exceed the coverage along the front of the property.

A Committee member mentioned that the Planning Report talked about shoreline planting and 10% of it to be native material and noted the applicant has lost all of the trees along the waterfront. Can we make a shoreline planting agreement a condition of this application?

Staff advised they could certainly make it a condition and advised that when the owner went through the rebuilding of their house a few years ago, they were required to do a planting plan. They could impose again to show 10% plantings along the shoreline. Staff did not recommend this as they recently went through it.

Mr. Wallis indicated the removal of the trees was in conjunction with the City and 1 stump was rotted completely. Due to safety concerns, they were removed and they asked about the plantings and the City had no issue to removal of the trees with no condition to replant.

**041-25**

**Moved by: Ian Gordon**

**Seconded by: Kelly Smith**

**Application A15-25 – 91 Heyden Avenue, be approved with conditions, as per the Decision.**

**Carried**

**8.6 A17-25 469 Victoria Crescent**

In attendance: David Havers, Havers Building, agent

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

**Proposal:**

1. To construct two separate additions for a combined Gross Floor Area of 100m<sup>2</sup>, which exceeds the permitted 46m<sup>2</sup> expansion to an existing dwelling located between 15m and 30m from the shoreline of Lake Simcoe.
2. To reduce the front yard setback from 20.3m down to 17.1m.

**Comments from the Public:**

None.

**Comments from Departments/Agencies:**

The Engineering Division has no comments and no conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

Mr. Havers addressed the Committee and advised they are fine with the 3 conditions.

**Public Comments (at hearing):**

None.

**Committee Comments**

A Committee Member asked about the Zoning Certificate for the Lake Simcoe Protection Plan. Is that a firm requirement before the Building Permit is issued.

Staff advised that it is a 2 step process for a Building Permit being a Zoning Certificate first. The first step is to submit Site Plan and if a condition is imposed, a Landscape Plan showing 10% native plantings. The Zoning Certificate is then issued and then this would allow for building permit being reviewed and approved. Based on full faith and trust, the applicant will submit the plan as no securities and no inspections occur with regard to landscaping.

Committee confirmed no follow-up plan to make sure landscaping plan adhered to.

The applicant advised he would be happy to submit a landscaped plan to the City. There is one already in the works.

**042-25**                    **Moved by: Ian Gordon**  
                                  **Seconded by: Kelly Smith**

**Application A17-25 – 469 Victoria Crescent, be approved with conditions, as per the Decision.**

**Carried**

**9. Adjournment:**

**043-25**                    **Moved by: Ian Gordon**  
                                  **Seconded by: Kelly Smith**

**We now adjourn at 10:28 a.m.**

**Carried**

The Committee will reconvene at 9:15 a.m. on September 17, 2025.



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Kelly Smith, Acting Chair



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Lorrie Jackson, Secretary-Treasurer