



**CITY OF ORILLIA  
COMMITTEE OF ADJUSTMENT MINUTES**

HEARING MINUTES

COMMITTEE OF ADJUSTMENT

HEARING OF

November 19, 2025

The November hearing of the City of Orillia Committee of Adjustment was held on November 19, 2025 by virtual meeting with the following in attendance:

Pete Bowen, Committee Member (Chair)  
Kelly Smith, Committee Member  
Ian Gordon, Committee Member  
Jeff Duggan, Senior Planner  
Jill Lewis, Senior Planner  
Ali Chapple, 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. Approval of Agenda:**

**056-25          Moved by: Kelly Smith  
                      Seconded by: Ian Gordon**

That the Agenda for the November 19, 2025, be approved.

**Carried**

**4. Confirmation of Minutes of the October 15, 2025 Hearing:**

**057-25          Moved by: Ian Gordon  
                      Seconded by: Kelly Smith**

That the Minutes of October 15, 2025 be approved.

**Carried**

**5. Notification of Pecuniary Interest:**

None.

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

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

**7. Applications:**

**7.1 B06-25 & A22-25 50 Dunedin Street**

In attendance: David Scarsellone, of Morgan Planning & Development, agent on behalf of the Owner.

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

**Proposal:**

The purpose of the proposed severance is to reestablish the historic lot fabric by separating 50 Dunedin Street (residential lot) from the formerly addressed property 169 Colborne Street West (commercial parking lot). No new construction is proposed.

The applicant has submitted a concurrent application for Minor Variance under application A22-25 in order to recognize a deficient Rear Yard Setback for the Retained Lot.

**Comments from the Public:**

None:

**Comments from Departments/Agencies:**

The Engineering Division had no comments or conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

Davide Scarsellone provided a presentation to Committee.

**Public Comments (at hearing):**

None.

**Committee Comments**

None.

The Committee made a motion to approve the application.

**058-25**      **Moved by: Kelly Smith**  
**Seconded by: Ian Gordon**

**Application B06-25 and A22-25 – 50 Dunedin Street, be approved with conditions, as per the Decision.**

**Carried**

**7.2 A21-25      22 and 24 Nelle Carter Court**

In attendance:      Vanessa Simpson of Morgan Planning & Development, agent on behalf of the Owner.

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

**Proposal:**

The purpose of this application is for the development of a proposed new Hotel/Conference Centre to be constructed in the City's Horne Business Park, with the requested variances in support of their design.

1. To construct the proposed 150 suite hotel with 147 parking spaces, whereas Zoning By-law required 1 parking space per suite, a variance of 3 parking spaces.
2. Clarification of Footnote 1 to Table 6.2, where it states that "Accessory Restaurants or Assembly Halls Uses shall provide parking requirement in addition to the per suite requirements" The applicant wishes to have these uses identified as ancillary for the hotel uses and not open to the general public and requests that the per suite requirement cover those uses.
3. To provide one (1) loading space whereas two (2) loading spaces are required.
4. To increase the height of the Hotel from 15.0m to 18.21m, a variance of 3.21m.

**Comments from the Public:**

None:

**Comments from Departments/Agencies:**

The Engineering Division has no comments or conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

Vanessa Simpson provided a presentation to Committee.

**Public Comments (at hearing):**

None.

**Committee Comments**

A Committee member indicated concern with the requested reduced parking from 150 to 147 parking spaces. This could work 99% of the time, however, there will be 1 or 2 times that the hotel will be full especially for hockey tournaments. It was asked why the parking spaces could not expand further into the rear yard.

Ms. Simpson advised they had explored numerous iterations when reviewing the parking and it was a challenge with the proposed retaining wall and fencing, which is quite a constraint.

A Committee member concurred with the concern about parking and felt it was a major problem to reduce parking and also questioned the site plan and location for snow storage. The rear yard looks to have green space with trees in the back about 50 feet wide. Could the applicant not use half of this area for parking? There is high demand in this area, and the parking does not take into account for staff parking.

Ms. Simpson advised the parking spaces meet the required size and the dark-hatched area in the centre is for parking with a total of 147 spaces. The loading space is a garbage location space, and the snow storage is exceeding the 5% required under the Zoning By-law.

A Committee member noted that there will be an Engineer involved with regard to the retaining wall. They would like to see more information on this from the Engineer why this space cannot be used with a proposed larger retaining wall. The Committee member would suggest a deferral for more information to come before Committee.

A Committee member also indicated a concern with the parking configuration, no parking spaces for staff, snow storage and turning radius for buses in the parking area with snow storage getting around the site. The Committee member would support a deferral until more information is provided for the configuration of the parking spaces.

A Committee member indicated they are in favour of this hotel, and it is much needed in this area of the City, however, not in favour of sacrificing parking and finds the proposed layout a safety issued.

Ms. Simpson asked if there was a way that the Committee could approve the other variances requested and only defer the parking variance as they have had a full

engineering review so far and this will keep the process moving along. She advised her client can review the overall parking.

Committee deferred the application to the end of the meeting to allow staff to prepare a motion for consideration.

The Committee made a motion to defer the application to the end of the hearing.

**059-95            Moved by: Ian Gordon  
                          Seconded by: Kelly Smith**

**That Application A21-25 – 22 and 24 Nelle Carter Court be deferred to the end of the hearing for Decision.**

**Carried**

The Committee reviewed the Decision pertaining to the Deferral of Parking variances, as follows:

“The Committee wishes to have presented to them the Engineering rationale related to the construction and location of the proposed retaining wall at the rear of the property.”

A Committee member advised this leaves us open to reviewing and accepting what is presented. The wording should add at the end ....”to accommodate 150 plus parking spaces.” It was noted that if this is 150 suite hotel, then 150 spaces are not enough. Some vehicles are going to take 2 parking spaces.

Staff advised that we cannot go above a By-law requirement of 1 per parking space per hotel room.

Staff also advised they are meeting the By-law requirements, and the applicant is not required to increase the snow storage area.

Ms. Simpson advised that if they provide 150 parking spaces then the only variance would be the conference room being limited to hotel guests only and do we require a variance on that. Staff advised there would need to be clarification on that.

Ms. Simpson advised her client will be providing 150 parking spaces and that variance can be denied for the requested 147 parking spaces.

M. Weber addressed the Committee. She asked if they have enough parking spaces for staff and meeting rooms. Ms. Weber was advised of the By-law requirements.

Staff advised the meeting space would be for hotel guests only and not open to the public.

The Committee made a motion as follows:

**060-95**      **Moved by: Kelly Smith**  
                 **Seconded by: Ian Gordon**

**That Variance #1 pertaining to the reduction of parking spaces under Application A21-25 – 22 and 24 Nelle Carter Court be denied.**

**Carried**

**061-95**      **Moved by: Kelly Smith**  
                 **Seconded by: Ian Gordon**

**That the remaining 3 Variances pertaining to ancillary hotel uses, loading space reduction and height under Application A21-25 – 22 and 24 Nelle Carter Court, be approved with conditions, as per the Decision.**

**Carried**

**7.3 A23-25      625 Harvie Settlement Road**

In attendance:      Mark Nichols of Jessica Macdonald Architect Inc.

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

**Proposal:**

The purpose of this application is to permit an increase in the maximum permitted height of an industrial building addition from 15.0 m to 21.0 m.

**Comments from the Public:**

Letters of opposition have been received.

**Comments from Departments/Agencies:**

The Engineering Division had a comment but no condition.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

Mark Nichols advised the Committee he was there to answer any questions on behalf of the applicant.

**Public Comments (at hearing):**

The Chair advised that the Committee has received correspondence expressing concerns about corporate practices and operations at another location and advised that these are not germane to this specific property. The Committee acknowledges the letters and sympathizes with the concerns that the letters express, however, it is encouraged that these letters be shared with the Member of Provincial Parliament as the concerns noted are Provincial issues.

Dave Osborne from Forest Avenue North addressed the Committee. He stated that this has nothing to do with his end of Town, however, the factory has expanded three times, and he did not get any notice. He is dealing with a horrific smell from the factory.

Mr. Osborne was advised his comments must be applicable to the relief requested under the specific minor variance application before Committee.

Kevin Westlaken of Cedarmere Road stated he agrees with Mr. Osborne's comments. He feels this will directly impact both properties as more traffic going back and forth between the facilities.

Mr. Westlaken was advised that Committee is not aware of what will happen between the two facilities. Any comments to Committee must be in relation to the relief requested for this application. Mr. Westlaken feels it will be prudent for the City to get this information. He was advised that he can speak with his Councillor or to the Member of Provincial Parliament.

Mr. Osborne feels that the City needs to take responsibility for what is happening.

**Committee Comments**

None.

The Committee made a motion to approve the application.

**062-25            Moved by: Kelly Smith  
                      Seconded by: Ian Gordon**

**Application A23-25 – 625 Harvie Settlement Road, be approved with conditions, as per the Decision.**

**Carried**

**7.4 T07-043 Front Street South**

In attendance: David Ezeard of Landmark Digital Inc., agent on behalf of the Owner.

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

**Proposal:**

The purpose of the proposed variance to the City's Sign By-law is to allow for the construction of an electronic Billboard Sign.

**Comments from the Public:**

None:

**Comments from Departments/Agencies:**

The Engineering Division has comments and conditions.

**Staff Report:**

Planning Division recommends approval of the application with conditions.

**Owner/Applicant's Comments:**

David Ezeard provided a presentation to Committee.

**Public Comments (at hearing):**

None.

**Committee Comments**

A Committee member asked the height of existing versus the new sign as there are trees in the back. Mr. Ezeard advised the existing is currently 23 feet and the new one will be 26 feet.

A Committee member asked if the sign is one-sided illuminated billboard and how it would affect drivers and Mr. Ezeard confirmed it was and there is a light dimming device as part of the sign. Mr. Ezeard advised there are a set number of nits recommended for dimming at night.

A Committee member asked if the sign will be monitored and Mr. Ezeard advised that it will be.

The Committee made a motion to approve the application.

**063-25**      **Moved by: Ian Gordon**  
                  **Seconded by: Kelly Smith**

**Application T07-43 – Front Street South, be approved with conditions, as per the Decision.**

**Carried**

**8. Correspondence/Other Business:**

**064-25**      **Moved by: Ian Gordon**  
                  **Seconded by: Kelly Smith**

**That the 2026 Meeting Schedule be approved.**

**Carried**

**9. Adjournment:**

**065-25**      **Moved by: Kelly Smith**  
                  **Seconded by: Ian Gordon**

**We now adjourn at 10:27 a.m.**

**Carried**

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



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Pete Bowen, Chair



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Lorrie Jackson, Secretary-Treasurer