



CORPORATION OF THE TOWN OF AMHERSTBURG
271 SANDWICH ST S, AMHERSTBURG, ONTARIO N9V 2A5

NOTICE OF PUBLIC HEARING w. AMENDED HEARING DATE

In the matter of the *Planning Act*, R.S.O. 1990, as amended, and, in the matter of application for minor variance by:

Bernard Meloche

TAKE NOTICE THAT application for **minor variance** under the above-noted file will be heard by the TOWN OF AMHERSTBURG COMMITTEE OF ADJUSTMENT on the date, time and place shown below:

**Amherstburg Council Chambers, 271 Sandwich St. S., Amherstburg, ON
Wednesday, September 10, 2025 at 8:00 A.M. (morning)**

This is a public hearing for the purpose of hearing evidence in support of or in opposition to the above-noted application. If you are aware of any person interested in or affected by this application who has not received a copy of this notice you are asked to inform that person of this hearing.

If you wish to attend the meeting by electronic means, you must register on-line at the Town of Amherstburg website a minimum of 48 hours prior to the meeting time. Please go to the Committee of Adjustment page at:

<https://www.amherstburg.ca/en/town-hall/Committee-of-Adjustment.aspx>

Alternatively, you may visit the Town website, search "Committee of Adjustment" using the search feature provided and follow the Registration instructions located at the bottom of the Committee of Adjustment page.

Upon completion of the on-line registration form, you will receive an automated email response that will provide registration instructions that can be used to gain access to the electronic Committee of Adjustment meeting at the specified date and time indicated above.

Public Comment Submission:

If you have comments on these applications, they may be forwarded in writing to the Secretary-Treasurer either by mail or in person to:

Janine Mastronardi, Secretary-Treasurer
3295 Meloche Road
Amherstburg, ON
N9V 2Y8

Comments can also be submitted by email by 4:00 p.m. two nights before the hearing (Monday, September 8, 2025) to the Planning Department, planning@amherstburg.ca. All public comments received prior to the meeting by the above noted due date, will be read aloud at the beginning of the relevant application.

This is a public hearing for the purpose of hearing evidence in support of or in opposition to the above-noted application. If you are aware of any person interested in or affected by this application who has not received a copy of this notice you are asked to inform that person of this hearing. If you have comments on this application, they may be forwarded in writing to the Secretary-Treasurer at the address shown above.

If you do not attend and are not represented at this hearing, the Committee may proceed in your absence (including possible amendments to the original request). Except as otherwise provided for in the *Planning Act*, you will not be entitled to any further notice of the proceedings.

If a specified person or any public body that files an appeal of a decision of the Town of Amherstburg Committee of Adjustment in respect of the proposed minor variance does not make written submission to the Town of Amherstburg Committee of Adjustment before it gives or refuses to give a provisional minor variance, the Ontario Land Tribunal may dismiss the appeal.

If you wish to be notified of the decision of the Town of Amherstburg Committee of Adjustment in respect of the proposed minor variance, you must make a written request to Town of Amherstburg Committee of Adjustment.

Location of Property: 289 Hawthorne Crescent (Roll No.: 3729-070-000-06400)

Purpose of Minor Variance Application A/21/25:

The applicant is proposing the construction of a 32 ft x 40 ft accessory structure which includes a 8ft x 32 ft covered porch area and a second floor to be used for personal hobby space and personal storage with a total height to the peak of the roof of 5.94 m.

The applicant is requesting relief from Zoning By-law 1999-52, as amended, Section 3(1)(b) which states, "The total lot coverage of all accessory buildings or structures on a lot shall not exceed 10 percent of the lot area of the said lot and to a maximum of 100 square metres (1076 sq. ft) for accessory buildings and structures in any Residential Zone... the total area of an accessory building may not exceed the gross floor area of the main building."

The applicant is also requesting relief from Zoning By-law 1999-52, as amended, Section 3(1)(c) which permits a maximum accessory structure height of 5.5 metres to the peak of the roof in a Residential Zone.

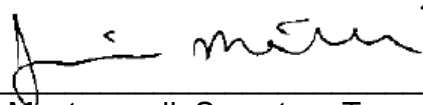
The subject parcel is 8085 sq ft in lot area and the single detached dwelling has a footprint of 1240 sq ft and a height of 5.2 m. The existing shed is proposed to be removed. The proposed total lot coverage is 31.2%.

Therefore, the amount of relief requested is 472 sq ft (5.85) in accessory structure lot coverage, 0.44 m in accessory structure height and the applicant is requesting permission for the accessory structure to be 40 sq ft larger than the single detached dwelling.

The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential First Density (R1) Zone in the Town's Zoning By-law.

Additional Information relating to the proposed application is available by contacting the Town of Amherstburg Planning Offices by phone or email, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca.

Dated: August 27, 2025



Janine Mastronardi, Secretary-Treasurer
Town of Amherstburg Committee of Adjustment
3295 Meloche Road, Amherstburg, ON N9V2Y8

Municipal Fee Received:	<input checked="" type="checkbox"/>
ERCA Fee Received:	<input checked="" type="checkbox"/>

Application No. A/21/25

PLANNING ACT
APPLICATION FOR MINOR VARIANCE ☒
APPLICATION FOR PERMISSION ☐
TOWN OF AMHERSTBURG

1. Name of approval authority Town of Amherstburg
2. Date application received by municipality 8/14/25
3. Date application deemed complete by municipality 8/19/25
4. Name of registered owner Bernard Meloche
Telephone number [REDACTED]
Address & Postal Code [REDACTED]
Email [REDACTED]
Name of registered owner's solicitor
or authorized agent (if any) _____
Telephone number _____
Address & Postal Code _____
Email _____
Please specify to whom all communications should be sent:
☒ registered owner ☐ solicitor ☐ agent
5. Name and address of any mortgages, charges or other encumbrances in respect of the subject land:

6. Location and description of subject land:
Concession No. _____ Lot(s) No. _____
Registered Plan No. M17 Lot(s) No. 104
Reference Plan No. _____ Part(s) No. _____
Street Address 289 Hawthorne Crescent Assessment Roll No. 070-06400

7. Size of subject parcel:

Frontage 55 ft Depth 147 ft Area 8085 sq ft

8. Access to subject parcel:

☒ Municipal Road ☐ County Road ☐ Provincial Highway
☐ Private ☐ Water

If access to the subject land is **by water** only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road

9. Current Official Plan Land Use designation of subject land _____
Low Density Residential

10. Current Zoning of subject land R1

11. Nature and extent of relief from the Zoning By-law requested _____

Section 3(1)(b) states, "The total lot coverage of all accessory buildings or structures on a lot shall not exceed 10 percent of the lot area of the said lot and to a maximum of 100 square metres (1076 sq. ft) for accessory buildings and structures in any Residential Zone. Section 3(1)(c) permits a max height of 5.5 m. Proposing 32ft x 40 ft (1280 sq ft) accessory structure with a height of 5.94 m.

12. Reasons why minor variance is necessary _____
To allow for a 256 sq ft covered porch area and height for storage on second floor.

13. Current use of subject land _____
residential

14. Length of time current use of subject land has continued 50+ years

15. Number and type of buildings or structures **existing** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

single detached dwelling 5.2 m and 1240 sq ft, gazebo and shed

16. Date of construction of existing buildings and structures on the subject land:

1972

17. Date subject land acquired by current registered owner _____

18. Proposed use of subject land residential

19. Number and type of buildings or structures **proposed** to be built on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

32ft x 40 ft accessory structure with a height of 5.94 m

20. Type of water supply:

- ☒ municipally owned and operated piped water supply
☐ well
☐ Other (specify) _____

21. Type of sanitary sewage disposal:

- ☒ municipally owned and operated sanitary sewers
☐ septic system
☐ Other (specify) _____

22. Type of storm drainage:

- ☒ sewers
☐ ditches
☐ swales
☐ Other (specify) _____

23. If known, indicate whether the subject land is the subject of an application under the Planning Act for:

- ☐ consent to sever ☐ approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application:

24. If known, indicate if the subject land has ever been the subject of an application for minor variance under Section 45 of the Planning Act.

25. The proposed project includes the addition of permanent above ground fuel storage:

- ☐ Yes ☒ No

26. Is the land within 600m of property that is designated as Extraction Industry?

- ☐ Yes ☒ No

If yes, as per Section 3.3.3 of the Official Plan a noise and vibration study is required for approval by the Town, to be completed.

A minor variance application fee of \$1214.00, along with an ERCA development review fee of \$200.00 (total of \$1414.00 payable to the Town of Amherstburg), must accompany your completed application.

Dated at the Town of Amherstburg on August 14, 2025
PRINT NAME OF TOWN OR CITY DATE

Bernard Meloche

SIGNATURE APPLICANT, SOLICITOR OR AUTHORIZED AGENT

I, Bernard Meloche of the Town of Amherstburg in the
NAME PRINT NAME OF TOWN OF CITY

County/District/Regional Municipality of Essex solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the Town of Amherstburg
PRINT NAME OF TOWN OR CITY

In the County of Essex on August 14, 2025
PRINT COUNTY/REGION/DISTRICT DATE

Bernard Meloche

APPLICANT, SOLICITOR OR AUTHORIZED AGENT

Janine Quintina Mastronardi

A COMMISSIONER, ETC.

Janine Quintina Mastronardi, a Commissioner, etc.,
Province of Ontario, for the
Corporation of the Town of Amherstburg.
Expires June 30, 2027.

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- c) the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- d) the current uses on land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land.

If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is \$565 and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.

(Faint, illegible text, likely a signature or stamp)

AUTHORIZATION

(Please see note below)

To: Secretary-Treasurer

Committee of Adjustment

Town of Amherstburg

Description and Location of Subject Land:

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

_____ of the _____ to:
PRINT NAME PRINT TOWN OR CITY

- (1) make an application on my/our behalf to the Committee of Adjustment for the Town of Amherstburg;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by Town's Committee of Adjustment relevant to the application.

Dated at the _____
PRINT TOWN OR CITY

in the _____ on _____
PRINT COUNTY/REGION/DISTRICT DATE

SIGNATURE OF WITNESS

SIGNATURE OF OWNER

SIGNATURE OF WITNESS

SIGNATURE OF OWNER

SIGNATURE OF WITNESS

SIGNATURE OF OWNER

* Note: This form is only to be used for applications which are to be signed by someone other than the owner.

POSTING COMMITTEE OF ADJUSTMENT ADVISORY SIGN

This will confirm the requirements of the Committee of Adjustment for a sign to be posted by all applicants or authorized agents on each property under application.

A sign will be made available to you upon submission of your application(s). You are directed to post the sign in a prominent location that will enable the public to observe the sign.

The location of the sign will depend on the lot and location of structures on it. The sign should be placed so as to be legible from the roadway in order that the public see the sign and make note of the telephone number should they wish to make inquiries. The Zoning By-law prohibits the signs from being located in any corner lot sightlines. In most cases, please post the sign on a stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

The sign must remain posted beginning 10 days prior to the Hearing, until the day following the decision of the Committee of Adjustment. Please complete the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the Committee's requirements. Failure to post the sign as required will result in deferral of the application.

Chris Aspila, MCIP RPP
Manager of Planning Services

PROPERTY ADDRESS: 289 Hawthorn

APPLICATION NUMBER(S): A/21/25

I understand that each sign must be posted at least 10 days before the Hearing, and will remain posted and be replaced if necessary, until the day following the Decision.

I acknowledge that the Secretary-Treasurer has confirmed these requirements with me.

Heintz
SIGNATURE (APPLICANT OR AUTHORIZED AGENT)

Aug. 14, 2025
DATE

SURFACE
DRAINAGE/GRADING

[OBC Div. B – 9.14.6.1.(1)]

-The building site shall be graded to prevent water accumulation at (or near) the building and not to adversely affect adjacent properties. Retaining Walls, Soak-Away Pits, Rear Yard Drains, etc.) may need to be installed pending the Final Grade Certificate and Final Grading Inspection.

-Downspouts to be splashed onto finished grade level.

-Downspouts are not connected to storm sewer.

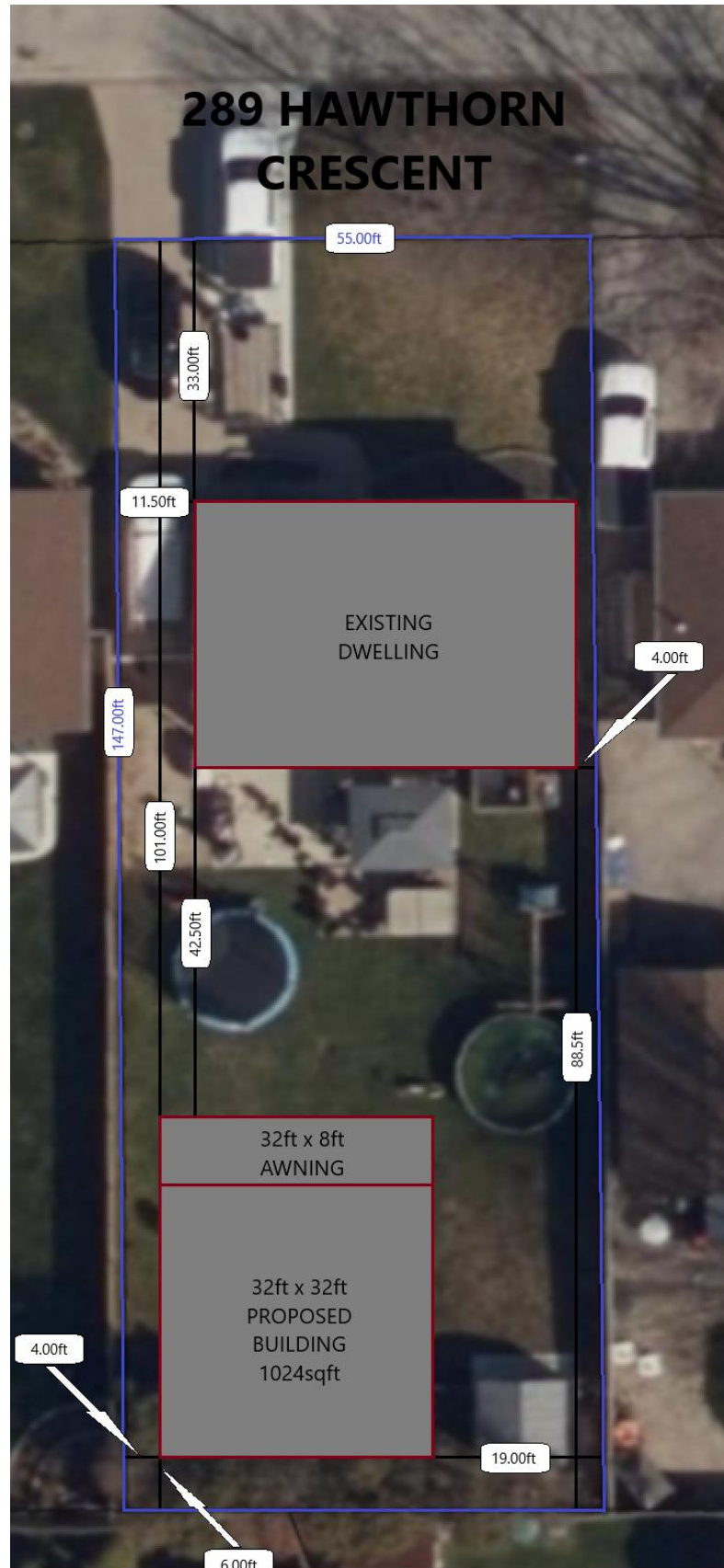
SETBACK

Must be a minimum of 4'-0" from the side and the rear property line

STORM WATER

-Strictly prohibited from discharging into an open sanitary sewer.

-Ensure sanitary is capped at time during construction.



12" DIA CONCRETE
SONO TUBE
QUANTITY: 3

