



February 5, 2025

33928-24

Jeff.Buisman@vanharten.com

Town of Minto  
Committee of Adjustment  
5941 Highway 89, RR#1  
Harriston, ON, N0G 1Z0

Attention: Sama Haghighi via email: [sama@town.minto.on.ca](mailto:sama@town.minto.on.ca)

**Re: Minor Variance Application & Sketch for Severance B102-24**  
**310 York Street**  
**Part of Lot 8, Herman & Bolton's Survey**  
**PIN 71040-0044**  
**Geographic Town of Palmerston**  
**Town of Minto**

Please find enclosed an application for a minor variance on the above-mentioned property. Included with this submission are copies of the minor variance sketch, completed application form, required deed, PIN Report and Map and Sourcewater Protection Form. Payment in the amount of **\$2,000.00** to the Town of Minto will be paid by the property owner.

**Proposal:**

A Minor Variance request is being made for the Retained Parcel of Severance Application B102-24 that has been approved subject to conditions by the County of Wellington Land Division Committee. The variance is required to satisfy Condition 9 of the approved application for zoning compliance.

Severance Application B102-24 is creating a new parcel for urban residential purposes along York Street in Palmerston.

The Severed Parcel is currently vacant and will have a frontage of 18.19m along York Street, depth of 40.2m, for an area of 822m<sup>2</sup> where a new dwelling is proposed. A new entrance along York Street is proposed to provide access to the new lot.

The Retained Parcel (#310) is a corner lot with a frontage of 25.72m along York Street, frontage of 40.2m along Raglan Street, for an area of 1,031m<sup>2</sup> where the existing dwelling will remain. The existing entrance from Raglan Street will remain.

The severance is a natural fit given the large lot area of the subject property, open space and placement of the existing dwelling on the Retained Parcel.

The subject property is zoned Residential R2 which permits a number of dwelling types, including single-detached dwellings. The lot area and frontage requirements are met for both parcels and the conceptual dwelling on the severed parcel and existing dwelling on the retained parcel conform to all but one of the R2 zoning requirements.

The Minor Variance request is as follows:

**Retained Parcel:**

**A) To permit a reduced rear yard setback for the existing dwelling to be 2.5m vs. 7.6m as required in Table 12.2.1.6 of the Zoning By-law.**

The Retained Parcel is a corner lot and with the creation of the severance, the technical “lot frontage” is the shorter of the two roads, and therefore the Zoning By-law definition of lot frontage will change to York Street. The existing house will continue to function with the frontage / access along Raglan Street. Since the Front Yard is now technically along York Street, the rear is the east limit of the lot. The existing rear yard of 2.5m will not meet the 7.6m minimum rear yard requirement and a minor variance is being requested. The interior side yard will be 8.5m and function as the rear yard amenity space. Therefore, we consider the “rear yard” request of 2.5m to be minor in nature and meets the general intent of the by-law and will not have a negative impact on the adjacent property.

The subject property has a County of Wellington Official Plan designation of Urban Centre and Residential. Section 7.4.5 of the County of Wellington Official Plan states that Urban Areas shall provide a variety of residential uses and housing types. The dominant housing form will continue to be single-detached residence, however, other forms of housing relative to the servicing and community will be developed including semi-detached, duplex townhouse and apartment units. The approved severance provides a great opportunity to develop the land for a new dwelling within the Town of Palmerston.

Section 10.6.1 of the Official Plan also states that new lots may be created in the Urban Centre provided that the land is appropriately zoned and where municipal services are available.

The variance request is reasonable as the dwelling exists, the variance is more administrative in nature and we provide the opinion that the variance is minor in nature as there is side yard that will function as the rear yard and amenity space.



Please call me if you or the Planning Staff have any questions.

Very truly yours,  
Van Harten Surveying Inc.

A handwritten signature in black ink, appearing to read "Jeff Buisman".

**Jeffrey E. Buisman** B.E.S, B.Sc.  
*Ontario Land Surveyor*

cc John Martens via email: [john@jemfreight.ca](mailto:john@jemfreight.ca)