



TOWN OF MINTO COMMITTEE OF ADJUSTMENT

NOTICE OF A PUBLIC HEARING FOR A MINOR VARIANCE APPLICATION

TAKE NOTICE that an application for a Minor Variance under file number MV 2026-05 has been submitted to the Town of Minto's Committee of Adjustment. Pursuant to the *Planning Act, R.S.O. 1990, Chap.P.13*, ss. 45(5), as amended, the Committee of Adjustment will consider the application.

A **Public Hearing** will be held by the Committee of Adjustment of the Town of Minto. The Committee will give consideration to the Minor Variance application on:

Date: July 14th, 2026
Time: 3:00 p.m.
Location: Town Office – Council Chambers
5941 Highway 89
Harriston, ON N0G 1Z0

Location of the Subject Property

The property subject to the proposed Minor Variance application is legally described as Concession 1 Part Lot 19 and municipally known as 475 Main Street East, Palmerston. The subject property is approximately 0.66 ha (1.64 ac). The location of the property is shown on the map below.

Purpose and Effect of the Application

The purpose and effect of this Minor Variance application is to seek relief from the maximum permitted accessory residential dwelling unit occupancy of the ground floor area of the rear portion of the main commercial building in the Highway Commercial zone. Section 17.6(b) of the Town of Minto Comprehensive Zoning By-law 01-86, as amended, permits a maximum accessory residential use area of 49% of the ground floor area to the rear portion of the main commercial building, whereas 57% is proposed. Additional relief may be requested at the time of the meeting.

Oral or Written Submissions

Any person or public body is entitled to attend the Public Hearing and make written or oral submissions in support of or in opposition to the proposed Minor Variance. If you wish to provide written comments, in support or opposition, you should contact the Secretary-Treasurer of the Committee of Adjustment at the address below by 12:00 p.m. on Friday, July 10th, 2026. All comments received will form part of the public record.

Request for Notice of Decision

If you wish to be notified of the decision of the Committee of Adjustment for the Town of Minto in respect to the proposed Minor Variance, you must submit a written request to the Secretary-Treasurer of the Committee of Adjustment for the Town of Minto at the address provided below.

Additional Information

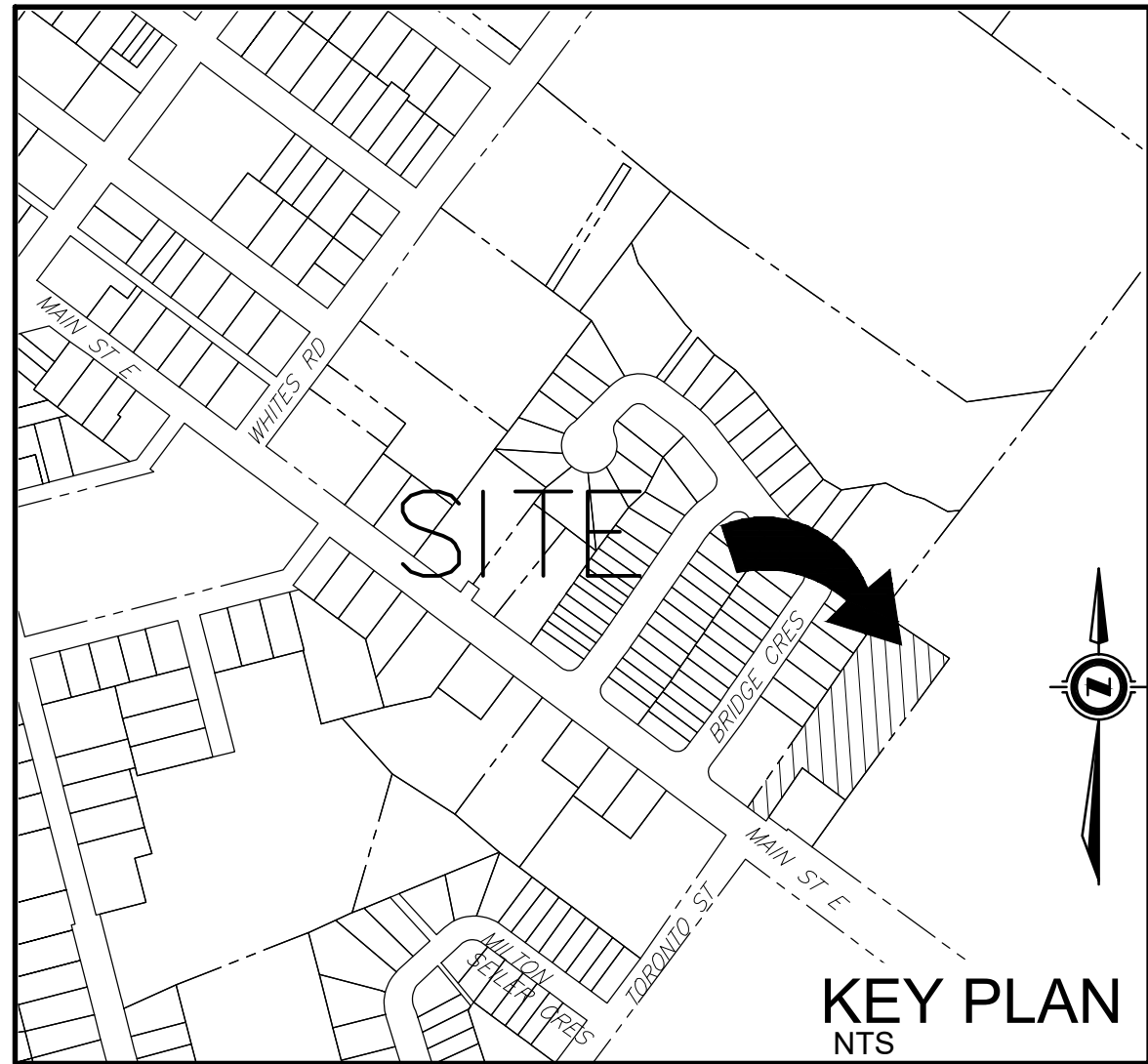
For more information about this matter, including information about appeal rights, please contact the Municipal Office at the address shown below. The application and any additional information is available to the public for inspection at the Town of Minto Municipal Office during office hours.

Dated this 30th Day of June 2026.

Secretary-Treasurer Contact

Annilene McRobb
Secretary-Treasurer of the Committee of Adjustment
5941 Highway 89
Harriston, ON, N0G 1Z0
annilene@town.minto.on.ca
(519) 338-2511 x 230





C2 Zone		
Regulations	Required	Provided
Lot Area, Minimum	557.4 m ²	6,657.72 m ²
Lot Frontage, Minimum	18.0 m	15.36 m
Front Yard, Minimum	7.6 m plus any applicable distance required by the applicable road authority as specified in Section 6.31 of this By-law.	81.45 m
Interior Side Yard, Minimum	3.0 m	7.05 m
Exterior Side Yard, Minimum	7.6 m plus any applicable distance required by the applicable road authority as specified in Section 6.31 of this By-law.	N/A
Rear Yard, Minimum	7.6 m	31.90 m
Building Height, Maximum	12.5 m	13.75 m
Lot Coverage, Maximum	40%	13.42%
Ground Floor Accessory Dwelling Uses	No more than 49%	57%
Residential Unit Floor Area, Minimum	50.0 m ²	39.2 m ²
Required Loading Spaces	0	1
Total parking spaces required	62 spaces (54 residential, 8 commercial)	120 spaces
Required Barrier Free Parking Spaces, Minimum	4	4
Parking setback to a residential use - west side	4.5 m	2.0 m
Parking setback to a residential use - south side	4.5 m	1.0 m

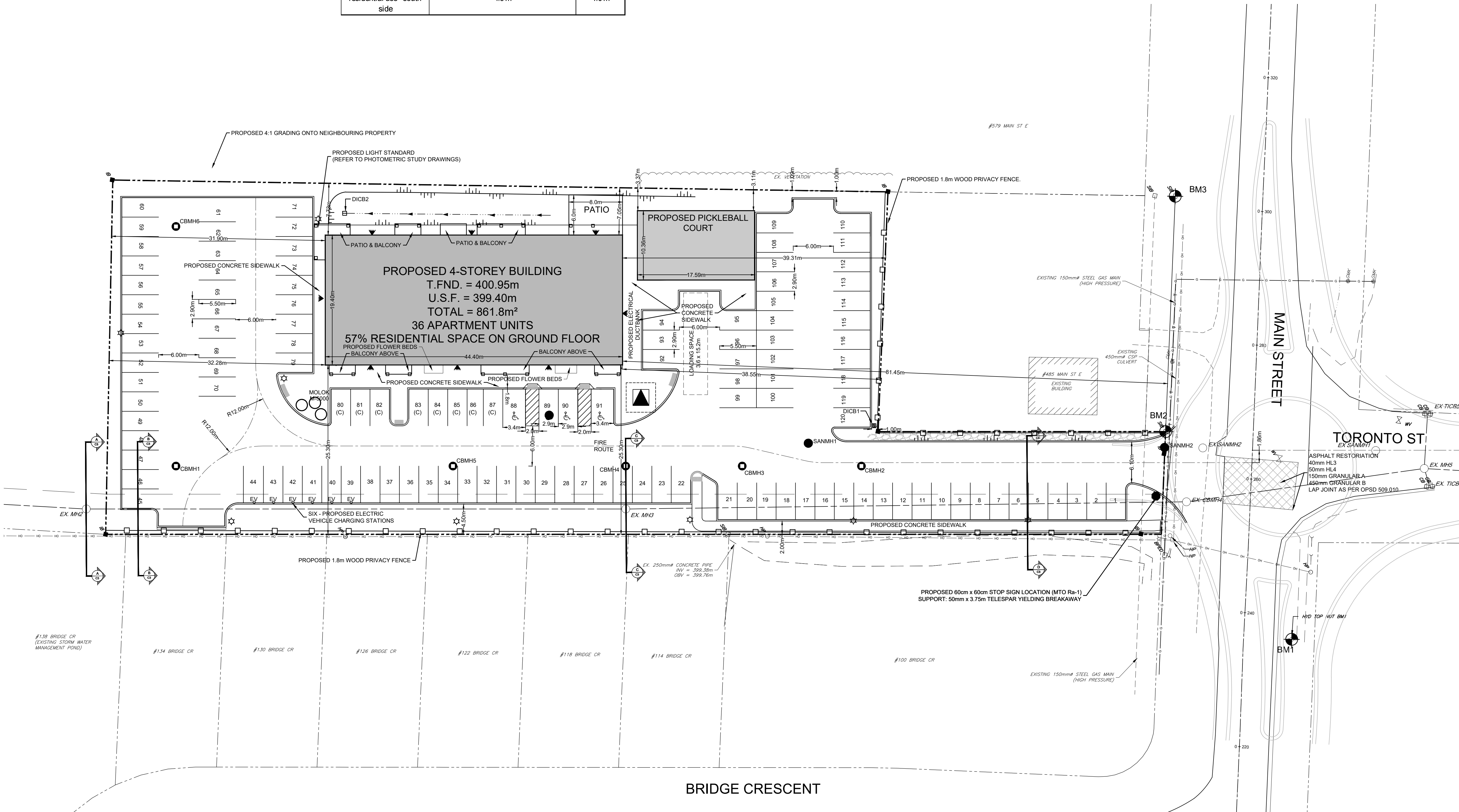
MAINTAIN MIN. 2.5m HORIZONTAL SEPARATION DISTANCE AND 0.5m VERTICAL SEPARATION DISTANCE BETWEEN WATERMAIN AND SANITARY/STORM SEWERS INCLUDING ALL CATCHBASIN LEADS EQUAL TO OR GREATER THAN 250mm IN DIAMETER

GEOTEXTILE CLOTH TO BE INSTALLED UNDER ALL CB AND CBMH GRATES AND TO REMAIN IN PLACE UNTIL ROAD PAVING IS COMPLETED

LEGEND			
	PROPERTY BOUNDARY		PROPOSED TWIN INLET CATCHBASIN MANHOLE
	PROPOSED RIGHT OF WAY		PROPOSED TWIN INLET CATCHBASIN
	PROPOSED PROPERTY LINES		PROPOSED CATCH BASIN
	EDGE OF EXISTING PAVEMENT		EXISTING CATCH BASIN
	EDGE OF EXISTING GRAVEL		PROPOSED DITCH INLET CATCHBASIN
	PROPOSED SANITARY SEWER		PROPOSED SANITARY SERVICE CLEANOUT
	EXISTING SANITARY SEWER		PROPOSED CURB STOP VALVE
	PROPOSED STORM SEWER		EXISTING CURB STOP VALVE
	EXISTING STORM SEWER		PROPOSED STORM SERVICE
	PROPOSED SUBDRAIN		PROPOSED HYDRANT SET
	PROPOSED WATERMAIN		EXISTING FIRE HYDRANT
	EXISTING WATERMAIN		PROPOSED GATE VALVE
	PROPOSED SANITARY SERVICE		EXISTING GATE VALVE
	PROPOSED WATER SERVICE		PROPOSED CAP C/W THRUST BLOCK
	PROPOSED SANITARY MANHOLE		PROPOSED BLOWOFF
	EXISTING SANITARY MANHOLE		EXISTING UNDERGROUND TELEPHONE CABLE
	PROPOSED STORM MANHOLE		EXISTING UNDERGROUND TV CABLE
	EXISTING STORM MANHOLE		EXISTING UNDERGROUND GAS LINE
	PROPOSED CATCHBASIN MANHOLE		EXISTING UNDERGROUND HYDRO CABLE
			EXISTING HYDRO GUY WIRE
			EXISTING HYDRO POLE
			EXISTING CABLE TV PEDESTAL
			EXISTING TELEPHONE PEDESTAL
			STANDARD IRON BAR
			IRON BAR
			EXISTING DECIDUOUS TREE
			EXISTING CONIFEROUS TREE
			EXISTING GAS MARKER
			EXISTING WELL
			BENCHMARK
			BOREHOLE
			PROPOSED ELEVATION
			EXISTING ELEVATION
			STREET LIGHT

CAUTION: THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE DRAWINGS. AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM THEMSELVES OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

- Notes
1. TOPOGRAPHICAL INFORMATION DERIVED FROM FIELD SURVEY BY COBIDE ENGINEERING INC. COMPLETED ON JANUARY 23, 2024
 2. PROPERTY BOUNDARY DERIVED FROM INFORMATION SHOWN ON REFERENCE PLAN PROVIDED BY WT LAND.
 3. ALL ORGANIC MATERIAL WITHIN 1.2m OF FINISHED PROFILE GRADE TO BE REMOVED FROM ALL AREAS UNDER THE PARKING LOT AND TRAVELED ROAD.
 4. COVER OVER WATERMAIN 2.0m MINIMUM AT ALL POINTS.
 5. STORM SEWERS UP TO 450mm Ø SHALL BE HDPE OR PVC SDR 35 UNLESS OTHERWISE NOTED. ALL DIAMETERS 450mm Ø AND GREATER SHALL BE CONCRETE.
 6. SANITARY SEWER TO BE PVC SDR 35.
 7. ALL STORM CATCHBASINS TO HAVE A MINIMUM SUMP OF 600mm AND ALL STORM MANHOLES TO HAVE A MINIMUM SUMP OF 300mm.
 8. MAINTAIN 2.5m CLEARANCE BETWEEN STORM/ SANITARY SEWER AND WATERMAIN.
 9. ALL WATERMAINS TO BE PVC DR 18.
 10. ALL HYDRANT SETS REQUIRE TEST POINT AND HYDRANT MARKER. ALL WATERMAIN JOINTS ON HYDRANT LEADS TO BE RESTRAINED.
 11. PRECAST CONCRETE MAINTENANCE HOLE JOINTS AND ADJUSTMENT UNITS TO BE SEALED WITH "DENSO" TAPE ALONG ALL JOINTS.
 12. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION PURPOSES UNTIL STAMPED/ ISSUED FOR CONSTRUCTION.
 13. ALL CONSTRUCTION TO BE COMPLETED TO TOWN OF MINTO ENGINEERING STANDARDS.
 14. ALL RIP-RAP TO BE UNDERLAIN WITH FILTER CLOTH TERRAFIX 270R OR EQUIVALENT.
 15. ALL MUNICIPALLY OWNED BOULEVARDS AND DISTURBED AREAS ARE TO BE RESTORED WITH 200mm TOPSOIL AND HYDROSEED.
 16. WHERE DEPTH OF COVER IS LESS THAN 1.2m, PIPES (SANITARY, WATER, STORM) MUST BE INSULATED AS PER OPSD 1109.030.
 17. NO WORK SHALL PROCEED WITHIN THE TOWN ROAD ALLOWANCES OR ON TOWN PROPERTY WITHOUT PRIOR (AT LEAST ONE WEEK) WRITTEN NOTIFICATION TO THE TOWN AND NOT UNTIL RECEIPT OF TOWN APPROVAL.
 18. THE CONTRACTOR PERFORMING ANY OF THE RIGHT-OF-WAY WORKS ARE TO BE PRE-QUALIFIED BY THE TOWN OF BECOME PRE-QUALIFIED WITH PROOF OF INSURANCE AND WSIB CLEARANCE CERTIFICATE PRIOR TO CONSTRUCTION.
 19. DISINFECTING, FLUSHING, SAMPLING, AND COMMISSIONING OF WATERMAIN ARE TO BE IN CONFORMANCE WITH THE TOWN OF MINTO MUNICIPAL SERVICES STANDARDS.
 20. SECTION 6.5 OF THE ZONING BY-LAW REQUIRES THAT LIGHTING FIXTURES PROVIDING EXTERIOR ILLUMINATION SHALL BE SO ARRANGED AS TO DIRECT LIGHT TO THE BUILDING FACE, PARKING AREA OR VICINITY OF SITE. SUCH FIXTURES SHALL NOT CAST GLARE ONTO ADJACENT PROPERTIES NOR ONTO NEARBY STREETS.
 21. ALL WATERMAIN FITTINGS SHALL BE RESTRAINED FOR TWO (2) PIPE JOINTS IN EITHER DIRECTION FROM EACH FITTING. EACH JOINT ON HYDRANT LEADS SHALL BE FULLY RESTRAINED.



Benchmark Information		
BM1	TOP NUT OF FIRE HYDRANT LOCATED ON MAIN ST E AS DEPICTED.	ELEVATION 402.35m
BM2	TOP OF STANDARD IRON BAR LOCATED ON MAIN ST E AS DEPICTED.	ELEVATION 401.01m
BM3	TOP OF STANDARD IRON BAR LOCATED ON MAIN ST E AS DEPICTED.	ELEVATION 401.66m

No.	DATE	DESCRIPTION	BY	APPD
6	MAY 20/26	ISSUED FOR CONSTRUCTION SUBMISSION	JHL	TLB
5	FEB 27/26	FIFTH SUBMISSION	JHL	TLB
4	AUG 07/25	FOURTH SUBMISSION	JHL	TLB
3	JUL 11/25	THIRD SUBMISSION	JHL	TLB
2	DEC 12/24	SECOND SUBMISSION	JHL	TLB
1	JUL 12/24	FIRST SUBMISSION	JHL	TLB
REVISION / ISSUE				

Seal not valid unless signed and dated

COBIDE
ENGINEERING INC
517 10th Street, Hanover, Ontario N4N 1R4
Telephone: (519) 506-5959
www.cobideeng.com

475 MAIN STREET, PALMERSTON
TOWNSHIP OF MINTO
WELLINGTON COUNTY
PROPOSED COMMERCIAL DEVELOPMENT
SITE PLAN

Client:	WILSON
Design:	JHL
Drawn:	JHL
Checked:	TLB
Date:	MAY 2024
DRAWING No.	03718-SP1
Scale:	1:300
Approved:	
Design Engineer:	