



**TOWNSHIP OF SOUTHGATE COMMITTEE OF ADJUSTMENT  
NOTICE OF APPLICATION FOR MINOR VARIANCE AND PUBLIC  
HEARING**

**The Planning Act, RSO 1990, as amended**

**TAKE NOTICE** that the Township of Southgate Committee of Adjustment has appointed **May 28, 2025 at 9:00 am** for the purpose of a public hearing to be held at the Township of Southgate Council Chambers located at 123273 Southgate Road 12, Holstein Ontario N0G 2A0 and **electronically** via Zoom at the following credentials:

Please join the meeting from your computer, tablet, or smartphone

<https://zoom.us/j/96781708725?pwd=aLBihIfodUbrdc9ox4bASKmRSCDIVg.1>

You can also dial in using your phone. **Phone:** +1 647 374 4685 **Meeting ID:** 967 8170 8725 **Passcode:** 505679

**NOTE:** If you wish to speak at the meeting, please register in advance by contacting the Secretary-Treasurer, Lindsey Green, using the below information.

The meeting will be live streamed and uploaded to the Township YouTube Channel:

<https://www.youtube.com/user/SouthgateTownship>

**APPLICATION FOR MINOR VARIANCE - FILE NO. A5-25**

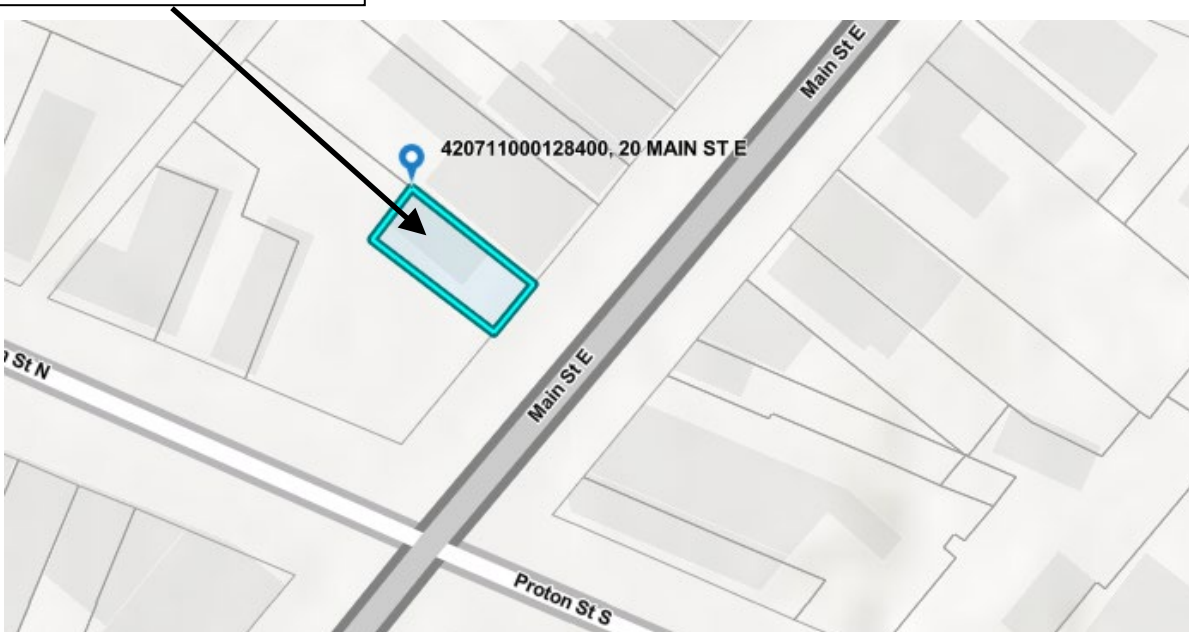
**OWNERS:** 1000927503 ONTARIO CORPORATION (Andrea Jones)

**Description and Key Map of the Subject Land**

**Legal Description:** Plan 480, BLK E Pt Lot 23 Pt Lot 24, Geographic Township of Dundalk, Township of Southgate

**Civic Address:** 20 Main Street East

**SUBJECT LANDS**



**The Purpose** of the application is to consider minor variances needed to permit:

- Conversion of the existing building to a permitted office use (optometry), and
- Construction of a front porch, ramp and stairs to improve site accessibility.

Section 5.20(g) of the zoning by-law allows existing buildings to change to permitted uses in a zone through authorization under Section 45(3) of the Ontario Planning Act.

The proposed covered front porch will be 1.2 metres wide across the front of the existing structure to 0.23 metres from the west lot line and 0.69 metres from the east lot line. The 1.2 by 4.57 metre access ramp extends to within a maximum 0.98 metres of the front lot line. The existing building, proposed porch and ramp cover 63% of the lot area. Current zoning minimum side yards of 3.0 metres on either side, front yard of 7.5 metres minimum and maximum lot coverage of 40%.

**The Effect** of the application is to permit conversion of the existing structure to an optometry office and allow construction of a covered front porch, stairs and access ramp that do not meet current front yard, side yard and lot coverage requirements in the zoning by-law.

Property owners within 60 meters of the subject land are hereby notified of the above application for minor variance. The property will be marked by a sign.

Additional information regarding this application is available on the Township of Southgate Website: <https://www.southgate.ca/municipal-services/planning-and-land-use/planning-applications-and-public-notices/>

When requesting information please quote File No. **A5-25**

**If** a person or public body has the ability to appeal the decision of the Committee of Adjustment in respect of the proposed consent to the Ontario Land Tribunal but does not make **written submission** to: Committee of Adjustment, Township of Southgate office before it gives a provisional consent, the Tribunal (OLT) may dismiss.

**If** you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consent, you must make a written request to the undersigned. For more information about this matter, contact:

Lindsey Green,  
Secretary-Treasurer, Committee of Adjustment for The Township of Southgate  
185667 Grey Rd 9, Dundalk, on N0C 1B0  
Phone: (519) 923-2110 ext. 230  
Toll Free: 1-888-560-6607  
Fax: (519) 923-9262  
Email: [lgreen@southgate.ca](mailto:lgreen@southgate.ca)