A/19/26
POTTS

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

NOTICE OF PUBLIC HEARING

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

Joanne Catherine Potts and Ross Andrew Potts, c/o Joseph Vidican, Agent

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, December 2, 2026 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 participate in the Committee of Adjustment meeting electronically, please email the Secretary Treasurer at sfrench@amherstburg.ca to request the meeting invitation by 4:00 p.m. two nights before the hearing (Monday, November 30, 2026).

Public Comment Submission:
If you have comments on this application, they may be forwarded in writing to the Secretary-Treasurer either by mail or in person to:

Sarah French, Planner II and 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, November 30, 2026) 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: **331 Lakewood Drive.**
(Roll No.: 3729-540-000-04100)

Purpose of Application A/19/26:

The applicant is proposing the construction of extension to the existing single detached dwelling. The proposed extension will have an area of 28.61 sq m (308 sq ft), resulting in a total lot coverage of approximately 33%. The extension is proposed to extend the existing legal non-conforming interior side yard setback of 2.17 ft (0.66 m) by 12 feet (3.7 m) towards the front property line.

The applicant is requesting relief from Zoning By-law 1999-52, as amended, Section 6(3)(g), which permits a maximum lot coverage of 30%.

The applicant is also requesting relief from Section 3(20)(b), which permits an extension to an existing legal non-conforming use provided that such extension is in compliance with the Provisions of the Zoning By-law 1999-52, as amended.

The subject parcel is 658 sq m (7082 sq ft) in lot area which contains a single detached dwelling with a footprint area of 111.48 sq m (1200 sq ft), a detached garage with an area of 53.51 sq m (576 sq ft), and a gazebo with an area of 21.36 m (230 sq ft). The total lot coverage proposed including the existing dwelling, existing detached garage and gazebo and the proposed addition to the house is 33%.

The applicant is also proposing to extend the legal non-conforming setback of 2.17 ft (0.66 m) by 12 ft (3.7 m) towards the front property line.

Therefore, the amount of relief requested is 3% in the proposed total lot coverage and to permit the extension to an existing building with a legal non-conforming setback to accommodate the proposed addition.

All other provisions are in compliance with the Zoning By-law 1999-52, as amended.

The subject property is designated Low Density Residential in the Town's Official Plan and zoned Residential Type 1A (R1A) Zone in the Town's Zoning By-law.

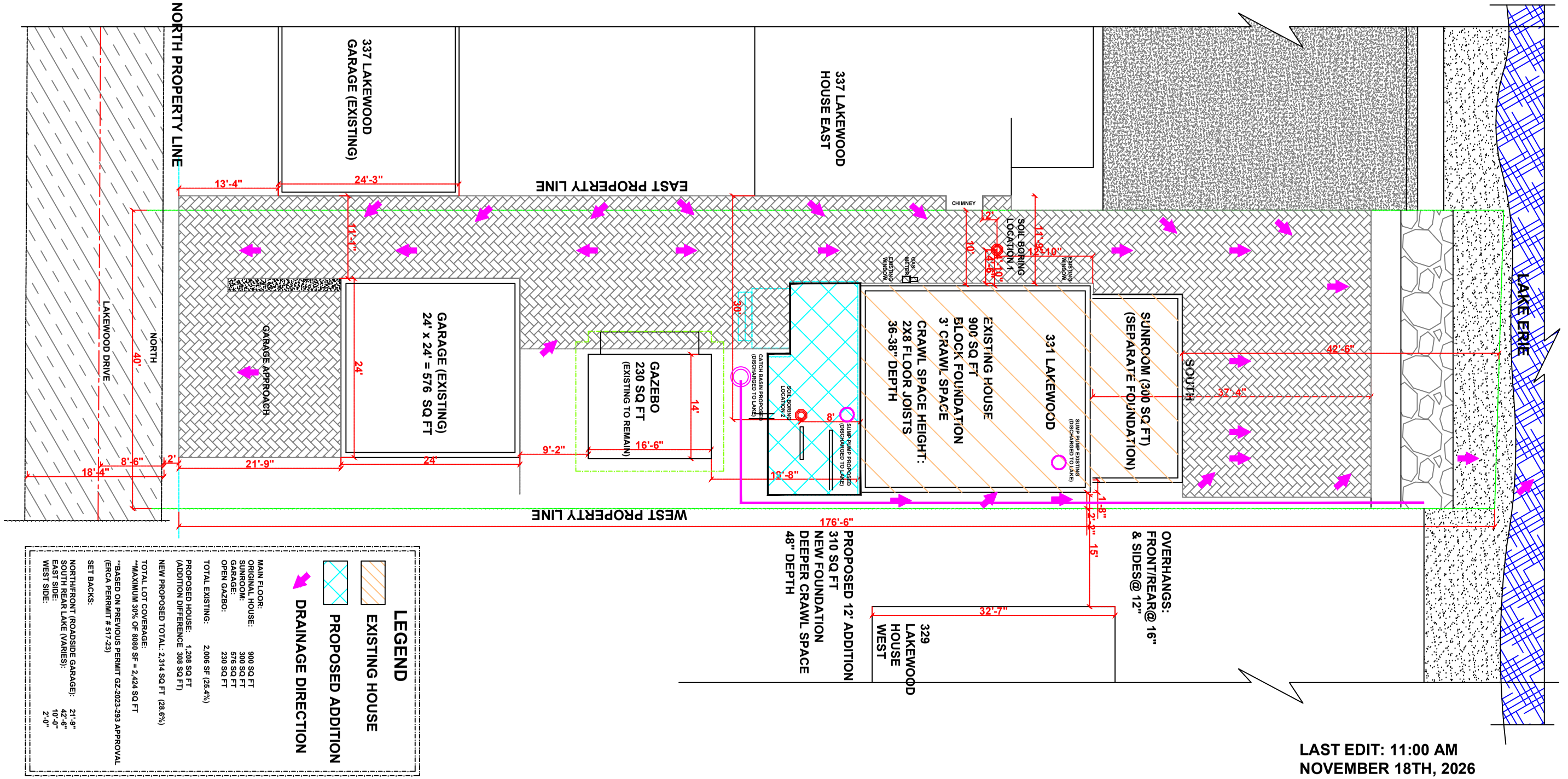
Additional Information relating to the proposed application is available by contacting the Town of Amherstburg Planning Offices by phone or email, during normal office hours, 8:30 a.m. to 4:30 p.m. or at the Town website www.amherstburg.ca.

Dated: November 18, 2026

S. French

_____

Sarah French, MCIP, RPP
Planner II and Secretary-Treasurer
Town of Amherstburg Committee of Adjustment
3295 Meloche Road, Amherstburg, ON N9V2Y8



MAIN FLOOR:	
ORIGINAL HOUSE:	900 SQ FT
SUNROOM:	300 SQ FT
GARAGE:	576 SQ FT
OPEN GAZBO:	230 SQ FT
TOTAL EXISTING:	2,006 SF (25.4%)
PROPOSED HOUSE:	1,208 SQ FT
(ADDITION DIFFERENCE 308 SQ FT)	
NEW PROPOSED TOTAL: 2,314 SQ FT (28.6%)	
TOTAL LOT COVERAGE:	
"MAXIMUM 30% OF 8080 SF = 2,424 SQ FT	
"BASED ON PREVIOUS PERMIT GZ-2023-293 APPROVAL (ERCA PERRMIT # 517-23)	
SET BACKS:	
NORTH/FRONT (ROADSIDE GARAGE):	21'-9"
SOUTH REAR LAKE (VARIES):	42'-6"
EAST SIDE:	10'-0"
WEST SIDE:	2'-0"

LEGEND
EXISTING HOUSE
PROPOSED ADDITION
DRAINAGE DIRECTION

LAST EDIT: 11:00 AM
NOVEMBER 18TH, 2026

DESIGNED BY:
VIDICAN ENGINEERING
331 CHARRON BEACH ROAD
BELLE RIVER, ONTARIO N0R 1A0
(519) 999-7500
EMAIL: engineer@vidican.com

DRAWN BY:
JOSEPH S.VIDICAN, P.ENG.

SCALE:
AS SHOWN
0 4 8 12 16 20
2 6 10 14 18
FEET

NOTES:

PROJECT:
ROSS & JOANNE POTTS
331 LKAEWOOD DRIVE
AMHERSTBURG, ONTARIO

PURPOSE:
PROPOSED ADDITION
DRAWING FOR DISCUSSION ONLY

DWG DESC:
LOT PLAN (FULL LOT)

DATE:
NOVEMBER 18th, 2026

SHEET NO:
A2.0

Town of Amherstburg





Legend

- Parcels
- Streets
- Fittings
  - BEND
  - CAP
  - CROSS
  - REDUCER
- Streets

0.1 0 Distance / 2 0.1 Kilometers

1: 1,048

Created by Amherstburg Interactive Mapping

Notes

This is where you enter your notes about the map.

Municipal Fee Received:	Paid
ERCA Fee Received:	Paid

Application No. A/19/26

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 11/17/26

3. Date application deemed complete by municipality 11/18/26

4. Name of registered owner Joanne Catherine Potts and Ross Andrew Potts

   Telephone number [redacted]

   Address & Postal Code [redacted]

   Em [redacted]

   Name of registered owner's solicitor or authorized agent (if any) Joseph Vidican, P.Eng.

   Telephone number [redacted]

   Address & Postal Code [redacted]

   Ema [redacted]

   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. Plan 1131 Lot(s) No. Lot 81

   Reference Plan No. _____ Part(s) No. _____

   Street Address 331 Lakewood Dr. Assessment Roll No. 372954000004100

7. Size of subject parcel:

   Frontage 12.19 m (40 ft) Depth 53.70 m (176.20 ft) Area 658 sq m (7082 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

   N/A

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

10. Current Zoning of subject land Residential Type 1A (R1A)

11. Nature and extent of relief from the Zoning By-law requested The applicant is requesting relief from Zoning By-law 1999-52, as amended, Section 6 (3)(g) which permits a maximum 30% lot coverage. They are proposing an addition of 308 sq ft resulting in a lot coverage of 33%.The applicant is also requesting relief from Section 3 (20)(b) which permits extension to an existing legal non-conforming use provided that such extension is in compliance with the Zoning By-law. The proposed extension to the existing dwelling will keep the existing legal non-conforming 2 ft and 2 inches internal side yard setback.

12. Reasons why minor variance is necessary MPAC assesses lot bigger than it is and originally it was thought that the addition was within the maximum lot coverage

13. Current use of subject land Residential

14. Length of time current use of subject land has continued More than 70 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:
See site plan

16. Date of construction of existing buildings and structures on the subject land:
house 1995, garage 2018, gazebo 2023

17. Date subject land acquired by current registered owner 2017

18. Proposed use of subject land No change proposed, 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:
28.61 sq m (308 sq ft) extension to the existing dwelling
0.66 m (2' 2") from west property line
3.58 m (11' 9") from east property line

20. Type of water supply:

- [x] municipally owned and operated piped water supply
- [ ] well
- [ ] Other (specify) _____

21. Type of sanitary sewage disposal:

- [x] municipally owned and operated sanitary sewers
- [ ] septic system
- [ ] Other (specify) _____

22. Type of storm drainage:

- [x] 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:

N/A

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.

N/A

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

- [ ] Yes
- [x] No

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

- [ ] Yes
- [x] 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 $1239.00, along with an ERCA development review fee

of $300.00 (total of $1539.00 payable to the Town of Amherstburg), must accompany your completed application.

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.

Dated at the Town of Amherstburg
PRINT NAME OF TOWN OR CITY

This date Nov 17, 2026.

SIGNATURE APPLICANT, SOLICITOR OR AUTHORIZED AGENT

I, Joanne Potts Ross Potts of the 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
PRINT COUNTY/REGION/DISTRICT

this date November 17, 2026.

Sarah Elizabeth French, a Commissioner, etc
Province of Ontario, for the
Corporation of the Town of Amherstburg,
Expires September 25, 2026

APPLICANT, SOLICITOR OR AUTHORIZED AGENT

S. French
A COMMISSIONER, ETC.

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.

AUTHORIZATION

(Please see note below)

To: Secretary-Treasurer
Committee of Adjustment
Town of Amherstburg

Description and Location of Subject Land:

331 Lakewood

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

Joe Vidican (PRINT NAME) of the Town of Belle River (PRINT TOWN OR CITY) to:

(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 Town of Amherstburg
PRINT TOWN OR CITY

in the County of Essex
PRINT COUNTY/REGION/DISTRICT

this date Nov. 17, 2026.

S. French	
SIGNATURE OF WITNESS	SIGNATURE OF OWNER
S. French	
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: 331 Lakewood

APPLICATION NUMBER(S): A/19/26

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.

SIGNATURE (APPLICANT OR AUTHORIZED AGENT)

Nov 17, 2026
DATE