



Committee of Adjustment Report

Date: April 16, 2026

Report No: RPT – 0128 – 26

To: The Chair and Members of the Committee of Adjustment
From: Logan Keen, Planner
Application Type: Consent Application
Application No: B2-26-LK
Location: 169 Pottruff Road, Paris
Agent / Applicant: Brooke Burlock c/o Zelinka Priamo Ltd
Owner: 214Carson Co. c/o Steve Little
Subject: Request for a decision on a Consent Application to create one (1) new lot.

Recommendation

THAT **Consent Application B2-26-LK** from Brooke Burlock of Zelinka Priamo Ltd, Agent on behalf of 214Carson Co. c/o Steve Little, Owner of the lands legally described as CON PT LOT 13 RP 2R22 PART 1, in the former geographic Township of Brantford, County of Brant, and municipally known as 169 Pottruff Road, proposing to sever the subject lands into two (2) parcels with the severed lands resulting in a minimum lot area of 1.63 hectares with approximately 93.5 metres of frontage and the retained lands resulting in a minimum lot area of 5.5 hectares with approximately 463.5 metres of frontage along Pottruff Road, **BE APPROVED, subject to the attached conditions.**

THAT the reasons for the approval of Consent Application B2-26-LK are as follows:

- a. The proposed lot creation is compatible with the surrounding lot fabric and consistent with the existing pattern of development; and,
- b. The proposal is consistent with the Provincial Planning Statement (2024) and conforms to the policies of the County of Brant Official Plan (2023) and Zoning By-Law 61-16.

Executive Summary

Consent Application B2-26-LK proposes to sever the subject into (2) new parcels within the Settlement Area of Paris in order to facilitate the development of the subject lands through a future Site Plan Control application.

The lands were recently rezoned under ZBA21-25-LK from Agricultural (A) to Light Industrial with site specific provisions (M2-46). This application is proposed in order to facilitate the development of the subject lands through a future Site Plan Control application.

Any future development on the severed and retained lot will be subject to zoning compliance review through the Site Plan Control process or Building permit process.

Staff have reviewed the proposed consent in the context of applicable planning policy, including the Planning Act, the Provincial Planning Statement (2024), the County of Brant Official Plan (2023), and the Zoning By-Law 61-16, together with comments received from relevant departments, agencies, the applicant, and members of the public.

Based on the analysis contained in this report, it is the professional opinion of staff that Consent Application B2-26-LK BE APPROVED, subject to the attached conditions.

Location / Existing Conditions

The subject lands municipally known as 169 Pottruff Road are located on the east side of Pottruff Road, north of Bethel Road within the Settlement Area of Paris. The lands are designated as Prestige Employment within the County of Brant Official Plan (2023) and zoned as Light Industrial with site specifics (M2-46), Agricultural (A) and Natural Heritage (NH) within the County of Brant Zoning By-Law 61-16.



The lot area is approximately 7.4 hectares with approximately 416 metres of frontage along Pottruff Road. The subject lands currently consist of one single detached residential dwelling and two associated farming buildings.

The lands are surrounded by sparsely situated residential homes to the south and west, aggregate operations to the north and east, and planned industrial lands to the west. The subject lands are currently not serviced.

Background

The lands to be severed were recently rezoned under ZBA21-25-LK from Agricultural (A) to Light Industrial with site specific provisions (M2-46). This application is required in order to facilitate the development of the subject lands through a future Site Plan Control application.

The subject lands were brought into the Settlement Area of Paris as part of the adoption of the County of Brant Official Plan by the Province in October, 2025. The County received a request from the property owner of 169 Pottruff Road to be added to the Settlement Area for employment uses and as part of the Municipal Comprehensive Review (MCR) which was ultimately approved by Council of May 30, 2023.

In order to help facilitate the development of the subject lands, only the northern portion of the land has zoning approval for development. As such, this consent application will allow for the orderly transfer of lands required to implement the development. 214Carson's client is in the process of acquiring the parcel located at 197 Pottruff and the future severed lands which will result in their consolidation on title.

Strategic Plan Priority

Strategic Priority 2 - Focused Growth and Infrastructure

Report

Analysis

Planning Act

Section 51(24) of the Planning Act sets out criteria to be considered when reviewing consent applications.

Matters of Provincial Interest

Section 2(a-s) of the Planning Act outlines matters of provincial interest that decision making bodies shall have regard for. This application has regard for:

- (h) the orderly development of safe and healthy communities;
- (k) the adequate provision of employment opportunities;
- (p) the appropriate location of growth and development.

Provincial Planning Statement – 2024

The Provincial Planning Statement (PPS) provides policy direction on matters of Provincial interest regarding land use planning and development and sets the policy foundation for regulating land use and development of land. All decisions affecting planning matters shall be 'consistent with' policy statements issued under the Planning Act.

It is my professional planning opinion that the recommendation is consistent with the policies of the Provincial Planning Statement for the following reasons:

Provincial Planning Statement (2024)	Planning Analysis
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Section 2.3.1 – Settlement Areas shall be the focus of growth and development.	<i>The subject lands are located within the Settlement Area of Paris.</i>
Section 2.8.1 & 2.8.2 – Planning Authorities shall promote economic development and preserve employment areas for current and future uses.	<i>The subject lands will result in a future site plan application to develop commercial uses on site.</i>
Section 2.3.1.3 – Planning authorities shall support intensification and redevelopment to achieve complete communities.	The proposed lot creation represents a modest form of infill development that contributes to the local employment base.
Section 3.6 – Planning for sewage and water services shall ensure such services are sustainable, and feasible.	The Applicant is working with the County through the Site Plan Control process to ensure servicing is in place to facilitate the development of the lands.
Section 4.1 – Natural heritage systems shall be protected.	The application does not propose impacts to natural heritage features or hazards.

It is my professional opinion that the request is consistent with the policies of the Provincial Planning Statement (2024).

Brant County Official Plan (2023)

The County of Brant Official Plan sets out the goals, objectives, and policies to guide development within the municipality. The Planning Act requires that all decisions that affect a planning matter shall ‘conform to’ the local Municipal Policies, including but not limited to the County of Brant Official Plan.

Schedule ‘A’ Land Use Designation: Prestige Employment

Settlement Area: Settlement Area of Paris

The following demonstrates conformity with the applicable policies of the County of Brant Official Plan (2023):

County of Brant Official Plan (2023)	Policy Analysis
Part 3, Section 2.4 outlines the intent of the Prestige Employment designation where they are designed to support major economic activity.	<i>The subject lands are intended to be development as an industrial use through a concurrent site plan application is accordance with the Prestige Employment designation.</i>

Part 5, Section 7.3 speaks to the permitted uses within the Prestige Employment designation including industrial, production, and manufacturing.	<i>The intended development of the subject lands are aligned with the permitted uses in the Prestige Employment designation.</i>
Part 5, Section 3.5 ensures land use compatibility between the subject lands and adjacent properties.	<i>The subject lands are compatible with the surrounding industrial land uses to the north, east and west.</i>

Therefore, it is my professional opinion that Consent Application conforms to the policies of the County of Brant Official Plan (2023).

Zoning By-Law 61-16:

Schedule ‘A’ Zone Classification: Light Industrial (M2-46)

The proposed new lot will be entirely located within the M2-46 zone. This site-specific zoning was recently approved through ZBA19-25-LK in March 2026.

Any future development on the severed and retained lot will be subject to zoning compliance review through the Site Plan Control process or Building permit process.

The proposed lot configuration demonstrates zoning compliance and is summarized below:

M2-46	Required	Proposed Severed Lands (new)	Proposed Retained Lands	Compliance
Lot Area (square meter)	1,100 m ²	16,300 m ²	57,900m ²	Yes
Lot Frontage (meter)	20.0 m	93.51 m	463.63 m	Yes

It is my professional planning opinion that the proposed severed and retained lots comply with the applicable provisions of the County of Brant Zoning By-Law 61-16, including minimum lot area and frontage requirement.

Interdepartmental Considerations

The following documents were prepared and submitted for technical review as part of the submission of this application:

1. Completed Application Form
2. Cover Letter
3. Site Plan/Concept Plan
4. Severance Sketch

The following comments were received from various internal and external agencies/departments as part of the circulation of this application:

Department/Agency	Comments
Development Engineering	<p>Additional technical input regarding the required storm water management, grading, geotechnical, sanitary & water servicing and traffic will be provided through application for Site Plan Control, which is required for the development of the subject lands.</p> <p>A legal survey is required to outline the new lot boundaries, as well as identify any easements, encroachments, and road allowance width along the Pottruff Road frontage. A draft Survey is to be completed by a certified Ontario Land Surveyor and is to be provided to the County for approval prior to depositing.</p> <p>A road widening of 3.01m is required along the entire frontage of the subject lands (severed and retained) and is consistent with what was required of the development west of the subject lands (2M-1990). Pottruff Road is classified as an Urban Employment Local Road per schedule E-B of the Official Plan (2023). Compensation (if applicable) for road widening / daylighting lands, surveying fees and registration will be determined as per County Policy DVS-2002-05 Land Dedication as a Condition of Planning Applications at the time of submission of a draft reference plan for County review, following the establishment of Conditions of Consent.</p> <p>A 0.3m reserve will need to be established, offset from the widening limits and onto private property along the southern-most 20 meters of Pottruff Road frontage of the severed lands due to insufficient sightlines (communicated through Pre-Consultation Meeting and Re-Zoning Applications), to the satisfaction of the County.</p>
Parks Capital Planning & Forestry	No comments.
Grand River Conservation Authority	No comments.
GrandBridge Energy	No comments or objections.
Canada Post	Please be advised that these 2 new Industrial buildings will require a rural mailbox to be installed at the road for mail delivery. The customers can call our Customer Service line at 1-800-267-1177 to register for mail delivery.

Public Considerations

Notice of this application, including contact information and the date of the public hearing, was circulated by mail on April 1, 2026, to all property owners within 60 metres of the subject lands, in accordance with Section 45(5) of the Planning Act.

A site visit was conducted on March 31, 2026 and the Public Notice sign was posted on the property on March 25, 2026.

At the time of writing this report, no public comments or correspondence have been received.

Conclusions and Recommendations

Consent Application B2-26-LK proposes to sever the subject lands into two (2) parcels with the severed lands resulting in a lot area of 1.63 hectares with approximately 93.51 metres of frontage and the retained lands resulting in a lot area of 5.79 hectares with approximately 463.63 metres of frontage along Pottruff Road.

The proposed lot conforms to the applicable policies of the Planning Act, are consistent with the Provincial Planning Statement (2024), conform to the County of Brant Official Plan (2023), and meet the provisions of Zoning By-law 61-16.

The subject lands to be severed are designated Prestige Employment, and zoned Light Industrial with site specifics (M2-46) the retained lands remain zoned Agricultural (A) with site specific provisions.

Any future development will be subject to zoning compliance, detailed design, and technical review through the Site Plan Control process. Interdepartmental and agency comments have been considered, and conditions of approval have been recommended where appropriate.

Therefore, it is recommended that Consent Application B2-26-LK be approved, subject to the attached conditions.

Prepared by:



Logan Keen, Planner

Attachments

1. Conditions of Approval
2. Zoning Map
3. Official Plan Map
4. Aerial Map
5. Aerial Detail Map
6. Severance Sketch
7. Site Plan
8. Site Photos

Reviewed By

1. Dan Namisniak, Manager of Development Planning
2. Jeremy Vink, Director of Planning

Copied To

3. Nicole Campbell, Secretary Treasurer of the Committee of Adjustment
4. Committee of Adjustment
5. Applicant/Agent

File # B2-26-LK

By-law and/or Agreement

By-Law required	(No)
Agreement(s) or other documents to be signed by Mayor and /or Clerk	(No)
Is the necessary By-Law or agreement being sent concurrently to Council?	(No)

Attachment 1 – Conditions of Approval

Applicant: Brooke Burlock, Zelinka Priamo Ltd

File No: B2-26-LK

LIST OF CONDITIONS - COMMITTEE OF ADJUSTMENT

1. Proof that taxes have been paid up-to-date on the subject property to the County of Brant.
2. That the Applicant(s) provide a copy of a Draft Reference Plan for the severed lands completed by a licensed surveyor and reviewed by the County of Brant, prior to the finalization of the Consent (i.e., registration of the deeds in the appropriate Registry Office). The draft reference plan shall include the following as outlined further by Development Engineering:
 - a) Road widening of 3.01m is required along the entire frontage of the subject lands (severed and retained)
 - b) 0.3m reserve will need to be established, offset from the widening limits and onto private property along the southern-most 20 meters of Pottruff Road frontage of the severed lands due to insufficient sightlines.
3. That the road widening and reserve noted in Condition #2 be conveyed to the County free and clear of any encumbrances to the satisfaction of Development Engineering Services.
4. That the Applicant(s) provide proof/copy of draft approved civic addressing for the Severed and Retained lands issued by the Planning Division to the satisfaction of the County of Brant.
5. That a Cash-in-lieu of parkland payment be provided for each new building lot at a rate of two percent (2%) of the Gross Land Area appraised value for commercial or industrial land uses in accordance with By-Law 31-2022 prior to the release of each executed Certificate of Official.
6. That the current Deed Stamping Fee be paid to the County of Brant, prior to the release of each executed Certificate of Official.
7. That the Applicant(s) provide draft transfer documents with legal descriptions of the severed lands utilizing the Draft Reference Plan prior to the finalization of the Consent (i.e., registration of the deed in the appropriate Registry Office).
8. That the Applicant's lawyer shall prepare and register all the necessary documents following review and approval by the County Solicitor, and immediately following the registration, the Applicant's lawyer shall provide a certificate satisfactory to the County Solicitor that the registrations have been completed properly and in accordance with the approvals provided.
9. That the above conditions must be fulfilled and the Document for Conveyance be presented to the Consent Authority for stamping within two years of the date of the

written decision, sent by the Secretary-Treasurer pursuant to Section 53(17) of the Planning Act, R.S.O. 1990, otherwise the approval shall lapse.

Attachment 2 - Zoning Map

**MAP 1: ZONING
FILE NUMBER
B2-26-LK**

169 Pottruff Road
County of Brant



Date Printed: 2026-04-02



Key Map



Attachment 3 - Official Plan Map

**MAP 2: Official Plan
FILE NUMBER
B2-26-LK**

169 Pottruff Road
County of Brant
Ontario

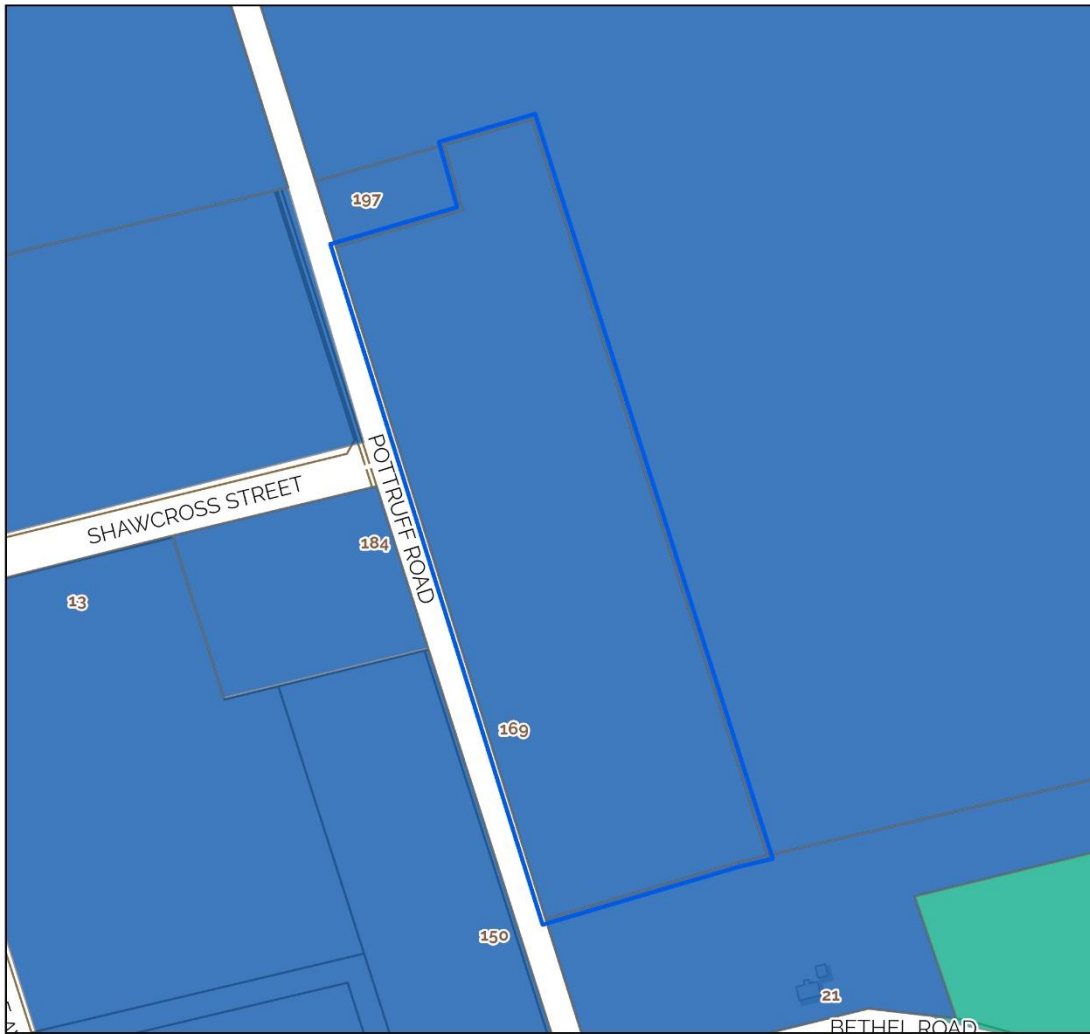




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0 20 40 80
Meters

Date Printed: 2026-04-02



Key Map

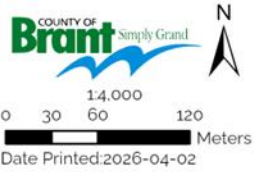


 Prestige Employment  Natural Heritage System

Attachment 4 – Aerial Map

MAP 3: AERIAL IMAGERY 2024
FILE NUMBER
B2-26-LK

169 Pottruff Road
County of Brant
Ontario



Attachment 5 – Aerial Detail Map

MAP 4: AERIAL DETAIL MAP
FILE NUMBER
B2-26-LK

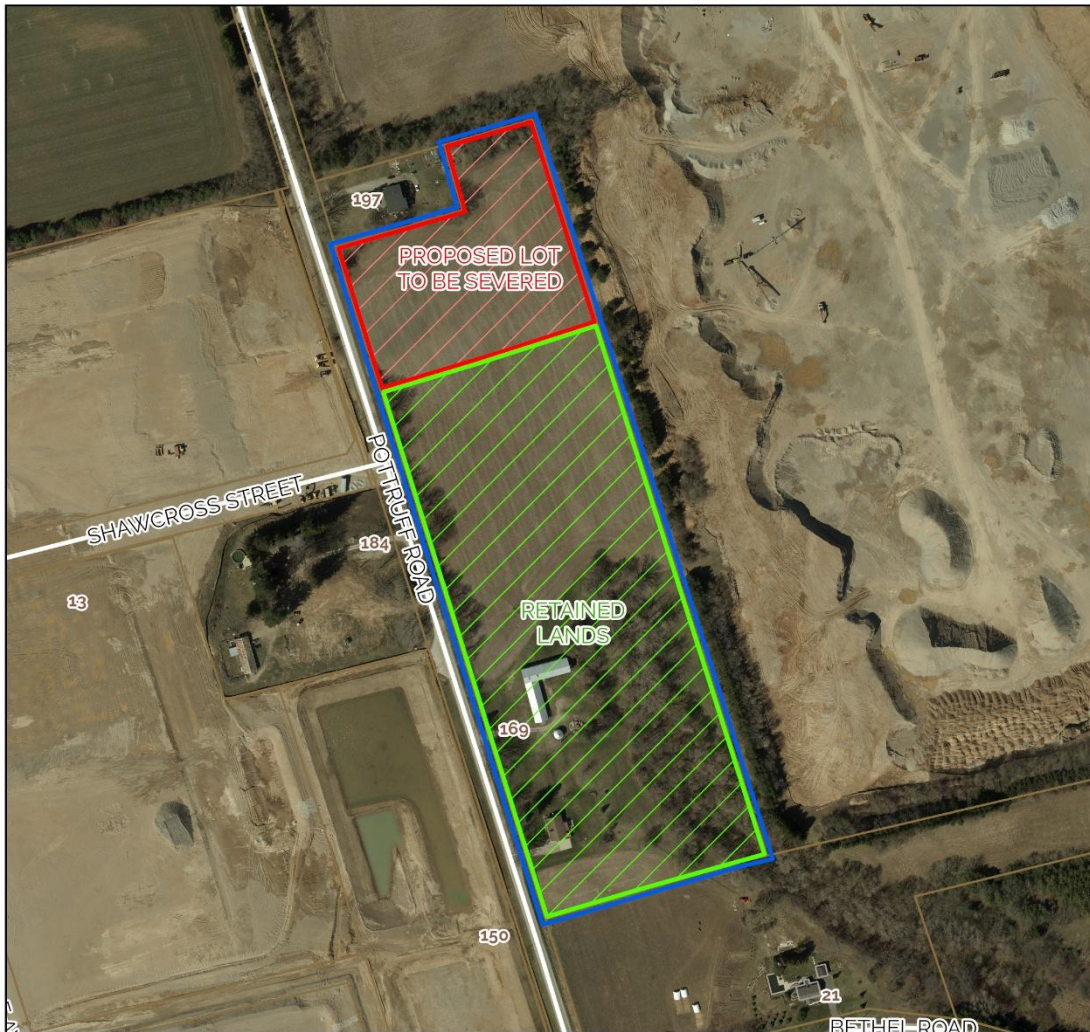
169 Pottruff Road
County of Brant
Ontario



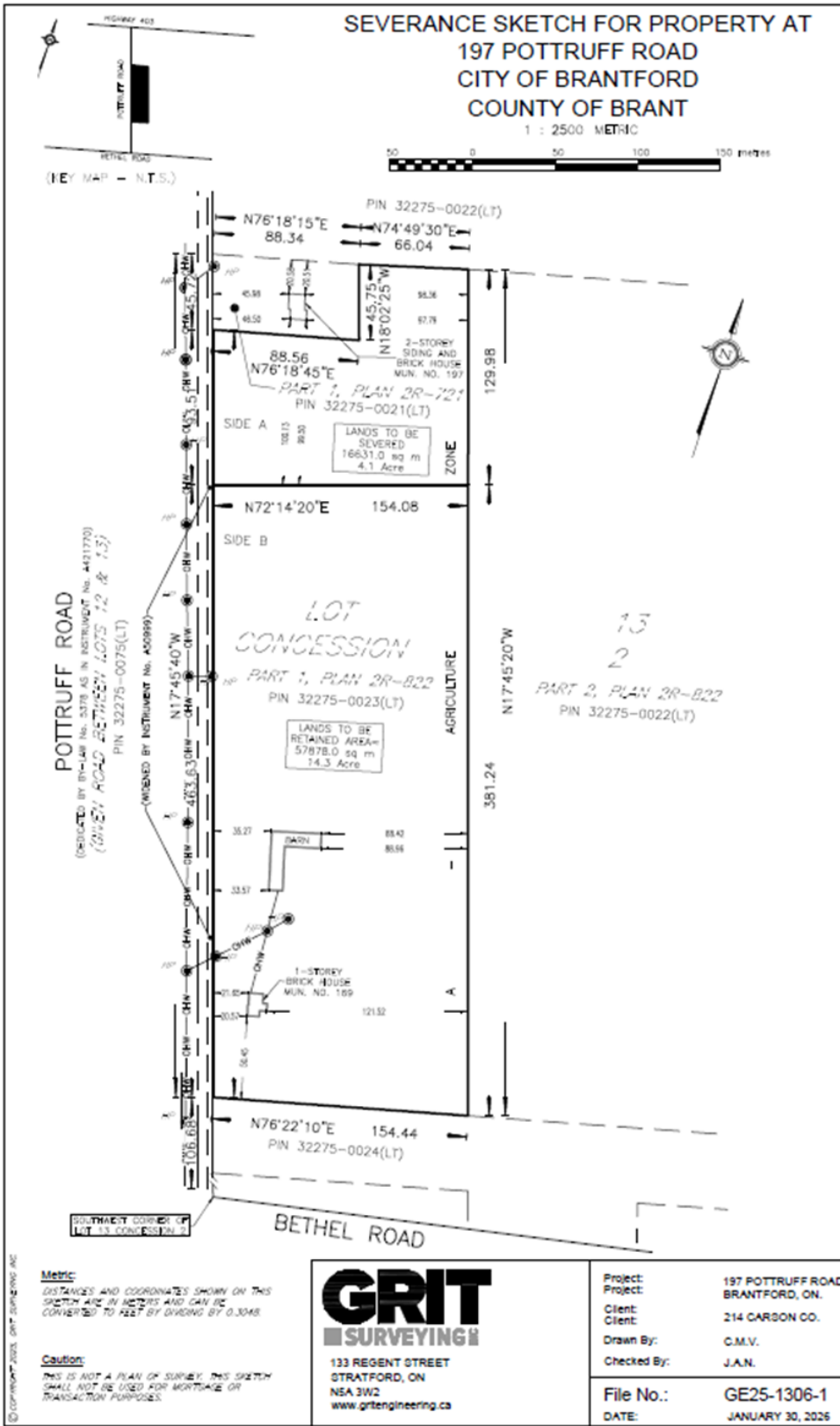
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Key Map



Attachment 6 – Severance Sketch



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Metric:
DISTANCES AND COORDINATES SHOWN ON THIS SKETCH ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

Caution:
THIS IS NOT A PLAN OF SURVEY. THIS SKETCH SHALL NOT BE USED FOR MORTGAGE OR TRANSACTION PURPOSES.

GRIT SURVEYING

133 REGENT STREET
STRATFORD, ON
N5A 3W2
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Attachment 8 - Site Photos



