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City of Peterborough

Committee of Adjustment Minutes

March 24, 2026

Draft Minutes Not Approved

Minutes of a Hybrid Meeting of Committee of Adjustment held on March 24, 2026, at 6:00 p.m.

Present: Stewart Hamilton, Chair
Rod Hines
Dan Marinigh
Robert Short
Kaes Vanderkooy

Also Present: Sarah Dilamarter, Junior Planner
Shelise King, Permit Coordinator
Jason Williams, Permit Coordinator
Jennifer Stern, Secretary-Treasurer

Committee of Adjustment was called to order at 6:00 p.m.

Disclosure of Pecuniary Interest

There were no disclosures of Pecuniary Interest.

Applications

File No., A13/26, 873 High Street

This matter relates to a minor variance application submitted by Kent Randall, as applicant on behalf of 1496869 Ontario Inc, the owner of the property that is the subject of the application.

The purpose of the application is to seek relief from Section 298.2 (Special District 268 - Permitted Uses) of the City of Peterborough Comprehensive Zoning By-law No. 97-123, to permit “commercial truck license testing” on the subject lands.

Kent Randall attended the meeting and addressed the Committee as follows:

- The owners are seeking a minor variance in order to permit truck testing on the subject property.
- DriveTest provides license testing services for the Province of Ontario. The main office is to the south on Lansdowne Street for standard vehicle testing. A minor variance (A52/23) was approved to allow this use for the location. The minor variance specifically excluded truck testing. Testing began on the property behind as it was believed to be permitted.
- The City of Peterborough ordered the property owner to comply and cease the commercial truck testing at the subject property.
- Testing usually involves 18-wheel trucks and commercial vehicles, no more than four at a time.
- The offices for the training center are still at main office on Lansdowne, but individuals conducting the tests would meet for the test at the subject address.
- There will be no more than 15 tests scheduled per day.
- Test exercises are to be conducted both on and offsite.
- Operating hours would be Monday to Friday, 8:30a.m. to 4:30 p.m.
- There is no construction planned or proposed, only the permitted use of the property, which is still subject to Site Plan control for any line painting or signage that may be required.
- The subject property is in a mixed-use development area.
- There are no additional buildings associated with the use required, so there should be no concern regarding compatibility with surrounding area.
- Under the D-6 Guidelines of the Ministry of the Environment, Conservation and Parks, the use could be considered a Class 1 or 2 industry, which requires over 70m to the closest sensitive land use. The subject property is currently compliant with this setback.
- The Special District 268 zoning currently permits other class 2 industries.
- The property to the north of the railroad corridor is already zoned M3.2, which would allow for this type of industrial use.

- The truck testing has been operating on site since August 2024 with no indication of significant traffic or noise impact.
- All properties south of the railroad corridor, which abuts the northern lot line of the subject property, are zoned commercial.
- The property that abuts to the north is zoned M3.2 for industrial use.
- The property owners have not been informed of any additional traffic or noise complaints from surrounding businesses.

Sarah Dilamarter, Junior Planner, advised that she had nothing further to add to the information presented in the Staff Report and that no written comments or questions from members of the public or circulated agencies were received after the publication of the report.

In response to questions from the Committee, the applicant advised as follows:

- The use of the truck testing would be exclusive to one section of the property through the process of Site Plan approval.
- A Zoning By-law Amendment application was submitted but Staff had concerns regarding the conformity to the Official Plan. The nature of the application being that it is an activity associated with the use.
- The minor variance acts in a similar manner to a Temporary Use By-law in that it only covers the specific activity. If the activity stops, the minor variance no longer applies.
- Impact on traffic was considered in terms of frequency of trips rather than size of vehicles.

In response to questions from the Committee, Sarah Dilamarter, Junior Planner, advised as follows:

- To be able to restrict the activities permitted by the minor variance to specific areas of the property, additional approvals, such as Site Plan, would be required.
- A Temporary Use By-law was explored as a possible solution and was not pursued due to concerns that the proposed use did not meet the intent of the Official Plan.
- The existing Holding Provision pertains to the attached print shop which is also located on the property. It was required that they enter into a Site Plan Agreement and the Holding provision would be removed.

- The subject property is in a transitional area slated for more moderate mixed-use development and is in a strategic growth area.

- Traffic, noise, and pollution impacts have not been officially assessed. These would require professional studies and reports in order to determine impact.

- There is no definition for “activity” under the Zoning By-law or *The Planning Act*; it falls under “use”.

- For something that would be on and offsite, only the use on the site would be considered for the purposes of this application.

In response to questions from the Committee, the applicant further advised as follows:

- The property owner would be amendable to applying for a Temporary Use By-law, but concerns were raised by staff. The minor variance application seemed the simplest and most appropriate way to legalize the use.

- An approval of this minor variance should not be a deterrent for other development in the area due to the train corridor and nature of surrounding businesses.

- The property owner would be amenable to a 3-year limit as a condition of approval on the minor variance.

- The property owner would be amendable to provision that permitted activity be restricted to the area of the property indicated in the Concept Plan, referenced in the Staff Report as “Exhibit A”.

Discussion

Robert Short noted that a Temporary Use By-law may be appropriate in this instance in determining the use as it puts onus on council to determine desirability for a short-term.

Rod Hines contemplated whether a conditional temporary approval would allow time to do studies and consider what the impact of the use is and then send to council to consider rezoning. The property owners could reapply for a permanent minor variance after the time is up, when more information is available.

Moved by Rod Hines

That the application be approved subject to conditions limiting the approval to three (3) years from the date of the approval, and which restricts the approval to the “marshalling area for truck driver testing” indicated on Exhibit A, as well as conditions requested by the commenting authorities.

“CARRIED”

Decision

The Committee received no comment or presentation from members of the public concerning the application and thus made its decision on the basis of the Staff Report and the application.

Having reviewed the application and considered the information presented both in the Staff Report and presentation, the Committee determined that the application should be temporarily approved as per the Committee's motion, and that the variance is minor, the proposal is desirable for the appropriate development or use of the land, and the general intent and purpose of the Zoning By-law and Official Plan are maintained.

Therefore, a variance is temporarily granted to Special District 268 to permit "commercial truck license testing" and shall be valid for a period of three (3) years from the date of final and binding decision. Upon expiry of this period, the use shall cease, and the lands shall thereafter be used in accordance with the provisions of the applicable zone/precinct.

CONDITIONAL UPON THE FOLLOWING:

i. **The applicant provides a Site Circulation Plan, to the satisfaction of Transportation Staff, demonstrating safe entry, maneuvering, and exit of large trucks without encroaching on sidewalks, pedestrian areas, or neighboring driveways.**

ii. **The applicant provides AutoTURN drawings illustrating truck movements within the site and at the site access point, to the satisfaction of Transportation Staff.**

iii. **The applicant provides a pedestrian safety plan and a clear parking and signage plan, to the satisfaction of Transportation Staff.**

iv. **The applicant provides a Traffic Study, to the satisfaction of Transportation Staff, addressing the intersection of High Street and Lansdowne Street West.**

v. **Measures are installed to prevent trucks from diverting into adjacent residential side streets, to the satisfaction of Transportation Staff.**

PROVIDED THAT the approved use be limited to the area indicated for "truck marshalling" on the drawings marked as "Exhibit A" in the Staff Report dated March 24, 2026.

Minutes

Moved by Kaes Vanderkooy

That the minutes of the Committee of Adjustment hearing held on February 24, 2026 be approved.

"CARRIED"

Other Business

There were no items of other business.

Next Meeting

The next meeting of the Committee of Adjustment is scheduled for Tuesday, April 21, 2026.

Adjournment

The meeting was adjourned at 6:48 p.m.

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Stewart Hamilton, Chair

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Jennifer Stern, Secretary-Treasurer