



NOTICE OF PUBLIC MEETING

pursuant to Section 45
of the *Planning Act*, R.S.O. 1990, as
amended

APPLICATION FOR MINOR VARIANCE (A1-2026)

| | |
|--------------|---|
| OWNER: | 1000563449 Ontario Ltd. c/o Brittany Huston |
| LOCATION: | 239 Elizabeth Street, Glencoe |
| ROLL NUMBER: | 390600801020400 |

Purpose and Effect

The purpose and effect of Minor Variance Application A1-2026 is to permit a secondary suite with a gross floor area equal to 90% of the primary dwelling unit, whereas the Zoning By-law limits secondary suites to a maximum of 40% of the floor area of the primary unit.

The proposed variance would allow for the conversion of the existing basement into a self-contained secondary suite with a separate exterior entrance. The primary dwelling unit, located on the ground floor, has an approximate floor area of 45.5 m² (500 ft²), while the proposed secondary suite within the basement would have a floor area of approximately 41.8 m² (450 ft²).

The subject lands are designated *Residential* in the Southwest Middlesex Official Plan and are zoned *Residential First Density (R1)* under the Southwest Middlesex Zoning By-law.

A location map is attached for reference.

Description and Location of Subject Lands

The subject lands are located on the east side of Elizabeth Street, between Symes Street and McKellar Street in Glencoe. The lands are legally described as Part of Lot 47, Plan 312, Municipality of Southwest Middlesex (Glencoe).

Hybrid Planning Act Public Meeting

A hybrid (in person and electronic) statutory public meeting has been scheduled on **Wednesday February 18th, 2026 at 6:00 p.m.**

The Public Meeting will be **live-streamed** at the Municipality's YouTube Channel beginning at 6:00 pm on the date indicated above.

Members of the public wishing to comment on the application are encouraged to provide written submissions to the Clerk by e-mail clerk@southwestmiddlesex.ca or by mail 153 McKellar Street, Glencoe ON N0L 1M0 by **noon on Tuesday February 17th, 2026** before the meeting in order to provide comment/oral submissions. Written submissions must include your full name, address, and an email or telephone number at which you can be reached. Written submissions must also indicate if you wish to make oral submissions at the meeting.

The Clerk will contact all persons who indicate in their written submissions that they intend make oral submissions at the meeting to provide electronic access instructions.

Members of the public making electronic or in person oral submissions will be required to verify their name and address in order to access the meeting. By submitting your name and address, you are representing and warranting to Council or the Committee of Adjustment that such is your true and accurate identity and Council/Committee of Adjustment is relying on that submission. Any false or misleading statements may result in civil or criminal penalties.

Members of the public who do not have access to a computer are asked to call the Municipality at 519-287-2015 by **noon on Tuesday February 17th, 2026**, before the meeting for assistance. Questions about Electronic Planning Act Public Meeting protocol may be directed to the Clerk by email clerk@southwestmiddlesex.ca or telephone at 519-287-2015.

Additional information regarding the application will be available to the public for inspection at the Southwest Middlesex Municipal Offices located at 153 McKellar Street, Glencoe.

For more information about this matter, contact Erin Besch, Planner at 519-930-1010 at ebesch@middlesex.ca

Written comments may be submitted to the Secretary-Treasurer prior to the meeting. Requests for copies of the decision of the Committee of Adjustment or notice of adjournment of hearing, if any, must be in writing and addressed to the Secretary-Treasurer.

DATED AT GLENCOE, ONTARIO this 28th day of January 2026.

Colleen Kelly
Colleen Kelly
Secretary-Treasurer Committee of Adjustment
Municipality of Southwest Middlesex
Telephone: (519) 287-2015
Fax: (519) 287-2359
Email: Clerk@southwestmiddlesex.ca

APPLICATION FOR MINOR VARIANCE: A1-2026

Applicant: 1000563449 ONTARIO LTD.

c/o Brittany Huston

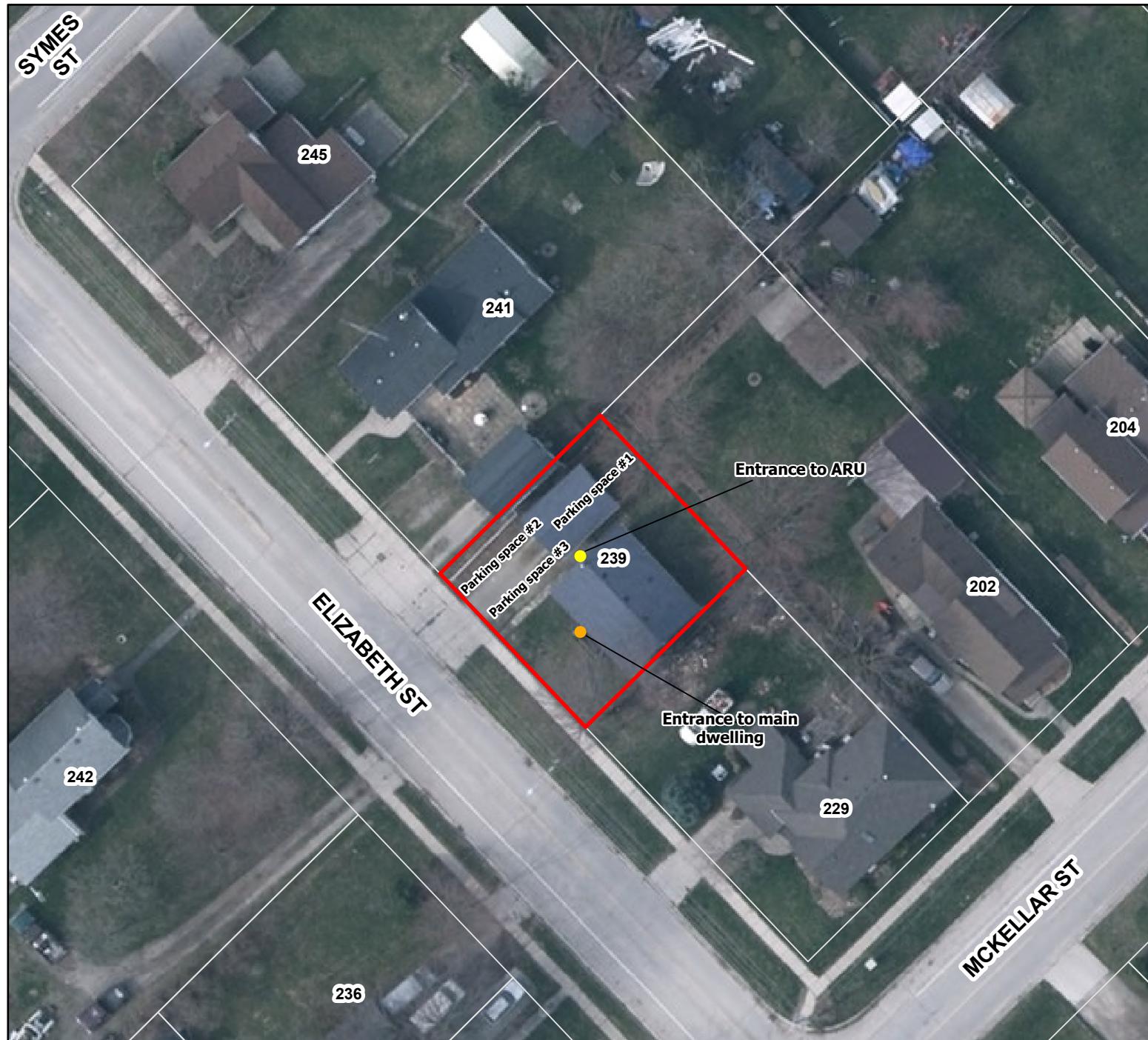
239 Elizabeth St

PLAN 312 PT LOT 47

Municipality of Southwest Middlesex



Municipality of SOUTHWEST MIDDLESEX
KEY MAP



Lands subject to Minor Variance

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1:500

Metres
0 3.25 6.5 13

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Disclaimer: This map is for illustrative purposes only.
Do not rely on it as being a precise indicator of routes,
locations of features, nor as a guide to navigation.