Notice of Public Hearing – Committee of Adjustment Application

File # A-103/26 - 2109 OTTAWA ST 1070B

Date Mailed: November 25, 2026

Electronic hearing:

By videoconference on December 10, 2026 at 3:30 PM

Why am I receiving this notice?

As an adjacent property owner you are receiving this courtesy notice of hearing because an application has been submitted for consent and/or minor variance to a property located close to you. Formal notice of the hearing was given by publication of the Committee of Adjustment's Agenda Record in the Windsor Star on November 25, 2026. as required by the Planning Act.

Sections 45(1) & 54(5) of the Planning Act authorize the Committee of Adjustment to consider these requests.

Application details are posted on the City of Windsor website along with the Administrative recommendation(s). For the latest Administrative comments check the City's website page for **Committee of Adjustment-Meeting Agenda** after 12:00 noon on the Friday prior to the hearing date.

APPLICANT AND PROPERTY INFORMATION

LEGAL DESCRIPTION: CON 1; PT LOT 1

Official Plan Designation	Zoning of Subject Land(s)
Commercial	Commercial CD2.2

Applicant/Owner(s)	Authorized Agent(s)	Subject Property
Owner Name: POIRIER CHARTRAND CORPORATION **Applicant Name:** Sfera Architects Inc.		2109 OTTAWA ST

PURPOSE OF APPLICATION

Minor Variance - Request to increase the permitted number of ground signs from 2 to 3, increase permitted total sign face area from 34.8 m^2 to 36.7 m^2, and decrease the required distance between 2 ground signs from 30.0 m to 29.5 m.

The proposal is seeking the following reliefs from Zoning By-law 8600:

	Provision	Provision Description	Required	Proposed
1	6.6.3	Maximum Number of Signs	2	3
2	6.6.5	Maximum Total Sign Face Area	34.8 m²	36.7 m²
3	6.6.12.iv	Sign Restrictions - no part of any ground sign shall be erected within 30.0m of other permanent ground sign(s) on the same lot	30. 0m	29.5 m

How do I participate if I have comments or concerns?

Submit written comments

Although neighbours cannot appeal a decision, you are entitled to notice and may make written submissions before the application is considered by the Committee of Adjustment. You can send your written comments regarding the application by email (preferred) or regular mail to the Secretary-Treasurer noted below. Include your name, address and application number or address of the property in which you are providing comments. To allow all Committee members the opportunity to review and consider your comments, please provide your written submissions to be received no later than noon the day before the hearing.

Participate in the hearing by videoconference (Microsoft Teams)

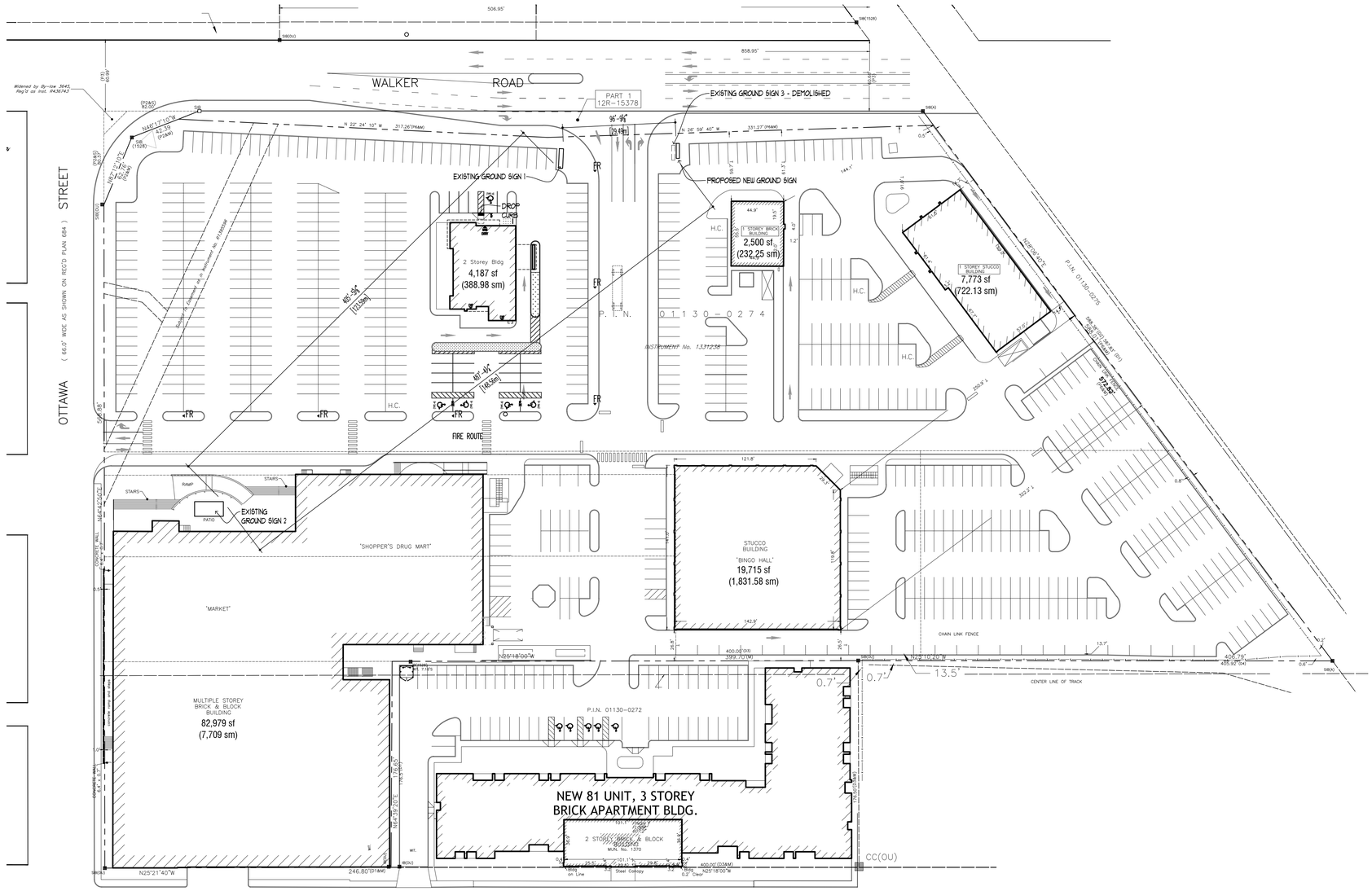
Two ways to register: 1) visit the City of Windsor website to self-register OR 2) call or email the Secretary-Treasurer noted below no later than noon the day before the hearing date. You are encouraged to pre-register as a delegation as soon as possible in order to facilitate an orderly registration process. Once registered you will receive confirmation by email including a link to join the virtual hearing.

Applicant(s) – Attendance is required. If you do not attend or send a representative, the Committee may proceed in your absence without any further notice to you or reschedule the meeting at a cost to you.

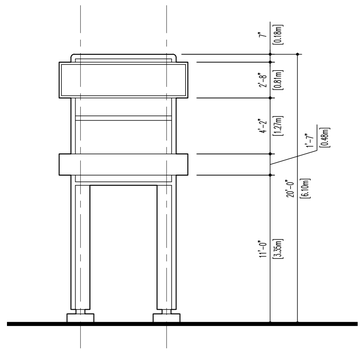
Notice of Decision

If you wish to be notified of the decision for this application, you must make a written request by email or regular mail to the Secretary-Treasurer (jwatson@citywindsor.ca). The written request must be received before noon the day before the hearing date. This will entitle you to be notified of any future Ontario Land Tribunal proceedings in the event of an appeal.

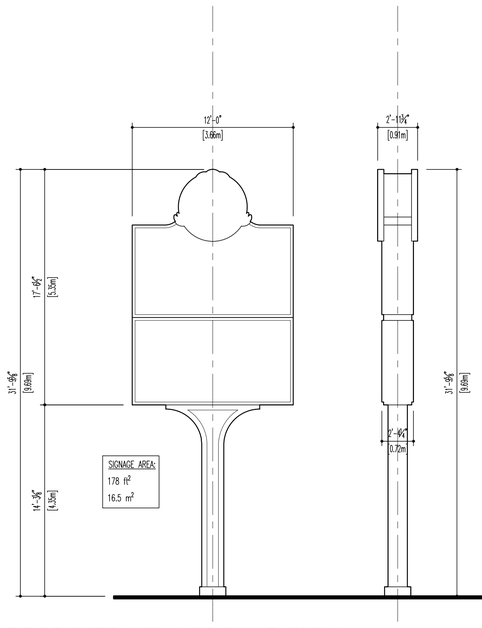
Contact Information:
Jessica Watson
Secretary-Treasurer
Committee of Adjustment
Suite 320, 350 City Hall Square West
Windsor, ON N9A6S1
Phone: 519-255-6543 ext. 6450 or 6436
COAdjustment@citywindsor.ca



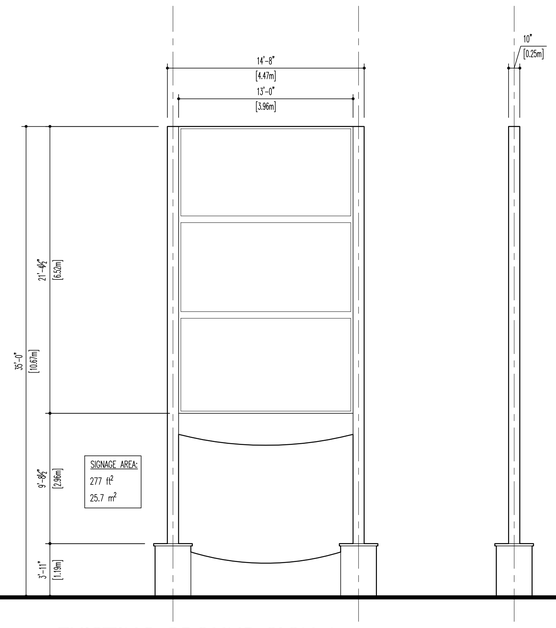
SITE PLAN
1" = 50'-0"



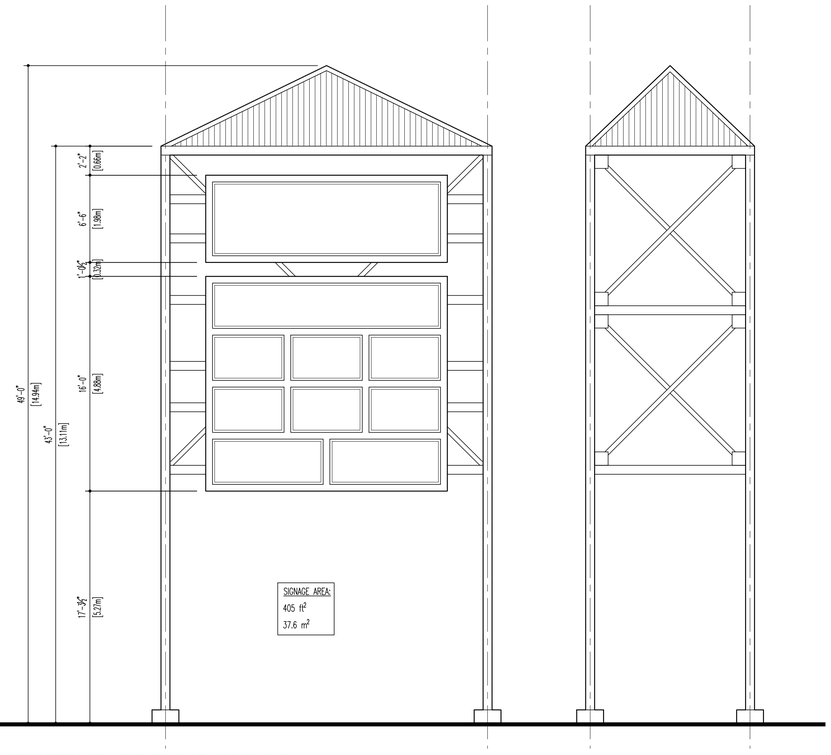
EXISTING GROUND SIGN 3 - DEMOLISHED
3/16" = 1'-0"



PROPOSED NEW GROUND SIGN
3/16" = 1'-0"



EXISTING GROUND SIGN 1
3/16" = 1'-0"



EXISTING GROUND SIGN 2
3/16" = 1'-0"

Sfera ARCHITECTURAL ASSOCIATES INC. ARCHITECTS
WINDSOR T 519.254.2600
ONTARIO F 519.254.2670

All drawings and related documents are the copy-right property of the ARCHITECT and must be returned upon request. Reproduction of drawings and related documents in part or whole is forbidden without the ARCHITECTS' WRITTEN PERMISSION.

A. DETAIL NO.
B. DETAILED ON

ISSUE DATE	ISSUED FOR
DEC. 9, 2022	TENDER AND PERMIT
JULY 6, 2023	PRICING ESTIMATE
JULY 26, 2023	CONSTRUCTION

SITE PLAN CONTROL

JULY 8, 2022	SUBMISSION
OCT. 10, 2022	SPC REVISIONS

PROJECT

NEW MOTOR CITY COMMUNITY CREDIT UNION
1365 WALKER ROAD

WINDSOR, ONTARIO

DRAWING TITLE

SITE PLAN & GROUND SIGN ELEVATIONS

DRAWING DATE: OCT. 27, 2026
DRAWN BY: C.L.
CHECKED BY:
SCALE: AS SHOWN
JOB FILE NO.: **22102**
DRAWING NO.: **A-100**