

Notice of Public Hearing – Committee of Adjustment Application

File # A-013/26 - 4000 DUCHARME ST

Date Mailed: February 25, 2026

Electronic hearing:

By videoconference on March 12, 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 February 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: PLAN 12M-524, BLOCK 150

| OFFICIAL PLAN DESIGNATION | ZONING OF SUBJECT LAND(S) |
|---------------------------|---------------------------|
|                           | Residential RD1.2         |

| Applicant/Owner(s)  | Authorized Agent(s) | Subject Property |
|---|---------------------|------------------|
| <p><b>Owner Name:</b><br/>GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD</p> <p><b>Applicant Name:</b> JEFF DOW-DOW SIGN DISPLAYS</p> |                     | 4000 DUCHARME ST |

PURPOSE OF APPLICATION

**Minor Variance** - Erect an electronic static changing copy sign with minimum reduced distance from a residential zoned district.

| By-Law               | Provision | Provision Description   | Requirement | Proposed |
|----------------------|-----------|---|-------------|----------|
| Sign By-law 250-2004 | 3.3.1b    | Electronic Changing Copy distance from a Residential Zoned District | 60.0 m      | 23.5 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.

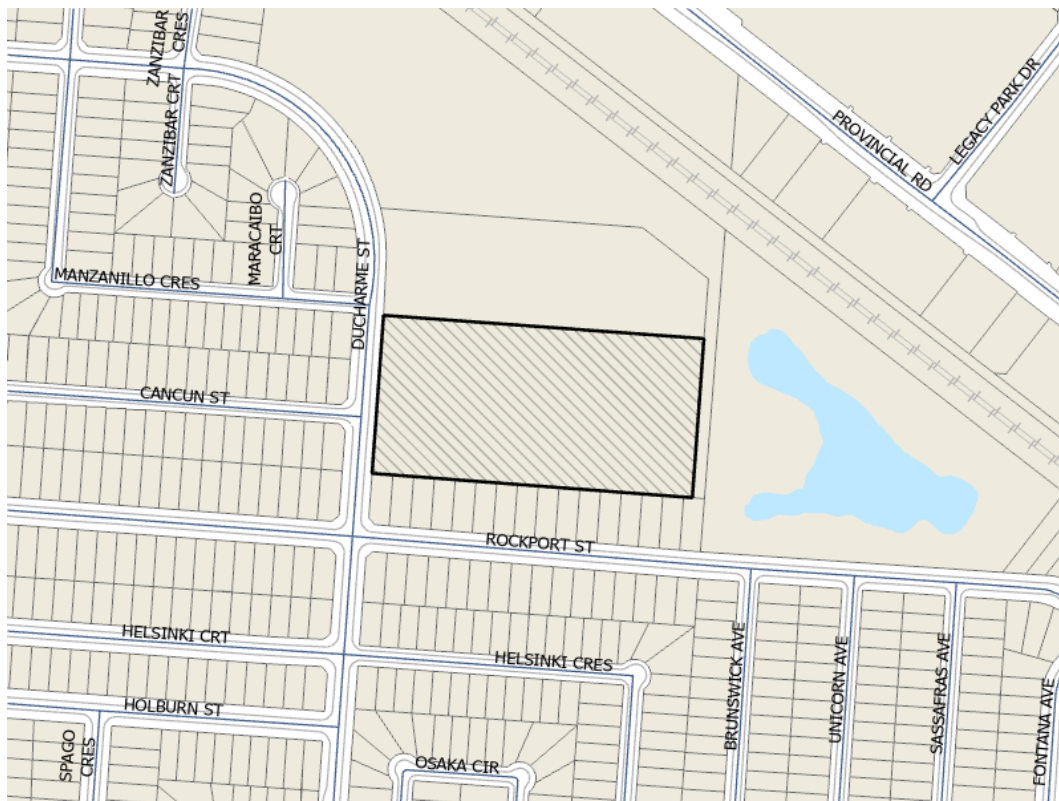
### Participate in the hearing by videoconference (Microsoft Teams)

**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.

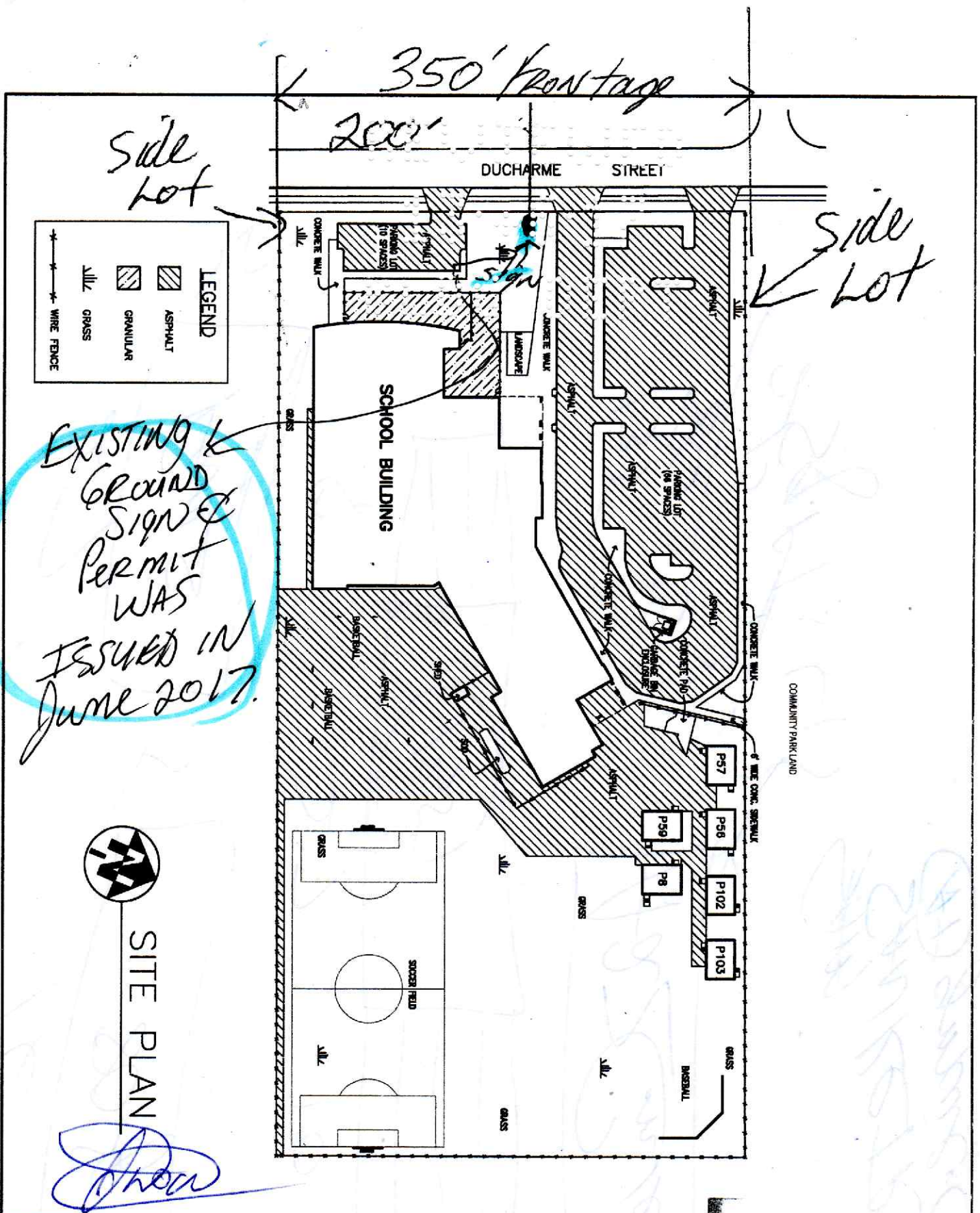
### Notice of Decision

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](mailto: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](mailto:COAdjustment@citywindsor.ca)



SCALE: 1" = 100'-0"

DATE: REVISION 7 : DECEMBER 2015

PROJECT NO:

DRAWN: J.L.H.

CHK'D: D.L.H.

99077

**LORENZEN**  
ENGINEERING

TITLE:

TALBOT TRAIL SCHOOL SITE PLAN  
4000 Ducharme Street  
Windsor, Ontario

DRAWING NO:

TT99077S01

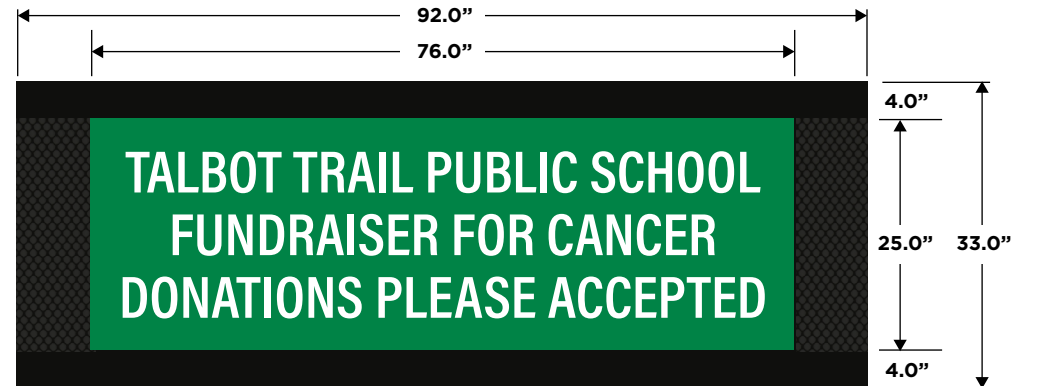
**RECEIVED**

JUN 06 2017

**CITY OF WINDSOR**  
**BUILDING DIVISION**



**TALBOT TRAIL PUBLIC SCHOOL  
4000 DUCHARME ST | WINDSOR  
NEW LED SIGN - OPTION A  
PROPOSED RE-CONSTRUCT EXISTING PYLON SIGN**



**GENESIS 11 LED  
6MM HD COLOUR  
STATIC 60 SECOND IMAGES  
CABINET SIZE: 25" X 76"  
DOUBLE SIDED  
PIXEL ARRAY: 98X288  
TOTAL PIXELS: 28,224**

**BLACK SKIRTING  
WITH MESH VENTS**

**STATIC LED TO  
REPLACE OLD STYLE  
MANUAL CHANGE LETTERS**

**ORIFINAL SIGN PERMIT APPROVED (JUNE 2017)**

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**LED TECHNOLOGY SIGNAGE**

**CELL 519.792.9618**

**EMAIL [jeff@dowsigndisplays.com](mailto:jeff@dowsigndisplays.com)**

**[www.dowsigndisplays.com](http://www.dowsigndisplays.com)**

CITY  
WINDSOR EXISTING  
SIGN



4000



JUNE  
2017  
PERMIT  
ISSUED

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