



## Township of Central Frontenac Committee of Adjustment - Minutes

Tuesday, April 22, 2025 at 5:00 PM  
Soldiers Memorial Hall, 1107 Garrett St, Sharbot Lake ON

**Present:** Dan Meeks, Phillip Smith, Nicki Gowdy, Lynn Klages, Susan Irwin, Bill Everett

**Absent:** Duncan McGregor, Cindy Kelsey, Frances Smith

**Staff in Attendance:** Abigail McKinnon , Secretary Treasurer, Planning and Development Services Assistant, Chris Nelson, Community Service Coordinator, Jennie Kapusta, Community Planner - County of Frontenac

**Public in Attendance:** Robert Craigie (in person)

### 1. CALL TO ORDER

### 2. APPROVAL OF AGENDA

a. April 22, 2025

Motion #: 18-2025 THAT the agenda of April 22, 2025 be adopted as presented.

*Moved by:* Lynne Klages

*Seconded by:* Nicki Gowdy

**Carried**

### 3. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None.

### 4. APPROVAL OF MINUTES

a. [03-25-2025 - Minutes.docx](#)

Motion #: 19-2025 THAT the minutes of March 25, 2025 be adopted as presented.

*Moved by:* Dan Meeks

*Seconded by:* Phillip Smith

**Carried**

**5. DEFERRED ITEMS**

None.

**6. APPLICATIONS FOR CONSENT**

None.

**7. APPLICATIONS FOR MINOR VARIANCE**

a. APPN-2024-0046 Craigue

[APPN-2024-0046 APPLICATION.pdf](#) 

[APPN-2024-0046 SKETCH.pdf](#) 

[APPN-2024-0046 MVCA Comments .pdf](#) 

[APPN-2024-0046 Planning Report.docx](#) 

Jennie Kapusta introduced the application and provided an overview of the planning report.

There were no questions or comments from the committee, the public, or the applicant.

The Committee approved the application as presented subject to the conditions in the planning report.

Motion #: 20-2025 THAT Minor Variance application APPN-2024-0046 Craigue for Concession 7, Part Lot 19, Geographic Township of Oso, 1080 Hoyle Lane E, Township of Central Frontenac, be approved to permit construction of a 53.5 square metre (576 square feet) carport/covered walkway that is unable to meet the required waterbody set back of 30m.

AND THAT effect of the application is to permit a variance from Section 5.6.2 & 4.26.5.a of the Zoning By-law 2011-52 as amended, to allow for the expansion of the dwelling.

AND FURTHER THAT the Secretary-Treasurer shall issue the Notice of Decision in accordance with the requirements of the Planning Act, including providing the Notice of Decision to the applicant, any person or public body that made a written request to be notified, and any other person or public body prescribed.

*Moved by:* Nicki Gowdy

*Seconded by:* Lynne Klages

**Carried**

b. APPN-2025-0004 Douglas

This item was removed from the agenda as sufficient public notice was not provided due to the signage not being posted a minimum of 10-days prior to the meeting.

**8. OTHER PLANNING BUSINESS**

None.

**9. ADJOURNMENT**

Motion #: THAT this meeting be adjourned until May 13, 2025 at 5:00 p.m. virtually  
21-2025 and in person at Soldiers Memorial Hall, 1107 Garrett St. Sharbot Lake, or at the call of the chair.

*Moved by:* Susan Irwin

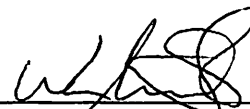
*Seconded by:* Phillip Smith

**Carried**

Adjourned at 5:11 p.m.



Abigail McKinnon, Secretary  
Treasurer



Bill Everett, Chair