



The Corporation of the Township of Central Frontenac Committee of Adjustment - Jun 10 2025 - Minutes

Tuesday, June 10, 2025 at 5:00 PM Soldiers Memorial Hall, 1107 Garrett
St, Sharbot Lake ON

Present: Frances Smith, Susan Irwin , Dan Meeks , Phillip Smith , Bill Everett , Lynn Klages , and
Cindy Kelsey

Nicki Gowdy attended virtually.

Absent: Nicki Gowdy and Duncan McGregor

Staff in Attendance: Abigail McKinnon, Secretary Treasurer, Planning and Development
Services Assistant, Chris Nelson, Community Services Coordinator, Jennie Kapusta, Community
Planner – County of Frontenac, Alex Petracca, Community Planner Intern – County of Frontenac

Public in Attendance: Steve Hogan (virtual), Jim Wallace (virtual), Jennifer Douglas, Susan
Nelson, Brian Nelson.

1. CALL TO ORDER

Chair Everett called the meeting to order at 5:05 p.m.

2. APPROVAL OF AGENDA

- a. Agenda of 10 June 2025

Motion #: 22-2025 **THAT** the agenda of 10 June 2025 be adopted as presented.

Moved by: Frances Smith

Seconded by: Susan Irwin

Carried

3. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None.

4. APPROVAL OF MINUTES

- a. Minutes of 22 April 2025

[04-22-2025 - Minutes](#) 

Motion #: 23-2025 **THAT** the minutes of April 22, 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-2025-0004 DOUGLAS

[APPN-2025-0004 Application.pdf](#) 

[APPN-2025-0004 Sketches.pdf](#) 

[APPN-2025-0004 Geotechnical Report.pdf](#) 

[APPN-2025-0004 -RVCA Comments 25-UCF-MVA-0003.pdf](#) 

[Public Comments Redacted.pdf](#) 

[APPN-2025-0004 Planning Report.docx](#) 

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

Phillip Smith confirmed with Ms. Kapusta that the lot is located at the end of Island View Lane. Ms. Kapusta clarified that Island View Lane runs directly into the subject property and terminates there.

Dan Meeks raised several questions regarding the septic system's proximity to a nearby stream that flows into Long Lake, the availability of water servicing, and the required setbacks from adjacent property lines. Ms. Kapusta responded, noting that the proposed septic system is designed to comply with the 30-metre setback requirement. She also advised that the relevant conservation authority had not identified any concerns related to the septic's location near the stream. Abby McKinnon, Secretary-Treasurer of the Committee, added that GIS software measurements indicate the system is more than 30 metres from the stream.

Mr. Meeks pointed out that the location of the well was not identified on the plans and that there was no information regarding water servicing. Ms. Kapusta explained that well locations are governed by provincial regulations and that, given the waterfront location, water servicing is expected to be drawn directly from the lake rather than from a drilled well.

Mr. Meeks also inquired about the barn located on the property and whether it maintains an appropriate setback from the proposed dwelling. Ms. Kapusta clarified that, due to the lot being an existing lot of record specific calculations for setback requirements were not necessary in this case.

Mr. Meeks expressed additional concerns regarding the limited space available on the lot, particularly for vehicle maneuverability, and the potential impact on neighbouring properties. He noted the lack of sufficient space for turnarounds, especially for large vehicles such as dump trucks. Ms. Kapusta responded that the applicant is expected to conduct all activities, including vehicle movements, within the boundaries of their own property and is not permitted to use neighbouring land for access or turnaround.

Ms. Nelson, a neighbouring property owner, addressed the Committee and expressed her desire to continue enjoying her

property without negative impacts. She reiterated the concerns outlined in her submitted letter, which included erosion, parking and turnaround issues on her property, and environmental impacts on the adjacent stream.

Mr. Meeks also questioned the original intent of the lot creation, given its small size. Ms. Kapusta noted that the lot predates the Township's electronic records, so the original rationale for its creation is unknown.

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

Motion #: 24-2025 **THAT** Minor Variance application APPN-2025-0004 Douglas for Concession 6, Part Lot 1, Geographic Township of Olden, Island View Lane, Township of Central Frontenac, be approved allow for the construction of a 105 square metres (1,130.2 square feet) dwelling and to allow for the installation of a septic system on a lot that does not meet the absolute minimum size.

AND THAT effect of the application is to permit a variance from Section 4.28.5 of the Zoning By-law 2011-52 as amended, to allow the development.

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: Frances Smith

Seconded by: Dan Meeks

Carried

b. APPN-2025-0012 HAZELWOOD

[APPN-2025-0012 Application.pdf](#) 

[APPN-2025-0012 Site Plan 250128.pdf](#) 

[APPN-2025-0012 Deck Drawings.pdf](#) 

[APPN-2025-0012 - CA Comments PL0083-2025.pdf](#) 

[APPN-2025-0012 Planning Report.docx](#) 

Jennie Kapusta introduced the application and provided an overview of its details.

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

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

Motion #: 25-2025 **THAT** Minor Variance application APPN-2025-0012 Hazelwood for Concession 1, Part Lot 28, Geographic Township of Kennebec, 1121 Gold Russ Lane, Township of Central Frontenac, be approved allow for the construction of a 150.3 square metre (1617.8 square feet) deck with a minimum waterbody setback of 9.6 metres (31.5 feet) from the high-water mark of Hungry Lake.

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 the development.

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: Lynne Klages
Seconded by: Cindy Kelsey

Carried

c. APPN-2025-0015 HOGAN

[APPN-2025-0015 Application](#) 

[APPN-2025-0015 Sketches](#) 

[APPN-2025-0015 Planning Report](#) 

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 #: 26-2025

THAT Minor Variance application APPN-2025-0015 Hogan for Concession 1 Part Lot 14, Geographic Township of Oso, 1109 Ivy Lane, Central Frontenac Township, be approved allow to construct a roof over the entire 32 square metre (345 square foot) existing uncovered and unenclosed deck and enclose 15 square metres (162 square feet) of the above noted deck with screened walls to create a screen porch.

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 the development.

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: Susan Irwin
Seconded by: Frances Smith

Carried

8. OTHER PLANNING BUSINESS

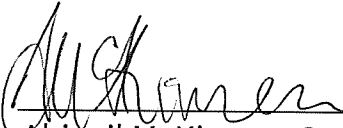
9. ADJOURNMENT

Motion #: **THAT** this meeting be adjourned until July 8, 2025 at 5:00 p.m. virtually
27-2025 and in person at Soldiers Memorial Hall, 1107 Garrett St. Sharbot Lake, or
at the call of the chair.


Moved by: Phillip Smith
Seconded by: Dan Meeks

Carried

Adjourned at 5:39 p.m.



Abigail McKinnon, Secretary
Treasurer



Bill Everett, Chair