Minutes of a Meeting of the
Committee of Adjustment/Planning Advisory Committee
June 26, 2023

Present:	Barbara Sproule (Chair); Carl Tooley, Member; and Jim Ogilvie, Alternate Member
Absent with Regrets:	Garry Wood, Member
Also Present:	Tara Mieske, Clerk/ Planning Manager (Secretary); Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; Sonya Bolton, Manager of Community Planning, County of Frontenac (Electronic Participation); Dmitry Kurylovich, Community Planner, County of Frontenac (Electronic Participation); Jennie Kapusta, Community Planner; and Councillor Roy Huetl, Council Liaison

1. Call to Order

The Chair called the meeting to order at 1:00 p.m. and read the opening remarks.

2. Approval of Agenda

a) June 26, 2023

Resolution #: 26-23 Moved By: Carl Tooley
Seconded By: Jim Ogilvie

Be It Resolved That the Committee approves the Agenda for the June 26, 2023 Meeting, as circulated.
Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

Barb Sproule declared a pecuniary interest in Item 8b - File #B11/23.

4. Delegations

None.

5. Adoption of Minutes

a) Minutes of Meeting

Resolution #: 27-23 Moved By: Jim Ogilvie
Seconded By: Carl Tooley

Be It Resolved That the Committee adopts the Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee held on May 29, 2023 as circulated.
Carried

Deferral of Item 7a: Zoning By-law #55-19 - Housekeeping Amendment

Resolution #: 28-23 Moved By: Jim Ogilvie
Seconded By: Carl Tooley

Be It Resolved That the Committee defers Item 7a to follow 9a.
Carried

6. Business Arising from the Minutes

None.

8. Consent Applications

a) File #B10/23 - Part of Lots 13 and 14, Concession 8, Geographic Township of Barrie - Creation of Right-of-Way

Pat Storms, applicant, attended the meeting electronically.

Dmitry Kurylovich, County Planner, provided an overview of the application. He advised the proposed Right-of-Way (ROW) is to be located over two lots of records for the benefit of three existing properties. He noted the width of the ROW is 6.1 metres.

Kurylovich advised no physical development is proposed. He noted the lots were created through severance in 2008 and 2016, with the original ROW included when the lots were created. However as the ROW was not registered at the time, an application for consent was required to legally establish the easement. He recommended approval of the application subject to the conditions included in the planning report.

Sproule advised she attended the site and agrees with the planner's recommendation, as the purpose of the application is to clean up access to the existing lots.

Tooley asked if the road existed prior to 2008. Mrs. Storms advised the road was in place when they purchased the property in 1996. She advised the ROW was proposed when the lots were severed in 2008.

Drechsler advised there were no comments from the public.

Resolution #: 29-23 Moved By: Carl Tooley
Seconded By: Jim Ogilvie

Be It Resolved That Severance Application File #B10/23 – Frontenac Shores Cottage Owners Association and 1159294 Ontario LTD., 1016 Twin Pine Lane - for the creation of a Right-of-Way shall be approved subject to the conditions included in the Planning Report;
And That the Secretary shall issue the Notice of Decision by July 11, 2023;
And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;

And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act.*
Carried

Declaration of Pecuniary Interest

Barb Sproule, Chair, declared a pecuniary interest in the application and left the meeting at this time. Carl Tooley assumed the role of Chair.

b) File #B11/23 - Part of Lot 28, Concession 1, Geographic Township of Palmerston - Lot Addition

Darwyn Sproule, Agent, attended the meeting.

Dmitry Kurylovich, County Planner, provided an overview of the application. He advised the application is for a lot addition with an area of 0.2 hectares and 200 feet of road frontage, to be added to the benefitting parcel. He noted no immediate physical development is proposed., with the retained lot continuing to support existing residential uses.

Kurylovich advised the application was not circulated to Mississippi Valley Conservation Authority (MVCA) or South Frontenac, as Septic Approval Authority, as there was no physical development proposed. He recommended approval of the application subject to the conditions included in the planning report.

Jim Ogilvie advised he attended the site and noted the required marking card was posted. He advised he had no objections to the proposed lot addition and recommended approval.

Drechsler advised there were no comments from the public.

Resolution #: 30-23	Moved By:	Jim Ogilvie
	Seconded By:	Carl Tooley

Be It Resolved That Severance Application File #B11/23 – Barbara (Garnet) Sproule, 9603 Road 509 - for a Lot Addition shall be approved subject to the conditions included in the Planning Report;
And That the Secretary shall issue the Notice of Decision by July 11, 2023;
And That the Secretary shall forward the Notice to the Applicant and each person or public body that made a written request to be notified and any other person or public body prescribed;
And That all conditions shall be completed within a period of two year after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act.*
Carried

Return of the Chair

Barb Sproule returned to the meeting at this time and resumed the role of the Chair.

9. Minor Variance Applications

a) File #A09/23 - Part of Lot 32, Concession 5, Geographic Township of Palmerston - Minor Variance for reduced setback from high water mark of Palmerston Lake and reduced setback from private lane for an accessory structure

Carl Moulds, applicant, was present for the meeting.

Dmitry Kurylovich, County Planner, provided an overview of the Minor Variance application. He advised the applicant would like to construct a garage with an area of 35.7 metres with a setback of 24.4 metres from the high water mark of Palmerston Lake and a 2.4 metre setback from Young Lane.

Kurylovich advised the proposed location of the garage is within the 15 metre setback of the top of slope, with no possibility to meet the setback due to the size and topography of the lot. Kurylovich noted the setback from the slope is only one element of the proposed development; the size and constraints of the lot are a concern. He recommended a survey may be required to ensure the proposed development can meet the required setbacks

Kurylovich recommended deferral of the application until a slope stability study is completed.

Tooley advised he attended the site on June 14, 2023 and the required marking cards were posted. He noted, based on the planning report and the recommendations from Mississippi Valley Conservation Authority, he recommends deferral of the application.

Kurylovich advised the applicant should have the slope stability study completed first to determine if the slope can support additional development; and, if the report is favourable, the requirement for a survey may be included as a condition for building permit application approval.

Drechsler advised there were no comments from the public.

Resolution #: 31-23 Moved By: Carl Tooley
Seconded By: Barb Sproule

Be It Resolved That Planning Application File #A09/23 – Application for Minor Variance – Carl Moulds, 1104 Young Lane - shall be deferred until a slope stability study in support of the application is completed and reviewed by Mississippi Valley Conservation Authority.
Carried

7. Zoning By-law Amendment Application (Recommendation to Council)

a) Zoning By-law #55-19 - Review of Proposed Amendments through Housekeeping By-law

Resolution #: 32-23 Moved By: Jim Ogilvie
Seconded By: Carl Tooley

Be It Resolved That the Committee receives for information the Public Notice regarding the Proposed Amendments to the Zoning By-law.
Carried

10. Other Business

None.

11. Adjournment

a) Adjournment of Meeting

Resolution #: 33-23 Moved By: Jim Ogilvie
Seconded By: Carl Tooley

Be It Resolved That the meeting adjourns at 2:26 p.m. until July 24, 2023 at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary-Treasurer