



Committee of Adjustment Minutes

1:00 PM - Monday, March 24, 2025

Council Chambers

Present: Garry Wood, Chair; Carl Tooley, Member; and Brent Smith, Alternate Member

Absent with Regret: Jim Ogilvie, Member

Also Present: Tara Mieske, Secretary; Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager; Dmitry Kurylovich, Project Manager/Senior Planner, County of Frontenac; Councillor Roy Huetl (Council Liaison); Corey Klatt, Chief Administrative Officer; and Don Reed, Chief Building Official

1. Call to Order

The Chair called the meeting to order at 1:03 p.m.

2. Traditional Land Acknowledgement

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for Mother Earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the Township of North Frontenac is committed to working with Indigenous Peoples and all residents to pursue a united path of reconciliation.

3. Approval of Agenda

a) *March 24, 2025*

7-25 Moved by Carl Tooley, Seconded by Brent Smith

Be It Resolved That the Committee approves the Agenda dated March 24, 2025, as circulated.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Delegations

None.

6. Adoption of Minutes

a) **Minutes of Meeting**

8-25 Moved by Brent Smith, Seconded by Carl Tooley

Be It Resolved That the Committee adopts the Minutes of a Meeting held on February 24, 2025, as circulated.

Carried

7. Business Arising Out of Minutes

None.

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

None.

9. Consent Applications

None.

10. Minor Variance Applications

a) **File #A02/25 - Mary Lynne Holton - 1140 MacDonald Road - Minor Variance to Permit Oversized Sleep Cabin**

Steve Sunderland, Agent, attended the meeting electronically.

Dmitry Kurylovich, Senior Planner with the County of Frontenac, provided an overview of the application for a Minor Variance to permit an oversized sleep cabin. He advised the applicant requested to construct a sleep cabin with a 308 square feet net floor area and 80 square foot unenclosed and covered porch. He noted the current Zoning By-law permits a sleep cabin with a net floor area of 205 square feet. He advised the provisions included in the Zoning By-law only speak to the net floor area of the sleep cabin; therefore the proposed porch is not included for consideration by the Committee.

Kurylovich advised the area of the property is 0.44 acres, subject to a lot consolidation from Consent File #B01/25 recently approved under Delegated Approval. He advised the lot is currently developed with a one storey dwelling serviced by a Class 4 septic system. He noted the sink and toilet in the proposed sleep cabin will be connected to the existing septic system. Kurylovich advised there will be no removal of vegetation, as the sleep cabin will be constructed within the maintained lawn. He noted Mississippi Valley Conservation Authority had no slope stability concerns; and that the Township's Chief Building Official will request a septic inspection at the building permit stage, if required. Kurylovich advised no public comments were received.

Kurylovich advised the application meets the four tests of a Minor Variance. He noted the following:

- the sleep cabin will be located 50 metres from the edge of the lake;
- it appears no vegetation will be removed during construction;

- there will be no visible site alteration, as the sleep cabin is not visible from the water,
- there appears to be no impact on character of lake; and
- the existing dwelling is modest in size, with the proposed sleep cabin providing additional accommodation space.

Kurylovich recommended approval of the Minor Variance, subject to the conditions included in the planning report. He noted the Lot Addition must be completed prior to a building permit being issued.

Carl Tooley advised he attended the site on January 22, 2025 and the Agent was present. He noted the site was snow covered; however he could see the staked building envelope. Tooley advised the proposed development is a small cabin with a sink and toilet and an unenclosed porch. The septic system was recently installed. Tooley advised the application meets the four tests of a Minor Variance and recommended approval, subject to the conditions.

There were no comments from the public.

9-25 Moved by Carl Tooley, Seconded by Brent Smith

Be It Resolved That Planning Application File #A02/25 – Minor Variance – 1140 MacDonald Road - shall be approved subject to the conditions noted in the planning report;

And That the Secretary shall forward a copy of the Notice of Decision 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 by April 3, 2025.

Carried

11. Other Business

a) Training - Ask Don Reed, Chief Building Official

Don Reed, Chief Building Official was present to answer questions from the Committee on processes and the requirements of the Building Code.

12. Adjournment

a) Adjournment of the Committee Meeting

10-25 Moved by Brent Smith, Seconded by Carl Tooley

Be It Resolved That the meeting adjourns at 2:02 p.m. until April 28, 2025, at 1:00 p.m. or at the call of the Chair.

Carried

Chair

Secretary