TOWNSHIP OF SOUTH FRONTENAC
Committee Of Adjustment Meeting
Agenda

TIME: 7:00 PM,
DATE: Thursday, December 11, 2025
PLACE: Council Chambers/Virtual Via Zoom .

1. *Call to Order*

a) Resolution.

2. *Adoption of Agenda*

a) Resolution.

3. *Electronic Meeting Information*

a) The meeting will be live streamed at the following link:
http://www.facebook.com/SouthFrontenacTwp/

Virtual participants can register via Zoom at the following link:
https://us06web.zoom.us/webinar/register/WN_FLm4ap5kQa2icxgnVILXRA

b) Staff has prepared a PowerPoint Presentation that will be displayed on the screen of the meeting, you can also follow along with the PDF version that is in the attachment of this agenda item. 4 - 64

4. *Declaration of pecuniary interest*

a) There are none.

5. *Approval of Minutes – November 13, 2025*

a) Resolution. 65 - 72

6. *Consent Applications from a Previous Meetings: (if applicable)*

7. *New Consent Applications:*

a) PL-BDJ-2025-0114 (Neumann) - Portland District 73 - 99

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

The applicant is proposing to create 1 new residential lot that is approximately 9 acres in area with approximately 115 metres of frontage on Alton Road West.

b) PL-BDJ-2025-0115 (Neumann) - Portland District 100 - 122

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

The proposal is for a lot addition of approximately 60 acres with approximately 27 metres of frontage on Alton Road West to be added to the vacant farm property to the west, having roll number

102908002004001. This will increase the size of the property to approximately 123 acres.

8. *Minor Variance / Permission Applications from a Previous Meetings: (if applicable)*

9. *New Minor Variance / Permission Applications:*

a) PL-ZNA-2025-0104 (Belsey) - Bedford District 123 - 145

Property Address: 198A Brooks Lane

Purpose & Effect of the Application:

A minor variance is being requested to allow a 16’ x 18’ (288sqft) sleeping cabin to be setback 24.4 metres from the highwater mark of Thirty Island Lake, whereas a minimum of 30 metres is required. The sleeping cabin was partially constructed without the necessary approvals.

b) PL-ZNA-2025-0113 (Samoil) - Portland District 146 - 163

Property Address: 4291 Genge Street

Purpose & Effect of the Application:

There are two storage sheds in the backyard of this property. The owners propose to connect the two sheds to make one 398 square foot shed. They need permission to connect the sheds and make a larger building because the sheds are less than 30 metres from Verona Lake.

c) PL-ZNA-2025-0116 (Neumann) - Portland District 164 - 185

Property Address: 3590 Harrowsmith Road

Purpose & Effect of the Application:

Application PL-ZNA-2025-0116 is requesting minor variance for the retained lot of associated consent applications PL-BDJ-2025-0114 & PL-BDJ-2025-0115 to have approximately 65 metres of frontage along Harrowsmith Road whereas the zoning by-law requires 76 metres.

d) PL-ZNA-2025-0117 (Hutchings) (Boulevard Group) - Loughborough District 186 - 230

Property Address: 1277 Sheila Lane

Purpose & Effect of the Application:

The owners have requested permission under s. 45(2) of the *Planning Act* to increase the area of a boathouse on Sydenham Lake. The property was developed with a dwelling and attached boathouse. The owners propose to construct a new detached boathouse in a similar footprint. The new boathouse would project 5.5ft (1.67m) further onto Sydenham Lake but would not extend beyond the existing dock. The new boathouse would have a 44.6sqm (480sqft) footprint area, which is larger than the 28.46sqm (306.25) footprint area of the old boathouse. The new boathouse would be approximately 2.16m shorter in height and would have an unenclosed

observation deck on its roof.

10. *Other Business*

a) Delegated Authority Consent Report 231 - 232

11. *Adjournment*

a) Resolution.

Committee of Adjustment Meeting

Thursday, December 11, 2025

7:00 p.m. Council Chambers

4432 George Street, Sydenham, ON

and Virtual on Zoom

Joining us on Zoom? Your camera won't be turned on. Your microphone will stay muted unless you ask to speak during a comment period.

Roll Call

Committee Members

Norm Roberts
Scott Trueman
Ray Leonard
Steve Pegrum
Patrick Diotte
Alan Revill
Brett Moreland
Mike Howe

Staff

Christine Woods, Manager of Planning
Noah Perron, Planner
Colin Herrewynen, Planner
Kate Kaestner, Planning Clerk/ Secretary-Treasurer

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Agenda

- Call to Order
- Adoption of Agenda
- Meeting Information
- Declaration of Pecuniary Interests
- Approval of Minutes of Previous Meeting
- Hearings for Applications
- Other Business
  - Delegated Consent Granting Authority Report
- Adjournment

SOUTH FRONTENAC

Format for Each Hearing

1. Chair introduces application
2. Planner presents application
3. Applicant/agent permitted to address Committee
4. Members of the public permitted to address Committee (maximum 5 minutes per individual)
5. Staff and/or applicant to provide response to public comments / questions
6. Questions from Committee members (no comments or debate)
7. Secretary-Treasurer reads the resolution
8. Committee discussion and vote

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After the Meeting

- Township staff will contact the applicant following the meeting. Where a decision is made, it will be forwarded to the applicant and anyone who requested to be notified within 15 days.
- The applicant, the Minister or a specified person or public body as defined by the *Planning Act* subsection 1(1) may appeal the decision to the Ontario Land Tribunal. The appeal must be filed with the Secretary-Treasurer of the Committee of Adjustment within 20 days of the notice of decision. The notice of appeal must set out the reasons for the appeal and be accompanied by the fee required by the Tribunal.
- If you have any questions after the meeting, please reach out to staff.

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How to Speak to an Application

- The Chair of the meeting will open the floor to public comments
- In person
  - Raise your hand and wait for the Chair to acknowledge you
  - Move to the table and clearly state your name for the record
- On Zoom
  - Click “Raise Hand” button to request to speak or dial *9 (star nine) when participating by telephone
  - The Chair will acknowledge you, and the Meeting Host will unmute you
  - Once you are done speaking or the Committee has no further questions, the Meeting Host will mute your microphone

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Notice of Collection

- Personal information is collected to gather feedback and communicate with interested parties about applications.
- This information is collected under the authority of the *Planning Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- With the exception of e-mail addresses and telephone numbers, all information and comments will become part of the public record and will appear on the Township's website.
- Meetings are broadcast live over the internet for the public to view. Your voice will be heard in the broadcast if you speak at the meeting. Broadcasts are archived and continue to be publicly available.
- Questions regarding the collection, use and disclosure of this personal information should be directed to the Township Clerk.

SOUTH FRONTENAC

Declaration of Pecuniary Interests

Approval of Minutes of Previous Meeting

- Approval of Minutes from meeting of November 13, 2025

New Consent Applications

PL-BDJ-2025-0114, PL-BDJ-2025-0115 & PL-ZNA-2025-0116

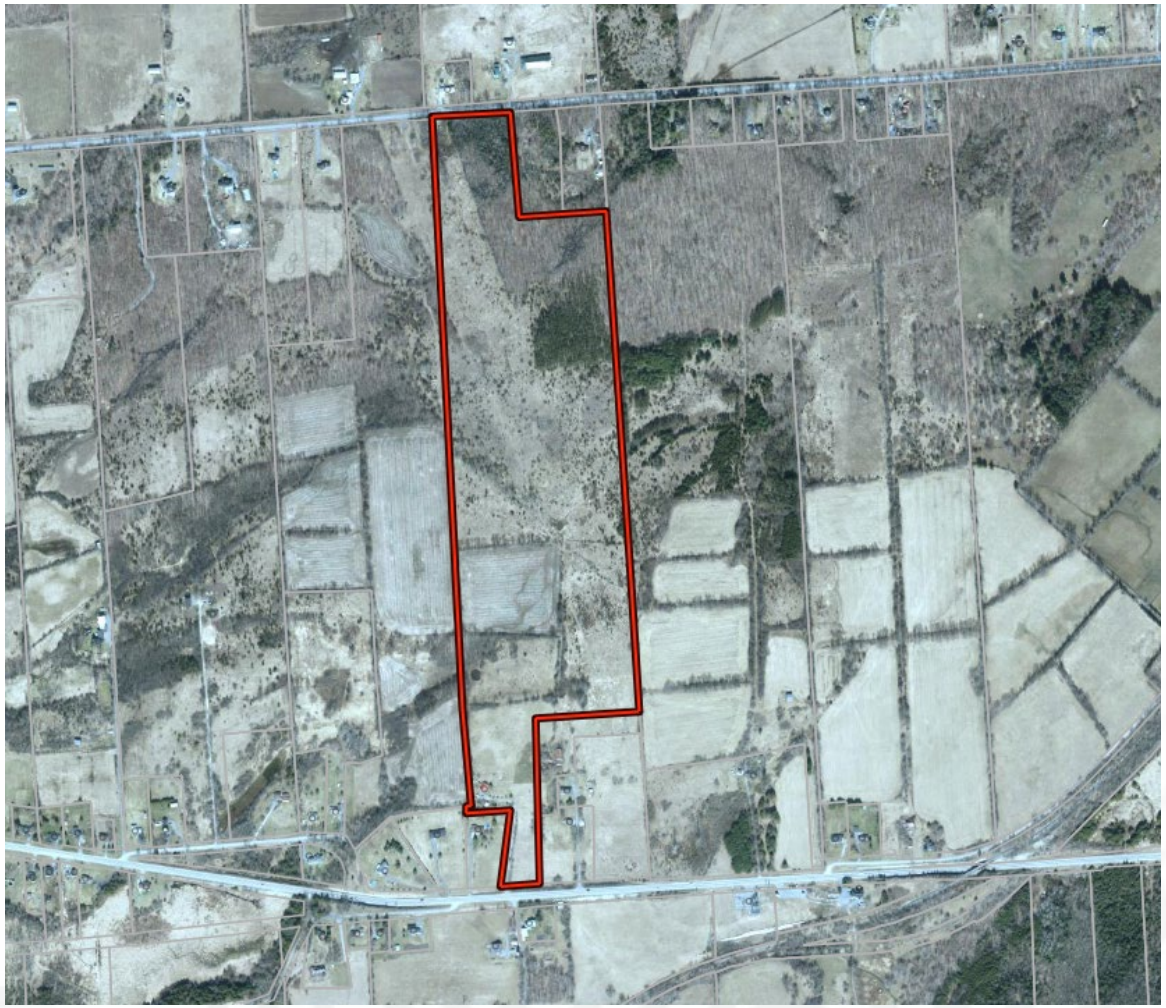
Consent & Minor Variance

Applicant: Dana Neumann

Property: 3590 Harrowsmith Road

Property Description

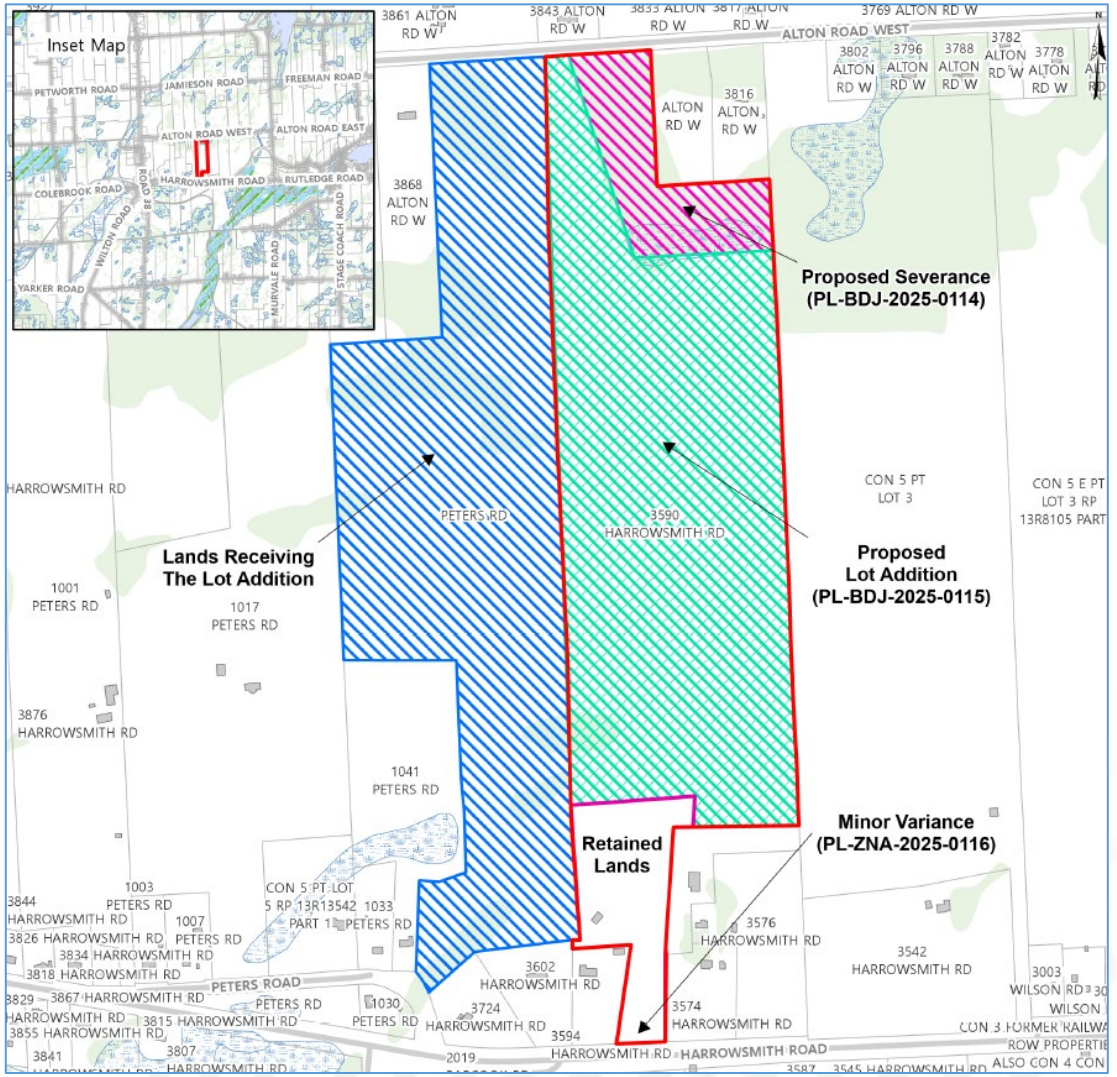
- Harrowsmith Rd & Alton Rd W
- ~77 acres
- Existing dwelling and accessory buildings near Harrowsmith Road
- Rural Designation in Official Plan
- Rural Zone in Zoning By-law



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Proposal

- Create new lot on Alton Road West
  - 9 acres with 115 metres of frontage
- Lot addition to the vacant farm property to the west
  - 60 acres with 27 metres of frontage on Alton Road West
- Retained lands
  - 8 acres with 65.9 metres of frontage on Harrowsmith Road
  - Minor variance to have less than 76 metres of frontage





View from Harrowsmith Road



View from Alton Road West

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Department, Agency and Public Comments

- **Cataraqui Conservation**
  - No objection, but requested the following:
    - Contact CRCA before considering any work within 30m of watercourses.
    - Should karst features be encountered on land, applicant needs to contact CRCA to determine appropriate actions.
- **Public Services**
  - No objection
  - Entrance permit needed for new lot
- **Public Comments**
  - None Received

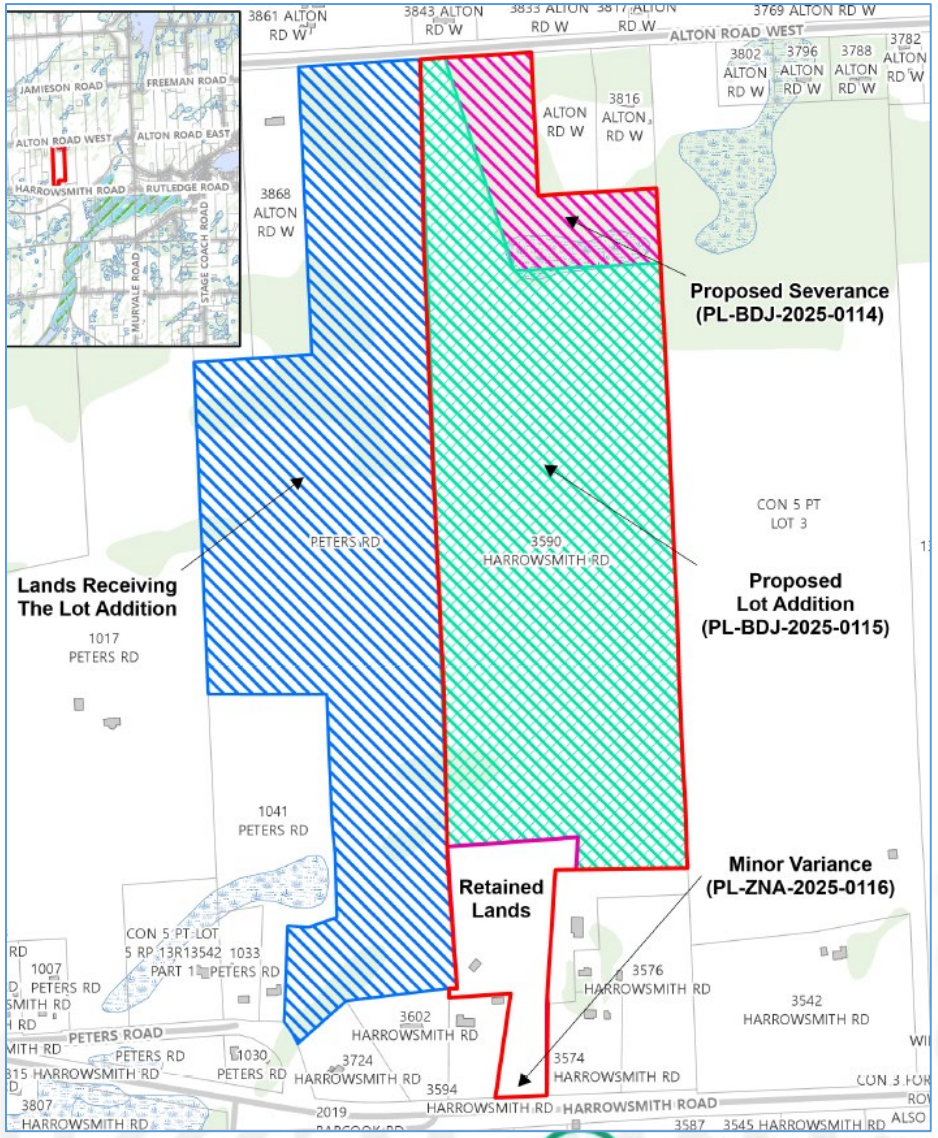
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Planning Analysis

Consent Applications Evaluation

Variance meets four tests:

1. Maintains the general intent and purpose of the Township of South Frontenac Official Plan
2. Maintains the general intent and purpose of Zoning By-law No. 2003-75
3. Is desirable for the appropriate development of the lands in question
4. Is minor



Recommendation

- Approval subject to conditions
- Pending any comments received
- Condition of approval of PL-BDJ-2025-0114 to be added:
  - The applicant shall enter into a Development Agreement with the Township to be registered on title to the severed parcel to address the following matters:
    - Notice regarding what to do if karst features are encountered during construction/excavation of the site.

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Questions & Comments

1. Applicant/Agent
2. Members of the Public
3. Committee Member questions

PL-BDJ-2025-0114, PL-BDJ-2025-0115 & PL-ZNA-2025-0116
Committee Deliberation and Vote

SOUTH FRONTENAC

New Minor Variance and Permission Applications

PL-ZNA-2025-0104

Minor Variance

Applicant: 2833646 Ontario Ltd. (Doug Belsey)

Property: 198A Brooks Lane

Background

- A sleeping cabin was partially built without the necessary approvals too close to the lake
- A building permit application for the structure has been submitted
- A minor variance is necessary before a permit can be issued

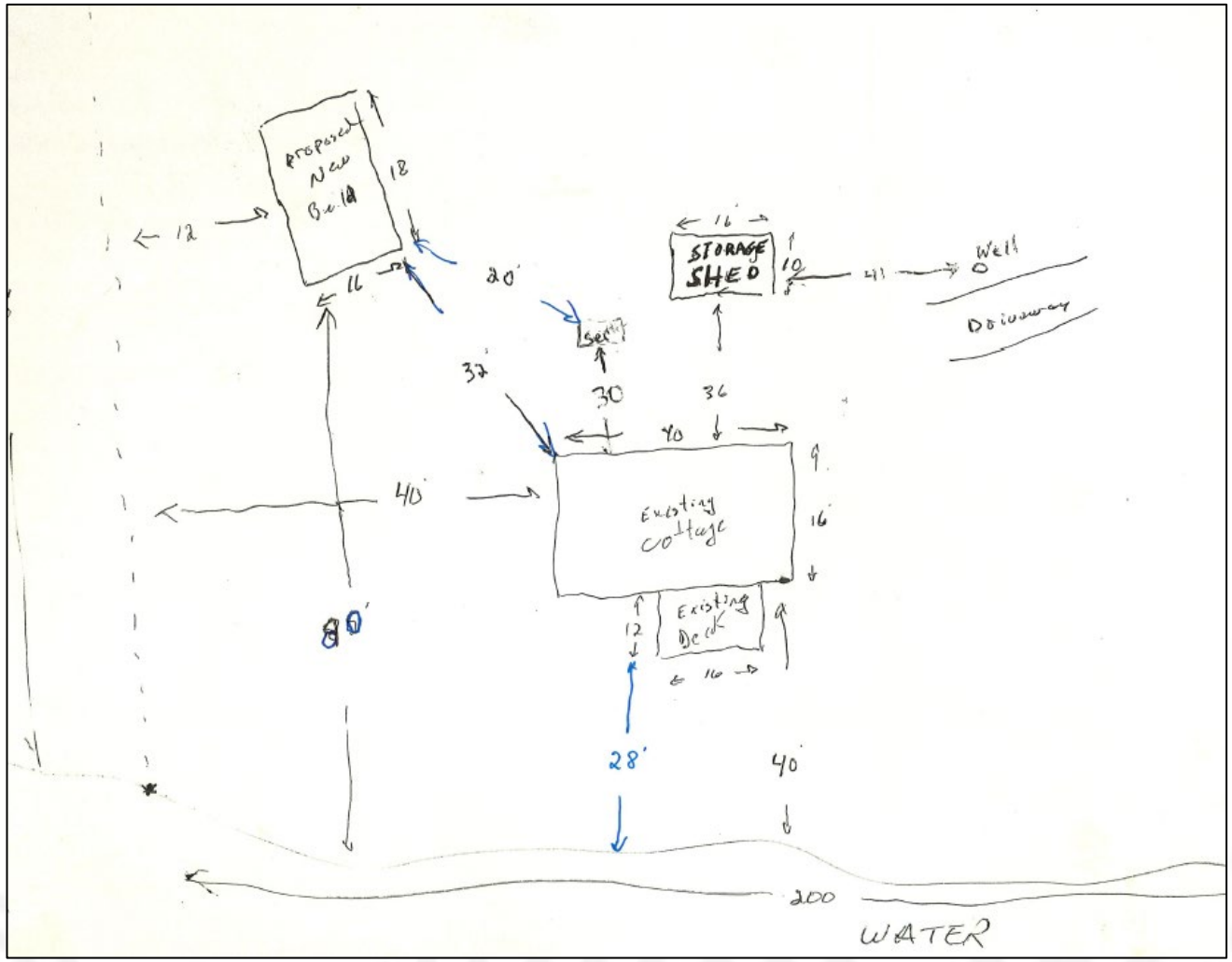
Property Description

- 0.88 acres
- Accessed by driveway off Brooks Lane (Blue)
- Cottage (w/attached deck) 2 storage structures
- Steep downward slope towards middle of property (green)
- Designated Rural
- Zoned RLSW



Proposal

- 26.7sqm (288sqft) sleeping cabin
- 24.4m (80ft) setback from highwater mark and front lot line instead of 30m



Plot Plan

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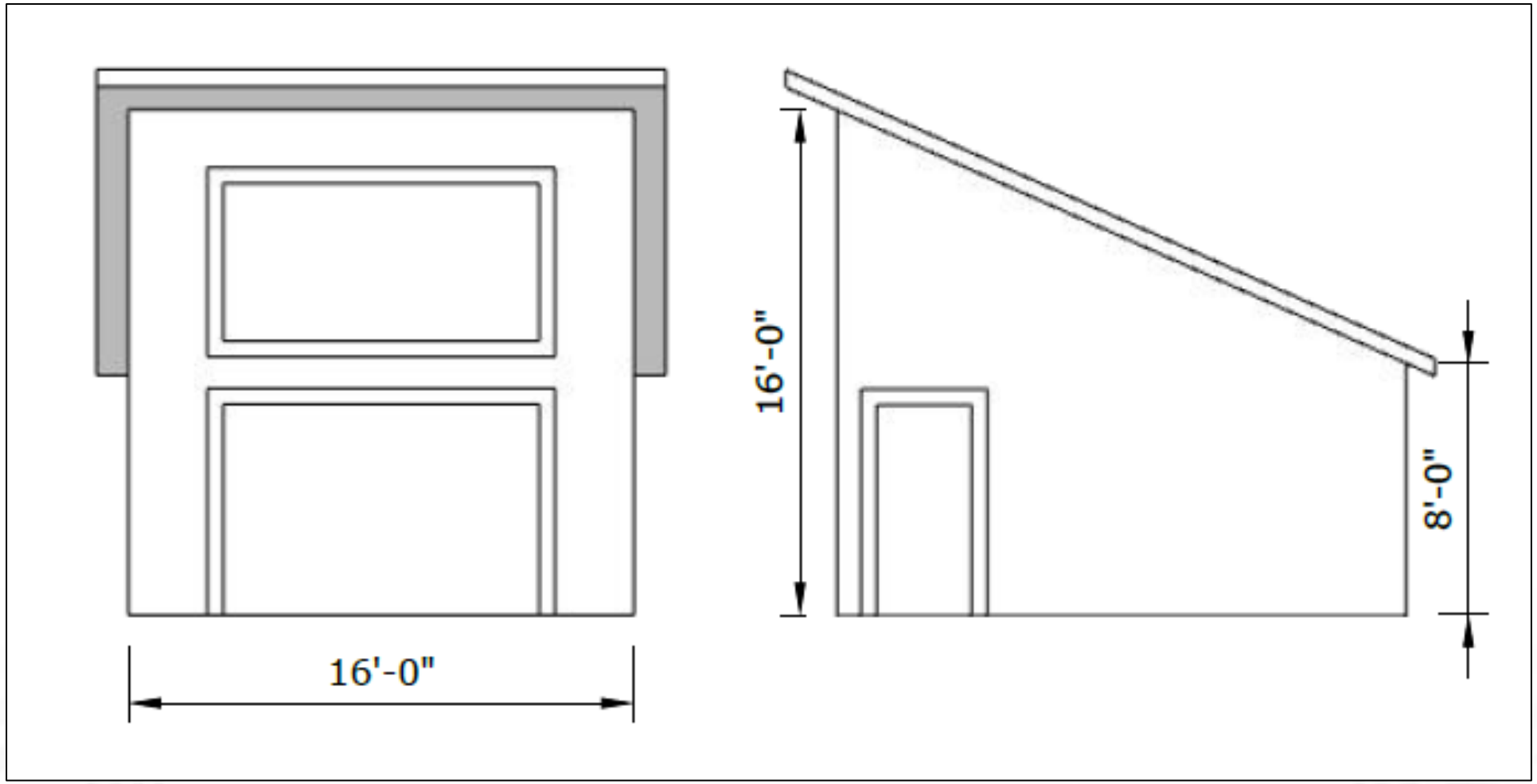


Sleeping cabin location (looking north towards upward slope)



Sleeping cabin location (looking south towards lake)

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Front and Side Elevations

Agency & Public Comments

- **Quinte Conservation** – no objection
  - Quinte Conservation permit has been issued
- **Public Comments** – none received

Discussion

Variance meets four tests of a minor variance

1. Maintains the general intent and purpose of the Township of South Frontenac Official Plan
2. Maintains the general intent and purpose of Zoning By-law No. 2003-75
3. Is desirable for the appropriate development of the lands in question
4. Is minor

Recommendation

- Approval
- Subject to the following conditions:
  - Proposal must be consistent with submitted drawings
  - Sleeping cabin location confirmed by Ontario Land Surveyor to be consistent with Committee Decision and Zoning By-law

Questions & Comments

1. Applicant/Agent
2. Members of the Public
3. Committee Member questions

PL-ZNA-2025-0104
Committee Deliberation and Vote

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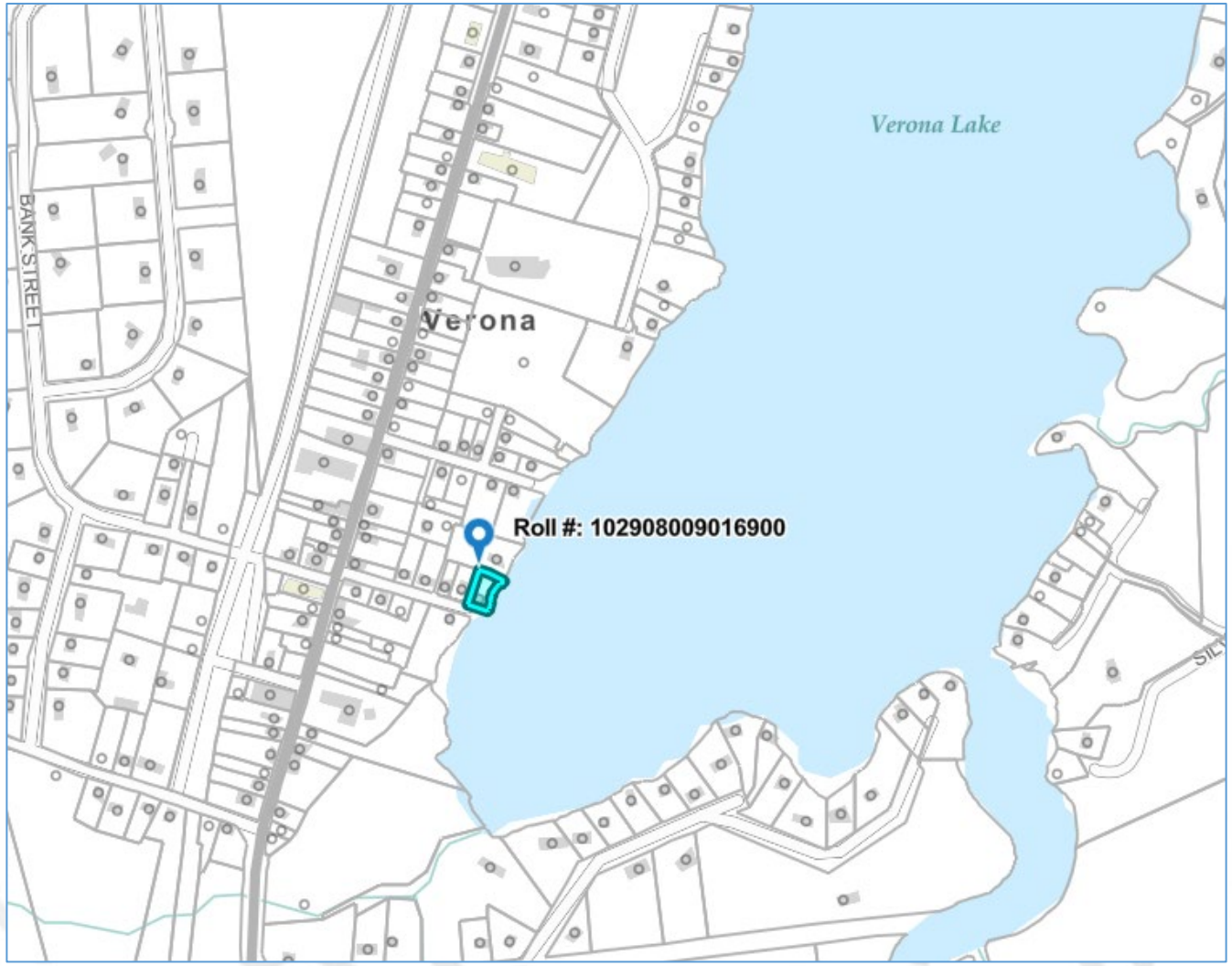
PL-ZNA-2025-0113

Permission to Enlarge a Legal Non-Conforming Use

Applicant: Gabriel and Daniela Samoil

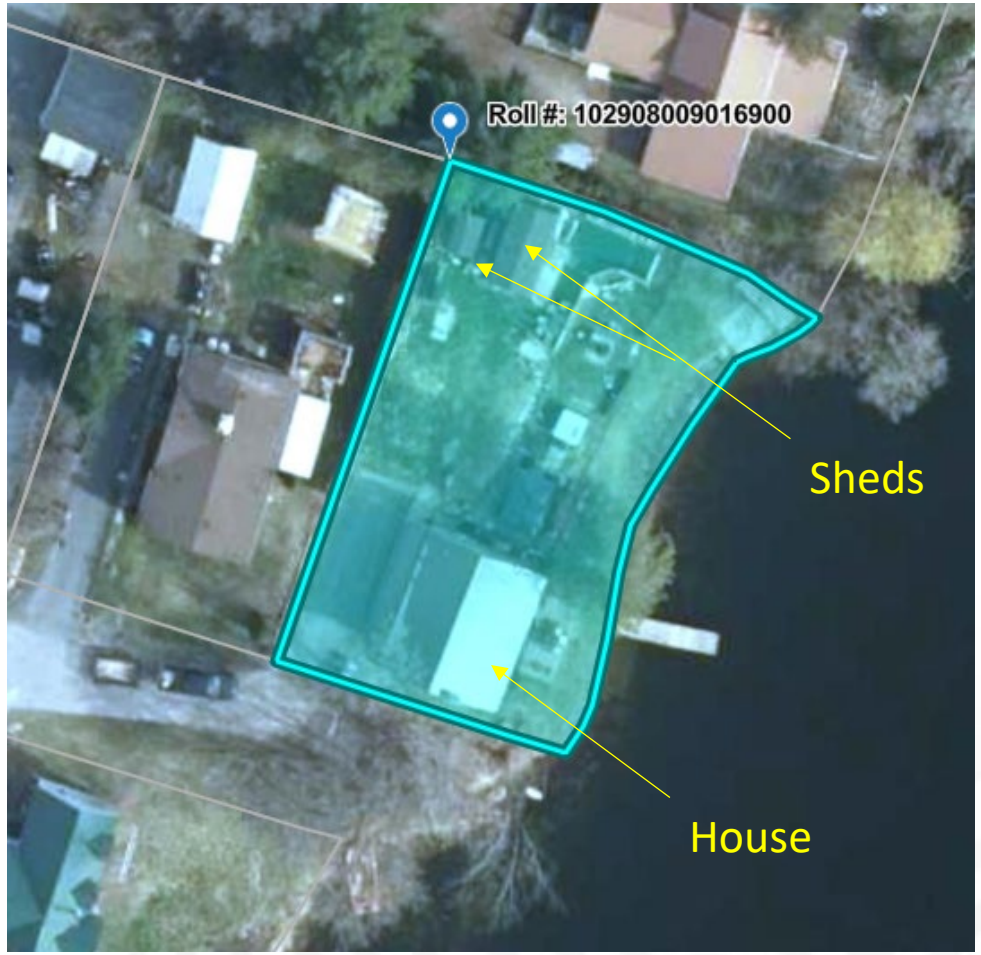
Property: 4291 Genge Street, Verona

Location



Property Description

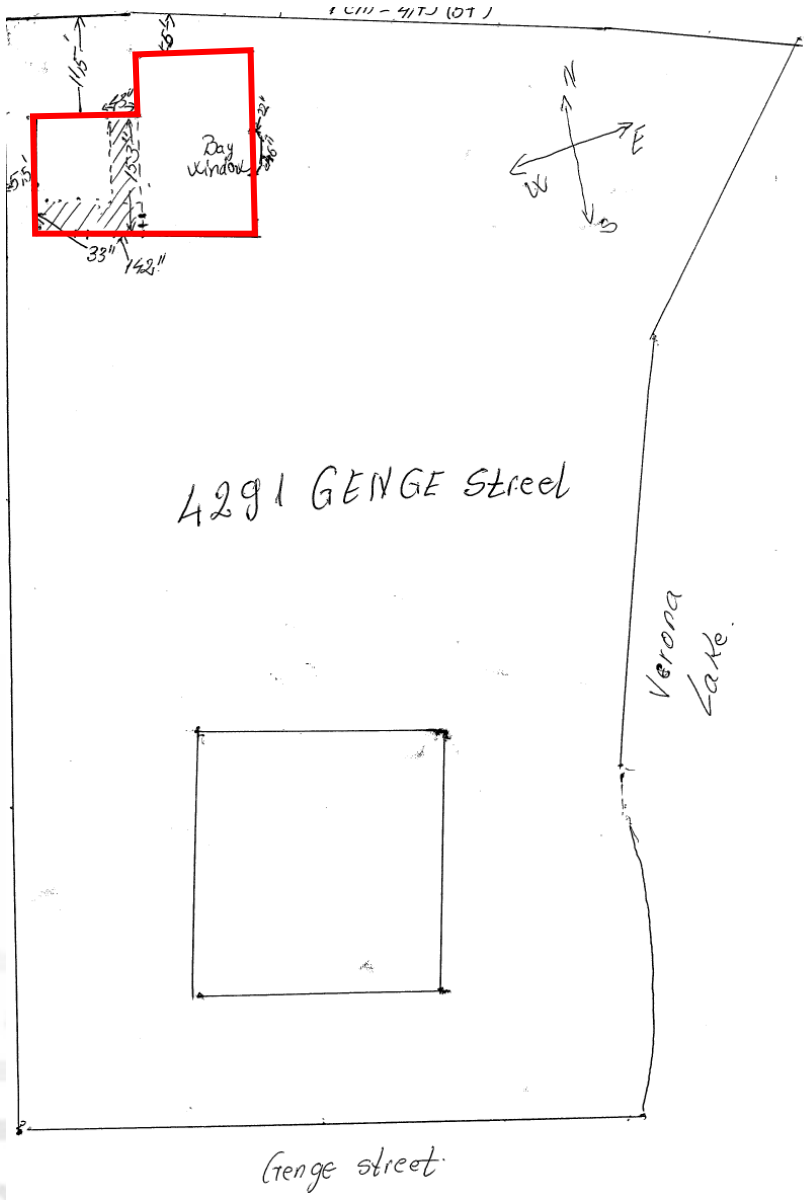
- Genge Street in Verona
- Verona Lake
- UR1 zone
- 0.2 acres
- Existing buildings
  - House
  - Small shed (80 sq ft)
  - Large shed (249.75 sq ft)



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Proposal

- Connect the two sheds to make one 398 square foot shed
- Maintain 16 metre setback from highwater mark







Left: View of two sheds from Genge Street
Right: View of property from north lot line

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Sheds relative to north lot line

Department, Agency and Public Comments

- **Building Services**
- **Quinte Conservation** – not received
- **Public Comments**
  - Michele Zigman, 4295 Genge Street
  - Raised concerns about the short-term rental use of the property and the conditions of the sewage system

Discussion

- A shed is a permitted accessory building in the UR1 zone
- The two sheds are legal non-conforming because they were constructed before 2003 and are 16 metres and 21 metres from the highwater mark instead of 30 metres.
- The new, larger shed would be 147.9 sq ft larger than the two individual sheds
- No negative or intrusive impacts anticipated
- Appropriate to grant permission to combine the sheds to make one larger shed

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Recommendation

- Approval

Questions & Comments

1. Applicant/Agent
2. Members of the Public
3. Committee Member questions

PL-ZNA-2025-0113
Committee Deliberation and Vote

PL-ZNA-2025-0117

Permission

Property Owner: Larry and Catherine Hutchings

Agent: Jason Sands, The Boulevard Group

Property: 1277 Sheila Lane

1277 Sheila Lane

Committee of Adjustment

Application: Permission
Owners: Larry & Catherine Hutchings
Planner: The Boulevard Group (Jason Sands, MCIP. RPP.)

BLVD. THE BOULEVARD GROUP

Preamble

- Long-standing (1907) development consisting of a seasonal dwelling and attached boathouse and three (3) detached accessory structures (bunk house, storage shed, and carport) near the shoreline
- Through Minor Variance application PL-ZNA-2024-0129, the owners were granted relief to facilitate the reconstruction of the seasonal dwelling
- Through this approval, the boat house was planned to be reconstructed to the same size as existing
- In accordance with Cataraqui Conservation regulations, the proposed seasonal dwelling is to be detached from the boathouse

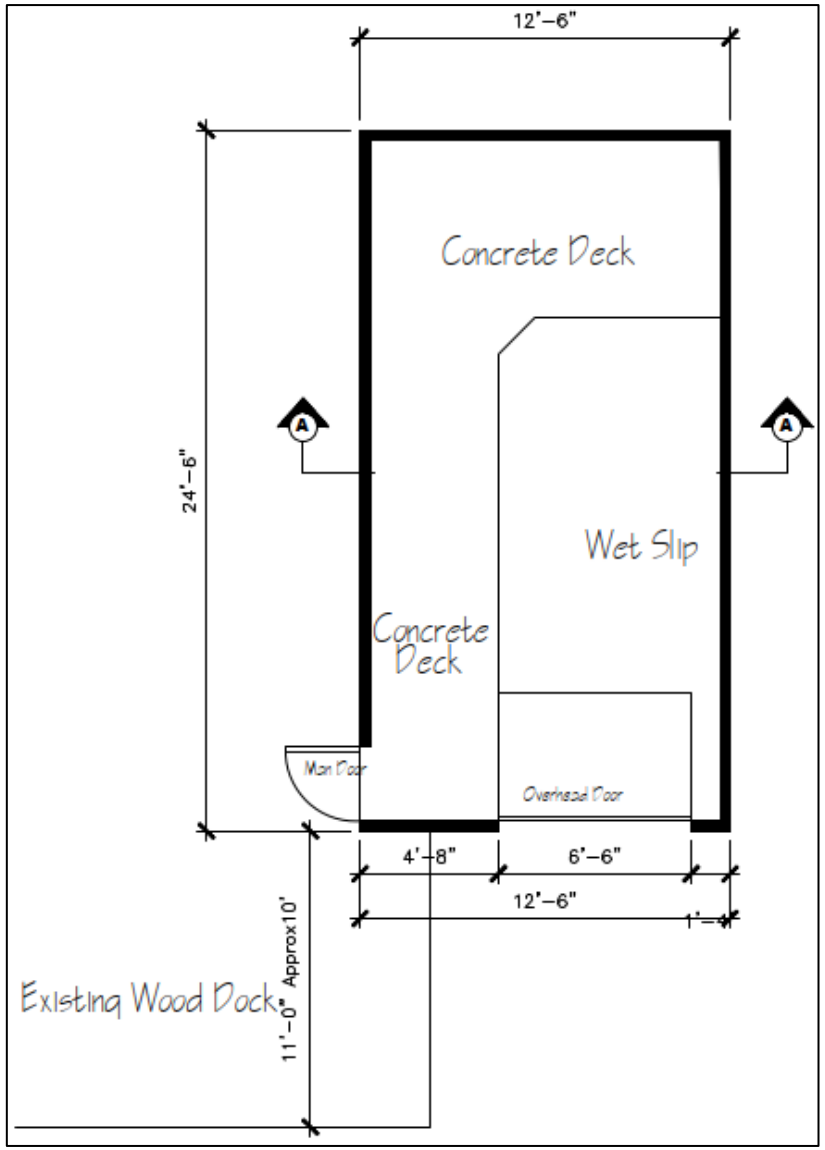
Proposal Overview

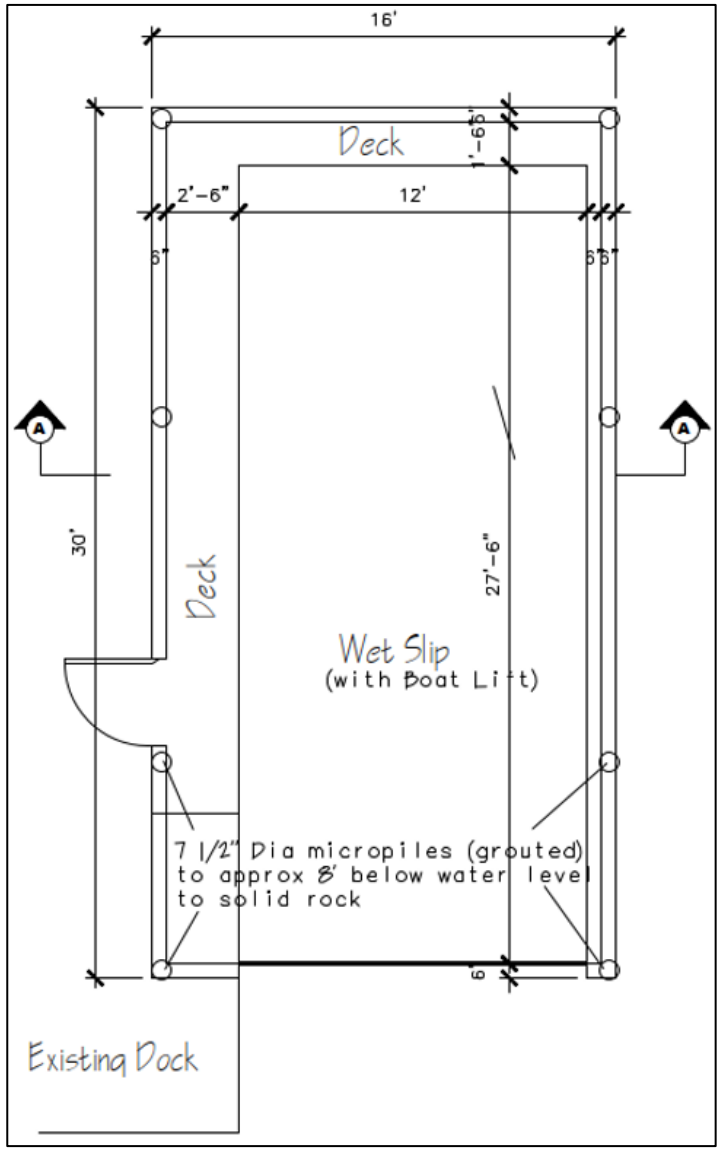
- Existing boathouse dimensions/features
  - Height: +/- 5.41 m
  - Length: +/- 7.47 m
  - Width: +/- 3.81 m
  - Boat slip and living space

- Proposed boathouse dimensions/features
  - Height: +/- 3.25 m
  - Length: +/- 9.14 m
  - Width: +/- 4.88 m
  - Boat slip and observation deck

  - Summary: 6ft increase to length & 4ft increase to width

Existing and Proposed Dimensions

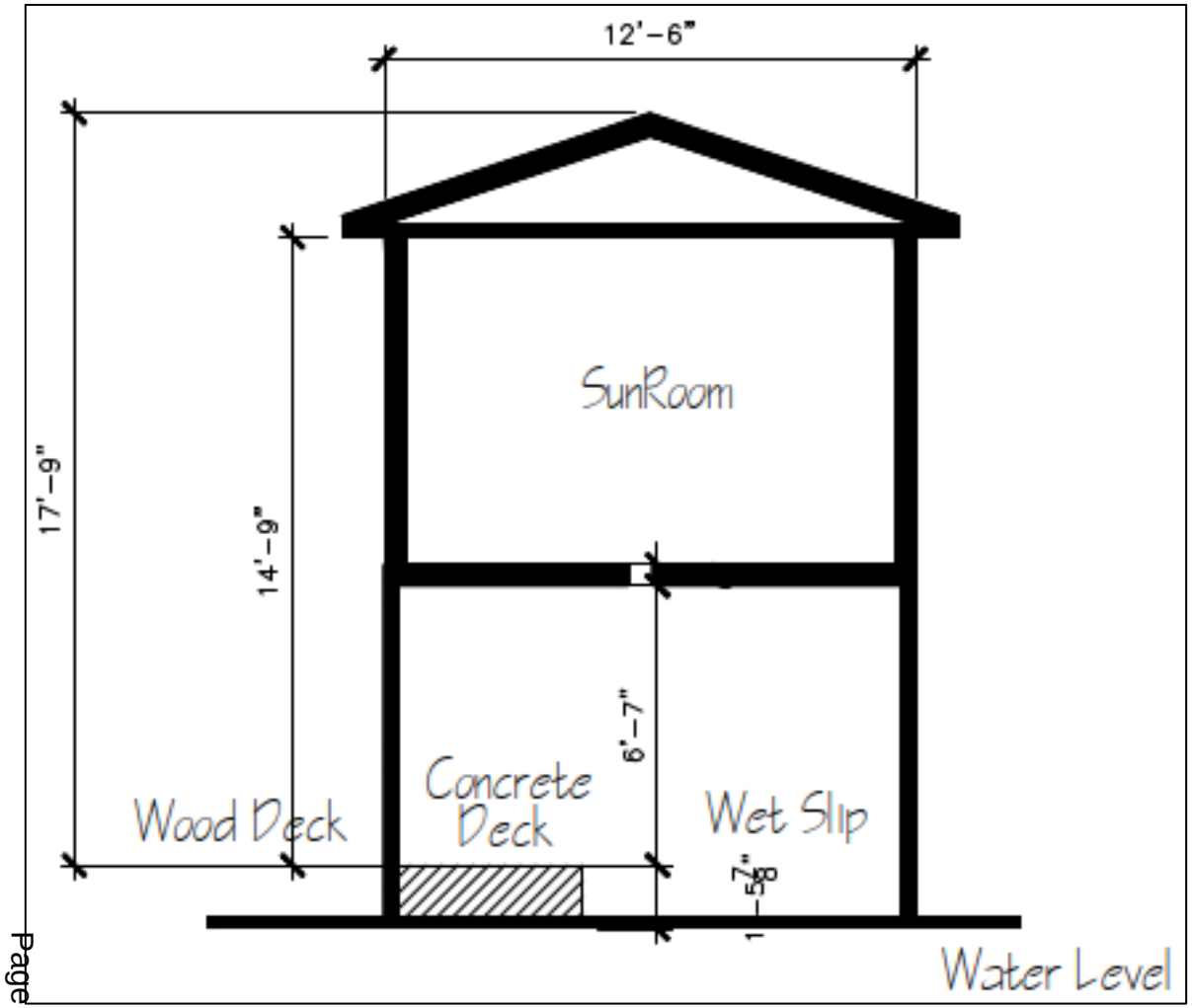


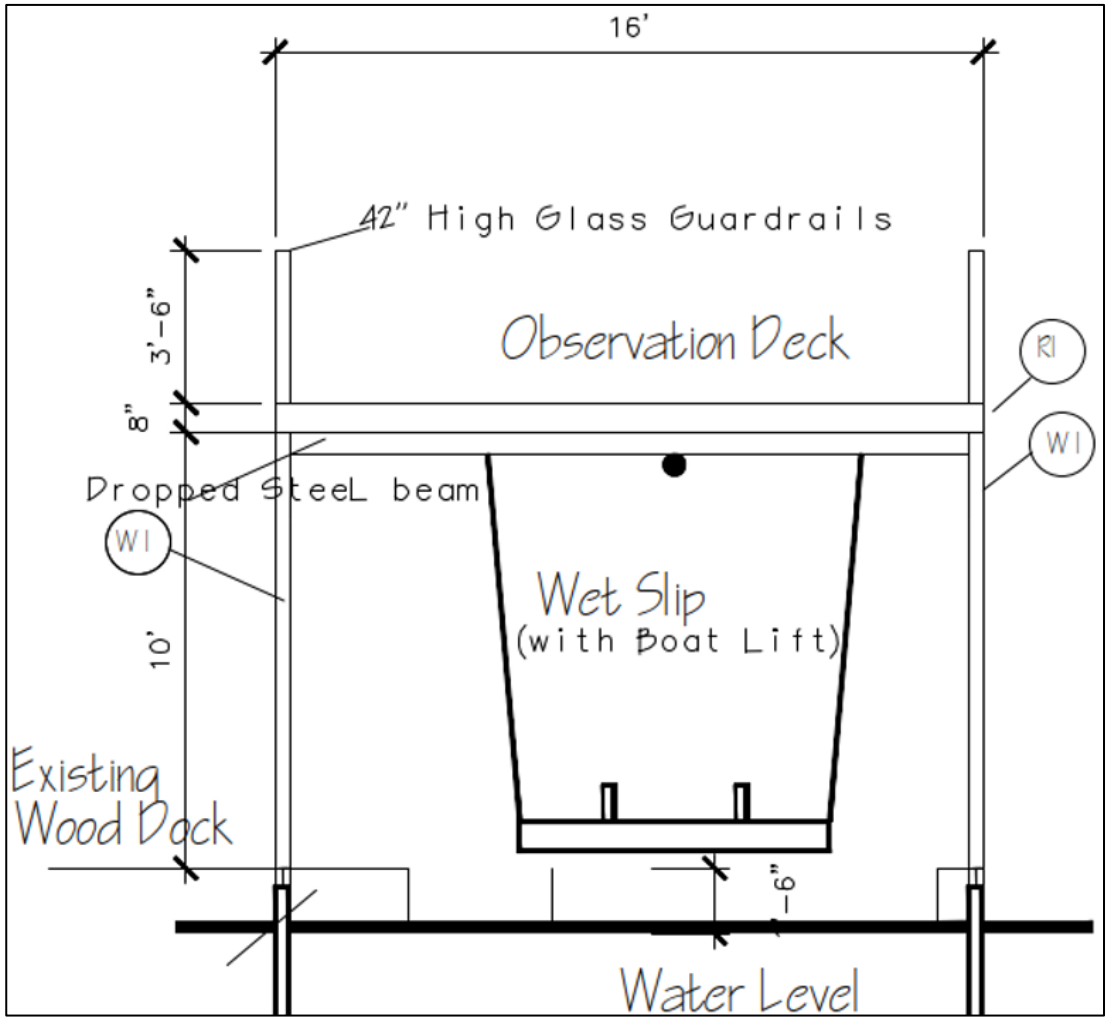


BLVD. THE BOULEVARD GROUP

December 11, 2025

Existing and Proposed Elevations





BLVD. THE BOULEVARD GROUP

Planning Act – Section 45.2(a)(i)

- Section 45.2(a)(i) of the *Planning Act* stipulates that where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the bylaw, a Committee of Adjustment, upon such application, **may permit the enlargement or extension of the building or structure**, if the use that was made of the building or structure on the day the by-law was passed, or a use permitted under subclause (ii) continued until the date of the application to the committee, but no permission may be given to enlarge or extend the building or structure beyond the limits of the land owned and used in connection therewith on the day the by-law was passed.

- As the proposal is seeking to reconstruct and enlarge the existing legal non-conforming boathouse, we are of the opinion that the use of Section 45.2(a)(i) is appropriate

Planning Act – Section 45.2(a)(i) - Tests

- Whether the application is desirable for appropriate development of the subject property
    - Does not include attached living space
    - Approximately 8ft reduction in overall building height compared to existing boathouse on-site
    - Does not project beyond the existing dock
    - Allows for capacity for modern sized boat
    - Improves structural integrity
    - Minimizes visual impact
    - No natural hazard impact along the shoreline given existing development and inlet

Planning Act – Section 45.2(a)(i) - Tests

- Whether the application will result in undue adverse impacts on the surrounding properties and neighbourhood

    - Surrounding properties are primarily developed with dwellings
        - Several contain marine facilities at the shoreline (docks, boathouses etc.)
        - Several boathouses in this area of Sydenham Lake
    - Proposed expanded boathouse does not project beyond the existing dock
    - A Geotechnical Engineering Assessment (WJM Consulting Ltd) has concluded that the additional bedrock to be removed to facilitate proposed expansion will have no adverse impact on shoreline stability
    - Visually screened from abutting properties via mature vegetation

Shoreline Views





BLVD. THE BOULEVARD GROUP

Conclusion

- *Planning Act* tests satisfied:
  - Whether the application is desirable for appropriate development of the subject property; and
  - Whether the application will result in undue adverse impacts on the surrounding properties and neighbourhood

- Based on this review, it is our professional opinion that the application is desirable for the appropriate development of the subject property and will not result in undue adverse impacts on the surrounding properties and neighbourhood.

Questions & Comments

BLVD. THE BOULEVARD GROUP

Department, Agency and Public Comments

- **Cataraqui Conservation** - No objection
  - Reviewed bedrock removal and stability report – no concern
  - CRCA development permit required
- **Ministry of Natural Resources –** Did not provide formal comment at the time this presentation was prepared
- **Public Comments -** None received

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Recommendation

- Pending any comments received
- Approval to permit the owner to replace the legal non-conforming boathouse with a larger boathouse. The new boathouse shall have a maximum area of 44.6sqm (9.14m x 4.88m) and a maximum building height of 3.25m.
- Subject to conditions
  - The proposed development must be generally consistent with the submitted drawings

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Questions & Comments

1. Applicant/Agent
2. Members of the Public
3. Committee Member questions

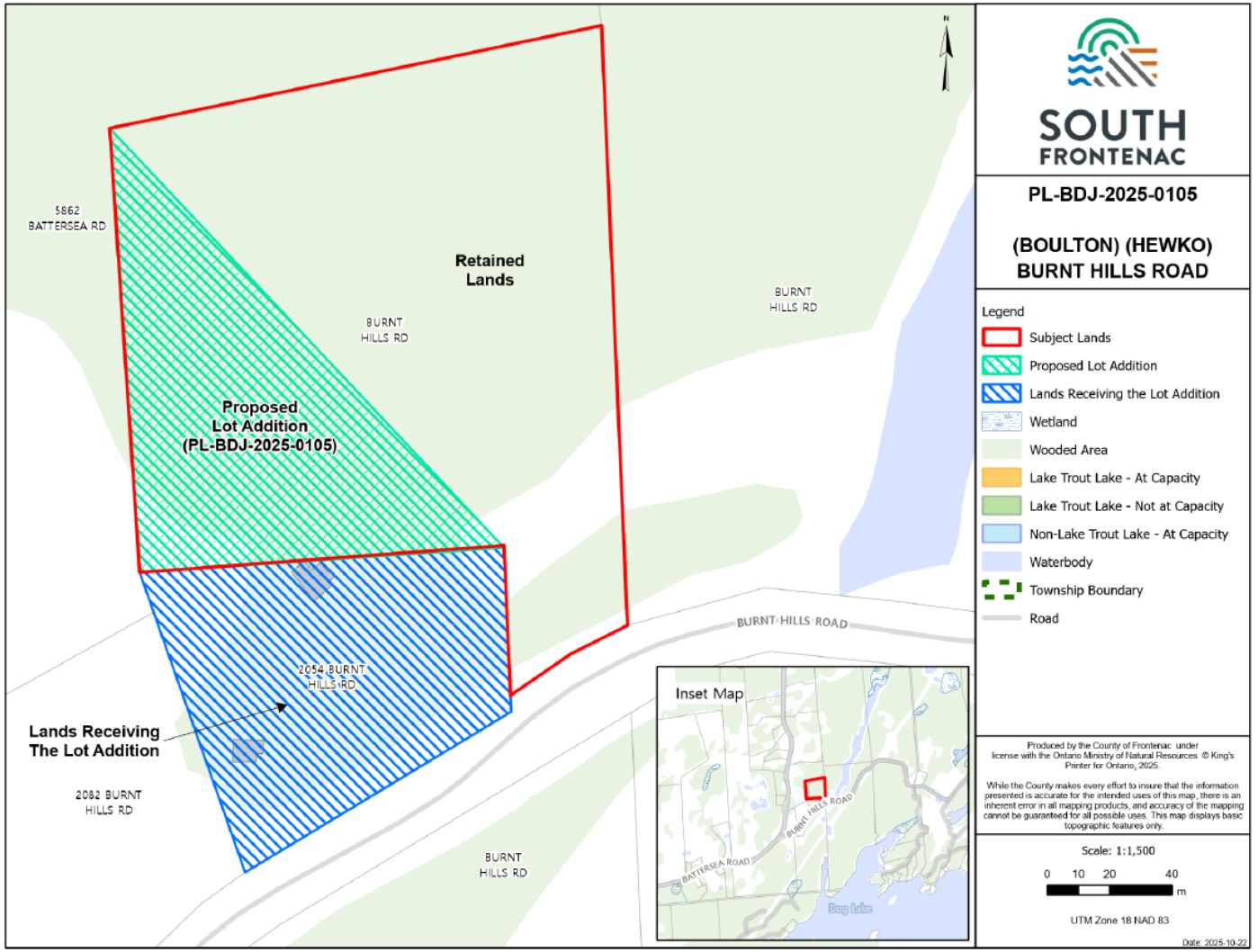
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PL-ZNA-2025-0117
Committee Deliberation and Vote

Delegated Consent Authority Report

PL-BDJ-2025-0105 – Storrington District

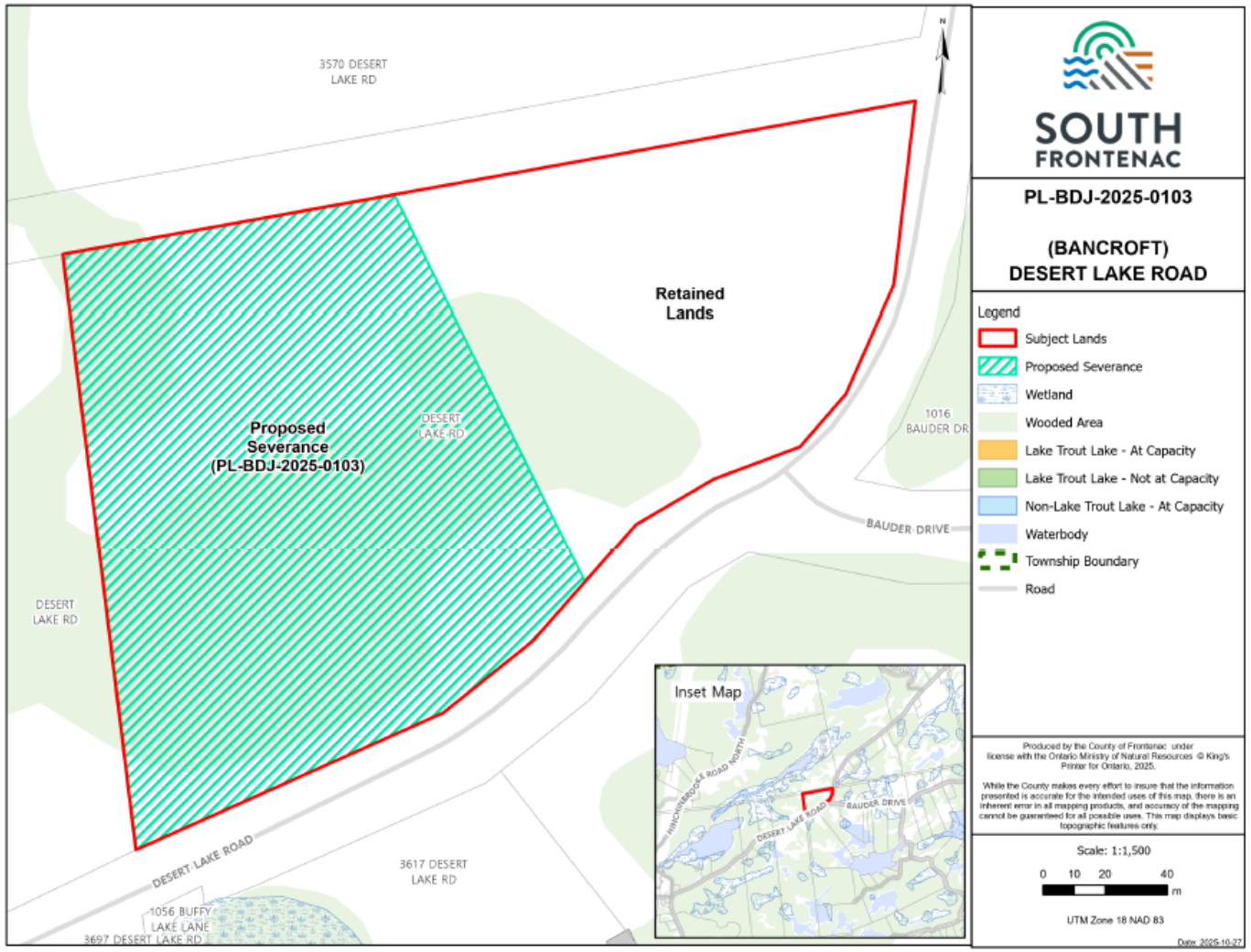
- Granted November 19, 2025
- Unaddressed lands on Burnt Hills Road (ARN: 102906006015653)
- Lot addition to 2054 Burnt Hills Road
- Severed Area:
  - 2 acres
- Benefitting Lot:
  - Will increase in area to 4 acres
- Retained Lot:
  - 4.35 acres
  - Undeveloped



Delegated Consent Authority Report

PL-BDJ-2025-0103 – Portland District

- Granted December 03, 2025
- Unaddressed lands on Desert Lake Road (ARN: 102908005013710)
- Creation of one new rural lot
- Severed Parcel:
  - 5.7 acres
  - 170 metres frontage
- Retained Lot:
  - 3.6 acres in area
  - 203 metres frontage
  - undeveloped



Adjournment

Township of South Frontenac
Committee of Adjustment Meeting
Minutes

Meeting # 2025-10

Time: 7:00 PM
Location: Council Chambers/Virtual Via Zoom

Present: Norm Roberts, Ray Leonard, Steve Pegrum, Scott Trueman, Alan Revill, Brett Moreland, Patrick Diotte, Mike Howe

Absent:

Staff: Christine Woods, Manager of Planning, Noah Perron, Planner, Kate Kaestner, Planning Clerk & Secretary-Treasurer

1 Call to Order

2 Adoption of Agenda

a) Resolution.

Resolution No. 2025-10-02
Moved by: Alan Revill
Seconded by: Mike Howe

THAT the Committee hereby adopts the Agenda for the November 13, 2025 Committee of Adjustment meeting.

Carried

3 Electronic Meeting Information

a) The meeting was live-streamed on the Township's Facebook page.

b) Staff prepared a PowerPoint Presentation that was displayed on the screen of the meeting.

4 Declaration of pecuniary interest

a) None declared.

5 Approval of Minutes – October 9, 2025

a) Resolution.

Resolution No. 2025-10-03
Moved by: Mike Howe
Seconded by: Alan Revill

THAT the Committee hereby approves the minutes of the October 9, 2025 Committee of Adjustment meeting.

Carried

6 Consent Applications from a Previous Meetings: (if applicable)

7 New Consent Applications:

a) PL-BDJ-2025-0088 (Sleeth) (Barbier) - Storrington District

Property Address: Unaddressed lands fronting on Ormsbee Road, Wellington Street, & Milburn Road
ARN: 102906006004900

Purpose & Effect of the Application:

The severance application seeks to permit a lot addition. The proposed 3.82 acre lot addition would increase the area of the benefitting lands (2008 Ormsbee Road) to 5.02 acres. The unaddressed retained parcel (102906006004900) would have 93.62 acres of remaining area, with frontage on Wellington Street, Milburn Road and Ormsbee Road.

Noah Perron, Planner, delivered his report to the Committee with a staff recommendation that the application be approved, subject to the conditions outlined in the staff report.

Steve Pegrum, Chair of the Committee, inquired as to whether the applicant or their agent wished to address the Committee.

Jarod Barbier, applicant and owner of benefitting lands, stated that he runs a small engine repair business out of his home so that he can care for his special needs son. He stated that the proposed lot addition will help him to continue his home industry with the possibility of constructing a detached workshop.

Mr. Pegrum inquired as to whether there were any questions or comments from members of the public regarding the application.

Leanne Sharpe, owner of neighbouring property at 2002 Ormsbee Road, expressed concerns with by-law infractions relating to Mr. Barbier's business practices, and worried that there would be an increase in mechanical parts along their shared property line. Ms. Sharpe also expressed concerns with having a new driveway along the property line, should a workshop be constructed for the business. She expressed concerns with increased traffic and noise as a result of the home industry, as well as potential for groundwater contamination from gasoline and oil.

Patricia Devereaux, neighbouring property owner at 2020 Ormsbee Road, expressed her concerns with the proximity of her property to Mr. Barbier's property as they are smaller lots and have only 50 metres of frontage. Ms. Devereaux spoke to the noise and traffic being disruptive to her enjoyment of her property. She expressed her concern with the use of the property evolving into a commercial site, as there is a constant stream of vehicles and noise. She also expressed concerns with surface drainage and well contamination should the area behind her property be cleared for a workshop, as well as concerns regarding boats that are being stored on the property. Ms. Devereaux stated that the lot addition would serve as a technicality in order to allow a home industry that would not otherwise be suitable for this property.

Mr. Barbier responded he understands the concerns of his neighbours. He stated that there wouldn't be an increase in traffic compared to what is occurring now. He does not know if or where a detached shop would be constructed, but he feels it would be less impactful to conduct the business further from the dwellings. With respect to boats being stored externally on the property, Mr. Barbier stated that he stores the boats for extra income but doesn't feel that it's an issue. In regard to waste and oil, he engages the services of Tomlinson and other agencies to remove oil, filters and containers in a safe manner as his home and well are also on the property.

Mr. Pegrum gave Committee members an opportunity to ask questions.

Committee Member Alan Revill sought clarification on s. 5.29 of the Zoning By-Law, specifically as it speaks to there being no external storage of goods permitted under the home industry provision.

Mr. Perron stated that the lot addition application is the first step of bringing the use of the property into compliance with the Zoning By-Law, and that section 5.29 is to be taken quite literally, meaning that there are to be absolutely no external storage of goods or materials, including boats.

Mr. Revill then asked the applicant where the garage or workshop would be located on the property, and whether he anticipated that more of his operations would take place inside the building as opposed to the driveway or the residential garage.

Mr. Barbier stated that he didn't know exactly where it would be located as there are required setbacks to be met, however, if there was a building constructed then most of the business operations would be performed inside the building.

Chair Pegrum then reminded the Committee that the application before them was for a lot addition. The business that is operating on the property would need to comply with all of the existing By-Laws within the Township, and the applicant is in the beginning stages of bringing the property into compliance, but it is the Committee's role to consider the appropriateness of the lot addition.

Kate Kaestner, Planning Clerk and Secretary-Treasurer of the Committee, read the resolution for approval of the application, subject to the conditions outlined in the staff report.

Mr. Pegrum gave Committee members an opportunity to comment on the motion. None heard.

Resolution No. 2025-10-04
Moved by: Norm Roberts
Seconded by: Patrick Diotte

THAT the Committee of Adjustment hereby approves application PL-BDJ-2025-0088, for unaddressed lands identified by ARN 1029-060-060-04900, allowing an approximately 3.82 acre lot addition to be conveyed only to adjacent lands, municipally addressed as 2008 Ormsbee Road, subject to conditions.

Carried

b) PL-BDJ-2025-0106 (Mundell) - Loughborough District

Property Address: Unaddressed lands fronting on Winding Creek Lane & Burega Lane (ARN: 102904006001840)

Purpose & Effect of the Application:

Consent for the creation of one new residential lot. The lot would be 2.5 acres in area with 87 metres frontage on Winding Creek Lane.

Christine Woods, Manager of Planning, delivered her staff report for associated applications PL-BDJ-2025-0106, PL-BDJ-2025-0107, PL-BDJ-2025-0108, PL-BDJ-2025-0109 & PL-ZNA-2025-0110, which included a staff recommendation that all applications be approved, subject to the conditions outlined in the staff report.

Mr. Pegrum gave the applicant or their agent an opportunity to address the Committee.

Jack Mundell, applicant, thanked the Committee for considering the proposal and commended Ms. Woods for her work on the applications.

Mr. Pegrum inquired (3 times) as to whether there were any questions or comments from members of the public with respect to the applications. None heard.

Members of the Committee were provided the opportunity to ask questions.

Committee member Patrick Diotte asked Ms. Woods about the change in deeded access to one of the severed parcels from Burega Lane to Winding Creek Lane, specifically whether the public notice included the new information.

Ms. Woods responded that the notices were not updated to reflect the change, however all property owners along the affected portion of Winding Creek Lane did receive a notice, and the only people that she received concerns from were property owners on Burega Lane.

Ms. Kaestner read the resolution for approval of application PL-BDJ-2025-0106, subject to conditions.

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-05
Moved by: Alan Revill
Seconded by: Mike Howe

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0106, to sever one new residential lot from unaddressed lands on Winding Creek Lane, having roll number 1029-040-060-01840. The new lot shall be a minimum of 2 acres in area with approximately 87 metres frontage on Winding Creek Lane, subject to conditions.

Carried

c) PL-BDJ-2025-0107 (Mundell) - Loughborough District

Property Address: Unaddressed lands fronting on Winding Creek Lane & Burega Lane (ARN: 102904006001840)

Purpose & Effect of the Application:

Consent for the creation of one new residential lot. The lot would be 2.5 acres in area with 113 metres frontage on Burega Lane.

See Minutes Text of agenda item 7. b).

Ms. Kaestner read the resolution for approval of application PL-BDJ-2025-0107, subject to conditions.

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-06
Moved by: Norm Roberts
Seconded by: Patrick Diotte

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0107, to sever one new residential lot from unaddressed lands on Winding Creek Lane, having roll number 1029-040-060-01840. The new lot shall be a minimum of 2 acres in area with a minimum of 113 metres frontage on Burega Lane, subject to conditions.

Carried

d) PL-BDJ-2025-0108 (Gow) (Mundell) - Loughborough District

Property Address: 3624 Sydenham Road

Purpose & Effect of Application:

The consent application is for the creation of a right-of-way over a portion of Burega Lane, for access to the proposed severed parcel of associated consent application PL-BDJ-2025-0107.

See Minutes Text of agenda item 7. b).

Ms. Kaestner read the resolution for approval of application PL-BDJ-2025-0108, subject to conditions.

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-07
Moved by: Mike Howe
Seconded by: Alan Revill

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0108, for property municipally addressed as 3624 Sydenham Road, to grant a right-of-way over Burega Lane in favour of the severed lands of associated consent application PL-BDJ-2025-0107, subject to conditions.

Carried

e) PL-BDJ-2025-0109 (Lappan) (Mundell) - Loughborough District

Property Address:1079 Burega Lane

Purpose & Effect of Application:

The consent application is for the creation of a right-of-way over a portion of Burega Lane, for access to the proposed severed parcel of associated consent application PL-BDJ-2025-0107.

See Minutes Text of agenda item 7. b).

Ms. Kaestner read the resolution for approval of application PL-BDJ-2025-0109, subject to conditions.

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-08
Moved by: Ray Leonard
Seconded by: Brett Moreland

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0109, for property municipally addressed as 1079 Burega Lane, to grant a right-of-way over Burega Lane in favour of the severed lands of associated consent application PL-BDJ-2025-0107, subject to conditions.

Carried

8 Minor Variance / Permission Applications from a Previous Meetings: (if applicable)

9 New Minor Variance / Permission Applications:

a) PL-ZNA-2025-0011 (Jorgensen) - Storrington District

Property Address: 4571 Stair Step Lane

Purpose & Effect of the Application:

This revised application seeks permission to replace two legal non-conforming seasonal dwellings that are less than 30 metres from the highwater mark with one larger dwelling that would also be less than 30 metres from the highwater mark.

Noah Perron, Planner, delivered his report to the Committee with a staff recommendation that the application be approved, subject to the conditions outlined in the staff report.

Mr. Pegrum asked whether the applicant wished to address the Committee. The applicant declined.

Mr. Pegrum inquired (3 times) whether there were any questions or comments from members of the public regarding the proposal. None heard.

There were no questions from members of the Committee regarding the application.

Ms. Kaestner read the resolution for approval of the application, subject to the conditions outlined in the staff report.

There were no comments arising from the resolution.

Resolution No. 2025-10-09
Moved by: Patrick Diotte
Seconded by: Norm Roberts

THAT the Committee of Adjustment hereby approves application PL-ZNA-2025-0011, for property municipally addressed as 4571 Stair Step Lane, granting permission under section 45(2) of the *Planning Act* to replace two legal non-conforming dwellings and connecting deck with one 260 square metre single detached dwelling, subject to conditions.

Carried

b) PL-ZNA-2025-0096 (Pellerin & Bercier) - Bedford District

Property Address: 340 Devil Lake Road

Purpose & Effect of the Application:

A minor variance is being requested to allow 17sqm (182sqft) deck, attached to the side of the dwelling, to be setback 23m from the highwater mark of a watercourse/unevaluated wetland. The deck was constructed without the necessary approvals.

Noah Perron, Planner, delivered his report to the Committee with a staff recommendation that the application be approved.

Mr. Pegrum asked whether the applicant wished to address the Committee. The applicant declined.

Mr. Pegrum inquired (3 times) whether there were any questions or comments from members of the public regarding the proposal. None heard.

Mr. Pegrum asked for clarification from Mr. Perron with respect to the timeline for the issuance of building and conservation authority permits, construction of the deck and the submission of the planning application.

Mr. Perron detailed the timeline of events.

Ms. Kaestner read the resolution for approval of the application.

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-010
Moved by: Ray Leonard
Seconded by: Brett Moreland

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0096, for property municipally addressed as 340 Devil Lake Road, to allow a 17 square metres deck attached to the existing dwelling to be setback 23 metres from the highwater mark of the watercourse and wetland to the south, subject to conditions.

Carried

c) PL-ZNA-2025-0110 (Mundell) - Loughborough District

Property Address: Unaddressed lands fronting on Winding Creek Lane & Burega Lane (ARN: 102904006001840)

Purpose & Effect of the Application:

The minor variance application is requesting permission for the new residential lots from associated consent applications PL-BDJ-2025-0106 & PL-BDJ-2025-0107 to be at least 300 metres from the licensed quarry on Sydenham Road.

See Minutes Text of agenda item 7. b).

Ms. Kaestner read the resolution for approval of application PL-ZNA-2025-0110.

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-011
Moved by: Brett Moreland
Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0010, for unaddressed lands on Winding Creek Lane, having roll number 1029-040-060-01840, allowing the severed parcels from associated consent applications PL-BDJ-2025-0106 & PL-BDJ-2025-0107 to be at least 300 metres from the licensed quarry at 3615 Sydenham Road.

Carried

10 Other Business

a) Delegated Authority Consent Report

Kate Kaestner, delivered her report to the Committee.

There were no questions arising from the report.

11 Adjournment

a) Resolution.

Resolution No. 2025-10-012
Moved by: Brett Moreland
Seconded by: Ray Leonard

THAT the November 13, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 8:17 PM, to reconvene on Thursday, December 11, 2025 at 7:00PM, or at the call of the Chair.

Carried

Consent Application

Application Requirements

The following items must be submitted with your application. Any application which does not include the below required information may not be accepted or will not be considered complete.

☐ 1. A pre-consultation meeting is a requirement prior to submission of the application.

Pre-consultation meeting fee	$152.00

☐ 2. One hard copy of this completed application form signed and commissioned.

☐ 3. A Sketch of your proposal (see Question 26 for details on what to include). The sketch must be drawn with accurate dimensions and measurements. It is recommended that you take your time to carefully assemble the data and crate the sketch. You may wish to secure the assistance of a person who specializes in the drafting of sketches.

☐ 4. The applicable **non-refundable** application fee, payable to the Township of South Frontenac:

Application Type:		**FEE:**
Consent Application		$1,368.00
Change of conditions		$325.00
Change of conditions requiring re-circulation		$568.00

☐ 5. Agency Review Fees (as applicable). A separate **cheque or proof or payment**, payable to the applicable Conservation Authority, is to be submitted to the Township with the completed application. The on-site sewage disposal review fee may be included in the payment of the application fee to the Township.

Agency:	**FEE:**
Township of South Frontenac onsite sewage disposal review (per new lot)	$515
Cataraqui Conservation (per new lot or lot addition)	$445
Quinte Conservation (per new lot or lot addition)	$450
Rideau Valley Conservation Authority (per new lot or lot addition)	$500

Please Note: These fees are for consultation on this application only; agencies may require additional fees if permit applications are required prior to any construction.

☐ 6. Required studies & Supporting Information identified at pre-consultation (if applicable)

☐ 7. Deed or transfer, or authorization for Township Staff to acquire title documents (if applicable)

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

Collection of Personal Information:

Personal information requested on the application form is required under the *Planning* Act. This information will be used by the Township for the purpose of reviewing the application. It may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 613-376-3027 ext. 2224).

What is considered when reviewing an application?

In considering an application, the decision-making approval authority, shall have regard, among other matters, to the health, safety, convenience and welfare of the present and future inhabitants of the municipality and to:

- The effect of development on matters of provincial interest as referred to in Section 2 of the Planning Act.
- Whether the proposed severed lot is premature or in the public interest.
- Whether the consent conforms to the intent of the Official Plan and adjacent plans of subdivision (if any)
- The suitability of the land for the purposes for which it is being severed
- If affordable housing units are being proposed, the suitability of the proposed units for affordable housing
- The number, width, location and proposed grades and elevations of roadways and their adequacy in relation to any proposed roadway linking the proposed severed area with the established roadway system.
- The dimensions and shape of the proposed lot.
- Any restrictions on the subject land (or on the buildings and structures to be erected on it) and any restrictions on abutting lands.
- Conservation of natural resources and flood control.
- The adequacy of utilities and municipal services.
- The adequacy of schools.
- The area of land, if any, exclusive of roadways, that is to be conveyed or dedicated for public purposes (such as for parks).
- The physical configuration of the new lot having regard to energy conservation.
- Site Plan Control
- County of Frontenac Official Plan
- Township of South Frontenac Official Plan
- Township of South Frontenac Zoning By-Law
- Provincial Policy Statement

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

For Office Use Only

Date Received: 07-Nov-2025 File Number: PL-BDJ-2025-0114

1. Name of Owner(s): Jordan Dana John Neumann

   Full Mailing Address of Owner(s): 3590 Harrowsmith Rd

   Phone number of Owner(s): [redacted]

   Email Address of Owner(s): [redacted]

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, be provided below.

   Name of Authorized Applicant/Agent:

   Full Mailing Address of Authorized Applicant/Agent:

   Phone number of Authorized Applicant/Agent:

   Email Address of Authorized Applicant/Agent:

   Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application (please fill out the last page).

   Signature(s) of Owner(s)

   Communications are to be sent to: ☒ Owner(s) ☐ Agent

3. **Permission to Enter Subject Lands:** Permission is hereby granted to the relevant staff, committee members, and necessary commenting agencies to enter the premises (subject lands) subject to this development application for the purposes of making inspections associated with this application.

[redacted] (Signature of the property owner) (Signature of the property owner) Nov 7/25 (Date)

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

4. Have you consulted with Township Planning Staff regarding this application?

☑ Yes ☐ No Date Fee Paid: _____

Name of Planner: Colin Herrewynen Date of Meeting: Feb 2025

5. The description of the subject land:

District: ☐ Bedford ☑ Portland ☐ Loughborough ☐ Storrington

Civic Address: 3590 Harrowsmith Road Harrowsmith Ontario

Concession Number: 5 Lot Number: part lot 4

Reference Plan Number: _____ Part Number(s): _____

Roll Number: 102908002004000

Property Identification Number (PIN): _____

6. Indicate the frontage(s), depth and area of the subject land. The subject land is the whole property prior to any changes. Please indicate the name of the road/lane and waterbody (if applicable).

Frontage on water (m): _____ Frontage on road/lane (m): 207 m

Name of Waterbody: _____ Name of Road/Lane: Harrowsmith Rd / Alton Rd

Depth(m): _____ Area(acres/ha): 70 acres

7. Select the type of consent being applied for:

☑ Creation of a New Lot
☐ Easement (right of way)
☑ Lot Addition
☐ Charge/Discharge of Mortgage
☐ Correction of Title
☐ Lease
☐ Other: _____

8. Please provide a brief description of your application. Indicate the reason why you are applying for a consent.

_____

_____

_____

_____

9. Create a NEW LOT – Complete this section ONLY if you are applying to create a new lot.

The following information is regarding the land intended to be severed (created) and the land to be retained.

	Severed Lot (Proposed new lot):	Retained Lot:
Frontage on Road/Lane (m):	115m	67m
Name of Road/Lane:	Alton Rd	Harrowsmith rd
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):	9 Acres	8 acres

Please list the existing and proposed **USES and STRUCTURES.**

	Severed Lot (Proposed new lot):	Retained Lot:
Existing Use of Lot:	RU	RU
Existing Buildings/Structures:	None	House Garage
Proposed Use of Lot:	RU	RU
Proposed Buildings/Structures:		

10. LOT ADDITION – Complete this section ONLY if you are applying for a lot addition.

The following information is regarding the land intended to be severed (created) and the land to be retained.

	Proposed Lot Addition (Severed parcel):	**Retained Lot:**
Frontage on Road/Lane (m):		
Name of Road/Lane:		
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):		

The following information is regarding the Benefitting Lands also known as the land being enlarged which are receiving the lot addition.

	Existing Benefitting Lot: (Before Lot Addition)	**Enlarged Lot with added Land: (After Lot Addition)**
Frontage on Road/Lane (m):		
Name of Road/Lane:		
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):		

Please list the existing and proposed **USES and STRUCTURES.**

	Lot Addition:	**Retained Lands:**	**Benefitting Lands:**
Existing Use of Lot:	RU	RU	RU
Existing Buildings/Structures:	None	House Garage	None
Proposed Use of Lot:	RU	RU	RU
Proposed Buildings/Structures:			

11. EASEMENTS & RIGHT OF WAY – Complete this section if you ONLY are applying for an easement or a right-of-way

Length:_____ Depth: _____ Width: _____ Area: _____

Civic address of Benefitting lands:_____

Roll Number of Benefitting Lands: _____

Describe the purpose and effect of the easement and the property that will benefit:

_____

_____

_____

12. Type of Servicing Proposed – WATER (Indicate the method by which water will be provided):

(NEW LOT) Severed Parcel		Retained Parcel	
☐	Municipal water system	☐	Municipal water system
☒	Privately owned and operated well	☒	Privately owned and operated well
☐	Lake water	☐	Lake water
☐	Other: _____	☐	Other: _____

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

13. Type of Sewage Disposal System Proposed (How will sewage disposal system be provided?):

(NEW LOT) Severed Parcel		Retained Parcel	
☐	Publicly owned and operated communal septic system	☐	Publicly owned and operated communal septic system
☑	Privately owned and operated individual septic system:	☑	Privately owned and operated individual septic system:
☒	Leaching Bed (Class 4)	☒	Leaching bed (Class 4)
☐	Holding Tank (Class 5)	☐	Holding Tank (Class 5)
☐	Greywater Pit (Class 2)	☐	Greywater Pit (Class 2)
☐	Privy/Outhouse (Class 1)	☐	Privy/Outhouse (Class 1)

14. Please list the name of the person(s) to whom the land or an interest in the land is to be transferred, charged or leased (***if known***):

Dustin Pritchard

15. Are there any existing easements or restrictive covenants? ☐ Yes ☐ No ☐ Unknown

If Yes, please provide a description of each easement or covenant and its effect:

Hydro

16. Are you aware of any abandoned wells on the subject property? ☐ Yes ☑ No

17. Name of road or lane which accesses:

The new lot (lot addition or Right of Way): Alton Rd

The retained lot: Harrowsmith rd

Please indicate whether access to the land will be by:

☐	Provincial highway	☐	Lane
☑	Municipal Road - maintained year round	☐	A right of way
☐	Municipal Road - seasonally maintained	☐	Water (see next page)

If access is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Parking and Docking for water access only properties MUST be legally deeded access. Please provide confirmation.

The New Lot: _____

The Retained Lot: _____

18. What is the zoning of the subject lands? (Check www.frontenacmaps.ca)

RU

19. What is the current Official Plan Designation of the subject lands?

RU

20. Please describe how the application conforms with the Township Official Plan & County Official Plan by **citing specific applicable** sections and sub sections. Please make sure to look at Sections 5 and 7 in the Township Official Plan and Section 3 in the County Official Plan. If you are unsure, please indicate that you do not know.

21. Is the application consistent with the 2020 *Provincial Policy Statement*?

☐ Yes ☐ No ☐ Unknown

Please explain:

22. Has the subject land ever been, or is currently, the subject of an application for approval of a plan of subdivision under section 51 of the *Planning Act*, for a consent under section 53 of the *Planning Act*, for a minor variance, for approval of a site plan, or for an amendment to an official plan, an amendment to the zoning by-law or a Minister's zoning order? Complete all applicable

☐ Yes ☐ No ☐ Unknown			
Application Type	Application Number	Date of Application	Decision
☐ Plan of Subdivision			
☐ Consent			
☐ Minor Variance			
☐ Site Plan Approval			
☐ Official Plan Amendment			
☐ Zoning By-law Amendment			
☐ Minister's Zoning Order			

23. Has land been previously severed from the subject property, since September 5, 2000? If yes, please provide date of transfer; name of transferee and uses of the land.

☐ Yes _____ ☐ No

24. Did the current owner acquire the subject land as a result of a consent? ☐ Yes ☐ No

25. Is the applicant requesting a Certificate of Official for the retained land? ☐ Yes ☐ No

** If yes – the applicant must provide a lawyer's statement that there is no land abutting the subject lands that are owned by the owner of the subject land, other than the land that could be conveyed without contravening section 50 of the *Planning Act*.

26. A SKETCH must be submitted. For more information on what the sketch needs to show, please see "A guide to completing your consent application form". If your application is approved and then the required survey shows different frontages, area and location than was submitted, a new consent may be required including submission of a new application and fees.**

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

Please note that the sketch must include the same metric as on the application, switching between meters and feet will not be acceptable unless both are shown.

The sketch must include the following:

☐ A directional arrow with North at the top of the page.

☐ The boundaries and dimensions of the whole property. LABEL the part that is to be severed and the part that is to be retained, including the total area (acres or hectares), road frontages on all roads/lanes for each and waterbodies.

☐ Indicate if the owner of the subject property also owns other lands near the proposal.

☐ The distance between the subject land and the nearest road, bridge or railway crossing

☐ The location of all land previously severed from the parcel (if applicable) originally acquired by the current owner of the subject land.

☐ All natural and artificial features that are located on the subject property and on land beside the subject property. Please label and show the approximate location of:

a. Existing Buildings, wells and septic systems, bridges, railways, roads, hydro lines

b. Waterbodies, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas

c. Landfills, propane facility, quarry's and pits

d. Barns

Note: The existence of a nearby barn will require you to complete a Minimum Distance Separation Calculation in order to consider compatibility issues. Please check with the Planning Department regarding the implications of any farm structure, on your application.

☐ Please include any information on natural and artificial features (as listed above) that in the applicant's opinion may affect the application

☐ Please indicate the current uses of land that is surrounding the property, such as residential, agricultural and commercial uses (if agricultural, please indicate the approximate distance of any barn structure from the proposed new lot).

☐ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.

☐ If access to the subject land is by water only, please show the location of the parking and boat docking facilities to be used, and the title documents to demonstrate legal deeded use of these facilities

☐ The location and nature of any easement affecting the subject land.

☐ The location of any abandoned wells on the property

PERMISSION, ACKNOWLEDGEMENT, AGREEMENT AND DECLARATION OF APPLICATION

I/ We, the undersigned, being the registered property owner(s) and/or agent acting on behalf of the owner agree that the information recorded in this Consent Application Form is accurate and agrees that representatives of the Township and relevant commenting agencies may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

ACKNOWLEDGEMENT OF ADDITIONAL REQUIREMENTS

I/ We, the undersigned, being the registered property owner(s) and/or agent acting on behalf of the owner, acknowledge that additional studies and/or peer review and/or legal review may be required by the Township as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete.

Attached to this application is payment to the Township of South Frontenac in the correct amount representing payment of the application fee, and additional payment (or proof of payment) for any required commenting agency review fees.

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of South Frontenac ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the *Planning Act*.

Without limiting the foregoing, such costs will include all legal, engineering, planning, and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Land Tribunal from any decision of the Council, Delegated Decision of Council, or Committee of Adjustments, of their designated approval authority, as the case may be, hearing the applicant's application.

The Owner/Applicant further agrees to provide the Municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality to prepare for and participate in the hearing. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

The applicant/owner acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not appear before the Ontario Land Tribunal in in connection with the application until the invoice has been paid in full.

DECLARATION FOR THE PRESCRIBED INFORMATION

Note: Do not sign until in the presence of the Commissioner of Oaths. You will be required to provide photo identification (i.e. driver's license).

I/We, JORDAN DANA JOHN NEUMANN,
(Name of Owner / Agent)

of HARROWSMITH
(Municipality, Town, City name)

do solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true, and acknowledge that personal information and all other material collected on this form and provided to the municipality as part of this application, including all names, addresses, opinions and comments, is collected under the authority of the *Planning Act*, R.S.O. 1990, as amended, will be used to assist in making a decision on this matter and will be made available for public disclosure. I/We are aware the information collected in this Application will be provided in the applicable Agenda and posted on the Township's website.

Sworn (or declared) before me in the Township of South Frontenac
(Municipality name)

On this 7th day of November, 2025.
(Day) (Month) Year)

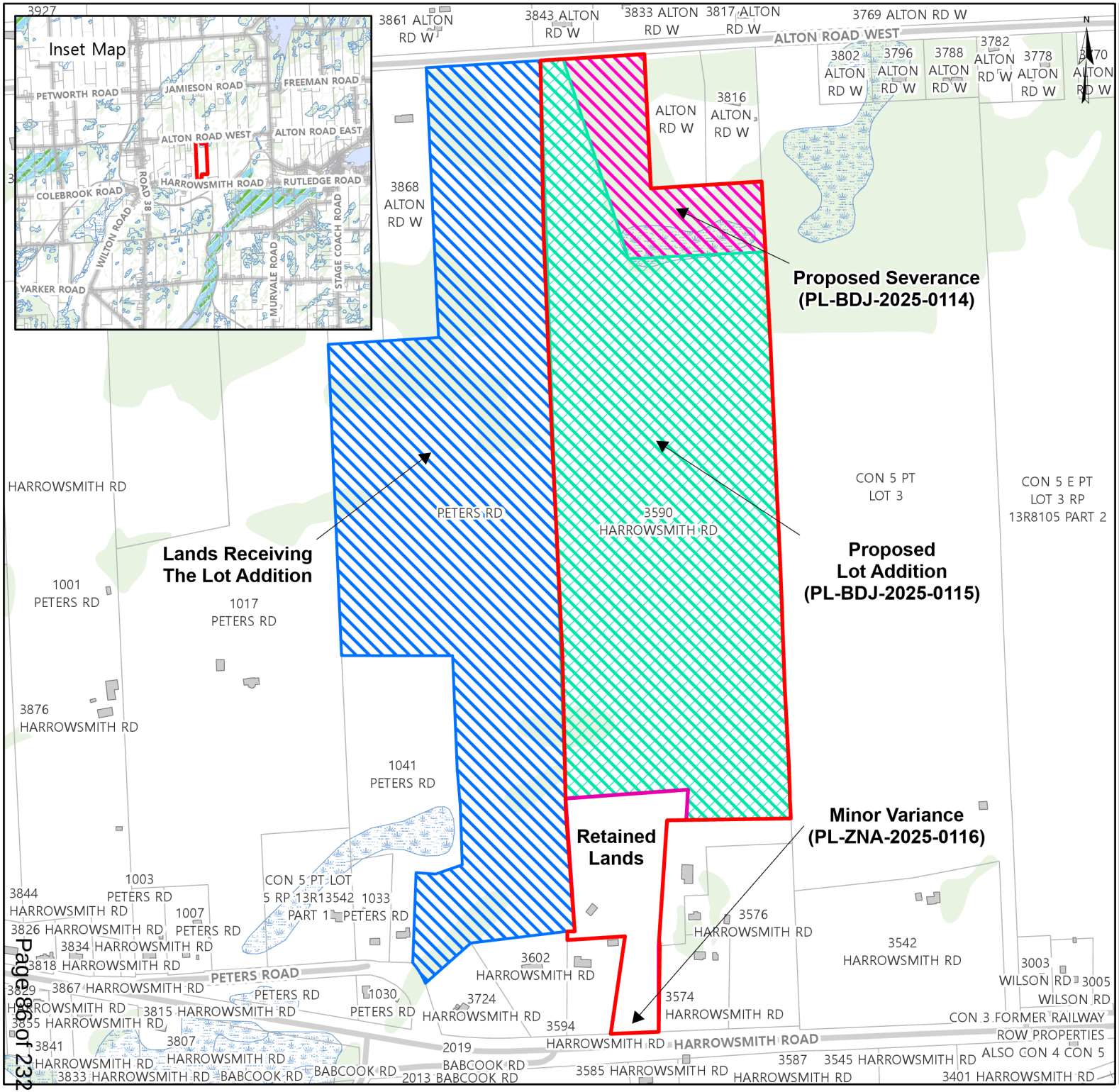
Commissioner of Oaths Signature

[redacted]
Signature of Owner (s) or
Authorized Agent

Affix Commissioner of Oaths stamp below signatures

Katie Susan Kaestner, a Commissioner, etc.,
Province of Ontario, for the Corporation of
the Township of South Frontenac.
Expires August 14, 2027.

13



SOUTH FRONTENAC

PL-BDJ-2025-0114, PL-BDJ-2025-0115, PL-ZNA-2025-0116 (NEUMANN)

Legend

- Subject Lands
- Proposed Severance (PL-BDJ-2025-0114)
- Proposed Lot Addition (PL-BDJ-2025-0115)
- Minor Variance (PL-ZNA-2025-0116)
- Lands Receiving the Lot Addition
- Wetland
- Wooded Area
- Lake Trout Lake - At Capacity
- Lake Trout Lake - Not at Capacity
- Non-Lake Trout Lake - At Capacity
- Waterbody
- Township Boundary
- Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025.

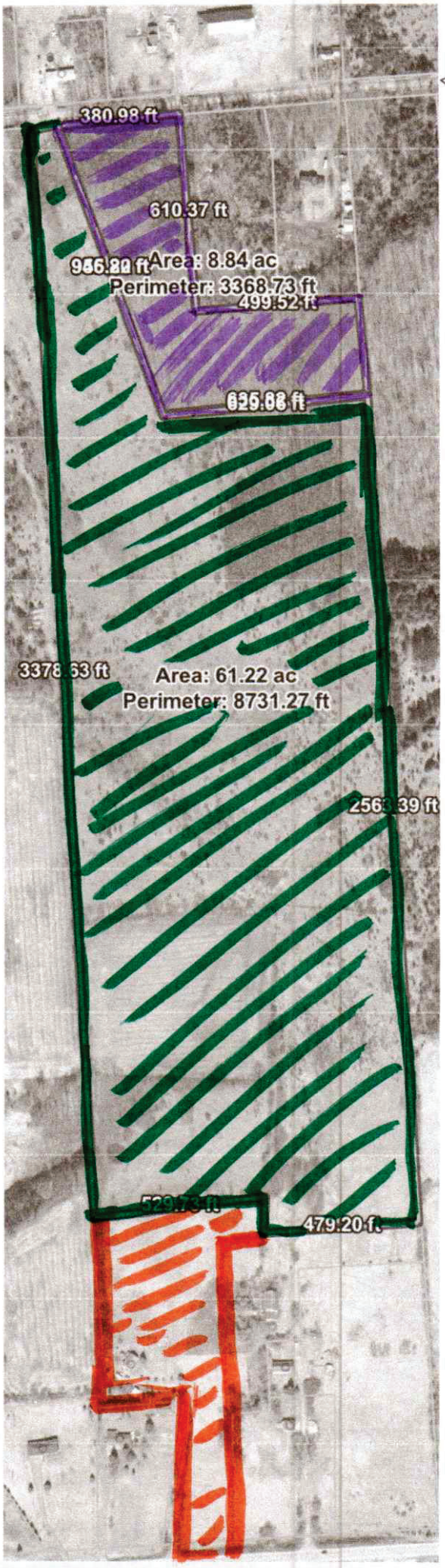
While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:7,379

0 55 110 220 m

UTM Zone 18 NAD 83

Date: 13/11/2025



← ALTON RD

NEW BUILDING LOT

LOT ADDITION

EXSISTING HOUSE

N

← HARRISON RD

Report from Public Services

Application Number: PL-BDJ-2025-0114

Applicant's Name: Dana Neumann

Concession: 05 **Lot:** PT Lot 04 **District:** Portland

Road: Alton Road West

Road Maintenance: Year-round ☐ Seasonal ☐

Sight Lines: Are there adequate sight lines for the entrance? Yes ☑ No ☐

If no, what changes would be required to improve sight lines?

RETAINED PARCEL: Adequate entrance sight lines

SEVERED PARCEL: Adequate entrance sight lines

Road Conditions:

1. Are there any special drainage/ditching concerns related to creation of new lot(s)?

   Yes ☑ No ☐

   If yes, what action is the applicant required to take?

   Ensure coordination with public works staff for new entrance location on severed portion, given close proximity to large cross culvert, limiting where entrance can be located. Up-sized entrance culvert likely needed.

2. Is the overall road condition adequate to serve increased development/traffic?

   Yes ☑ No ☐

   If no, please explain, and indicate if there are any measures that could be taken to correct the inadequacies.

Road Widening Required?

Yes ☐ No ☐ To be determined by an Ontario Land Surveyor ☑

Any specific requirement?

Local road - Rural classification. Ensure that there is a 20m (66ft road allowance) otherwise applicant to dedicate any shortfall of 10m from centerline.

Approved by the Public Services?

Yes ☑ Yes, with conditions ☐ No ☐

If yes, with conditions, please describe conditions below.

Steven V

Signature on behalf of Public Services

November 26, 2025

Date

December 5, 2025 File: SEV/FRS/272/2025

Sent by E-mail

Colin Herrewynen
Planner
Township of South Frontenac
P.O. Box 100
Sydenham, Ontario
K0H 2T0

Dear Mr. Herrewynen:

Re: Consent Applications PL-BDJ-2025-0114, PL-BDJ-2025-0115 & Zoning By-law Amendment Application PL-ZNA-2025-0116
3590 Harrowsmith Road, Township of South Frontenac
Unnamed Watercourse & Karst Topography

Staff of the Cataraqui Region Conservation Authority (CRCA) have reviewed the above-noted application for consent and offer the following comments for the Township's consideration, based on our role as a commenting agency responsible for natural hazards on *Planning Act* applications, and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*.

Summary of the Proposal

The applicant is requesting to create a 2.4 ha (9 acre) residential lot with 115 m of frontage on Alton Road West and well as a lot addition of 24 ha (60 acres) with 27 m of frontage on Alton Road West to be added to the vacant farm property to the west. The retained lands would be 3.2 ha (8 acres) and are developed with an existing house and accessory structures. The retained lands would maintain the existing 65.8 m of frontage on Harrowsmith Road. An associated minor variance application seeks to permit the retained lot to have less than 76 m of frontage on Harrowswmith Road.

Discussion

CRCA's scope of review with respect to these applications is the avoidance of natural hazards including flooding and erosion associated with un-named watercourses on the subject lands as well as the avoidance of unstable bedrock (karst topography). CRCA's comments are focused on the proposed lot creation applications.

<u>Natural Hazards / Ontario Regulation 41/24</u>

Surface Water Features

Cataraqui Conservation, through implementation of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits* requires development (building and structures) and site alteration

(excavation, grading, placement of fill) to be located outside of natural hazard areas and set back a minimum of 30 m from surface water features including watercourses (creeks, streams) and wetlands (swamps, marsh, bogs/fens). The intent is to protect development from potential flooding and erosion hazards and to preserve the hydrologic function of these features.

Retained
There are no surface water features present on the retained lands.

Severed Lot
Mapping shows areas on unevaluated wetlands on the severed lot. CRCA staff completed a site visit of the severed lot on October 16, 2025, to confirm if wetlands were present on the severed lot. Based on observations on the site visit, there are no wetlands present on the severed lot. Staff observed evidence of a watercourse in the far southeastern area of the severed lot. Based on observations the watercourse likely conveys runoff in the spring and during heavy rain fall events. The proposed building envelope is located well beyond 30 m from the area of the observed watercourse. If future development is proposed in the southeastern portion of the severed lot, the owner should contact CRCA to confirm regulatory requirements.

Lot Addition
There are no mapped wetlands on the lot addition lands. There is a mapped watercourse in the southern portion of the lot addition lands. This is a regulated feature and as a setback of 30 m would apply from the bank of the watercourse for future development or site alteration.

Karst Topography

The subject lands have been identified on provincial OGS Mapping as having inferred karst. Karst is a type of unstable bedrock that is relatively common in the Cataraqui region and is considered a natural hazard under the 2024 Provincial Planning Statement and Ontario Regulation 41/024. As with other natural hazards, there is risk of damage to buildings, property and human safety when development is located within or near unstable bedrock. Accordingly, CRCA's regulation directs development away from these areas and features.

CRCA staff have reviewed available information (e.g. aerial imagery, soils and geology mapping, topographic info.) and completed a site inspection of the severed lot on October 16, 2025. Based on our preliminary findings, we did not encounter evidence of karst in the identified buildable area on the severed lot.

Should karst features (e.g. fissures, crevices, sinkholes, etc.) be encountered on the subject lands during construction/excavation of the site, the applicant will need to contact CRCA staff to determine appropriate actions which would include additional assessment by a qualified professional to determine the extent and risks associated with karst at the property.

Recommendation

Staff have no objection to the approval of applications PL-BDJ-2025-0114, PL-BDJ-2025-0115 and PL-ZNA-2025-0116 and based on our consideration for natural hazard and regulatory policies. We recommend the above-mentioned environmental measures (in bold) and recommend the following condition be included in the decision.

The applicant acknowledges the subject property is located within an area of inferred karst topography. To the discretion of the Township of South Frontenac Chief Building Official and Cataraqui Region Conservation Authority staff, should karst topography be identified, the applicant shall complete an evaluation by a qualified engineer to determine presence and extent of karst and obtain necessary permitting from Cataraqui Conservation prior to development.

Ontario Regulation 41/24

Please note that portions of subject lands are subject to Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits* (formerly O. Reg. 148/06), which is administered by the CRCA. The purpose of the regulation is to ensure that proposed changes (e.g. development and site alteration) to a property are not affected by natural hazards, such as flooding and erosion, and that the changes do not put other properties at greater risk from these hazards. **Current and future landowners are advised to contact CRCA before considering any work within 30 metres of watercourses on the subject lands.**

Should karst features (e.g. fissures, crevices, sinkholes, etc.) be encountered on the subject lands during construction/excavation of the site, the applicant will need to contact CRCA staff to determine appropriate actions which would include additional assessment by a qualified professional to determine the extent and risks associated with karst at the property.

Please inform this office of any decision made by the Committee with regard to these applications. If you have any questions, please contact the undersigned at 613-546-4228 ext. 239, or by e-mail at estucke@crca.ca

Sincerely,

Emma Stucke

Emma Stucke, RPP, MCIP
Resource Planner

cc. Applicant by email

To: **Committee of Adjustment**

From: **Development Services Department**

Date of Meeting: **December 11, 2025**

Subject: **Consent Applications PL-BDJ-2025-0114, PL-BDJ-2025-0115 and Minor Variance Application PL-ZNA-2025-0116, Neumann, 3590 Harrowsmith Road, Portland District**

Summary

This report recommends that the Committee of Adjustment grant approval of the subject consent applications and minor variance application for zoning relief subject to conditions.

Background

The subject property is designated as Rural in the South Frontenac Township Official Plan. It is zoned Rural Zone (RU) in Zoning By-law No. 2003-75, as amended.

The subject property has approximately 65.9 metres frontage along Harrowsmith Road and approximately 142 metres frontage along Alton Road West. The area with access along Harrowsmith Road is developed with a house, accessory structures, and driveway. In the middle of the property are agricultural fields and naturalized areas consisting of trees and grasslands with a hydro corridor. Along Alton West Road is a treed area and the beginning of the hydro corridor. The entire property is approximately 77 acres (31.1 hectares) in area.

The subject property currently exceeds the Rural Zone lot size requirement of 2 acres (0.8 hectares) and the lot frontage requirement of 76 metres along Alton Road West only.

Proposal

Application PL-BDJ-2025-0114 is proposing to create 1 new residential lot that is approximately 9 acres in area with approximately 115 metres of frontage on Alton Road West.

Application PL-BDJ-2025-0115 is for a lot addition of approximately 60 acres with approximately 27 metres of frontage on Alton Road West to be added to the vacant farm property to the west, as identified on the map in the report agenda package , increasing the size of the property to approximately 123 acres.

The retained lands would maintain 65.9 metres frontage along Harrowsmith Road and would be 8 acres. They would contain the house and accessory structures. Application PL-

ZNA-2025-0116 is for a minor variance to allow the retained lands to have less than 76 metres of frontage.

Related Applications

The lands are not subject to any additional applications under the Planning Act at this time.

Department and Agency Comments

Cataraqui Region Conservation Authority

Cataraqui Region Conservation participated in a pre-application meeting and was officially circulated the application. Formal comments were not received before this report was finalized.

Public Services

Public Services advised that they have no objections. The severed and retained parcels have adequate entrance sight lines. An entrance permit needs to be pursued for the lot to be created along Alton Road West through application PL-BDJ-2025-0114. The need for road allowance widening along Alton Road West should be confirmed by a Ontario Land Surveyor as a condition of approval.

Public Comments

No public comments were received at the time of writing this report.

Planning Analysis

The consent applications need to be assessed against the applicable policies of the Provincial Planning Statement 2024 (PPS), Township of South Frontenac Official Plan (2003), as well as the provisions of Zoning By-law No. 2003-75, as amended. The minor variance application needs to be assessed against the four tests of a minor variance outlined in Section 45(1) of the Planning Act.

<u>Minimum Distance Separation for Livestock Facilities</u>

In conformity with the PPS, the Township Official Plan requires all division of land for non-farm uses to comply with the Minimum Distance Separation Formulae I (MDS I) (section 7.1(l)). The Township Zoning By-law also requires residential development to comply with MDS I.

The subject lands are in a rural and agricultural area where there are existing livestock facilities. Staff evaluated two livestock facilities against The Minimum Distance Separation (MDS) Document (OMAFRA Publication 853). MDS I setbacks were calculated for barns at 3833 Alton Road West (115 metres) and at 3861 Alton Road West (217 metres). It was determined that the proposed new lot would conform to the applicable minimum distance separation policies because it would have a minimum 0.5 hectare, viable development envelope area beyond the required MDS I setbacks.

Rural Residential Uses

The Provincial Planning Statement (2024) allows residential lot creation on Rural lands where site conditions are suitable for the provision of appropriate sewage and water services. The County Official Plan and the Township Official Plan also permit residential development in the Rural designation. Limited non-agricultural residential development may be permitted within the Rural area so as to provide a variety of living accommodation for the residents of the Township. The type and amount of development on rural lands must maintain the rural character, natural heritage and cultural landscape in the Township.

Section 5.7.4 of the Official Plan indicates that a maximum of three rural residential lots may be created by consent from a landholding provided that the new lots meet the General Consent Policies, as well as all other applicable policies. The subject property is eligible for a severance under Section 5.7.4 because there have been only 2 previous severances from the subject property since the adoption of the Official Plan.

Section 5.7.4 requires the frontage, size and shape of any lot created for rural residential purposes through the severance approval process to be appropriate for the proposed use and to conform to the provisions of the zoning by-law. The proposed new lot would exceed the size and frontage requirements of the Rural designation and the Rural Zone.

Rural development must be serviced by private water and sewage systems. The Township typically requires the ability to be serviced by a private well to be demonstrated as a condition of consent approval. Sewage system requirements would be addressed at the building permit application stage.

Lot Addition

Section 7.1 of the Township Official Plan contemplates lot additions for convenience and technical reasons.

The proposed 60 acre lot addition would remove a portion of trees, naturally vegetated area, and agricultural fields from 3590 Harrowsmith Road. The benefitting lands to the west along Alton Road (Roll # 102908002004001) consists of naturally vegetated areas and agricultural fields and would increase in size to approximately 123 acres.

Retained Lands

The retained parcel, at 8 acres, will exceed the minimum 2 acre lot size required for a rural residential lot. The retained parcel would be left with the existing 65.9 metres frontage on Harrowsmith Road. This frontage would be less than the minimum 76 metres lot frontage required in the Rural designation and the RU zone. The minor variance application requests a 65.9 metre frontage for the retained parcel.

Section 5.7.4(ii)(a) of the Official Plan allows the municipality to consider reductions to this requirement provided the overall intent of the Official Plan is maintained. For the given situation,

The proposed reduced frontage would not impact the retained lot’s ability to function and would be recognizing the existing situation. The retained land is already developed with an existing dwelling and road access and have been functioning as the primary frontage on the

subject property for many years and is not subject to change. In addition, the frontage is similar to the frontages of other lots of record on this section of Harrowsmith Road (they range from 50 to 70 metres).

Conclusion

The consent applications meet the criteria outlined in section 51(24) of the Planning Act, do not require a plan of subdivision for the proper and orderly development of the municipality, are consistent with the PPS, and conform to the County and Township Official Plans. The retained parcel will comply with the Zoning By-law subject to the requested minor variance for lot frontage.

It is the opinion of Planning staff that the proposed 65.9 metre lot frontage of the retained parcel meets the four tests for a minor variance – the variance maintains the general intent and purpose of the Official Plan and Zoning By-law, it is desirable for the appropriate development of the lands, and it is minor in nature.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 14 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies
- by posting notice on the Township website.

Recommendations

Consent PL-BDJ-2025-0114

It is recommended that application PL-BDJ-2025-0114 for the creation one new residential lot along Alton Road West be approved subject to the following conditions.

Expiry Period

1. Conditions imposed must be met within two years of the date of Notice of Decision, as required by Section 53(41) of the *Planning Act*, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for two years from the date of Certificate of Official issuance. The deed must be registered within two years of the issuance of the Certificate of Official.

Severed Lands

2. The land to be severed shall be for the creation of one new residential lot each that is a minimum 9 acres (3.6 ha) in area with a minimum 115 metres of frontage on Alton Road West. The lot area, frontage and configuration of the proposed severed

lots shall be consistent with the sketch submitted by the applicant attached to the decision as a schedule.

Survey/Reference Plan or Registerable Description

3. An acceptable reference plan or legal description of the severed lands in duplicate [*Registry Act*, s.81, *Land Titles Act*, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [*Planning Act*, s. 53(41)] after the date that "Notice of Decision" is given [*Planning Act*, ss. 53(17) and 53(24)].
4. The Ontario Land Surveyor or applicant shall submit the draft Reference Plan, including area calculations and noting frontages along the road, electronically or in paper form for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

Road Allowance Widening

5. The Ontario Land Surveyor who prepares the reference plan referred to in Condition #3 and #4 shall also determine by survey the width of Alton Road West to be 20m. If such a width is less than 20m, the owner shall dedicate to the Township land along the frontage of the severed lands in the following manner as required:

    a. The land to be dedicated shall be the width required to provide 10m from the centre of the existing travelled road for Alton Road West;

    b. The land to be dedicated shall be described as a separate part on a Reference Plan of Survey to be prepared and deposited at the Owner’s expense and filed with the Secretary-Treasurer prior to the issuance of the Certificate of Official;

    c. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the of “The Corporation of the Township of South Frontenac”, and shall include the following attached to the Transfer/Deed as a Schedule:

    The Transferor hereby transfers the lands to the municipality for the purpose of widening the adjacent highway pursuant to Section 31(6) of the Municipal Act, 2001, Chapter 25, as amended.

d. The Transfer/Deed for the land to be dedicated shall be registered by the Owner at the Owner's expense;

e. The duplicate registered Transfer/Deed for the land to be dedicated together with a letter of opinion of a solicitor qualified to practice law in the Province of Ontario addressed to the Secretary-Treasurer confirming that the municipality acquired good and marketable title to the land free and clear of all liens and encumbrances shall be delivered to the Secretary-Treasurer prior to the issuance of the Certificate of Official.

Municipal Requirements

6. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the issuance of the Certificate of Official.

7. The Township of South Frontenac shall receive 5% of the value of the severed parcel, in lieu of parkland [*Planning Act*, s. 51(1)].

8. The Owner shall submit a well driller's report demonstrating a potable water pumping capacity of 3.5 gallons per minute sustained over a 6-hour pump test for the severed parcel.

9. In the event that there are abandoned wells located on the severed parcel or the retained property, the wells shall be sealed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks and that this work shall be accomplished prior to the issuance of the Certificate of Official.

Zoning

10. The applicant is required to apply for a minor variance to permit the retained parcel to have a minimum of 65.9 metres of lot frontage.

11. Where a violation of Zoning By-law No. 2003-75 is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Consent PL-BDJ-2025-0115

It is recommended that application PL-BDJ-2025-0115 for a lot addition from 3590 Harrowsmith Road to unaddressed Land on Alton Road West, (Concession 5, Part Lot 4 on Registered Plan 13R14276 Parts 2 to 5, Part 1, Roll Number 102908002004001) be approved subject to the following conditions:

Expiry Period

1. Conditions imposed must be met within two years of the date of Notice of Decision, as required by Section 53(41) of the *Planning Act*, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be

deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for two years from the date of Certificate of Official issuance. The deed must be registered within two years of the issuance of the Certificate of Official.

Severed Lands

2. The land to be severed shall be for a lot addition with an area of approximately 60 acres and 27m of frontage on Alton Road West to be conveyed only to the adjacent lands known as unaddressed Land on Alton Road West, (Concession 5, Part Lot 4 on Registered Plan 13R14276 Parts 2 to 5, Part 1, Roll Number 102908002004001, PIN 361410437) and any subsequent transfer, charge or other conveyance of the lands to be severed is subject to Section 50(3) of the *Planning Act*. Neither the lands to be severed nor the adjacent lands are to be reconveyed without the other parcel unless a further consent is obtained. The owner shall cause the lands to be severed to be consolidated on title with the adjacent lands and for this condition to be entered into the parcel register as a restriction.

3. The lawyer for the applicant shall submit a Solicitors Personal Undertaking to provide a registered Application Consolidation Parcels within six (6) months of the Certificate of Official being signed by the Township of South Frontenac.

Survey/Reference Plan or Registerable Description

4. An acceptable reference plan or legal description of the severed lands in duplicate [Registry Act, s.81, Land Titles Act, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [Planning Act, s. 53(41)] after the date that "Notice of Decision" is given [Planning Act, ss. 53(17) and 53(24)].

5. The Ontario Land Surveyor or applicant shall submit the draft Reference Plan, including an area calculation and noting frontage along the road, electronically or in paper form for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

Municipal Requirements

6. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the issuance of the Certificate of Official.

7. The Township shall receive $100.00 as cash-in-lieu of parkland for the lot addition [*Planning Act*, s. 51(1), By-law 2023-104].

8. In the event that there are abandoned wells located on the severed parcel or the retained property, the wells shall be sealed in accordance with the requirements

of the Ministry of the Environment, Conservation and Parks and that this work shall be accomplished prior to the issuance of the Certificate of Official.

Zoning

9. Where a violation of Zoning By-law No. 2003-75, as amended, is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Minor Variance PL-ZNA-2025-0116

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve minor variance application PL-ZNA-2025-0116, such that the retained parcel from Consent Applications PL-BDJ-2025-0114 and PL-BDJ-2025-0115 is permitted to have a minimum 65.9 metres of lot frontage along Harrowsmith Road.

Report Prepared By:
Colin Herrewynen, RPP, MCIP, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning

Consent Application

Application Requirements

The following items must be submitted with your application. Any application which does not include the below required information may not be accepted or will not be considered complete.

☐ 1. A pre-consultation meeting is a requirement prior to submission of the application.

Pre-consultation meeting fee	$152.00

☐ 2. One hard copy of this completed application form signed and commissioned.

☐ 3. A Sketch of your proposal (see Question 26 for details on what to include). The sketch must be drawn with accurate dimensions and measurements. It is recommended that you take your time to carefully assemble the data and crate the sketch. You may wish to secure the assistance of a person who specializes in the drafting of sketches.

☐ 4. The applicable **non-refundable** application fee, payable to the Township of South Frontenac:

Application Type:		**FEE:**
Consent Application		$1,368.00
Change of conditions		$325.00
Change of conditions requiring re-circulation		$568.00

☐ 5. Agency Review Fees (as applicable). A separate **cheque or proof or payment**, payable to the applicable Conservation Authority, is to be submitted to the Township with the completed application. The on-site sewage disposal review fee may be included in the payment of the application fee to the Township.

Agency:	**FEE:**
Township of South Frontenac onsite sewage disposal review (per new lot)	$515
Cataraqui Conservation (per new lot or lot addition)	$445
Quinte Conservation (per new lot or lot addition)	$450
Rideau Valley Conservation Authority (per new lot or lot addition)	$500

Please Note: These fees are for consultation on this application only; agencies may require additional fees if permit applications are required prior to any construction.

☐ 6. Required studies & Supporting Information identified at pre-consultation (if applicable)

☐ 7. Deed or transfer, or authorization for Township Staff to acquire title documents (if applicable)

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

Collection of Personal Information:

Personal information requested on the application form is required under the *Planning* Act. This information will be used by the Township for the purpose of reviewing the application. It may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 613-376-3027 ext. 2224).

What is considered when reviewing an application?

In considering an application, the decision-making approval authority, shall have regard, among other matters, to the health, safety, convenience and welfare of the present and future inhabitants of the municipality and to:

- The effect of development on matters of provincial interest as referred to in Section 2 of the Planning Act.
- Whether the proposed severed lot is premature or in the public interest.
- Whether the consent conforms to the intent of the Official Plan and adjacent plans of subdivision (if any)
- The suitability of the land for the purposes for which it is being severed
- If affordable housing units are being proposed, the suitability of the proposed units for affordable housing
- The number, width, location and proposed grades and elevations of roadways and their adequacy in relation to any proposed roadway linking the proposed severed area with the established roadway system.
- The dimensions and shape of the proposed lot.
- Any restrictions on the subject land (or on the buildings and structures to be erected on it) and any restrictions on abutting lands.
- Conservation of natural resources and flood control.
- The adequacy of utilities and municipal services.
- The adequacy of schools.
- The area of land, if any, exclusive of roadways, that is to be conveyed or dedicated for public purposes (such as for parks).
- The physical configuration of the new lot having regard to energy conservation.
- Site Plan Control
- County of Frontenac Official Plan
- Township of South Frontenac Official Plan
- Township of South Frontenac Zoning By-Law
- Provincial Policy Statement

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

For Office Use Only

Date Received: 07-Nov-2025 File Number: PL-BDJ-2025-0115

1. Name of Owner(s): Jordan Dana John Neumann

   Full Mailing Address of Owner(s): 3590 Harrowsmith Rd

   Phone number of Owner(s): [redacted]

   Email Address of Owner(s): [redacted]

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, be provided below.

   Name of Authorized Applicant/Agent:

   Full Mailing Address of Authorized Applicant/Agent:

   Phone number of Authorized Applicant/Agent:

   Email Address of Authorized Applicant/Agent:

   Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application (please fill out the last page).

   Signature(s) of Owner(s)

   Communications are to be sent to: ☒ Owner(s) ☐ Agent

3. **Permission to Enter Subject Lands:** Permission is hereby granted to the relevant staff, committee members, and necessary commenting agencies to enter the premises (subject lands) subject to this development application for the purposes of making inspections associated with this application.

[redacted] (Signature of the property owner) (Signature of the property owner) Nov 7/25 (Date)

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

4. Have you consulted with Township Planning Staff regarding this application?

☑ Yes ☐ No Date Fee Paid: _____

Name of Planner: Colin Herrewynen Date of Meeting: Feb 2025

5. The description of the subject land:

District: ☐ Bedford ☑ Portland ☐ Loughborough ☐ Storrington

Civic Address: 3590 Harrowsmith Road Harrowsmith Ontario

Concession Number: 5 Lot Number: part lot 4

Reference Plan Number: _____ Part Number(s): _____

Roll Number: 102908002004000

Property Identification Number (PIN): _____

6. Indicate the frontage(s), depth and area of the subject land. The subject land is the whole property prior to any changes. Please indicate the name of the road/lane and waterbody (if applicable).

Frontage on water (m): _____ Frontage on road/lane (m): 207 m

Name of Waterbody: _____ Name of Road/Lane: Harrowsmith Rd / Alton Rd

Depth(m): _____ Area(acres/ha): 70 acres

7. Select the type of consent being applied for:

☑ Creation of a New Lot
☐ Easement (right of way)
☑ Lot Addition
☐ Charge/Discharge of Mortgage
☐ Correction of Title
☐ Lease
☐ Other: _____

8. Please provide a brief description of your application. Indicate the reason why you are applying for a consent.

Sold property to Roll# 102908002004001 Con 5 pt lot 4 Rp;13R14276 Parts 2 to 5 Part 1

9. Create a NEW LOT – Complete this section ONLY if you are applying to create a new lot.

The following information is regarding the land intended to be severed (created) and the land to be retained.

	Severed Lot (Proposed new lot):	**Retained Lot:**
Frontage on Road/Lane (m):		
Name of Road/Lane:		
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):		

Please list the existing and proposed **USES and STRUCTURES.**

	Severed Lot (Proposed new lot):	**Retained Lot:**
Existing Use of Lot:		
Existing Buildings/Structures:		
Proposed Use of Lot:		
Proposed Buildings/Structures:		

10. LOT ADDITION – Complete this section ONLY if you are applying for a lot addition.

The following information is regarding the land intended to be severed (created) and the land to be retained.

	Proposed Lot Addition (Severed parcel):	**Retained Lot:**
Frontage on Road/Lane (m):	27 m	67m
Name of Road/Lane:	Alton Rd	Harrowsmith Rd
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):	60 Acres	8 acres

The following information is regarding the Benefitting Lands also known as the land being enlarged which are receiving the lot addition.

	Existing Benefitting Lot: (Before Lot Addition)	**Enlarged Lot with added Land: (After Lot Addition)**
Frontage on Road/Lane (m):	155M	219M
Name of Road/Lane:	Alton Rd	Alton Rd
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):	63 acres	123 Acres

Please list the existing and proposed **USES and STRUCTURES.**

	Lot Addition:	**Retained Lands:**	**Benefitting Lands:**
Existing Use of Lot:	RU	RU	RU
Existing Buildings/Structures:	None	House Garage	None
Proposed Use of Lot:	RU	RU	RU
Proposed Buildings/Structures:			

11. EASEMENTS & RIGHT OF WAY – Complete this section if you ONLY are applying for an easement or a right-of-way

Length:_____ Depth: _____ Width: _____ Area: _____

Civic address of Benefitting lands:_____

Roll Number of Benefitting Lands: _____

Describe the purpose and effect of the easement and the property that will benefit:

_____

_____

_____

12. Type of Servicing Proposed – WATER (Indicate the method by which water will be provided):

(NEW LOT) Severed Parcel

- ☐ Municipal water system
- ☒ Privately owned and operated well
- ☐ Lake water
- ☐ Other: _____

Retained Parcel

- ☐ Municipal water system
- ☒ Privately owned and operated well
- ☐ Lake water
- ☐ Other: _____

13. Type of Sewage Disposal System Proposed (How will sewage disposal system be provided?):

(NEW LOT) Severed Parcel		Retained Parcel	
☐	Publicly owned and operated communal septic system	☐	Publicly owned and operated communal septic system
☑	Privately owned and operated individual septic system:	☑	Privately owned and operated individual septic system:
☒	Leaching Bed (Class 4)	☒	Leaching bed (Class 4)
☐	Holding Tank (Class 5)	☐	Holding Tank (Class 5)
☐	Greywater Pit (Class 2)	☐	Greywater Pit (Class 2)
☐	Privy/Outhouse (Class 1)	☐	Privy/Outhouse (Class 1)

14. Please list the name of the person(s) to whom the land or an interest in the land is to be transferred, charged or leased (***if known***):

Dustin Pritchard

15. Are there any existing easements or restrictive covenants? ☐ Yes ☐ No ☐ Unknown

If Yes, please provide a description of each easement or covenant and its effect:

Hydro

16. Are you aware of any abandoned wells on the subject property? ☐ Yes ☑ No

17. Name of road or lane which accesses:

The new lot (lot addition or Right of Way): Alton Rd

The retained lot: Harrowsmith rd

Please indicate whether access to the land will be by:

☐	Provincial highway	☐	Lane
☑	Municipal Road - maintained year round	☐	A right of way
☐	Municipal Road - seasonally maintained	☐	Water (see next page)

If access is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road. Parking and Docking for water access only properties MUST be legally deeded access. Please provide confirmation.

The New Lot: _____

The Retained Lot: _____

18. What is the zoning of the subject lands? (Check www.frontenacmaps.ca)

RU

19. What is the current Official Plan Designation of the subject lands?

RU

20. Please describe how the application conforms with the Township Official Plan & County Official Plan by **citing specific applicable** sections and sub sections. Please make sure to look at Sections 5 and 7 in the Township Official Plan and Section 3 in the County Official Plan. If you are unsure, please indicate that you do not know.

21. Is the application consistent with the 2020 *Provincial Policy Statement*?

☐ Yes ☐ No ☐ Unknown

Please explain:

22. Has the subject land ever been, or is currently, the subject of an application for approval of a plan of subdivision under section 51 of the *Planning Act*, for a consent under section 53 of the *Planning Act*, for a minor variance, for approval of a site plan, or for an amendment to an official plan, an amendment to the zoning by-law or a Minister's zoning order? Complete all applicable

☐ Yes ☐ No ☐ Unknown			
Application Type	Application Number	Date of Application	Decision
☐ Plan of Subdivision			
☐ Consent			
☐ Minor Variance			
☐ Site Plan Approval			
☐ Official Plan Amendment			
☐ Zoning By-law Amendment			
☐ Minister's Zoning Order			

23. Has land been previously severed from the subject property, since September 5, 2000? If yes, please provide date of transfer; name of transferee and uses of the land.

☐ Yes _____ ☐ No

24. Did the current owner acquire the subject land as a result of a consent? ☐ Yes ☐ No

25. Is the applicant requesting a Certificate of Official for the retained land? ☐ Yes ☐ No

** If yes – the applicant must provide a lawyer's statement that there is no land abutting the subject lands that are owned by the owner of the subject land, other than the land that could be conveyed without contravening section 50 of the *Planning Act*.

26. A SKETCH must be submitted. For more information on what the sketch needs to show, please see "A guide to completing your consent application form". If your application is approved and then the required survey shows different frontages, area and location than was submitted, a new consent may be required including submission of a new application and fees.**

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

Please note that the sketch must include the same metric as on the application, switching between meters and feet will not be acceptable unless both are shown.

The sketch must include the following:

☐ A directional arrow with North at the top of the page.

☐ The boundaries and dimensions of the whole property. LABEL the part that is to be severed and the part that is to be retained, including the total area (acres or hectares), road frontages on all roads/lanes for each and waterbodies.

☐ Indicate if the owner of the subject property also owns other lands near the proposal.

☐ The distance between the subject land and the nearest road, bridge or railway crossing

☐ The location of all land previously severed from the parcel (if applicable) originally acquired by the current owner of the subject land.

☐ All natural and artificial features that are located on the subject property and on land beside the subject property. Please label and show the approximate location of:

a. Existing Buildings, wells and septic systems, bridges, railways, roads, hydro lines

b. Waterbodies, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas

c. Landfills, propane facility, quarry's and pits

d. Barns

Note: The existence of a nearby barn will require you to complete a Minimum Distance Separation Calculation in order to consider compatibility issues. Please check with the Planning Department regarding the implications of any farm structure, on your application.

☐ Please include any information on natural and artificial features (as listed above) that in the applicant's opinion may affect the application

☐ Please indicate the current uses of land that is surrounding the property, such as residential, agricultural and commercial uses (if agricultural, please indicate the approximate distance of any barn structure from the proposed new lot).

☐ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.

☐ If access to the subject land is by water only, please show the location of the parking and boat docking facilities to be used, and the title documents to demonstrate legal deeded use of these facilities

☐ The location and nature of any easement affecting the subject land.

☐ The location of any abandoned wells on the property

PERMISSION, ACKNOWLEDGEMENT, AGREEMENT AND DECLARATION OF APPLICATION

I/ We, the undersigned, being the registered property owner(s) and/or agent acting on behalf of the owner agree that the information recorded in this Consent Application Form is accurate and agrees that representatives of the Township and relevant commenting agencies may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

ACKNOWLEDGEMENT OF ADDITIONAL REQUIREMENTS

I/ We, the undersigned, being the registered property owner(s) and/or agent acting on behalf of the owner, acknowledge that additional studies and/or peer review and/or legal review may be required by the Township as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete.

Attached to this application is payment to the Township of South Frontenac in the correct amount representing payment of the application fee, and additional payment (or proof of payment) for any required commenting agency review fees.

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of South Frontenac ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the *Planning Act.*

Without limiting the foregoing, such costs will include all legal, engineering, planning, and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Land Tribunal from any decision of the Council, Delegated Decision of Council, or Committee of Adjustments, of their designated approval authority, as the case may be, hearing the applicant's application.

The Owner/Applicant further agrees to provide the Municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality to prepare for and participate in the hearing. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

The applicant/owner acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not appear before the Ontario Land Tribunal in in connection with the application until the invoice has been paid in full.

DECLARATION FOR THE PRESCRIBED INFORMATION

Note: Do not sign until in the presence of the Commissioner of Oaths. You will be required to provide photo identification (i.e. driver's license).

I/We, JORDAN DANA JOHN NEUMANN
(Name of Owner / Agent)

of HARROWSMITH
(Municipality, Town, City name)

do solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true, and acknowledge that personal information and all other material collected on this form and provided to the municipality as part of this application, including all names, addresses, opinions and comments, is collected under the authority of the *Planning Act*, R.S.O. 1990, as amended, will be used to assist in making a decision on this matter and will be made available for public disclosure. I/We are aware the information collected in this Application will be provided in the applicable Agenda and posted on the Township's website.

Sworn (or declared) before me in the Township of South Frontenac
(Municipality name)

On this 7th day of November, 2025.
(Day) (Month) Year)

[redacted]

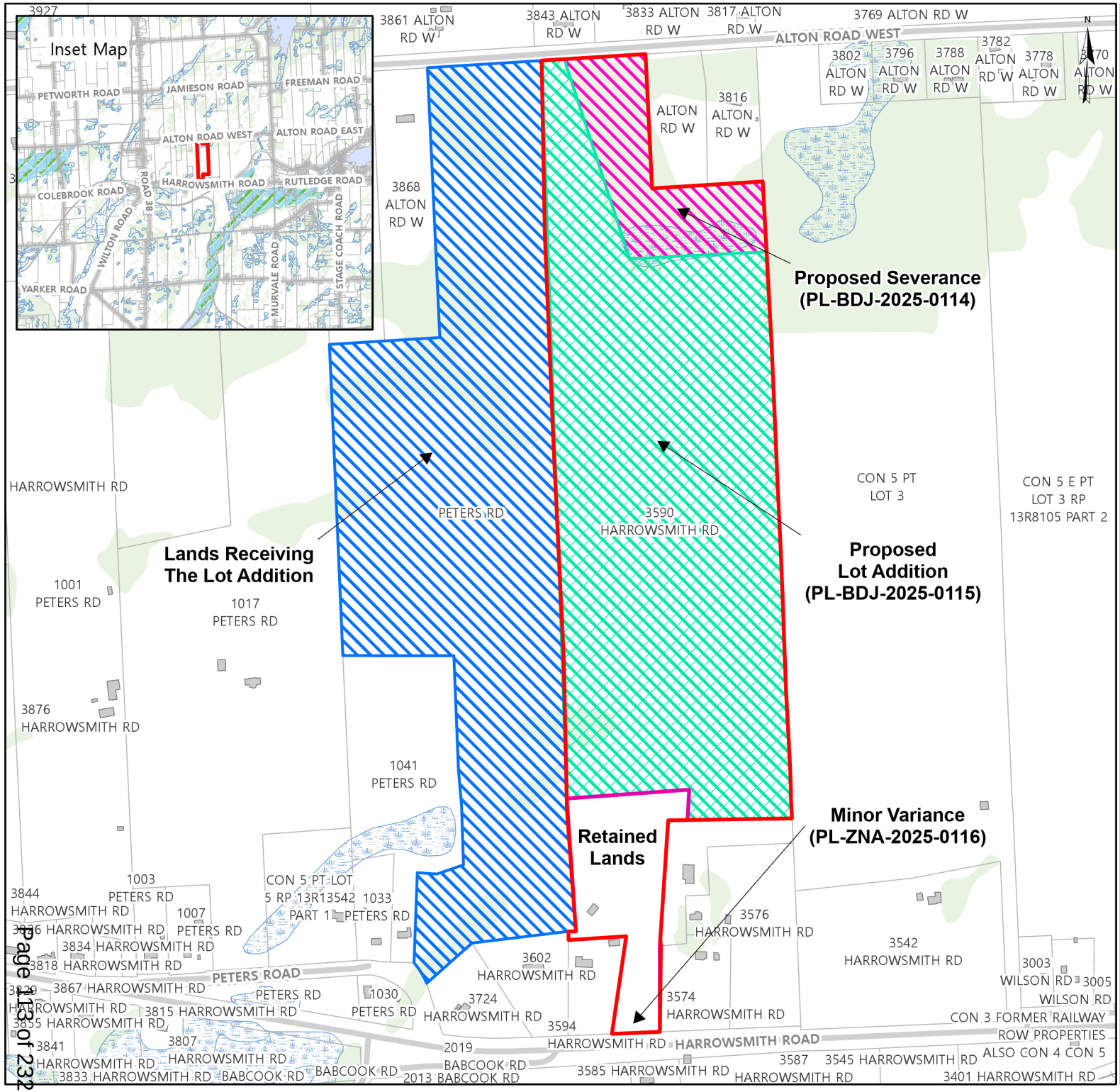
Commissioner of Oaths Signature

Signature of Owner (s) or Authorized Agent

Affix Commissioner of Oaths stamp below signatures

Katie Susan Kaestner, a Commissioner, etc.,
Province of Ontario, for the Corporation of
the Township of South Frontenac.
Expires August 14, 2027.

13



SOUTH FRONTENAC

PL-BDJ-2025-0114, PL-BDJ-2025-0115, PL-ZNA-2025-0116 (NEUMANN)

Legend

- Subject Lands
- Proposed Severance (PL-BDJ-2025-0114)
- Proposed Lot Addition (PL-BDJ-2025-0115)
- Minor Variance (PL-ZNA-2025-0116)
- Lands Receiving the Lot Addition
- Wetland
- Wooded Area
- Lake Trout Lake - At Capacity
- Lake Trout Lake - Not at Capacity
- Non-Lake Trout Lake - At Capacity
- Waterbody
- Township Boundary
- Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025.

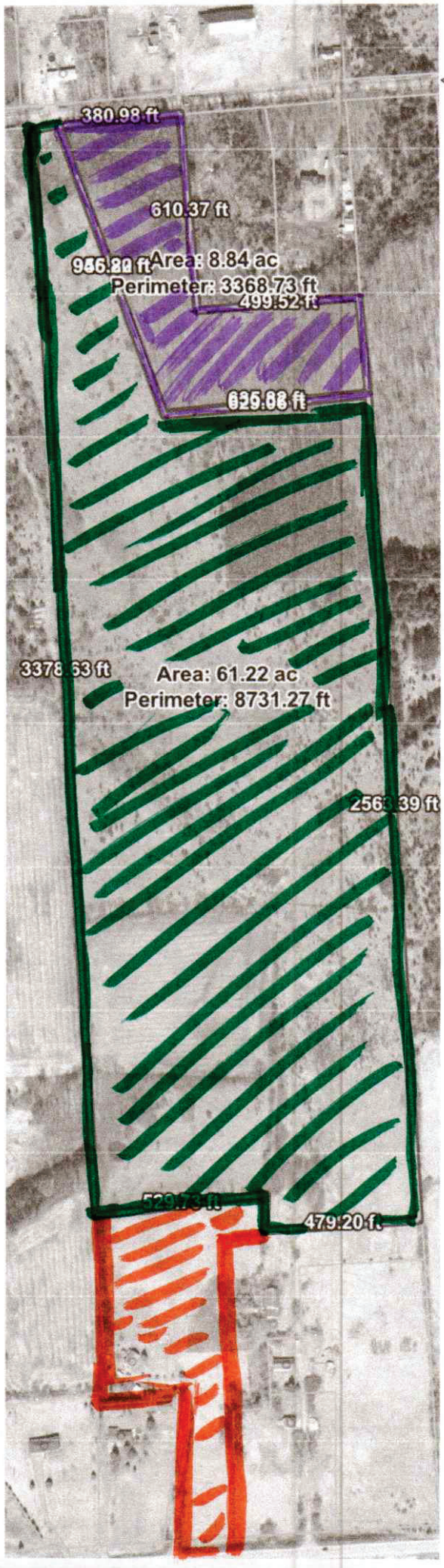
While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:7,379

0 55 110 220 m

UTM Zone 18 NAD 83

Date: 13/11/2025



← ALTON RD

NEW BUILDING LOT

LOT ADDITION

EXSISTING HOUSE

N

← HAGGERTY RD

Township of South Frontenac

Staff Report

To: **Committee of Adjustment**

From: **Development Services Department**

Date of Meeting: **December 11, 2025**

Subject: **Consent Applications PL-BDJ-2025-0114, PL-BDJ-2025-0115 and Minor Variance Application PL-ZNA-2025-0116, Neumann, 3590 Harrowsmith Road, Portland District**

Summary

This report recommends that the Committee of Adjustment grant approval of the subject consent applications and minor variance application for zoning relief subject to conditions.

Background

The subject property is designated as Rural in the South Frontenac Township Official Plan. It is zoned Rural Zone (RU) in Zoning By-law No. 2003-75, as amended.

The subject property has approximately 65.9 metres frontage along Harrowsmith Road and approximately 142 metres frontage along Alton Road West. The area with access along Harrowsmith Road is developed with a house, accessory structures, and driveway. In the middle of the property are agricultural fields and naturalized areas consisting of trees and grasslands with a hydro corridor. Along Alton West Road is a treed area and the beginning of the hydro corridor. The entire property is approximately 77 acres (31.1 hectares) in area.

The subject property currently exceeds the Rural Zone lot size requirement of 2 acres (0.8 hectares) and the lot frontage requirement of 76 metres along Alton Road West only.

Proposal

Application PL-BDJ-2025-0114 is proposing to create 1 new residential lot that is approximately 9 acres in area with approximately 115 metres of frontage on Alton Road West.

Application PL-BDJ-2025-0115 is for a lot addition of approximately 60 acres with approximately 27 metres of frontage on Alton Road West to be added to the vacant farm property to the west, as identified on the map in the report agenda package , increasing the size of the property to approximately 123 acres.

The retained lands would maintain 65.9 metres frontage along Harrowsmith Road and would be 8 acres. They would contain the house and accessory structures. Application PL-

ZNA-2025-0116 is for a minor variance to allow the retained lands to have less than 76 metres of frontage.

Related Applications

The lands are not subject to any additional applications under the Planning Act at this time.

Department and Agency Comments

Cataraqui Region Conservation Authority

Cataraqui Region Conservation participated in a pre-application meeting and was officially circulated the application. Formal comments were not received before this report was finalized.

Public Services

Public Services advised that they have no objections. The severed and retained parcels have adequate entrance sight lines. An entrance permit needs to be pursued for the lot to be created along Alton Road West through application PL-BDJ-2025-0114. The need for road allowance widening along Alton Road West should be confirmed by a Ontario Land Surveyor as a condition of approval.

Public Comments

No public comments were received at the time of writing this report.

Planning Analysis

The consent applications need to be assessed against the applicable policies of the Provincial Planning Statement 2024 (PPS), Township of South Frontenac Official Plan (2003), as well as the provisions of Zoning By-law No. 2003-75, as amended. The minor variance application needs to be assessed against the four tests of a minor variance outlined in Section 45(1) of the Planning Act.

<u>Minimum Distance Separation for Livestock Facilities</u>

In conformity with the PPS, the Township Official Plan requires all division of land for non-farm uses to comply with the Minimum Distance Separation Formulae I (MDS I) (section 7.1(l)). The Township Zoning By-law also requires residential development to comply with MDS I.

The subject lands are in a rural and agricultural area where there are existing livestock facilities. Staff evaluated two livestock facilities against The Minimum Distance Separation (MDS) Document (OMAFRA Publication 853). MDS I setbacks were calculated for barns at 3833 Alton Road West (115 metres) and at 3861 Alton Road West (217 metres). It was determined that the proposed new lot would conform to the applicable minimum distance separation policies because it would have a minimum 0.5 hectare, viable development envelope area beyond the required MDS I setbacks.

Rural Residential Uses

The Provincial Planning Statement (2024) allows residential lot creation on Rural lands where site conditions are suitable for the provision of appropriate sewage and water services. The County Official Plan and the Township Official Plan also permit residential development in the Rural designation. Limited non-agricultural residential development may be permitted within the Rural area so as to provide a variety of living accommodation for the residents of the Township. The type and amount of development on rural lands must maintain the rural character, natural heritage and cultural landscape in the Township.

Section 5.7.4 of the Official Plan indicates that a maximum of three rural residential lots may be created by consent from a landholding provided that the new lots meet the General Consent Policies, as well as all other applicable policies. The subject property is eligible for a severance under Section 5.7.4 because there have been only 2 previous severances from the subject property since the adoption of the Official Plan.

Section 5.7.4 requires the frontage, size and shape of any lot created for rural residential purposes through the severance approval process to be appropriate for the proposed use and to conform to the provisions of the zoning by-law. The proposed new lot would exceed the size and frontage requirements of the Rural designation and the Rural Zone.

Rural development must be serviced by private water and sewage systems. The Township typically requires the ability to be serviced by a private well to be demonstrated as a condition of consent approval. Sewage system requirements would be addressed at the building permit application stage.

Lot Addition

Section 7.1 of the Township Official Plan contemplates lot additions for convenience and technical reasons.

The proposed 60 acre lot addition would remove a portion of trees, naturally vegetated area, and agricultural fields from 3590 Harrowsmith Road. The benefitting lands to the west along Alton Road (Roll # 102908002004001) consists of naturally vegetated areas and agricultural fields and would increase in size to approximately 123 acres.

Retained Lands

The retained parcel, at 8 acres, will exceed the minimum 2 acre lot size required for a rural residential lot. The retained parcel would be left with the existing 65.9 metres frontage on Harrowsmith Road. This frontage would be less than the minimum 76 metres lot frontage required in the Rural designation and the RU zone. The minor variance application requests a 65.9 metre frontage for the retained parcel.

Section 5.7.4(ii)(a) of the Official Plan allows the municipality to consider reductions to this requirement provided the overall intent of the Official Plan is maintained. For the given situation,

The proposed reduced frontage would not impact the retained lot’s ability to function and would be recognizing the existing situation. The retained land is already developed with an existing dwelling and road access and have been functioning as the primary frontage on the

subject property for many years and is not subject to change. In addition, the frontage is similar to the frontages of other lots of record on this section of Harrowsmith Road (they range from 50 to 70 metres).

Conclusion

The consent applications meet the criteria outlined in section 51(24) of the Planning Act, do not require a plan of subdivision for the proper and orderly development of the municipality, are consistent with the PPS, and conform to the County and Township Official Plans. The retained parcel will comply with the Zoning By-law subject to the requested minor variance for lot frontage.

It is the opinion of Planning staff that the proposed 65.9 metre lot frontage of the retained parcel meets the four tests for a minor variance – the variance maintains the general intent and purpose of the Official Plan and Zoning By-law, it is desirable for the appropriate development of the lands, and it is minor in nature.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 14 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies
- by posting notice on the Township website.

Recommendations

Consent PL-BDJ-2025-0114

It is recommended that application PL-BDJ-2025-0114 for the creation one new residential lot along Alton Road West be approved subject to the following conditions.

Expiry Period

1. Conditions imposed must be met within two years of the date of Notice of Decision, as required by Section 53(41) of the *Planning Act*, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for two years from the date of Certificate of Official issuance. The deed must be registered within two years of the issuance of the Certificate of Official.

Severed Lands

2. The land to be severed shall be for the creation of one new residential lot each that is a minimum 9 acres (3.6 ha) in area with a minimum 115 metres of frontage on Alton Road West. The lot area, frontage and configuration of the proposed severed

lots shall be consistent with the sketch submitted by the applicant attached to the decision as a schedule.

Survey/Reference Plan or Registerable Description

3. An acceptable reference plan or legal description of the severed lands in duplicate [*Registry Act*, s.81, *Land Titles Act*, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [*Planning Act*, s. 53(41)] after the date that "Notice of Decision" is given [*Planning Act*, ss. 53(17) and 53(24)].
4. The Ontario Land Surveyor or applicant shall submit the draft Reference Plan, including area calculations and noting frontages along the road, electronically or in paper form for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

Road Allowance Widening

5. The Ontario Land Surveyor who prepares the reference plan referred to in Condition #3 and #4 shall also determine by survey the width of Alton Road West to be 20m. If such a width is less than 20m, the owner shall dedicate to the Township land along the frontage of the severed lands in the following manner as required:

    a. The land to be dedicated shall be the width required to provide 10m from the centre of the existing travelled road for Alton Road West;

    b. The land to be dedicated shall be described as a separate part on a Reference Plan of Survey to be prepared and deposited at the Owner’s expense and filed with the Secretary-Treasurer prior to the issuance of the Certificate of Official;

    c. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the of “The Corporation of the Township of South Frontenac”, and shall include the following attached to the Transfer/Deed as a Schedule:

    The Transferor hereby transfers the lands to the municipality for the purpose of widening the adjacent highway pursuant to Section 31(6) of the Municipal Act, 2001, Chapter 25, as amended.

d. The Transfer/Deed for the land to be dedicated shall be registered by the Owner at the Owner's expense;

e. The duplicate registered Transfer/Deed for the land to be dedicated together with a letter of opinion of a solicitor qualified to practice law in the Province of Ontario addressed to the Secretary-Treasurer confirming that the municipality acquired good and marketable title to the land free and clear of all liens and encumbrances shall be delivered to the Secretary-Treasurer prior to the issuance of the Certificate of Official.

Municipal Requirements

6. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the issuance of the Certificate of Official.

7. The Township of South Frontenac shall receive 5% of the value of the severed parcel, in lieu of parkland [*Planning Act*, s. 51(1)].

8. The Owner shall submit a well driller's report demonstrating a potable water pumping capacity of 3.5 gallons per minute sustained over a 6-hour pump test for the severed parcel.

9. In the event that there are abandoned wells located on the severed parcel or the retained property, the wells shall be sealed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks and that this work shall be accomplished prior to the issuance of the Certificate of Official.

Zoning

10. The applicant is required to apply for a minor variance to permit the retained parcel to have a minimum of 65.9 metres of lot frontage.

11. Where a violation of Zoning By-law No. 2003-75 is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Consent PL-BDJ-2025-0115

It is recommended that application PL-BDJ-2025-0115 for a lot addition from 3590 Harrowsmith Road to unaddressed Land on Alton Road West, (Concession 5, Part Lot 4 on Registered Plan 13R14276 Parts 2 to 5, Part 1, Roll Number 102908002004001) be approved subject to the following conditions:

Expiry Period

1. Conditions imposed must be met within two years of the date of Notice of Decision, as required by Section 53(41) of the *Planning Act*, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be

deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for two years from the date of Certificate of Official issuance. The deed must be registered within two years of the issuance of the Certificate of Official.

Severed Lands

2. The land to be severed shall be for a lot addition with an area of approximately 60 acres and 27m of frontage on Alton Road West to be conveyed only to the adjacent lands known as unaddressed Land on Alton Road West, (Concession 5, Part Lot 4 on Registered Plan 13R14276 Parts 2 to 5, Part 1, Roll Number 102908002004001, PIN 361410437) and any subsequent transfer, charge or other conveyance of the lands to be severed is subject to Section 50(3) of the *Planning Act*. Neither the lands to be severed nor the adjacent lands are to be reconveyed without the other parcel unless a further consent is obtained. The owner shall cause the lands to be severed to be consolidated on title with the adjacent lands and for this condition to be entered into the parcel register as a restriction.

3. The lawyer for the applicant shall submit a Solicitors Personal Undertaking to provide a registered Application Consolidation Parcels within six (6) months of the Certificate of Official being signed by the Township of South Frontenac.

Survey/Reference Plan or Registerable Description

4. An acceptable reference plan or legal description of the severed lands in duplicate [Registry Act, s.81, Land Titles Act, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [Planning Act, s. 53(41)] after the date that "Notice of Decision" is given [Planning Act, ss. 53(17) and 53(24)].

5. The Ontario Land Surveyor or applicant shall submit the draft Reference Plan, including an area calculation and noting frontage along the road, electronically or in paper form for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

Municipal Requirements

6. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the issuance of the Certificate of Official.

7. The Township shall receive $100.00 as cash-in-lieu of parkland for the lot addition [*Planning Act*, s. 51(1), By-law 2023-104].

8. In the event that there are abandoned wells located on the severed parcel or the retained property, the wells shall be sealed in accordance with the requirements

of the Ministry of the Environment, Conservation and Parks and that this work shall be accomplished prior to the issuance of the Certificate of Official.

Zoning

9. Where a violation of Zoning By-law No. 2003-75, as amended, is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Minor Variance PL-ZNA-2025-0116

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve minor variance application PL-ZNA-2025-0116, such that the retained parcel from Consent Applications PL-BDJ-2025-0114 and PL-BDJ-2025-0115 is permitted to have a minimum 65.9 metres of lot frontage along Harrowsmith Road.

Report Prepared By:
Colin Herrewynen, RPP, MCIP, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning

SOUTH FRONTENAC

TOWNSHIP OF SOUTH FRONTENAC
APPLICATION FOR MINOR VARIANCE
OR PERMISSION (s. 45(2))
Updated January 2025

The Committee of Adjustment is a Committee of eight persons appointed by Township Council. The Committee is formed under Section 45 of the *Planning Act* R.S.O. 1990, Chapter P.13, to authorize a minor variance from a zoning by-law or permission under s. 45(2) to alter a legal non-conforming use.

The Committee may vary Zoning By-law provisions provided the Committee is of the opinion that the variance:

- Is desirable for the appropriate development or use of the land, building or structure
- Maintains the general intent and purpose of the Official Plan.
- Maintains the general intent and purpose of the Zoning By-law.
- Is minor in nature

The Committee may grant permission to enlarge or extend a structure or alter the use of the lands where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the by-law.

Application Requirements

1. It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the **sketch,** accompanied by a **non-refundable fee** in accordance with the chart below in cash, or by debit card, credit card or cheque made payable to the Township of South Frontenac.

Application Type:	**Planning Application Fee:**
1-3 Variances	$1,249.00
4+ Variances	$1,468.00
After building without a permit	$2,241.00

2. It is required that a Fee be provided for the Township to review onsite sewage disposal and Conservation Authority (where applicable) when submitting an application (Separate **cheques**, payable to the applicable Conservation Authority, are to be submitted with the application).

Township of South Frontenac *Minor Variance Only* *Minor Variance WITH Performance Review* *Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A system*	$463.00 $720.00 $1,183.00
Cataraqui Region Conservation Authority	$445.00
Quinte Conservation Authority	$450.00
Rideau Valley Conservation Authority	$410.00

Please Note: These fees are for **consultation** on this application only; these agencies may require additional permit applications and fees prior to any construction.

3. **PLEASE READ THIS ITEM CAREFULLY**

Each applicant shall provide a sketch showing the dimensions of the subject land and of all abutting lands as outlined in Question 29 of the application. The sketch should be accurately dimensioned and scaled in either Imperial or Metric measures. This sketch, in conjunction with the Application Form, is the basis for the analysis of the Minor Variance Application by the Committee of Adjustment. It is strongly recommended that the applicant spend the necessary time to carefully and thoroughly assemble the data and transfer the data to the sketch. It is important that the sketch be drawn with accurate dimensions and measurements. Any application which does not include the above required information may not be accepted. In this regard, the applicant may wish to secure the assistance of a person who specializes in the drafting of such sketches. A guide to answering the application questions is attached.

4. **Collection of Personal Information**

Personal information requested herein is required under the *Planning Act*, 1990 as amended. This information will be used by the Committee of Adjustment/Land Division Committee for the purpose of reviewing the above referenced application, and may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 376-3027 ext.2224).

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

Date Received: October 17, 2025 File No: PL-ZNA-2025-0104

Pre-Consultation for this application ☑ Yes ☐ No

Planner: Noah Perron Date of pre-consultation: _____

1. Name of Owner(s): 283364 ONTARIO LIMITED Doug Belsey

Full Mailing Address of Owner(s): 3239 Old Norwood Rd.

Otonabee K9J 0G6

Phone number of Owner(s): [redacted]

Email Address of Owner(s): [redacted]

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, must accompany the application.

Name of Authorized Agent: _____

Full Mailing Address of Authorized Agent: _____

_____

Phone number of Authorized Agent: _____

Email Address of Authorized Agent: _____

Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application for Minor Variance.

_____
Signature(s) of Owner(s)

3. The description of the subject land:

? District: ☑ Bedford ☐ Portland ☐ Loughborough ☐ Storrington

Concession Number: _____ Lot Number: 198 A

Street Number: 198 A Name of Road/Street: Brooks Lane

? Reference Plan Number: 13R14218 ? Part Number(s): 6

? Roll Number: 1029 010040105 00

4. The frontage(s), depth and area of the subject land.

Frontage (on water): 200' Frontage (on road/lane): 0

Depth: _____ Area: .88 acres

5. The current zoning of the subject land:

RLSW

6. The nature and extent of the relief from the Zoning By-law:

Bunkie structure would be 25 m from high water mark

7. The reason why the proposed use cannot comply with the provisions of the Zoning By-law:

very steep hill all across back of property

8. Does the subject property front on a municipally maintained road? ☐ Yes ☑ No

OR a privately maintained road? ☑ Yes ☐ No

Name of Road/Lane:

Brooks Lane

9. **If access to the subject property is by water only**, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

? 10. What are the existing uses of the subject land?

residential

11. Please indicate whether there are any **EXISTING** buildings or structures on the subject land. (I.e. residence, garage, shed, etc.)

☑ Yes ☐ No

12. If the answer to item 11 is yes, **for EACH building or structure** indicate:

Type of Structure (E.g. residence)	**(1)** h. cottage	**(2)** shed	**(3)**	**(4)**
Setback from Front Lot Line	40'	92'		
Setback from Rear Lot Line	144'	100'		
Setback from Side Lot Line	40' from west	65' from west		
Height of Building (Also indicate if it is one story or two story)	2 storey	1 storey		
Dimensions of Floor Area	16x40	10x16		
Setback from High Water Mark (If applicable)	40'	92'		

13. The proposed uses of the subject land:

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14. Are any building(s) or structure(s), or additions to existing building(s) or structure(s), **PROPOSED** to be built on the subject land?

☑ Yes ☑ No

15. If the answer to item 14 is yes, for each proposed addition, building or structure indicate:

Type of Structure (E.g. residence)	**(1)** Bunkie	**(2)**	**(3)**	**(4)**
Setback from Front Lot Line	80'			
Setback from Rear Lot Line	100'			
Setback from Side Lot Line	12' from west			
Height of Building (Also indicate if it is one story or two story)	1 storey			
Outside Dimensions of Building/Structure	16 x 18			
Setback from High Water Mark (If applicable)	80'			

NOTES: 1) If the subject property is on waterfront, and on a private lane, the setback from the front lot line and the setback from the high water mark will be the same.
2) The dimensions required in this question relate to the **NEW CONSTRUCTION ONLY**, and **NOT** to the total size of the completed building.

16. Do your plans include any **DEMOLITION** of existing structures? ☐ Yes ☑ No

If yes, please provide details:

_____

17. Do your plans include the **RAISING** of an existing structure? ☐ Yes ☑ No

If yes, please provide details:

18. What are the uses of the proposed development?

(a)	Increase in number of bedrooms	☐ Yes	☑ No
(b)	Increase in plumbing fixtures	☐ Yes	☑ No
(c)	Increase in living space	☑ Yes	☐ No
(d)	Will the addition or structure encroach on the existing septic system?	☐ Yes	☑ No

19. The date the subject land was acquired by the current owner:

20. The date the existing buildings and structures were constructed on the subject lands:

21. The length of time that the existing uses of the subject land have continued:

22. Indicate whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake, or other water body, or other means:

private well

23. Indicate whether sewage disposal is provided to the subject land by a publicly owned and operated sewage system, a privately owned and operated individual or communal septic system, a privy, or other means:

private septic

24. Is storm drainage provided by sewers, ditches, swales or by other means?

natural slope of land

25. Please indicate whether the subject land is subject of an application under the Planning Act for approval of a Plan of Subdivision or Consent.

☐ Yes ☑ No

26. If the answer to question 25 is yes, please give the file number of the application and the status of the application.

---

27. If known, please indicate whether the subject land has ever been the subject of an application under Section 43 of the Planning Act (Minor Variance).

☐ Yes ☑ No

28. If the answer to item 27 is yes, please give the file number of the application and the status of the application.

---

29. A **SKETCH** must be submitted showing the following:

i) THE SKETCH **MUST** HAVE A NORTH ARROW AT THE TOP OF THE PAGE.

ii) The boundaries and dimensions of the subject land including the location of any existing and proposed buildings.

iii) The location of a reference point……i.e. distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.

iv) The location of all abutting (neighbours') lands.

v) The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, barns, wetlands, wooded areas, wells and septic tanks. Show distance of these features from the applicant's property lines.

****Note:** ** The distances to on-site and abutting owners' wells, septic fields and barns, from the property to be varied, **IS REQUIRED** to be shown. The **SKETCH** is of significant importance and should be prepared as carefully, neatly and accurately as possible.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

AGREEMENT TO INDEMNIFY

Attached to this application is a cheque payable to the Township of South Frontenac representing payment of the application fee.

The Owner/Applicant/Agent agrees that the information recorded in this Minor Variance Application Form is accurate. The Owner/Applicant/Agent agrees that representatives of the Township and, where applicable, the appropriate Conservation Authority, may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

The Owner/Applicant/Agent agrees to reimburse and indemnify the municipality for all fees and expenses incurred by the municipality to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the municipality may, from time to time charge any fees and expenses incurred by the municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days,

The Owner/Applicant/Agent further agrees that, until such requests have been complied with, the municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application:

DATED AT THE TOWNSHIP OF SOUTH FRONTENAC

THIS 17th DAY OF October, 20 25

I, Doug Belsey OF South Frontenac
solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

[redacted]
Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

DECLARED before me at the TOWNSHIP OF SOUTH FRONTENAC (IN THE COUNTY OF FRONTENAC)

THIS 17th DAY OF October, 20 25

Kamila Seitkhanova
A Commissioner, etc.

Kamila Seitkhanova, a Commissioner, etc.,
Province of Ontario, for the Corporation of
the Township of South Frontenac.
Expires August 14, 2027.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

A Guide to Completing the Minor Variance Form

1) The names of **all** owners must appear in this section, even if they live in separate residences, and the address(es) should be the **full mailing address, complete with postal code**.

2) You may wish to appoint someone to act on your behalf during the variance process. If so, that person's name, address and phone number should appear here All owner's must sign the authorization.

3) Description of the Subject Land:
   a. District: The Districts are the same as the former Townships. If you are not sure, check the roll number (the long number beginning with 1029) on your tax bill. If the numbers are 010, 020 or 030, your district is Bedford; if the numbers are 040-050, your district is Loughborough; if the numbers are 060 or 070, your district is Storrington; and if the numbers are 080, your district is Portland.
   b. Concession and Lot Numbers: if you are not sure, check your tax bill
   c. Street Number: Your civic address – if a civic number has not been assigned, leave this space blank.
   d. Name of Road/Street: This question applies whether or not you are on a private lane or a public road.
   e. Reference Plan No: If your property has been surveyed, it will have a plan number, and one or more parts on that plan. If your property has not been surveyed, leave this space blank.
   f. Roll No: This is the number beginning with '1029' which appears on your tax bill. Please take time to look it up before submitting the application.

4) Frontage, depth, area, acres: All parts of this question must be completed.

5) Current zoning: You may not be aware of the zoning on your property and this can be determined when you come in for pre-consultation with planning staff.

6) Nature and Extent of Relief: This question is asking what you are asking to do that requires the variance – for example, it could be that you are asking to be 25 m rather than 30 m from the high water mark, or that you are asking to increase the height of a structure within 30 m of the high water mark, or that you are seeking a variance to construct an accessory building closer to the front lot line than the principal building.

7) Reason why you can't comply: In other words, why can you not meet the required setbacks. It could be, for example, because you are seeking a variance to add on to an existing structure that is already too close to the water, or that developing further from the water would be impossible because of a steep embankment.

8) Roads: Municipally maintained roads are looked after by the Township; private roads are lanes that residents maintain themselves (not private driveways, but lanes that provide access to your property and that are generally shared with others).

9) Parking and Docking: This question is only relevant is you can only access your property by water.

10) Existing Uses: e.g. residential, retail business, vacant recreational land

11) Buildings: If there are **ANY** buildings or structures on the property now, the answer to this question is "yes".

12) Description of buildings and structures: You must complete all sections of this question for each structure on your property. **If there is a deck on your dwelling, please describe it separately from the residence.**

13) Proposed Uses: Generally, the answer to this question will be the same as the answer to #10, but if, for example, the land is currently vacant, and you are planning to construct a dwelling, then the use to be described in section 10 would be "vacant recreational land", and the use described in section 13 would be "residential"

14) Proposed structures: If you are planning to build **ANYTHING** on the property, the answer to this question is "yes" – This includes additions, decks, garages, septic systems.

15) Description of new construction: **ALL** proposed new development must be described here. If you are proposing to construct an addition to a dwelling, and to add a deck, please show this information in separate columns.

16) **Demolition: All demolition requires a permit from the building department.** In some instances, a proposed addition or increase in height cannot be accomplished without the removal of existing walls. If this is not made clear to the Committee at the beginning of the process, you may find that, although you are granted permission to add on to your residence, you can't actually do it because you have not made it clear that there is demolition involved.

17)Raising of Structure: In other words, are you proposing to raise the building in order to construct a basement under it.

18)Uses of Development: Please answer each part of this question. An increase in living space would include anything with walls – e.g. a screened porch would involve an increase in living space.

19)Date land acquired: When did you take possession of the property?

20)Date of existing buildings: If you are not sure, provide your best estimate.

21) Length of existing uses: For example, has the land been used for residential purposes for 30 years, or 18 months?

22) Water supply: in most cases the answer will be private well, but some waterfront properties take their water from a lake.

23) Septic: in most cases the answer will be private sewage system, but there may be some privies.

24) Drainage: Are there specific ditches that have been constructed to deal with drainage; is there natural drainage, etc.?

25) Application for consent: Is there currently an application for consent (severance) being proposed for the property?

26) If yes: If there is a current application for severance or subdivision on the property, please indicate the file number. (Staff can help provide this information)

27) Minor variance: Has there ever been a minor variance granted on the property? If you are long-time owner of the property, you will probably be aware of any other special permission granted for a variance to the zoning by-law. If you are a new owner, the seller will probably have made you aware of this.

28) If yes: If there has been a previous variance granted on the property, please indicate the application number if known, and what the details of the variance were.

29) **SKETCH: We cannot stress enough the importance of a detailed, accurate, and complete sketch. You do not necessarily need to contract with a professional to draw the sketch, but sketches that are not drawn to scale, do not show dimensions and distances, or are not drawn neatly (PLEASE USE A RULER), will not be accepted.**

30) **Agreement to Indemnify**: Must be signed in front of a commissioner of oaths – you may have this done before submitting the application, or sign the application in front of staff who can sign as commissioners. All owners must sign the application, or it can be signed by an agent if one has been appointed.



SOUTH FRONTENAC

PL-ZNA-2025-0104

(BELSEY)
198A BROOKS LANE

Legend

- Subject Lands
- Provincially Significant Wetland
- Wetland
- Wooded Area
- Lake Trout Lake - At Capacity
- Lake Trout Lake - Not at Capacity
- Non-Lake Trout Lake - At Capacity
- Waterbody
- Township Boundary
- Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025.

While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:750

0 5 10 20 m

UTM Zone 18 NAD 83

Date: 2025-10-22

Property line

Property line

Proposed New Build

18

12

16

20'

Set

37

30

36

40

STORAGE SHED

16

10

41

Well

Driveway

200'

40'

Existing cottage

16'

9'

Existing Deck

12

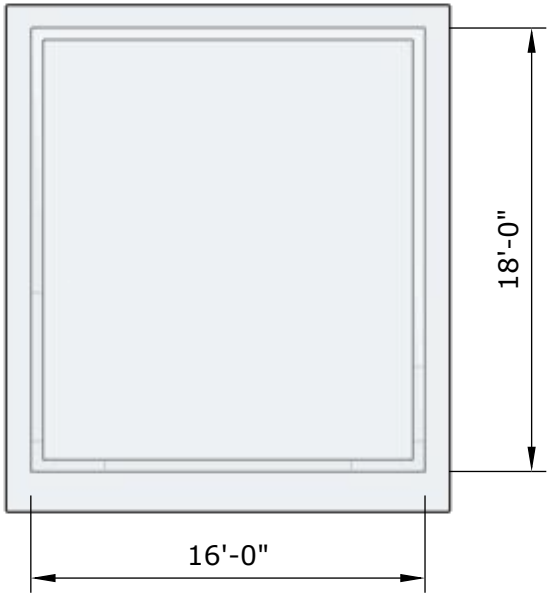
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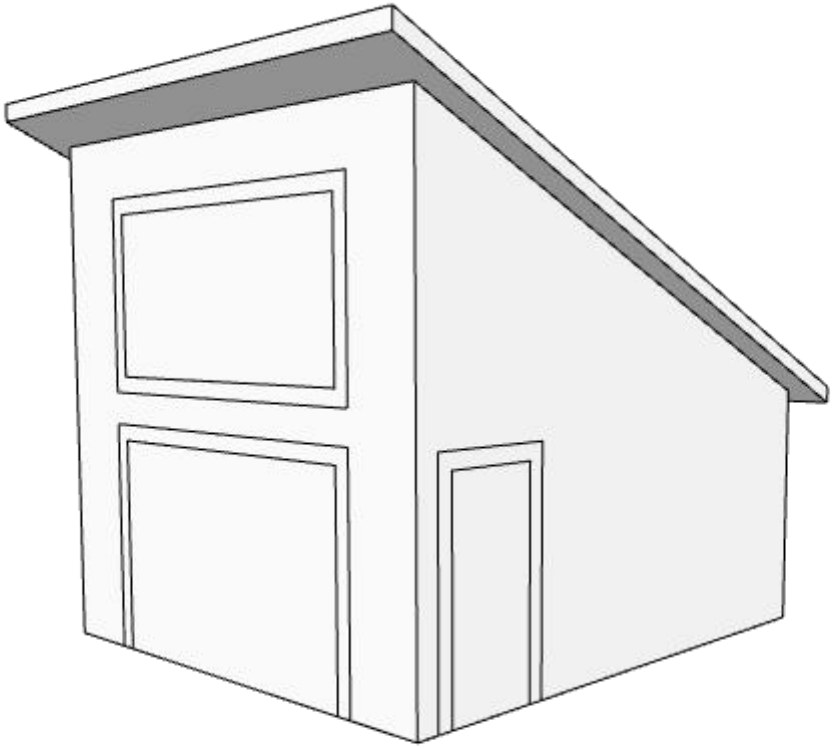
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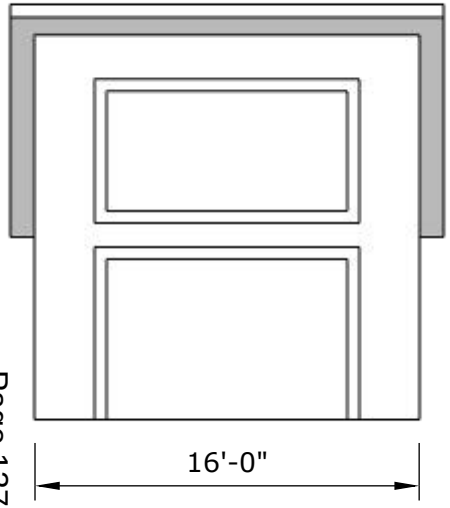
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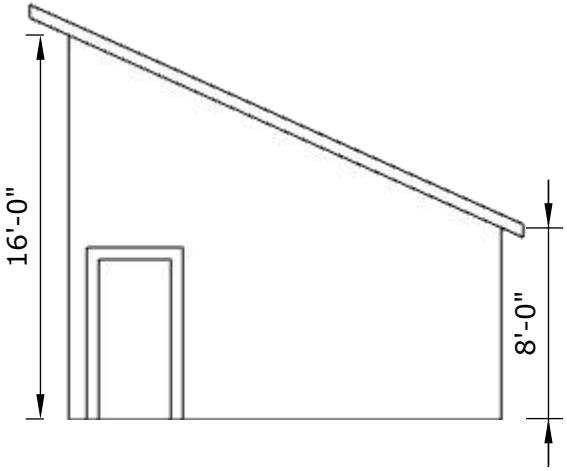
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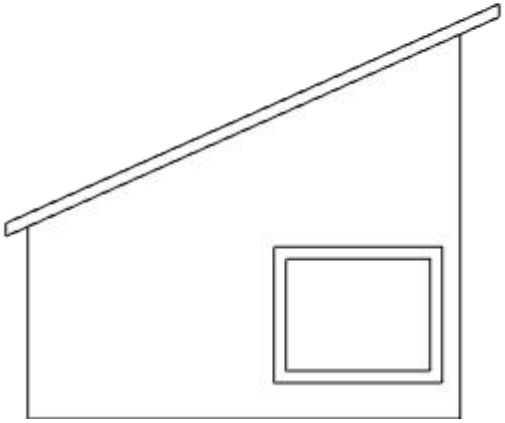
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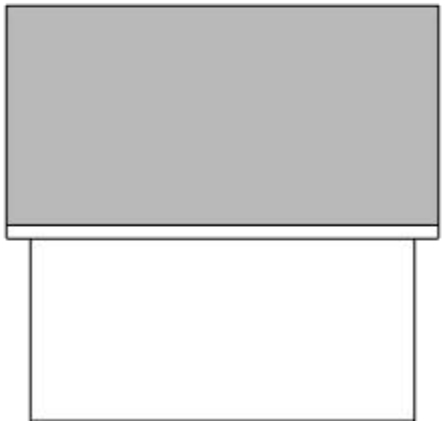

18'-0"
16'-0"




16'-0"


16'-0"
8'-0"





Quinte CONSERVATION

2061 OLD HIGHWAY 2, RR#2, BELLEVILLE, ON, K8N 4Z2
PHONE: (613) 968-3434 • **FAX:** (613) 968-8240
www.quinteconservation.ca

QUINTE CONSERVATION - PLANNING ACT REVIEW

QC File No. PL0256-2025

Municipality:	**Township of South Frontenac**		
Landowner:	**2833646 Ontario Limited (Doug Belsey)**		
Location:	**198 A Brooks Lane**	**Part Lot 5, Concession 2**	**Bedford**
Roll #:	**1029010040105000000**		
Application Description:	**Minor Variance Application File No. PL-ZNA-2025-0104**	**Requesting relief from Section 10.3.2 of Township of South Frontenac Zoning By-law No. 2003-75 to allow for a 228 square foot sleeping cabin to be setback 24.4 metres (80 feet) from the high-water mark of Thirty Island Lake, whereas a minimum 30 metres (98.4 feet) is required.**	
Regulated Feature:	**Thirty Island Lake**		

Comments:

Natural Hazard policies of the Provincial Planning Statement and Quinte Conservation Planning Act Review policy

Conservation Authorities have Provincially delegated responsibilities to represent Provincial interests regarding natural hazards under Section 5.2 of the Provincial Planning Statement (PPS) (2024). Natural hazards include areas subject to flooding, prone to erosion, dynamic beaches, and unstable bedrock. Generally, the policies of the PPS direct development to areas outside of hazard lands. The sleeping cabin is located above and beyond the 1:100-year flood plain of Thirty Island Lake, therefore staff are satisfied that the application as presented is consistent with Section 5.2 of the PPS.

Ontario Regulation #41/24 (Regulation of Prohibited Activities, Exemptions and Permits)

The subject lands lie within the regulated area of Thirty Island Lake (by virtue of Ontario Regulation #41/24 – Regulation of Prohibited Activities, Exemptions and Permits). As 1:100 year flood plain mapping is available for Thirty Island Lake, a 15 metre setback from the flood plain would apply to new development activity, in accordance with Section 4.12 of the *Quinte Conservation Policy Manual to Implement the CA Act and O. Reg. 41/24* (dated May 2025). As the sleeping cabin location exceeds the 15-metre setback allowance from the 1:100-year flood plain of the lake, the minor variance application is consistent with Quinte Conservation policy. As a result, staff have no concerns with the proposed minor variance.

Quinte Conservation Permit No. REG0062-2025 has already been issued to the landowner for the 16 foot by 18 foot sleeping cabin, subject to the minor variance. Note, the landowners will require a permit prior to any *future* development activity (including construction /site grading /filling /excavation /site grading /change of use), if proposed within 30 metres of the 1:100-year flood plain of Thirty Island Lake.

Quinte Region Source Protection Plan

Quinte Conservation provides Risk Management services as prescribed by the *Clean Water Act*, 2006 on behalf of member municipalities. Part of this is reviewing building and planning applications to ensure no new significant drinking water threats as outlined in the Quinte Region Source Protection Plan are created.

Policies for significant threats in the Quinte Region Source Protection Plan are not applicable as the subject property lies outside of an intake protection zone or wellhead protection area for a municipal drinking water system. As such no Section 59 Clearance Notice is required.

	Other Potential Township Studies As per Sections 21.1.1 and 21.1.2 of Ontario Regulation 596/22 (amendments made under the Conservation Authorities Act) as a result of the More Homes Built Faster Act, 2022, conservation authorities are no longer able to review or provide comment on Natural Heritage and Hydrogeology, nor is this office able to peer-review technical reports related to these matters. If the Township requests a hydrogeological assessment or Environmental Impact Study (EIS) it should be peer-reviewed by a qualified consultant.
Final Comments:	Quinte Conservation has no objection to the minor variance application as presented. A permit has already been issued by Quinte Conservation for the 16 foot by 18 foot sleeping cabin. Staff request that a copy of the decision on the application be forwarded to this office, when available.

Sam Carney
Planning Technician

November 20, 2025
Date

And:
Catherine Sinclair,
Regulations Officer

Protecting the places you cherish

Township of South Frontenac

Staff Report

To: **Committee of Adjustment**

From: **Development Services Department**

Date of Meeting: **December 11, 2025**

Subject: **Minor Variance Application PL-ZNA-2025-0104, Belsey, 198A Brooks Lane, Bedford District**

Summary

This report recommends that the Committee of Adjustment grant approval of the subject application for zoning relief for a sleeping cabin, subject to conditions, as this application meets the four tests of a minor variance outlined in section 45(1) of the Planning Act.

Background

The Township Official Plan designates the subject property as Rural. Zoning By-law No. 2003-75, as amended, zones the property as Limited Service Residential – Waterfront (RLSW).

The subject property is 0.88 acres in area with waterfrontage on Thirty Island Lake. The property is accessed from a driveway off Brooks Lane. The driveway cuts through three neighbouring properties and enters the subject property through its eastern side lot line. Existing development includes a cottage with attached deck and two detached storage buildings. The land slopes downwards significantly from the rear lot line to roughly the middle of the property. The area between the base of the slope and the lake is relatively flat and contains all existing development. Most of the property is well vegetated, except for the area in and around the existing buildings and structures.

A sleeping cabin was partially built on the subject property without receiving the necessary approvals. The property owner has submitted a building permit application for the sleeping cabin. A minor variance to allow a reduced highwater mark and front yard setback is necessary before a permit can be issued.

Proposal

The applicant has requested a minor variance from section 5.8.2(a) and section 10.3.2 of Zoning By-law 2003-75, as amended, to allow a 26.7 square metre (288 square foot) sleeping cabin to be setback 24.4 metres (80 feet) from the highwater mark of Thirty Island Lake. A minor variance from section 10.3.2 has also been requested to permit the sleeping cabin to establish a 24.4 metre (80 foot) front yard. These sections of the zoning by-law require the sleeping cabin to be setback a minimum of 30 metres from the highwater mark and front lot line.

Related Applications

The lands are not subject to any additional applications under the Planning Act.

Department and Agency Comments

Quinte Conservation said they have no objection to the application. Their Staff noted that a development permit from their office has already been issued for the sleeping cabin.

Public Comments

The Township did not receive any public comments at the time staff prepared this report.

Planning Analysis

The proposal needs to be assessed against the four tests of a minor variance outlined in Section 45(1) of the Planning Act. It is the opinion of Planning staff that the proposal meets the four tests as explained below.

Does the variance maintain the general intent and purpose of the Official Plan?

The variance would permit a sleeping cabin on lands designated Rural on Schedule A of the Official Plan. The type and amount of development on rural lands must maintain the rural character, natural heritage and cultural landscape in the Township. The sleeping cabin is accessory to the permitted residential use of the property.

Section 5.2.7 of the Official Plan requires buildings and structures to be setback a minimum of 30 metres from the highwater mark of waterbody. The purpose is to minimize environmental and visual impacts by reducing phosphorus inputs, preventing erosion and by maintaining a natural appearance of the shoreline. The existing cottage is setback approximately 12.2 metres from the highwater mark of Thirty Island Lake, with the attached deck being setback approximately 8.5 metres. In comparison, the proposed sleeping cabin would be setback 24.4 metres from the highwater mark.

The opportunity to locate a building which meets the 30 metre setback is limited by the upward slope occupying the property's rear half. The area between the bottom of the slope and the lake is comparatively flat and is better suited to accommodate development. The sleeping cabin would be in this flatter area, to the northwest of the cottage and at the bottom of the slope. To provide a greater setback from the highwater mark, the sleeping cabin would need to be located several metres into the slope, which would require considerable site alteration to accommodate. Reducing the amount of site alteration within this area will ensure that the slope remains stable into the future. Therefore, it is the opinion of staff that the proposed highwater mark setback has been maximized to the extent possible.

The proposed variances maintain the intent and purpose of the Official Plan, specifically the policies related to development adjacent to environmentally sensitive areas.

Does the variance maintain the general intent and purpose of the Zoning By-law?

A property in the RLSW zone with an existing principal building (e.g. cottage) is permitted to have one accessory sleeping cabin. The Zoning By-law describes a sleeping cabin as being a single storey, detached building with a maximum footprint of 27.9 square metres (300 square feet) designed as a sleeping accommodation only, to permit the better or more convenient enjoyment of the principal building. The proposed sleeping cabin would meet these specifications.

The General Provisions and the RLSW zone require a 30 metre setback from the highwater mark of a waterbody. As previously discussed, the highwater mark setback has been maximized when considering the existing constraints.

The RLSW zone requires a 30 metre setback from the front lot line of a property. In the case of the subject property, the lot line between waterbody and the lot is considered the front lot line. The front lot line setback and highwater mark setback are the same (24.4 metres). The sleeping cabin's location to the rear of the cottage and existing shoreline vegetation would mitigate against any potential impacts on Thirty Island Lake.

The proposed sleeping cabin would comply with all remaining zoning requirements, including setbacks from lot lines, maximum building height and maximum permitted lot coverage for detached accessory structures.

The proposed variance maintains the general intent and purpose of the Zoning By-law.

Is the requested variance desirable for the appropriate development or use of the land, building or structure in question?

The proposed variances are desirable for the appropriate development or use of the land and the proposed building. In considering the location of the existing cottage and the physical limitations created by topography, the reduced setback to the highwater mark and front lot line are appropriate. Additionally, the proposed sleeping cabin would permit the better enjoyment of the existing cottage by providing an additional sleeping accommodation.

Is the variance minor?

The requested variance is minor as it maintains the general intent and purpose of the Official Plan and Zoning By-law. The variance is also desirable for the appropriate development or use of the land. There are no anticipated negative impacts on the surrounding area or lake because of the sleeping cabin.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 10 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands
- by posting the Township's public notices webpage
- by e-mail to prescribed persons and public bodies

Recommendation

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve application PL-ZNA-2025-0104 for minor variance(s) from Zoning By-law No. 2003-75, as amended, for 198A Brooks Lane to allow:

1. A sleeping cabin to establish a minimum 24.4 metre (80 foot) front yard, and to be setback a minimum 24.4 metres (80 feet) from the highwater mark of Thirty Island Lake.

Approval should be subject to the following conditions:

1. The proposed sleeping cabin design and size, and its location must be generally consistent with the submitted site plan and the Building Elevation and Floor Plans, which will be attached to the decision as a schedule.
2. At the building permit stage, the Owner is required to have the setback distances of the sleeping cabin to the highwater mark, front lot line and western side lot line confirmed to be compliant with Zoning By-law No. 2003-75, as amended, and with the minor variances granted by the Committee of Adjustment through the submission of a letter of verification by an Ontario Land Surveyor, to the satisfaction of the Township's Chief Building Official or their designate.

Report Prepared By:

Noah Perron, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning

Exhibit A

Photo 1 - Sleeping cabin location (looking north towards the upward slope)



Photo 2 – Sleeping cabin relative to existing cottage and Thirty Island Lake (Looking South)



Photo 3 – Sleeping Cabin (looking west)



Photo 4 – View from shoreline area (looking north)



TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

Date Received: 24 · Oct · 2025 File No: PL · ZNA · 2025 · 0113

Pre-Consultation for this application ☐ Yes ☐ No

Planner: _____ Date of pre-consultation: _____

1. Name of Owner(s): Gabriel Samoil and Daniela Samoil

Full Mailing Address of Owner(s): 4131 VALLEY WOODS Rd. Toronto ON M3A 2R4 and 4291 GENGE STREET VERONA ON K0H 2W0

Phone number of Owner(s): [redacted]

Email Address of Owner(s): [redacted]

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, must accompany the application.

Name of Authorized Agent: NA

Full Mailing Address of Authorized Agent: NA

Phone number of Authorized Agent: NA.

Email Address of Authorized Agent: NA.

Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application for Minor Variance.

NA.
Signature(s) of Owner(s)

3. The description of the subject land:

District: ☐ Bedford ☒ Portland ☐ Loughborough ☐ Storrington

Concession Number: 11 Lot Number: 9

Street Number: 4291 Name of Road/Street: GENGE ST.

Reference Plan Number: NA Part Number(s): _____

Roll Number: 080-090-16900-0000

4. The frontage(s), depth and area of the subject land.

Frontage (on water): 134 feets Frontage (on road/lane): 73 feets

Depth: 132 feets. Area: 11.088 sq feets

5. The current zoning of the subject land:

UR1

6. The nature and extent of the relief from the Zoning By-law:

Build a structure (joint to existing storadge sheds) within 30m of the high water mark and install a Bay Window.

7. The reason why the proposed use cannot comply with the provisions of the Zoning By-law:

The ~~st~~ existing structures are within 30m of the high water mark.

8. Does the subject property front on a municipally maintained road? ☒ Yes ☐ No

OR a privately maintained road? ☐ Yes ☐ No

Name of Road/Lane:

GENGE STREET.

9. **If access to the subject property is by water only**, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

NA.

10. What are the existing uses of the subject land?

Rezidential

11. Please indicate whether there are any **EXISTING** buildings or structures on the subject land. (I.e. residence, garage, shed, etc.)

☒ Yes ☐ No

12. If the answer to item 11 is yes, **for EACH building or structure** indicate:

Type of Structure (E.g. residence)	(1) HOUSE	(2) storage shed	(3) storage shed 2	(4)
Setback from Front Lot Line	12'	110.5 feets	107 feets	
Setback from Rear Lot Line	89'	11.5' feets	5' (feets)	
Setback from Side Lot Line	295'	5.5' feets	17' feets)	
Height of Building (Also indicate if it is one story or two story)	24' 2 story	9.75' feets	13,3' (feets)	
Dimensions of Floor Area	877.3 sq feets	80' sq feets.	249.75 sq feets	
Setback from High Water Mark (If applicable)	24'	70' feets	54' (feets).	

13. The proposed uses of the subject land:

residential.

14. Are any building(s) or structure(s), or additions to existing building(s) or structure(s), **PROPOSED** to be built on the subject land?

☒ Yes ☐ No

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

15. If the answer to item 14 is yes, for each proposed addition, building or structure indicate:

	(1)	(2)	(3)	(4)
Type of Structure (E.g. residence)	New Storage Shed (joining)	Bay window		
Setback from Front Lot Line	107 feet.	114 feet		
Setback from Rear Lot Line	5 feet.	10.8 feet		
Setback from Side Lot Line	5.5 feet.	29.5 feet.		
Height of Building (Also indicate if it is one story or two story)	13.3 feet.	6.25 feet.		
Outside Dimensions of Building/Structure	front wall 24 feet back side 24 feet. Right wall 17 feet left wall 13 feet.	3.83' x 1.83'		
Setback from High Water Mark (If applicable)	52 feet.	52 feet.		

NOTES: 1) If the subject property is on waterfront, and on a private lane, the setback from the front lot line and the setback from the high water mark will be the same.
2) The dimensions required in this question relate to the **NEW CONSTRUCTION ONLY**, and **NOT** to the total size of the completed building.

16. Do your plans include any **DEMOLITION** of existing structures? ☒ Yes ☐ No

If yes, please provide details:

demolishing half of small storage (right side); poured concrete to same level of storage 1; connecting left wall of big shed w/ Right wall of small shed; install door between the two.

I wanted to provide clarification regarding the plans and Section 15 notes:

- The dimensions requested in Section 15 apply only to the new construction, not the entire building.
- Our plan is to demolish half of the small shed and extend the front wall by 33 inches so it aligns with the large shed.

The new construction will include:

- Pouring a new concrete slab at the same level as the large shed, under the extended small shed.
- Extending the front exterior wall of the small shed by 33 inches.
- Demolishing half of the small shed's roof and joining it with the roof of the large shed.
- Removing the wall of the small shed where it connects with the large shed.
- Installing an access door between the two sheds.
- Retaining the existing small shed door and adding a new window as shown in the submitted drawings.

17. Do your plans include the **RAISING** of an existing structure? ☐ Yes ☒ No

If yes, please provide details:

18. What are the uses of the proposed development?

(a)	Increase in number of bedrooms	☐ Yes	☒ No
(b)	Increase in plumbing fixtures	☐ Yes	☒ No
(c)	Increase in living space	☐ Yes	☒ No
(d)	Will the addition or structure encroach on the existing septic system?	☐ Yes	☒ No

19. The date the subject land was acquired by the current owner:

September 2020

20. The date the existing buildings and structures were constructed on the subject lands:

between 1960 - 1970

21. The length of time that the existing uses of the subject land have continued:

sepkmber 2020 to now - august 2025.

22. Indicate whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake, or other water body, or other means:

privately well

23. Indicate whether sewage disposal is provided to the subject land by a publicly owned and operated sewage system, a privately owned and operated individual or communal septic system, a privy, or other means:

privately septic system.

24. Is storm drainage provided by sewers, ditches, swales or by other means?

No storm drainage

25. Please indicate whether the subject land is subject of an application under the Planning Act for approval of a Plan of Subdivision or Consent.

☐ Yes ☒ No

26. If the answer to question 25 is yes, please give the file number of the application and the status of the application.

N/A.

27. If known, please indicate whether the subject land has ever been the subject of an application under Section 43 of the Planning Act (Minor Variance).

☐ Yes ☒ No

28. If the answer to item 27 is yes, please give the file number of the application and the status of the application.

N/A.

29. A **SKETCH** must be submitted showing the following:

i) THE SKETCH **MUST** HAVE A NORTH ARROW AT THE TOP OF THE PAGE.

ii) The boundaries and dimensions of the subject land including the location of any existing and proposed buildings.

iii) The location of a reference point……i.e. distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.

iv) The location of all abutting (neighbours') lands.

v) The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, barns, wetlands, wooded areas, wells and septic tanks. Show distance of these features from the applicant's property lines.

****Note:** ** The distances to on-site and abutting owners' wells, septic fields and barns, from the property to be varied, **IS REQUIRED** to be shown. The **SKETCH** is of significant importance and should be prepared as carefully, neatly and accurately as possible.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

AGREEMENT TO INDEMNIFY

Attached to this application is a cheque payable to the Township of South Frontenac representing payment of the application fee.

The Owner/Applicant/Agent agrees that the information recorded in this Minor Variance Application Form is accurate. The Owner/Applicant/Agent agrees that representatives of the Township and, where applicable, the appropriate Conservation Authority, may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

The Owner/Applicant/Agent agrees to reimburse and indemnify the municipality for all fees and expenses incurred by the municipality to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the municipality may, from time to time charge any fees and expenses incurred by the municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days,

The Owner/Applicant/Agent further agrees that, until such requests have been complied with, the municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application:

DATED AT THE TOWNSHIP OF SOUTH FRONTENAC

THIS 8 DAY OF October, 20 25

I, GABRIEL SAMOIL OF TORONTO ON.
solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

[redacted]
Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

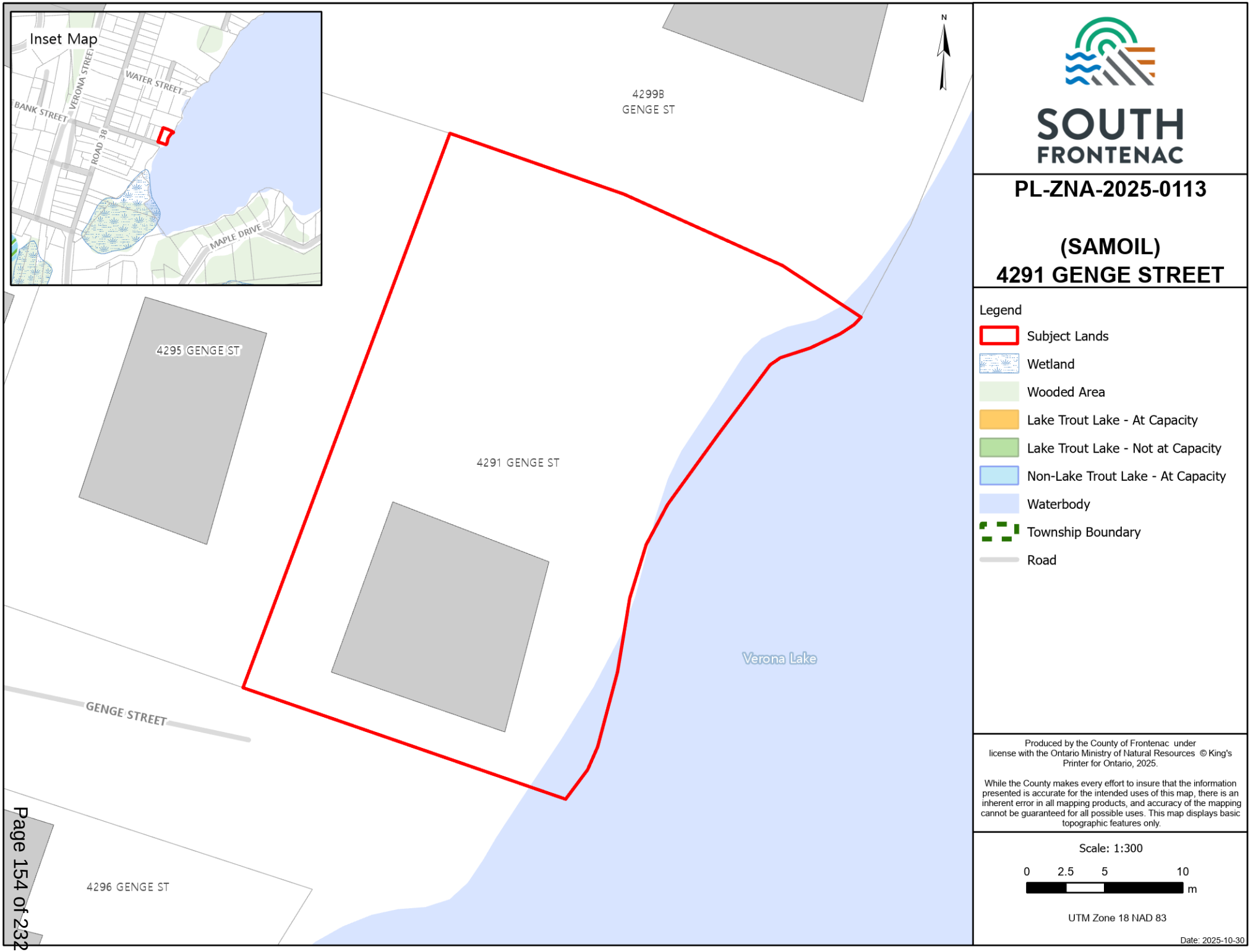
DECLARED before me at the TOWNSHIP OF SOUTH FRONTENAC (IN THE COUNTY OF FRONTENAC)

THIS 8th DAY OF October, 20 25

A Commissioner, etc.

Katie Susan Kaestner, a Commissioner, etc., Province of Ontario, for the Corporation of the Township of South Frontenac. Expires August 14, 2027.

In accordance with O./Reg 431/20.



SOUTH FRONTENAC

PL-ZNA-2025-0113

(SAMOIL)
4291 GENGE STREET

Legend

- Subject Lands
- Wetland
- Wooded Area
- Lake Trout Lake - At Capacity
- Lake Trout Lake - Not at Capacity
- Non-Lake Trout Lake - At Capacity
- Waterbody
- Township Boundary
- Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025.

While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:300

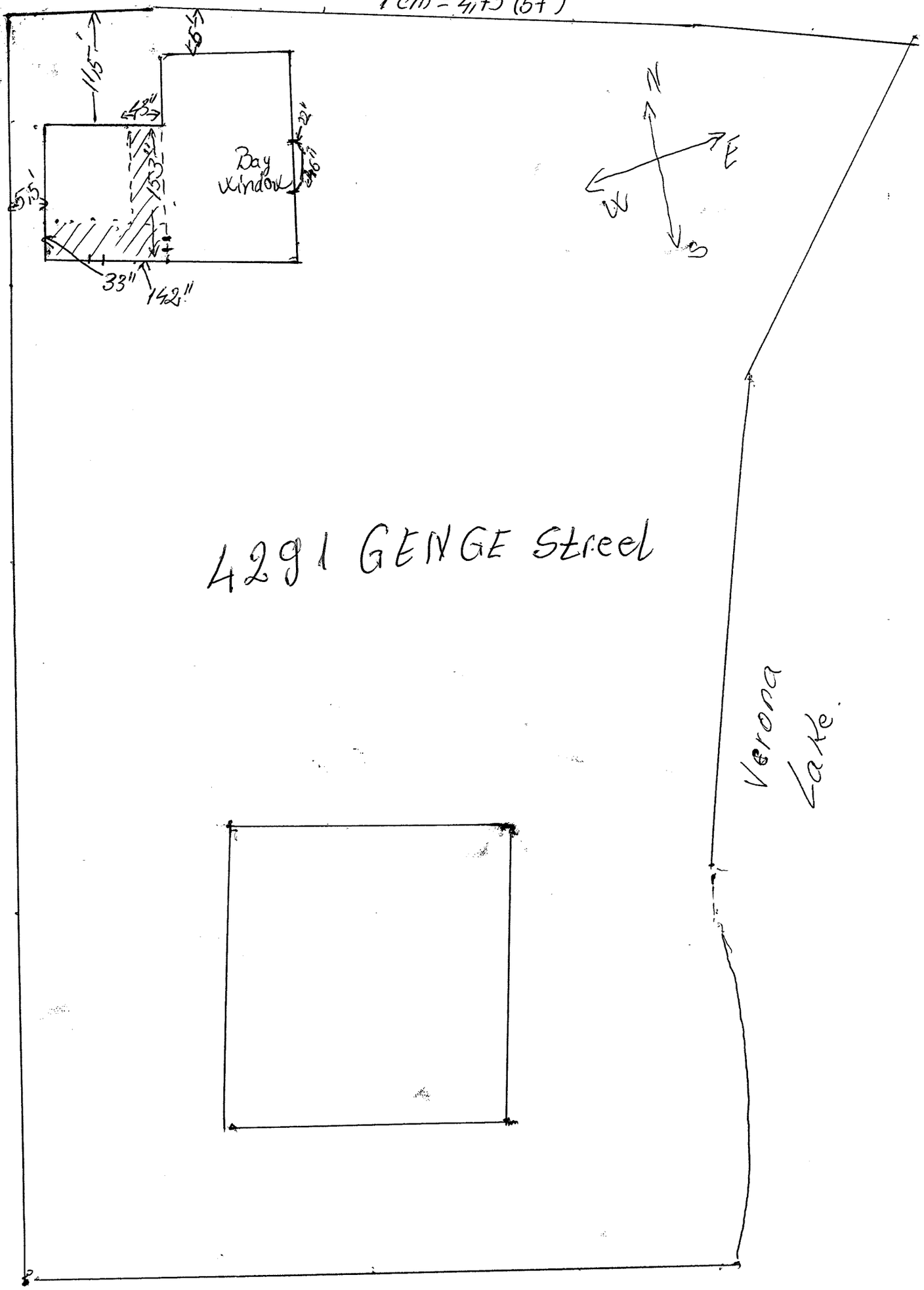
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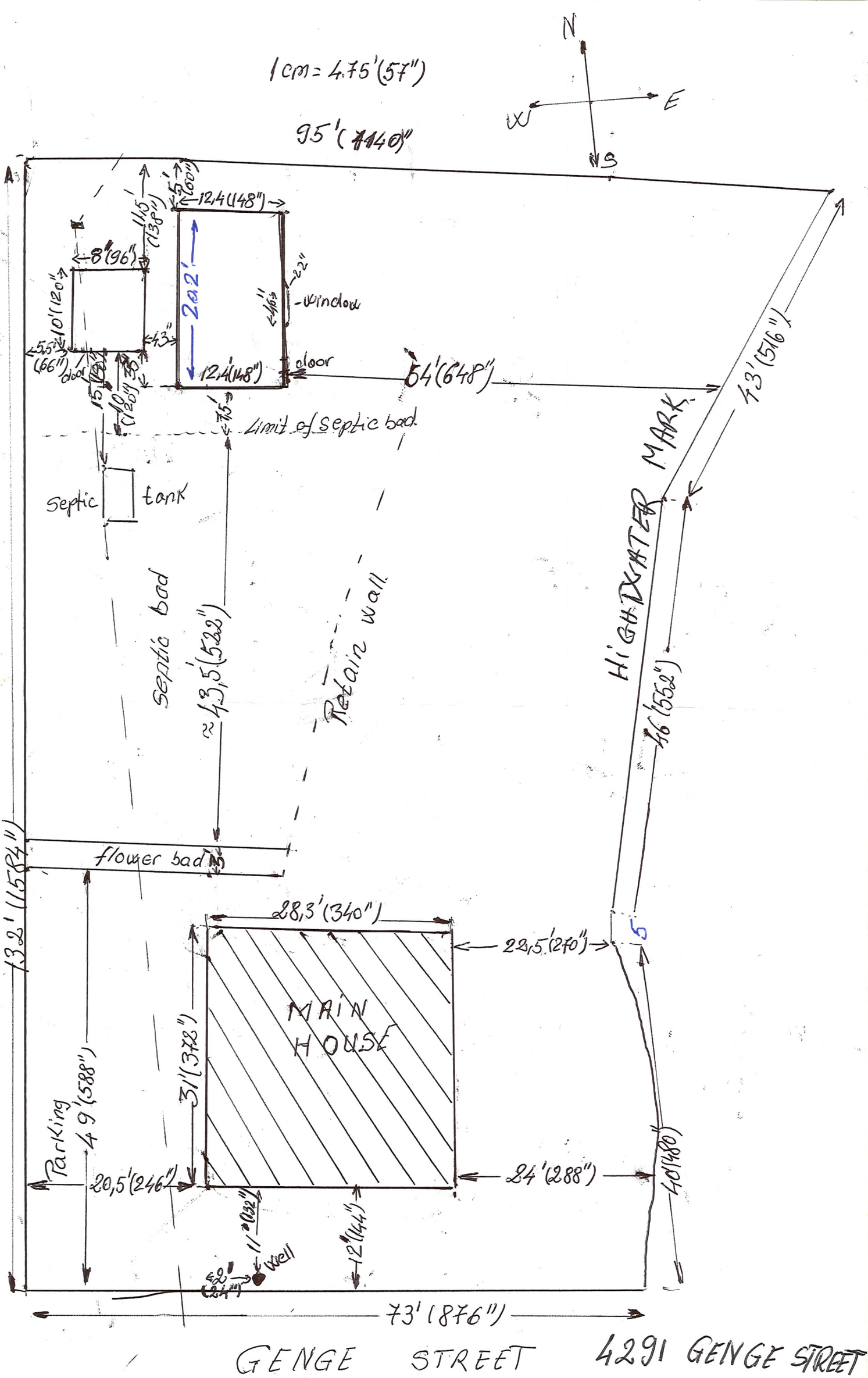
UTM Zone 18 NAD 83

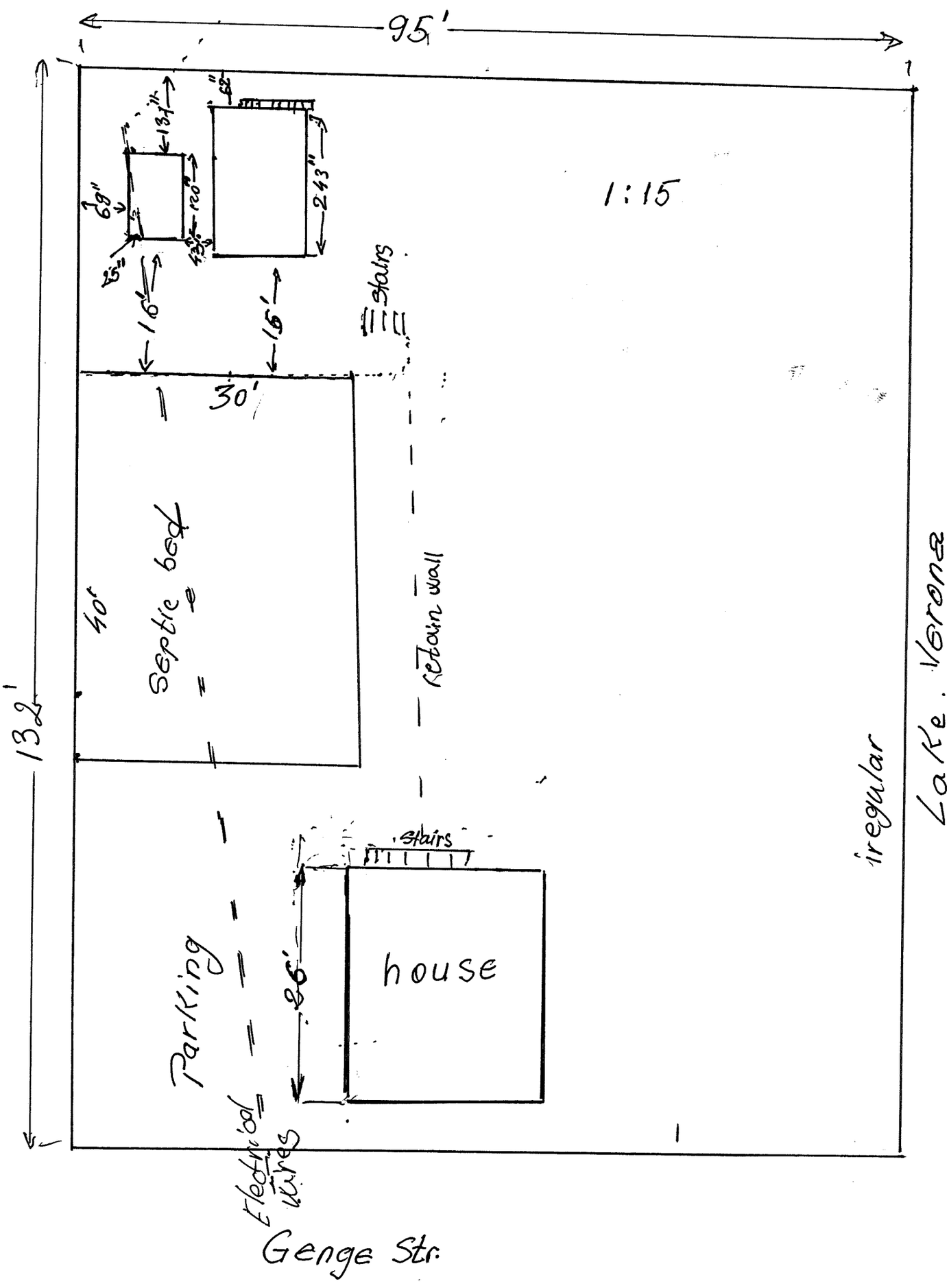
Date: 2025-10-30

Propose to joint 2 sheds in one with extra door between them, a exterior Bay window to be approved)

1 cm = 4,75' (57")




1cm = 4.75'(57")
N
W
E
S
95'(1140")
12,4(148")
8'(96")
10'(120")
2,02'
window
door
54'(648")
43'(516")
Limit of septic bad
septic tank
septic bad
≈43,5'(522")
Retain wall
HIGHWATER MARK
46'(552")
flower bad
132'(1584")
28,3'(340")
22,5'(270")
MAIN HOUSE
31'(372")
Parking
49'(588")
20,5'(246")
24'(288")
40'(480")
well
12'(144")
73'(876")
GENGE STREET
4291 GENGE STREET


95'
132'
1:15
Stairs
30'
16'
16'
40'
Septic bed
retain wall
Stairs
house
26'
Parking
irregular
Lake Verona
Electric pool wires
Genge Str.

From: James Thompson
To: Christine Woods
Subject: FW: Application PLZNA2025013
Date: December 5, 2025 2:42:58 PM
Attachments: ApplicationPLZNA20250113.msg
image001.png
image002.png
image003.png
image004.png
image005.png
image006.png
image007.png

Fyi

James Thompson
Clerk and
Community Emergency Management
Coordinator
Clerk's Department
Township of South Frontenac

p: +613-376-3027
e: jthompson@southfrontenac.net
a: 4432 George St., Box 100, Sydenham, ON, K0H 2T0
www.southfrontenac.net

Please consider the environment before printing this email

From: Michele Zigman [redacted]
Sent: December 5, 2025 2:39 PM
To: James Thompson <jthompson@southfrontenac.net>
Subject: Application PLZNA2025013

Good afternoon James

I do have some questions and concerns regarding the application to expand the "sheds" at the back of the property that is adjacent to my own. The property at 4291 Genge street has been solely used as a short term rental since the new owner purchased in 2019. Since that purchase the new owner has advertised the property as a Waterfront Cottage

with 4 bedrooms offering accommodation for 8 to 10 people. He has significantly altered the largest of the 2 sheds, added two bay windows and changed the entrance from a south facing garage door to an entry door facing the east or lake side. In addition he has added electrical service and (possibly) plumbing. He has built up and altered the natural slope just outside that entry leading to the lake, so as to provide a patio seating area that did not exist before.

The larger shed is advertised on his website as a "pool room" and photos showcase a pool table and some seating, while the listing mentions this pool room or billiard room can be rented out for an additional fee of $150/stay. In your planning analysis, it is mentioned that this large shed has attic space for storage. There is no mention of the stairs that exist at the rear of the shed leading up o the attic, nor are they showing in the diagram that the owner supplied of the property. I am wondering if there has been an actual visual inspection or site inspection conducted by the building inspector?

Genge street is a short street that ends at the lake and 4291 property has legal parking suitable for a maximum of two or 3 cars. At times there have been as many as 6 cars attempting to park on site.

My biggest concern is to ensure that the lake and the wildlife that rely on the lake, remain healthy and undamaged. The property at 4291 has a small septic system that in years past was strained almost to capacity with a family of 4 residing there. Now, with large crowds of non-residents arriving onsite who are not familiar with septic systems and do not have a vested interest in the life or survival of this community or ecosystem, I shudder to think what potential disaster could ensue. I am hoping that the new owner is not intending to increase his rental capacity with the additional space gained.

I will be sending a link to the Waterfront listing in follow-up. I was most interested to read in a review, dated June 2025, that the owner has now posted signs throughout the house informing his renters that they must not flush soiled toilet paper down the toilet. This is a new development that I have never seen before, and I fear that it may potentially be an indication of future or current septic failure? The owner, in answer to this review, states that not flushing soiled toilet paper is a basic rule of waterfront properties. Interesting take on that. I guess all or much of Verona (and Sydenham) should not be flushing their soiled toilet paper then? Seems that might be a health and safety issue if put into play.

I am hoping and trusting that Council and this Committee will research every application for variance very carefully and protect the citizens of this community and our beautiful lakes, wildlife and ecosystem for years to come.

Thanks so much for your time. I have registered to attend this meeting by Zoom and will be following the outcome.

Sincerely

Michele

Township of South Frontenac

Staff Report

To:	**Committee of Adjustment**
From:	**Development Services Department**
Date of Meeting:	**December 11, 2025**
Subject:	**Application for Permission to Enlarge Legal Non-Conforming Use (S. 45(2) of Planning Act) PL-ZNA-2025-0113, Samoil, 4291 Genge Street, Portland District**

Summary

This report recommends that the Committee of Adjustment grant permission to enlarge a legal non-conforming building under section 45(2) of the Planning Act.

Background

The subject property is designated Settlement Area in the Township Official Plan. The property is zoned Urban Residential – First Density (UR1) in Zoning By-law No. 2003-75, as amended.

The 0.2 acre property is located at the end of Genge Street. It also has frontage on Verona Lake. It is entirely within 30 metres of the lake. There are a house and two sheds on the property. The house is setback approximately 7 metres, and the sheds are setback approximately 16 metres, from the highwater mark, according to the application.

Proposal

The owners propose to connect the two sheds to make one 398 square foot shed. They need permission under section 45(2) of the Planning Act to connect the sheds and make a larger building because section 5.10.2 of the Zoning By-law prohibit the enlargement of existing buildings that are less than the required 30 metre setback from the highwater mark.

Related Applications

The lands are not subject to any additional applications under the Planning Act.

Agency Comments

Quinte Conservation participated in a pre-application meeting and was circulated the application. Formal comments were not received before this report was finalized.

Public Comments

No comments were received before this report was finalized.

Planning Analysis

Section 5.10.2 of the Zoning By-law states that existing buildings with less than the minimum 30 metres setback from the highwater mark of a waterbody may be repaired, renovated or strengthened to a safe condition provided there is no enlargement of the gross floor area or increase in height. This provision prohibits the enlargement of these existing buildings, without seeking permission from the Committee of Adjustment. The existing sheds are legal non-conforming buildings because they were constructed prior to the current Zoning By-law, and they are setback 16 metres and 21 metres from the highwater mark of Verona Lake.

Through its powers under section 45(2) of the Planning Act, the Committee of Adjustment may grant permission to connect the two sheds to make one larger shed. The generally accepted criteria for considering such a request are:

- whether the proposal is desirable for the appropriate development of the subject property, and
- whether the proposal will result in undue adverse impacts on surrounding properties and the neighbourhood.

The larger shed is 249.75 square feet. It has an attic that is used for storage. This shed is setback 16 metres from the highwater mark of Verona Lake. The smaller shed is 80 square feet. It is located west of the larger shed, and setback 21 metres from the highwater mark.

The south wall of the smaller shed would be bumped out to be flush with the south wall of the larger shed. The north wall of the smaller shed would be extended to connect with the larger shed. This would add 147.9 square feet of area, resulting one larger, 398 square foot shed. The height of the building would continue to be 13.3 feet. The enlarged shed would maintain the existing 16 metre setback from the highwater mark. The setbacks to the north and west lot lines would also be maintained.

The proposal is not anticipated to result in any negative or intrusive impacts on surrounding properties or the lake.

It is the opinion of staff that it is appropriate for the Committee of Adjustment to grant permission to connect the two legal non-conforming sheds to make one larger shed on the property as described in this report.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 10 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands

- by e-mail to prescribed persons and public bodies
- by providing notice on the Township's website

Recommendation

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve application PL-ZNA-2025-0113 for 4291 Genge Street to permit the two legal non-conforming sheds to be connected to make one 398 square foot shed. The proposal must be generally consistent with the application sketches, which will be attached to the decision as a schedule.

Report Prepared By:

Christine Woods, RPP, MCIP, Manager of Planning

SOUTH FRONTENAC

TOWNSHIP OF SOUTH FRONTENAC
APPLICATION FOR MINOR VARIANCE
OR PERMISSION (s. 45(2))
Updated January 2025

The Committee of Adjustment is a Committee of eight persons appointed by Township Council. The Committee is formed under Section 45 of the *Planning Act* R.S.O. 1990, Chapter P.13, to authorize a minor variance from a zoning by-law or permission under s. 45(2) to alter a legal non-conforming use.

The Committee may vary Zoning By-law provisions provided the Committee is of the opinion that the variance:

- Is desirable for the appropriate development or use of the land, building or structure
- Maintains the general intent and purpose of the Official Plan.
- Maintains the general intent and purpose of the Zoning By-law.
- Is minor in nature

The Committee may grant permission to enlarge or extend a structure or alter the use of the lands where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the by-law.

Application Requirements

1. It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the **sketch,** accompanied by a **non-refundable fee** in accordance with the chart below in cash, or by debit card, credit card or cheque made payable to the Township of South Frontenac.

Application Type:	**Planning Application Fee:**
1-3 Variances	$1,249.00
4+ Variances	$1,468.00
After building without a permit	$2,241.00

2. It is required that a Fee be provided for the Township to review onsite sewage disposal and Conservation Authority (where applicable) when submitting an application (Separate **cheques**, payable to the applicable Conservation Authority, are to be submitted with the application).

Township of South Frontenac *Minor Variance Only* *Minor Variance WITH Performance Review* *Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A system*	$463.00 $720.00 $1,183.00
Cataraqui Region Conservation Authority	$445.00
Quinte Conservation Authority	$450.00
Rideau Valley Conservation Authority	$410.00

Please Note: These fees are for **consultation** on this application only; these agencies may require additional permit applications and fees prior to any construction.

3. **PLEASE READ THIS ITEM CAREFULLY**

Each applicant shall provide a sketch showing the dimensions of the subject land and of all abutting lands as outlined in Question 29 of the application. The sketch should be accurately dimensioned and scaled in either Imperial or Metric measures. This sketch, in conjunction with the Application Form, is the basis for the analysis of the Minor Variance Application by the Committee of Adjustment. It is strongly recommended that the applicant spend the necessary time to carefully and thoroughly assemble the data and transfer the data to the sketch. It is important that the sketch be drawn with accurate dimensions and measurements. Any application which does not include the above required information may not be accepted. In this regard, the applicant may wish to secure the assistance of a person who specializes in the drafting of such sketches. A guide to answering the application questions is attached.

4. **Collection of Personal Information**

Personal information requested herein is required under the *Planning Act*, 1990 as amended. This information will be used by the Committee of Adjustment/Land Division Committee for the purpose of reviewing the above referenced application, and may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 376-3027 ext.2224).

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

Date Received: 07-Nov-2025 File No: PL-ZNA-2025-0116

Pre-Consultation for this application ☐ Yes ☐ No

Planner: _____ Date of pre-consultation: _____

1. Name of Owner(s): Jordan Dana John Neumann

   Full Mailing Address of Owner(s): 3590 Harrowsmith Road Harrowsmith Ontario

   Phone number of Owner(s): [redacted]

   Email Address of Owner(s): [redacted]

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, must accompany the application.

   Name of Authorized Agent: _____

   Full Mailing Address of Authorized Agent: _____

   Phone number of Authorized Agent: _____

   Email Address of Authorized Agent: _____

   Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application for Minor Variance.

   _____
   Signature(s) of Owner(s)

3. The description of the subject land:

   District: ☐ Bedford ☒ Portland ☐ Loughborough ☐ Storrington

   Concession Number: 5 Lot Number: part lot 4

   Street Number: 3590 Name of Road/Street: Harrowsmith rd

   Reference Plan Number: _____ Part Number(s): _____

   Roll Number: 102908002004000

4. The frontage(s), depth and area of the subject land.

Frontage (on water): _____ Frontage (on road/lane): 67 m

Depth: 300 m Area: 10 acres

5. The current zoning of the subject land:

RU

6. The nature and extent of the relief from the Zoning By-law:

Retain lot with house on Harrowsmith with only ~~67~~ M of road frontage

65.92 m

7. The reason why the proposed use cannot comply with the provisions of the Zoning By-law:

only have ~~67~~ m of Rd frontage

65.92 M

8. Does the subject property front on a municipally maintained road? ☒ Yes ☐ No

OR a privately maintained road? ☐ Yes ☐ No

Name of Road/Lane:

Harrowsmith rd

9. **If access to the subject property is by water only**, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

10. What are the existing uses of the subject land?

Residentail

11. Please indicate whether there are any **EXISTING** buildings or structures on the subject land. (I.e. residence, garage, shed, etc.)

☒ Yes ☐ No

12. If the answer to item 11 is yes, **for EACH building or structure** indicate:

Type of Structure (E.g. residence)	**(1)** House	**(2)** Garage	**(3)**	**(4)**
Setback from Front Lot Line	150m	145M		
Setback from Rear Lot Line	128m	135M		
Setback from Side Lot Line	15m	20m		
Height of Building (Also indicate if it is one story or two story)	3.5M	3M		
Dimensions of Floor Area	95m2	55m2		
Setback from High Water Mark (If applicable)				

13. The proposed uses of the subject land:

RU

14. Are any building(s) or structure(s), or additions to existing building(s) or structure(s), **PROPOSED** to be built on the subject land?

☐ Yes ☒ No

15. If the answer to item 14 is yes, for each proposed addition, building or structure indicate:

Type of Structure (E.g. residence)	(1)	(2)	(3)	(4)
Setback from Front Lot Line				
Setback from Rear Lot Line				
Setback from Side Lot Line				
Height of Building (Also indicate if it is one story or two story)				
Outside Dimensions of Building/Structure				
Setback from High Water Mark (If applicable)				

NOTES: 1) If the subject property is on waterfront, and on a private lane, the setback from the front lot line and the setback from the high water mark will be the same.
2) The dimensions required in this question relate to the **NEW CONSTRUCTION ONLY**, and **NOT** to the total size of the completed building.

16. Do your plans include any **DEMOLITION** of existing structures? ☐ Yes ☒ No

If yes, please provide details:

_____

17. Do your plans include the **RAISING** of an existing structure? ☐ Yes ☒ No

If yes, please provide details:

18. What are the uses of the proposed development?

(a)	Increase in number of bedrooms	☐ Yes	☐ No
(b)	Increase in plumbing fixtures	☐ Yes	☐ No
(c)	Increase in living space	☐ Yes	☐ No
(d)	Will the addition or structure encroach on the existing septic system?	☐ Yes	☐ No

19. The date the subject land was acquired by the current owner:

Oct 2024

20. The date the existing buildings and structures were constructed on the subject lands:

1994

21. The length of time that the existing uses of the subject land have continued:

22. Indicate whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake, or other water body, or other means:

Private well

23. Indicate whether sewage disposal is provided to the subject land by a publicly owned and operated sewage system, a privately owned and operated individual or communal septic system, a privy, or other means:

Private Septic

24. Is storm drainage provided by sewers, ditches, swales or by other means?

No

25. Please indicate whether the subject land is subject of an application under the Planning Act for approval of a Plan of Subdivision or Consent.

☐ Yes ☒ No 67/

26. If the answer to question 25 is yes, please give the file number of the application and the status of the application.

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27. If known, please indicate whether the subject land has ever been the subject of an application under Section 43 of the Planning Act (Minor Variance).

☐ Yes ☐ No

28. If the answer to item 27 is yes, please give the file number of the application and the status of the application.

---

29. A **SKETCH** must be submitted showing the following:

i) THE SKETCH **MUST** HAVE A NORTH ARROW AT THE TOP OF THE PAGE.

ii) The boundaries and dimensions of the subject land including the location of any existing and proposed buildings.

iii) The location of a reference point……i.e. distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.

iv) The location of all abutting (neighbours') lands.

v) The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, barns, wetlands, wooded areas, wells and septic tanks. Show distance of these features from the applicant's property lines.

****Note:** ** The distances to on-site and abutting owners' wells, septic fields and barns, from the property to be varied, **IS REQUIRED** to be shown. The **SKETCH** is of significant importance and should be prepared as carefully, neatly and accurately as possible.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

AGREEMENT TO INDEMNIFY

Attached to this application is a cheque payable to the Township of South Frontenac representing payment of the application fee.

The Owner/Applicant/Agent agrees that the information recorded in this Minor Variance Application Form is accurate. The Owner/Applicant/Agent agrees that representatives of the Township and, where applicable, the appropriate Conservation Authority, may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

The Owner/Applicant/Agent agrees to reimburse and indemnify the municipality for all fees and expenses incurred by the municipality to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the municipality may, from time to time charge any fees and expenses incurred by the municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days,

The Owner/Applicant/Agent further agrees that, until such requests have been complied with, the municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application:

DATED AT THE TOWNSHIP OF SOUTH FRONTENAC

THIS 7 DAY OF Nov, 20 25

I, DANA NEUMANN OF HARROWSMITH
solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

[redacted]
Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

DECLARED before me at the TOWNSHIP OF SOUTH FRONTENAC (IN THE COUNTY OF FRONTENAC)

THIS 7th DAY OF November, 20 25

A Commissioner, etc.

Katie Susan Kaestner, a Commissioner, etc.,
Province of Ontario, for the Corporation of
the Township of South Frontenac.
Expires August 14, 2027.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

A Guide to Completing the Minor Variance Form

1) The names of **all** owners must appear in this section, even if they live in separate residences, and the address(es) should be the **full mailing address, complete with postal code**.

2) You may wish to appoint someone to act on your behalf during the variance process. If so, that person's name, address and phone number should appear here All owner's must sign the authorization.

3) Description of the Subject Land:
   a. District: The Districts are the same as the former Townships. If you are not sure, check the roll number (the long number beginning with 1029) on your tax bill. If the numbers are 010, 020 or 030, your district is Bedford; if the numbers are 040-050, your district is Loughborough; if the numbers are 060 or 070, your district is Storrington; and if the numbers are 080, your district is Portland.
   b. Concession and Lot Numbers: if you are not sure, check your tax bill
   c. Street Number: Your civic address – if a civic number has not been assigned, leave this space blank.
   d. Name of Road/Street: This question applies whether or not you are on a private lane or a public road.
   e. Reference Plan No: If your property has been surveyed, it will have a plan number, and one or more parts on that plan. If your property has not been surveyed, leave this space blank.
   f. Roll No: This is the number beginning with '1029' which appears on your tax bill. Please take time to look it up before submitting the application.

4) Frontage, depth, area, acres: All parts of this question must be completed.

5) Current zoning: You may not be aware of the zoning on your property and this can be determined when you come in for pre-consultation with planning staff.

6) Nature and Extent of Relief: This question is asking what you are asking to do that requires the variance – for example, it could be that you are asking to be 25 m rather than 30 m from the high water mark, or that you are asking to increase the height of a structure within 30 m of the high water mark, or that you are seeking a variance to construct an accessory building closer to the front lot line than the principal building.

7) Reason why you can't comply: In other words, why can you not meet the required setbacks. It could be, for example, because you are seeking a variance to add on to an existing structure that is already too close to the water, or that developing further from the water would be impossible because of a steep embankment.

8) Roads: Municipally maintained roads are looked after by the Township; private roads are lanes that residents maintain themselves (not private driveways, but lanes that provide access to your property and that are generally shared with others).

9) Parking and Docking: This question is only relevant is you can only access your property by water.

10) Existing Uses: e.g. residential, retail business, vacant recreational land

11) Buildings: If there are **ANY** buildings or structures on the property now, the answer to this question is "yes".

12) Description of buildings and structures: You must complete all sections of this question for each structure on your property. **If there is a deck on your dwelling, please describe it separately from the residence.**

13) Proposed Uses: Generally, the answer to this question will be the same as the answer to #10, but if, for example, the land is currently vacant, and you are planning to construct a dwelling, then the use to be described in section 10 would be "vacant recreational land", and the use described in section 13 would be "residential"

14) Proposed structures: If you are planning to build **ANYTHING** on the property, the answer to this question is "yes" – This includes additions, decks, garages, septic systems.

15) Description of new construction: **ALL** proposed new development must be described here. If you are proposing to construct an addition to a dwelling, and to add a deck, please show this information in separate columns.

16) **Demolition: All demolition requires a permit from the building department.** In some instances, a proposed addition or increase in height cannot be accomplished without the removal of existing walls. If this is not made clear to the Committee at the beginning of the process, you may find that, although you are granted permission to add on to your residence, you can't actually do it because you have not made it clear that there is demolition involved.

17) Raising of Structure: In other words, are you proposing to raise the building in order to construct a basement under it.

18) Uses of Development: Please answer each part of this question. An increase in living space would include anything with walls – e.g. a screened porch would involve an increase in living space.

19) Date land acquired: When did you take possession of the property?

20) Date of existing buildings: If you are not sure, provide your best estimate.

21) Length of existing uses: For example, has the land been used for residential purposes for 30 years, or 18 months?

22) Water supply: in most cases the answer will be private well, but some waterfront properties take their water from a lake.

23) Septic: in most cases the answer will be private sewage system, but there may be some privies.

24) Drainage: Are there specific ditches that have been constructed to deal with drainage; is there natural drainage, etc.?

25) Application for consent: Is there currently an application for consent (severance) being proposed for the property?

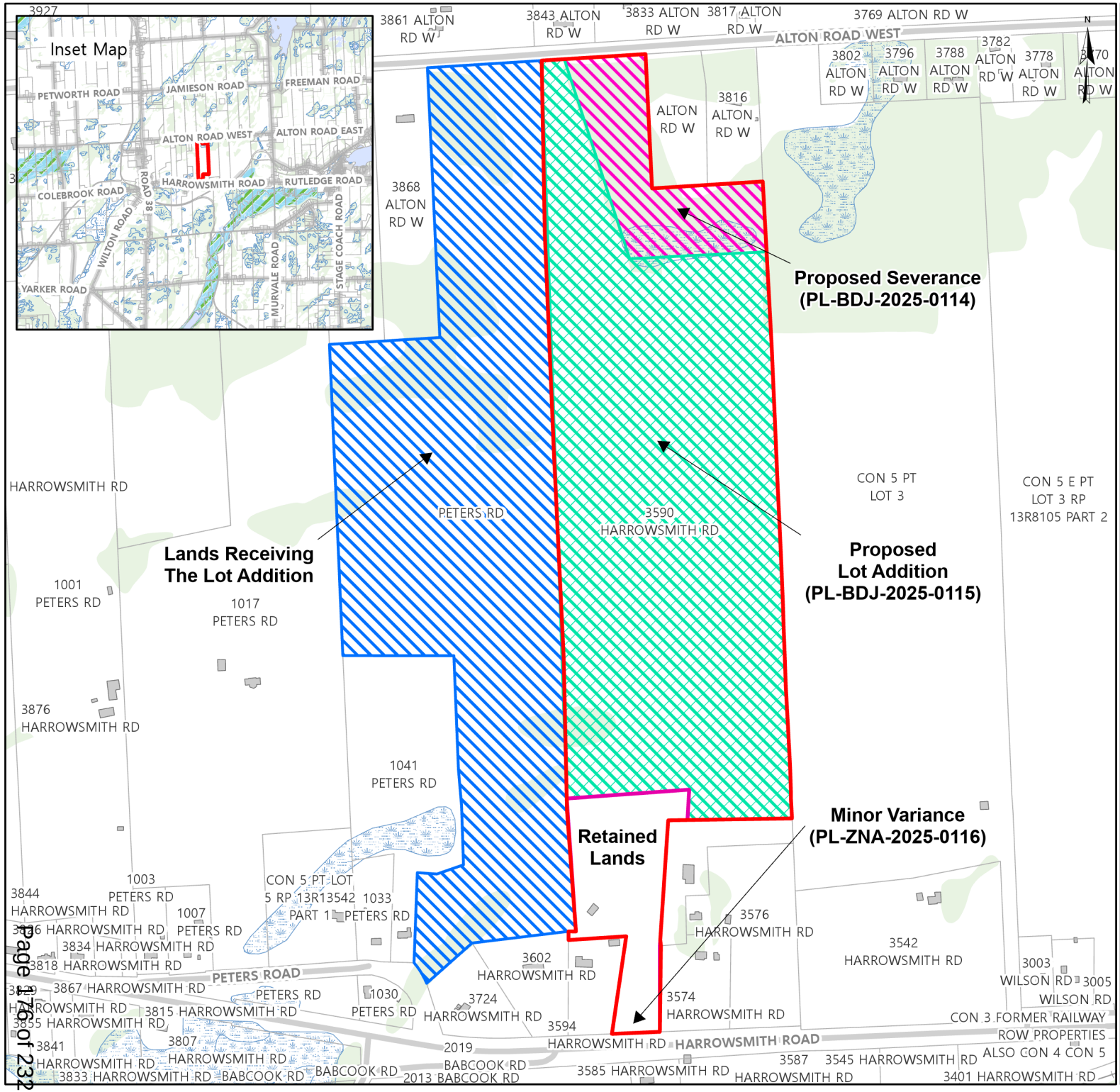
26) If yes: If there is a current application for severance or subdivision on the property, please indicate the file number. (Staff can help provide this information)

27) Minor variance: Has there ever been a minor variance granted on the property? If you are long-time owner of the property, you will probably be aware of any other special permission granted for a variance to the zoning by-law. If you are a new owner, the seller will probably have made you aware of this.

28) If yes: If there has been a previous variance granted on the property, please indicate the application number if known, and what the details of the variance were.

29) **SKETCH: We cannot stress enough the importance of a detailed, accurate, and complete sketch. You do not necessarily need to contract with a professional to draw the sketch, but sketches that are not drawn to scale, do not show dimensions and distances, or are not drawn neatly (PLEASE USE A RULER), will not be accepted.**

30) **Agreement to Indemnify**: Must be signed in front of a commissioner of oaths – you may have this done before submitting the application, or sign the application in front of staff who can sign as commissioners. All owners must sign the application, or it can be signed by an agent if one has been appointed.



SOUTH FRONTENAC

PL-BDJ-2025-0114, PL-BDJ-2025-0115, PL-ZNA-2025-0116 (NEUMANN)

Legend

- Subject Lands
- Proposed Severance (PL-BDJ-2025-0114)
- Proposed Lot Addition (PL-BDJ-2025-0115)
- Minor Variance (PL-ZNA-2025-0116)
- Lands Receiving the Lot Addition
- Wetland
- Wooded Area
- Lake Trout Lake - At Capacity
- Lake Trout Lake - Not at Capacity
- Non-Lake Trout Lake - At Capacity
- Waterbody
- Township Boundary
- Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025.

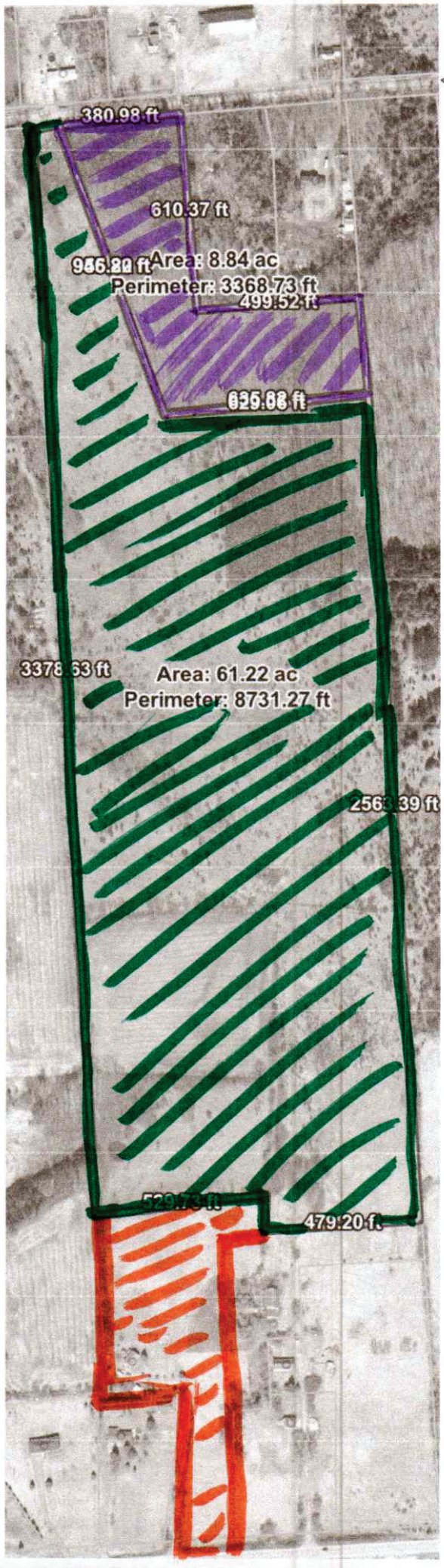
While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

Scale: 1:7,379

0 55 110 220 m

UTM Zone 18 NAD 83

Date: 13/11/2025



← ALTON RD

NEW BUILDING LOT

LOT ADDITION

EXSISTING HOUSE

N

← HARRISON RD

To:	**Committee of Adjustment**
From:	**Development Services Department**
Date of Meeting:	**December 11, 2025**
Subject:	**Consent Applications PL-BDJ-2025-0114, PL-BDJ-2025-0115 and Minor Variance Application PL-ZNA-2025-0116, Neumann, 3590 Harrowsmith Road, Portland District**

Summary

This report recommends that the Committee of Adjustment grant approval of the subject consent applications and minor variance application for zoning relief subject to conditions.

Background

The subject property is designated as Rural in the South Frontenac Township Official Plan. It is zoned Rural Zone (RU) in Zoning By-law No. 2003-75, as amended.

The subject property has approximately 65.9 metres frontage along Harrowsmith Road and approximately 142 metres frontage along Alton Road West. The area with access along Harrowsmith Road is developed with a house, accessory structures, and driveway. In the middle of the property are agricultural fields and naturalized areas consisting of trees and grasslands with a hydro corridor. Along Alton West Road is a treed area and the beginning of the hydro corridor. The entire property is approximately 77 acres (31.1 hectares) in area.

The subject property currently exceeds the Rural Zone lot size requirement of 2 acres (0.8 hectares) and the lot frontage requirement of 76 metres along Alton Road West only.

Proposal

Application PL-BDJ-2025-0114 is proposing to create 1 new residential lot that is approximately 9 acres in area with approximately 115 metres of frontage on Alton Road West.

Application PL-BDJ-2025-0115 is for a lot addition of approximately 60 acres with approximately 27 metres of frontage on Alton Road West to be added to the vacant farm property to the west, as identified on the map in the report agenda package , increasing the size of the property to approximately 123 acres.

The retained lands would maintain 65.9 metres frontage along Harrowsmith Road and would be 8 acres. They would contain the house and accessory structures. Application PL-

ZNA-2025-0116 is for a minor variance to allow the retained lands to have less than 76 metres of frontage.

Related Applications

The lands are not subject to any additional applications under the Planning Act at this time.

Department and Agency Comments

Cataraqui Region Conservation Authority

Cataraqui Region Conservation participated in a pre-application meeting and was officially circulated the application. Formal comments were not received before this report was finalized.

Public Services

Public Services advised that they have no objections. The severed and retained parcels have adequate entrance sight lines. An entrance permit needs to be pursued for the lot to be created along Alton Road West through application PL-BDJ-2025-0114. The need for road allowance widening along Alton Road West should be confirmed by a Ontario Land Surveyor as a condition of approval.

Public Comments

No public comments were received at the time of writing this report.

Planning Analysis

The consent applications need to be assessed against the applicable policies of the Provincial Planning Statement 2024 (PPS), Township of South Frontenac Official Plan (2003), as well as the provisions of Zoning By-law No. 2003-75, as amended. The minor variance application needs to be assessed against the four tests of a minor variance outlined in Section 45(1) of the Planning Act.

<u>Minimum Distance Separation for Livestock Facilities</u>

In conformity with the PPS, the Township Official Plan requires all division of land for non-farm uses to comply with the Minimum Distance Separation Formulae I (MDS I) (section 7.1(l)). The Township Zoning By-law also requires residential development to comply with MDS I.

The subject lands are in a rural and agricultural area where there are existing livestock facilities. Staff evaluated two livestock facilities against The Minimum Distance Separation (MDS) Document (OMAFRA Publication 853). MDS I setbacks were calculated for barns at 3833 Alton Road West (115 metres) and at 3861 Alton Road West (217 metres). It was determined that the proposed new lot would conform to the applicable minimum distance separation policies because it would have a minimum 0.5 hectare, viable development envelope area beyond the required MDS I setbacks.

Rural Residential Uses

The Provincial Planning Statement (2024) allows residential lot creation on Rural lands where site conditions are suitable for the provision of appropriate sewage and water services. The County Official Plan and the Township Official Plan also permit residential development in the Rural designation. Limited non-agricultural residential development may be permitted within the Rural area so as to provide a variety of living accommodation for the residents of the Township. The type and amount of development on rural lands must maintain the rural character, natural heritage and cultural landscape in the Township.

Section 5.7.4 of the Official Plan indicates that a maximum of three rural residential lots may be created by consent from a landholding provided that the new lots meet the General Consent Policies, as well as all other applicable policies. The subject property is eligible for a severance under Section 5.7.4 because there have been only 2 previous severances from the subject property since the adoption of the Official Plan.

Section 5.7.4 requires the frontage, size and shape of any lot created for rural residential purposes through the severance approval process to be appropriate for the proposed use and to conform to the provisions of the zoning by-law. The proposed new lot would exceed the size and frontage requirements of the Rural designation and the Rural Zone.

Rural development must be serviced by private water and sewage systems. The Township typically requires the ability to be serviced by a private well to be demonstrated as a condition of consent approval. Sewage system requirements would be addressed at the building permit application stage.

Lot Addition

Section 7.1 of the Township Official Plan contemplates lot additions for convenience and technical reasons.

The proposed 60 acre lot addition would remove a portion of trees, naturally vegetated area, and agricultural fields from 3590 Harrowsmith Road. The benefitting lands to the west along Alton Road (Roll # 102908002004001) consists of naturally vegetated areas and agricultural fields and would increase in size to approximately 123 acres.

Retained Lands

The retained parcel, at 8 acres, will exceed the minimum 2 acre lot size required for a rural residential lot. The retained parcel would be left with the existing 65.9 metres frontage on Harrowsmith Road. This frontage would be less than the minimum 76 metres lot frontage required in the Rural designation and the RU zone. The minor variance application requests a 65.9 metre frontage for the retained parcel.

Section 5.7.4(ii)(a) of the Official Plan allows the municipality to consider reductions to this requirement provided the overall intent of the Official Plan is maintained. For the given situation,

The proposed reduced frontage would not impact the retained lot’s ability to function and would be recognizing the existing situation. The retained land is already developed with an existing dwelling and road access and have been functioning as the primary frontage on the

subject property for many years and is not subject to change. In addition, the frontage is similar to the frontages of other lots of record on this section of Harrowsmith Road (they range from 50 to 70 metres).

Conclusion

The consent applications meet the criteria outlined in section 51(24) of the Planning Act, do not require a plan of subdivision for the proper and orderly development of the municipality, are consistent with the PPS, and conform to the County and Township Official Plans. The retained parcel will comply with the Zoning By-law subject to the requested minor variance for lot frontage.

It is the opinion of Planning staff that the proposed 65.9 metre lot frontage of the retained parcel meets the four tests for a minor variance – the variance maintains the general intent and purpose of the Official Plan and Zoning By-law, it is desirable for the appropriate development of the lands, and it is minor in nature.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 14 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands
- by e-mail to prescribed persons and public bodies
- by posting notice on the Township website.

Recommendations

Consent PL-BDJ-2025-0114

It is recommended that application PL-BDJ-2025-0114 for the creation one new residential lot along Alton Road West be approved subject to the following conditions.

Expiry Period

1. Conditions imposed must be met within two years of the date of Notice of Decision, as required by Section 53(41) of the *Planning Act*, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for two years from the date of Certificate of Official issuance. The deed must be registered within two years of the issuance of the Certificate of Official.

Severed Lands

2. The land to be severed shall be for the creation of one new residential lot each that is a minimum 9 acres (3.6 ha) in area with a minimum 115 metres of frontage on Alton Road West. The lot area, frontage and configuration of the proposed severed

lots shall be consistent with the sketch submitted by the applicant attached to the decision as a schedule.

Survey/Reference Plan or Registerable Description

3. An acceptable reference plan or legal description of the severed lands in duplicate [*Registry Act*, s.81, *Land Titles Act*, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [*Planning Act*, s. 53(41)] after the date that "Notice of Decision" is given [*Planning Act*, ss. 53(17) and 53(24)].
4. The Ontario Land Surveyor or applicant shall submit the draft Reference Plan, including area calculations and noting frontages along the road, electronically or in paper form for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

Road Allowance Widening

5. The Ontario Land Surveyor who prepares the reference plan referred to in Condition #3 and #4 shall also determine by survey the width of Alton Road West to be 20m. If such a width is less than 20m, the owner shall dedicate to the Township land along the frontage of the severed lands in the following manner as required:

    a. The land to be dedicated shall be the width required to provide 10m from the centre of the existing travelled road for Alton Road West;

    b. The land to be dedicated shall be described as a separate part on a Reference Plan of Survey to be prepared and deposited at the Owner’s expense and filed with the Secretary-Treasurer prior to the issuance of the Certificate of Official;

    c. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the of “The Corporation of the Township of South Frontenac”, and shall include the following attached to the Transfer/Deed as a Schedule:

    The Transferor hereby transfers the lands to the municipality for the purpose of widening the adjacent highway pursuant to Section 31(6) of the Municipal Act, 2001, Chapter 25, as amended.

d. The Transfer/Deed for the land to be dedicated shall be registered by the Owner at the Owner's expense;

e. The duplicate registered Transfer/Deed for the land to be dedicated together with a letter of opinion of a solicitor qualified to practice law in the Province of Ontario addressed to the Secretary-Treasurer confirming that the municipality acquired good and marketable title to the land free and clear of all liens and encumbrances shall be delivered to the Secretary-Treasurer prior to the issuance of the Certificate of Official.

Municipal Requirements

6. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the issuance of the Certificate of Official.

7. The Township of South Frontenac shall receive 5% of the value of the severed parcel, in lieu of parkland [*Planning Act*, s. 51(1)].

8. The Owner shall submit a well driller's report demonstrating a potable water pumping capacity of 3.5 gallons per minute sustained over a 6-hour pump test for the severed parcel.

9. In the event that there are abandoned wells located on the severed parcel or the retained property, the wells shall be sealed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks and that this work shall be accomplished prior to the issuance of the Certificate of Official.

Zoning

10. The applicant is required to apply for a minor variance to permit the retained parcel to have a minimum of 65.9 metres of lot frontage.

11. Where a violation of Zoning By-law No. 2003-75 is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Consent PL-BDJ-2025-0115

It is recommended that application PL-BDJ-2025-0115 for a lot addition from 3590 Harrowsmith Road to unaddressed Land on Alton Road West, (Concession 5, Part Lot 4 on Registered Plan 13R14276 Parts 2 to 5, Part 1, Roll Number 102908002004001) be approved subject to the following conditions:

Expiry Period

1. Conditions imposed must be met within two years of the date of Notice of Decision, as required by Section 53(41) of the *Planning Act*, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be

deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for two years from the date of Certificate of Official issuance. The deed must be registered within two years of the issuance of the Certificate of Official.

Severed Lands

2. The land to be severed shall be for a lot addition with an area of approximately 60 acres and 27m of frontage on Alton Road West to be conveyed only to the adjacent lands known as unaddressed Land on Alton Road West, (Concession 5, Part Lot 4 on Registered Plan 13R14276 Parts 2 to 5, Part 1, Roll Number 102908002004001, PIN 361410437) and any subsequent transfer, charge or other conveyance of the lands to be severed is subject to Section 50(3) of the *Planning Act*. Neither the lands to be severed nor the adjacent lands are to be reconveyed without the other parcel unless a further consent is obtained. The owner shall cause the lands to be severed to be consolidated on title with the adjacent lands and for this condition to be entered into the parcel register as a restriction.

3. The lawyer for the applicant shall submit a Solicitors Personal Undertaking to provide a registered Application Consolidation Parcels within six (6) months of the Certificate of Official being signed by the Township of South Frontenac.

Survey/Reference Plan or Registerable Description

4. An acceptable reference plan or legal description of the severed lands in duplicate [Registry Act, s.81, Land Titles Act, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [Planning Act, s. 53(41)] after the date that "Notice of Decision" is given [Planning Act, ss. 53(17) and 53(24)].

5. The Ontario Land Surveyor or applicant shall submit the draft Reference Plan, including an area calculation and noting frontage along the road, electronically or in paper form for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

Municipal Requirements

6. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the issuance of the Certificate of Official.

7. The Township shall receive $100.00 as cash-in-lieu of parkland for the lot addition [*Planning Act*, s. 51(1), By-law 2023-104].

8. In the event that there are abandoned wells located on the severed parcel or the retained property, the wells shall be sealed in accordance with the requirements

of the Ministry of the Environment, Conservation and Parks and that this work shall be accomplished prior to the issuance of the Certificate of Official.

Zoning

9. Where a violation of Zoning By-law No. 2003-75, as amended, is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.

Minor Variance PL-ZNA-2025-0116

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, approve minor variance application PL-ZNA-2025-0116, such that the retained parcel from Consent Applications PL-BDJ-2025-0114 and PL-BDJ-2025-0115 is permitted to have a minimum 65.9 metres of lot frontage along Harrowsmith Road.

Report Prepared By:
Colin Herrewynen, RPP, MCIP, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning

SOUTH FRONTENAC

TOWNSHIP OF SOUTH FRONTENAC
APPLICATION FOR MINOR VARIANCE
OR PERMISSION (s. 45(2))
Updated January 2025

The Committee of Adjustment is a Committee of eight persons appointed by Township Council. The Committee is formed under Section 45 of the *Planning Act* R.S.O. 1990, Chapter P.13, to authorize a minor variance from a zoning by-law or permission under s. 45(2) to alter a legal non-conforming use.

The Committee may vary Zoning By-law provisions provided the Committee is of the opinion that the variance:

- Is desirable for the appropriate development or use of the land, building or structure
- Maintains the general intent and purpose of the Official Plan.
- Maintains the general intent and purpose of the Zoning By-law.
- Is minor in nature

The Committee may grant permission to enlarge or extend a structure or alter the use of the lands where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the by-law.

Application Requirements

1. It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the **sketch,** accompanied by a **non-refundable fee** in accordance with the chart below in cash, or by debit card, credit card or cheque made payable to the Township of South Frontenac.

Application Type:	**Planning Application Fee:**
1-3 Variances	$1,249.00
4+ Variances	$1,468.00
After building without a permit	$2,241.00

2. It is required that a Fee be provided for the Township to review onsite sewage disposal and Conservation Authority (where applicable) when submitting an application (Separate **cheques**, payable to the applicable Conservation Authority, are to be submitted with the application).

Township of South Frontenac *Minor Variance Only* *Minor Variance WITH Performance Review* *Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A system*	$463.00 $720.00 $1,183.00
Cataraqui Region Conservation Authority	$445.00
Quinte Conservation Authority	$450.00
Rideau Valley Conservation Authority	$410.00

Please Note: These fees are for **consultation** on this application only; these agencies may require additional permit applications and fees prior to any construction.

3. **PLEASE READ THIS ITEM CAREFULLY**

   Each applicant shall provide a sketch showing the dimensions of the subject land and of all abutting lands as outlined in Question 29 of the application. The sketch should be accurately dimensioned and scaled in either Imperial or Metric measures. This sketch, in conjunction with the Application Form, is the basis for the analysis of the Minor Variance Application by the Committee of Adjustment. It is strongly recommended that the applicant spend the necessary time to carefully and thoroughly assemble the data and transfer the data to the sketch. It is important that the sketch be drawn with accurate dimensions and measurements. Any application which does not include the above required information may not be accepted. In this regard, the applicant may wish to secure the assistance of a person who specializes in the drafting of such sketches. A guide to answering the application questions is attached.

4. **Collection of Personal Information**

   Personal information requested herein is required under the *Planning Act*, 1990 as amended. This information will be used by the Committee of Adjustment/Land Division Committee for the purpose of reviewing the above referenced application, and may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 376-3027 ext.2224).

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

Date Received: 10-Nov-2025 File No: PL-ZNA-2025-0117

Pre-Consultation for this application ☑ Yes ☐ No

Planner: Noah Purron Date of pre-consultation: October 29, 2025

1. Name of Owner(s): Lawrence G. Hutchings

Full Mailing Address of Owner(s): 1603 Scenic Shore Dr.
Kingwood, Tx - 77345

Phone number of Owner(s): [redacted]

Email Address of Owner(s): [redacted]

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, must accompany the application.

Name of Authorized Agent: The Boulevard Group (Jason Sands)

Full Mailing Address of Authorized Agent:

222 Glengarry Road, Kingston, Ontario, K7M 3J4

Phone number of Authorized Agent: [redacted]

Email Address of Authorized Agent: [redacted]

Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application for Minor Variance.

[redacted]
Signature(s) of Owner(s)

3. The description of the subject land:

District: ☐ Bedford ☐ Portland ☒ Loughborough ☐ Storrington

Concession Number: 5 Lot Number: 7

Street Number: 1277 Name of Road/Street: Sheila Lane

Reference Plan Number: Part Number(s):

Roll Number: 102904003004500

4. The frontage(s), depth and area of the subject land.

Frontage (on water): +/- 75 m Frontage (on road/lane): +/- 76 m

Depth: Varies Area: +/- 7,325 sq m

5. The current zoning of the subject land:

RLSW

6. The nature and extent of the relief from the Zoning By-law:

Reconstruct and enlarge legal non-conforming use (boat house)

7. The reason why the proposed use cannot comply with the provisions of the Zoning By-law:

Use is legal non-conforming. Expansion is proposed to allow for improved functionality

8. Does the subject property front on a municipally maintained road? ☐ Yes ☒ No

OR a privately maintained road? ☒ Yes ☐ No

Name of Road/Lane:

Sheila Lane, Carslake Lane

9. **If access to the subject property is by water only**, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

N/A

10. What are the existing uses of the subject land?

Residential (seasonal dwelling)and accessory

11. Please indicate whether there are any **EXISTING** buildings or structures on the subject land. (I.e. residence, garage, shed, etc.)

☒ Yes ☐ No

12. If the answer to item 11 is yes, **for EACH building or structure** indicate:

Type of Structure (E.g. residence)	**(1)** Seasonal dwelling (to be demolished)	**(2)** Shed and carport (to be demolished)	**(3)** Bunkhouse	**(4)** Boat house
Setback from Front Lot Line			+/- 12 m	0 m
Setback from Rear Lot Line			+/- 89 m	+/- 105 m
Setback from Side Lot Line			+/- 33 m (E) +/- 34 m (w)	+/- 40 m (E) +/-26 m (W)
Height of Building (Also indicate if it is one story or two story)			One storey	One storey
Dimensions of Floor Area			+/- 3.7 m x +/- 4.5 m	+/- 7.47 m x +/- 3.81 m
Setback from High Water Mark (If applicable)			+/- 12 m	0 m

13. The proposed uses of the subject land:
As existing

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14. Are any building(s) or structure(s), or additions to existing building(s) or structure(s), **PROPOSED** to be built on the subject land?

☒ Yes ☐ No

15. If the answer to item 14 is yes, for each proposed addition, building or structure indicate:

Type of Structure (E.g. residence)	**(1)** Seasonal Dwelling (PL-ZNA-2024-0129)	**(2)** Boat house	**(3)**	**(4)**
Setback from Front Lot Line	+/- 7 m	0 m		
Setback from Rear Lot Line	+/- 87.5 m	+/- 105 m		
Setback from Side Lot Line	+/- 12 m (W) +/- 40 m (E)	+/- 40 m (E) +/- 25 m (W)		
Height of Building (Also indicate if it is one story or two story)	One storey with walkout basement	One storey with roof deck		
Outside Dimensions of Building/Structure	Varies	+/- 9.14 m x +/- 4.88 m		
Setback from High Water Mark (If applicable)	+/- 7 m	0 m		

NOTES: 1) If the subject property is on waterfront, and on a private lane, the setback from the front lot line and the setback from the high water mark will be the same.
2) The dimensions required in this question relate to the **NEW CONSTRUCTION ONLY**, and **NOT** to the total size of the completed building.

16. Do your plans include any **DEMOLITION** of existing structures? ☒ Yes ☐ No

If yes, please provide details:

Boat house

17. Do your plans include the **RAISING** of an existing structure? ☐ Yes ☒ No

If yes, please provide details:

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18. What are the uses of the proposed development?

(a)	Increase in number of bedrooms	☐ Yes	☒ No
(b)	Increase in plumbing fixtures	☐ Yes	☒ No
(c)	Increase in living space	☐ Yes	☒ No
(d)	Will the addition or structure encroach on the existing septic system?	☐ Yes	☒ No

19. The date the subject land was acquired by the current owner:

2016

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20. The date the existing buildings and structures were constructed on the subject lands:

1907

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21. The length of time that the existing uses of the subject land have continued:

Since 1907

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22. Indicate whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake, or other water body, or other means:

Lake

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23. Indicate whether sewage disposal is provided to the subject land by a publicly owned and operated sewage system, a privately owned and operated individual or communal septic system, a privy, or other means:

Private septic system

---

24. Is storm drainage provided by sewers, ditches, swales or by other means?

Natural grade

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25. Please indicate whether the subject land is subject of an application under the Planning Act for approval of a Plan of Subdivision or Consent.

☐ Yes ☒ No

26. If the answer to question 25 is yes, please give the file number of the application and the status of the application.

N/A

27. If known, please indicate whether the subject land has ever been the subject of an application under Section 43 of the Planning Act (Minor Variance).

☒ Yes ☐ No

28. If the answer to item 27 is yes, please give the file number of the application and the status of the application.

PL-ZNA-2024-0129 - approved

29. A **SKETCH** must be submitted showing the following:

i) THE SKETCH **MUST** HAVE A NORTH ARROW AT THE TOP OF THE PAGE.

ii) The boundaries and dimensions of the subject land including the location of any existing and proposed buildings.

iii) The location of a reference point……i.e. distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.

iv) The location of all abutting (neighbours') lands.

v) The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, barns, wetlands, wooded areas, wells and septic tanks. Show distance of these features from the applicant's property lines.

****Note:** ** The distances to on-site and abutting owners' wells, septic fields and barns, from the property to be varied, **IS REQUIRED** to be shown. The **SKETCH** is of significant importance and should be prepared as carefully, neatly and accurately as possible.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

A Guide to Completing the Minor Variance Form

1) The names of **all** owners must appear in this section, even if they live in separate residences, and the address(es) should be the **full mailing address, complete with postal code**.

2) You may wish to appoint someone to act on your behalf during the variance process. If so, that person's name, address and phone number should appear here All owner's must sign the authorization.

3) Description of the Subject Land:
   a. District: The Districts are the same as the former Townships. If you are not sure, check the roll number (the long number beginning with 1029) on your tax bill. If the numbers are 010, 020 or 030, your district is Bedford; if the numbers are 040-050, your district is Loughborough; if the numbers are 060 or 070, your district is Storrington; and if the numbers are 080, your district is Portland.
   b. Concession and Lot Numbers: if you are not sure, check your tax bill
   c. Street Number: Your civic address – if a civic number has not been assigned, leave this space blank.
   d. Name of Road/Street: This question applies whether or not you are on a private lane or a public road.
   e. Reference Plan No: If your property has been surveyed, it will have a plan number, and one or more parts on that plan. If your property has not been surveyed, leave this space blank.
   f. Roll No: This is the number beginning with '1029' which appears on your tax bill. Please take time to look it up before submitting the application.

4) Frontage, depth, area, acres: All parts of this question must be completed.

5) Current zoning: You may not be aware of the zoning on your property and this can be determined when you come in for pre-consultation with planning staff.

6) Nature and Extent of Relief: This question is asking what you are asking to do that requires the variance – for example, it could be that you are asking to be 25 m rather than 30 m from the high water mark, or that you are asking to increase the height of a structure within 30 m of the high water mark, or that you are seeking a variance to construct an accessory building closer to the front lot line than the principal building.

7) Reason why you can't comply: In other words, why can you not meet the required setbacks. It could be, for example, because you are seeking a variance to add on to an existing structure that is already too close to the water, or that developing further from the water would be impossible because of a steep embankment.

8) Roads: Municipally maintained roads are looked after by the Township; private roads are lanes that residents maintain themselves (not private driveways, but lanes that provide access to your property and that are generally shared with others).

9) Parking and Docking: This question is only relevant is you can only access your property by water.

10) Existing Uses: e.g. residential, retail business, vacant recreational land

11) Buildings: If there are **ANY** buildings or structures on the property now, the answer to this question is "yes".

12) Description of buildings and structures: You must complete all sections of this question for each structure on your property. **If there is a deck on your dwelling, please describe it separately from the residence.**

13) Proposed Uses: Generally, the answer to this question will be the same as the answer to #10, but if, for example, the land is currently vacant, and you are planning to construct a dwelling, then the use to be described in section 10 would be "vacant recreational land", and the use described in section 13 would be "residential"

14) Proposed structures: If you are planning to build **ANYTHING** on the property, the answer to this question is "yes" – This includes additions, decks, garages, septic systems.

15) Description of new construction: **ALL** proposed new development must be described here. If you are proposing to construct an addition to a dwelling, and to add a deck, please show this information in separate columns.

16) **Demolition: All demolition requires a permit from the building department.** In some instances, a proposed addition or increase in height cannot be accomplished without the removal of existing walls. If this is not made clear to the Committee at the beginning of the process, you may find that, although you are granted permission to add on to your residence, you can't actually do it because you have not made it clear that there is demolition involved.

17)Raising of Structure: In other words, are you proposing to raise the building in order to construct a basement under it.

18)Uses of Development: Please answer each part of this question. An increase in living space would include anything with walls – e.g. a screened porch would involve an increase in living space.

19)Date land acquired: When did you take possession of the property?

20)Date of existing buildings: If you are not sure, provide your best estimate.

21) Length of existing uses: For example, has the land been used for residential purposes for 30 years, or 18 months?

22) Water supply: in most cases the answer will be private well, but some waterfront properties take their water from a lake.

23) Septic: in most cases the answer will be private sewage system, but there may be some privies.

24) Drainage: Are there specific ditches that have been constructed to deal with drainage; is there natural drainage, etc.?

25) Application for consent: Is there currently an application for consent (severance) being proposed for the property?

26) If yes: If there is a current application for severance or subdivision on the property, please indicate the file number. (Staff can help provide this information)

27) Minor variance: Has there ever been a minor variance granted on the property? If you are long-time owner of the property, you will probably be aware of any other special permission granted for a variance to the zoning by-law. If you are a new owner, the seller will probably have made you aware of this.

28) If yes: If there has been a previous variance granted on the property, please indicate the application number if known, and what the details of the variance were.

29) **SKETCH: We cannot stress enough the importance of a detailed, accurate, and complete sketch. You do not necessarily need to contract with a professional to draw the sketch, but sketches that are not drawn to scale, do not show dimensions and distances, or are not drawn neatly (PLEASE USE A RULER), will not be accepted.**

30) **Agreement to Indemnify**: Must be signed in front of a commissioner of oaths – you may have this done before submitting the application, or sign the application in front of staff who can sign as commissioners. All owners must sign the application, or it can be signed by an agent if one has been appointed.

TOWNSHIP OF SOUTH FRONTENAC APPLICATION FOR MINOR VARIANCE
***Planning Act*, R.S.O. 1990, c. P.13 as amended**

AGREEMENT TO INDEMNIFY

Attached to this application is a cheque payable to the Township of South Frontenac representing payment of the application fee.

The Owner/Applicant/Agent agrees that the information recorded in this Minor Variance Application Form is accurate. The Owner/Applicant/Agent agrees that representatives of the Township and, where applicable, the appropriate Conservation Authority, may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

The Owner/Applicant/Agent agrees to reimburse and indemnify the municipality for all fees and expenses incurred by the municipality to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the municipality may, from time to time charge any fees and expenses incurred by the municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days,

The Owner/Applicant/Agent further agrees that, until such requests have been complied with, the municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application:

DATED AT THE TOWNSHIP OF SOUTH FRONTENAC

THIS 10 DAY OF November, 20 25

I, LAWRENCE HUTCHINGS OF KINGWOOD, TX
solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

[redacted]

Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

DECLARED before me at the TOWNSHIP OF SOUTH FRONTENAC (IN THE COUNTY OF FRONTENAC)

THIS 10th DAY OF November, 20 25

A Commissioner, etc.

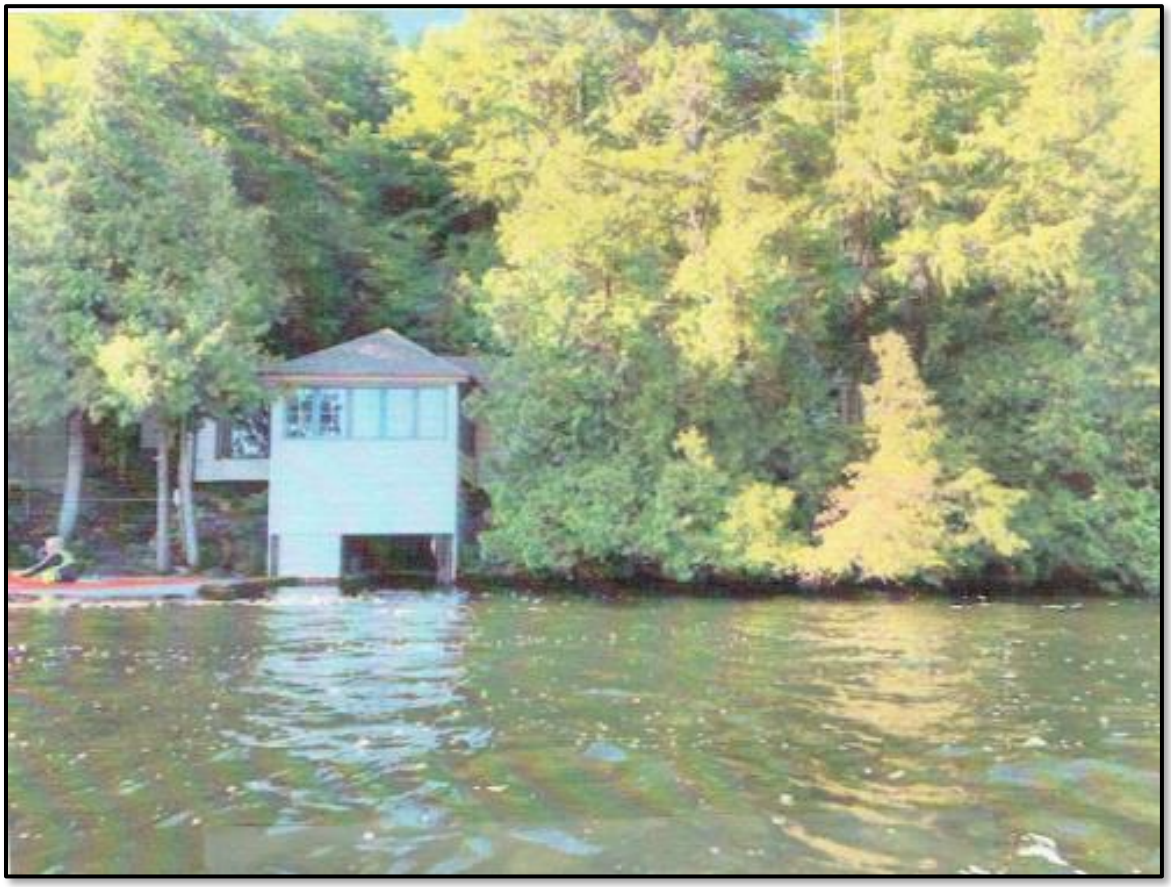
Katie Susan Kaestner, a Commissioner, etc.,
Province of Ontario, for the Corporation of
the Township of South Frontenac.
Expires August 14, 2027.

Land Use Planning Assessment

1277 Sheila Lane, Township of South Frontenac

Application for Permission

November 2025



Preamble

The subject property is approximately 7,325 square metres in area and maintains frontage on Sydenham Lake and Carslake Lane. The subject property is accessed via Sheila Lane which extends from the west through several neighbouring properties. The existing development is concentrated near the shoreline and consists of a seasonal dwelling and attached boathouse and three (3) detached accessory structures (bunk house, storage shed, and carport). The attached boathouse is located beneath the main floor of the seasonal dwelling and is accessed via an external entrance (dock).

Through Minor Variance application PL-ZNA-2024-0129, which received approval from the Township of South Frontenac Committee of Adjustment on December 12, 2024, the owners were granted relief from three (3) provisions of Township of South Frontenac Zoning By-law 2003-75, as amended, to facilitate the reconstruction of the seasonal dwelling. The proposed seasonal dwelling is to be detached from the boathouse as Cataraqui Conservation (CRCA) prohibits boathouses from having an attached living space. To accommodate the proposed seasonal dwelling, the existing storage shed and carport are to be demolished and a new septic system is to be installed.

Through this overall development plan, the existing boat house was envisioned to be reconstructed to the same size (ie. footprint) as what currently exists. Since, the owners realized that should the structure be modestly expanded in width and length, it would be suitable to accommodate their pontoon boat. Below are two photos of the existing boat house structure:



Figure 1: north (water) façade of existing house and entry door



Figure 2: interior of existing boat house

Proposal Overview

Presently, the owners are proposing to reconstruct and enlarge the existing legal non-conforming boathouse. The proposed boathouse is to be approximately 1.07 metres (3.5 feet) wider to the west and approximately 1.68 metres longer (5.5 feet) than the existing boat house. The height of the proposed boat house is to be reduced by approximately 2.16 metres (7.1 feet). The proposed boathouse includes an unenclosed observation deck on the roof accessed from grade while the boat slip is proposed to be accessed from the existing dock. The proposed boathouse is not proposed to project beyond the existing dock and is to be constructed with a similar design (ie. siding) as the proposed dwelling.

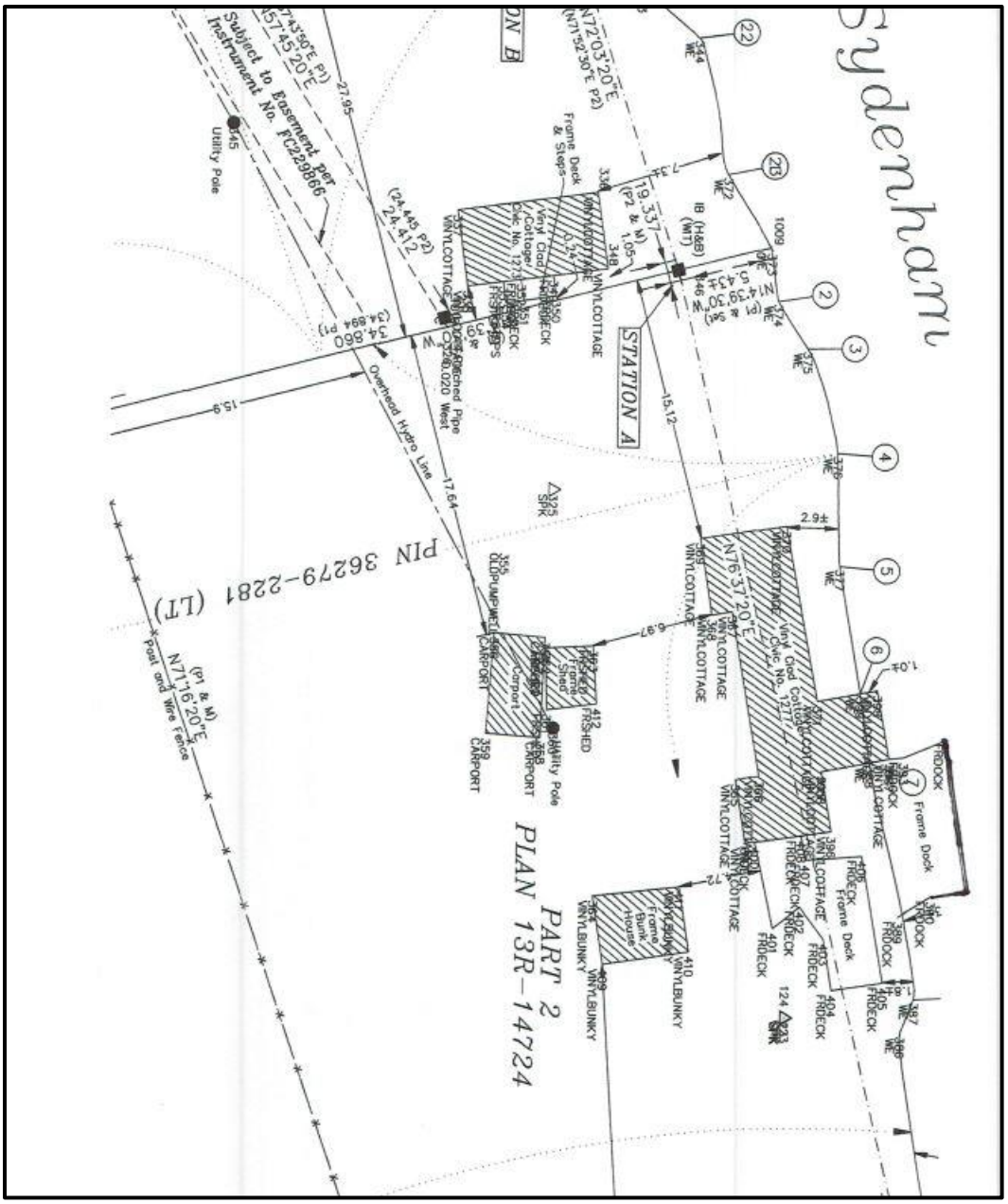


Figure 3: Concept plan illustrating existing site conditions

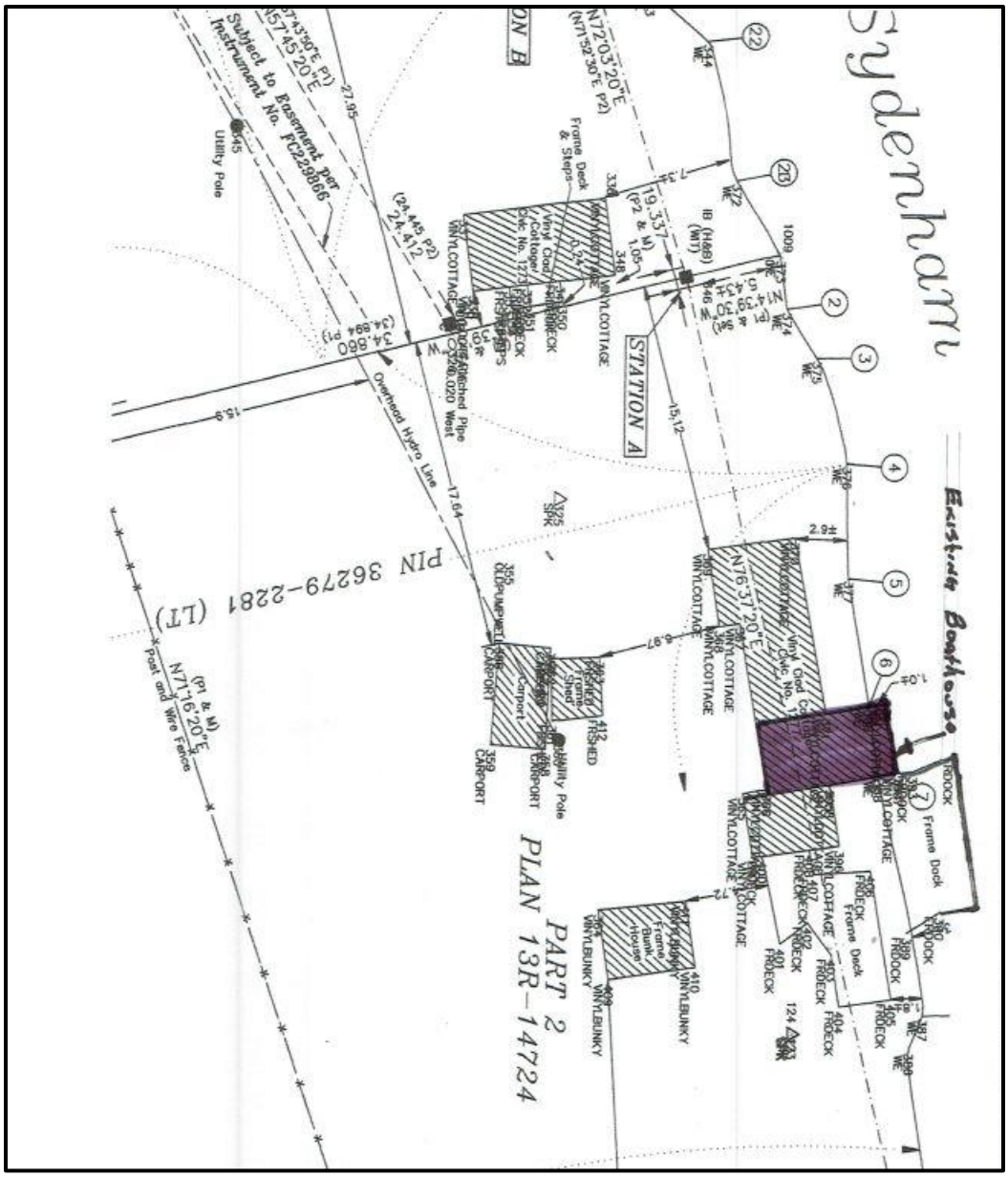


Figure 4: Concept plan illustrating existing site conditions – including boat house

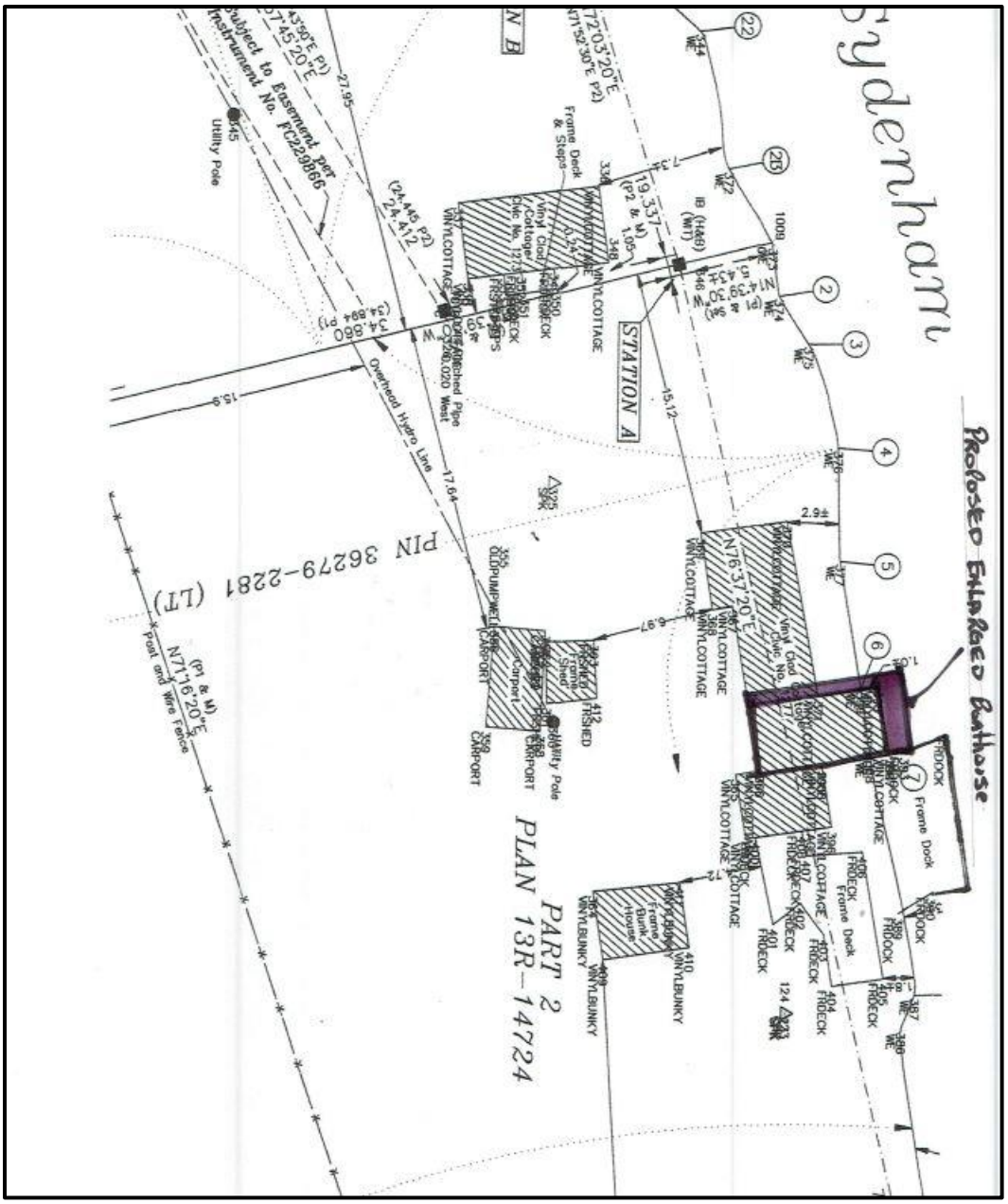


Figure 5: Concept plan illustrating existing site conditions – including footprint of proposed enlarged boat house

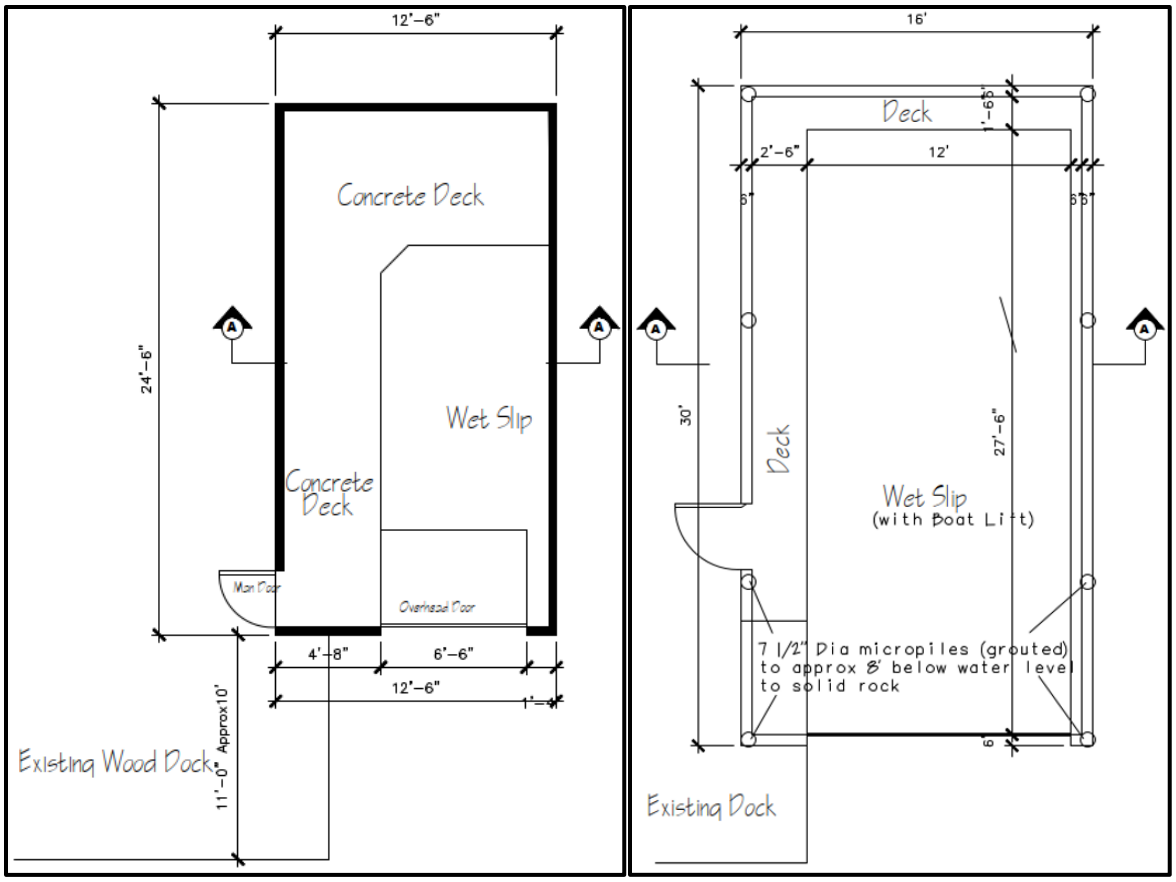


Figure 6: Existing (left) and proposed (right) boathouse dimensions

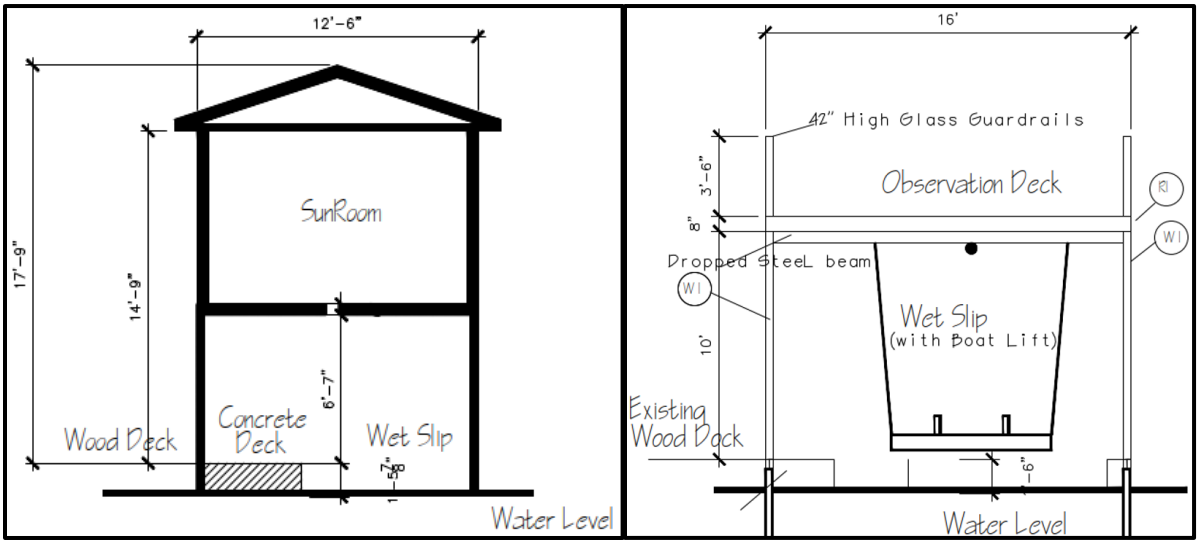


Figure 7: Existing (left) and proposed (right) boathouse elevations

Permission Application

Section 45.2(a)(i) of the *Planning Act* stipulates that where any land, building or structure, on the day the by-law was passed, was lawfully used for a purpose prohibited by the bylaw, a Committee of Adjustment, upon such application, may permit the enlargement or extension of the building or structure, if the use that was made of the building or structure on the day the by-law was passed, or a use permitted under subclause (ii) continued until the date of the application to the committee, but no permission may be given to enlarge or extend the building or structure beyond the limits of the land owned and used in connection therewith on the day the by-law was passed.

Recent case law confirmed that any legally established land, building or structure that no longer conforms with a zoning by-law is protected under Section 34.9. of the *Planning Act* and the common law, regardless of whether the non-conformance is in terms of use or performance standards. As the applicant is seeking to reconstruct and enlarge the existing legal non-conforming boathouse, we are of the opinion that the use of Section 45.2(a)(i) is appropriate.

The test for an application for permission to expand under Section 45.2(a)(i) is:

1. *Whether the application is desirable for appropriate development of the subject property; and*

   Though the current Township Official Plan fails to include specific criteria for assessing applications for Permission, the final draft of New Township Official Plan (March 2025) does contain such criteria (Section 3.11.). As it relates to the proposed development, this criteria seeks to ensure that the development is consistent with the scale and massing of development on neighboring properties, will not become a public nuisance, minimizes disturbance to riparian vegetation, and minimizes structural coverage within the shoreline area.

   The proposed boathouse excludes an attached living space in accordance with Cataraqui Conservation (CRCA) regulations and is to maintain a reduced height of approximately 2.16 metres (7.1 feet) which is well below the maximum permitted building height for detached accessory buildings in the 'RLSW' zone (8.0 metres). The proposed boathouse would maintain a scale and massing which is more consistent with neighbouring accessory structures.

   The proposed boathouse is to accommodate a single boat slip and would occupy approximately 6.5 percent of the shoreline width of the subject property, which is just 1.4 percent greater than what the existing boathouse. The approximately 1.68

metre expansion to the length of the boathouse will be nearly indistinguishable from the lake, for any member of the public viewing the property from the water. The design of the proposed boathouse is to be aesthetically pleasing, matching that of the proposed dwelling. Considering this information, the proposed boathouse is not anticipated to be a public nuisance as it relates to traffic or visual impacts.

The proposed increase to structural coverage along the shoreline has been minimized while ensuring that modern boat sizes can be accommodated. As the proposed expansion to the width of the boathouse will occur along exposed rock, the subject property's riparian vegetation will remain undisturbed.

2. *Whether the application will result in undue adverse impacts on the surrounding properties and neighbourhood.*

   The subject property is developed in similar manner to surrounding properties with dwellings and accessory buildings concentrated near the shoreline and docks and/or boathouses at the shoreline. The proposed boathouse is not proposed to project beyond the existing dock and will remain visually screened from immediately adjacent properties through the maintenance of existing mature vegetation.

   Several waterfront properties in the area on Sydenham Lake have long-standing boat houses, which are recognized as being legal non-conforming. The shoreline aesthetic will be improved compared to what currently exists as the proposed increase in footprint (width and length) will are minimal while the reduced building height is substantial. Coupled with the reduced overall building height, the proposed boat house is to exclude habitable space – being more consistent with accessory structures to be utilized for storage.

   Therefore, there are no undue adverse impacts anticipated on the surrounding properties and neighbourhood as a result of the proposed development.

Township of South Frontenac Official Plan

While the current Township of South Frontenac Official Plan fails to include specific criteria applicable to accessing applications for Permission, the draft Township Official Plan does contain several criteria to assess when reviewing such proposal. Although the draft Official Plan has not yet being adopted, approved and in effect, we've considered Section 3 – General Land Use Policies as part of our assessment of this application.

Section 3.1.1.d of the draft Official Plan contains policy consideration when considering a change in use, expansion or enlargement of a legally non-conforming use located within 30 metres of the highwater mark. The proposal shall be assessed against the following criteria:

i) Natural vegetation will be maximized within the first 30 metres from the highwater mark of a waterbody. A shoreline naturalization planting plan may be required in order to ensure the protection and enhancement of the waterfront area;

Through the overall development plan to expand the existing boat house, the existing naturalized shoreline is largely going to be maintained. There are no significant losses to existing shoreline vegetation in the riparian area that are anticipated as a result of the proposed boat house expansion.

ii) Disturbed areas will be minimized within the first 30 metres from the highwater mark, while allowing for a reasonable area for water access;

The area within 30 metres from Sydenham Lake that is proposed to accommodate the expanded boat house is comprised of a rock outcropping, the area to be disturbed to accommodate the proposed enlarged boat house is minimal given the increase in width is limited to 1.07 metres.

iii) The visual impact of the development as seen from the water and/or adjacent properties will be minimized;

The overall building height of the existing boat house is 5.41 metres. The built form is a two storey building, with storage for boats on the lower level and habitable space associated with the long-standing dwelling on the subject property on the upper storey. In 2024, the applicant received Township approval to redevelopment the subject property, which included moving the dwelling back further from the high water mark and maintaining the existing boat house footprint and size, notwithstanding the removal of the upper storey.

While the owners have revised their plans with respect to the boat house, the overall building height of the proposed single storey boat house is to be 3.25 metres. Therefore a reduction in overall building height of 2.16 metres is proposed, which will result in a significantly lesser visual impact from the water.

Moreover, although the boat house is proposed to be increased in length, it isn't anticipated to significantly alter the aesthetic from the water or shoreline as it does not seek to protrude further into the water than the existing dock and shoreline vegetation to the west.

iv) Proposals to enlarge a non-conforming building or structure reflect efforts to maximize the setback from the highwater mark;

N/A

v) Proposals to enlarge a non-conforming building or structure reflect efforts to reduce the amount of structural coverage within that portion of land falling within 30 metres of the high water mark of a waterbody. Proposals which may result in excess structural coverage shall explore options to offset environmental and aesthetic impacts such as removing, downsizing, or relocating buildings or structures which have deficient water setbacks;

The overall development plan seeks to marginally expand the footprint of the existing boat house by widening the existing the structure by 1.07 metres and increasing its length by 1.68 metres. The existing boat house is proposed to be expanded so that the owners pontoon boat can be accommodated.

vi) The setback of any sewage system from the highwater mark of a waterbody will be maximized;

N/A

vii) Tertiary treatment systems and other technologies will be utilized on lots which are physically constrained and/or situated in close proximity to sensitive natural heritage features or water resources;

N/A

viii) Where a new sewage system is required to replace a substandard or malfunctioning system, and where there is no other location on the property at least 30 metres from the highwater mark, the replacement system will be located not less than 15 metres from the high water mark

and, wherever feasible, above the flood line elevation where one has been defined by the Conservation Authority.

N/A

ix) Where an existing functioning sewage system is less than 30 metres from the highwater mark, the proposed building extension or enlargement will not remove the ability for a future replacement sewage system to be located in a more compliant location, maximizing its setback from the shoreline and sensitive environmental features; The development will be located outside of flooding and/or erosion hazards and can achieve safe access (ingress and egress); and

N/A

x) Features will be incorporated into the development to control runoff and improve water quality through such measures as decreasing the amount of impervious surfaces, controlling the quality and quantity of runoff and/or enhancing riparian vegetation.

The property is currently subject to a Development Agreement that ensures that future stormwater runoff is controlled and does not result in overland flow directly into Sydenham Lake. The Agreement also requires the maintenance and enhancement of the vegetation within the riparian area. The owners acknowledge these requirements and have full commitment to ensure best practices are achieved through the construction process and ultimate build-out.

Conclusion

Based on this review, it is our professional opinion that the Permission application is desirable for the appropriate development of the subject property and will not result in undue adverse impacts on the surrounding properties and neighbourhood.

In conclusion, it is our professional opinion that the Permission application is appropriate and constitutes good land use planning.

Sincerely,

original signed by author

Jason Sands, B.Sc. M.Pl. MCIP. RPP



SOUTH FRONTENAC

PL-ZNA-2025-0117

(HUTCHINGS)
1277 SHEILA LANE

Legend

- Subject Lands
- Provincially Significant Wetland
- Wetland
- Wooded Area
- Lake Trout Lake - At Capacity
- Lake Trout Lake - Not at Capacity
- Non-Lake Trout Lake - At Capacity
- Waterbody
- Township Boundary
- Road

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2025.

While the County makes every effort to insure that the information presented is accurate for the intended uses of this map, there is an inherent error in all mapping products, and accuracy of the mapping cannot be guaranteed for all possible uses. This map displays basic topographic features only.

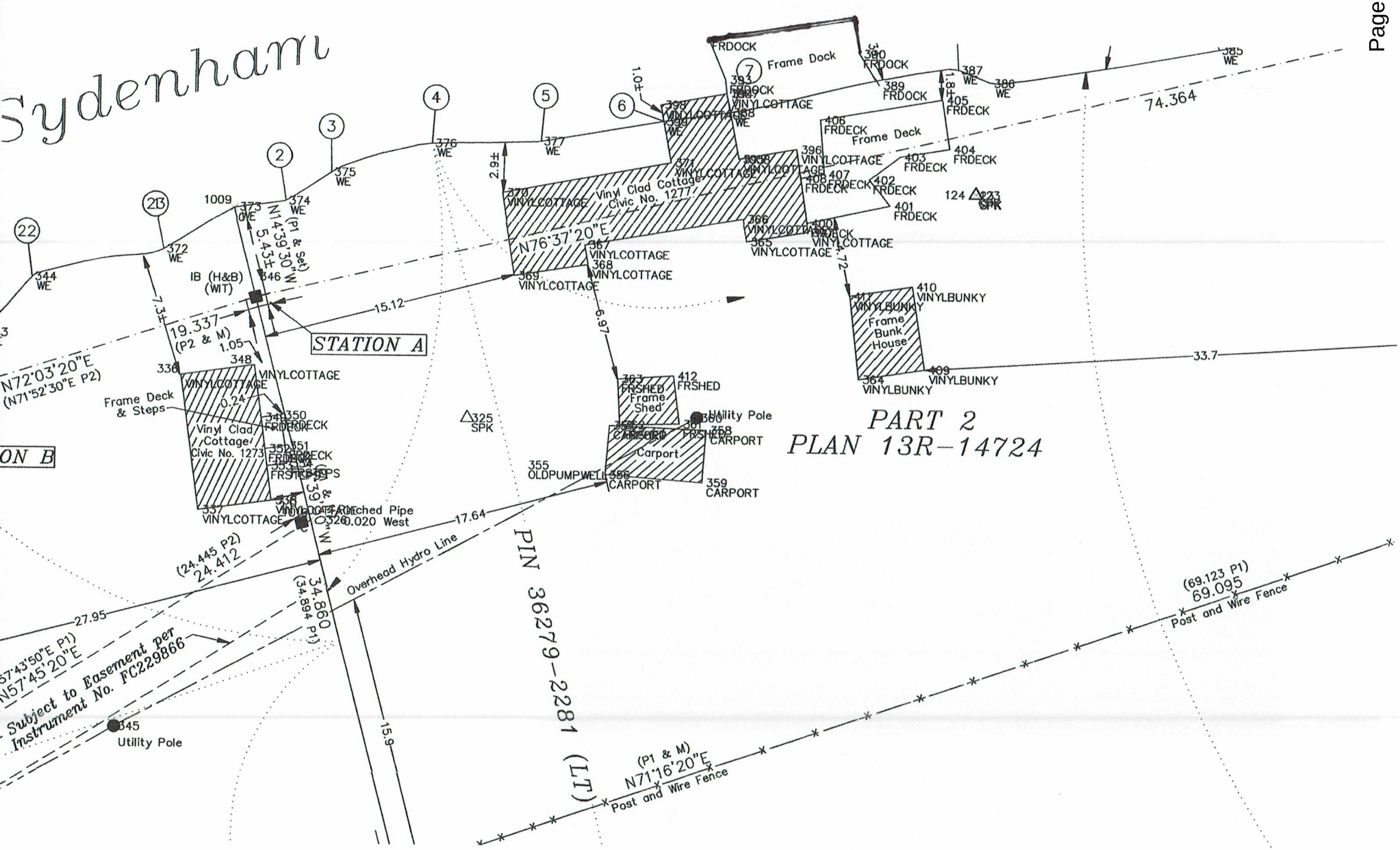
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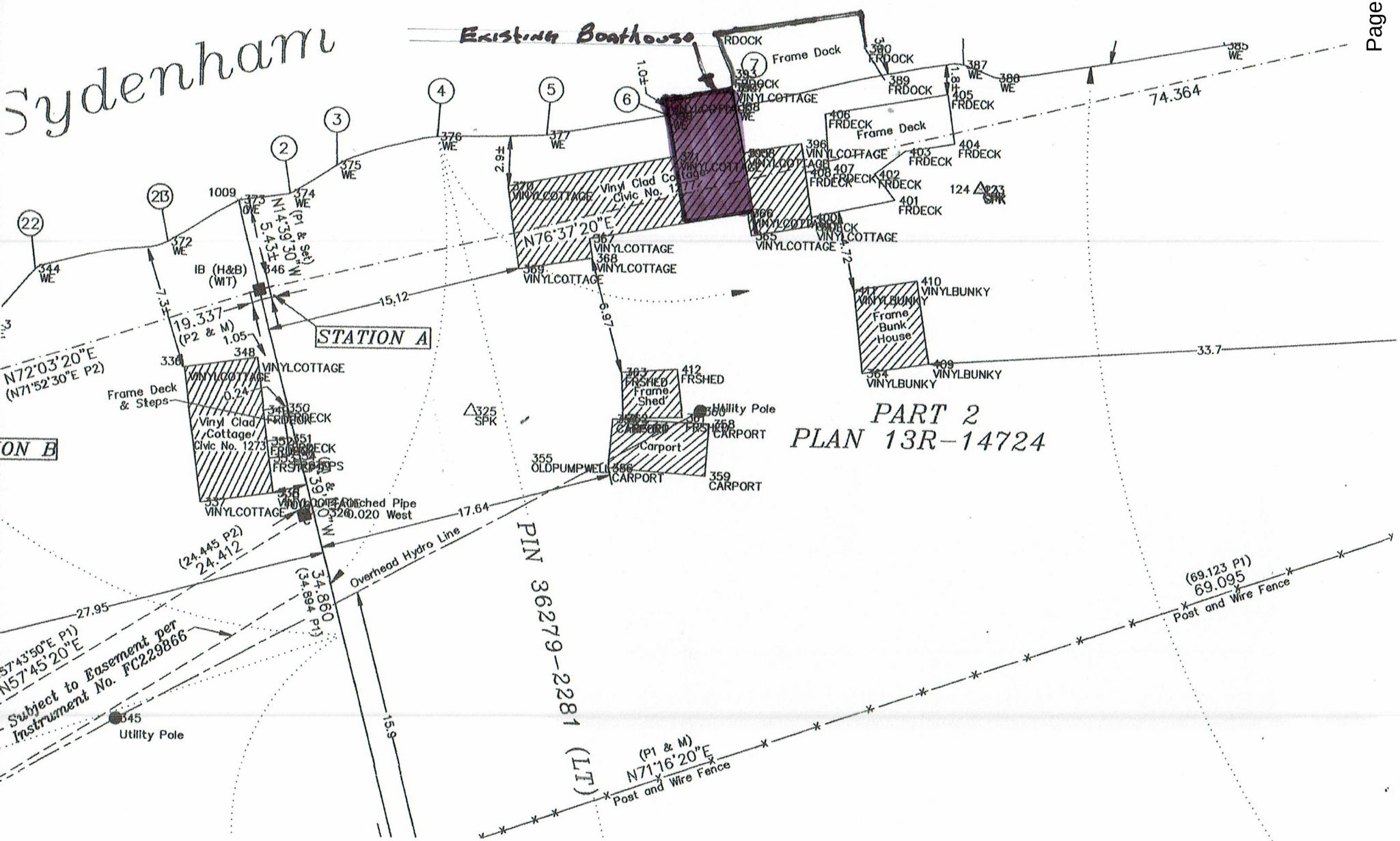
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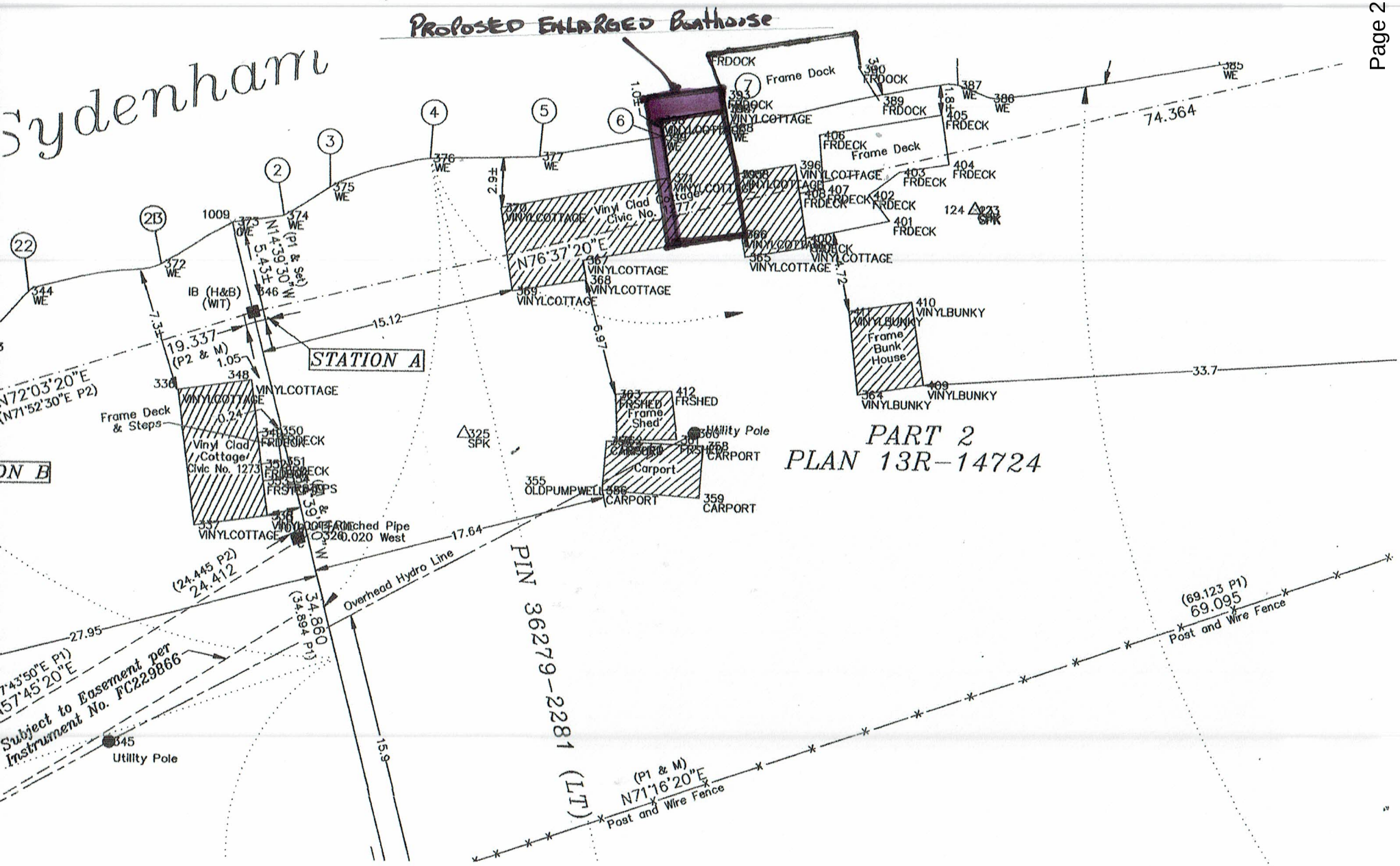
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UTM Zone 18 NAD 83

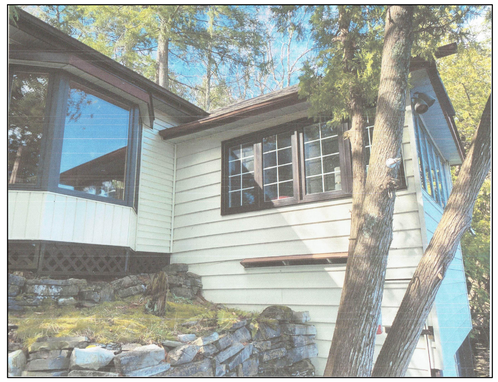
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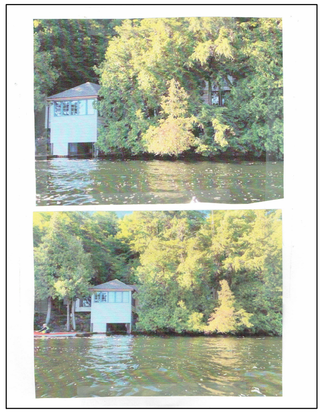

Sydenham
PART 2
PLAN 13R-14724
STATION A
IB (H&B) (WIT)
Vinyl Clad Cottage Civic No. 1277
Vinyl Clad Cottage Civic No. 1273
Frame Deck & Steps
Frame Dock
Frame Shed
Frame Bunk House
Carport
Utility Pole
Overhead Hydro Line
Post and Wire Fence
Subject to Easement per Instrument No. FC229866
PIN 36279-2281 (LT)
N72°03'20"E
(N71°52'30"E P2)
N76°37'20"E
N14°39'30"W
5.43±
19.337
(P2 & M)
15.12
74.364
(69.123 P1)
69.095
(P1 & M)
N71°16'20"E
34.860
(34.894 P1)
24.412
(24.445 P2)
17.64
33.7
27.95
15.9
6.97
4.72
2.9±
1.0±
7.3±
0.24
1.05
0.020 West
Notched Pipe
VINYLCOTTAGE
FRDECK
FRSHED
VINYLBUNKY
CARPORT
OLDPUMPWELL
SPK


Sydenham
Existing Boathouse
Frame Dock
74.364
N76°37'20"E
STATION A
IB (H&B) (WIT)
19.337 (P2 & M)
15.12
N72°03'20"E (N71°52'30"E P2)
Frame Deck & Steps
Vinyl Clad Cottage Civic No. 1273
Frame Bunk House
PART 2 PLAN 13R-14724
Utility Pole
Carport
OLDPUMPWELL
Overhead Hydro Line
Found Cut Notched Pipe
0.020 West
PIN 36279-2281 (LT)
Subject to Easement per Instrument No. FC229866
Post and Wire Fence
(69.123 P1) 69.095
(P1 & M) N71°16'20"E
34.860 (34.894 P1)
24.412 (24.445 P2)
27.95
N57°43'50"E P1) N57°45'20"E
17.64
15.9
33.7


PROPOSED ENLARGED Bunthouse
Sydenham
Frame Dock
Vinyl Clad Cottage Civic No. 1273
Frame Bunk House
Frame Deck & Steps
Carport
Utility Pole
STATION A
PART 2
PLAN 13R-14724
PIN 36279-2281 (LT)
Subject to Easement per Instrument No. FC229866
Overhead Hydro Line
Post and Wire Fence
74.364
33.7
69.095
34.860
24.412
19.337
15.12
6.97
7.12
2.69
1.05
0.24
N76°37'20"E
N14°39'30"W
N72°03'20"E
N71°16'20"E
VINYLCOTTAGE
FRDECK
FRDOCK
VINYLBUNKY
FRSHED
CARPORT



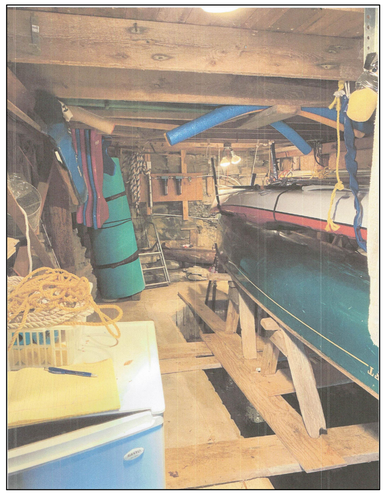






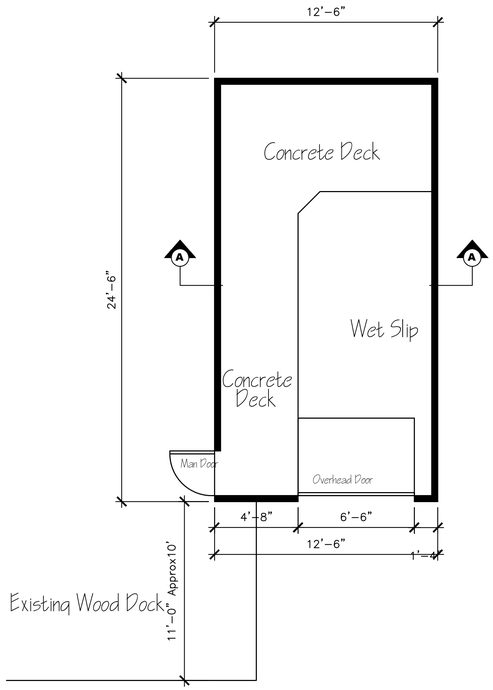


Existing Photos



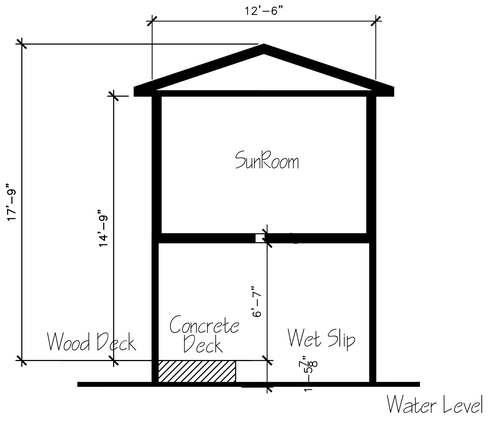


Existing Photos



Boathouse Plan

Scale 1/4'=1'-0"



Boathouse Section A-A

Scale 1/4'=1'-0"

General Notes:

These plans were designed in accordance with the requirements of the Ontario Building Code.

Drawings must not be scaled.

Contractor shall verify and be responsible for all dimensions and minimum code requirements and shall report any discrepancy to the Owner before proceeding with any work.

Plans are copyrighted and any unlawful for use without company's express and written permission.

These plans form the basis for the permit issuance and any deviations from these plans and details including ventilation system, heating system, woodstove, fireplaces, decks, balconies and finish basements will require a revised drawing and clearance by the Building Department.

DESIGNER INFORMATION

I, Rod Stokes of Rod Stokes Consulting review and take responsibility for the design work, and am qualified in the appropriate categories as "Designer" under Division C Part 3 Section 3.2.4 of the Ontario Building Code.

Firm B.C.I.N.: 38482

Individual B.C.I.N.: 31134

Signed: Rod Stokes

October 5th 2025

No.	Revision/Issue	Date
5	issued for Permissions app	Nov04/25
4	issued for CRCA review	Oct20/25
3	issued for permits	Jun01/25
2	issued for CRCA app.	
1	issued for permit	Feb7/25

rodSTOKES CONSULTING

Proposed Heated Seasonal Residence for
Catherine & Larry Hutchings
1277 Sheila Lane Sydenham Lake
Sydenham ,Twp of South Frontenac

Drawing

Existing Conditions
Boathouse

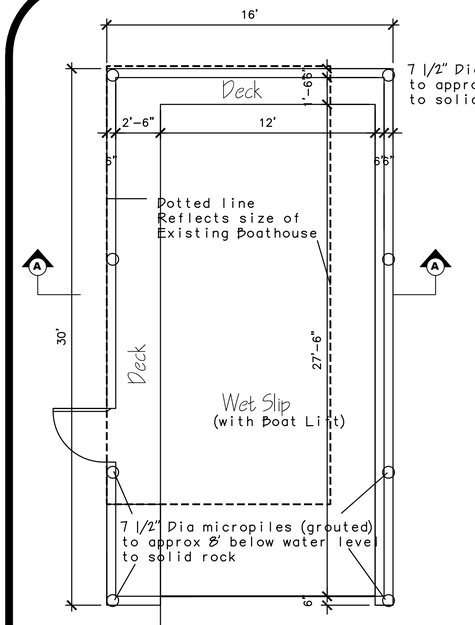
Project	Sheet
Date	A-2
Scale **As noted**	

Boathouse Walls

W1 Boathouse Exterior Wall Assembly
hardi board siding (to match Cottage)
Horizontal strapping @2'-0" o.c.
7/16" OSB Sheathing
2x6 wood studs @ 16" o.c.

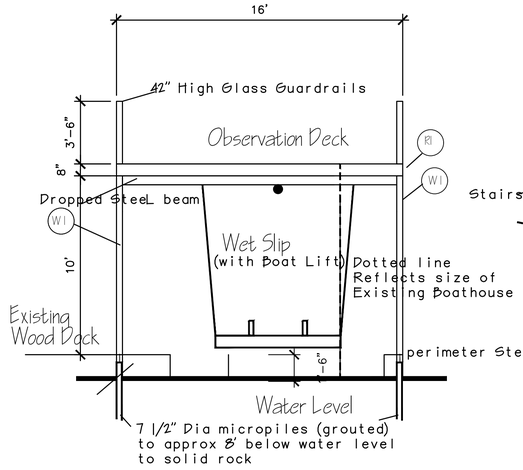
Boathouse Roof

R1 Boathouse Roof / Ceiling Assembly
DecTec Waterproof membrane
1/2" roof sheathing
Conventional framing as per plan
Roof Sloped 1/4" as per Roof Plan



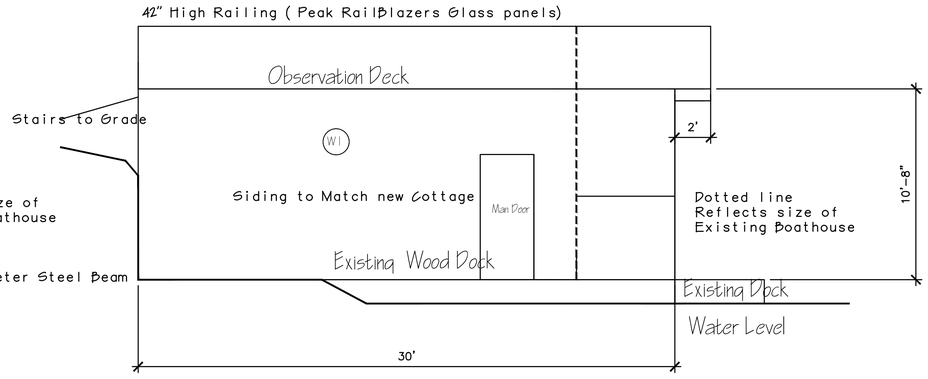
Boathouse Plan

Scale 1/4'=1'-0"



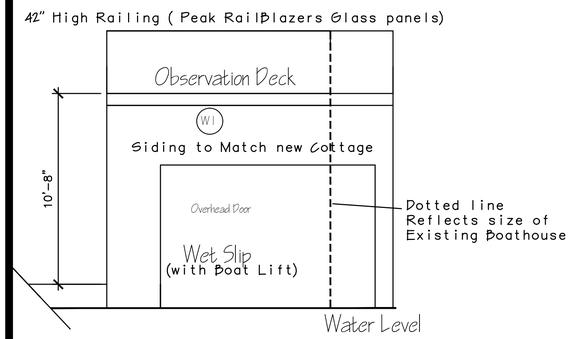
Boathouse Section A-A

Scale 1/4'=1'-0"



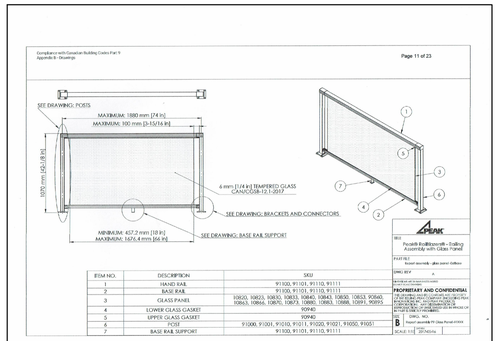
Typical Side Elevation

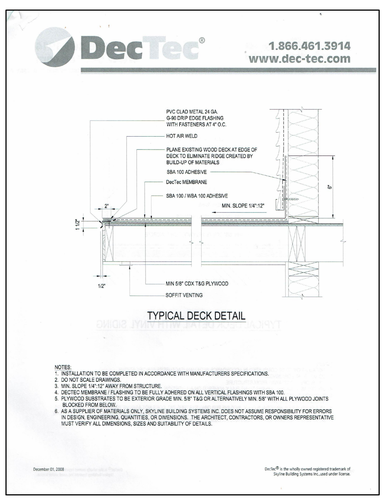
Scale 1/4'=1'-0"



End Elevation

Scale 1/4'=1'-0"





General Notes:

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Firm B.C.I.N.: 38482
Individual B.C.I.N.: 31134
Signed: Rod Stokes
October 5th 2025

No.	Revision / Issue	Date
4		
3	issued for Permissions app	Nov04/25
2	issued for CRCA review	Oct20/25
1	issued for permit	Feb17/25

rodSTOKES CONSULTING

Proposed Heated Seasonal Residence for
Catherine & Larry Hutchings
1277 Sheila Lane Sydenham Lake
Sydenham ,Twp of South Frontenac

Drawing
Boathouse Reconstruction Plans and Elevations

Project	Sheet
Date	A-6
Scale: As noted	

WJM
CONSULTING LIMITED

46 Glenora Drive
Bath, ON K0H 1G0
Cell: 613.217.7013
wjmconsultingltd@outlook.com

November 18, 2025

Cataraqui Conservation
2906 Battersea Road
Glenburnie, ON K0H 1S8

Attention: Emma Stucke, MCIP, RPP, Resource Planner

Dear Emma:

Re: Hutchings Property - 1277 Sheila Lane Boathouse
Sydenham Lake
Bedrock Removal and Stability

Further to your request, this letter will serve as our review of the existing bedrock and stability resulting from the work associated with the reconstruction of the boathouse.

As detailed in the preliminary plans prepared by Rod Stokes Consulting, the existing boathouse will be widened westerly by approximately 3.5 feet (12.5' width to 16' width) and lengthened toward lake. This will necessitate the removal of bedrock westerly to accommodate the new structure.

Based on our site review, the existing bedrock shoreline rises vertically at the water's edge approximately 6 to 7 feet above the water level. Within the existing boathouse, the exposed bedrock was observed along the east, south and west sides of the structure.

The existing limestone bedrock is horizontally bedded with bed thicknesses ranging from 6 inches to 36 inches. Vertical fracturing was noted in some locations along the exposed face and loose, small bedrock fragments (less than 6 inches) were noted in isolated locations. The enclosed photos show the bedrock condition prior to demolition of the existing boathouse and as well as post demolition.

Removal of the bedrock along the west wall should be completed using an excavator and/or hoe ramming techniques to achieve the width required to facilitate construction. Prior to removal of the bedrock, all overburden should be removed from the top surface of the bedrock embankment to minimize debris entering the water. During removal operations, the contractor should minimize bedrock entering the water by careful removal of loose pieces or placement of a platform to catch any debris. The use of a floating silt barrier to contain silt entering the lake is recommended.

The existing bedrock is considered stable in both its current condition and post construction. No further treatment is considered necessary.

We trust this report provides sufficient information for your present requirements. Should you have any questions concerning the above, please feel free to contact our office.

WJM CONSULTING LIMITED



Bill McLatchie, P.Eng.



East and South Bedrock Face



West Bedrock Face



West Bedrock Face – Post Demolition



Looking North

Noah Perron

From: Emma Stucke <EStucke@crca.ca>
Sent: November 27, 2025 4:33 PM
To: Planning Services – South Frontenac; Noah Perron
Cc: Development
Subject: RE: External Agency Review - Permission Application PL-ZNA-2025-0117
Attachments: PL-ZNA-2024-0129_CRCA Comments.pdf; Rock Removal and Stability .pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Noah,

Thanks for circulating this application.

Overall, CRCA has no objection to the approval of application PL-ZNA-2025-0117 to construct a new and expanded detached boathouse at 1277 Sheila Lane based on our review of natural hazards. CRCA policies and guidelines can permit boathouses within the flood hazard provided the boathouse maintains an appropriately sized wet slip, does not contain habitable living space, and is limited to one-storey in height. CRCA will need to review design details for the new boathouse as part of the O. Reg. 41/24 permit review. Based on our review of plans provided, the proposed boathouse expansion could be supported by CRCA as it meets our policies for shoreline occupancy and maximum dock width, and maximum height and has sufficient water depths for mooring vessels. We have no concerns with the use of 8" post piles for support or use of 12" piles for the outer piles to protect from ice forces. **A permit from CRCA under O.Reg 41/24 is required for the boathouse.** Because the work associated with the boathouse will require excavation of the shoreline rock, CRCA will require confirmation (via letter/engineered designs) that the removal of the bedrock will have no adverse effects on the control of erosion or unstable bedrock at the property. CRCA staff have reviewed a letter on the rock removal and stability (attached) and have no concerns in this regard.

CRCA previously commented on a minor variance application BL-ZNA-2024-0129 for the dwelling. These comments are attached for reference.

If you have any further questions, please let me know.

Sincerely,
Emma

Emma Stucke MCIP, RPP (she/her)
Resource Planner

Cataraqui conservation

2069 Battersea Road, Glenburnie ON, K0H 1S0
Phone: (613) 546-4228 ext. 239
Toll-Free: 1-877-956-2722
Fax: (613) 547-6474

Web: www.CataraquiConservation.ca

Cataraqui Conservation sits on the traditional lands of the Haudenosaunee & Anishinabek peoples, and we want to thank the Indigenous people for their continued care and protection of All of Our Relations on this shared land.

Please note individuals should schedule an appointment with Cataraqui Conservation staff for any in-person inquiries relating to planning and permitting matters. Contact me or visit https://crca.ca/property-inquiry-form/ to do so.

-----Original Message-----
From: Planning Services – South Frontenac <planning@southfrontenac.net>
Sent: November 14, 2025 2:28 PM
To: Development <Development@crca.ca>
Cc: Emma Stucke <EStucke@crca.ca>
Subject: External Agency Review - Permission Application PL-ZNA-2025-0117

Dear agency partner,

Please find attached to this email, documentation for your review with respect to:

Application number: PLZNA20250117
Roll Number: 102904003004500
Property Owner/Applicant: HUTCHINGS LAWRENCE GRAHAM
Agent: Boulevard Group (Jason Sands)
Proposal: The owners have applied to increase the area of a boathouse on Sydenham Lake. The property was developed with a dwelling and attached boathouse. A new dwelling is to be constructed further from lake. The owners propose to construct a new detached boathouse in a similar footprint. The new boathouse would project 5.5ft (1.67m) further onto Sydenham Lake but would not extend beyond the existing dock. The new boathouse would have a 44.6sqm (480sqft) footprint area, which is larger than the 28.46sqm (306.25) footprint area of the old boathouse. The new boathouse would be approximately 2.16m shorter in height and would have an unenclosed observation deck on its roof.
Location (civic address): 1277 SHEILA LANE Legal Description: CON 5 PT LOT 7 RP 13R14724;PARTS 1 & 2 Staff contact: Noah Perron

Kindly provide your comments on this application to planning@southfrontenac.net by November 28, 2025..

Your review fee for this application has been collected and will be sent to you by mail.

Regards,

Noah Perron
Planner
Development Services Department
Township of South Frontenac

p: +613-376-3027
e: nperron@southfrontenac.net
a: 4432 George St., Box 100, Sydenham, ON, K0H 2T0 www.southfrontenac.net

Please consider the environment before printing this email

Noah Perron

From: Emma Stucke <EStucke@crca.ca>
Sent: October 30, 2025 9:58 AM
To: [redacted]
Cc:
Subject: 1277 Sheila Lane Boathouse
Attachments: A-6 proposed boathouse October 20th 2025.pdf; A-2 Existing Boathouse October 20th 2025.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi Rod,

Following up on our site visit, here is a summary of CRCA's comments on the proposed boathouse expansion. Generally, the proposed boathouse expansion can be supported by CRCA as it meets our policies for shoreline occupancy and maximum dock width, and maximum height and has sufficient water depths for mooring vessels. We have no concerns with the use of 8" post piles for support or use of 12" piles for the outer piles to protect from ice forces. As discussed on site, because the work will require excavation of the shoreline rock, we will require confirmation (via letter or engineered designs), that the removal of the bedrock will have no adverse effects on the control of erosion or unstable bedrock at the property.

In terms of next steps, CRCA will provide comments on the permission/minor variance application submitted to the Township. Following the decision of the committee of adjustment, provided they move to approve the proposed expansion, the CRCA permit issued for the house (Permit #F-101/25-SL) can be amended to also include the proposed boathouse works. I'll note that administration fees apply to amend the permit.

If you have any questions as the project advances, please don't hesitate to reach out.

Sincerely,
Emma

Emma Stucke MCIP, RPP (she/her)
Resource Planner

Cataraqui conservation

2069 Battersea Road, Glenburnie ON, K0H 1S0
Phone: (613) 546-4228 ext. 239
Toll-Free: 1-877-956-2722

Fax: (613) 547-6474
Web: www.CataraquiConservation.ca

Cataraqui Conservation sits on the traditional lands of the Haudenosaunee & Anishinabek peoples, and we want to thank the Indigenous people for their continued care and protection of All of Our Relations on this shared land.

Please note individuals should schedule an appointment with Cataraqui Conservation staff for any in-person inquiries relating to planning and permitting matters. Contact me or visit https://crca.ca/property-inquiry-form/ to do so.

Township of South Frontenac

Staff Report

To: **Committee of Adjustment**

From: **Development Services Department**

Date of Meeting: **December 9, 2025**

Subject: **Application for Permission to Enlarge Legal Non-Conforming Use PL-ZNA-2025-0117, Hutchings, 1277 Sheila Lane, Loughborough District**

Summary

This report recommends that the Committee of Adjustment grant permission to enlarge a legal non-conforming boathouse under section 45(2) of the Planning Act, subject to conditions.

Background

The Township Official Plan designates the subject property as Rural. Zoning By-law No. 2003-75, as amended, zones the property as Limited Service Residential – Waterfront (RLSW).

The subject property is accessible via Sheila Lane, which is off Rutledge Road. It has waterfrontage on Sydenham Lake. The property is approximately 1.8 acres in area. The surrounding area is a mixture of seasonal and year-round residential uses.

Most of the property is well vegetated, except for the area in and around the existing buildings and structures. The land slopes downwards towards the lake. The slope levels slightly near the dwelling before dropping down considerably at the shoreline, forming a small cliff of exposed rock. At the shoreline, there is a frame deck and attached stairs that provide access to a dock at the bottom of the cliff.

The subject property was previously developed with a seasonal dwelling and attached boathouse. According to the Municipal Property Assessment Corporation (MPAC) the structure had existed since 1935. The boathouse component existed below the dwellings main floor and had an area of 28.46sqm (306.25sqft). As one connected structure, the dwelling and boathouse had a combined building height of 5.4 metres (17.75 feet). The boathouse encroached approximately 1 metre over the highwater mark.

The Committee of Adjustment approved minor variances for a new dwelling through application PL-ZNA-2024-0129 on December 12, 2024. The variances permitted the proposed dwelling to be setback 7 metres from the highwater mark and 6 metres from the top of bank. The owner planned to reconstruct the boathouse as a detached structure within its footprint.

The former dwelling and attached boathouse have been removed from the property. The new dwelling is in the process of being constructed. The owners have applied to build a larger detached boathouse in a similar footprint as the previous.

Section 5.11 of the Zoning By-law states that a legal non-conforming structure may be replaced with a new structure provided there is no enlargement of footprint or increase in gross floor area. This provision prohibits the construction of a larger boathouse on the subject property, without permission from the Committee of Adjustment.

Proposal

The applicants seek permission under section 45(2) of the *Planning Act* to enlarge the legal non-conforming boathouse. The new boathouse would have a footprint area of 44.6sqm (480sqft). The new boathouse would project 1.67 metres (5.5 feet) further onto Sydenham Lake but would not extend further than the existing dock. The new boathouse would be approximately 2.16 metres (7.1 feet) shorter than the original boathouse and would have an unenclosed observation deck on its roof. According to the Land Use Planning Assessment (The Boulevard Group, November 2025) submitted with the subject application, the purpose of the enlarged boathouse is to accommodate a pontoon boat.

Related Applications

The lands are not subject to any additional applications under the *Planning Act*.

Supporting Documentation

A Land Use Planning Assessment (The Boulevard Group, November 2025) was submitted in support of the subject application. The assessment reviewed the proposed development against the criteria for considering the enlargement of a legal non-conforming structure. The assessment also reviewed the proposal in the context of the Township's draft Official Plan policies related to enlarging legal non-conforming uses (Section 3.11). The assessment concluded that the proposal meets the criteria noted above.

A Bedrock Removal and Stability Report (WJM Consulting Limited, November 18, 2025) was submitted in support of the proposal. This submission was required by Cataraqui Conservation because the proposal would require the removal of bedrock along the shoreline to accommodate the larger boathouse. The report concluded that the existing bedrock along the shoreline is considered stable in both its current condition and in the post construction condition.

Department and Agency Comments

Cataraqui Conservation said they have no objection to the application. Additionally, CRCA Staff reviewed the Bedrock Removal and Stability Report and had no concerns. A permit from the CRCA under O. Reg 41/24 is required for the boathouse.

The Ontario Ministry of Natural Resources (MNR) was circulated the application because the boathouse would be fixed to the bed of Sydenham Lake. The beds of most lakes and rivers are crown land under MNR jurisdiction. The Township did not receive any comments at the time staff prepared this report. Staff anticipate that some form of MNR documentation (e.g.

permit) will need to be included in the building permit application submission to the Township for the proposed boathouse. Any comments received will be shared with the Committee of Adjustment at the public meeting.

Public Comments

The Township did not receive any public comments at the time staff prepared this report.

Planning Analysis

The boathouse was constructed before Zoning By-law No. 2003-75 was passed. It is a legal non-conforming building because a boathouse is a prohibited use under Section 5.20.1 of the Zoning By-law.

Through its powers under section 45(2) of the Planning Act, the Committee of Adjustment may grant permission to enlarge the boathouse. The generally accepted criteria for considering such a request are:

- whether the proposal is desirable for the appropriate development of the subject property, and
- whether the proposal will result in undue adverse impacts on surrounding properties and the neighbourhood.

Council adopted a new Official Plan (dated March 2025) in May 2025. While this document is not yet in effect, it is helpful to refer to section 3.11 which set out criteria that the Township should use to assess a proposal to change or enlarge a non-conforming building. The submitted Land Used Planning Assessment (The Boulevard Group, November 2025) list the criteria from the draft Official Plan and describes how the proposal meets them.

The existing boathouse projects approximately 1 metre onto Sydenham Lake, while the new boathouse would project approximately 2.67 metres onto the lake. The new boathouse would not extend beyond the existing dock. The additional length is being proposed to accommodate a larger boat size.

The new boathouse would have an area of 44.6 square metres, which is an increase from the 28.46 square metre area of the existing. The new boathouse would occupy a similar footprint as the existing, but would extend 1.07 metres west (i.e., into the shoreline) and 1.67 metres north (i.e., onto the lake). The subject property has approximately 75 metres of waterfrontage on Sydenham Lake. The existing boathouse has a width of 3.8 metres, which represents roughly 5.1% of the shoreline area. The new boathouse would have a width of 4.88 metres, which represents roughly 6.5% of the shoreline area. Therefore, the new boathouse would occupy an additional 1.4% of the shoreline.

The existing boathouse was attached to the dwelling and had living space above. As a result, the existing structure had a building height of approximately 5.4 metres. The new boathouse would be a detached structure with a reduced building height of 3.25 metres. The new boathouse would forego attached living space in favour of an unenclosed observation deck on its roof.

Staff reviewed the submitted Land Use Planning Assessment (The Boulevard Group, November 2025) and agree with the agent's assessments of the proposal. Specifically,

- The new boathouse would not project further onto Sydenham Lake than the existing dock,
- The building height of the new boathouse is 2.16 metres less than the existing, which helps to minimize the visual impacts of the boathouse as seen from the water and adjacent properties,
- The new boathouse excludes attached living space, which is more consistent with its intended use (i.e., boat storage),
- This area of Sydenham Lake has several waterfront residential properties with long-standing boat houses, meaning the new boathouse would not conflict with existing patterns of development in the area.
- The proposal is desirable for the appropriate development of the subject property and will not result in undue adverse impacts on surrounding properties and the neighbourhood.

Staff note that there is a development agreement registered on the title of the property that requires the owners maintain and enhance the soil and vegetation within 30 metres of Sydenham Lake. As such, a new development agreement has not been recommended as a condition of approval.

Conclusion

It is the opinion of staff that it is appropriate for the Committee of Adjustment to grant permission to expand the legal non-conforming boathouse on the property, as described in this report.

Notice/Consultation

Notice of the Statutory Public Hearing was given pursuant to the requirements of the Planning Act, at least 10 days in advance of the Public Hearing. This included notice given:

- by mail to every owner of land within 60 metres of the subject lands
- by posting notice signs on the subject lands
- by posting on the Townships public notices webpage
- by e-mail to prescribed persons and public bodies

Recommendation

Staff recommend that the Committee of Adjustment receive comments from the public and, pending any comments received, approve application PL-ZNA-2025-0117 for 1277 Sheila Lane to permit the owner to replace the legal non-conforming boathouse with a larger boathouse. The new boathouse shall have a maximum area of 44.6 square metres, with dimensions of 9.14 metres by 4.88 metres. The new boathouse shall have a maximum building height of 3.25 metres.

Approval should be subject to the following conditions:

1. The proposed boathouse design and size, and its location must be generally consistent with the submitted site plans and the Building Elevation and Floor Plans (Rod Stokes Consulting, Sheet A-6 dated 2025-10-05, revision date 2025-11-04), which will be attached to the decision as a schedule.

Report Prepared By:
Noah Perron, Planner

Report Reviewed By:
Christine Woods RPP, MCIP, Manager of Planning

Township of South Frontenac

Staff Report

To: **Committee of Adjustment**

From: **Kate Kaestner, Planning Clerk**

Report Date: **December 11, 2025**

Subject: **Decisions on Delegated Consents, November to December 2025**

Summary

This report summarizes the Consent applications that have been approved by Brad Wright, Director of Development Services, between November 14, 2025 and December 11, 2025.

Background

The authority to grant undisputed consents is delegated to the Director of Development Services under By-law 2020-27. This report lists the applications which met the criteria for being undisputed consents and have received provisional consent approval.

Discussion

a) **PL-BDJ-2025-0105 – Storrington District**

Approved on November 19, 2025

This application is for a residential lot addition from unaddressed lands on Burnt Hills Road (ARN: 102906006015653) to be conveyed to adjacent lands at 2054 Burnt Hills Road. The lot addition will be approximately 2 acres in area and will increase the size of 2054 Burnt Hills Road to 4 acres. The retained lands will be approximately 4.35 acres in remaining area and are undeveloped.

b) **PL-BDJ-2025-0103 – Portland District**

Approved on December 03, 2025

This application is for the creation of one new residential lost from unaddressed lands on Desert Lake Road (ARN: 102908005013710). The severed parcel is to be approximately 5.7 acres in area with approximately 170 metres frontage on Desert Lake Road. The retained lands are 3.6 acres in area with approximately 203 metres frontage and are undeveloped.

Appendix A – Mapping of application(s)

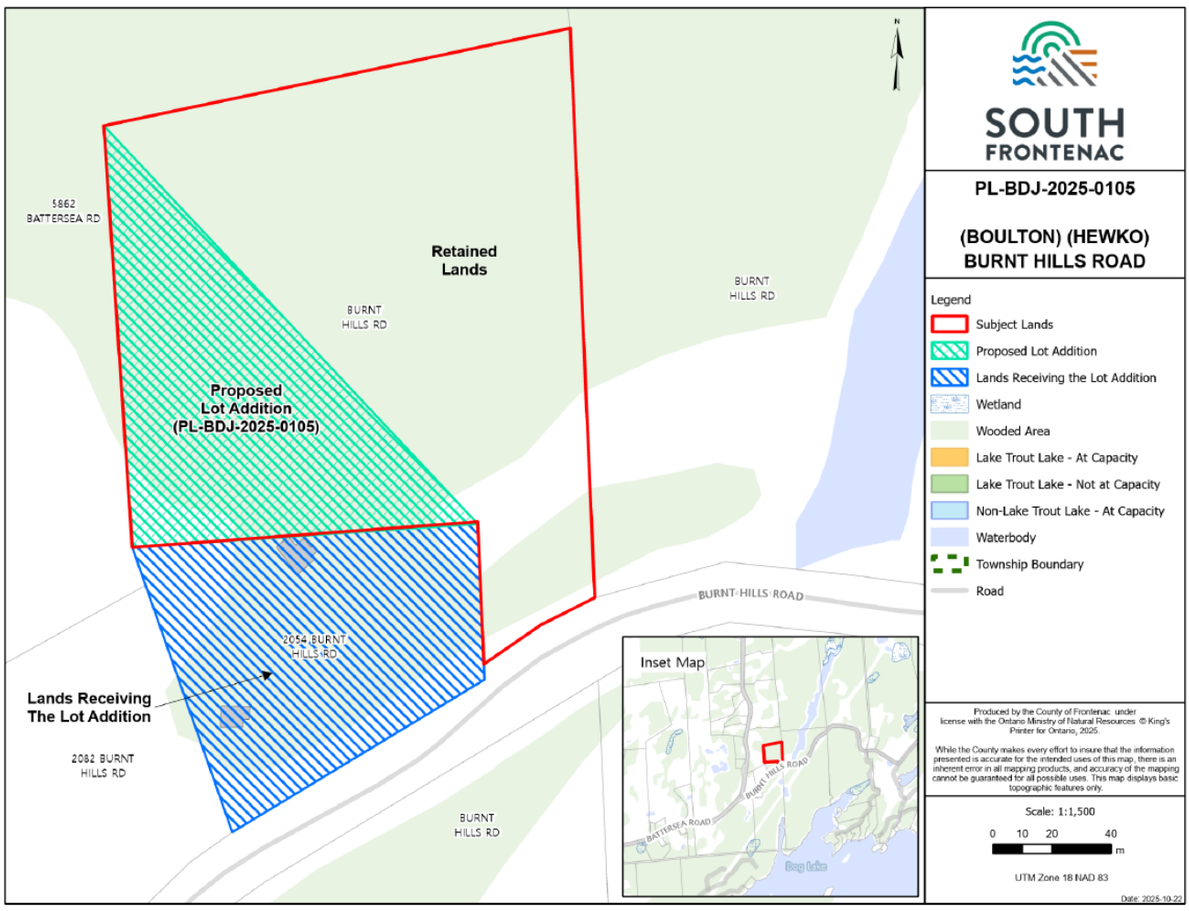
Report Prepared By:

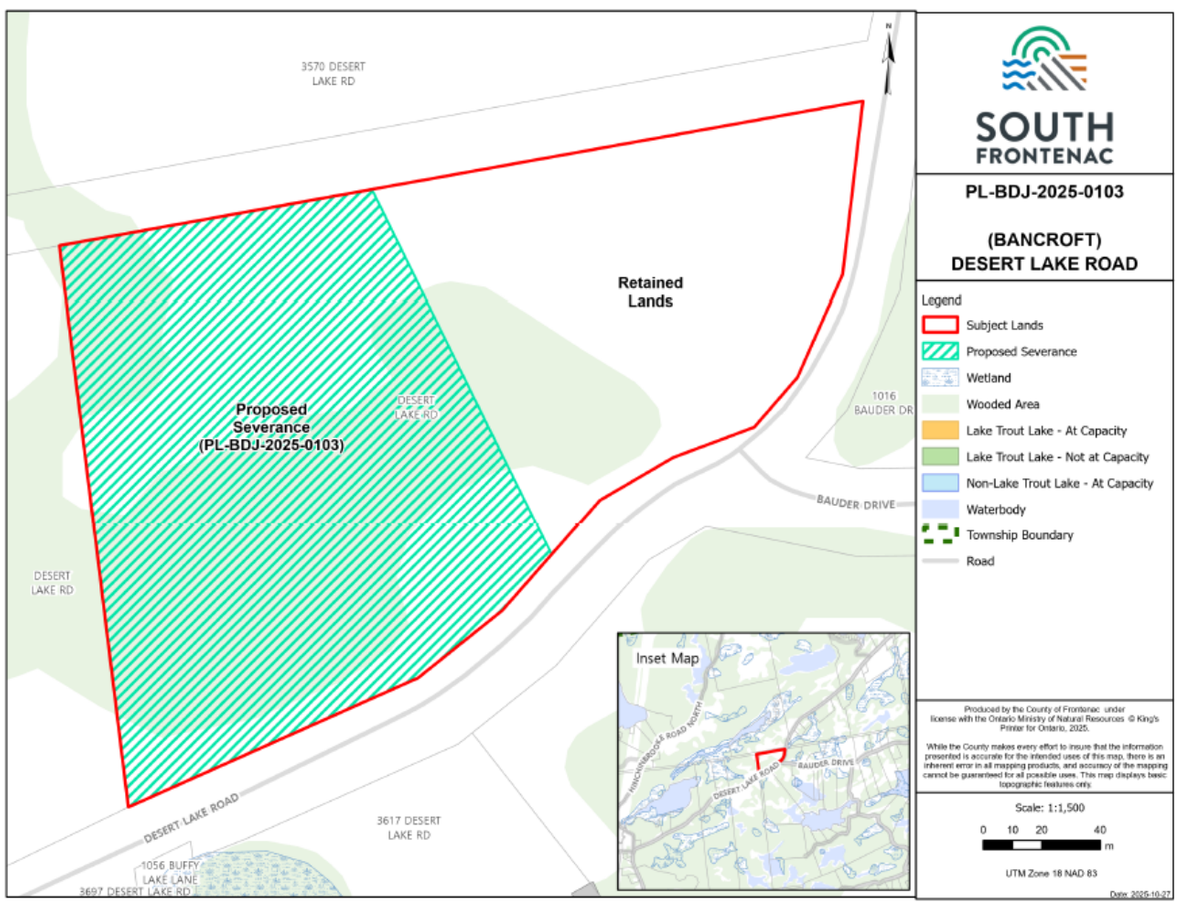
Kate Kaestner, Planning Clerk

Report Approved By:

Christine Woods, Manager of Planning

APPENDIX A


5862 BATTERSEA RD
Retained Lands
BURNT HILLS RD
Proposed Lot Addition (PL-BDJ-2025-0105)
BURNT HILLS ROAD
2054 BURNT HILLS RD
Lands Receiving The Lot Addition
2082 BURNT HILLS RD
Inset Map
SOUTH FRONTENAC
PL-BDJ-2025-0105
(BOULTON) (HEWKO)
BURNT HILLS ROAD
Legend
Subject Lands
Proposed Lot Addition
Lands Receiving the Lot Addition
Wetland
Wooded Area
Lake Trout Lake - At Capacity
Lake Trout Lake - Not at Capacity
Non-Lake Trout Lake - At Capacity
Waterbody
Township Boundary
Road
Scale: 1:1,500
0 10 20 40
m
UTM Zone 18 NAD 83


3570 DESERT LAKE RD
Retained Lands
Proposed Severance (PL-BDJ-2025-0103)
DESERT LAKE RD
1016 BAUDER DR
BAUDER DRIVE
DESERT LAKE ROAD
3617 DESERT LAKE RD
1056 BUFFY LAKE LANE
3697 DESERT LAKE RD
Inset Map
SOUTH FRONTENAC
PL-BDJ-2025-0103
(BANCROFT)
DESERT LAKE ROAD
Legend
Subject Lands
Proposed Severance
Wetland
Wooded Area
Lake Trout Lake - At Capacity
Lake Trout Lake - Not at Capacity
Non-Lake Trout Lake - At Capacity
Waterbody
Township Boundary
Road
Scale: 1:1,500
0 10 20 40
m
UTM Zone 18 NAD 83