



TOWNSHIP OF SOUTH FRONTENAC
Committee Of Adjustment Meeting
Agenda



TIME: 7:00 PM,
DATE: Thursday, February 13, 2025
PLACE: Storrington Centre/Virtual Via Zoom .

1. Call to Order
 - a) Resolution.
2. Adoption of Agenda
 - a) Resolution.
3. Committee of Adjustment Appointments
 - a) Appointment of Committee of Adjustment Chair (Resolution)
 - b) Appointment of Committee of Adjustment Vice-Chair (Resolution)
4. Electronic Meeting Information
 - a) The meeting will be live streamed at the following link:
<http://www.facebook.com/SouthFrontenacTwp/>

Please visit the Virtual Committee of Adjustment Meetings page on the Township website for the link to register to be a participant in this meeting:

<https://www.southfrontenac.net/en/open-for-business/virtual-committee-of-adjustment-meetings.aspx>

Instructions about participating via Computer, Laptop, Smartphone, Tablet and Telephone can be found at the above noted link as well.

- b) PowerPoint Presentation 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. 3 - 45

5. Declaration of pecuniary interest

- a) There are none.

6. Approval of Minutes – December 12, 2024

- a) Resolution. 46 - 51

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

8. New Consent Applications:

- a) PL-BDJ-2024-0105 (Fanning) - Bedford District 52 - 78

Property Address: 184 Burrige Lake Road

Purpose & Effect of the Application:

The application is requesting consent to create a new rural

residential lot. The severed parcel is approximately 1.3ha in area with approximately 105m of frontage on Burrige Lake Road. The severed lands are currently vacant. The retained lot will be approximately 74ha in area with approximately 250m of frontage on Burrige Lake Road 220m of frontage on Burrige Lake. The retained lands are developed with a dwelling, a barn, and accessory structures. The property is primarily designated Rural in the Township Official Plan and zoned Rural in the Township Zoning Bylaw with some areas on the retained lands being designated and zoned Environmental protection.

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

10. New Minor Variance / Permission Applications:

- a) PL-ZNA-2025-0004 (Hollingsworth) (Cunha) - Bedford District 79 -
112

Property Address: 70 Palmer Lane, Unit C

Purpose & Effect of the Application:

To request permission under section 45(2) of the Planning Act to enlarge the legal non-conforming dwelling within 30m of the highwater mark of Burrige Lake. The existing dwelling has an area of ~64sqm, a building height of 5.4m and is setback ~25.6m from the highwater mark. A 50sqm attached deck exists on the lakeside of the dwelling, setback ~22.6m from the highwater mark. The proposal seeks to construct a ~28sqm addition along the southwest corner (away from the shoreline), a 49sqm loft addition, and a ~10sqm covered porch over a portion of the existing deck. The enlarged dwelling would have a gross floor area of ~151sqm, a building height of 7.1m and would encroach no further towards the highwater mark.

11. Other Business

- a) Consent Granting Authority Report 113 -
116

12. Adjournment

- a) Resolution.



**SOUTH
FRONTENAC**

Committee of Adjustment Meeting

Thursday, February 13, 2025
7:00 p.m. Storrington Centre
3910 Battersea Road, Sunbury, ON
and Virtual on Zoom

Joining us on Zoom? Your camera won't be turned on, and 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
- Alan Revill
- Brett Moreland
- Kevin Fox
- Mike Howe

Staff

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

Agenda

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

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

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.

How to Speak to an Application

- The Chair of the meeting will open the floor to public comments
- 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
- 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

In Case of Technical Difficulties

- If a Committee member joining virtually disconnects from the meeting, the meeting will proceed if there is still quorum. The Committee member will attempt to reconnect.
- If quorum cannot be met within 15 minutes, the meeting will be postponed.
- Staff will be in touch with applicants.
- A notice will also be posted on the Township's social media if the meeting is postponed.

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.

Agenda

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

Consent Applications

Application PL-BDJ-2024-0105

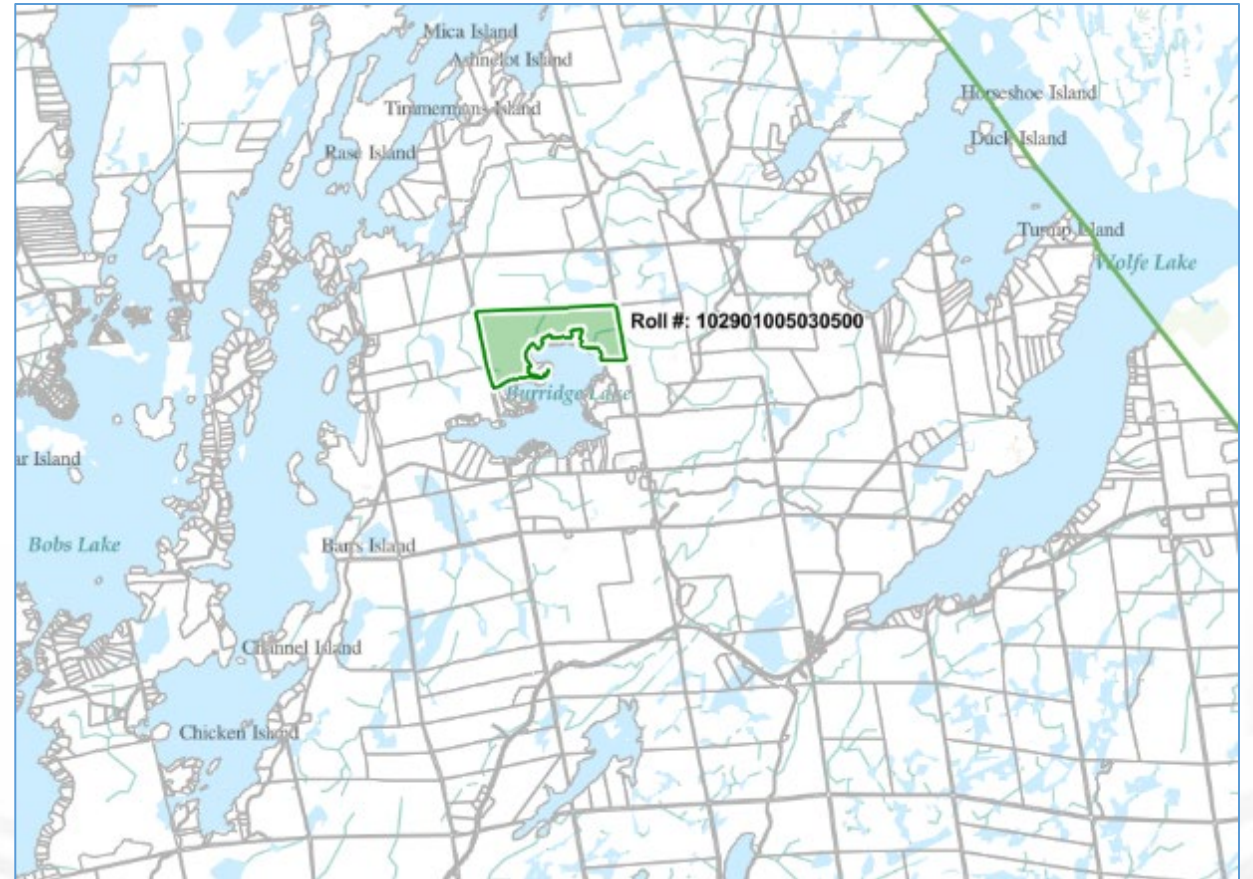
Consent to Sever

Applicant/Agent: Kaylie Fanning

Property: 184 Burrige Lake Road

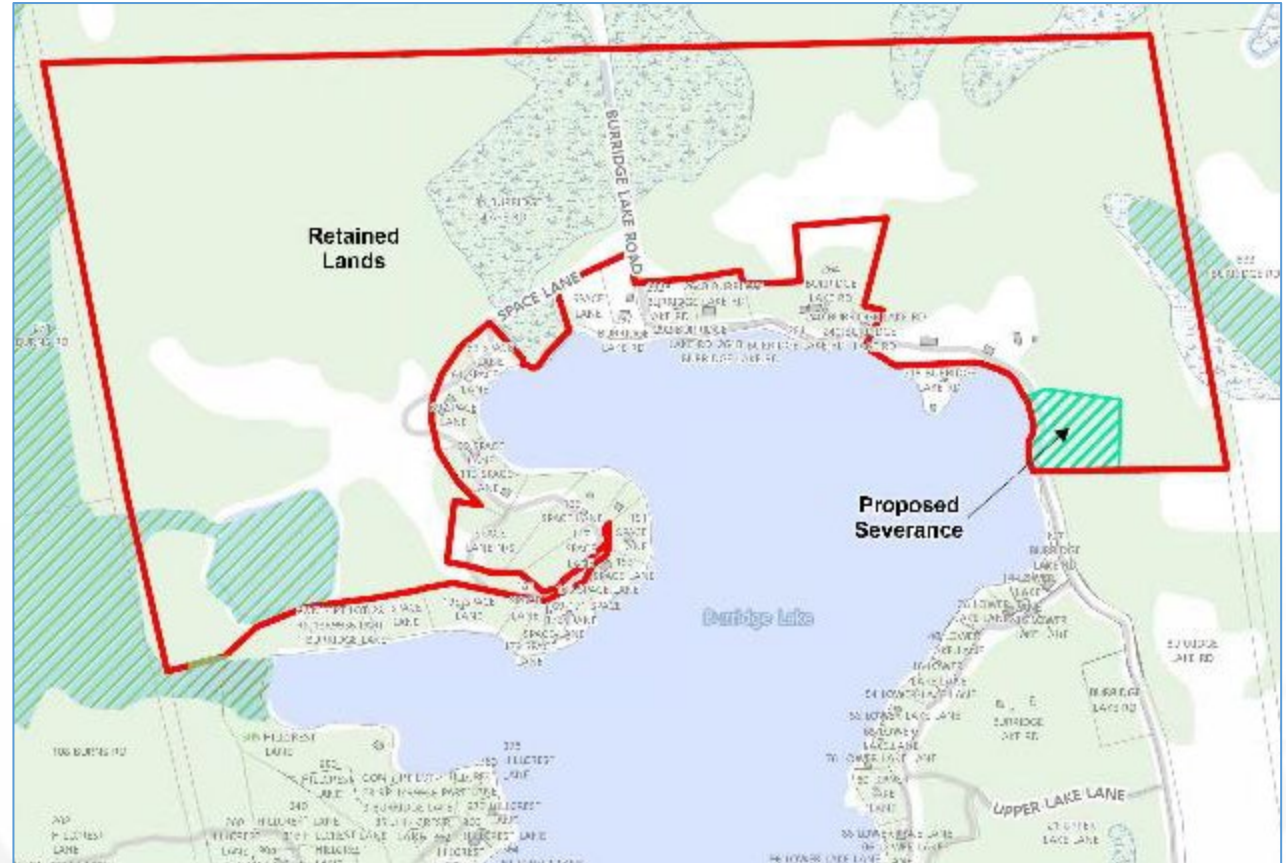
Property Description

- Burridge Lake
- Burridge Lake Road
- 75.3ha (187 acres)
- House, old barn, sheds
- Rural and Environmental Protection designations
- RU and EP zones



Proposal

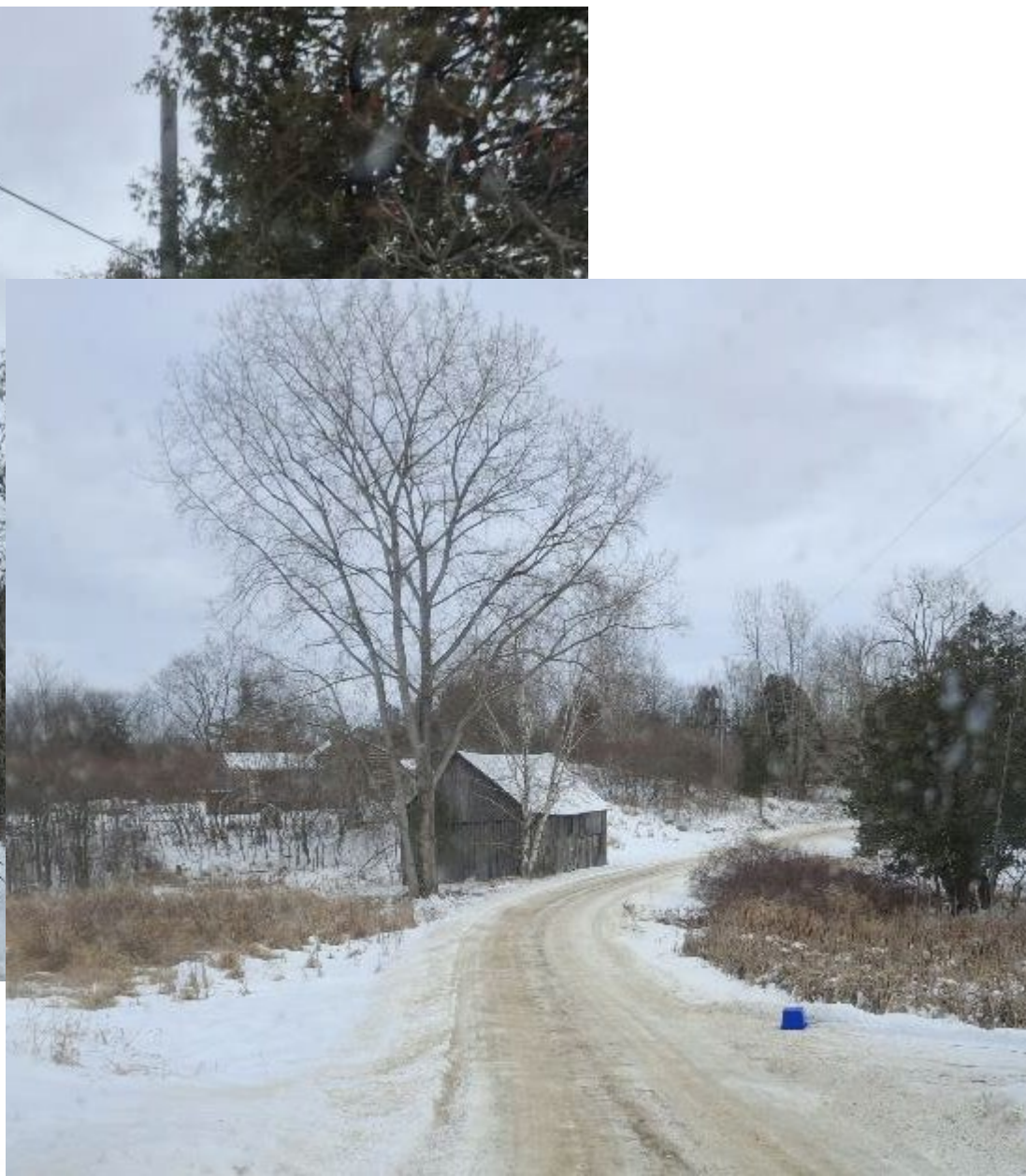
- Create one new residential lot
- Create a shared right-of-way
- Severed parcel
 - 1.3ha (3 acres)
 - 105m frontage
- Retained parcel
 - 74ha (184 acres)
 - 250m road frontage
 - 220m water frontage
 - Existing house and accessory buildings



Navigation



Close up view



Looking east on Burrige Lake Road



Existing driveway and proposed lot to left

Department, Agency and Public Comments

- **Public Services – Objections**
 - Inadequate sight lines for an entrance to severed parcel
 - Existing entrance has inadequate sight lines
 - Burrige Lake Road to be dedicated if application approved
- **Building Services – No objection**
 - Site has flexibility for siting a sewage system
- **Rideau Valley Conservation Authority – No objection**
- **Public Comments – Supported by three neighbours**

Planning Analysis

- Residential lot creation allowed in rural area where site conditions are suitable for water and sewage services
- New lots must front onto and gain direct access from an existing public road
- Consents should not be granted where a traffic hazard would be created because of limited sight lines on curves or grades (e.g. there needs to be safe access)
- Public Services confirmed there are inadequate sight lines for a new entrance
- Shared entrance proposed, but with inadequate sight lines
- The proposal does not satisfy land division policies

Recommendation

- Denial

Questions & Comments

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

Applicant Submission

Photos at different angles to try and show the hill where the Township is suggesting the driveway







**SOUTH
FRONTENAC**



Ground level photos to show the steepness of the hill that would cause salt, sand and water to go into the lake.





PL-BDJ-2024-0105

Committee Deliberation and Vote

Minor Variance / Permission Applications

Application PL-ZNA-2025-0004

Permission to Enlarge Legal Non Conforming Use

Applicant: Genevieve Hollingsworth

Agent: Antonio Cunha

Property: 70C Palmer Lane

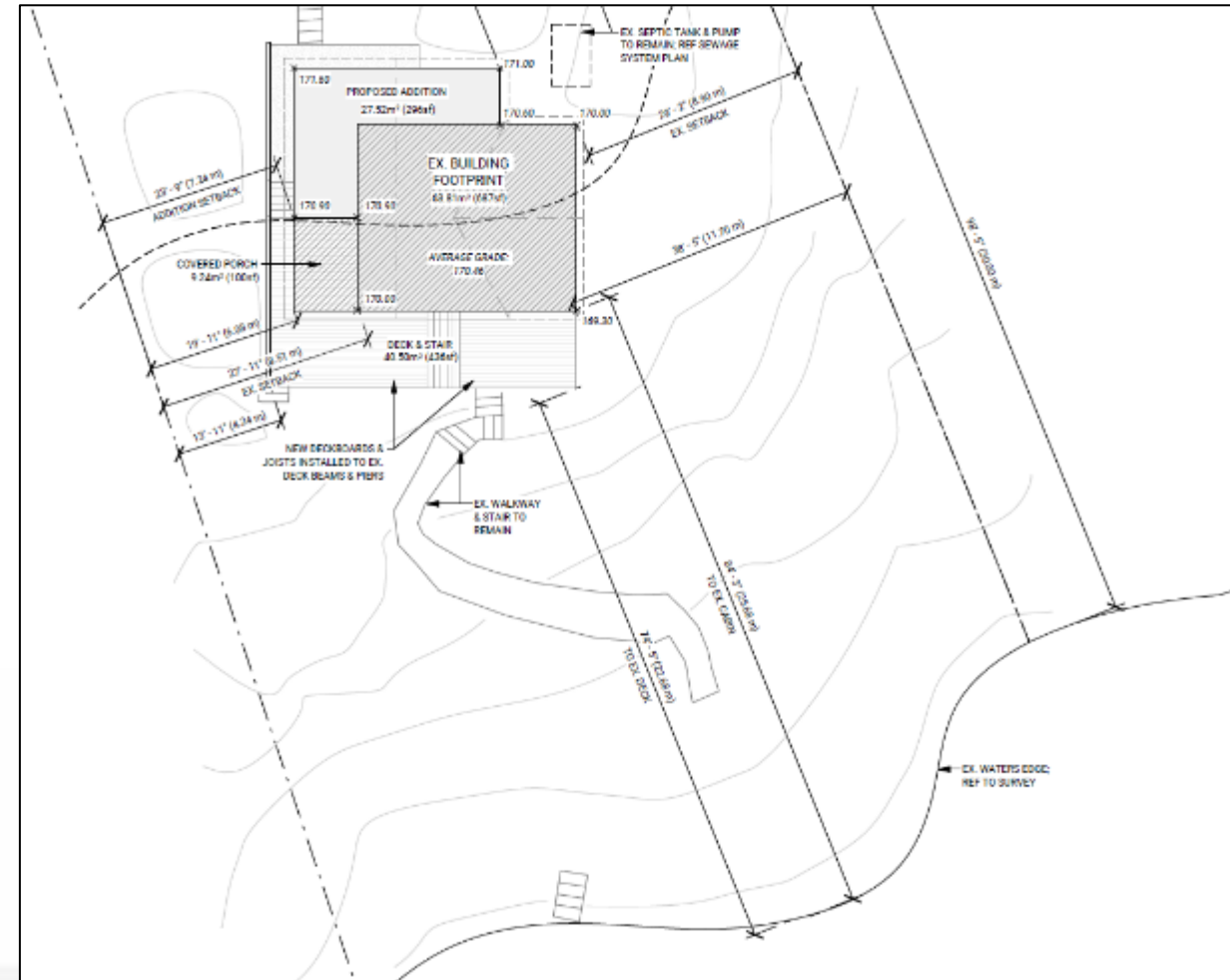
Property Description

- ~1.39Ac w/ frontage on Burridge Lake
- Existing development: Dwelling w/ attached deck (Red) & Detached Garage (Yellow)
- Well vegetated
- Downward slope towards shoreline
- Rural Designation & RLSW Zone



Proposal

- 3 Proposed additions
 - 28sqm addition along SE corner
 - 49sqm loft addition
 - 10sqm screened porch over portion of existing deck
- Gross floor area to increase to 151sqm
- Building height to increase to 7.1m
- Existing HWM setback of dwelling (25.6m) and attached deck (22.6m) will remain the same



Proposed Site Plan



Existing Dwelling (Rear View)



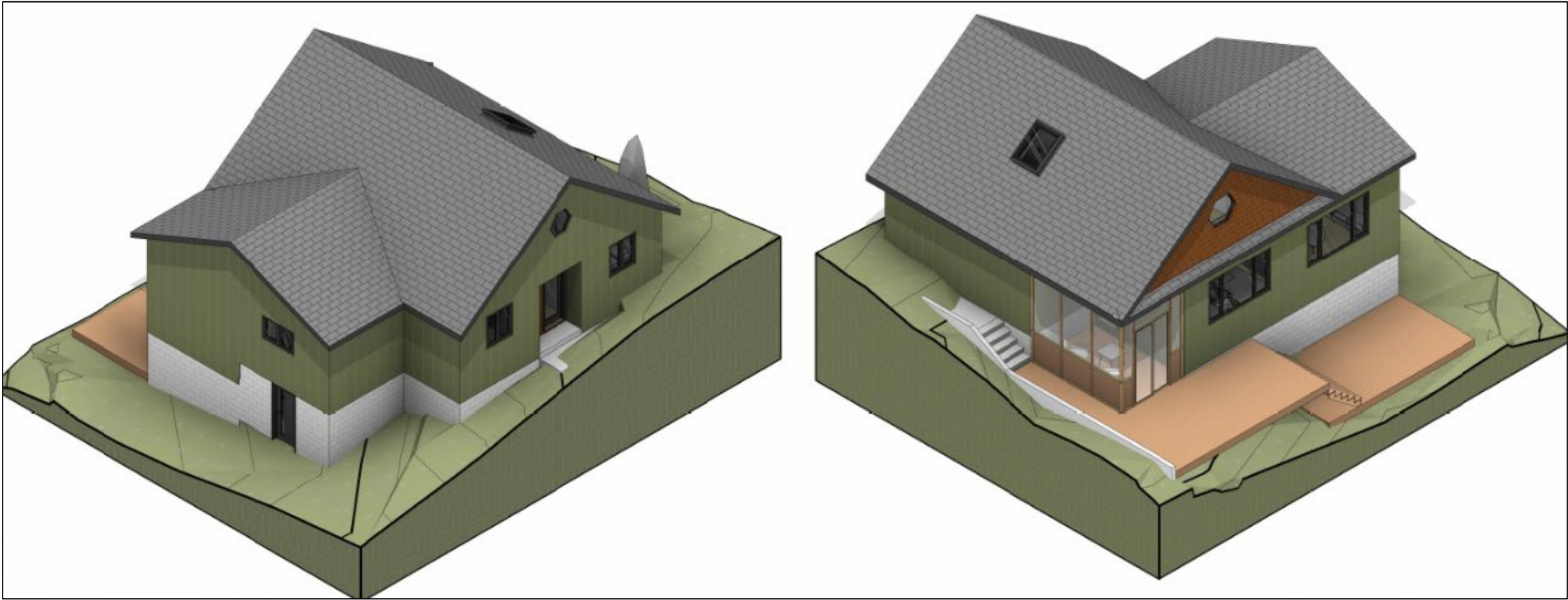
Existing Dwelling (Side View)



Existing Dwelling (front view)



View of shoreline from attached deck



Conceptual drawings of the enlarged dwelling (Left: facing south towards Palmer Lane; Right: facing north towards Burrige Lake)

Department, Agency and Public Comments

- **Rideau Valley Conservation** – No Objection.
- **Building Services** – No Objection. Applicant must apply for a review of performance level of the existing sewage system at the building permit stage
- **Public Services** – Not Circulated (Private Lane)
- **Public Comment** – None Received

Planning Analysis

- The criteria for considering an application under section 45(2) are:
 - Whether the application is desirable for the appropriate development of the subject property; and
 - Whether the application will result in undue adverse impacts on the surrounding properties and neighborhood.
- Dwelling setback 25.6m from HWM, attached deck setback 22.6m. None of the proposed additions would encroach closer to the Lake. Attached deck to rebuilt in same footprint.
- Increase in gross floor area from 64sqm to 151sqm. Increase in ground floor area from 114sqm to 142sqm (2.6% lot coverage). Increase in building height from 5.4 to 7.1m.
- Proposed scale of enlarged dwelling would not conflict with the surrounding area.
- Proposed design has consideration for existing conditions and makes use of a similar footprint.
- No anticipated negative or intrusive impacts on abutting properties or the lake.
- Planning Staff recommend a development agreement to ensure appropriate shoreline development practices.

Recommendation

- Approval
- Pending any comments received
- Subject to conditions
 - The application is approved in accordance with submitted plot plans and building plans
 - Development agreements to address runoff, erosion controls, and maintenance of a healthy shoreline buffer
 - Building Permit

Questions & Comments

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

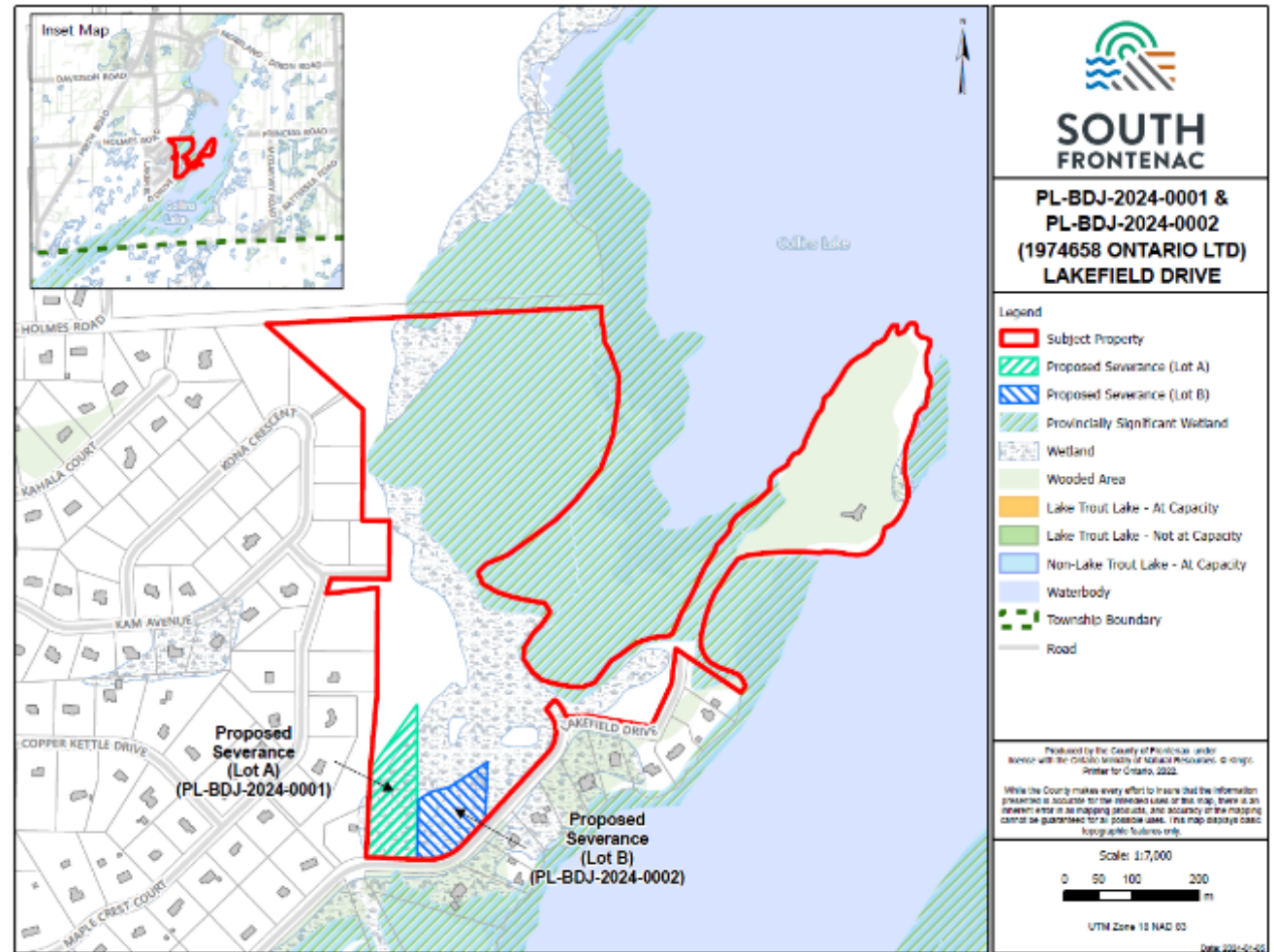
PL-ZNA-2025-0004

Committee Deliberation and Vote

Delegated Consent Authority Report

PL-BDJ-2024-0001 & PL-BDJ-2024-0002 (Portland District)

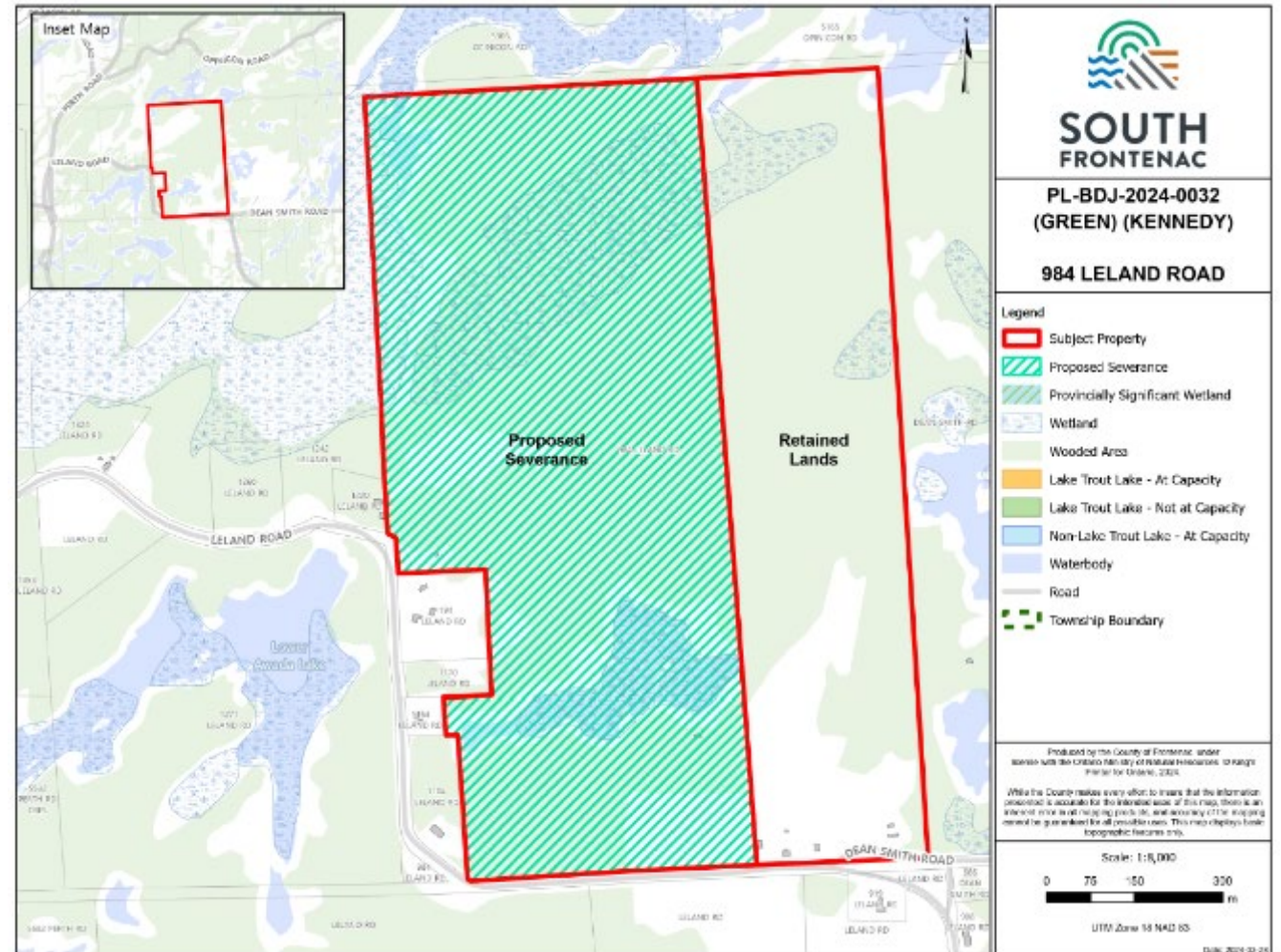
- Granted December 17, 2024
- Unaddressed vacant lands on Lakefield Drive, Linea Drive and Collins Lake
- Create two new rural residential lot
- Severed parcel (2024-0001)
 - 1.3 ha, 80m frontage Lakefield Drive
- Severed parcel (2024-0002)
 - 1.0 ha, 100m frontage Lakefield Drive
- Retained lands
 - 34 hectares in area
 - Frontage Lakefield Drive, Linea Drive and Collins Lake



Delegated Consent Authority Report

PL-BDJ-2024-0032 (Loughborough District)

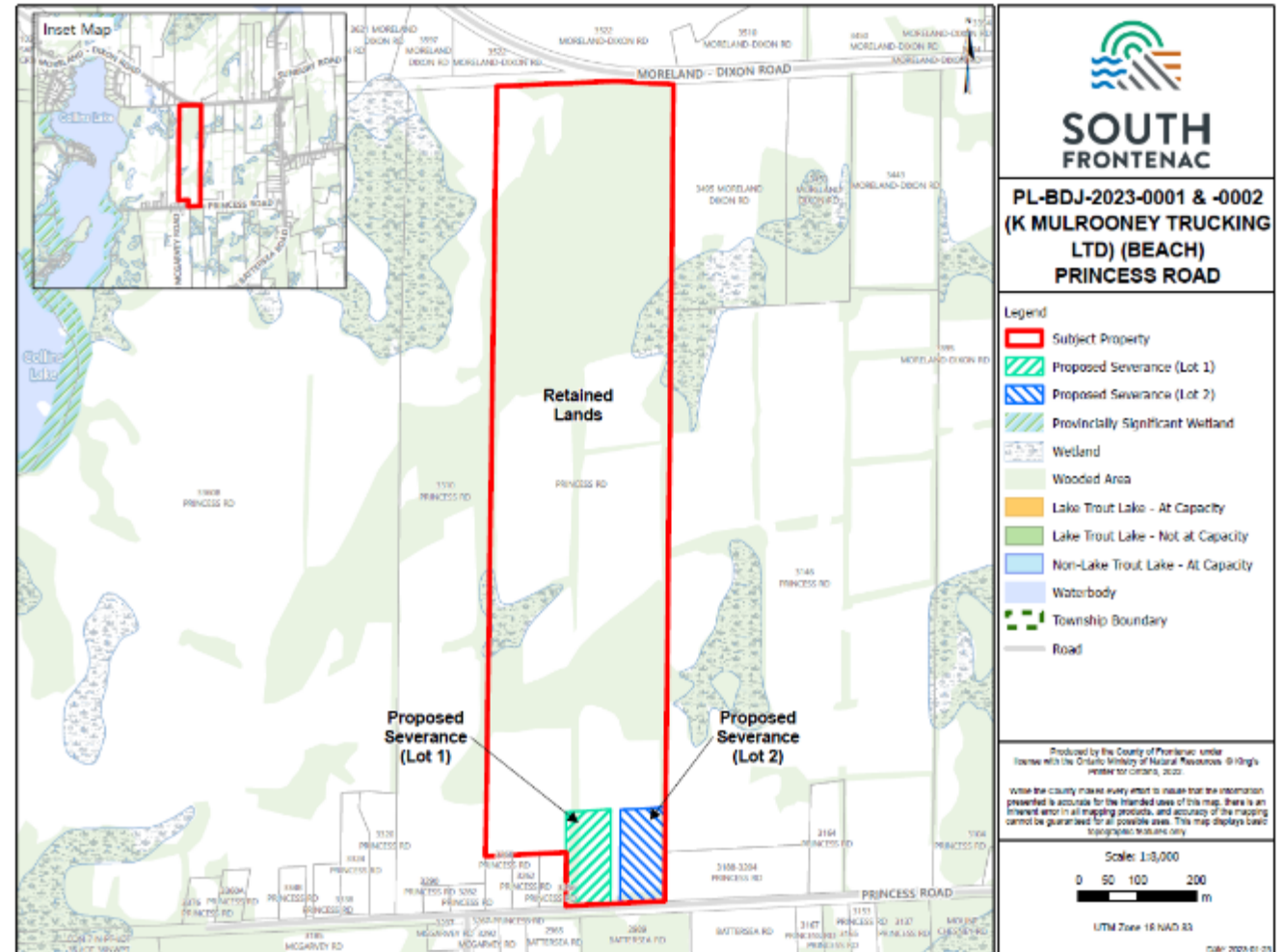
- Granted December 19, 2024
- 984 Leland Road
- Separate two lots that inadvertently merged on title
- Severed parcel
 - 76 hectares in area
 - 480m of frontage on Leland Road
 - Vacant
- Retained lands
 - 40 hectares in area
 - 100m frontage Leland Road
 - Developed with dwelling, accessory structures



Delegated Consent Authority Report

PL-BDJ-2023-0001 & PL-BDJ-2023-0002 (Loughborough District)

- Granted January 28, 2025
- Unaddressed vacant lands on Princess Road
- Create two new rural residential lots
- Severed parcel (2023-0001)
 - 1.2 ha, 76m frontage Princess Road
- Severed parcel (2023-0002)
 - 1.2 ha, 72m frontage Princess Road
- Retained lands
 - 37 hectares in area
 - 20m frontage Princess Road and 97m frontage on Moreland-Dixon Road



Adjournment



**Township of South Frontenac
Committee of Adjustment Meeting
Minutes**



Meeting # 11

Time: 7:00 PM

Location: Storrington Centre/Virtual Via Zoom

Present: Norm Roberts, Doug Morey, Steve Pegrum, Randy Ruttan, Alan Revill, Brett Moreland, Kevin Fox, Mike Howe

Absent:

Staff: Christine Woods, Senior Planner, Tom Fehr, Planner, Noah Perron, Planner, Kate Kaestner, Secretary-Treasurer & Planning Clerk

1 Call to Order

a) Resolution.

Resolution No. 2024-11-01
Moved by: Doug Morey
Seconded by: Brett Moreland

THAT the December 12, 2024 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby called to order at 7:00PM.

Carried

2 Adoption of Agenda

a) Resolution.

Resolution No. 2024-11-02
Moved by: Brett Moreland
Seconded by: Doug Morey

THAT the Committee hereby adopts the Agenda for the December 12, 2024 Committee of Adjustment meeting.

Carried

3 Electronic Meeting Information

a) The meeting was live-streamed at the following link:
<http://www.facebook.com/SouthFrontenacTwp/>

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

4 Declaration of pecuniary interest

a) There are none.

5 Approval of Minutes – November 14, 2024

a) Resolution.

Minutes of Committee Of Adjustment
December, 12, 2024

Resolution No. 2024-11-03
Moved by: Alan Revill
Seconded by: Steve Pegrum

THAT the Committee hereby approves the minutes of the November 14, 2024
Committee of Adjustment meeting.

Carried

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

7 New Consent Applications:

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

9 New Minor Variance / Permission Applications:

a) PL-ZNA-2024-0120 (MacRae) - Storrington District

Property Address: 2920 Sleeth Lane

Purpose & Effect of the Application:

To request permission under Section 45(2) of the Planning Act to enlarge a legal non-conforming dwelling located within 30m of the highwater mark of Loughborough Lake. The existing single storey dwelling has a ground floor area of 153.6sqm. The dwelling will be expanded with two single storey additions, each 42sqm in area, attached to the east and west sides of the dwelling. The area of the proposed dwelling will be 237.6sqm. A new roof is also proposed with will increase the height of the dwelling from 6m to 8.5m as a result of the application.

Tom Fehr, Planner, delivered his report to the Committee with a staff recommendation that the application be approved, with conditions.

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

Terry MacRae, agent and father of the applicant stated that he was representing his son, Brad, as he worked as a helicopter pilot and was unable to attend the meeting. Mr. MacRae stated that his son originally purchased the subject property when he was a single man, and that now he has a live-in partner with two daughters. His hope was to be able to construct the additions to the dwelling in order to provide a more comfortable living space to his growing family.

Mr. Ruttan inquired (3 times) as to whether there were any comments or questions from members of the public regarding the application. (None heard.)

The Chair asked Committee members if they had any questions for staff or the agent regarding the application.

Alan Revill, Committee member, asked Mr. Fehr whether he had any concerns about the considerable increase in lot coverage as a result of the proposed development.

Mr. Fehr reminded Mr. Revill and the Committee that this is a Permission application under s.45(2) of the Planning Act, and as a result the only criteria that they examine the application under is whether the development is appropriate for the property and whether there are any adverse effects on neighbouring property owners.

Minutes of Committee Of Adjustment
December, 12, 2024

Mr. Fehr indicated that the increase in lot coverage is more a product of the small size of the property as opposed to the development being too largely scaled, and that he saw no issues with the resulting lot coverage.

Chair Ruttan asked Committee members if they had any further questions on the application. None heard.

Kate Kaestner, Planning Clerk & Secretary-Treasurer of the Committee, read the resolution for approval of the application, subject to conditions.

Mr. Ruttan inquired as to whether there was any comments or discussions on the resolution. None heard.

Resolution No. 2024-11-04
Moved by: Kevin Fox
Seconded by: Norm Roberts

THAT the Committee of Adjustment hereby approves application PL-ZNA-2024-0120, for property municipally addressed as 2920 Sleeth Lane, granting permission to enlarge the existing legal non-conforming dwelling within 30 metres of the highwater mark of Loughborough Lake, subject to conditions.

Carried

b) PL-ZNA-2024-0122 (Vandermeer) (Tarasick) - Bedford District

Property Address: 99 Sugar Bush Lane, Unit B

Purpose & Effect of the Application:

To request permission under Section 45(2) of the Planning Act to enlarge a legal non-conforming dwelling and attached deck located within 30m of the highwater mark of Bobs Lake. The existing single storey dwelling has a ground floor area of 166sqm plus a 35.4sqm attached deck. The ground floor area of the proposed two storey dwelling will be 183.3sqm plus a 28.2sqm attached deck and a 8.5sqm attached deck. The gross floor area of the proposed dwelling will be 287.5sqm. The height of the dwelling will be increasing from 6m to 9m. The existing dwelling and attached deck is set back 8.8m from Bobs Lake and the proposed dwelling and attached deck will set back 8.9m the lake

Tom Fehr, Planner, delivered his report to the Committee with a staff recommendation that the application be approved, subject to conditions.

Randy Ruttan inquired as to whether the applicant or their agent wished to address the Committee.

Mike Tarasick, agent on the application, stated that he didn't have anything to add to the presentation but that he was happy to answer any questions that may arise.

Mr. Ruttan inquired (3 times) as to whether there were any comments or questions from members of the public regarding the application. None heard.

Chair Ruttan asked Committee members if they had any questions for staff or the applicant. None heard.

Ms. Kaestner read the resolution for approval of the application, subject to conditions.

Mr. Ruttan asked if there were any comments from Committee members regarding the resolution. None heard.

Resolution No. 2024-11-05
Moved by: Steve Pegrum
Seconded by: Alan Revill

THAT the Committee of Adjustment hereby approves application PL-ZNA-2024-0122, for property municipally addressed as 99B Sugar Bush Lane, granting permission to enlarge the existing legal non-conforming dwelling within 30 metres of the highwater mark of Bobs Lake, subject to conditions.

Carried

c) PL-ZNA-2024-0129 (Hutchings) (Stokes) - Loughborough District

Property Address: 1277 Sheila Lane

Purpose & Effect of the Application:

The applicant seeks zoning relief to permit the construction of a new seasonal dwelling. The proposed dwelling would consist of a 123.8sqm walkout basement, a 123.8sqm main floor and a 54.6sqm attached deck. Zoning relief is required to permit a 7m setback from the highwater mark of Sydenham Lake, a 6m setback from the top of bank, and a 7m setback from the front lot line. The proposal would facilitate the demolition of the existing 92.5sqm seasonal dwelling with attached boathouse, setback 0m from the shoreline.

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

Randy Ruttan inquired as to whether the applicant or their agent wished to address the Committee.

Rod Stokes, agent on the application, thanked the Committee for hearing the application and stated that he was happy to answer any questions that may arise.

Mr. Ruttan inquired (3 times) as to whether there were any comments or questions from members of the public regarding the application. None heard.

Chair Ruttan asked Committee members if they had any questions for staff or the applicant. None heard.

Ms. Kaestner read the resolution for approval of the application, subject to conditions.

Mr. Ruttan asked if there were any comments from Committee members regarding the resolution.

Committee member Norm Roberts inquired as to whether the existing boathouse on the property would be demolished.

Mr. Stokes replied that the boathouse would be reconstructed pending evaluation from an engineer. The intention is to keep the boathouse at the same height and square footage as it currently exists.

Chair Ruttan inquired as to whether there were any further comments or questions from Committee members. None heard.

Resolution No. 2024-11-06
Moved by: Mike Howe
Seconded by: Steve Pegrum

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2024-0129, for property municipally addressed as 1277 Sheila Lane, allowing for the construction of a new dwelling with attached deck and covered porch. The deck that would be attached to the proposed dwelling is permitted to establish a minimum 7 metres front yard, to be setback a minimum of 7 metres from the highwater of Sydenham Lake, and to be setback 6 metres from the top of bank. The dwelling is permitted to establish a minimum 9.5 metre setback from the highwater mark of Sydenham Lake, subject to conditions.

Carried

10 Other Business

a) Delegated Authority Report

Kate Kaestner delivered her report to the Committee.

There were no questions from Committee members regarding the report.

Kate Kaestner also advised the Committee of Tom Fehr's impending departure from the Township as he pursues another career opportunity and reminded the Committee that there is no January Committee meeting so they will meet again in February.

Committee Member Alan Revill spoke to the challenges of performing site visits in the winter months, especially on private lanes, and requested that applicants be required to make their properties accessible for Committee members.

Christine Woods, Manager of Planning, responded that there are a couple of options available. The first being to ensure that applicants are aware that their properties need to be accessible throughout this process, and if it is not, then the application will be delayed until such time that it can be accessed or conditions are more favourable for it to be evaluated.

Ms. Woods stated that it isn't just about access, it's also about being able to see and evaluate the property, which can be difficult if there is considerable snow cover.

We also need to consider that there is a current postal strike, so whether or not we have a meeting in February will be dependant upon the resumption of postal services.

Randy Ruttan, stating that this may be his last meeting as Chairperson of the Committee, commented on the professionalism of Planning staff, stating that he often receives comments from applicants commending the level of service they receive.

Mr. Ruttan also thanked Committee members for their professionalism and their ability to treat applicants fairly and equitably.

11 Adjournment

a) Resolution.

Resolution No. 2024-11-07

Minutes of Committee Of Adjustment
December, 12, 2024

Moved by: Norm Roberts
Seconded by: Kevin Fox

THAT the December 12, 2024 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 7:32 PM, to reconvene on Thursday, February 13th, 2025 or at the call of the Chair.

Carried

, Chair



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	\$108.00
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2. One hard copy of this completed application form signed and commissioned.
3. A Sketch of your proposal (see Question 25 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 create 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:	Planning Fee:	Building Fee:	TOTAL:
Consent Application	\$946.00	\$97.00	\$1,043.00
Change of conditions	\$213.00	Nil	\$2213.00
Change of conditions requiring re-circulation	\$373.00	\$97.00	\$462.00

5. Agency Review Fees (as applicable). A separate **cheque or proof of 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:	TOTAL:
Township of South Frontenac onsite sewage disposal review (per new lot)	\$515
Cataraqi 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: 09-Sep-2024 File Number: PL-BDJ-2024-0105-

1. Name of Owner(s): John & Christine Fanning

Full Mailing Address of Owner(s): 215 Burridge Lake Rd, Godfrey ON KOH LTD

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: Kaylie Fanning

Full Mailing Address of Authorized Applicant/Agent: 264 B Burridge Lake Rd, Godfrey ON KOH LTD

Phone number of Authorized Applicant/Agent: [Redacted]

Email Address of Authorized Applicant/Agent: [Redacted]

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).

[Redacted Signature] (Signature(s) of Owner(s))

Communications are to be sent to: [] Owner(s) [X] 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] (Signature of the property owner) [Redacted Signature] (Signature of the property owner)

July 1st 2024 (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: _____

Date of Meeting: _____

5. The description of the subject land:

District: Bedford Portland Loughborough Storrington

Civic Address: 184 Burridge Lake Rd

Concession Number: 7

Lot Number: 23-24

Reference Plan Number: _____

Part Number(s): _____

Roll Number: 10 2901005030500

Property Identification Number (PIN): 362400985

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): _____

Name of Waterbody: Burridge Lake

Name of Road/Lane: Burridge Lake Rd

Depth(m): _____

Area(acres/ha): 187.17 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.

To sever land from family to have a piece of the family land, to hopefully build a house in the future.

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

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):	112.87 m	257.09 m
Name of Road/Lane:	Burridge Lake Rd	Burridge lake Rd
Frontage on Water (m):	107.85 m +/-	87.53m + 50.33m + 86.79m
Name of Waterbody:	Burridge Lake	Burridge Lake
Depth (m):	134.82 m +/- & 117.68 m +/- as per picture	Irregular shape
Acres (acres or ha):	3 +/- acres	184.17 acres

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

	Severed Lot (Proposed new lot):	Retained Lot:
Existing Use of Lot:	Residential	Farm/Res
Existing Buildings/Structures:	NONE	House, drive shed, barn and shed
Proposed Use of Lot:	Residential	Farm/Res
Proposed Buildings/Structures:	none	none

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

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):		

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

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

	Lot Addition:	Retained Lands:	Benefitting Lands:
Existing Use of Lot:			
Existing Buildings/Structures:			
Proposed Use of Lot:			
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: _____

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):

Kaylie Fanning

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:

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): Burridge Lake Rd

The retained lot: Burridge Lake 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)

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

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)

Rural

19. What is the current [Official Plan Designation](#) of the subject lands?

Rural

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:

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

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

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
Application Type	Application Number	Date of Application	Decision
<input type="checkbox"/> Plan of Subdivision			
<input type="checkbox"/> Consent			
<input type="checkbox"/> Minor Variance			
<input type="checkbox"/> Site Plan Approval			
<input type="checkbox"/> Official Plan Amendment			
<input type="checkbox"/> Zoning By-law Amendment			
<input type="checkbox"/> 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.

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

- 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 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, Kaylie Fanning
(Name of Owner / Agent)

of Godfrey
(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 09 day of September, 2024.
(Day) (Month) Year

[Signature]
Commissioner of Oaths Signature

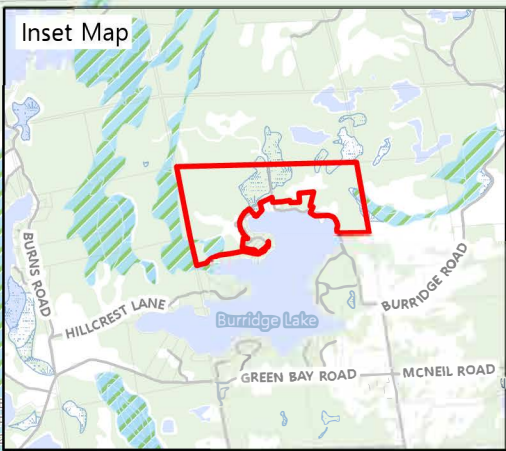
[Redacted Signature]

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.

Inset Map



SOUTH FRONTENAC

PL-BDJ-2024-0105 (FANNING)

215 BURRIDGE LAKE RD

Legend

- Subject Property
- Proposed Severance
- 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

Retained Lands

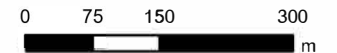
Proposed Severance

Burridge Lake

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2024.

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: 1:8,500

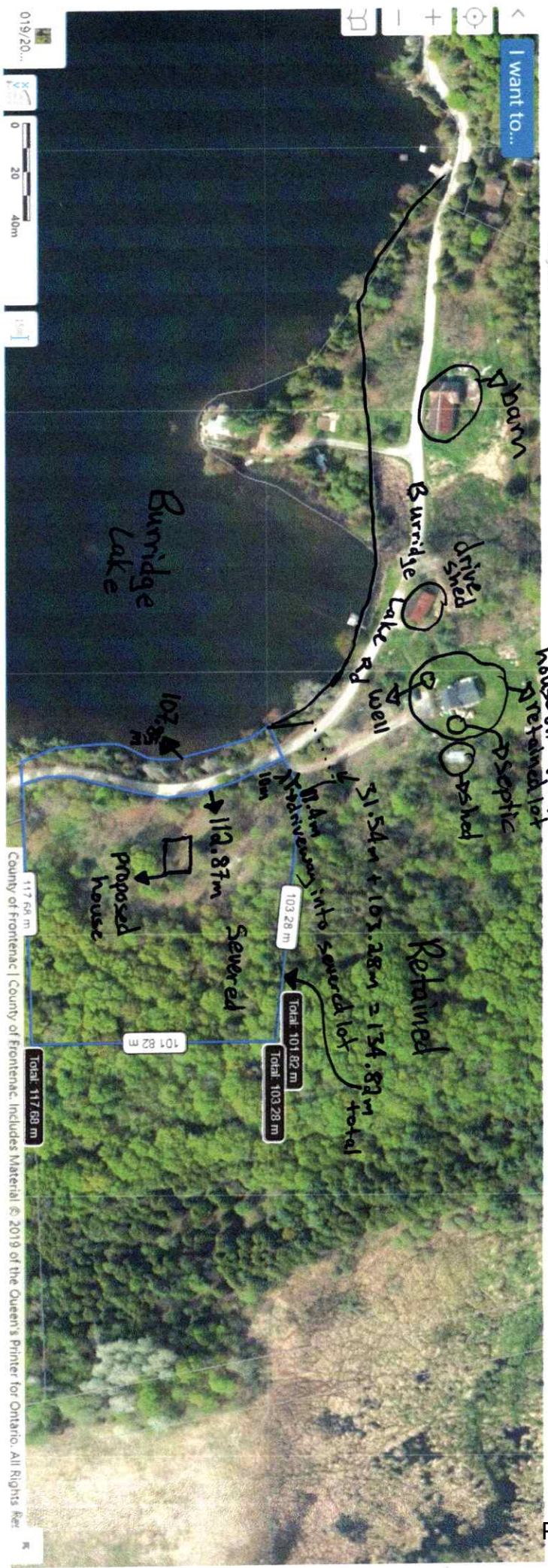


UTM Zone 18 NAD 83

Date: 2024-09-11



Currently shows current owner owns the road



Close up view

From: [REDACTED]
To: [planning](#)
Subject: re PLBDJ20240105, Fanning, our support
Date: October 18, 2024 5:37:36 PM

Hello planning department! We just wanted to express our support of Kaylie Fanning's application to sever some land from her grandparents parcel on Burrige Lake. WE are currently neighbors with three families of Fannings, including the applicant and her grandparents (the current owners of the land being severed) and know that they will do a great job creating a new lot. Kaylie is a remarkable young woman and we absolutely support her and her family in this application.

All the best, Adrian and Victoria Capes, 264 Burrige Lake Road, Godfrey, ON K0H1T0
[REDACTED]

--

Tori at Madcaphats
visit our website at www.madcaphats.com

From: [REDACTED]
To: [Tom Fehr](mailto:Tom.Fehr@southfrontenac.net)
Subject: Fwd: Consent Application PLPBJ20240
Date: October 23, 2024 3:43:31 PM

Sent from my iPhone

Begin forwarded message:

From: Sheldon Polansky [REDACTED]
Date: October 23, 2024 at 3:31:05 PM EDT
To: tfehr@southfrontenac.net
Cc: Kate Kaestner <kkaestner@southfrontenac.net>, [REDACTED]
Subject: Fwd: Consent Application PLPBJ20240105

Thank you for the call today. Attached is an email that was sent to Kate Kaestner yesterday. Based on our call it is my understanding that 1) the applicant is authorized by the owners of the property to make the application and the owners will provide the authorization in writing.

2) prior to the severance taking effect the applicant will provide a survey of the proposed severed lot and there will provide assurances that the new lot will not infringe on the property contiguous which is owned by Sharon and Sheldon Polansky. I believe that you are aware of a survey prepared by Grange and Elliot under # 10227 which details the property that belongs to my wife and me. I will send to you a copy of the description of my property as well as the survey map by separate email. The description of the property also says that a plan was prepared by Humphries and Brigham, Ontario Land Surveyors dated September 7, 1977 and numbered 24656 which plan forms a part of the legal description in Instrument No: 302512. I do not have a copy of this Plan.

3) the road currently indicated as owned by the current owner will be ceded to the municipality of South Frontenac as a condition of the approval of the severance. We also spoke about the boat launch which is located on my property. The description of my property provides that there is a right of way adjoining the easterly boundary of my land which is described as Part 6 according to reference Plan 13R-1331 as described in Instrument Number 370322. I would like to confirm that this right of way is for the benefit of the property owners around the lake and excludes others. Apparently users with no attachment to the Lake are launching boats and using the lake causing congestion on the lake and leaving garbage in and on the lake as well as around the boat launch. The owners of lake property would like to stop this from happening and have approached me to try to find a solution to this issue.

As I advised you I have no issues with the severance application subject to the above comments.

Thanks again and I look forward to hearing from you.

Sheldon

Sent from my iPhone

Begin forwarded message:

From: [REDACTED]
Date: October 22, 2024 at 10:54:58 AM EDT
To: kkaestner@southfrontenac.net
Subject: Consent Application PLPBJ20240105

Further to my email to you yesterday, I am the owner of the property to the south of the proposed severance application. My address is 137 Burrige Lake Road.

I have looked the undated material that was received this week concerning the Application. Please consider the following comments:

- 1) the application does not seem to be made by the owners of the property. Kaylie Fanning according to the materials received by me is not the registered owner of the land to be severed.
- 2) has a survey been filed for the land to be severed. I want to be sure that the lot to be severed does not infringe on my property which is contiguous.
- 3) one of the maps sent with your mail says that it shows the current owner owns the road.

I understood that the road was a municipal road and not owned by private persons.

Please consider these comments and call me at [REDACTED].

Thank you.

Sheldon Polansky.

Sent from my iPhone

Report from Public Services

Application Number: _____

Applicant's Name: _____

Concession: _____ **Lot:** _____ **District:** _____

Road: _____

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?

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?

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?

Approved by the Public Services?

Yes Yes, with conditions No

If yes, with conditions, please describe conditions below.

Evan Bancroft
Signature on behalf of Public Services

Date



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504
F 613-692-0831 | www.rvca.ca

November 7, 2024
24-SFR-SEV-0033

Committee of Adjustment
Township of South Frontenac
4432 George St. Box 100
Sydenham ON K0H 2T0

Attention: Kate Kaestner, Planning Clerk & Secretary-Treasurer

**Subject: Application for Consent PL-BDJ-2021-0105
John & Christine Fanning
184 Burr ridge Lake Road, Township of South Frontenac
ARN 1029 0100 5030 5000 0000**

Dear Ms. Kaestner,

The Rideau Valley Conservation Authority has received the above noted application and have reviewed them within the context of:

- Section 3.1 Natural Hazards of the *Provincial Policy Statement* under Section 3 of the *Planning Act*;
- *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits* under Section 28 of the *Conservation Authorities Act*;
- The Mississippi-Rideau Source Water Protection Plan;

The Proposal

Based on the circulated materials, RVCA understands the application seeks to create a new rural residential lot. The severed lands will be approximately 1.3 ha in area with approximately 105 m of frontage on Burr ridge Lake Road. The retained lands will be approximately 74 ha in area with approximately 250 m of frontage on Burr ridge Lake Road and 220 m of frontage on Burr ridge Lake.

**Proudly working in partnership
with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

The Property

The subject lands are legally described as Part Lots 23 & 24, Concession 7 in Bedford, municipally known as 184 Burridge Lake Road. The lands are currently developed with a dwelling, barn, and other accessory structures, and appear to contain mature trees and vegetation.

A review of our records and mapping shows that a small portion of the subject lands is within the Wolfe Lake Wetland Complex at the eastern edge of the property, and a small portion of the subject lands is within the Michael's Creek Marsh at the western edge of the property, both Provincially Significant Wetlands (PSWs). The proposed severed lands do not appear to impact or encroach upon the mapped PSWs.

Our records do not indicate the presence of any other mapped natural hazards in the form of mapped floodplain, steep slopes, or marine clays present on the subject lands.

Provincial Policy Statement

Regarding Section 3.1 Natural Hazards within the PPS, our office has no concerns as there are no natural hazard features present or identified on the subject lands that would be impacted by the proposed severance.

Ontario Regulation 41/24

If any development activity or site alteration is proposed within RVCA's Regulated Area (within 15m of a watercourse/waterbody, or 30 m of a wetland), written permission from our office will be required in accordance with *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*.

Source Water Protection

The subject property is identified as overlying a highly vulnerable aquifer. These are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking groundwater supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include:

- increased well casing depths,
- increased distance of septic systems from drinking water wells,
- ensuring septic systems are located downgradient of wells,
- ensuring that wells and septic systems are properly maintained,
- avoiding the use of pesticides, herbicides, and fertilizers.

Conclusion

In conclusion our office has no objection to the proposed consent application. Please advise us on the Committee's decision respecting this application, or any changes in the status of the application.

Best regards,

Dan Nguyen
Planner, RVCA

cc -John & Christine Fanning, owner/applicant
cc -Jennie Kapusta, County of Frontenac

Township of South Frontenac Staff Report



To: Committee of Adjustment

From: Christine Woods, Manager of Planning

Report Date: February 13, 2025

Subject: Consent Application PL-BDJ-2024-0105, Fanning, 184 Burridge Lake Road, Bedford District

Summary

This application is for the creation of a residential lot. The Committee of Adjustment is being asked to make a decision on this application, as it is a disputed consent per By-law 2020-27. Specifically, the consent does not conform to the Township of South Frontenac Official Plan and there are unresolved concerns from Public Services regarding creating a lot for which the road access would create a traffic hazard because of limited sight lines on curves or grades.

Background

The purpose of the application is to create one new rural residential lot. The severed parcel would be approximately 1.3ha (3 acres) in area with approximately 105m of frontage on Burridge Lake Road. The severed lands are currently vacant. The retained lot will be approximately 74ha (184 acres) in area with approximately 250m of frontage on Burridge Lake Road and 220m of frontage on Burridge Lake. The retained lands are developed with a house, an old barn, and two sheds. It is proposed to have the severed parcel share the existing entrance for the house at 184 Burridge Lake Road.

Designation and Zoning

The subject property is designated Rural on Schedule A of the Township Official Plan. It is zoned Rural (RU) in Zoning By-law No. 2003-75, as amended. The exceptions are a couple of wetlands that are designated and zoned Environmental Protection (EP).

Related Applications

The subject property is not subject to any other applications under the *Planning Act*.

Review

This application:

- X Does not meet the criteria of section 51(24) of the *Planning Act*, specifically (g);
- ✓ Does not require a plan of subdivision for the proper and orderly development of the municipality (s. 53(1) *Planning Act*);

- ✓ Is consistent with the Provincial Planning Statement (s. 3(5) *Planning Act*);
- ✓ Conforms to the County of Frontenac Official Plan (s. 3.3);
- X Does not conform to the Township of South Frontenac Official Plan (s. 5.7.4, 7.1);
- ✓ Complies with Zoning By-law No. 2003-75 (or will comply subject to a standard condition of rezoning or minor variance); and
- X Has unresolved objections/concerns raised from agencies or the public.

Property Description

The subject property is located in the north end of the Township. It is on Burrige Lake Road and Burrige Lake. The property is 187 acres in area. It consists of forest, wetland and farmland. The house, old barn, and sheds are located on the east side of the property. The property surrounds Space Lane and many waterfront residential lots.

Department and Agency Comments

Public Services indicated on October 17, 2024, that they do not support the consent application. The severed parcel would have inadequate sight lines for a driveway entrance. They noted that substantial roadworks (including clearing trees along the shoreline) would be required to achieve entrance visibility requirements. Regarding the proposed shared entrance with #184, it was noted that they do not support development that is not safely accessible from its own frontage. In subsequent conversation, Public Services provided the opinion that the existing entrance also does not meet entrance visibility requirements.

Public Services noted that if the application is approved, there should be a condition requiring dedication of Burrige Lake Road within a 20 metre wide road allowance, as it is a forced road.

Building Services had no concern with the suitability of the severed parcel to accommodate a sewage system.

Rideau Valley Conservation Authority indicated on November 7, 2024, that they had no objection to the consent application.

Public Comments

Supportive comments were received from the owners of 264 Burrige Lake Road. The owner of 137 Burrige Lake Road indicated that they had no issues with the application.

Planning Analysis

The Provincial Planning Statement 2024 allows growth and development to be directed to rural lands, including residential lot creation where site conditions are suitable for the provision of appropriate sewage and water services. The County of Frontenac Official Plan and the Township of South Frontenac Official Plan also permit residential development in the Rural designation.

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 severances under Section 5.7.4, as there have been no previous severances from the subject property since the adoption of the Township 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 severed parcel would exceed the requirements for a minimum lot area of 0.8 hectare and minimum of 76 metres of frontage on a public road.

In terms of appropriateness of the lot size and shape, building Services was satisfied that the severed parcel would have the ability to be serviced by a private sewage disposal system. The Township typically requires the ability to be serviced by a private well to be demonstrated as a condition of consent approval.

In terms of appropriateness of lot frontage, all new lots must to front onto and gain direct access from an existing public road which reflects a reasonable standard of pavement or gravel construction and is maintained year round by the Township (section 7.1(h)). Consents should not be granted for land adjacent to a road from which access is to be obtained where a traffic hazard would be created because of limited sight lines on curves or grades (section 7.1(i)). Public Services confirmed that the severed parcel would have inadequate sight lines for a driveway entrance on its own frontage.

Section 7.1(r) indicates that the Township may require the use of shared entrances by abutting property owners or other such measures in order to ensure the proper functioning of the road system. In these circumstances an easement agreement is required to ensure that maintenance of the entrance will be the mutual responsibility of the affected landowners. Planning staff would be supportive of a shared entrance for the subject property on Burrige Lake Road. However, Public Services raised concerns with use of the existing entrance being expanded to another property because the existing entrance also does not meet visibility requirements for safe ingress and egress.

Section 51(24) of the Planning Act requires regard to be had to the health, safety, convenience, accessibility for persons with disabilities and welfare of the present and future inhabitants of the municipality, and to several criteria. Criteria (g) is the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land. This includes the provision of safe access to properties, which cannot be achieved for the severed parcel.

Conclusion

It is the opinion of staff that the application does not support the orderly development of safe and healthy communities. Specifically, the proposal does not satisfy the Township Official land division policies, nor section 51(24) (g) of the Planning Act.

Notice/Consultation

Notice of the Application was given pursuant to the requirements of the Planning Act, at least 14 days before the application was reviewed. Notice of the Public Meeting was also given pursuant to the requirements of the Planning Act, at least 14 days before the meeting. 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 Township's Current Planning Application webpage
- by e-mail to prescribed persons and public bodies

Recommendation

It is recommended that consent application PL-BDJ-2024-0105 be denied.

**TOWNSHIP OF SOUTH FRONTENAC
APPLICATION FOR MINOR VARIANCE
OR PERMISSION (s. 45(2))
Updated June, 2023**

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	\$1,230.00
4+ Variances	\$1,445.00
After building without a permit	\$2,206.00

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	\$463.00
<i>Minor Variance Only</i>	\$720.00
<i>Minor Variance WITH Performance Review</i>	\$1,183.00
<i>Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A system</i>	
Cataraqui Region Conservation Authority	\$445.00
Quinte Conservation Authority	\$450.00
Rideau Valley Conservation Authority	\$410.00

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

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: 30. January .2025

File No: PL-ZNA-2025-0004

Pre-Consultation for this application Yes No

Planner: Noah Perron Date of pre-consultation: _____

1. Name of Owner(s): GENEVIEVE HOLLINGSWORTH

Full Mailing Address of Owner(s): 70C PALMER LANE, GODFREY ON K0H1T0

Phone number of Owner(s): _____

Email Address of Owner(s): _____

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: ANTONIO CUNHA

Full Mailing Address of Authorized Agent: 27 LAPPIN AVE., TORONTO ON M6H1Y3

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: 7 Lot Number: 22

Street Number: 70C Name of Road/Street: PALMER LANE

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

Roll Number: _____

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

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

Frontage (on water): 29.74m Frontage (on road/lane): IRREGULAR - SEE SURVEY

Depth: IRREGULAR - SEE SURVEY Area: 5417m²

5. The current zoning of the subject land:

LIMITED SERVICE RESIDENTIAL - WATERFRONT ZONE (RSLW)

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

SEEKING PERMISSION TO ENLARGE AN EXISTING LEGAL NON-CONFORMING STRUCTURE

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

EXISTING LEGAL NON-CONFORMING STRUCTURE

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

OR a privately maintained road? Yes No

Name of Road/Lane:

PALMER 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

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

Yes No

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

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

Type of Structure (E.g. residence)	(1) EXISTING RESIDENCE	(2) EXISTING DECK	(3) EXISTING GARAGE	(4)
Setback from WATER'S EDGE	25.68m	22.68m	41.76m	
Setback from SIDE LOT LINE (EAST)	8.51m	4.24m	3.33m	
Setback from SIDE LOT LINE (WEST)	8.90m	11.70m	16.34m	
Height of Building (Also indicate if it is one story or two story)	5.39m (SINGLE STOREY)	N/A	N/A (NO ALTERATION PROPOSED)	
Dimensions of Floor Area	63.8m ² (8.66m x 7.37m)	49.8m ² (6.77m x 12.05m) <i>IRREGULAR - SEE PLANS</i>	54.0m ² (8.02m x 6.74m)	
Setback from High Water Mark (If applicable)				

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:

Type of Structure (E.g. residence)	(1) PROPOSED REAR ADDITION	(2) PROPOSED COVERED PORCH	(3) PROPOSED LOFT ADDITION	(4)
Setback from WATER'S EDGE	30.25m	26.21m	30.25m	
Setback from SIDE LOT LINE (EAST)	7.24m	6.08m	7.24m	
Setback from SIDE LOT LINE (WEST)	10.85m	N/A	10.85m	
Height of Building (Also indicate if it is one story or two story)	7.09m (1.5 STOREY)	N/A	N/A	
Outside Dimensions of Building/Structure	27.52m ² (8.16m X 5.92m)	9.24m ² (2.51m X 6.38m)	48.31m ² (8.16m X 5.92m)	
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:

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

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:

OCTOBER 2007

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

~1964

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

MINIMUM 60 YEARS

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?

N/A

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

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 Municipal Board, 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 23rd DAY OF JANUARY, 2025

I, ANTONIO CUNHA OF TORONTO

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.

Signature of Applicant or Authorized Agent

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

THIS 23rd DAY OF January, 2025

[Signature]
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.

Administered under O. Reg 431 /20. KK.

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).

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

- 9) Parking and Docking: This question is only relevant if 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.

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

- 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.

PROJECT SUMMARY

January 16, 2025



Re: 70C Palmer Lane, Godfrey ON

Minor Variance Application

Township of South Frontenac

Members of the Committee,

I am writing with regard to our application for minor variance related to the renovation and addition proposed at 70C Palmer Lane, Godfrey, ON. Currently, the residential waterfront property hosts a detached one-storey garage and a one-storey single-unit residence with an unfinished basement. The homeowners who occupy the residence full-time, are seeking to update and expand the 60-year old structure to accommodate an aging family member.

A summary of the proposal is as follows:

1. No alterations proposed to the existing detached garage.
2. Existing residence constructed in the 1960's - in need of upgrading to meet current energy and comfort standards.
3. No alteration to existing unfinished basement, aside from a new concrete slab and perimeter waterproofing/insulation.
4. No alteration to existing deck footprint. Existing posts and piers to remain in place.
5. Proposed addition: 1.5-storey addition proposed to the South side of existing residence.
 - a. Provides enlarged bedrooms at the ground floor (no additional bedrooms proposed), and a new loft level with open living space and new 3-piece bathroom.
 - b. Footprint located to comply with 30m setback from the water's edge. No foundation work or regrading proposed within 30m setback area.
 - c. Footprint located to accommodate existing septic tank/well locations and minimize impact on existing surrounding trees.
 - d. Screen-enclosed veranda proposed below a new roofline. Veranda constructed atop existing deck piers and posts.

This proposal has been carefully tailored to the unique circumstances of the property with particular sensitivity to existing infrastructure, topography, sight-lines, and natural features. The homeowners' goal with this project is to create a long-term living space that respects and enhances it's context, while remaining spatially efficient and resourceful.

Should you have any questions please do not hesitate to contact our office at the information below.

Sincerely,

Antonio Cunha
Principal | OAA, M.Arch., B.Arch. Sci












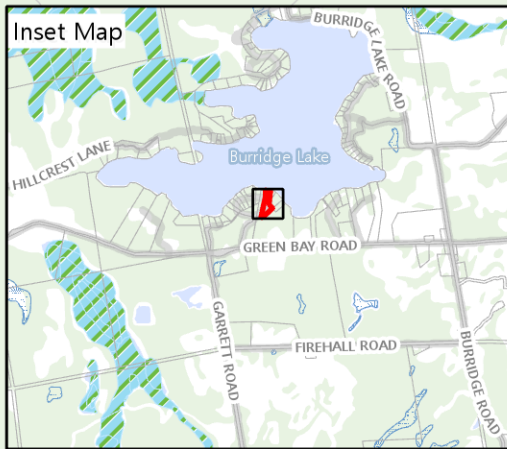
SOUTH FRONTENAC

PL-ZNA-2025-0004

**(HOLLINGSWORTH)
70C PALMER LANE**

Legend

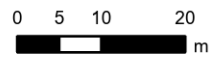
-  Subject Lands
-  Wetland
-  Wooded Area
-  Lake Trout Lake - At Capacity
-  Lake Trout Lake - Not at Capacity
-  Non-Lake Trout Lake - At Capacity
-  Waterbody
-  Township Boundary
-  Road



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: 1:900



UTM Zone 18 NAD 83

Date: 24/01/2025

TOPOGRAPHIC PLAN OF SURVEY
OF PART OF
LOT 22
CONCESSION 7
GEOGRAPHIC TOWNSHIP OF BEDFORD
TOWNSHIP OF SOUTH FRONTENAC
COUNTY OF FRONTENAC

SCALE 1:250
0 5 10 15 20 25

JAYMAC LAND SURVEYS INC.

METRIC:
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

NOTES:
BEARINGS ARE GRID AND DERIVED FROM VIRTUAL REFERENCE STATION (VRS)
NETWORK OBSERVATIONS, MTM ZONE 9, CENTRAL MERIDIAN 76°30'00"W, NAD83
(CSRS)(2010)
FOR BEARING COMPARISONS, A ROTATION OF 0°12'45" CLOCKWISE WAS APPLIED TO
THE BEARINGS ON PLANS P1, P2, P3 AND P4 TO CONVERT TO GRID BEARINGS.
DISTANCES ARE GRID AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY
THE COMBINED SCALE FACTOR OF 0.9999

ELEVATION NOTE:
ELEVATIONS SHOWN HEREON ARE GEODETIC AND WERE DERIVED FROM
LOCAL CANNET VRS NETWORK AND ARE REFERRED TO THE
CGVD-1928:1978 DATUM.

BENCHMARK NOTE:
SITE BENCHMARK No. 1: TOP OF WELL HAVING AN ELEVATION OF
172.78m.

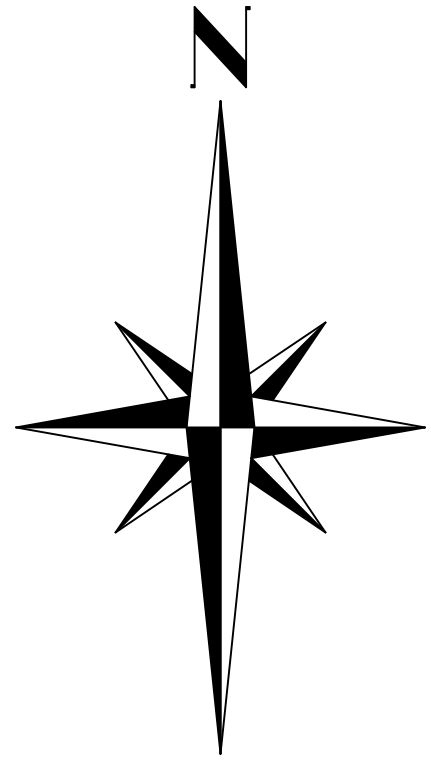
IT IS THE RESPONSIBILITY OF THE USER OF THIS INFORMATION TO
VERIFY THAT THE BENCHMARKS HAVE NOT BEEN ALTERED OR
DISTURBED BEFORE USE

UTILITY NOTES

NO ATTEMPT WAS MADE TO LOCATE OR SHOW BURIED SERVICES HEREON.

LEGEND:

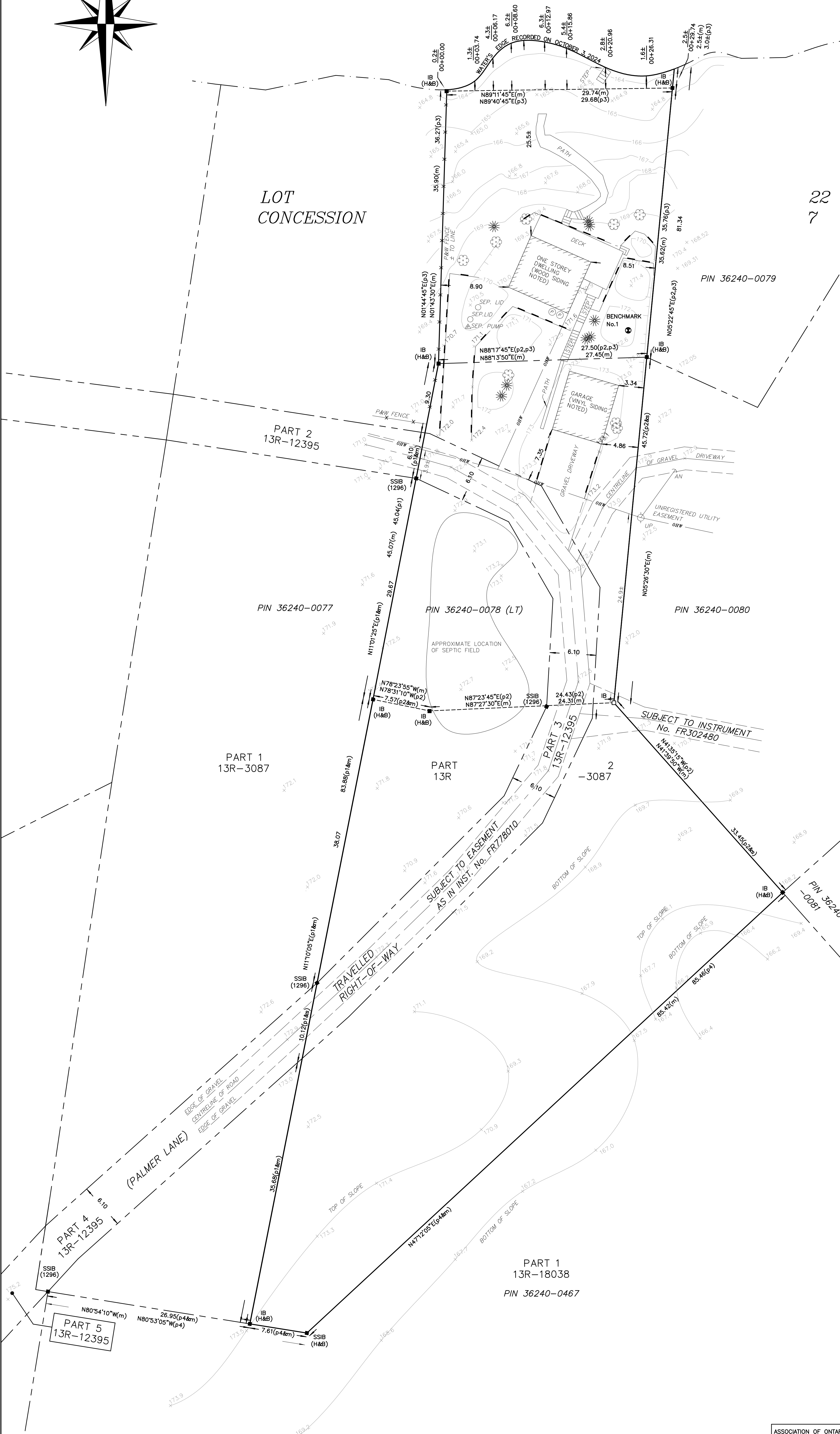
- DENOTES SURVEY MONUMENT FOUND
- SURVEY MONUMENT SET
- SSIB SHORT STANDARD IRON BAR
- SIB STANDARD IRON BAR
- IB IRON BAR
- RIB ROUND IRON BAR
- RB ROCK BAR
- RPL ROCK PLUG
- M MEASURED
- S SET
- WIT WITNESS
- UP UTILITY POLE
- AN ANCHOR
- OHW- OVERHEAD WIRE
- X- FENCE LINE
- RETAINING WALL
- P1 PLAN 13R-12395
- P2 PLAN 13R-3087
- P3 PLAN OF SURVEY BY HUMPHRIES & BURGHAM
DATED MARCH 7, 1969 ATTACHED TO INSTRUMENT NO. FR189503
- P4 PLAN 13R-18038
- (H&B) HUMPHRIES & BURGHAM LTD.
(1096) N.B. CAMPBELL OLS
(1022) RONALD H. SMITH LTD.
- ⊙ PROPANE TANK
- * DECIDUOUS TREE
- ⊗ CONIFEROUS TREE
- N = NORTH E = EAST S = SOUTH W = WEST



BURRIDGE LAKE

LOT
CONCESSION

22
7



SURVEYOR'S CERTIFICATE:
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE
SURVEYS ACT, THE SURVEYORS ACT AND THE REGULATIONS MADE
UNDER THEM;
2. THE SURVEY WAS COMPLETED ON OCTOBER 3, 2024

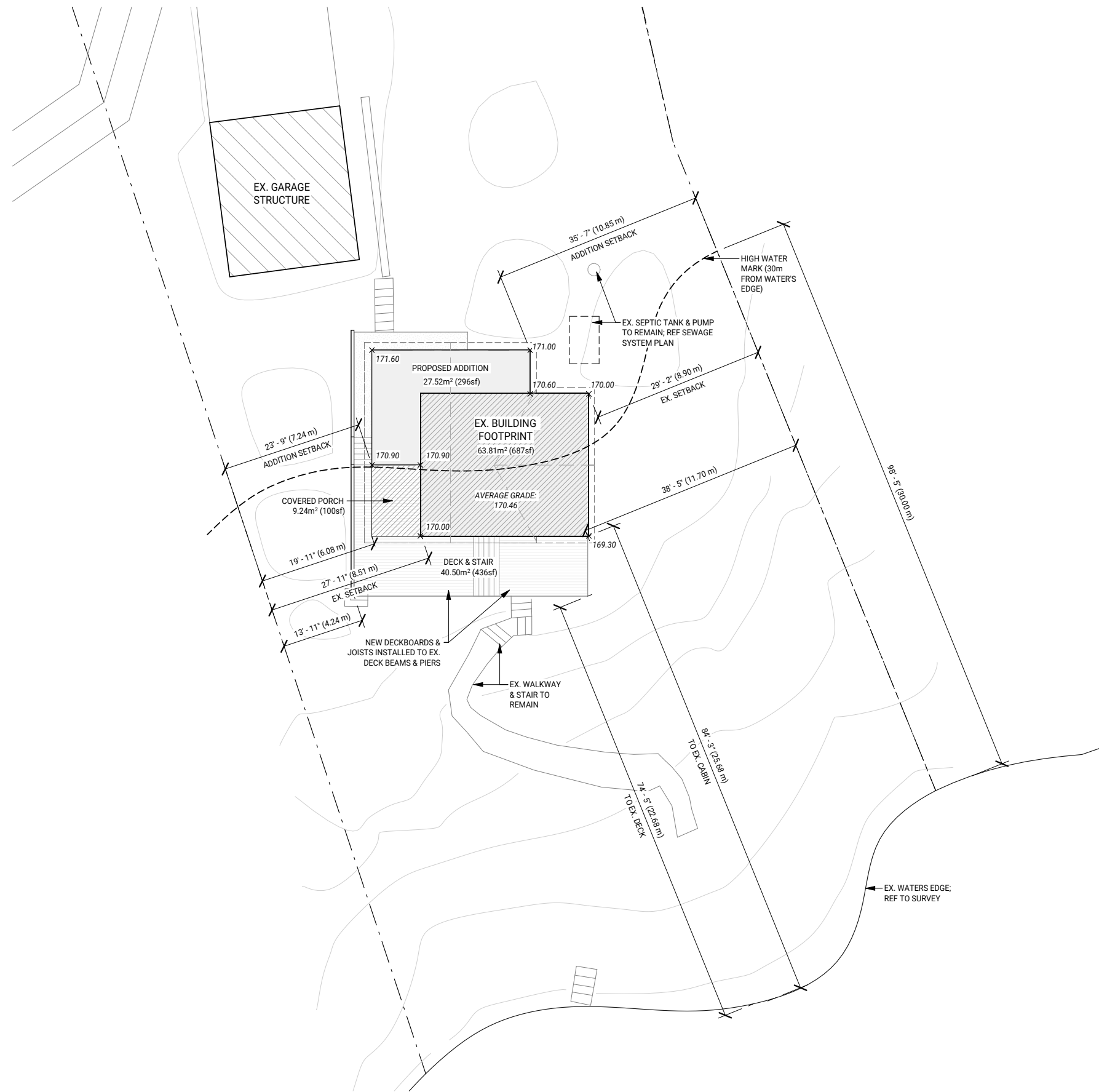
OCTOBER 30, 2024 DATE
J.D. McARTHUR
J.D. McARTHUR
ONTARIO LAND SURVEYOR

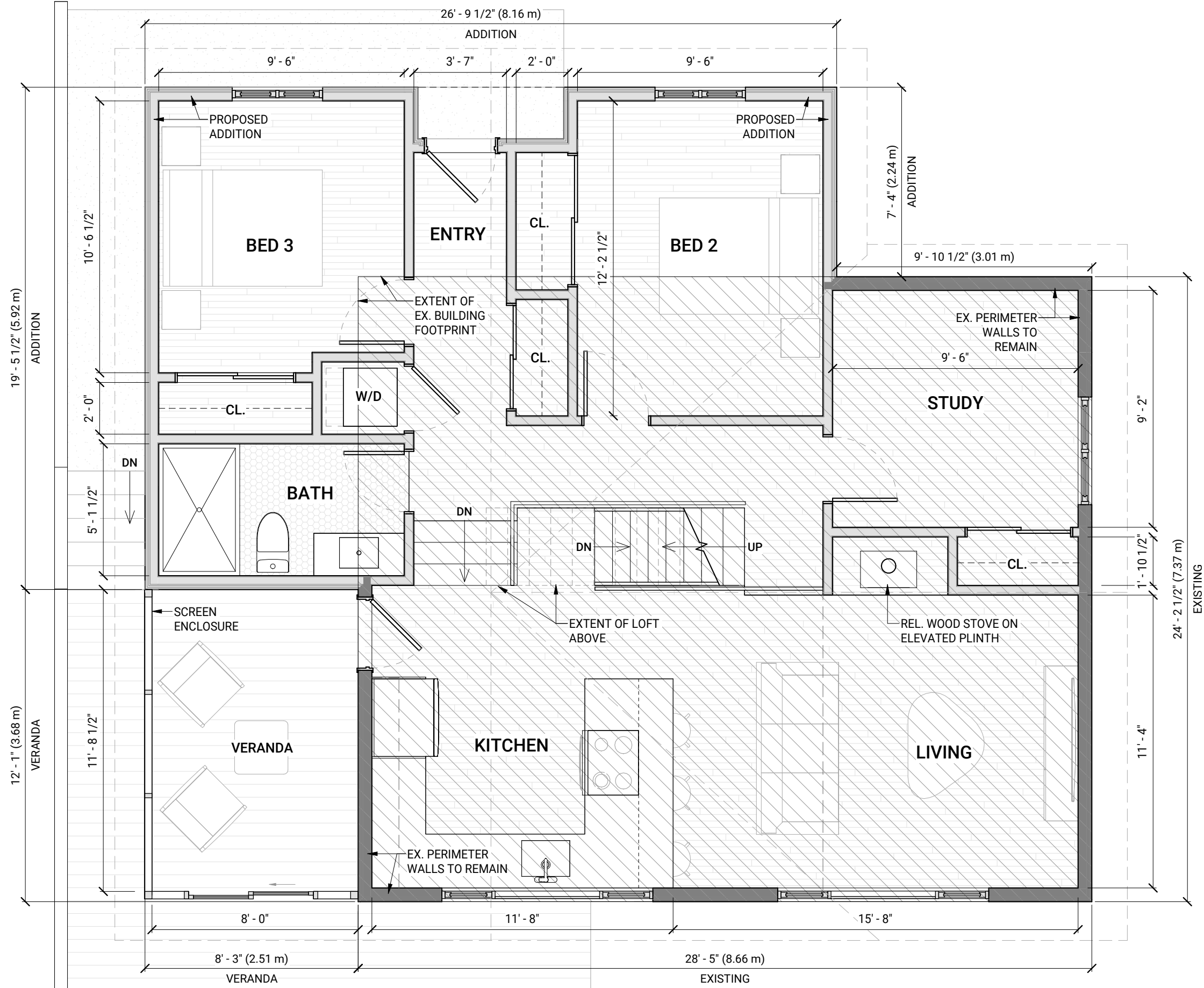
ASSOCIATION OF ONTARIO
LAND SURVEYORS
PLAN SUBMISSION FORM
V-86788

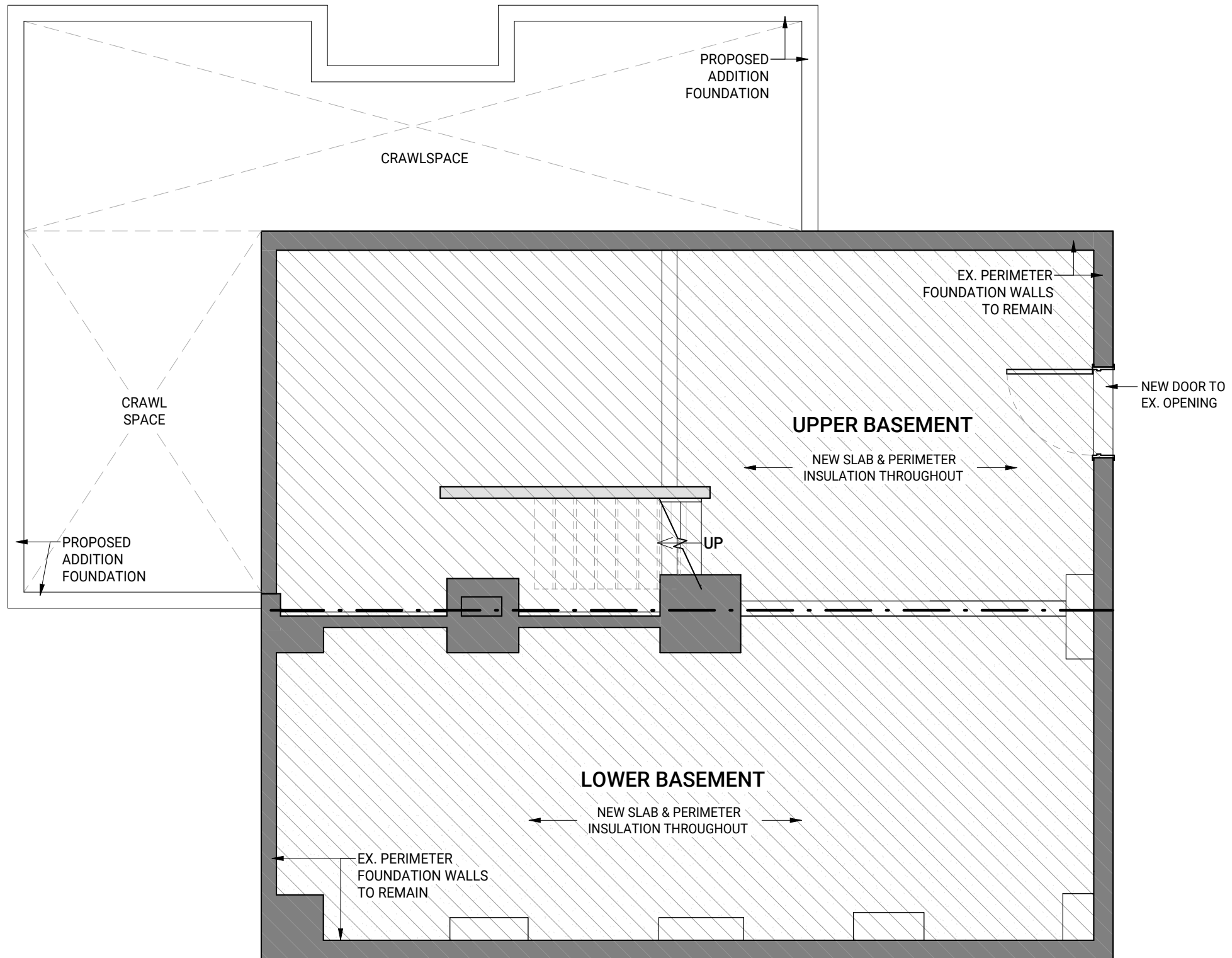
THIS PLAN IS NOT VALID
UNLESS IT IS AN EMPRESSED
ORIGINAL COPY
ISSUED BY THE SURVEYOR
in accordance with
Regulation 1026, Section 29 (3)

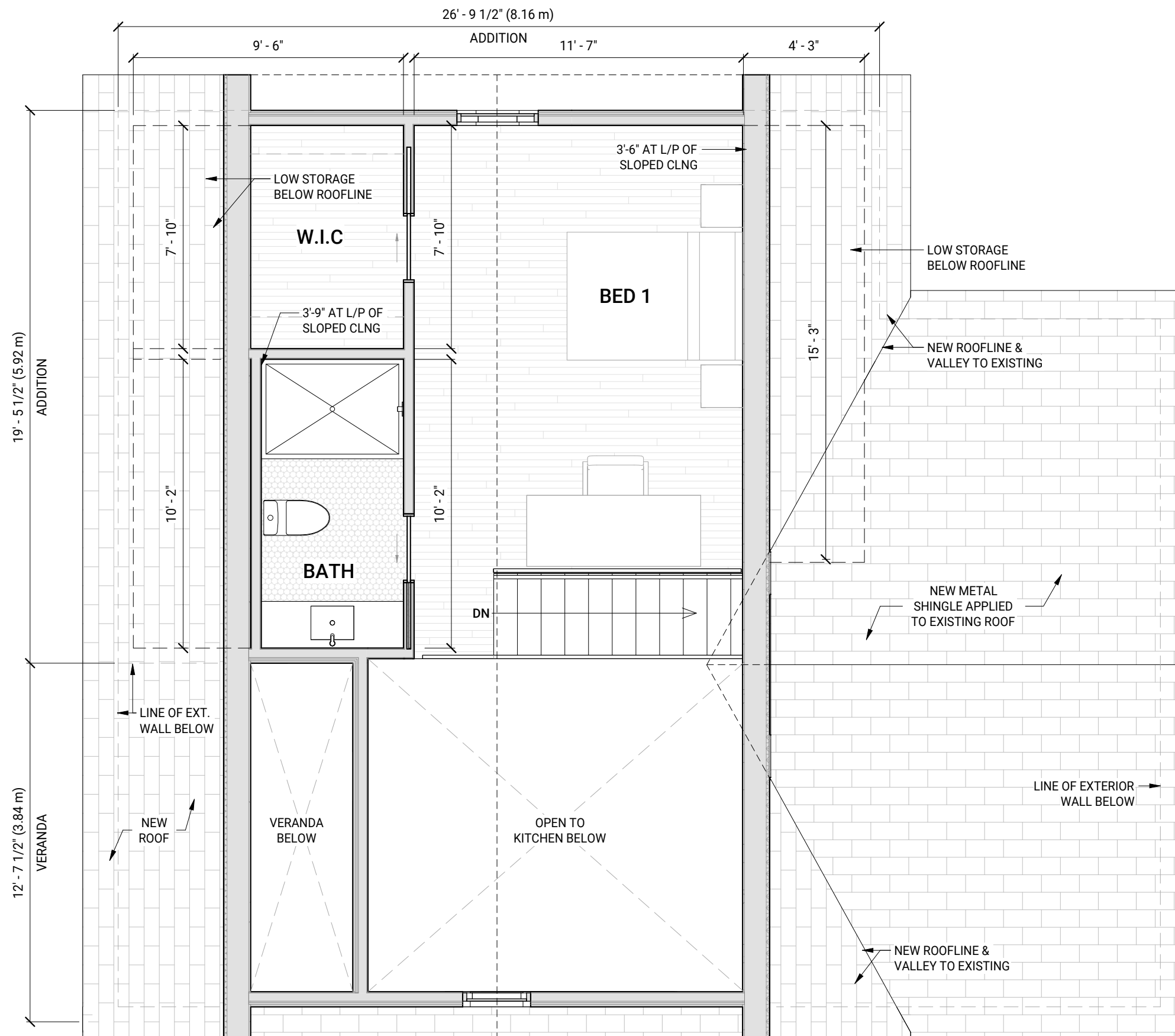
JAYMAC LAND SURVEYS Inc
ONTARIO LAND SURVEYORS
PERTH, ONTARIO
T: 613-701-3220 JAYMACLANDSURVEYS.COM

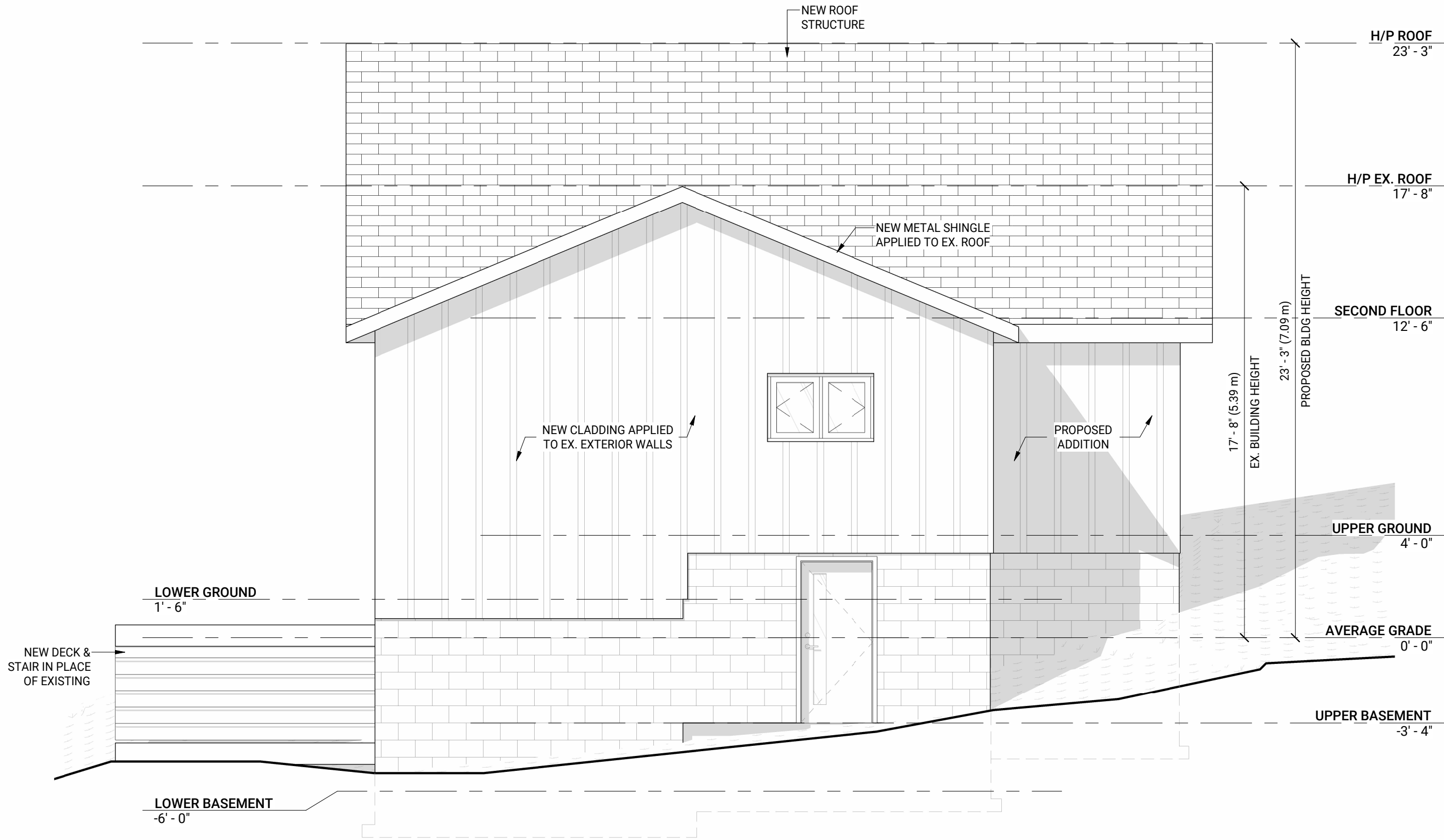
SURVEY BY: LP CHECKED BY: JM CLOSURE CHECK: JM
FILE #24-092 JOB #24-092

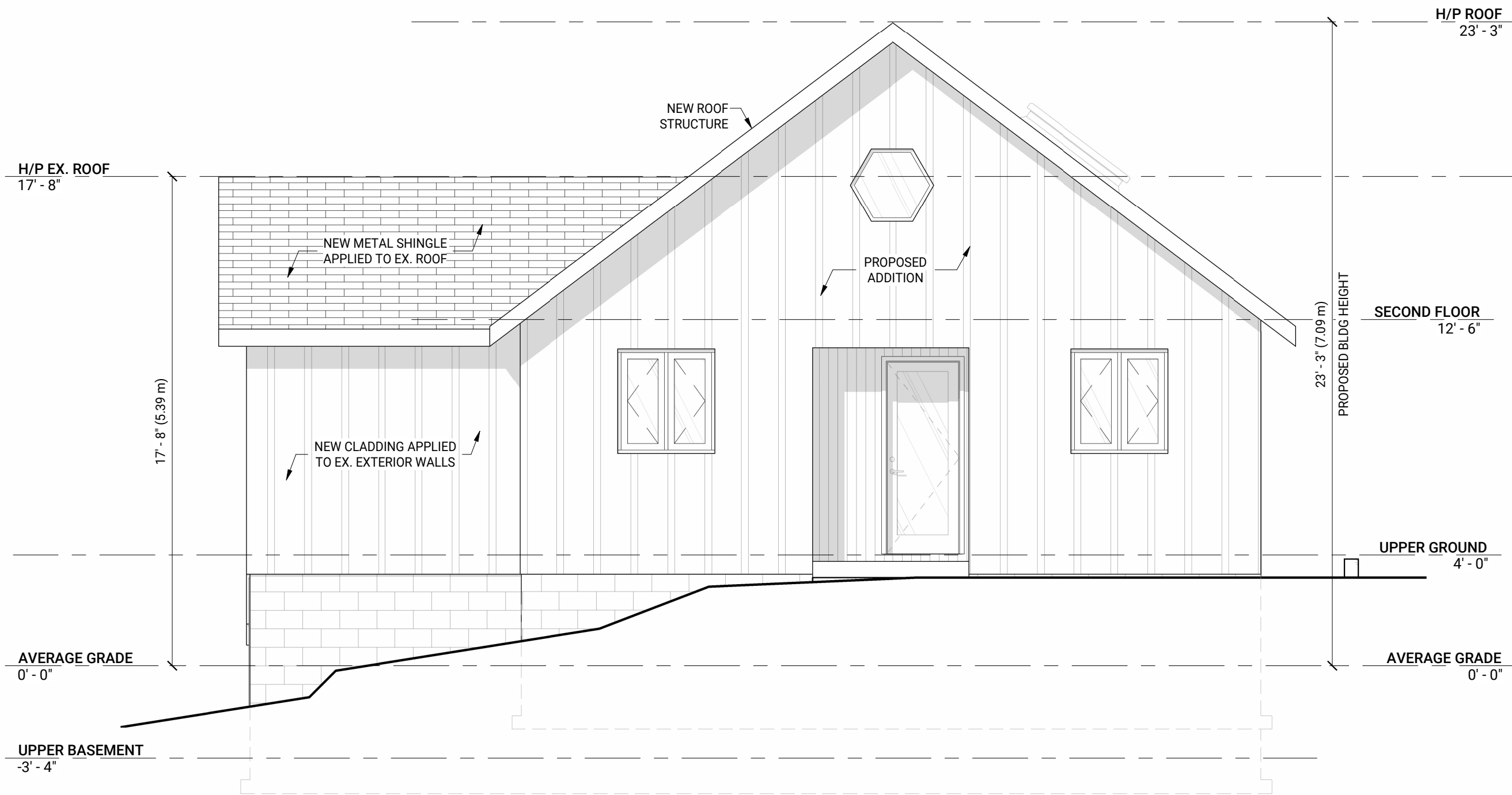


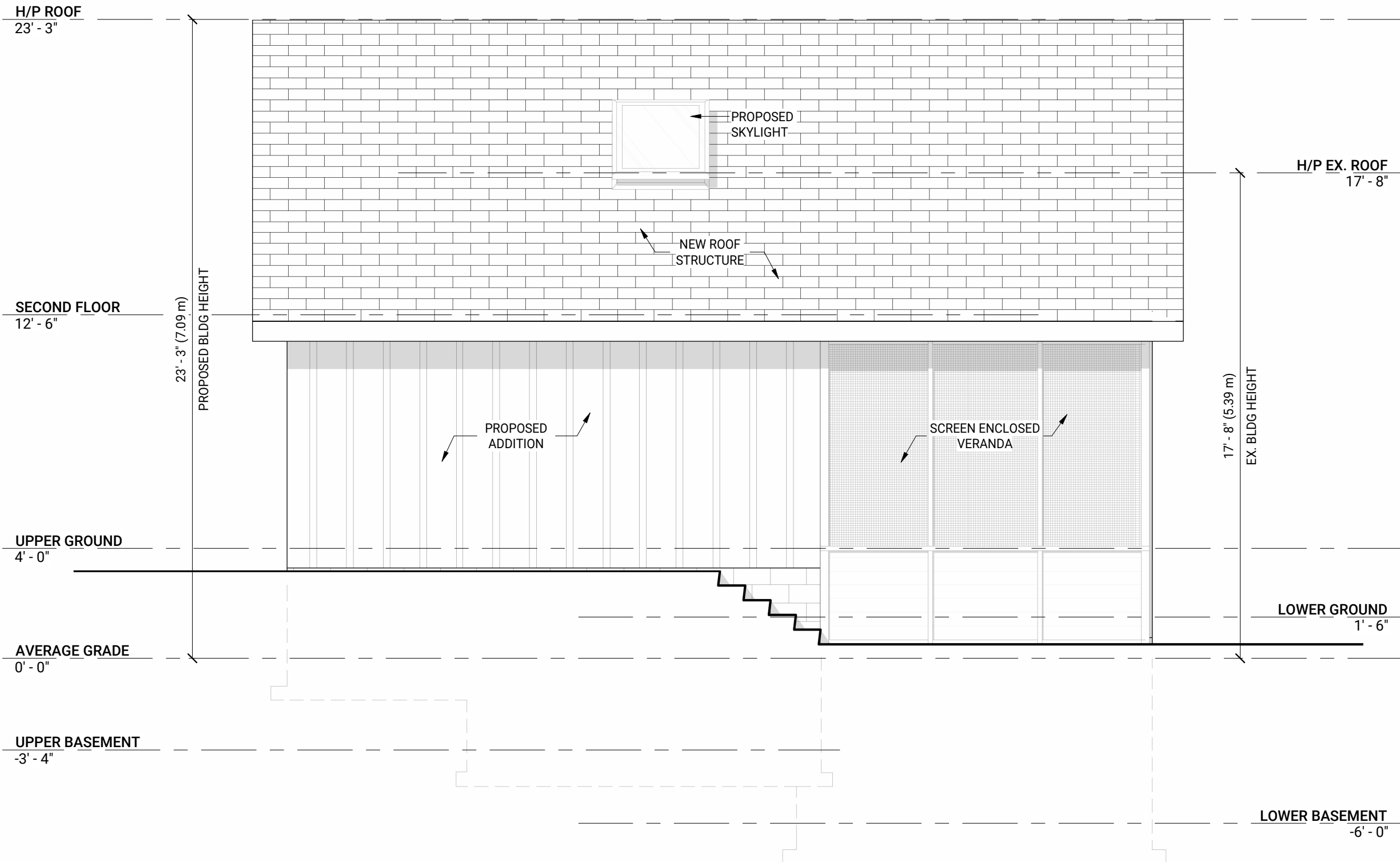


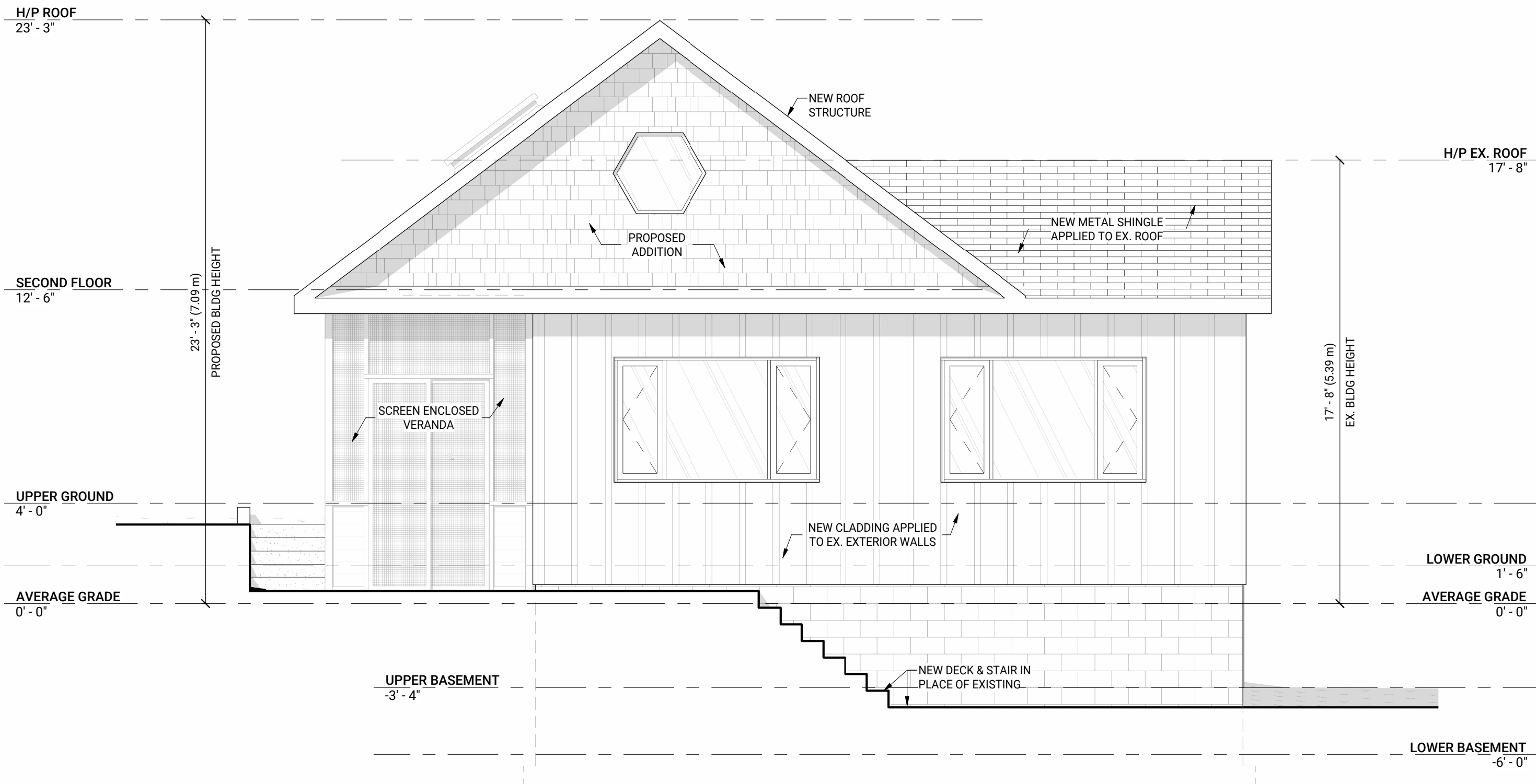


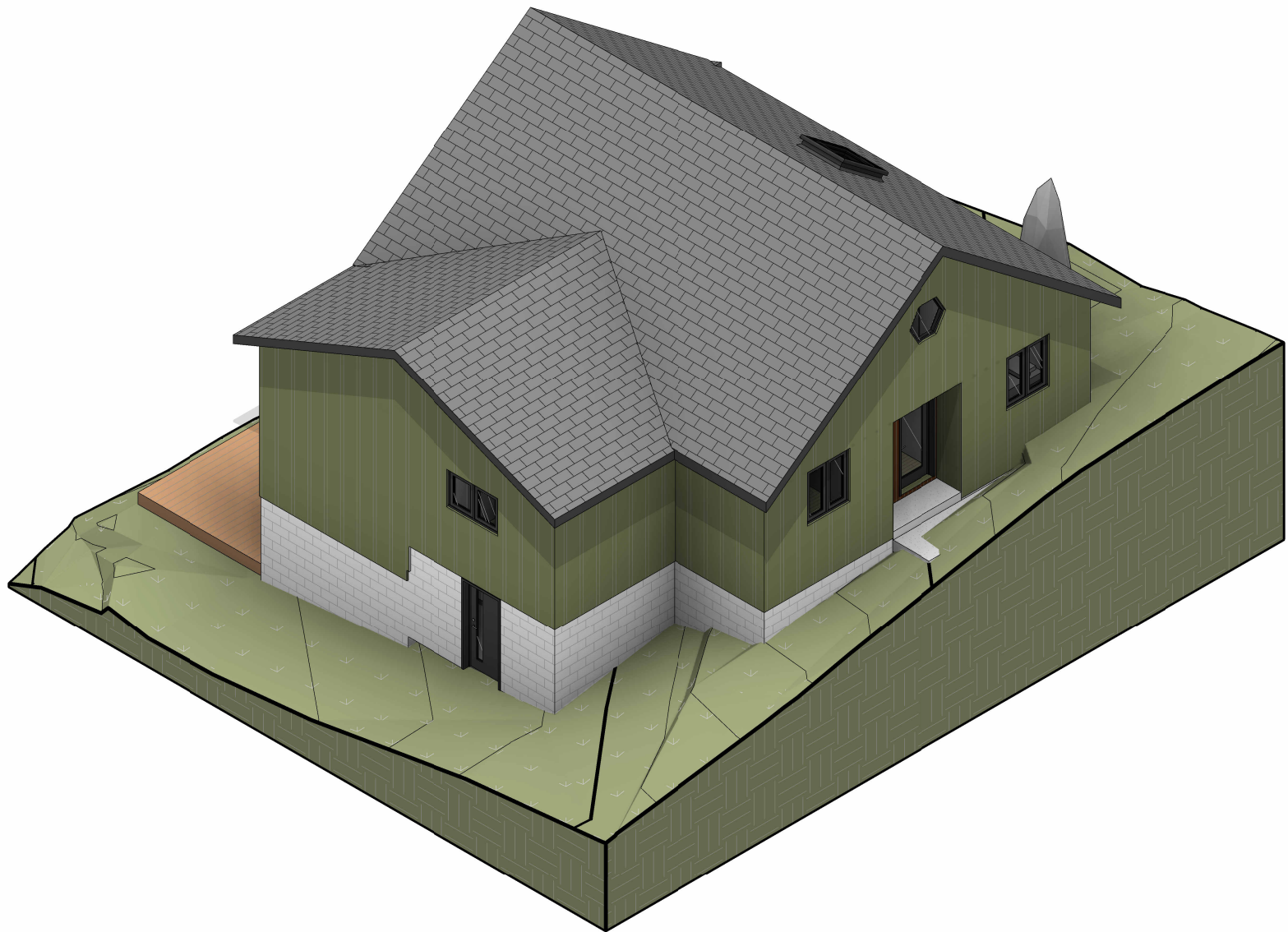




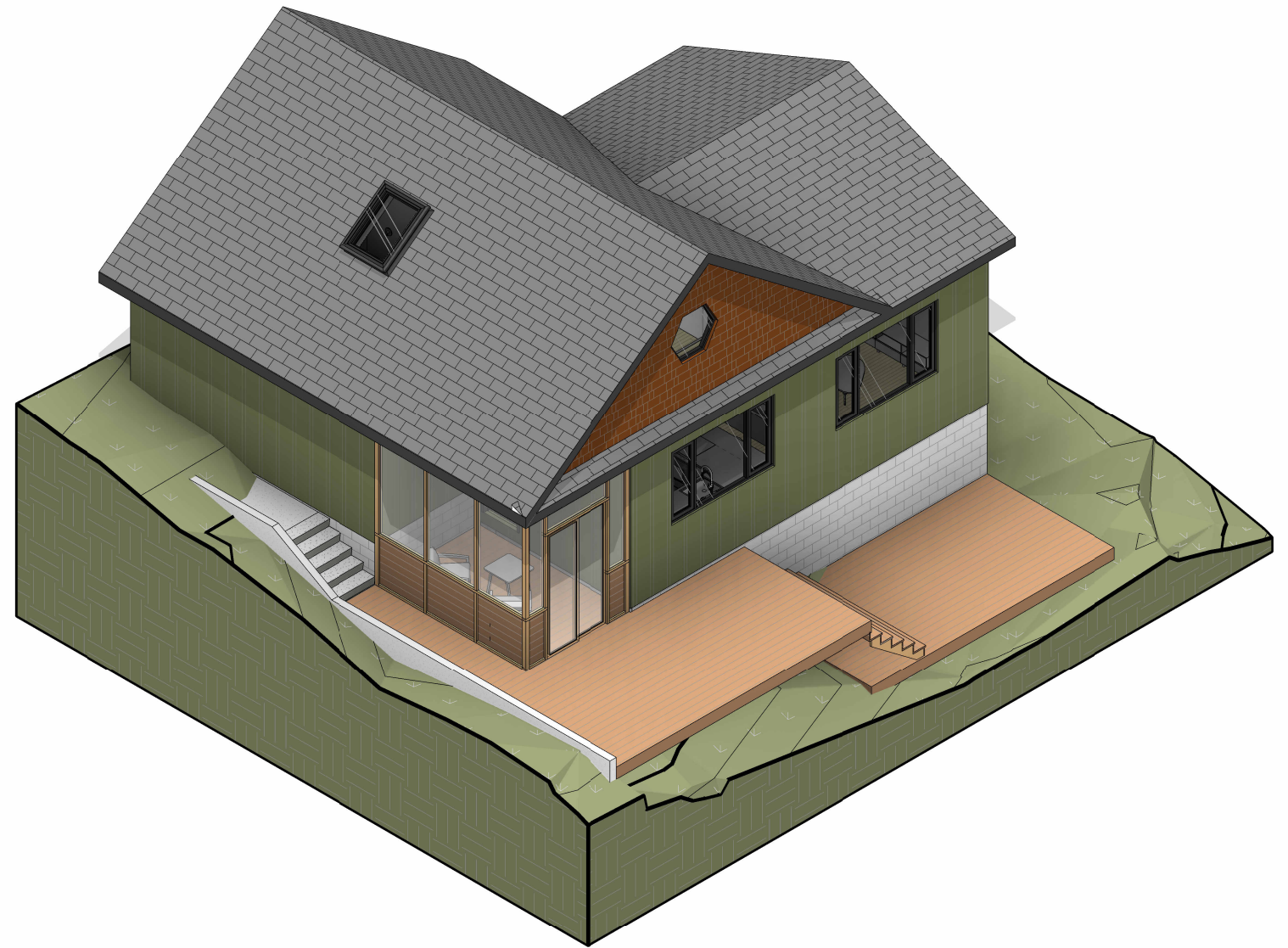








SOUTH WEST AXONOMETRIC



NORTH EAST AXONOMETRIC



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504
F 613-692-0831 | www.rvca.ca

February 11, 2025
25-SFR-MVA-0004

Committee of Adjustment
Township of South Frontenac
4432 George St. Box 100
Sydenham ON K0H 2T0

Attention: Kate Kaestner, Planning Clerk & Secretary-Treasurer

Subject: Application for Minor Variance PL-ZNA-2025-0004
Genevieve Hollingsworth
70C Palmer Lane, South Frontenac
ARN 1029 0100 5025 0000 0000

Dear Ms. Kaestner,

The Rideau Valley Conservation Authority has received the above noted application and have reviewed it within the context of:

- Section 5.2 Natural Hazards of the *Provincial Policy Statement* under Section 3 of the *Planning Act*;
- *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits* under Section 28 of the *Conservation Authorities Act*;
- The Mississippi-Rideau Source Water Protection Plan;

The Proposal

Based on the circulated materials, RVCA understands this application requests permission to enlarge a legal non-conforming dwelling within the 30 m highwater mark of Burrige Lake. The dwelling and the proposed addition would increase the total gross floor area to approximately 151 m², with a building height of 7.1 m.

**Proudly working in partnership
with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,
Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,
North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

The existing dwelling and attached deck are set back approximately 25.6 m and 22.6 m from Burrige Lake, respectively, and the proposed addition will not encroach further towards the highwater mark than the existing dwelling.

The Property

The subject lands are described as Part Lot 22 Concession 7 Bedford, municipally known as 70 C Palmer Lane in the Township of South Frontenac. The lands are approximately 0.54 ha (1.33 ac) in area, with approximately 29 m of water frontage and road frontage on Palmer Lane. The lands are presently developed with an existing dwelling, deck, accessory garage, and private servicing.

A review of our records and mapping shows that there are no Provincially Significant Wetlands (PSWs) or mapped natural hazards in the form of mapped floodplain, steep slopes, or marine clays present on the subject lands.

Provincial Policy Statement

Regarding Section 5.2 Natural Hazards within the PPS, our office has no concerns with the requested minor variance as there are no regulated natural hazards identified on the subject lands.

Ontario Regulation 41/24

The proposed minor variance request does not appear to impact any identified regulated natural hazards. Any development activity and/or site alteration proposed within RVCA's regulated area (within 15 metres of a watercourse/waterbody) will require a permit from our office in accordance with *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*.

Source Water Protection

The subject property is identified as overlying a highly vulnerable aquifer. These are aquifers that are vulnerable to surface contaminants due to thin or absent soils overlying bedrock that may be fractured. Where these conditions exist, it may be possible for contaminants to enter drinking groundwater supplies. For this reason, care should be taken to avoid land uses and practices that may inadvertently lead to undesirable effects on groundwater. Some best practices that could be considered include:

- increased well casing depths,
- increased distance of septic systems from drinking water wells,
- ensuring septic systems are located downgradient of wells,
- ensuring that wells and septic systems are properly maintained,
- avoiding the use of pesticides, herbicides, and fertilizers.

Conclusion

In conclusion, our office has no objections to the requested minor variance. Please advise us on the Committee's decision respecting this application, or any changes in the status of the application.

Best regards,

Dan Nguyen
Planner, RVCA

cc -Genevieve Hollingsworth, owner
cc -Antonio Cunha, agent
cc -Noah Perron, Planner Township of South Frontenac

Township of South Frontenac Staff Report



To: Committee of Adjustment

From: Development Services Department

Date of Meeting: February 13, 2025

Subject: Permission Application (S. 45(2) of Planning Act)
PL-ZNA-2025-0004, Hollingsworth, 70C Palmer Lane, Bedford District

Summary

This report recommends that the Committee of Adjustment grant approval of this application for permission to enlarge a legal non-conforming dwelling under section 45(2) of the Planning Act, subject to conditions.

Background

Official Plan Designation: Rural

Zoning: Limited Service Residential Waterfront & Limited Service Residential

Relief Requested

The applicant seeks permission under section 45(2) of the *Planning Act* to enlarge the legal non-conforming dwelling on the property within 30 metres of the highwater mark of Burrige Lake.

Related Applications

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

Property Description

The subject property is 1.39Ac (~5625sqm) in area with frontage on the south shore of Burrige Lake. Access is via Palmer Lane which extends from Green Bay Road. A portion of Palmer Lane extends through the subject property, with all existing development being to the north of the lane. Existing development consists of a single detached dwelling and a detached garage. Except in the immediate area of existing development, the property features an abundance of mature tree and vegetation growth, including the area between the dwelling and the shoreline. The property is situated within a slope extending downwards towards the shoreline. The surrounding area consists of residential development.

Proposal

The subject property is presently developed with ~64sqm dwelling with 50sqm attached deck. The applicants are proposing to construct a 28sqm addition along the southeast corner (away from the shoreline), a 49sqm loft addition over a portion of the existing building, and a 10sqm screened porch over a portion of the existing deck. The proposal would result in an increase in gross floor area from 64sqm to 151sqm, and an increase in building height from 5.4m to 7.1m. The existing setback of the dwelling (25.6m) and attached deck (22.6m) to the highwater mark would remain unchanged.

Department and Agency Comments

Rideau Valley Conservation comments were not received at the time of writing this report. RVCA comments will be shared with the Committee at the public meeting.

Building Services has no objection with the application. The applicant must apply for a review of performance level of the existing sewage system at the building permit stage.

Public Services were not circulated the application due to the subject property being located on a private lane.

Public Comments

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

Planning Analysis

The Township Official Plan Schedule designates the subject property as Rural and the property is zoned both RLSW and RLS by Zoning By-law 2003-75. The dwelling is a permitted use.

Section 5.10.2 of the Zoning By-law states that existing buildings with less than the minimum 30m setback from the highwater mark of 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 Zoning By-law considers the existing seasonal dwelling as a legal non-conforming building because it was constructed prior to the current Zoning By-law and is setback ~25.6m from the highwater mark of Burrigge Lake

Through its powers under section 45(2) of the *Planning Act*, the Committee of Adjustment may grant permission to enlarge the dwelling. The criteria for considering an application under Section 45(2) are:

- Whether the application is desirable for the appropriate development of the subject property; and
- Whether the application will result in undue adverse impacts on surrounding properties and the neighbourhood.

The existing dwelling is presently setback 25.6m from the highwater mark or Burrige Lake with the attached deck being setback 22.6m. The proposal consists of three individual additions, none of which would result in further encroachment towards the highwater mark. Additionally, the applicant proposes to rebuild the existing deck within its current envelope, making use of the existing posts and piers. Therefore, the current setbacks of the dwelling and attached deck to the highwater mark would remain unchanged.

The proposal would facilitate an increase in gross floor area from approximately 64sqm to 151sqm. The ground floor area of the enlarged dwelling and attached deck would increase from 114sqm to 142sqm, increasing lot coverage to roughly 2.6%. As a result of the loft addition, the building height of the existing dwelling will increase from 5.4m to 7.1m.

The proposed scale of the building would not conflict with existing patterns of development in the neighbourhood. The proposal would ultimately contribute additional living space to facilitate a transition to year-round occupancy. The proposed design has consideration for existing site conditions, avoiding unnecessary tree clearance and site alteration within 30m of the lake and occupying a similar building footprint. It is the opinion of Planning Staff, that the application is desirable for the appropriate development of the subject property.

The proposed enlarged dwelling is not anticipated to result in any negative or intrusive impacts on surrounding properties or the lake. Any potential intrusion would be mitigated by existing tree coverage along the shoreline and side yard. It is the opinion of Planning Staff, that the application is unlikely to result in undue adverse impacts on surrounding properties of the neighbourhood.

Planning Staff recommend that a development agreement be registered on the title of the subject property as a condition of approval. The development agreement will address matters related to erosion control, runoff management and the maintenance of a healthy shoreline buffer. This will ensure that appropriate shoreline development practices are being implemented to not impact the environmental quality of Burrige Lake.

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 dwelling 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 posting on the Townships current planning applications webpage

Recommendation

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, **approve** application PL-ZNA-2025-0004 for 70C Palmer Lane, subject to the following conditions.

1. The dwelling may be enlarged by a 28sqm addition along the southeast corner, a 49sqm loft addition above a portion of the main floor, and a 10sqm screened porch over a portion of the existing deck. The enlarged dwelling is permitted to have a building height of 7.1m and to encroach no further towards the highwater mark of Burrige Lake. The location of the proposed additions shall be generally consistent with the submitted plot plan (UP Architecture, January 8, 2025) and building plans (UP Architecture, January 8, 2025) that will be attached to the Decision as Schedule "A".
2. The Owner is required to enter into a Development Agreement to be registered on the title of the property to the satisfaction of the Township to address the following matters and environmental standards of the Township:
 - a. Appropriate erosion control measures (e.g. silt fence, straw bales) must be used during construction and until the site is stable and revegetated.
 - b. Roof runoff will be directed away from Burrige Lake and discharged to natural or constructed leaching pits/areas to maximize infiltration or onto coarse rock rubble splash pads to reduce the velocity of runoff.
 - c. A natural vegetated buffer must be maintained in its natural state within 30 metres of Burrige Lake, except in the immediate area of the building envelope.
3. A building permit is required for ALL proposed demolition and construction on the property. There shall be no additional development on the property without the approval from the Township of South Frontenac.

Report Prepared By:

Noah Perron, Planner

Report Reviewed By:

Christine Woods, RPP, MCIP, Manager of Planning

Exhibit A

Photo 1 – Looking North into the subject property from Palmer Lane



Photo 2 – Rear of existing dwelling (location of proposed addition along southeast corner)



Photo 3 – Front of existing dwelling (proposed loft addition to be partially located above)



Photo 4 – Existing side deck (location of proposed screened porch addition)



Photo 5 – Looking south at the existing dwelling from shoreline area



Photo 6 – Looking north at Burridge Lake from existing attached deck



To: Committee of Adjustment
From: Kate Kaestner, Planning Clerk
Report Date: February 13, 2025
Subject: Decisions on Delegated Consents, December 2024-February 2025

Summary

This report summarizes the Consent applications that have been approved by the Director of Development Services between December 13, 2024 and February 13, 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-2024-0001 & PL-BDJ-2024-0002 – Storrington District

Approved on December 17, 2024.

The purpose of the applications was for the creation of two new rural residential lots from vacant unaddressed lands fronting on Lakefield Drive, Linea Drive, and Collins Lake. The severed parcel for application 2024-0001 is approximately 1.3ha in area with 80m of frontage on Lakefield Drive. The severed parcel for application 2024-0002 is approximately 1 ha in area with 100m of frontage on Lakefield Drive. The retained land is approximately 34ha in area with frontage on Lakefield Drive, Linea Drive and Collins Lake.

b) PL-BDJ-2024-0032 – Loughborough District

This undisputed consent was granted provisional consent on December 19, 2024.

The subject lands of 984 Leland Road is comprised of two lots that inadvertently merged on title. The application is requesting consent to create a new rural residential lot which would have the effect of separating the merged parcels. The severed parcel, which is vacant, is approximately 76ha in area with 480m of frontage on Leland Road. The retained lot is developed with a dwelling and accessory buildings and is approximately 40ha in area with 100m of frontage on Leland Road and 150m of frontage on Dean Smith Road.

c) PL-BDJ-2023-0001 & PL-BDJ-2023-0002 – Storrington District

These undisputed consents were granted provisional consent on January 28, 2025.

The purpose of the applications was for the creation of two new rural residential lots from vacant unaddressed lands on Princess Road. The severed parcel for

application 2023-0001 is approximately 1.2ha in area with 76m of frontage on Princess Road. The severed parcel for application 2023-0002 is approximately 1.2ha in area with 72m of frontage on Princess Road. The retained lot is approximately 37ha in area with 20m of frontage on Princess Road, and 97m of frontage on Moreland-Dixon Road.

Both applications are required to apply for relief from the Township's Zoning By-Law as they are located between 300m and 500m of an existing quarry, and also to recognize the deficient frontage of 72m for the severed lands of 2023-0002.

Appendix A – Mapping of application(s)

Report Prepared By:

Kate Kaestner, Planning Clerk

Report Approved By:

Christine Woods, Manager of Planning

APPENDIX A

