



**TOWNSHIP OF SOUTH FRONTENAC**  
**Committee Of Adjustment Meeting**  
**Agenda**



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

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

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.

4. Declaration of pecuniary interest

- a) There are none.

5. Approval of Minutes – February 13, 2025

- a) Resolution.

3 - 9

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-2023-0004 (Vowles) - Storrington District

10 - 26

Property Address: 4938 Alex McLean Lane

Purpose & Effect of the Application:

The applicant proposes to demolish the house and garage on the property and to construct a new house and detached garage. The house would be 26m from the highwater mark of Loughborough Lake

to the south and 17m from the highwater mark to the east. A minor variance is being requested to allow the house to be setback less than the 30m from the highwater mark required by the Zoning By-law.

- b) PL-ZNA-2025-0010 (Widrow) - Bedford District 27 - 64

Property Address: 1125 James Wilson Road

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 Canoe Lake. The applicant proposes to enlarge the existing 142sqm dwelling with attached deck. The proposed enlargement would involve renovating and adding area to the existing main floor (primarily the eastern side), adding a partial second storey above the renovated eastern side, and screening in a portion of the renovated attached deck on the western side. The enlarged dwelling would have a gross floor area of ~272sqm, a building height of 10m, and would be setback ~24.8m from the highwater mark, with the attached deck being setback ~19.1m from the highwater mark.

10. Other Business

- a) Delegated Consent Authority Report 65 - 68

11. Adjournment

- a) Resolution.



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



**Meeting # 2025-01**

**Time:** 7:00 PM

**Location:** Storrington Centre/Virtual Via Zoom

**Present:** Norm Roberts, Ray Leonard, Steve Pegrum, Scott Trueman, Alan Revill, Brett Moreland, Kevin Fox, Mike Howe (via Zoom)

**Absent:**

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

1 Call to Order

a) Resolution.

Resolution No. 2025-01-01

Moved by: Norm Roberts

Seconded by: Kevin Fox

THAT the February 13, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby called to order at 7:00PM.

2 Adoption of Agenda

a) Resolution.

Resolution No. 2025-01-02

Moved by: Ray Leonard

Seconded by: Brett Moreland

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

Carried

3 Committee of Adjustment Appointments

a) Appointment of Committee of Adjustment Chair (Resolution)

Resolution No. 2025-01-03

Moved by: Norm Roberts

Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby appoints Steve Pegrum to the position of Chairperson for the 2025 calendar year.

Carried

- b) Appointment of Committee of Adjustment Vice-Chair (Resolution)

Resolution No. 2025-01-04  
Moved by: Kevin Fox  
Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby appoints Alan Revill to the position of Vice-Chairperson for the 2025 calendar year.

Carried

4 Electronic Meeting Information

- a) The meeting was live streamed at the following link:  
<http://www.facebook.com/SouthFrontenacTwp/>
- b) Staff prepared a PowerPoint Presentation that was displayed on the screen of the meeting.

5 Declaration of pecuniary interest

- a) There are none.

6 Approval of Minutes – December 12, 2024

- a) Resolution.

Resolution No. 2025-01-05  
Moved by: Steve Pegrum  
Seconded by: Alan Revill

THAT the Committee of Adjustment hereby approves the minutes of the December 12, 2024 Committee of Adjustment meeting.

Carried

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

8 New Consent Applications:

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

Property Address: 184 Burr ridge 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 Burr ridge Lake Road. The severed lands are currently vacant. The retained lot will be approximately 74ha in area with approximately 250m of frontage on Burr ridge Lake Road 220m of frontage on Burr ridge 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.

Christine Woods, Manager of Planning, delivered her report to the Committee with a staff recommendation that the application be denied, due to inadequate sightlines and unsafe access.

Steve Pegrum, Chair of the Committee, asked if the applicant or agent would like to address the Committee.

Kaylie Fanning, applicant, thanked the Planning Department and the Committee for considering the application, and stated that it has been a lifelong dream to be able to sever and build on a piece of her grandparents property. With respect to the suitability of the existing driveway, Ms. Fanning stated that the driveway has existed for over 37 years, and that traffic usually travels at a reduced speed of 40km/hr due to road conditions.

Ms. Fanning stated that both the school bus and the users of a nearby boat launch regularly use the existing driveway to turn around, which is evidence of the laneway having safe sightlines for the speed of traffic. She stated that very few, if any, of the existing entrances on Burrige lake Road would meet the current sightline standards of 120m.

She concluded that Burrige Lake Road is a dead-end road, which results in no through traffic, and that the driveway she would be sharing would be with a family member.

Mr. Pegrum inquired as to whether there were any members of the public who wished to address the Committee.

Victoria Capes, neighboring resident, stated that she lives along Burrige Road and shares a driveway with another member of Ms. Fanning's family, setting a precedent for shared laneway usage in the area.

Ms. Capes stated that her existing driveway has far less visibility than the driveway Ms. Fanning is proposing to use, and expressed her support for Ms. Fanning's application.

Ms. Capes suggested that the municipality perform a traffic study, which she believes would illustrate the limited amount of traffic on the road, as well as the slow rate at which these vehicles travel.

Mr. Pegrum inquired as to whether there were any other members of the public who wished to address the Committee.

Sheldon Polanski neighbouring resident at 137 Burrige Lake Road (participating via Zoom), stated that he had no objection to the application, but that he would like to know where the delineation line would be between his property and the newly severed lands. He requested to be able to receive a copy of the survey of the severed lands once it is completed.

Mr. Polanski stated that he was surprised to learn that this portion of Burrige Lake Road was not owned by the municipality. He also stated that there is a right-of-way with respect to the boat launch in the area, and that during the fishing season many people do use Burrige lake Road and park their vehicles along the roadway.

Ms. Woods responded to Ms. Caves comments by stating that the existing properties and driveways to which Ms. Caves was referring have been in existence for a long time, and that today's standards would not have been applicable at the time these properties were created.

With respect to Mr. Polanski's question on the property boundaries, Ms. Woods stated that whenever a consent application is approved, one of the conditions of approval is that a reference plan of the newly severed property be prepared by an Ontario Land Surveyor, which would then be accessible through the Ontario Land Registry. The surveyors will install iron bars, flags, etc, which will help to delineate the severed parcel from Mr. Polansky's property.

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With respect to the status of the road, Ms. Woods stated that Burridge Lake Road is a forced road, and that often times the existing roadways, due to topography and natural features, are unable to fall within the bounds of the municipally-owned road allowances. In the case of Burridge Lake Road, it is still considered a municipal road and is maintained by the Township, however the title is not in the name of the municipality. As such, one of the conditions of approval of the application would be that the title of the road be transferred to the municipality.

Ms. Woods thanked Mr. Polansky for bringing attention to the occurrence of boat launch traffic and parking.

Mr. Pegrum asked if there were any questions from Committee members regarding the application.

Committee member Ray Leonard inquired as to what speed limit was considered when determining the sightline measurements.

Ms. Woods stated that she is not an expert in these policies as they are the responsibility of the Public Services department, but she believed it was typically 80 km/hr, but suggested that Mr. Leonard may have more insight due to his time as the Roads Superintendent.

Mr. Leonard replied that unmarked roads are 80km/hr, but with this particular roadway he would not want to drive over 30 km/hr. As such, the sightline requirements don't make sense for this location, especially given that the school bus turns around in this laneway.

Mr. Pegrum inquired as to whether there were any other questions from Committee members. None heard.

Kate Kaestner, Planning Clerk & Secretary Treasurer, read the resolution for denial of the application.

Mr. Pegrum inquired as to whether there were any comments from Committee members.

Committee member Alan Revill stated that he did not support the resolution as it stands. He has driven the road many times in the past and believes that the sightlines of the laneway are more than adequate for the speed that is able to be accommodated by the road.

Resolution for denial of the application was defeated.

Committee member Revill put forth a motion to approve the application with the various conditions that have been discussed.

Ms. Woods presented the details of the conditions that would accompany the application, should it be approved.

The applicants did not raise any questions or concerns regarding the conditions.

Mr. Revill sought clarification for the portion of the road that would need to be surveyed and transferred to the Township.

Ms. Woods confirmed that it would be for the length of the subject lands up to Space Lane, with the exception of some smaller portions which are already owned by the municipality.

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Mr. Revill inquired as to what the cost of having this surveyed would be. Ms. Woods replied that she does not have a sense of the cost of having it surveyed. Mr. Revill expressed his concern for the survey costs that the applicant will have to bear.

Scott Trueman, Committee member, sought clarification regarding where the various measurements in the conditions were derived.

Ms. Woods provided clarification with respect to the width of the easement and road allowance.

Mr. Trueman requested confirmation that the width of the road allowance was only for the purpose of the transferred property, and that the applicants would not be responsible for altering or widening the physical road to meet this measurement.

Ms. Woods confirmed that to be the case.

Committee member Norm Roberts as well sought confirmation that the applicant's did not have to bear any expense with respect to the road, except for the survey costs. Ms. Woods confirmed that they would not be required to make any physical changes to the road itself, they just need to survey the road to transfer to the municipality.

Mr. Trueman inquired as to whether the resolution needed to be altered to include the conditions that were discussed.

Ms. Kaestner confirmed that nearly all applications that will be heard before the Committee will be subject to conditions, and the resolutions will always be worded to include this statement.

Kevin Fox, Committee member, inquired as to whether the Committee needed to accept all of the conditions.

Mr. Pegrum stated that he believed that to be the case.

Mr. Revill stated he believed the applicant could appeal the conditions but that the Decision would include those recommended by Planning staff.

Mr. Fox sought clarification regarding the condition for the driveway easement. Ms. Woods responded that the easement will be surveyed to be a certain width and that the driveway will be built within that width. Having the 4.5m width allows for the driveway to be expanded or for the applicant to maneuver around obstacles without the risk of trespassing.

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

Resolution No. 2025-01-06  
Moved by: Kevin Fox  
Seconded by: Norm Roberts

THAT the Committee of Adjustment hereby denies application PL-BDJ-2024-0105, to create one new rural residential lot from lands municipally addressed as 184 Burrigge Lake Road.

Defeated

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Resolution No. 2025-01-07  
Moved by Alan Revill  
Seconded by Scott Trueman

THAT the Committee of Adjustment hereby approves application PL-BDJ-2024-0105, for property municipally addressed as 184 Burr ridge Lake Road, permitting the creation of one new rural residential lot and one easement for shared entrance, the new lot being 1.3 hectares in area with 105m frontage on Burr ridge Lake Road, subject to conditions.

Carried

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

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 Burr ridge 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.

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

Mr. Pegrum inquired as to whether the applicant or agent wished to address the Committee.

Antonio Cunha, agent for the application (participating via Zoom), stated that the goal with the proposal was to modernize the dwelling to current standards and expand it to accommodate an aging family member. He stated that any new construction is to take place beyond the 30 metre waterfront setback, and that the proposal is modest and aims to improve the building's overall condition.

Mr. Pegrum inquired (3 times) as to whether there were any members of the public who wished to comment on the application. None heard.

Mr. Pegrum inquired as to whether there were any questions from Committee members.

Alan Revill sought clarification as to whether it was purely additions being added or whether the dwelling was to be demolished and rebuilt.

Mr. Perron replied that the application stated that the proposal was for additions to the dwelling.

Committee members were given another opportunity to ask questions. None heard.

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

Resolution No. 2025-01-08  
Moved by: Alan Reville  
Seconded by: Scott Trueman

THAT the Committee of Adjustment hereby approves application PL-ZNA-2025-0004, for property municipally addressed as 70-C Palmer Lane, granting permission to enlarge the existing legal non-conforming dwelling within 30 metres of the highwater mark of Burrige Lake, subject to conditions.

Carried

11 Other Business

a) Consent Granting Authority Report

Kate Kaestner, Planning Clerk, presented her report to the Committee.

There were no questions from Committee members regarding the report.

12 Adjournment

a) Resolution.

Resolution No. 2025-01-09  
Moved by: Scott Trueman  
Seconded by: Steve Pegrum

THAT the February 13, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 8:05 PM to reconvene on Thursday, March 13, 2025 at 7:00PM or at the call of the Chair.

Carried

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Steve Pegrum, Chair

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

Date Received: Revised Submission: 10-Feb-2025

File No: PL-ZNA-2023-0004

1. Name of Owner(s): Scott Vowles, Megan Vowles

Full Mailing Address of Owner(s): 850 Kananaskis Dr.  
Kingston, ON K7P 0B1

Phone number of Owner(s): [REDACTED]

Email Address of Owner(s): [REDACTED]

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

Name of Authorized Agent: Anne Levac

Full Mailing Address of Authorized Agent: 2550 Sand Hill Ry.  
Seeleys Bay, ON K0H 2N0

Phone number of Authorized Agent: [REDACTED]

Email Address of Authorized Agent: [REDACTED]

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

\* [REDACTED]  
Signature(s) of Owner(s)

3. The description of the subject land:

District:  Bedford  Portland  Loughborough  Storrington

Concession Number: 13 Lot Number: pt. 5/6

Street Number: 4938 Name of Road/Street: Alex McLean Lane

Reference Plan Number: 13R-15015 Part Number(s): pt. 1  
13R-9993 13R-11028 pt. 3

Roll Number: 1029 060 050 23000



**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)	(2)	(3)	(4)
	Residence	Garage		
Setback from Front Lot Line	15'	75'		
Setback from Rear Lot Line	285"	267"		
Setback from Side Lot Line	26'	66'		
Height of Building (Also indicate if it is one story or two story)	20' 2 storey	12' +/-		
Dimensions of Floor Area	25' x 57'	17' x 29'		
Setback from High Water Mark (If applicable)	15'	66"		

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) Primary	(2) Attached Garage	(3) Detached Garage	(4) Covered Porch
Setback from Front Lot Line	20 m	40 m	~100 m	±70 m
Setback from Rear Lot Line	~100 m	90 m	7 m	~100 m
Setback from Side Lot Line	9 m	14 m	8 m	9 m
Height of Building (Also indicate if it is one story or two story)	2 Storey 11 m	2 Storey 11 m	1 Storey 7 m	NA
Outside Dimensions of Building/Structure	13 x 14 m	7.3 x 10.7 m	7 x 10 m	16.5 x 3.3 m
Setback from High Water Mark (If applicable)	26 m	25 m	60 m	~17 m

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

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

If yes, please provide details:

Remove Cottage, Garage, Out house

**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:

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18. What are the uses of the proposed development?

*New dwelling with (a)-(c)*

- |     |  |                              |  |
|-----|--|------------------------------|--|
| (a) | Increase in number of bedrooms   | <input type="checkbox"/> Yes | <input type="checkbox"/> No            |
| (b) | Increase in plumbing fixtures  | <input type="checkbox"/> Yes | <input type="checkbox"/> No            |
| (c) | Increase in living space   | <input type="checkbox"/> Yes | <input type="checkbox"/> No            |
| (d) | Will the addition or structure encroach on the existing septic system? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

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

2018

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

30+ years

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

30+ 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 individual septic system - permit obtained for new system

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

swales



**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.

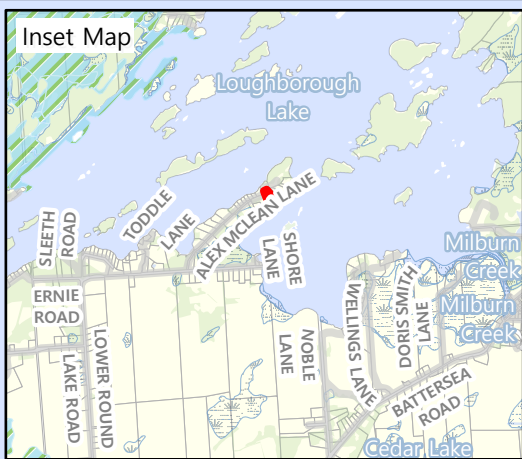
Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly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















# SOUTH FRONTENAC

**PL-ZNA-2023-0004  
(VOWLES)**

**4938 ALEX MCLEAN LANE**

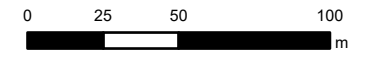
**Legend**

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

Produced by the County of Frontenac under license with the Ontario Ministry of Natural Resources © King's Printer for Ontario, 2022.

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: 1:2,500



UTM Zone 18 NAD 83

Date: 2023-01-23

**LOT COVERAGE**

	AREA
PROPOSED PRIMARY DWELLING	192 m <sup>2</sup>
ATTACHED COVERED PORCH	54 m <sup>2</sup>
ATTACHED GARAGE STRUCTURE	78 m <sup>2</sup>
DETACHED GARAGE STRUCTURE	78 m <sup>2</sup>
TOTAL COVERAGE	402 m <sup>2</sup>
LOT AREA	5,605 m <sup>2</sup>
LOT COVERAGE RATIO	7.2%

**DRIVEWAY STRUCTURE FOR RESIDENTIAL WORKS**

STRUCTURE TYPE	DEPTH(mm)	COMPACTION
HL3A PAVEMENT (OPTIONAL)	50	>92%
GRANULAR 'A'	150	>98%
GRANULAR 'B'	200	100%

- PLAN LEGEND**
- PROPERTY LIMIT (LEGAL)
  - PROPOSED DWELLING
  - PROPOSED DWELLING ACCESSORIES
  - PROPOSED DRIVEWAY
  - REGULATORY FLOODPLAIN
  - 15m SETBACK, FLOODPLAIN
  - APPOX. HIGH WATER MARK
  - WELL WITH 15m AND 30m SETBACKS
  - HP OVERHEAD HYDRO POLE UTILITY
  - EXISTING ELEVATION
  - EXISTING CONTOURING
  - PROPOSED ELEVATION
  - PROPOSED GRADE
  - SITE BENCHMARK

- GENERAL NOTES:**
- THE ORIGINAL TOPOGRAPHY AND GROUND ELEVATIONS, SERVING AND SURVEY DATA SHOWN ON THIS PLAN DRAWING IS PROVIDED FOR INFORMATION PURPOSES ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ACCURACY OF ALL INFORMATION OBTAINED FROM THESE PLANS. ALL DIMENSIONS AND INVERTS MUST BE VERIFIED PRIOR TO CONSTRUCTION. IF THERE IS ANY DISCREPANCY THE CONTRACTOR IS TO NOTIFY THE ENGINEER.
  - POSITIVE DRAINAGE TO BE ENSURED FOR FINAL GRADE AND DURING CONSTRUCTION. IN NO CASE SHOULD GRADE BE DIRECTED TOWARDS THE FOUNDATION OF THE DWELLING.
  - THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EXACT LOCATION, SIZE, MATERIAL AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO COMMENCING CONSTRUCTION. PROTECT AND ASSUME ALL RESPONSIBILITY FOR EXISTING UTILITIES WHETHER OR NOT SHOWN ON THE DRAWINGS. IF THERE ARE ANY DISCREPANCIES THE CONTRACTOR IS TO NOTIFY THE ENGINEER. ANY UTILITIES THAT MAY EXIST ON SITE MUST BE LOCATED AND VERIFIED BY ITS OWNER.
  - ALL UNDERGROUND SERVICES, MATERIALS, AND INSTALLATIONS TO BE IN ACCORDANCE WITH ONTARIO PROVINCIAL STANDARDS AND SPECIFICATIONS (OPSS) UNLESS OTHERWISE NOTED.
  - THE CONTRACTOR IS RESPONSIBLE FOR ALL LAYOUT FOR CONSTRUCTION PURPOSES.
  - THE CONTRACTOR IS TO OBTAIN ALL NECESSARY PERMITS FROM THE COUNTY, MUNICIPALITY, CONSERVATION AUTHORITY, HEALTH UNIT AND ALL OTHER APPLICABLE REGULATORY AUTHORITIES HAVING JURISDICTION PRIOR TO COMMENCING CONSTRUCTION.**
  - EXCAVATE AND DISPOSE OF ALL EXCESS EXCAVATED MATERIAL, SUCH AS ASPHALT, CURBING AND DEBRIS, OFF SITE TO THE SATISFACTION OF THE ENGINEER AND THE COUNTY, MUNICIPALITY OR CONSERVATION AUTHORITY.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL AND SAFETY MEASURES DURING THE CONSTRUCTION PERIOD, INCLUDING THE SUPPLY, INSTALLATION, AND REMOVAL OF ALL NECESSARY SIGNAGE.
  - ALL DIMENSIONS AND INVERTS MUST BE VERIFIED BEFORE CONSTRUCTION, IF THERE IS ANY DISCREPANCY THE CONTRACTOR MUST NOTIFY THE ENGINEER.
  - GRANULAR 'A' AND GRANULAR 'B' TO BE COMPACTED TO 98% SPD UNLESS NOTED OTHERWISE.

- LEACHING BED**
- ALL SEPTIC SYSTEM CONSTRUCTION TO BE CARRIED OUT IN ACCORDANCE WITH PART 8 OF THE MOST CURRENT VERSION OF THE ONTARIO BUILDING CODE (OBC).
  - THE TOPSOIL TO BE STRIPPED AND SUBGRADE TO BE SCARIFIED IN BED AREA PERPENDICULAR TO THE DIRECTION OF FLOW.
  - PROVIDE A 250mm THICK CLAY SEAL IF RAISED LEACHING BED IS TO BE INSTALLED ON BEDROCK.
  - PROVIDE NON-WOVEN GEOTEXTILE (FILTER CLOTH) ROOT GUARD TO THE FILTER BED, INSTALLED VERTICALLY TO PROTECT AGAINST TREE ROOTS FROM LARGE ADJACENT TREES TO THE FILTER BED WHERE NECESSARY.
  - WASHED SEPTIC STONE TO BE IN ACCORDANCE WITH OBC 8.7.5.3. (5).
  - FILTER MEDIA TO BE IN ACCORDANCE WITH OBC 8.7.5.3. (3).
  - DISTRIBUTION PIPING TO HAVE A SLOPE OF 0.3% MIN TO 0.5% MAX
  - DISTRIBUTION HEADERS AND PIPING WITHIN THE LEACHING BED TO BE LOCATABLE BY MEANS DESCRIBED IN OBC 8.7.2.2. (2).

- SANITARY**
- SEWER TRENCHING AND BEDDING SHALL CONFORM TO OPSD 802.010 AND 802.013 UNLESS NOTED OTHERWISE.
  - ALL SEWER FEED PIPING TO HAVE A MINIMUM SLOPE OF 2%
  - EFFLUENT FILTER TO BE POLYLOK PL- 122 OR EQUIVALENT.
  - SEWER AND CONNECTIONS SHALL BE PVC. SOLVENT WELD PIPE AND FITTINGS TO CSA B182.1
  - INSULATE ALL SEWER SERVICE PIPE WITH LESS THAN 1.2m OF COVER

**MINIMUM CLEARANCE DISTANCES OBC TABLE 8.2.1.6 A & B**

	SEPTIC TANK	DIST. PIPING
FROM STRUCTURE	1.5m	5.0m
FROM CASED WELL	15.0m	15.0m
FROM ALL OTHER WELLS	15.0m	30.0m
FROM SURFACE WATER	15.0m	15.0m
FROM PROPERTY LINE	3.0m	3.0m

- ENVIRONMENTAL:**
- EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED PRIOR TO CONSTRUCTION AND MONITORED AND MAINTAINED BY THE CONTRACTOR UNTIL COMPLETION. THE TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES MUST BE REMOVED ONCE THE SITE HAS BEEN STABILIZED AND SITE WORKS COMPLETED.
  - IN THE EVENT THAT HUMAN REMAINS ARE ENCOUNTERED DURING CONSTRUCTION, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY AND THE REGISTRAR OR DEPUTY REGISTRAR OF THE CEMETERIES REGULATION UNIT OF THE MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS (416) 362-8392, SHALL BE NOTIFIED IMMEDIATELY.
  - IN THE EVENT THAT BURIED ARCHEOLOGICAL REMAINS ARE FOUND DURING CONSTRUCTION ACTIVITIES, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY.

**SITE CONTROL**  
THE TOPOGRAPHIC SKETCH SHOWN ON PLANS REPRESENTS THE EXISTING CONDITIONS AND WAS COMPLETED BY THE GREER GALLOWAY GROUP INC. THEY SURVEY IS PRESUMED GEODETIC, UTM NAD 83. SITE STAKING, LAYOUT AND CONTROL BY OTHERS

NO.	DATE	BY	REVISION
7	2025.02.03	S.R.	REVISED
6	2025.01.21	S.R.	REVISED
5	2025.01.13	S.R.	REVISED
4	2025.01.06	S.R.	REV BASED ON CLIENT MARK UP
3	2024.12.09	S.R.	ISSUED FOR REVIEW
2	2024.09.27	S.R.	DRAFT PLOT PLAN
1	2024.09.24	S.R.	DRAFT PLOT PLAN

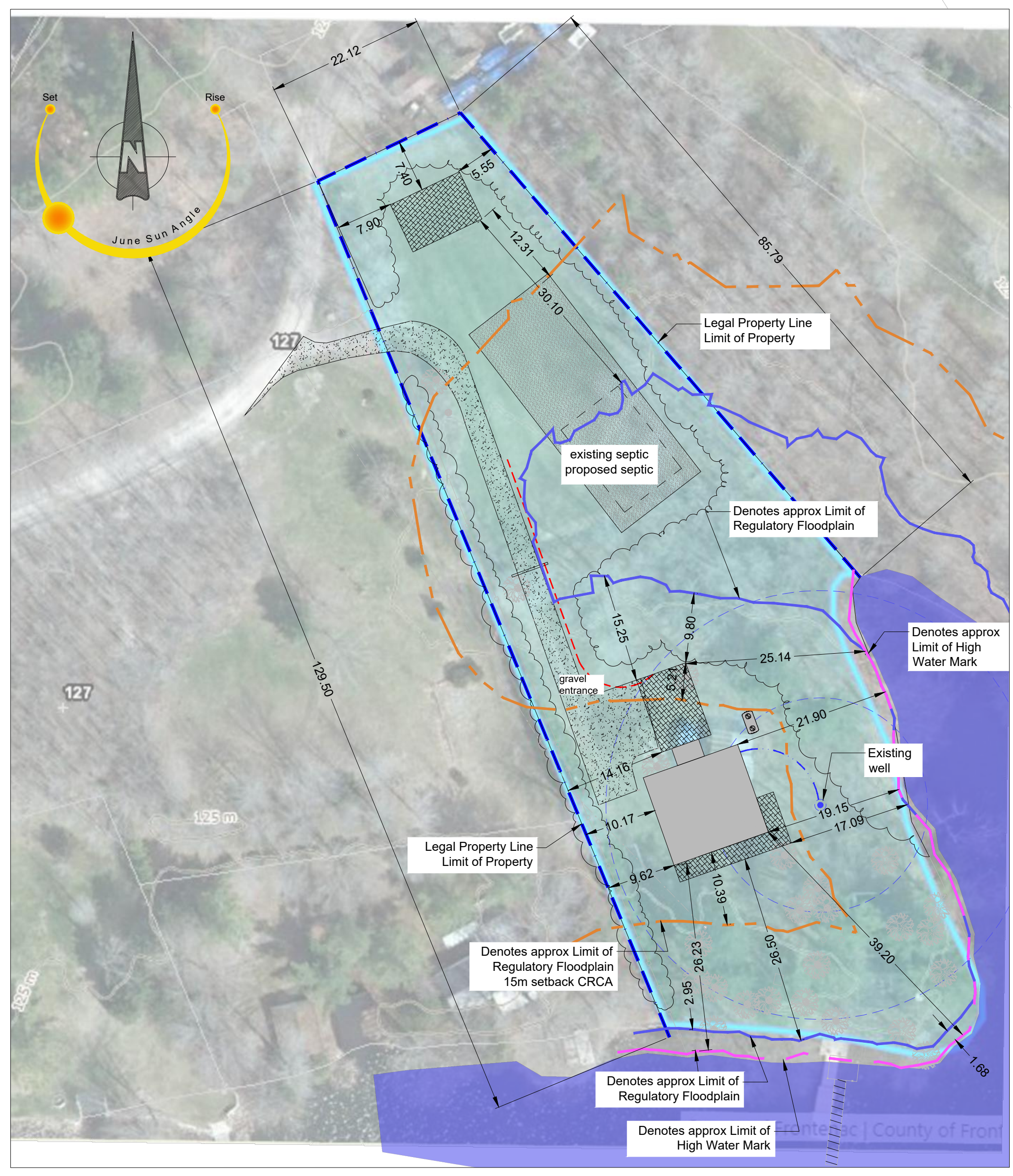
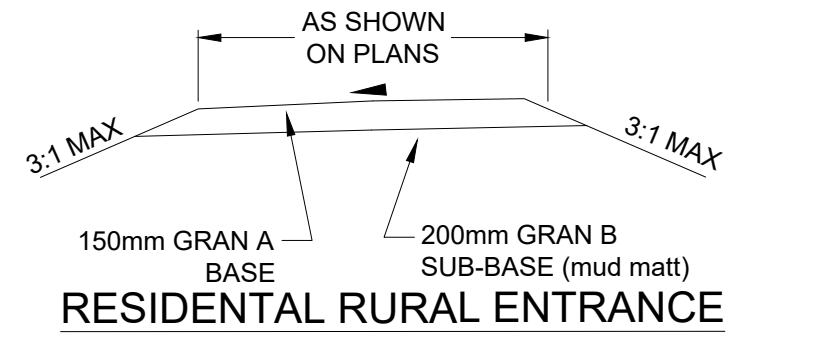
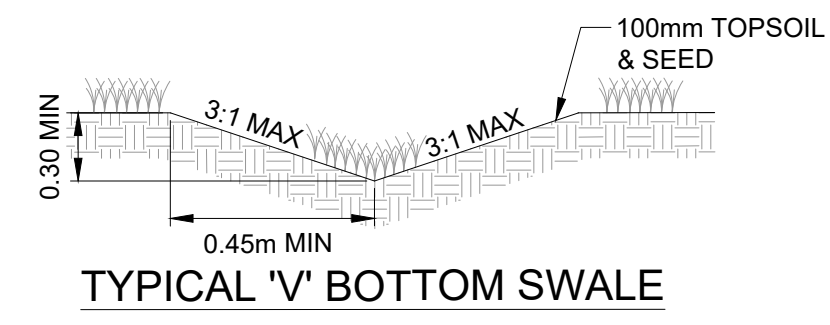
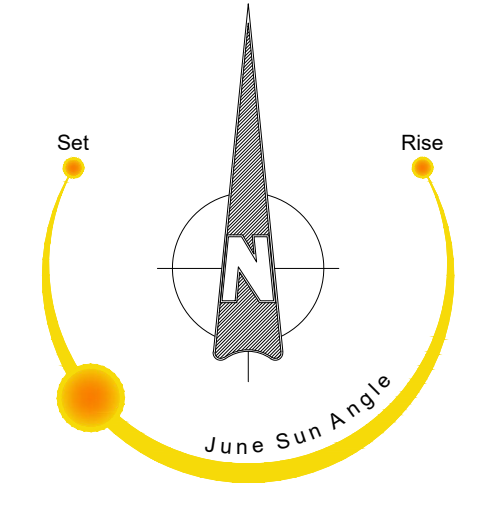
DESIGN	S.R.
DRAWN	S.R.
SCALE	as shown

THESE DESIGN DOCUMENTS ARE PREPARED SOLELY FOR THE USE OF THE PARTY WITH WHOM AVIDITY DESIGN HAS ENTERED INTO A CONTRACT. THERE ARE NO REPRESENTATIONS OF ANY KIND MADE BY THE DESIGNER TO ANY PARTY WITH WHOM AVIDITY DESIGN HAS NOT ENTERED INTO A CONTRACT. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN AUTHORIZED BY AVIDITY DESIGN IS NOT PERMITTED.

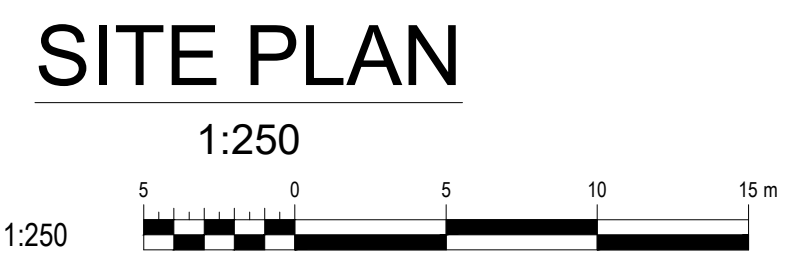


4938 ALEX MCLEAN LANE  
LOT 5, CONC 10, PART 1  
TOWNSHIP OF SOUTH FRONTENAC  
PROPOSED PLOT AND SITE PLAN

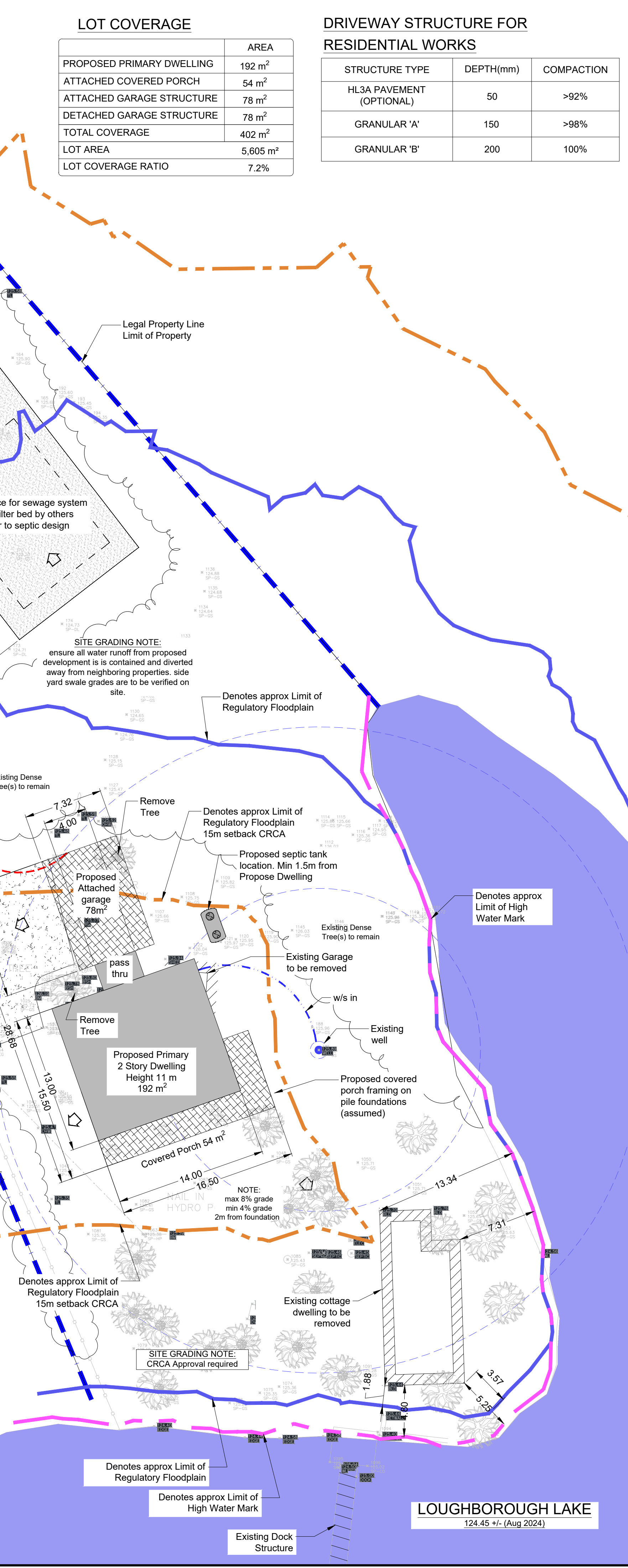
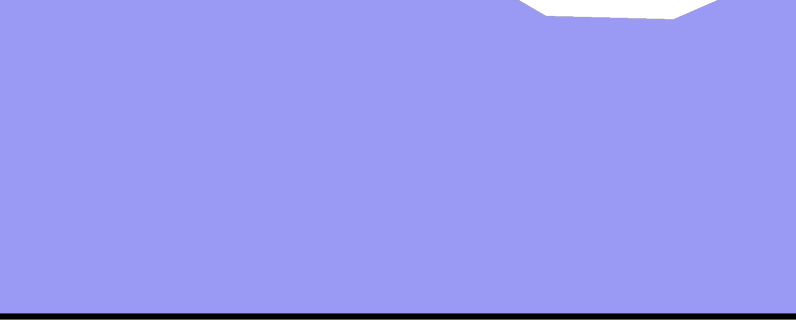
FILE NO.	DRAWING NO.
	SHEET 01 OF 01



**PLOT PLAN**  
1:500



**SITE PLAN**  
1:250



February 28, 2025

File: MV/FRS/30/2025

### **Sent by E-mail**

Ms. Christine Woods  
Manager of Planning  
Township of South Frontenac  
P.O. Box 100  
Sydenham, Ontario  
K0H 2T0

Dear Ms. Woods:

**Re: Application for Minor Variance PL-ZNA- 2025-0004  
4938 Alex McLean Lane; Pt Lots 5&6, Concession 13, Part 1 Plan 13R15015  
Loughborough District, Township of South Frontenac  
Waterbody: Loughborough Lake**

Cataraqi Conservation staff have reviewed the above-noted application for minor variance and provide the following comments for the Committee of Adjustment's consideration based on our role as commenting agency responsible for natural hazards on *Planning Act* applications, and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*.

### **Proposal**

The proposed development involves the demolition of the existing dwelling, garage, and outhouse and the construction of a new dwelling with attached garage, and a detached garage. The variance required is to: reduce the required setback from the highwater mark from 30 m, as required by the Township of South Frontenac Zoning By-law.

### **Site Description**

The subject lands are located along the shore of the east basin of Loughborough Lake in South Frontenac Township. Access to the property is provided by Alex McLean Lane. The subject lands are relatively flat with a low-lying treed area in the approximate center of the lands. There are clear grassy areas at the rear of the property and back from the shoreline. The shoreline is treed and slopes gently towards the water. The lands are developed with an existing dwelling, garage, outhouse, and septic system.

### **Discussion**

Cataraqi Conservation's scope of review for this proposal includes the avoidance of natural hazards (e.g. flooding and erosion) associated with the shoreline of Loughborough Lake.

Natural Hazards / Ontario Regulation 41/24

**Flooding:** The regulatory floodplain of Loughborough Lake is defined as the maximum recorded water level of the lake (125.03 m GSC). Cataraqui Conservation's Guidelines for Implementing Ontario Regulation 41/24 require that all new development be set back a minimum of 6 m from the regulatory floodplain of a waterbody.

Based on our review, the floodplain extends into the center of the property resulting in a constrained lot. The existing dwelling is partially within the minimum 6 m setback of the floodplain and is not compliant with Cataraqui Conservation's setback requirements for flooding. The proposed replacement dwelling is setback over 15 m from the extent of the floodplain and the attached garage is setback over 6 m. Accordingly, the proposed dwelling and attached garage will be located outside of Cataraqui Conservation's required floodplain setbacks.

A portion of the existing septic system filter bed is located within the floodplain. The proposed septic system was approved by KFL&A Public Health November 8, 2018. It is understood that no changes or enlargements are proposed to the existing septic system as part of this application.

**Erosion:** Cataraqui Conservation directs development away from lands subject to long term erosion hazards. CRCA defines the extent of potential erosion hazards for till shorelines to be a stable slope allowance of 3(h):1(v) plus an erosion access allowance of 6 m. The shoreline slope is approximately 1 m high. The proposed dwelling is setback 17 m from the top of bank and as such, staff are satisfied with the proposal from an erosion hazard perspective.

**To ensure long-term erosion avoidance and slope stability, staff recommend the maintenance and enhancement of a healthy buffer of native vegetation between buildings/structures and the water, to help stabilize soils into the long-term. Runoff from buildings and structures and other hardened surfaces should also be directed away from the shoreline to a naturally vegetated location where infiltration can occur.**

## **Recommendation**

Cataraqui Conservation staff have no objection to the proposed reduction from the high watermark setback. It is understood that no changes or enlargements are proposed to the existing septic system as part of this application.

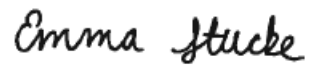
Staff recommend implementation of the above-noted best practice measures (in bold text) and advise the applicant that if the proposed development is approved, Cataraqui Conservation permit approval will be required.

## **Ontario Regulation 41/24**

Please note that lands within 15 m of the regulatory floodplain are subject to Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*, (formerly Ontario Regulation 148/06: *Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses*), which is administered by Cataraqui Conservation. The purpose of the regulation is to ensure that proposed changes (e.g. development and site alteration) to a property are not affected by natural hazards, such as flooding and erosion, and that the changes do not put other properties at greater risk from these hazards. **If approved, construction of the new dwelling and attached garage will require Cataraqui Conservation permit approval. The landowner(s) should contact Cataraqui Conservation's office at the building permit stage for more information regarding permitting requirements under O. Reg. 41/24.**

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

Sincerely,

A handwritten signature in black ink that reads "Emma Stucke". The signature is written in a cursive, slightly slanted style.

Emma Stucke, MCIP, RPP  
Resource Planner

Cc: Owner & Agent by email

# Township of South Frontenac Staff Report

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**To:** Committee of Adjustment

**From:** Development Services Department

**Date of Meeting:** March 13, 2025

**Subject:** Minor Variance Application (S. 45(1) of Planning Act)  
PL-ZNA-2023-0004, Vowles, 4938 Alex McLean Lane, Storrington District

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## Summary

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

## Background

**Official Plan Designation:** Rural

**Zoning:** Limited Service Residential - Waterfront

## Property Description

The subject property is accessed from Alex McLean Lane, which is located on a peninsula in the East Basin of Loughborough Lake. The property is 5605 square metres (1.4 acres) in size. It is long and narrow, and generally flat. There is shoreline to the south and to the east. A wetland and floodplain cuts into the centre of the property. This is illustrated on the application sketch.

## Proposal

The applicant proposes to demolish the existing house and garage on the property and to construct a new house and detached garage. A new sewage system was installed a few years ago in anticipation of this project.

The existing two-storey dwelling has an approximately 132 square metre (1425 square foot) footprint. It is located on the southern tip of the property, and is setback 4.5 metres from the highwater mark of Loughborough Lake at its closest point. The existing garage has an approximately 50 square metre (493 square foot) footprint. It is located in the southern half of the property, and is setback 20 metres from the highwater mark of the eastern shoreline.

The new two-storey house with attached covered porch and attached garage would have a 325 square metre (3500 square foot) footprint. The house would be 26 metres from the

highwater mark to the south and 17m from the highwater mark to the east. A minor variance is being requested to allow the house to be setback less than the 30m from the highwater mark required by the Zoning By-law. A minor variance is also required to permit lot coverage of the house to exceed 5%.

The new one-storey, 78 square metre (840 square foot) detached garage would be located at the north end of the property near the lane. The building would comply with all applicable zone provisions.

### **Zoning Relief Requested**

Section 5.8.2(a) and 10.3.1 – to permit a single detached dwelling to be setback a minimum of 26 metres from the highwater mark of Loughborough Lake to the south and 17 metres from the highwater mark to the east, whereas a minimum 30 metre setback is required for all buildings and structures.

Section 10.3.1 – to permit a maximum 5.8% lot coverage for the principal building (dwelling), whereas a maximum 5% is allowed.

### **Related Applications**

This property has an approved minor variance (MV-022-03-S) for a 2,268 square foot, one-storey dwelling that could be setback 25.6 metres (84 feet) from the highwater mark to the south and 18 metres (59 feet) from the highwater mark to the east.

### **Department and Agency Comments**

Cataraqui Conservation indicated in a letter dated February 28, 2025, that they have no objection to the application based on their consideration for natural hazard policies and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*. They noted that the proposed buildings will be located outside of, and setback from, the flooding hazard and shoreline erosion hazard associated with Loughborough Lake. The new dwelling with attached garage will require a permit under O. Reg. 41/24.

### **Public Comments**

No comments were received prior to this report being finalized.

### **Planning Analysis**

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

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

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

The variances would facilitate construction of a dwelling on lands that are designated Rural in the Official Plan on Schedule A.

The proposed dwelling would replace two existing buildings, one of which is only 4.5 metres from the highwater mark and is located in the shoreline erosion hazard. The proposed dwelling would be located in the area of the existing detached garage, outside of the flooding hazard and erosion hazard. The setbacks would be maximized as intended by section 5.2.7(b) of the Official Plan.

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

The proposed dwelling is a permitted use in the RLSW zone. The dwelling is designed to maximize the setbacks from the highwater mark, while maintaining adequate space between the building and the western property line for access around the building.

Lot coverage for the dwelling would be 5.8%, which is slightly more than the 5% permitted in the RW zone. The additional lot coverage can be attributed to the narrow, covered porch on the building and the pass-thru connection between the dwelling and garage. The total lot coverage of all buildings would be 7.8%.

The proposed variances maintain the general intent and purpose of the Zoning By-law.

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

The requested variances are desirable for the appropriate development of the land. The design and location of the proposed dwelling on the property ensures that the required setback from the highwater mark would be maximized in two directions. The existing dwelling that is 4.5 metres from the lake will be removed, resulting in a positive change on the property.

Is the variance minor?

The requested variances are minor as they maintain the general intent and purpose of the Official Plan and Zoning By-law and are desirable for the appropriate development of the land. The existing natural vegetation on the property, and particularly along the shoreline and western property line, should be maintained to help mitigate visual impacts when viewed from the lake and the property to the west. The buildings will be located in appropriate areas where there are no impacts anticipated on the subject or abutting properties.

## 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

## Recommendation

It is recommended that the Committee of Adjustment receive comments from the public and, pending comments received, **approve** minor variance application PL-ZNA-2023-0004 for 4938 Alex McLean Lane, subject to the following conditions.

1. The minor variance is for a single detached dwelling. The dwelling is permitted to establish a minimum 17 metre front yard, and to be setback a minimum of 26 metres from the highwater mark of Loughborough Lake to the south and 17 metres from the highwater mark to the east. The dwelling is also permitted a maximum 5.8% lot coverage. The location of the dwelling on the property must be consistent with the application sketch provided with the application (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 the wetland 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 the wetland and along the steep slope, 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.
4. Minor variance PL-ZNA-2023-0004 is applicable only to Zoning By-law No. 2003-75 and not to any subsequent zoning by-laws.

**Report Prepared By:**

Christine Woods, RPP, MCIP RPP, Manager of Planning

**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.

<b>Application Type:</b>	<b>Planning Application Fee:</b>
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: 07-Feb-2025\_\_\_\_\_

File No: \_\_PL-ZNA-2025-0010\_\_\_\_\_

Pre-Consultation for this application  Yes  No

Planner: Noah Perron Date of pre-consultation: January 31, 2025

1. Name of Owner(s): Lawrence Widow and G Aldea

**Full Mailing Address** of Owner(s): 130 Collingwood Street, Kingston, Ontario K7L 3X5

Phone number of Owner(s): [REDACTED]

Email Address of Owner(s): [REDACTED]

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

Name of Authorized Agent: Concord Homes

**Full Mailing Address** of Authorized Agent: 1020 Bayridge Dr. Suite 208, Kingston ON K7P 2S2

Phone number of Authorized Agent: 613-384-0033

Email Address of Authorized Agent: estimating@concordhomes.ca

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

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

3. The description of the subject land:

District:  Bedford  Portland  Loughborough  Storrington

Concession Number: 5 Lot Number: \_\_\_\_\_

Street Number: 1125 Name of Road/Street: James Wilson Rd

Reference Plan Number: B2R6090 Part Number(s): PT LOT 6, PT 1

Roll Number: 102901005001405

**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): 188.91m      Frontage (on road/lane): 142m? (irregular)  
Depth: 187.06m? (irregular)      Area: ✓ 10,900m<sup>2</sup>

5. The current zoning of the subject land:

RLSW

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

Expand a legal non-conforming dwelling/deck within  
30m of high water mark. Reduce setback from 21.14m to  
19.17m.

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

The existing dwelling sits within the 30m setback  
so it is considered legal non-conforming

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

OR a privately maintained road?     Yes     No

Name of Road/Lane:

1125 James Wilson Road

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

\_\_\_\_\_  
\_\_\_\_\_

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

Residential - single family dwelling

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)	(2)	(3)	(4)
	house	deck		
Setback from Front Lot Line	24.85 m	21.14 m		
Setback from Rear Lot Line	16.8 m	19.48 m		
Setback from Side Lot Line	82.09 m	82.09 m		
Height of Building (Also indicate if it is one story or two story)	~7 m	1 m		
Dimensions of Floor Area	18.44 m x 8.69 m (142 m <sup>2</sup> footprint)	22.64 m x 14.1 m		
Setback from High Water Mark (If applicable)	~24.85 m	21.14 m		

13. The proposed uses of the subject land:

Residential - single family dwelling

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)	(2)	(3)	(4)
	house	deck	screened porch	
Setback from Front Lot Line	24.85	19.17m	19.17m	
Setback from Rear Lot Line	14.69	19.48m	19.48m	
Setback from Side Lot Line	~ 80m	~ 86.7m	—	
Height of Building (Also indicate if it is one story or two story)	10m	1m		
Outside Dimensions of Building/Structure	19.66m x 11.93m (175.5m <sup>2</sup> footprint)	18m x 14.1m	6.25m x 5.8m (310sf)	
Setback from High Water Mark (If applicable)	~ 24.85m	19.17m	19.17m	

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:

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**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   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| (b) | Increase in plumbing fixtures  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| (c) | Increase in living space   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| (d) | Will the addition or structure encroach on the existing septic system? | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

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

November 2019

---

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

1984

---

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

unknown

---

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

privately owned well

---

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

privately owned septic

---

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

natural grading of property

---

**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.

---

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

Yes       No

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

---

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

- i) THE SKETCH **MUST** HAVE A NORTH ARROW AT THE TOP OF THE PAGE.
- ii) The boundaries and dimensions of the subject land including the location of any existing and proposed buildings.
- iii) The location of a reference point.....i.e. distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- iv) The location of all abutting (neighbours') lands.
- v) The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, barns, wetlands, wooded areas, wells and septic tanks. Show distance of these features from the applicant's property lines.

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

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

**AGREEMENT TO INDEMNIFY**

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

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

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

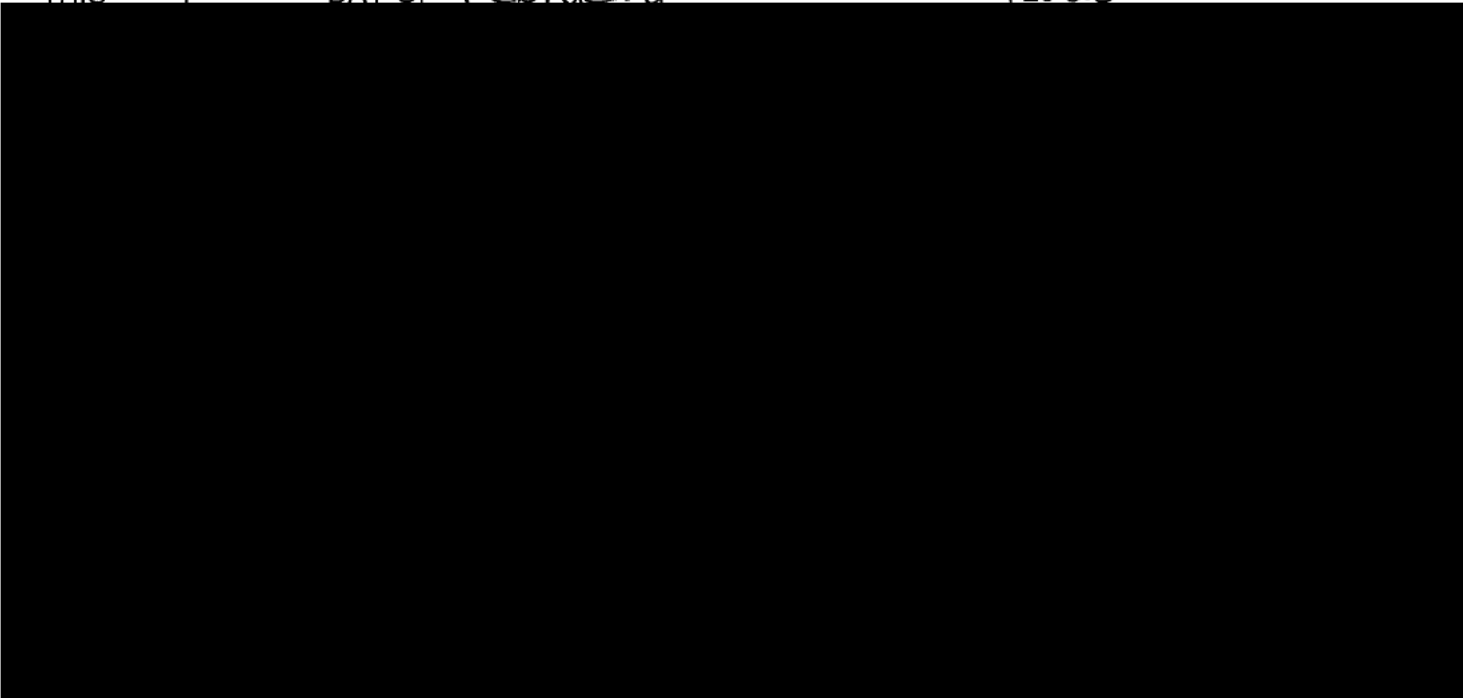
Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly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

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario 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 7<sup>th</sup> DAY OF February, 2025



**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 is you can only access your property by water.
- 10) Existing Uses: e.g. residential, retail business, vacant recreational land
- 11) Buildings: If there are **ANY** buildings or structures on the property now, the answer to this question is "yes".
- 12) Description of buildings and structures: You must complete all sections of this question for each structure on your property. **If there is a deck on your dwelling, please describe it separately from the residence.**
- 13) Proposed Uses: Generally, the answer to this question will be the same as the answer to #10, but if, for example, the land is currently vacant, and you are planning to construct a dwelling, then the use to be described in section 10 would be "vacant recreational land", and the use described in section 13 would be "residential"
- 14) Proposed structures: If you are planning to build **ANYTHING** on the property, the answer to this question is "yes" – This includes additions, decks, garages, septic systems.
- 15) Description of new construction: **ALL** proposed new development must be described here. If you are proposing to construct an addition to a dwelling, and to add a deck, please show this information in separate columns.
- 16) **Demolition: All demolition requires a permit from the building department.** In some instances, a proposed addition or increase in height cannot be accomplished without the removal of existing walls. If this is not made clear to the Committee at the beginning of the process, you may find that, although you are granted permission to add on to your residence, you can't actually do it because you have not made it clear that there is demolition involved.
- 17) Raising of Structure: In other words, are you proposing to raise the building in order to construct a basement under it.
- 18) Uses of Development: Please answer each part of this question. An increase in living space would include anything with walls – e.g. a screened porch would involve an increase in living space.
- 19) Date land acquired: When did you take possession of the property?
- 20) Date of existing buildings: If you are not sure, provide your best estimate.
- 21) Length of existing uses: For example, has the land been used for residential purposes for 30 years, or 18 months?
- 22) Water supply: in most cases the answer will be private well, but some waterfront properties take their water from a lake.

**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.



1382614 Ontario Ltd.  
208-1020 Bayridge Drive  
Kingston, ON K7P 2S2  
HST# 882812720

Office: 613-384-0033  
info@concordhomes.ca  
www.concordhomes.ca

March 5, 2025

Committee of Adjustment  
Township of South Frontenac  
3910 Battersea Road  
Sunbury, ON K0H 1H0

**Subject: Permission Application for 1125 James Wilson Road**

Dear Members of the Committee,

We are submitting this letter in support of our Permission Application for the property located at 1125 James Wilson Road. The existing 142m<sup>2</sup> dwelling and its adjoining decks are currently situated within the 30-meter setback from the high-water mark of Canoe Lake and are classified as legal non-conforming under current zoning regulations. We are seeking permission/minor variance to allow the expansion of this legal non-conforming dwelling, including the addition of a second level and a screened-in porch/deck.

The proposed improvements include the removal of the existing pergola on the deck and the construction of a screened-in porch on the west end of the house, enhancing both the aesthetic and functional aspects of the home while creating a more cohesive design. Additionally, the second-level addition on the east end will provide expanded living space for our clients without significantly altering the home's existing footprint.

The proposed screened-in porch and deck will encroach only minimally closer to the high-water mark of Canoe Lake and will remain separated from the water by a substantial granite outcropping.

Given the timing of this application, we have included site photos taken during warmer months to provide a clearer representation of the property's conditions. These images illustrate the elevation of the existing home in relation to the water, as well as the granite ridges that serve as a natural buffer between the house and Canoe Lake.

Additionally, a new septic system is being proposed to support the home's expansion and to replace the aging existing system. The new system will be installed at a greater distance from the high-water mark than the current one, further improving environmental compliance.

We wish to emphasize that our proposed addition complies with all other provisions of the current by-law applicable to the property – setbacks, building height, etc. The minor variance is solely required due to the location of the existing home within the 30-meter setback. We believe this request is reasonable and in keeping with the intent of the zoning by-law.

We appreciate your time and consideration of our application and look forward to your favorable review. Should you require any additional information, we would be happy to provide further details or answer any questions the Committee may have.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin Mack', with a long horizontal flourish extending to the right.

Martin Mack  
President  
Concord Homes

Photos of Site:



Image 1: Photo taken from waterfront side of property to show elevation of house. The large granite ridge can be seen on the right side of the image running along the side of the property



Image 2: View from the deck – elevated granite ridge with tree line can be seen between decks and waterfront



Image 3: View of existing west end of the house with current decks



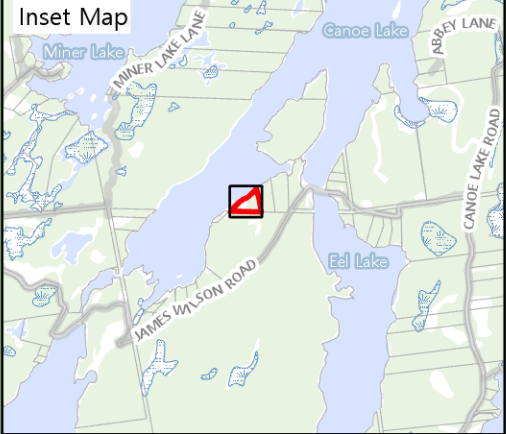
Image 4: Taken looking west from existing pergola – captures elevation of granite ridge beyond – sits higher than existing deck level



Image 5: Another image from within pergola showing elevation of granite ridge buffer between existing house and waterfront



Image 6: Ridge between house and waterfront












# SOUTH FRONTENAC

**PL-ZNA-2025-0010**

**(WIDROW) (CONCORD HOMES)  
1125 JAMES WILSON ROAD**

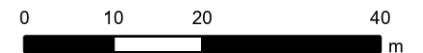
**Legend**

-  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: 1:850



UTM Zone 18 NAD 83

Date: 11/02/2025

JAMES WILSON RD

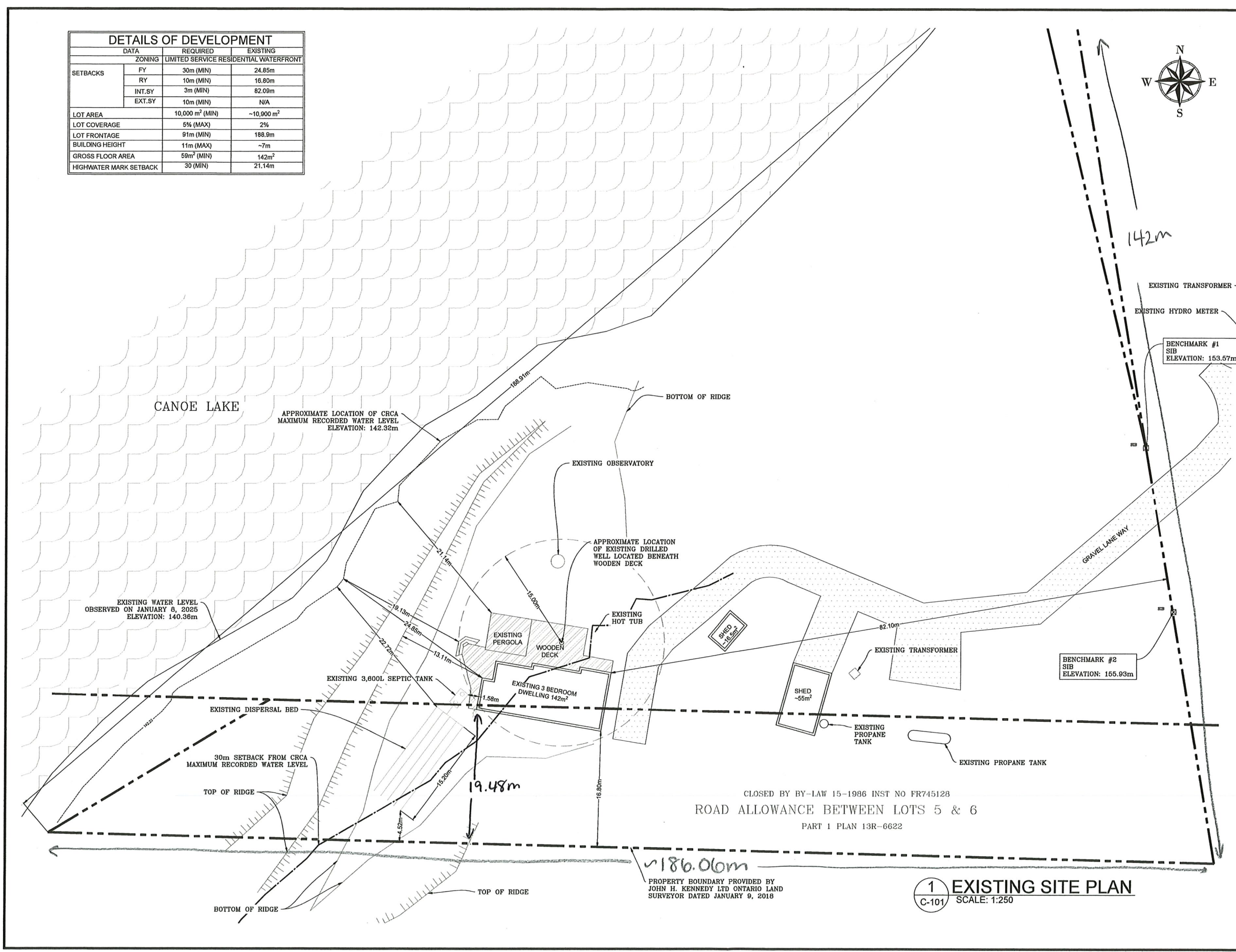
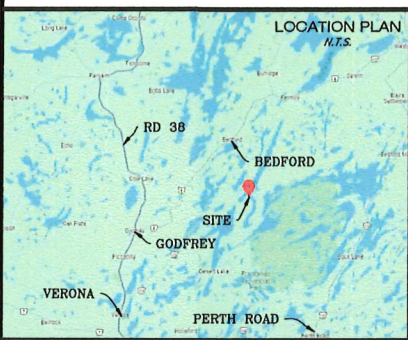
1125 JAMES WILSON RD

JAMES WILSON RD

DETAILS OF DEVELOPMENT			
DATA	REQUIRED	EXISTING	
ZONING LIMITED SERVICE RESIDENTIAL WATERFRONT			
SETBACKS	FY	30m (MIN)	24.85m
	RY	10m (MIN)	16.80m
	INT.SY	3m (MIN)	82.09m
	EXT.SY	10m (MIN)	N/A
LOT AREA	10,000 m <sup>2</sup> (MIN)	~10,900 m <sup>2</sup>	
LOT COVERAGE	5% (MAX)	2%	
LOT FRONTAGE	91m (MIN)	188.9m	
BUILDING HEIGHT	11m (MAX)	~7m	
GROSS FLOOR AREA	59m <sup>2</sup> (MIN)	142m <sup>2</sup>	
HIGHWATER MARK SETBACK	30 (MIN)	21.14m	



UNIT 640 - 654 NORRIS COURT  
KINGSTON ONTARIO  
OFFICE (813) 634-1789  
www.groundengineer.ca



CLOSED BY BY-LAW 15-1986 INST NO FR745128  
ROAD ALLOWANCE BETWEEN LOTS 5 & 6  
PART 1 PLAN 13R-6622

PROPERTY BOUNDARY PROVIDED BY JOHN H. KENNEDY LTD ONTARIO LAND SURVEYOR DATED JANUARY 9, 2018

**1** EXISTING SITE PLAN  
C-101 SCALE: 1:250

No.	Description	Date
01.	ISSUED FOR REVIEW	2025/02/04

No.	DESCRIPTION	ELEVATION
#1.	SIB	163.57m
#2.	SIB	155.93m

Client / Land Owner:  
**CONCORD HOMES**

Project:  
**1125 JAMES WILSON ROAD**

HARTINGTON ONTARIO

Drawing Title:  
**EXISTING CONDITIONS SITE PLAN**

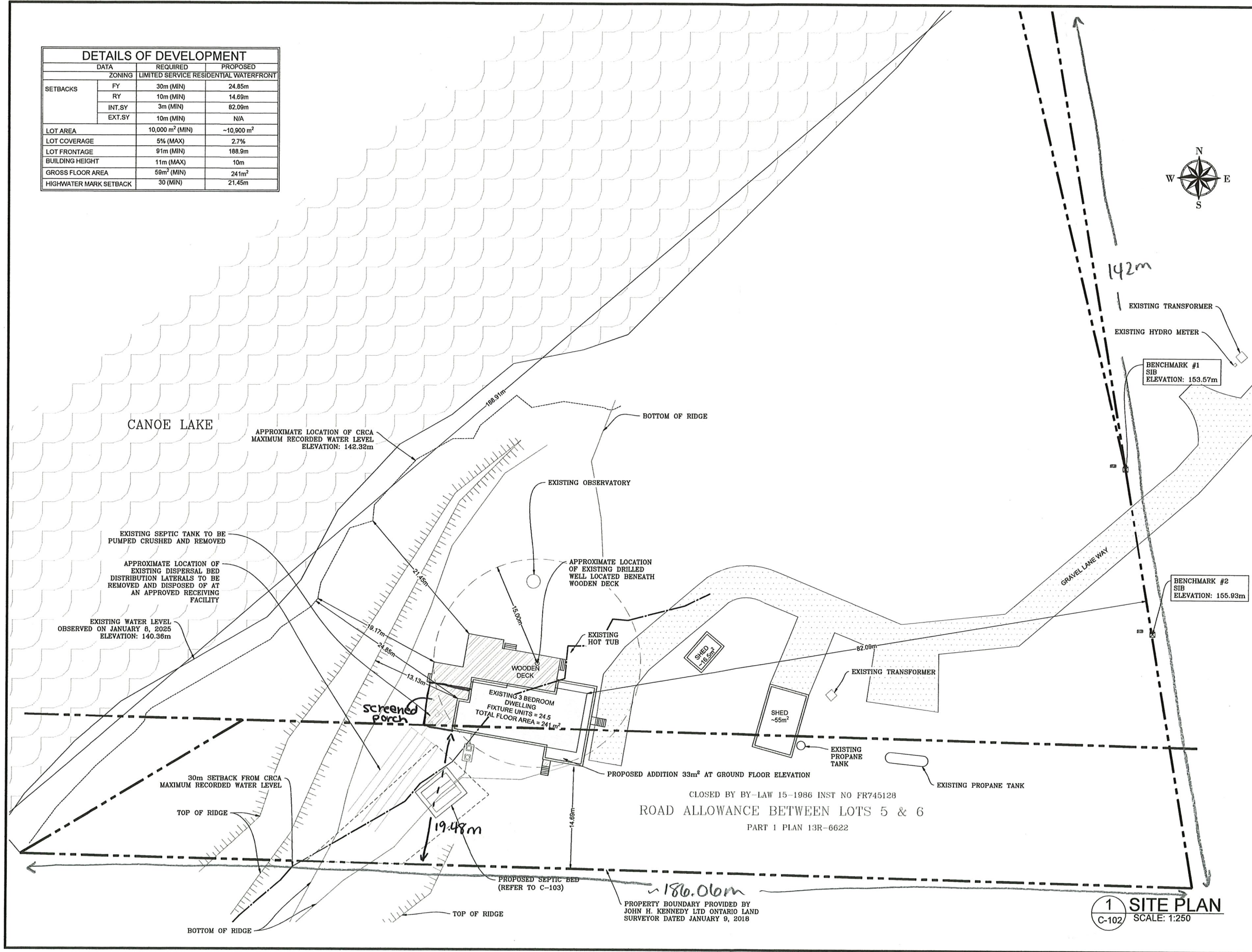
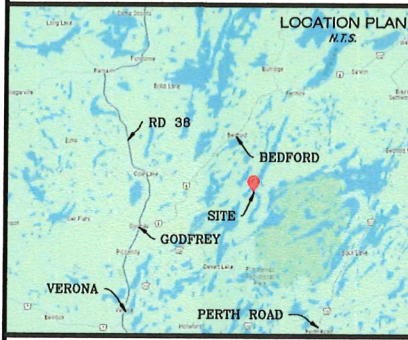
Drawn by: SB	Project Number: GW-24002-56
Checked By: MB	
Scale: 24"x36" 1:250	Drawing Number: C-101
Date: FEBRUARY 4, 2025	SHEET 1 of 3

DRAFT

DETAILS OF DEVELOPMENT		
DATA	REQUIRED	PROPOSED
ZONING	LIMITED SERVICE RESIDENTIAL WATERFRONT	
SETBACKS	FY	30m (MIN)
	RY	10m (MIN)
	INT.SY	3m (MIN)
	EXT.SY	10m (MIN)
LOT AREA	10,000 m <sup>2</sup> (MIN)	~10,900 m <sup>2</sup>
LOT COVERAGE	5% (MAX)	2.7%
LOT FRONTAGE	91m (MIN)	188.9m
BUILDING HEIGHT	11m (MAX)	10m
GROSS FLOOR AREA	59m <sup>2</sup> (MIN)	241m <sup>2</sup>
HIGHWATER MARK SETBACK	30 (MIN)	21.45m



UNIT 640 - 654 NORRIS COURT  
KINGSTON ONTARIO  
OFFICE (613) 634-1769  
www.groundengineer.ca



REVISIONS		
No.	Description	Date
01.	ISSUED FOR REVIEW	2025/02/04

BENCHMARK:		
No.	DESCRIPTION	ELEVATION
#1.	SIB	153.57m
#2.	SIB	155.93m

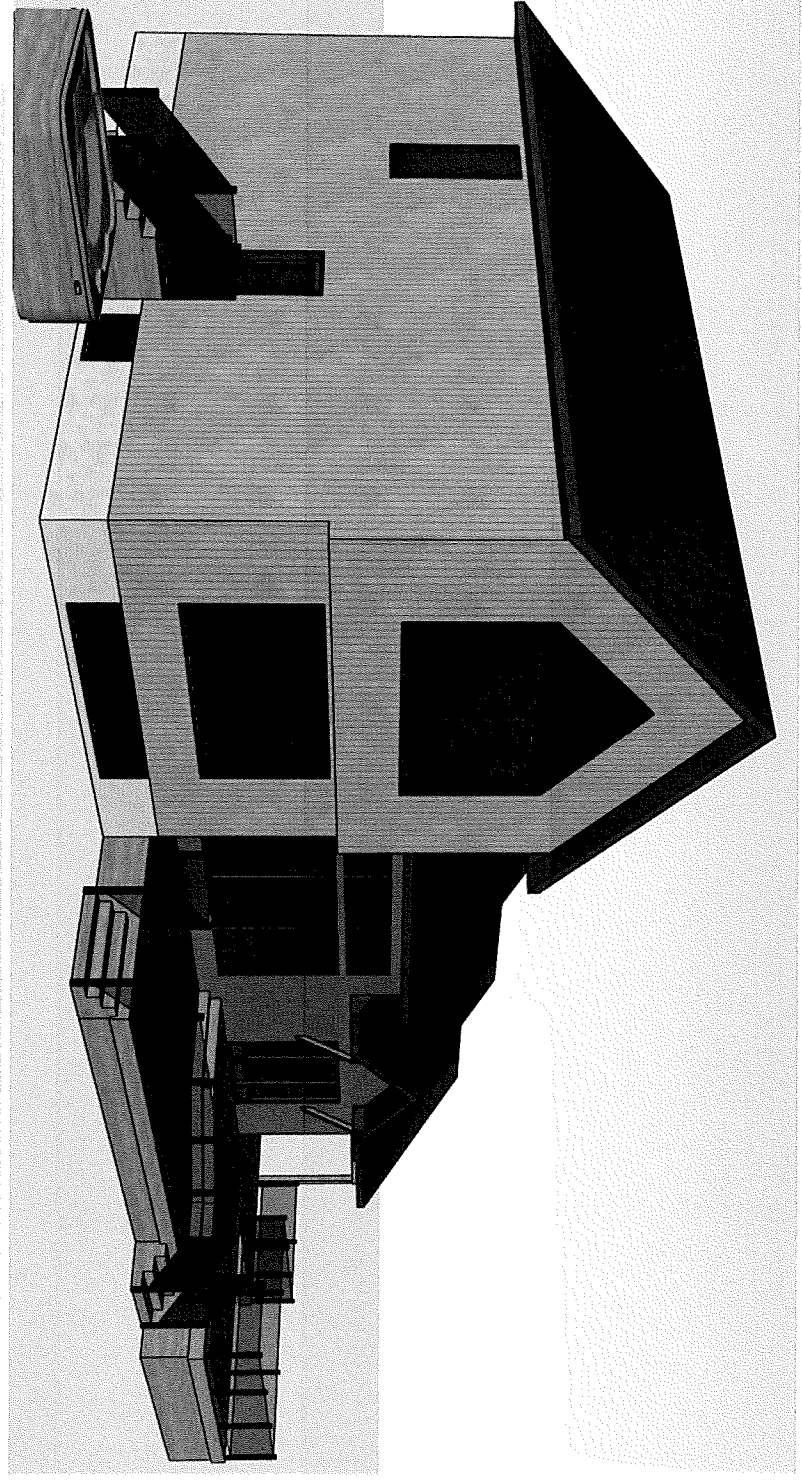
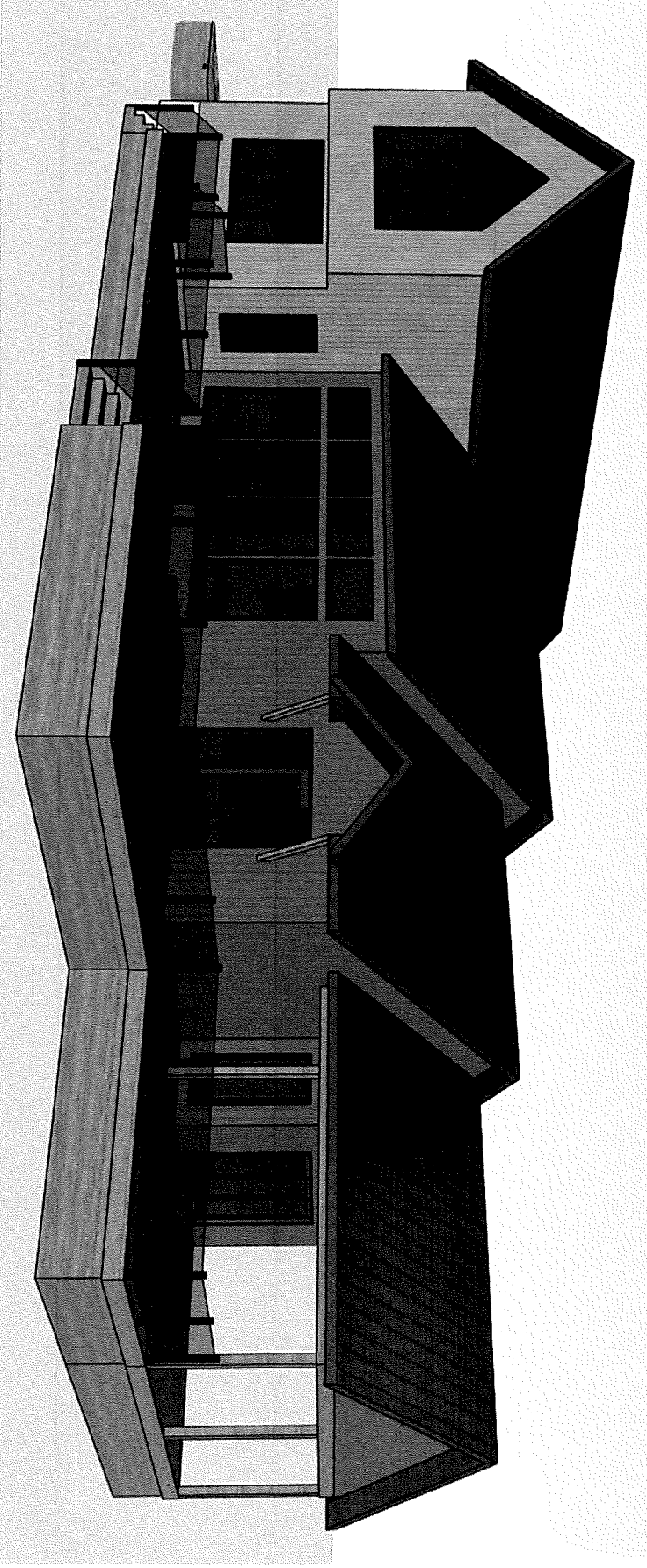
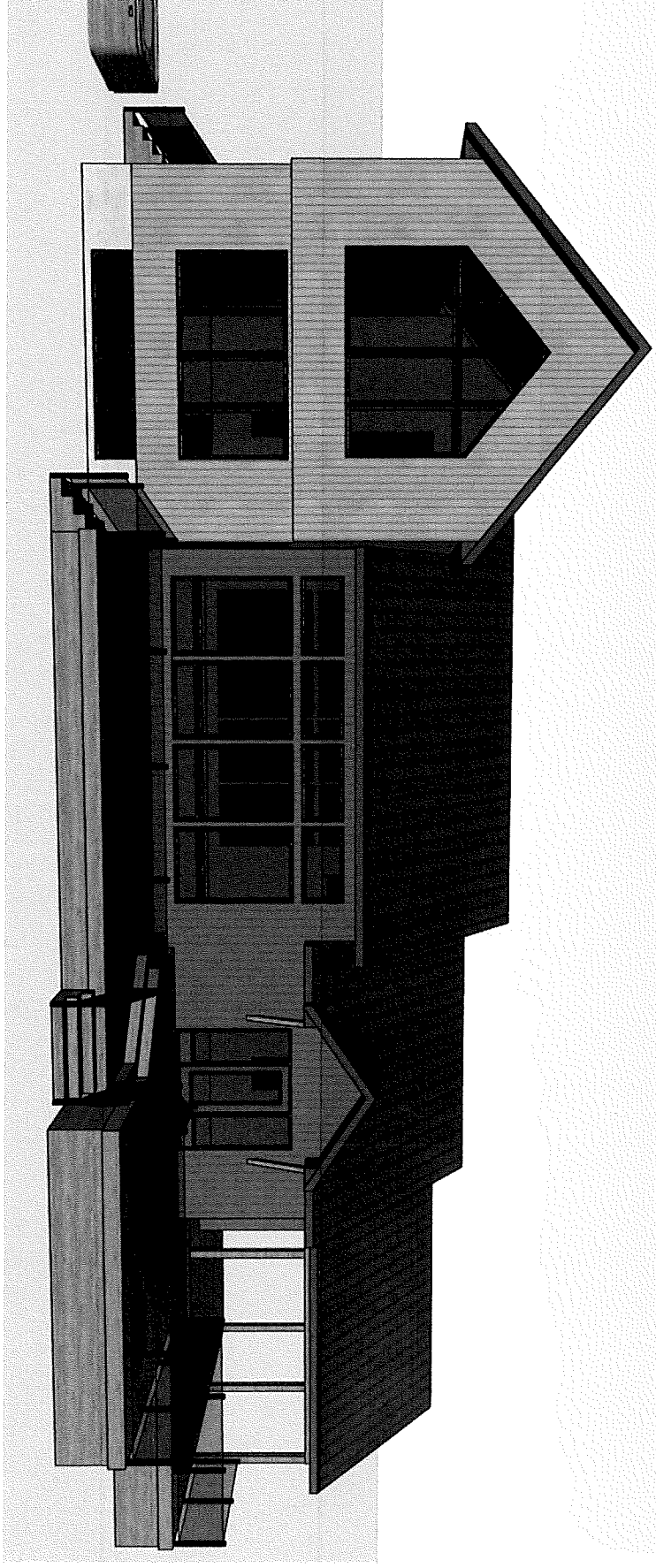
Client / Land Owner: CONCORD HOMES

Project: 1125 JAMES WILSON ROAD  
HARTINGTON ONTARIO  
Drawing Title: SITE PLAN

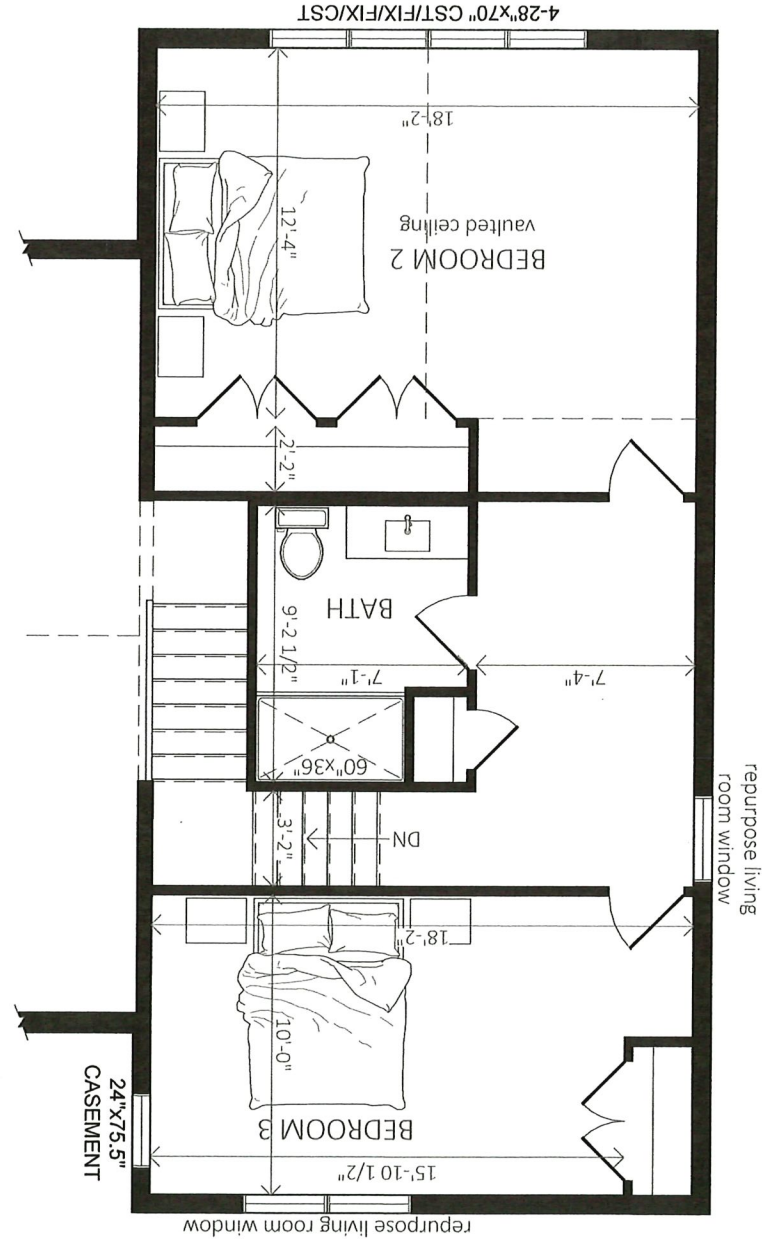
Drawn by: SB	Project Number: GW-24002-56
Checked by: MB	Drawing Number: C-102
Scale: 24"x36" 1:250	Date: FEBRUARY 4, 2025
Date: FEBRUARY 4, 2025	SHEET 2 of 3

1 SITE PLAN  
C-102 SCALE: 1:250

DRAFT

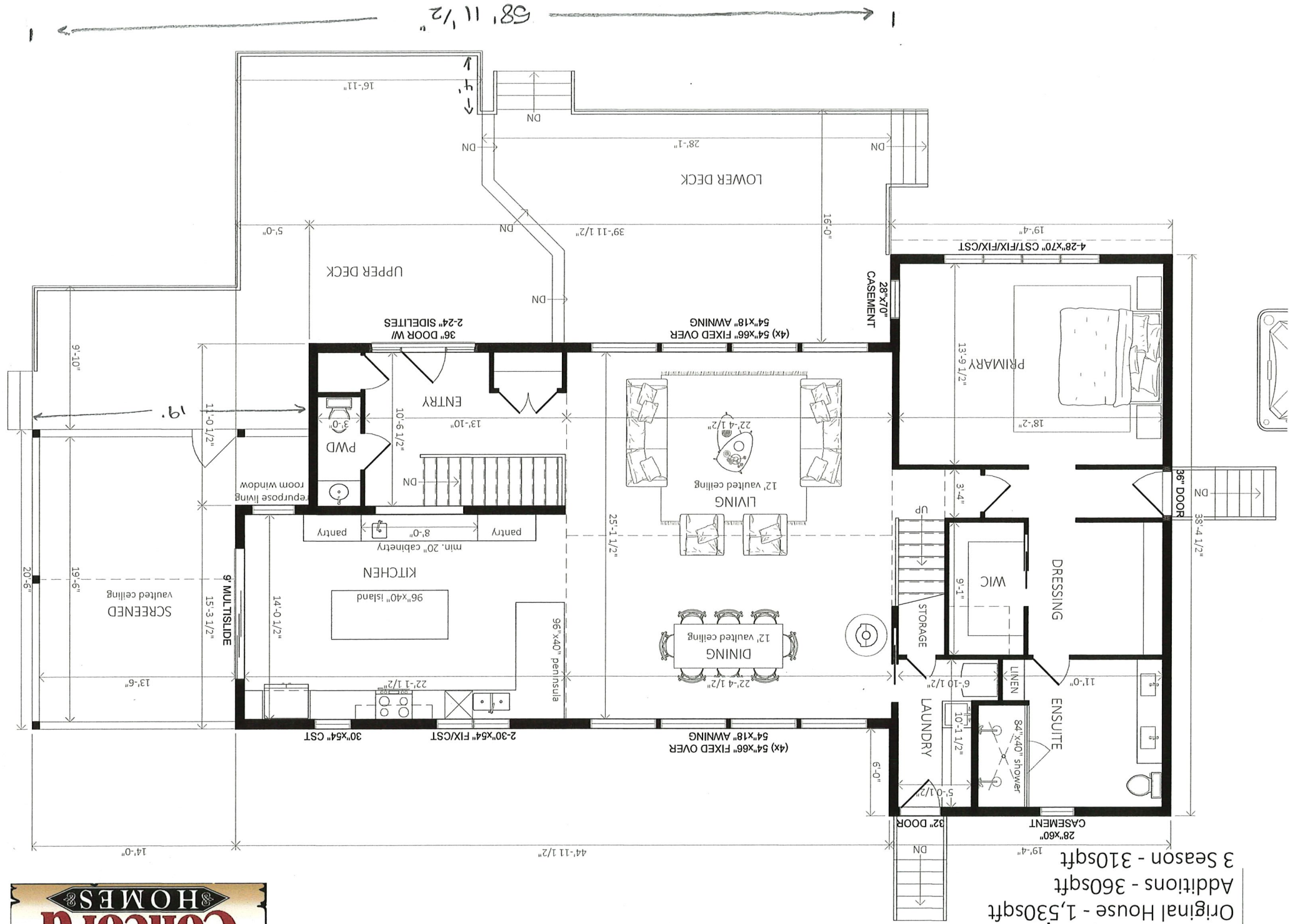


1125 James Wilson Rd Rev4  
 Second Floor - Proposed  
 700sqft

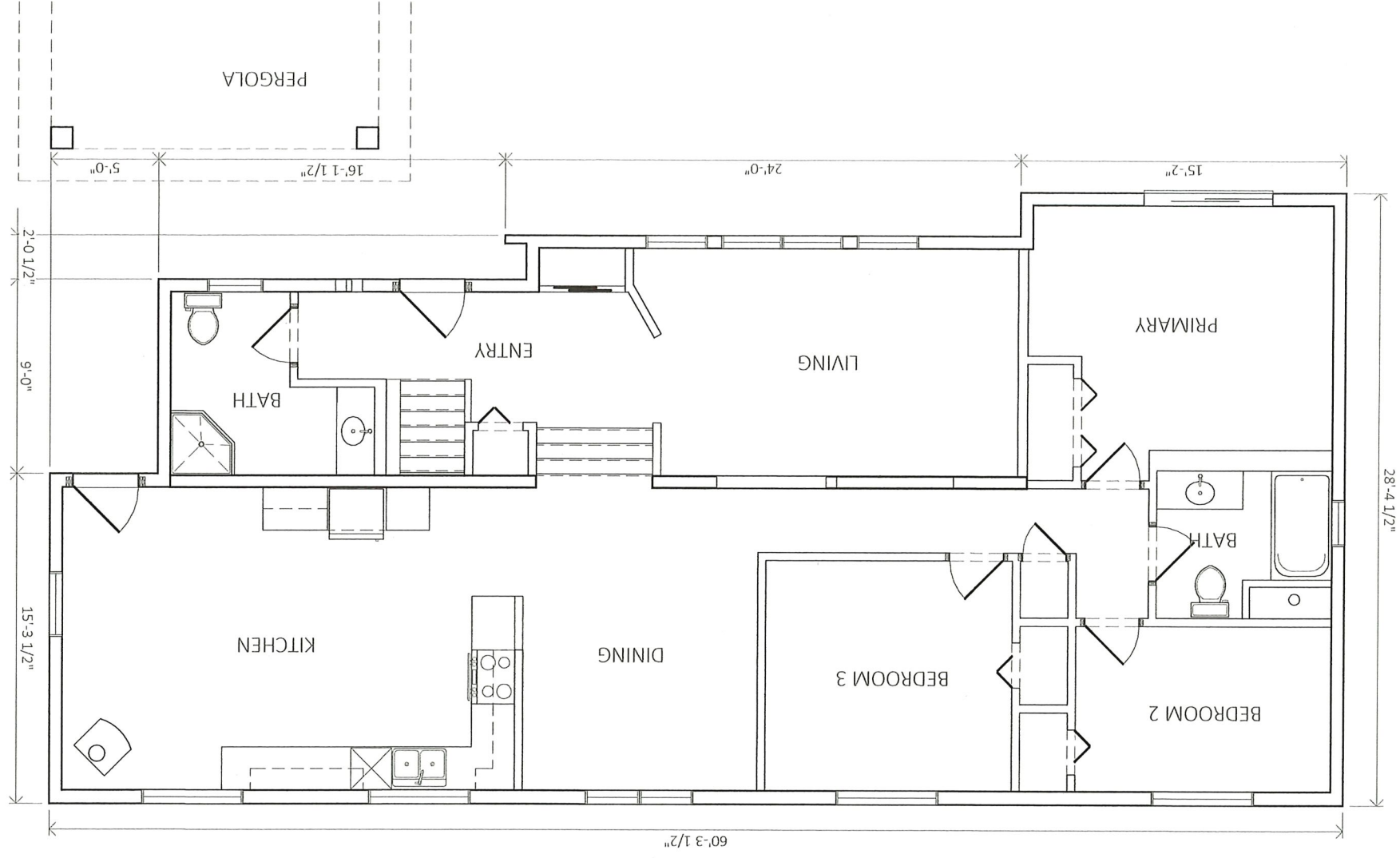


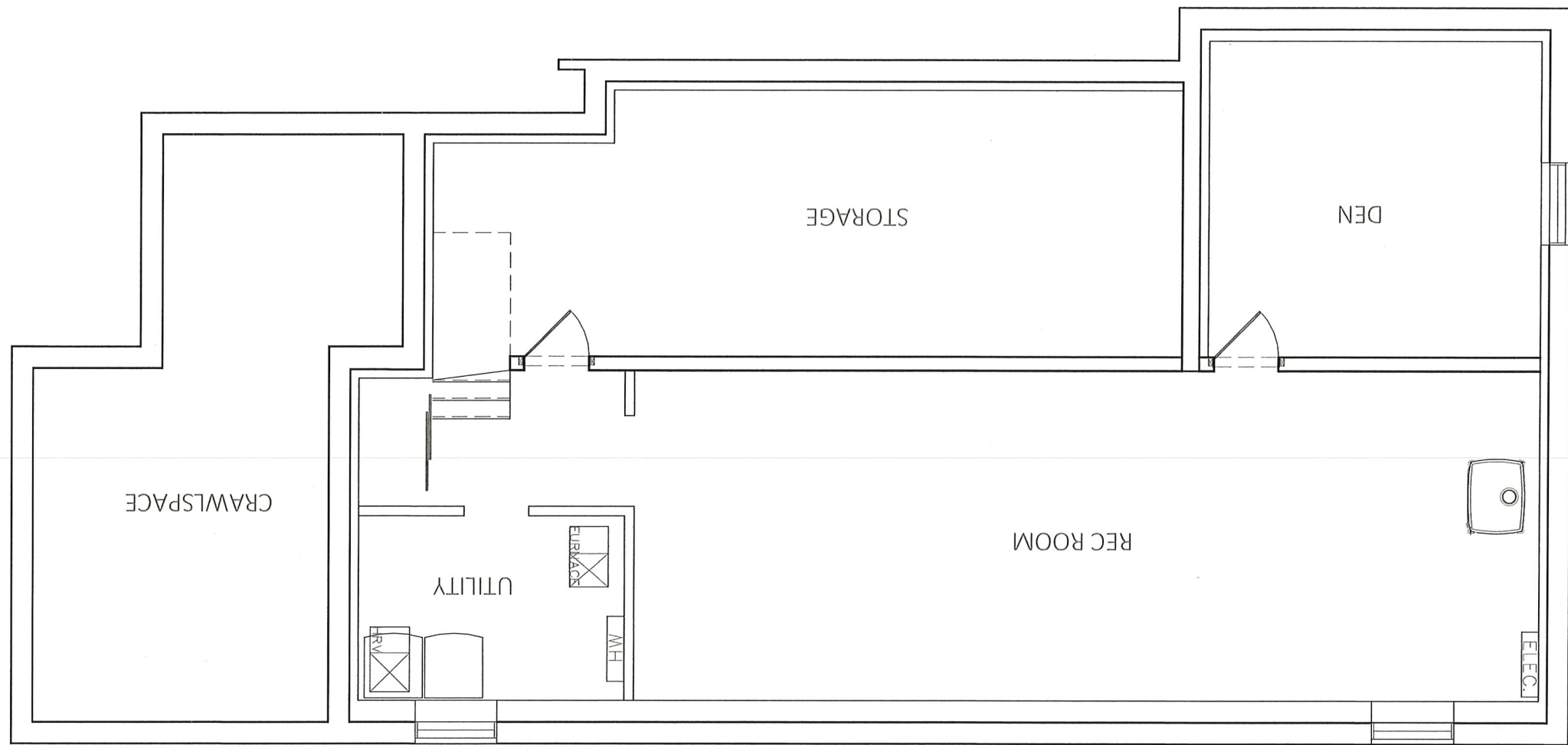
1125 James Wilson Rd Rev4

Main Floor - Proposed  
 Original House - 1,530sqft  
 Additions - 360sqft  
 3 Season - 310sqft



1125 James Wilson Rd  
Main Floor Existing





1125 James Wilson Rd  
Basement Existing

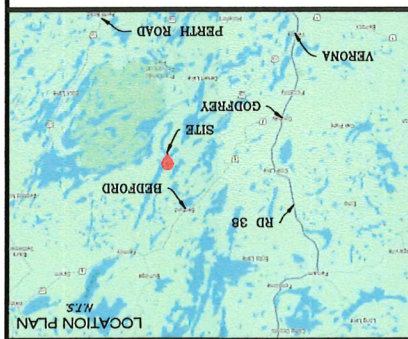
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 Drawing Title: EXISTING CONDITIONS SITE PLAN  
 Drawing No.: 1250  
 Scale: 24x36  
 Date: FEBRUARY 4, 2025  
 Project Name: 1125 JAMES WILSON ROAD  
 Location: HARTINGTON, ONTARIO

REVISIONS		
No.	Description	
01.	ISSUED FOR REVIEW	
2025/02/04	Date	
BENCHMARK:		
No.	DESCRIPTION	ELEVATION
#1.	SIB	153.57m
#2.	SIB	155.93m

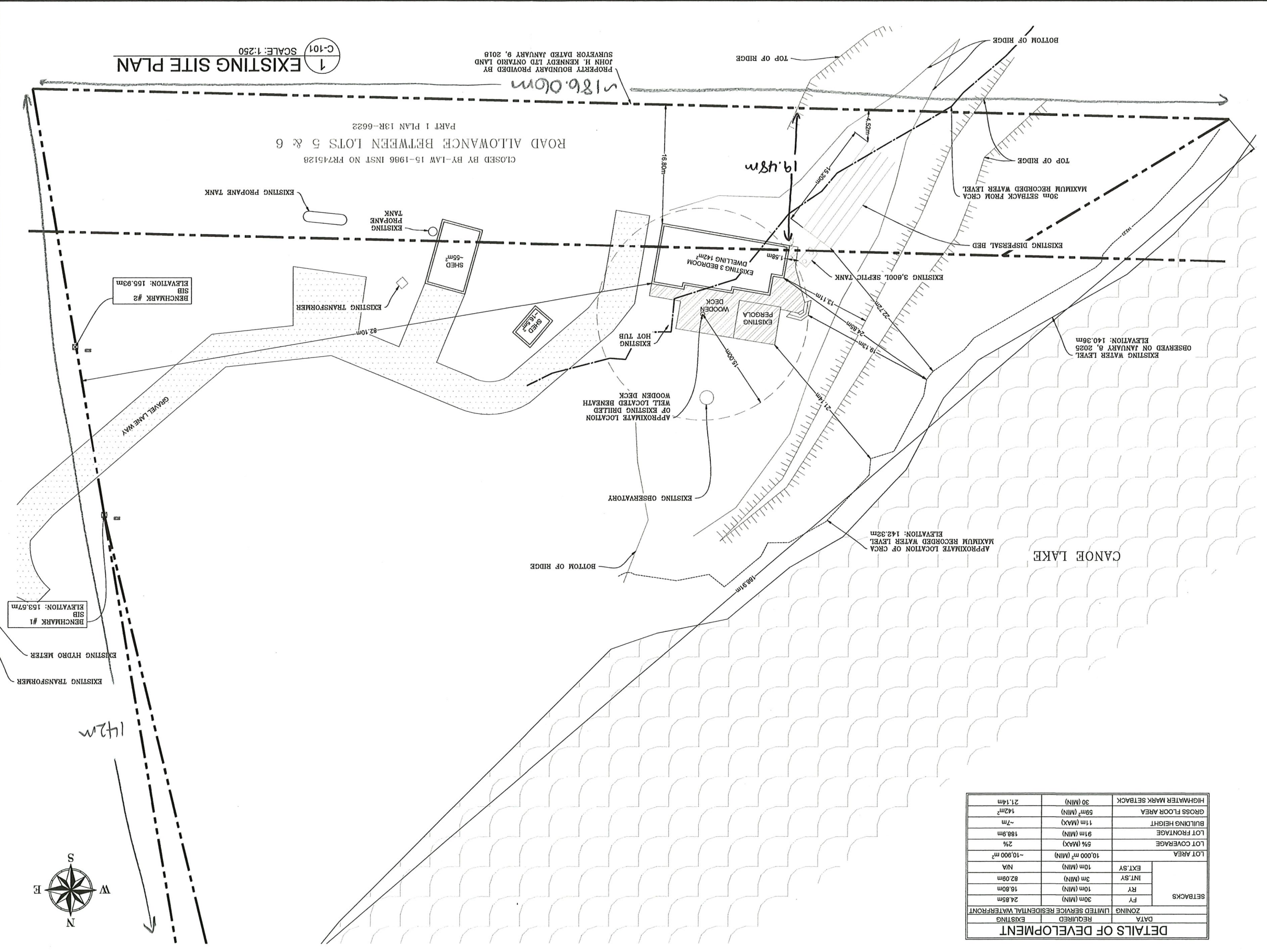
Client / Land Owner:	
CONCORD HOMES	
Project:	
1125 JAMES WILSON ROAD HARTINGTON, ONTARIO	
Drawing Title:	
EXISTING CONDITIONS SITE PLAN	
Checked By:	
MB	
Drawing Number:	
1250	
Scale:	
24x36	
Date:	
FEBRUARY 4, 2025	
Sheet 1 of 3	
C-101	

BENCHMARK #1		SIB	ELEVATION: 153.57m
BENCHMARK #2		SIB	ELEVATION: 155.93m

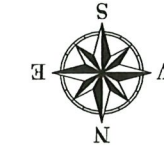
REVISIONS		
No.	Description	Date
01.	ISSUED FOR REVIEW	2025/02/04
BENCHMARK:		
No.	DESCRIPTION	ELEVATION
#1.	SIB	153.57m
#2.	SIB	155.93m



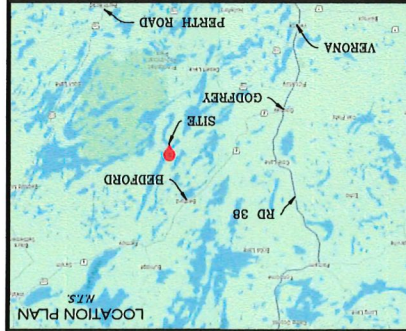
**GROUNDWORK ENGINEERING LIMITED**  
 UNIT 640 - 654 NORRIS COURT  
 KINGSTON ONTARIO  
 OFFICE (613) 634-1789  
[www.groundworkinc.ca](http://www.groundworkinc.ca)



DETAILS OF DEVELOPMENT	
ZONING: LIMITED SERVICE RESIDENTIAL WATERFRONT	
DATA: REQUIRED EXISTING	
SETBACKS	
FY	30m (MIN) 24.85m
RY	10m (MIN) 16.80m
INT.SY	3m (MIN) 82.09m
EXT.SY	10m (MIN) N/A
LOT AREA: 10,000 m² (MIN) -10,900 m²	
LOT COVERAGE: 5% (MAX) 2%	
LOT FRONTAGE: 91m (MIN) 188.9m	
BUILDING HEIGHT: 11m (MAX) ~7m	
GROSS FLOOR AREA: 59m² (MIN) 142m²	
HIGHLIGHT MARK SETBACK: 30 (MIN) 21.14m	







- NOTES:**
1. FILTER BED TO BE CONSTRUCTED AS PER OBC 8.7.3.
  2. SEPTIC STONE GRADATIONS AS PER OBC TABLE 8.7.3.
  3. THE HEADER AND DISTRIBUTION LINES SHALL BE INSTALLED AS PER OBC 8.7.2 & 8.7.3.
  4. SEPTIC TANK TO BE EQUIPPED WITH RISERS, BAFFLES, EFFLUENT FILTER AND A SECONDARY SAFETY SCREENS AS PER CSA B66.21.
  5. EFFLUENT FILTER AS PER OBC 8.7.2.1(2)
  6. FILTER BED SAND AS PER OBC 8.7.2.3(3)
  7. STRIP ALL EXISTING TOPSOIL IN THE AREA OF FILTER BED.
  8. GEOTECHNICAL TO BE NON WORKING METHOD.
  9. POLYPROPYLENE TERRAZIX ZONE OR EQUIVALENT.
  10. CALCULATIONS AS PER ONTARIO BUILDING CODE PART 8 DAILY SEWAGE FLOW DETERMINATION.
- HOUSE:**
- 3 BEDROOMS = 1,600 L/DAY
  - FIXTURE NUMBERS 24.5 > 20 = 225 L/DAY
  - TOTAL FLOOR AREA 241m<sup>2</sup> > 200m<sup>2</sup> = 410 L/DAY
- SEPTIC TANK SIZING:**
- ESSENTIAL 2,010 L/DAY X 2 = 4,020 L
  - MINIMUM SEPTIC TANK VOLUME = 4,020 L
- FILTER BED CALCULATIONS:**
- EXISTING SOIL: T-TIME = 10 (TO BE CONFIRMED)
  - FLOW RATE < 3,000L/DAY
  - THEREFORE USE 0.75
  - LOADING AREA = 27.8m<sup>2</sup> = 26.8 (REQ'D)
  - CONTACT AREA = 27.8m<sup>2</sup> = 23.6 (REQ'D)
  - EXPANDED CONTACT AREA = 8 - 2010 = 201 (REQ'D)
  - \*NATIVE SOIL T-TIME < 15 MIN/CM

**REVISIONS**

No.	Date	Description
01.	2025/02/04	ISSUED FOR REVIEW

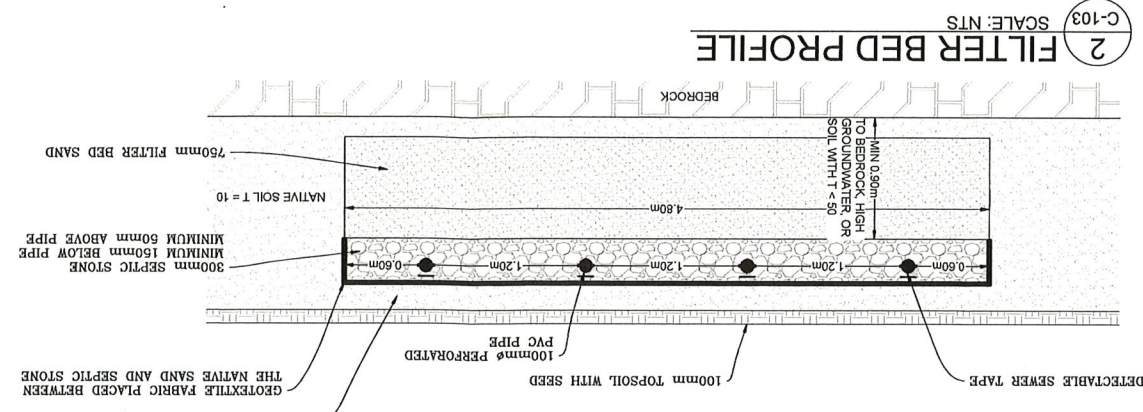
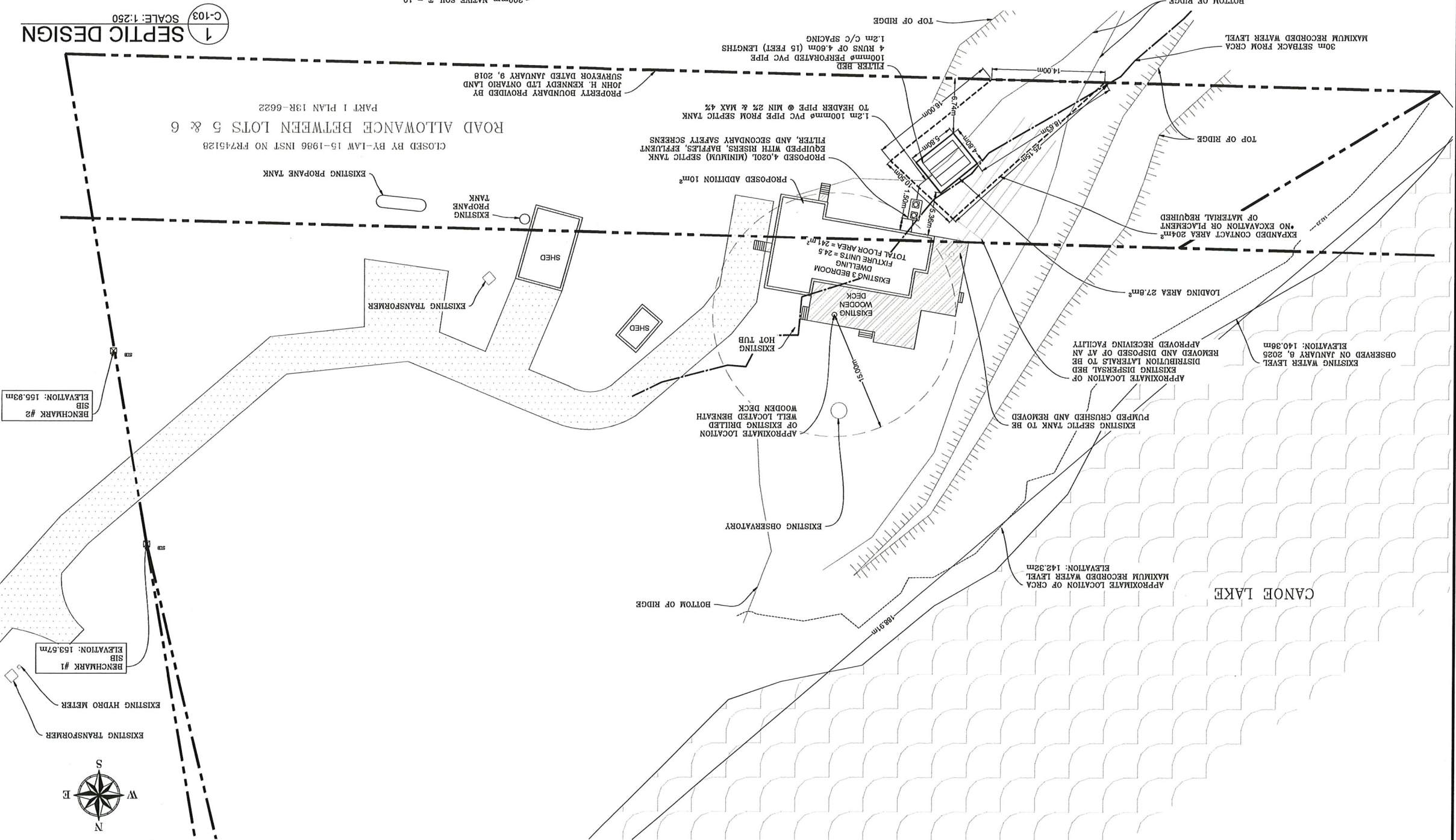
**BENCHMARK**

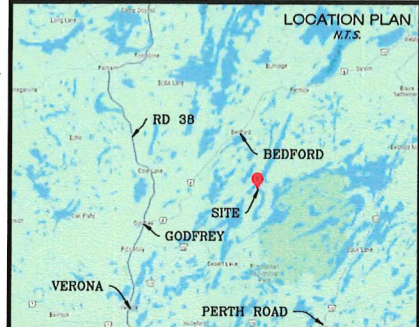
No.	DESCRIPTION	ELEVATION
#1.	SIB	153.67m
#2.	SIB	155.93m

Client / Land Owner: CONCORD HOMES  
 Project: 1125 JAMES WILSON ROAD HARTINGTON ONTARIO  
 Drawing Title: SEPTIC DESIGN

Project Number: GW-24002-56  
 Drawing Number: C-103  
 Scale: 24x36" 1:250  
 Date: FEBRUARY 4, 2025  
 SHEET 3 OF 3

**1 SEPTIC DESIGN**  
 SCALE: 1:250





**NOTES:**

1. FILTER BED TO BE CONSTRUCTED AS PER OBC 8.7.5.3.
2. SEPTIC STONE GRADATIONS AS PER OBC TABLE 8.7.3.3.
3. THE HEADER AND DISTRIBUTION LINES SHALL BE INSTALLED AS PER OBC 8.7.2.2 & 8.7.3.3.
4. SEPTIC TANK TO BE EQUIPPED WITH RISERS, BAFFLES, EFFLUENT FILTER, AND SECONDARY SAFETY SCREEN AS PER CSA B66.21.
5. EFFLUENT FILTER AS PER OBC 8.6.2.1.(2)
6. FILTER BED SAND AS PER OBC 8.7.5.3.(3)
7. STRIP ALL EXISTING TOPSOIL IN THE AREA OF FILTER BED.
8. GEOTEXTILE TO BE NON WOVEN NEEDLE PUNCHED POLYPROPYLENE TERRAFIX 270R OR EQUIVALENT. CALCULATIONS AS PER ONTARIO BUILDING CODE PART 8 DAILY SEWAGE FLOW DETERMINATION

HOUSE  
 - 3 BEDROOMS = 1 600 L/day  
 - FIXTURE NUMBERS 24.5 x 20 = 225 L/day  
 - TOTAL FLOOR AREA 241m<sup>2</sup> > 200m<sup>2</sup> = 410 L/day  
 \*USE LARGER OF 2 NUMBERS FOR FIXTURES/FLOOR AREA

**TOTAL (Q) = 2 010 L/DAY**  
**SEPTIC TANK SIZING**  
 - RESIDENTIAL 2 010 L/DAY X 2 = 4 020 L  
**MINIMUM SEPTIC TANK VOLUME = 4 020 L**  
**FILTER BED CALCULATIONS**  
 EXISTING SOIL:  
 T-TIME = 10 (TO BE CONFIRMED)

FLOW RATE < 3000L/DAY  
 THEREFORE USE Q/75

LOADING AREA = 27.8m<sup>2</sup> →  $\frac{2010}{27.8} = 26.8$  (REQ'D)  
 CONTACT AREA = 27.8m<sup>2</sup> →  $\frac{2010}{27.8} = 23.6$  (REQ'D)  
 EXPANDED CONTACT AREA =  $\frac{2010}{10} = 201$  (REQ'D)  
 \*NATIVE SOIL T-TIME < 15 MIN/CM

**REVISIONS**

No.	Description	Date
01.	ISSUED FOR REVIEW	2025/02/04

**BENCHMARK:**

No.	DESCRIPTION	ELEVATION
#1.	SIB	153.57m
#2.	SIB	155.93m

Client / Land Owner:  
**CONCORD HOMES**

Project:  
**1125 JAMES WILSON ROAD**  
HARTINGTON ONTARIO

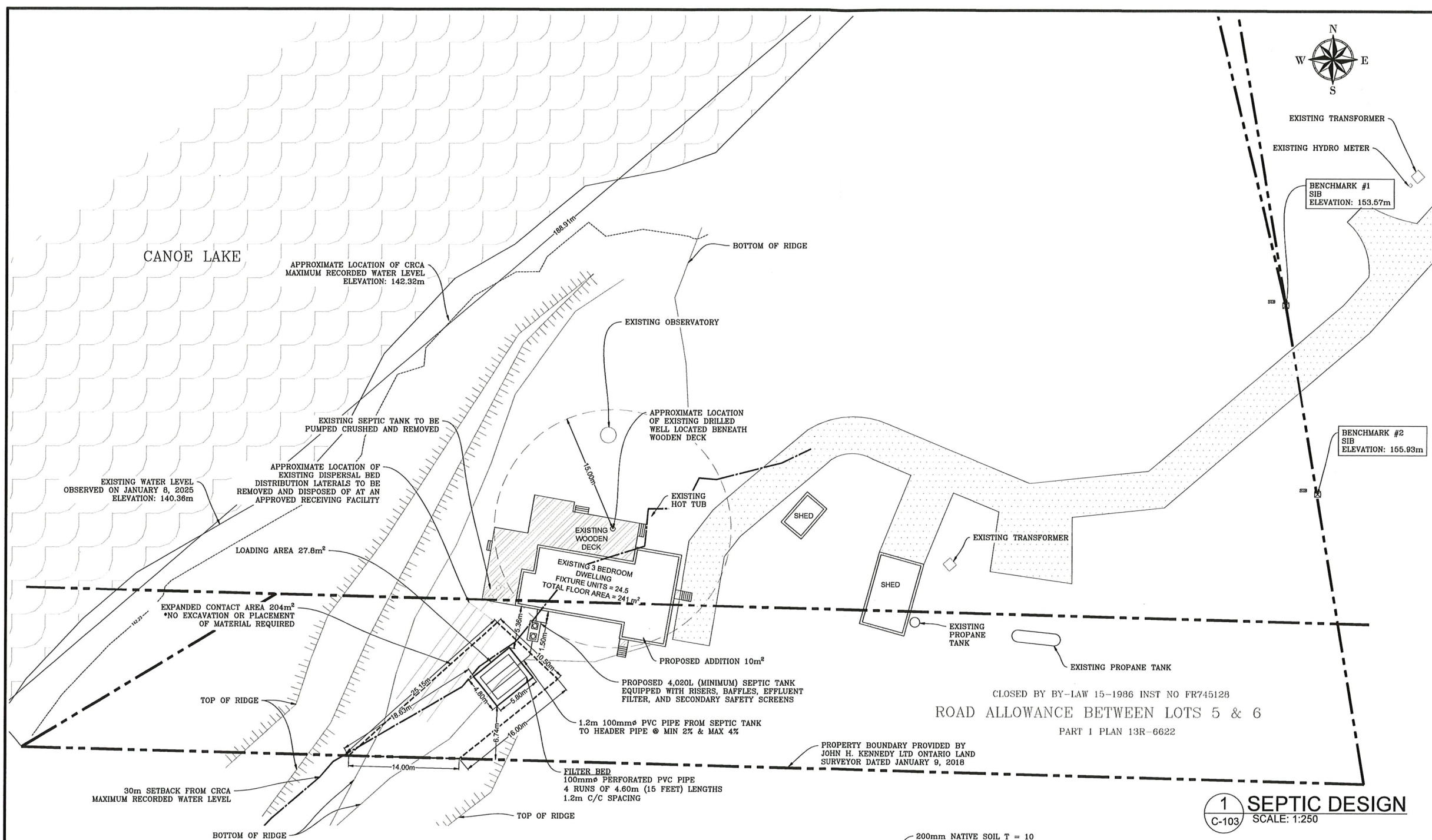
Drawing Title:  
**SEPTIC DESIGN**

Drawn by: SB  
Checked By: MB  
Scale: 24"x30" 1:250  
Date: FEBRUARY 4, 2025

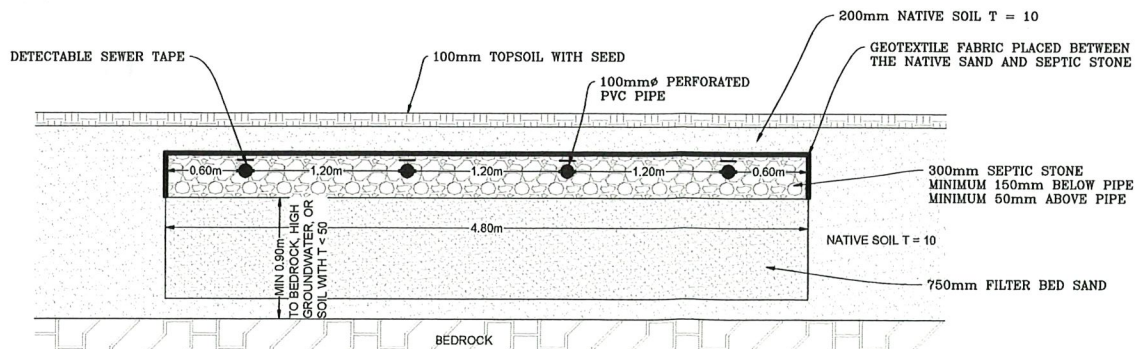
Project Number:  
**GW-24002-56**

Drawing Number:  
**C-103**

SHEET 3 of 3



**1 SEPTIC DESIGN**  
C-103 SCALE: 1:250



**2 FILTER BED PROFILE**  
C-103 SCALE: NTS

March 5, 2025

File: MV/FRS/291/2024

### Sent by E-mail

Mr. Noah Perron, Planner  
Township of South Frontenac  
P.O. Box 100  
Sydenham, Ontario  
K0H 2T0

Dear Mr. Perron:

**Re: Application for Permission (S. 45(2)) PL-ZNA- 2025-0010  
1125 James Wilson Rd; Pt Lot 6, Concession 5, Part 1 Plan 13R6090  
Bedford, Township of South Frontenac  
Waterbody: Canoe Lake**

Cataraqui Conservation staff have reviewed the above-noted application for permission and provide the following comments for the Committee of Adjustment's consideration based on our role as the commenting agency responsible for natural hazards on *Planning Act* applications, and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*.

### Proposal

The proposal involves the reconstruction and enlargement of an existing legal non-conforming residential dwelling and attached deck on the subject property. Permission is required to:

- Reduce the required setback from the highwater mark from 30 m, as required by Section 5.8.2 a) of the South Frontenac Zoning By-law, to 19.17 m to permit the construction of the new building and attached deck.

### Site Description

The subject lands are located along the southern shore of Canoe Lake in South Frontenac Township. Access to the property is provided by James Wilson Road. The subject lands are developed with an existing single detached dwelling, accessory structures, and dock. The shoreline is rocky and vegetated. The topography of the site varies.

### Discussion

Cataraqui Conservation's scope of review for this proposal includes the avoidance of natural hazards (e.g. flooding and erosion) associated with the Shoreline of Sydenham Lake.

### Natural Hazards / Ontario Regulation 41/24

**Flooding:** The maximum recorded water level for Canoe Lake is 142.15 m GSC. For Canoe Lake, the maximum recorded water level is used in lieu of an engineered flood plain. Cataraqui Conservation's Guidelines for Implementing Ontario Regulation 41/24 require that all new

development be setback back a minimum of 6 m from the regulatory floodplain of a waterbody. Based on elevation mapping and the site plan submitted with the application, staff are satisfied that the proposed development will be located outside of the flooding hazard and applicable setback.

**Erosion:** Cataraqui Conservation defines the extent of the potential erosion hazard to include an allowance for toe erosion, a stable slope allowance for bedrock of 1(v):1(h), plus an erosion access allowance of 6 m. Based on elevation mapping and the site plan provided, the proposed development is sufficiently setback from the erosion hazard. Therefore, staff have no concerns with the application from an erosion perspective.

**To ensure long-term erosion avoidance and slope stability, staff recommend the maintenance and enhancement of a healthy buffer of native vegetation between buildings/structures and the water, to help stabilize soils into the long-term. Runoff from buildings and structures and other hardened surfaces should also be directed away from the shoreline to a naturally vegetated location where infiltration can occur.**

### Recommendation

Cataraqui Conservation staff have no objection to the approval of application PLZNA 2025-0010 based on our consideration for natural hazard and regulatory policies.

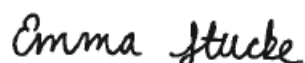
Staff recommend implementation of the above-noted best practice measures (in bold text) and advise the applicant that if the proposed development is approved, Cataraqui Conservation permit approval will be required.

### Ontario Regulation 41/24

Please note that development within 30 m of the shoreline on the subject lands is subject to Ontario Regulation 148/06: *Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses*, which is administered by the CRCA. The purpose of the regulation is to ensure that proposed changes (e.g. development and site alteration) to a property are not affected by natural hazards, such as flooding and erosion, and that the changes do not put other properties at greater risk from these hazards. **If approved, the proposed development will require Cataraqui Conservation permit approval. The landowner(s) should contact Cataraqui Conservation's office at the building permit stage for more information regarding permitting requirements under O. Reg. 41/24.**

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

Sincerely,



Emma Stucke, MCIP, RPP  
Resource Planner

# Township of South Frontenac Staff Report

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**To:** Committee of Adjustment

**From:** Development Services Department

**Date of Meeting:** March 13, 2025

**Subject:** Permission Application (S. 45(2) of Planning Act)  
PL-ZNA-2025-0010, Widrow, 1125 James Wilson Road, Bedford District

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## 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

## 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 Canoe Lake.

## Related Applications

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

## Property Description

The subject property is 2.7Ac (~10,900sqm) in area with frontage on the east shore of Canoe Lake. The property has no public road frontage but is accessed via a driveway off James Wilson Road, which extends east through two neighbouring properties. Existing development consists of a single dwelling with attached deck and two detached storage sheds. Except in the immediate area of existing development, the property features and abundance of mature tree and vegetation growth, including along portions of the shoreline area. The area of the existing dwelling is mostly flat, before sloping downwards towards the shoreline. To the west of the dwelling, topography slopes upwards slightly before sloping downwards towards the shoreline, forming a small ridge. The surrounding area consists of residential development.

## Proposal

The subject property is presently developed with a ~142sqm dwelling with ~130sqm attached deck. The applicants are proposing to renovate the existing main floor, removing ~40sqm (15.1ft by 28.3ft) portion of the dwelling on the non-waterfront side of the building and replacing it with a two-storey addition with 68.8sqm ground floor area (19.3ft by 38.3ft), or a gross floor area of 137.6sqm. The northwestern corner of the main floor is also to be squared off, adding approximately 3.2sqm (2.1ft by 16.5ft) of additional area. The applicants also proposed to reconfigure the existing attached deck, covering and screening in a 29sqm (310sqft) area on the waterside of the building. The reconfiguration of the attached deck would also reduce its overall footprint from approximately 130sqm to 120sqm. The proposal would increase gross floor area of the building to ~272sqm. The building height would increase from 7m to 10m. The existing setback of the dwelling (24.8m) and attached deck (19.1m) to the highwater mark would remain unchanged.

## Department and Agency Comments

**Cataraqui Conservation** comments were not received at the time of writing this report. CRCA comments will be shared with the Committee at the public meeting.

**Building Services** indicated that 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 not having frontage on a public road.

## 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 RLSW 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 24.8m from the highwater mark of Canoe 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 24.8m from the highwater mark of Canoe Lake with the attached deck being setback 19.1m. The current setback of the dwelling and attached deck to the highwater mark would remain unchanged. The existing setback of the dwelling (~13m) and deck (~7m) to the top of bank will also remain unchanged. The proposal consists of additional area being added to the main floor, a partial second storey being added, and a portion of the attached deck being covered and screened in. Additionally, the applicant proposes to reconstruct the existing deck mostly within its current envelope.

The proposal would facilitate an increase in gross floor area from approximately 142sqm to 272sqm. The proposed reconstruction of the existing deck would reduce its overall footprint from 130sqm to 120sqm. However, the proposal would facilitate an increase in ground floor area from 272sqm to 294sqm (Lot coverage increase from 2.5% to 2.7%). As a result of the partial second storey, the building height of the existing dwelling would increase from 7m to 10m.

The proposal would ultimately contribute additional living space to the existing dwelling. 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. 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 Canoe 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-2025-0010 for 1125 James Wilson Road, subject to the following conditions:

1. Permission is granted to enlarge the existing legal non-conforming dwelling. The enlarged dwelling is permitted to have a gross floor area of 272sqm and a building height of 10m. The enlarged dwelling and reconfigured attached deck are permitted to have a building footprint of 294sqm. The enlarged dwelling and reconfigured deck are permitted to establish the same setback from the highwater mark of Canoe Lake as the existing, 24.8m for the dwelling and 19.1m for the attached deck. The location of the enlarged dwelling and attached decks shall be consistent with the submitted plot plan (Drawing C-102, Groundwork Engineering, February 4, 2025) and building plans (1125 James Wilson Road Rev4, Concord Homes) 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 Canoe 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 Canoe 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 – Front view of existing dwelling (Looking south from the shoreline of Canoe Lake)



Photo 2 – Rear of existing dwelling



Photo 3 – Front view showing existing attached deck



Photo 4 – West side (location of proposed screened-in porch)



Photo 5 – East side (Location of proposed main floor addition & partial second Storey)



Photo 6 – View of shoreline area to the west and north



**To:** Committee of Adjustment  
**From:** Kate Kaestner, Planning Clerk  
**Report Date:** March 13, 2025  
**Subject:** Decisions on Delegated Consents, February to March 2025

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## Summary

This report summarizes the Consent applications that have been approved by Brad Wright, Director of Development Services, between February 13, 2025 and March 13, 2025.

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## 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-2024-0139 – Storrington District

Approved on March 4, 2025

The application is for the creation of one new rural residential lot from property at 3024 Orser Road. The severed parcel will be 12 acres in area with 150 metres frontage on Orser Road. It contains a dwelling and several accessory buildings. The vacant retained parcel will be 78 acres in area with 200 metres frontage on Orser Road.

### b) PL-BDJ-2025-0006 – Portland District

Approved on March 4, 2025.

The application is for a 2-acre rural residential lot addition to be conveyed from 4255 Camden Portland Boundary Road to 4275 Camden Portland Boundary Road.

### c) PL-BDJ-2025-0007 – Portland District

Approved on March 4, 2025.

The application is for the creation of one new rural residential lot from property at 4255 Camden Portland Boundary Road. The severed parcel will be 6.5 acres in area with 175m frontage. The retained lands will be 75 acres in area with 200 metres frontage.

**a) PL-BDJ-2024-0124 – Storrington District**

Approved on March 7, 2025.

The application is for a 12-acre rural residential lot addition to be conveyed from unaddressed lands fronting on Sands Road to property at 4293 Milburn Road.

Appendix A – Mapping of application(s)

**Report Prepared By:**

Kate Kaestner, Planning Clerk

**Report Approved By:**

Christine Woods, Manager of Planning

APPENDIX A

