



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



**Meeting #**

**Time:** 7:00 PM

**Location:** Council Chambers/Virtual Via Zoom

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

**Absent:**

**Staff:** Brad Wright, Director of Development Services; Christine Woods, Senior Planner; Noah Perron, Planner; Michelle Hannah, Secretary-Treasurer; Kate Kaestner, Planning Clerk; Michael Kelly, Planning Student

- 1 Call to Order
- 2 Adoption of Agenda
- a) Resolution

Resolution No. 2023-04-02  
Moved by Steve Pegrum

Seconded by Alan Revill

That the Committee of Adjustment adopts the agenda for the May 11, 2023  
Committee of Adjustment meeting.

Carried

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

- 4 Declaration of pecuniary interest

- a) None Declared.

- 5 Approval of Minutes – April 13, 2023

- a) Resolution.

Resolution No. 2023-04-03  
Moved by Brett Moreland

Seconded by Doug Morey

That the Committee of Adjustment approves the minutes of the April 13, 2023  
Committee of Adjustment meeting.

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

a) There were none.

7 New Consent Applications:

a) There were none.

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

a) There were none.

9 New Minor Variance / Permission Applications:

a) PL-ZNA-2023-0042 (Bermel) (Preston)

**Property Address:** Pine Point Road (Part of Lot 18, Concession 8)

**Purpose and Effect of the Proposed Variance:**

The applicant is requesting a minor variance to permit a dwelling with a setback of 26.6 metres from the high-water mark of the lake instead of the required 30 metre setback. The applicant is proposing to construct a 2-story dwelling located within 30 metres of Dog Lake.

Brad Wright, Director of Development Services, delivered his report to the Committee.

Michael Preston, Agent spoke to the proposal and the topographical challenges of maintaining the 30m setback from the highwater mark.

Committee Member Pegrum proposed rotating the dwelling slightly to conform to the setback. Mr. Preston passed around a detailed topographical site plan to Committee members.

Committee Member Revill inquired as to whether Township Staff could be more flexible in the setback encroachment to come to a compromise with the Applicant

Committee Member Howe inquired as to whether the application may be deferred to allow for more meetings between the applicant and the Planning department.

Committee Member Pegrum requested Mr. Right to demonstrate where the dwelling could be situated within the setback boundaries.

Committee Member Morey spoke to the importance of the Development Agreement on the title of the property

Chair inquired as to the function of the Development Agreement.

Ms. Woods spoke to the purpose of the Development Agreement and it's purpose being to let future property owners know about development requirements and/or restrictions on the subject property that wouldn't otherwise be captured.

Committee Member Revill expressed that he believed the request to be Minor in nature.

Committee Member Fox inquired as to why the dwelling couldn't be moved to the East or rotated into the required setback area.

Chair Ruttan spoke to the goal of the Committee to be consistent with past applications.

Resolution No. 2023-04-04  
Moved by Doug Morey

Seconded by Brett Moreland

That the Committee of Adjustment denies Minor Variance application # PL-ZNA-2023-0042.

Defeated

Resolution No. 2023-04-05  
Moved by Alan Revill

Seconded by Norm Roberts

That the Committee of Adjustment approves Minor Variance application # PL-ZNA-2023-0042 to permit a dwelling with a reduced setback from the highwater mark from 30 metres to 26.5 metres, subject to conditions.

Carried

b) PL-ZNA-2023-0043 (Dumbleton)

**Property Address:** 3475 Buck Point Lane

**Purpose and Effect of the Proposed Variance:**

The applicant is requesting a minor variance to expand a legal non-conforming use by allowing a six (6) foot wide deck fronting onto Collins Lake.

Brad Wright, Director of Development Services, delivered his report to the Committee.

Resolution No. 2023-04-06  
Moved by Norm Roberts

Seconded by Kevin Fox

That application number PL-ZNA-2023-0043 is granted permission to enlarge the legal non-conforming building on the subject property with 620 square feet of decking, subject to conditions.

Carried

10 Other Business

a) None declared.

11 Adjournment

a) Resolution

Resolution No. 2023-04-07  
Moved by Kevin Fox

Seconded by Norm Roberts

That the May 11th, 2023 meeting of the Township of South Frontenac Committee of Adjustment is adjourned at 7:45 p.m., to reconvene on Thursday, June 8th, 2023 at 7:00 p.m. or call of the Chair.

Carried

---

Randy Ruttan, Chair