

Minutes of Committee Of Adjustment  
October, 12, 2023



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



**Meeting #**

**Time:** 7:00 PM

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

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

**Absent:** Doug Morey

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

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

Resolution No. 2023-09-02  
Moved by: Norm Roberts

Seconded by Kevin Fox  
THAT the Committee of Adjustment adopts the Agenda for the October 12, 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/>

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) 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 – September 14, 2023
- a) Resolution.

Resolution No. 2023-09-03

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Moved by Alan Revill

Seconded by Mike Howe

THAT the Committee of Adjustment approves the Minutes of the September 14,  
2023 Committee of Adjustment Meeting.

Carried

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

a) There are none.

7 New Consent Applications:

a) There are none.

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

a) There are none.

9 New Minor Variance / Permission Applications:

a) PL-ZNA-2023-0104 (Asselstine) - Loughborough

Property Address: 3572 Holleford Road

Purpose and Effect of the Application:

The applicant seeks relief from section 7.3.2 of Zoning By-Law 2003-75 to permit a 66.8 square metre storage shed to be setback 6.5 metres from the front lot line, and a 12.2 square metre storage shed to be setback 5 metres from the front lot line.

Noah Perron, Planner, delivered his presentation to the Committee with a staff recommendation of approval.

Chair Ruttan inquired, 3 times, as to whether there were any questions from the applicant, their agent or the public. (None heard).

Chair Ruttan inquired as to whether there were any questions or comments from Committee members on the application.

Committee Member Howe stated that he had visited the subject property, and that he had no objections to the proposal or to the staff recommendation of approval.

Chair Ruttan inquired 2 more times as to whether there were any further comments or questions from Committee members. None heard.

Resolution No. 2023-09-04

Moved by: Brett Moreland

Seconded by: Norm Roberts

THAT the Committee of Adjustment approves Minor Variance application PL-ZNA-2023-0104 for property municipally known as 3572 Holleford Road to permit two accessory structures, being a 12.2 square metre storage shed and a 66.8 square metre storage shed to be constructed 6.5 metres from the front lot line, subject to conditions.

Carried

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b) PL-ZNA-2023-0108 (Sleeth) - Storrington

Property Address: 122 Osborne Lane

Purpose and Effect of the Application:

The applicant seeks to enlarge a legal non-conforming boathouse located on Dog Lake. Zoning By-law 2003-75 classifies boathouses as a prohibited use. The existing boathouse was 44.5 square metres in area and the proposed boathouse is to be 62.4 square metres in area.

Tom Fehr, Planner, delivered his presentation to the Committee with a staff recommendation of approval.

Chair Ruttan inquired, 3 times, as to whether there were any comments from the applicant, their agent or the public. (None heard).

Chair Ruttan inquired as to whether there were any comments from Committee members with respect to the application.

Committee member Fox stated that he had visited the subject property and had no concerns with the proposal.

Chair Ruttan inquired as to whether there were any further questions from Committee members.

Committee Member Revill stated that he was in support of the proposal as the proposed boathouse would be tucked in to the bay area.

Chair Ruttan inquired a third time as to whether there were any comments from the Committee.

Committee member Roberts stated that he had visited the site and had no issues with the application.

Resolution No. 2023-09-05

Moved by Mike Howe

Seconded by Steve Pegrum

THAT the Committee of Adjustment approves application PL-ZNA-2023-0108 for property municipally known as 122 Osborne Lane, to grant permission to enlarge the legal non-conforming boathouse on the property to be 62.4 metres in floor area, subject to conditions.

Carried

10 Other Business

a) Consent Granting Authority Report

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

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11 Adjournment

a) Resolution.

Resolution No. 2023-09-06

Moved by Steve Pegrum

Seconded by Mike Howe

THAT the October 12, 2023 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 7:16 p.m. to reconvene on Thursday, November 9th, 2023 at 7:00 pm or at the call of the Chair.

Carried

  
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Randy Ruttan, Chair