



**SOUTH  
FRONTENAC**

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



**Meeting # 2024-01**

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

1 Call to Order

2 Adoption of Agenda

a) Resolution.

Resolution No. 2024-01-02

Moved by: Steve Pegrum

Seconded by: Alan Revill

THAT the Committee of Adjustment hereby adopts the Agenda for the February 08, 2024 Committee of Adjustment meeting.

Carried

3 Committee of Adjustment Appointments

a) Appointment of Committee of Adjustment Chair (Resolution)

Resolution No. 2024-01-03

Moved by: Norm Roberts

Seconded by: Mike Howe

THAT the Committee of Adjustment hereby appoints Randy Ruttan to the position of Chairperson for the 2024 calendar year.

Carried

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

Resolution No. 2024-01-04

Moved by: Norm Roberts

Seconded by: Steve Pegrum

THAT the Committee of Adjustment hereby appoints Alan Revill to the position of Vice-Chairperson for the 2024 calendar year.

4 Electronic Meeting Information

- a) The meeting was live streamed at the following link:  
<http://www.facebook.com/SouthFrontenacTwp/>
- b) PowerPoint Presentation - Staff has 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 14, 2023

- a) Resolution.

Resolution No. 2024-01-05

Moved by: Alan Revill

Seconded by: Steve Pegrum

THAT the Committee of Adjustment approves the minutes of the December 14, 2023 Committee of Adjustment meeting.

Carried

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

- a) PL-BDJ-2022-0067 (Campbell) - Storrington District

Property Address: 4797 Latimer Road

Purpose & Effect of the Application:

Consent for the creation of one new residential lot. The original proposal was for the severed parcel to be 5.1 acres in area with 12 metres of frontage on Latimer Road and 10 metres frontage on Round Lake Road. In the amended application, the severed parcel would be approximately 4.2 acres in area with 12 metres of frontage on Latimer Road.

Christine Woods, Senior Planner, delivered her report to the Committee with a staff recommendation of denial of the application.

Randy Ruttan, Chairperson inquired as to whether the applicant or their agent would like to address the Committee.

Jody Campbell, applicant, spoke to his desire to sever the land for the purposes of being able to leave the properties to his children, as well as his desire to keep the drive shed on the retained lands as the cost of re-building it would be substantial. He also spoke to his desire to keep the entranceway on Round Lake Road to be able to access the rear pastures.

Chair Ruttan inquired as to whether any members of the public wished to address the Committee.

Rick Hatton, neighbouring landowner came forward to state that he had submitted written comments on the application pertaining to the commercial

activities on the property, but that he believes these concerns have been rectified and has no objection to the proposed consent application.

Chair Ruttan inquired as to whether there were any further members of the public who wished to speak to the application. None heard.

Chair Ruttan inquired as to whether there were any questions from Committee Members regarding the application.

Alan Revill posed whether the accessory structure on the property could be considered a livestock facility when, in his opinion, it couldn't really be used as a barn given the size of the severed property.

Ms. Woods stated that the barn is still considered a livestock facility regardless of the size of the property. If a prospective purchaser saw the barn, there is a possibility of them wanting to use it to house livestock. She stated that the Committee could take measures to ensure that the structure is not used for livestock, such as requiring a Change of Use permit on the structure, and/or addressing it via a Zoning By-Law Amendment on the property.

Steve Pegrum inquired as to the future development of the retained lands with respect to it being more suitable for a plan of subdivision. He inquired as to whether the frontage on Greenfield Road or Round Lake Road could be utilized as an entrance for future development.

Ms. Woods stated that her concern is less about access into the property but more with how the property will be laid out with the current severance proposal, and how that would effect development potential on the severed lands as well.

Doug Morey inquired about the Road Widening condition on Latimer Road and what that applied to. Ms. Woods explained that on any approved consent application that fronts on a Township-owned and maintained road, the Township requires the applicant to ensure, through the survey, that the Road Allowance is surveyed to a width of 20 metres (10 metres from the centre line) along the subject property. If they Ontario Land Surveyor determines that the Road Allowance is less than 20 metres in width, the Township requires the strip of land to be surveyed and transferred over to the Township in order to rectify the deficiency.

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

Mr. Ruttan opened the floor to Committee members for comment and discussion.

Alan Revill stated that he believed severing the dwelling off of the majority of the remaining lands would be ideal for future development possibilities and that approving the application with the condition of a zoning by-law amendment would help to correct some of the concerns with the proposal to bring it into compliance. He stated that he was not in support of the resolution for denial.

Norm Roberts inquired as to whether a retaining wall between the storage shed on the retained parcel and the structures on the severed parcel could alleviate the concern with potential conflicts with the future owner of the severed parcel. He also inquired as to whether the access doors of the storage shed could be moved to the Eastern end.

Ms. Woods stated that those are options available to the Committee should they choose to approve the application.

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Mr. Pegrum inquired as to how the 10-metre setback between the machine shed and the proposed property line could be addressed.

Ms. Woods replied that the Committee could require a condition that the Surveyor ensure that the property line is 10 metres from the building, which could make for undesirable lot line configuration, or, if that was the result than the Committee could address the deficiency in the setback via the Zoning By-Law Amendment that would be required under a conditional approval.

Brett Moreland inquired as to the setback between the proposed property line and the smaller shed on the property.

Ms. Woods replied that the small shed would need to be removed/demolished if the application were to be approved as it would be either on or too close to the proposed lot line. She stated that the Applicant had indicated he was willing to remove the shed.

Committee Members voted against the motion to deny the application.

Mr. Revill moved to approve the application with the conditions that were discussed throughout the meeting.

Ms. Woods provided the Committee a list of recommended conditions that she had prepared in the event that the Committee was considering approval of the application. She went through the conditions in detail. Ms. Woods stated that if the applicant were to fulfill these conditions, it would bring the properties into compliance with the Township's Official Plan and Zoning By-Law.

Ms. Woods stated that as part of the consent process, the Applicant is typically provided the details of conditions prior to the approval of the application so that they are agreeable to the terms of the approval. Ms. Woods suggested Mr. Campbell be given the opportunity to ask any questions he may have regarding the proposed conditions to ensure that he is willing to fulfill them.

Mr. Campbell received clarification on the conditions surrounding the Change of Use permit for the barn and the requirement for Road Widening. He then stated he was happy with the conditions.

Resolution No. 2024-01-06

Moved by: Mike Howe

Seconded by: Randy Ruttan

THAT the Committee of Adjustment **denies** amended consent application PL-BDJ-2022-0067 for property municipally known as 4797 Latimer Road.

Defeated

Resolution No. 2024-01-07

Moved by: Alan Revill

Seconded by: Norm Roberts

THAT the Committee of Adjustment **approves** amended consent application PL-BDJ-2022-0067 for property municipally known as 4797 Latimer Road for the creation of one new residential lot, being 4.2 acres in area and having 12 metres of frontage on Latimer Road; subject to conditions.

Carried

- b) PL-BDJ-2023-0080 (Hughson) (The Boulevard Group) - Storrington District

Property Address: Horning Road at Sydenham Road

Purpose & Effect of the Application:

Consent for the creation of one new rural residential lot, being 2.5 acres in area and having 80 metres of frontage on Horning Road.

Committee member Doug Morey stated that he was not present at the meeting when these applications were originally put forward, and as such, he is recusing himself from discussion and voting on them this evening.

Noah Perron, Planner, delivered his report to the Committee for applications PL-BDJ-2023-0080, PL-BDJ-2023-0081 and PL-BDJ-2023-0081, with a staff recommendation of approval of all three applications, subject to conditions.

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

Jason Sands, Agent, thanked the Committee for considering the application and introduced Chris Rancourt who is a Senior Geoscientist and Hydrogeologist at CCR Environmental and whom prepared the workplan for the hydrogeological assessment which was prepared as a result of the application being deferred in December of 2023.

Mr. Ruttan inquired as to whether there were any members of the public who wished to comment on the application.

Kathy Christmas, neighbouring resident, inquired as to the Committee's plan to compensate residents should their water supply be impacted by the hydrogeological testing.

Chair Ruttan stated that there been no discussions of this nature. He stated that the reason for the assessment and workplan was to determine if there would be adverse effects on neighbouring wells at which time the applications would no longer move forward.

Ms. Christmas inquired as to whether the County's hydrogeologist would be on site when the assessment take place.

Mr. Perron stated that the County's hydrogeologist would be performing a desktop peer review and that it would be very uncharacteristic for them to be on site when the work is being performed. Mr. Perron spoke to the education, credentials and professional standards of hydrogeologists and as such, they have the autonomy to conduct the required assessments to those standards.

Mr. Rancourt provided the Committee and the public with extensive details about his professional background.

Mr. Rancourt answered numerous questions from Herman Cornel, neighbouring landowner, surrounding the technical nature of hydrogeological assessments and how they are conducted.

Sarah Boughen, neighbouring landowner thanked Mr. Rancourt for all of the information that he had provided. She inquired as to how the neighbouring residents would be informed that the test was going to take place so that they could participate. Mr. Rancourt advised that he conducts a thorough desktop review of records and will use that information to determine the scope of

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potential impact. He will be reaching out to landowners in person when the testing is taking place.

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

Norm Roberts inquired as to whether dug or blasted wells were permitted in the area.

Mr. Rancourt replied that the Ministry of Environment does allow dug wells. He provided details regarding how dug or blasted wells are created.

Committee Member Revill thanked Mr. Rancourt for educating him and the other committee members regarding the work that he performs. He spoke to the concerns of neighbouring residents and inquired as to whether checking the static level of their wells prior to conducting the testing would be beneficial.

Mr. Rancourt replied that looking at the static levels are part of the initial field work for the assessment.

Mr. Rancourt answered additional technical questions from Mr. Revill regarding how the testing would be conducting and how the monitoring would take place.

Kate Kaestner read the resolution for approval of the application.

Resolution No. 2024-01-08

Moved by: Kevin Fox

Seconded by: Norm Roberts

THAT the Committee of Adjustment **approves** Consent Application PL-BDJ-2023-0080 for the creation of one new rural residential lot, being a minimum of 2.5 acres in area and having a minimum of 80 metres of frontage along Horning Road, subject to conditions.

Carried

c) PL-BDJ-2023-0081 (Hughson) (The Boulevard Group) - Storrington District

Property Address: Horning Road at Sydenham Road

Purpose & Effect of the Application:

Consent for the creation of one new rural residential lot, being 2.5 acres in area and having 80 metres of frontage on Horning Road.

See Agenda Item 7. b) for Minutes Text.

Resolution No. 2024-01-09

Moved by: Randy Ruttan

Seconded by: Mike Howe

THAT the Committee of Adjustment **approves** Consent Application PL-BDJ-2023-0081 for the creation of one new rural residential lot, being a minimum of

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2.5 acres in area and having a minimum of 80 metres of frontage along Horning Road, subject to conditions.

Carried

d) PL-BDJ-2023-0082 (Hughson) (The Boulevard Group) - Storrington District

Property Address: Horning Road at Sydenham Road

Purpose & Effect of the Application:

Consent for the creation of one new rural residential lot, being 2.5 acres in area and having 80 metres of frontage on Horning Road.

See Agenda Item 7. b) for Minutes Text.

Resolution No. 2024-01-010

Moved by: Brett Moreland

Seconded by: Steve Pegrum

THAT the Committee of Adjustment **approves** Consent Application PL-BDJ-2023-0082 for the creation of one new rural residential lot, being a minimum of 2.5 acres in area and having a minimum of 80 metres of frontage along Horning Road, subject to conditions.

Carried

8 New Consent Applications:

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

10 New Minor Variance / Permission Applications:

a) PL-ZNA-2023-0137 (Monty & Leonard) - Storrington District

Subject Property Address: Carrying Place Road

Purpose & Effect of the Application:

The applicant proposes to construct a one storey single detached dwelling and a septic system on the property. The dwelling will have a floor area of approximately 266sqm. Minor variances are requested to allow the dwelling and septic system to be set back less than 30m from the highwater mark of Cranberry Lake and less than 15m from the setback from top of bank. The dwelling is proposed to be set back 15m from Cranberry Lake and 6m from the top of bank. The septic system is proposed to be set back 24.4m from Cranberry Lake and 7.7m from the top of bank.

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

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

Shane Monty, applicant, thanked the Planning Staff for their assistance with getting the application to this stage. He spoke to his efforts to minimize the impact of construction on the property.

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Chair Ruttan inquired as to whether there were any questions from Committee members regarding the application (None heard).

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

Chair Ruttan inquired as to whether there were any comments from members of the Committee. (None heard).

Resolution No. 2024-01-011

Moved by: Brett Moreland

Seconded by: Doug Morey

THAT the Committee of Adjustment **approves** Minor Variance application PL-ZNA-2023-0137 to permit a 266sqm single detached dwelling to be set back 15 metres from the highwater mark of Cranberry Lake and 6 metres from the top of bank, and to permit the installation of a sewage system to be set back 24.4 metres from the highwater mark of Cranberry Lake and 7.7 metres from the top of bank; subject to conditions.

Carried

11 Other Business

a) Consent Granting Authority Report

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

12 Adjournment

a) Resolution.

Resolution No. 2024-01-012

Moved by: Norm Roberts

Seconded by: Kevin Fox

THAT the February 08, 2024 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 8:46 pm to reconvene on Thursday, March 14, 2024 or at the call of the Chair.

Carried

  
Alan Reville, Vice-Chairperson