

Minutes of Committee Of Adjustment  
November, 14, 2024



**SOUTH  
FRONTENAC**

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



Meeting # 10

Time: 7:00 PM

Location: Storrington Centre/Virtual Via Zoom

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

**Absent:** Doug Morey

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

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

Resolution No. 2024-10-02

Moved by: Mike Howe

Seconded by: Alan Revill

THAT the Committee of Adjustment adopts the Agenda for the November 14,  
2024 Committee of Adjustment meeting.

Carried

- 3 Electronic Meeting Information

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

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

- 4 Declaration of pecuniary interest

- a) None declared.

- 5 Approval of Minutes – October 10, 2024

- a) Resolution.

Resolution No. 2024-10-03

Moved by: Steve Pegrum

Seconded by: Mike Howe

THAT the Committee of Adjustment approves the minutes of the October 10,  
2024 Committee of Adjustment meeting.

Carried

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

a) PL-BDJ-2024-0106 (Grant) (Fotenn) - Portland District

Property Address: 5758 Road 38

Purpose & Effect of the Application:

The proposal is to sever a new lot from the property, and for the lots to share the existing driveway. The severed parcel would be 1.1 hectares in area with 45 metres frontage on Road 38. The Owner intends to construct a house that contains two additional dwelling units on the new lot. The retained parcel would be 4.9 hectares in area with 36 metres frontage on Road 38. It would contain the existing house and accessory buildings.

Christine Woods, Manager of Planning, delivered her report to the Committee for applications PL-BDJ-2024-0106 & PL-ZNA-2024-0107, with a staff recommendation that the Committee approves both applications, subject to conditions.

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

Tyler Hamilton (Fotenn Planning), agent on the application, stated that he agreed with the contents of the staff report and thanked staff for their work on the application and presentation.

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

Ms. Woods took the opportunity to address the written public comment from Fraser & Dana Murray that had been received prior to the meeting.

Ms. Woods indicated that the Committee cannot address any existing conditions on the property through the consent application process. The application relates to the severed parcel, and it would not be appropriate to require a fence to be installed between the retained lands and an adjacent property. The proposed dwelling units on the severed lands would have a 40 metre buffer from adjacent properties which the municipality feels is an appropriate distance. Ms. Woods also stated that with respect to Additional Dwelling Units, the Official plan has policies that requires them to be designed and located in a way to avoid adverse impacts on the residential character of the property and the surrounding neighborhood.

Chair Ruttan asked Committee members if they had any questions regarding the application.

Alan Revill, Committee Member, inquired as to what the radius would be for testing wells when the hydrogeological assessment is conducted.

Ms. Woods stated that the Township does have a standard for Hydrogeological Assessments related to Additional Dwelling Units, and the study generally requires a 6-hour pump test, the monitoring of neighbouring wells and water quality testing. The study could also be peer-reviewed by a hydrogeologist retained by the municipality.

Mr. Revill inquired as to whether it would be up to the hydrogeologist to determine how many neighbouring properties would be tested.

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Ms. Woods confirmed that the municipality would let the hydrogeologist determine how many and what wells would need to be monitored as that is their specialty.

Mr. Ruttan inquired as to whether there were any further questions from Committee Members. None heard.

Kate Kaestner, Planning Clerk & Secretary-Treasurer of the Committee, read the resolution for conditional approval of the consent application.

Mr. Ruttan inquired as to whether there were any comments from the Committee members regarding the resolution. None heard.

Resolution No. 2024-10-04

Moved by: Kevin Fox

Seconded by: Norm Roberts

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2024-0106, for property municipally known as 5758 Road 38, to allow for the creation of one new residential lot, being 4.9 hectares in area with 45 metres of frontage on Road 38, subject to conditions.

Carried

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

9 New Minor Variance / Permission Applications:

a) PL-ZNA-2024-0029 (Manson) (Liggett) - Portland District

Property Address: 1323 Howes Lake Lane

Purpose & Effect of Application:

To request permission under Section 45(2) of the Planning Act to enlarge the legal non-conforming seasonal dwelling within 30m of Howes Lake. The property contains a 60sqm seasonal dwelling with a 16sqm attached deck. The existing one-storey dwelling is 6.1m in height and is setback 11.4m from the highwater mark. The applicant proposes to demolish the existing dwelling and build a new four-season dwelling in the same location. The proposed one-storey dwelling with walkout basement would have a ground floor are of 103sqm, a height of 8.6m and an 11.4m highwater mark setback. A new sewage system would be installed, setback ~21m from the highwater mark. The existing shed requires zoning relief to permit a 27m setback from the highwater mark, and a 1.6m setback from the side lot line.

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

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

Lisa Manson, property owner and applicant, thanked the Committee for considering her application, as it has been a lifelong dream to build a dwelling at her family property.

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

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Chair Ruttan asked Committee members if they had any questions for staff or the applicant.

Mr. Revill requested clarification regarding the location of the accessory building as it relates to the hydro lines on the property.

Mr. Perron acknowledged there were numerous constraints on the property, and that tree coverage to the rear of the building makes it difficult to see, but that there is a hydro line to the rear of the accessory building and that Hydro One stipulates a 4.8 metre setback form that hydro line.

Mr. Ruttan inquired as to whether there were any further questions from Committee members regarding the application. None heard.

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

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

Resolution No. 2024-10-05

Moved by: Norm Roberts

Seconded by: Kevin Fox

THAT the Committee of Adjustment hereby approves application PL-ZNA-2024-0029 for property municipally addressed as 1323 Howes Lake Lane, granting permission to enlarge the existing legal non-conforming dwelling within 30 metres of the highwater mark of Howes Lake, and to permit an accessory structure with deck to establish a 27 metre highwater mark setback and a 1.6 metre side yard setback, subject to conditions.

Carried

b) PL-ZNA-2024-0107 (Grant) (Fotenn) - Portland District

Property Address: 5758 Road 38

Purpose & Effect of the Application:

The proposal is to sever a new lot from the property, and for the lots to share the existing driveway. The severed parcel would be 1.1 hectares in area with 45 metres frontage on Road 38. The Owner intends to construct a house that contains two additional dwelling units on the new lot. The retained parcel would be 4.9 hectares in area with 36 metres frontage on Road 38. It would contain the existing house and accessory buildings. A minor variance is being requested to allow the lots to have less than 76 metres road frontage.

\*\* See minutes for Agenda item 7. a) for details of presentation and discussion. \*\*

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

Chair Ruttan asked Committee members if they had any questions regarding the minor variance application (none heard).

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

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Resolution No. 2024-10-06  
Moved by: Alan Revill  
Seconded by: Steve Pegrum

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2024-0107 for property municipally addressed as 5758 Road 38, to allow for the creation of one new residential lot to result in reduced road frontage on Road 38, being 45 metres of frontage for the severed lands, and 36 metres of frontage for the retained lands, subject to conditions.

Carried

c) PL-ZNA-2024-0110 (Deaves) (Solares) - Loughborough District

Property Address: 6438 Bedford Road

Purpose & Effect of the Application:

To request permission under Section 45(2) of the Planning Act to enlarge a legal non-conforming dwelling and attached deck located within 30m of the highwater mark of Deline Lake. The existing single storey dwelling has a ground floor area of 25sqm. The ground floor area of the proposed two storey dwelling will be 94sqm plus a 16.8sqm covered deck and 5.3sqm covered porch. The gross floor area of the proposed dwelling will be 188sqm plus a walkout basement which is not included in the gross floor area. The overall footprint of dwelling will be increasing from 25sqm to 116.1sqm. The height of the dwelling will be increasing from 4m to 8.1m. The proposed dwelling will maintain the existing 26.2m setback from the highwater mark of Deline Lake.

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

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

Christine Lolley, (Solares Architecture), agent on the application, thanked Mr. Fehr for his presentation and stated that the applicant was agreeable to all of the suggested conditions. She gave a brief summary of her clients' desire to develop the property and stated she was happy to answer questions.

Michael Deaves, property owner, thanked the Chair and the Committee members for considering their application.

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

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

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

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

Steve Pegrum, Committee Member, stated that he was happy to see that a License Agreement for the use of the municipal Road Allowance was included in the conditions.

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

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Resolution No. 2024-10-07

Moved by: Kevin Fox

Seconded by: Norm Roberts

THAT the Committee of Adjustment hereby approves application PL-ZNA-2024-0110 for property municipally addressed as 6438 Bedford Road, granting permission to enlarge the existing legal non-conforming dwelling within 30 metres of the highwater mark of Deline Lake, subject to conditions.

Carried

d) PL-ZNA-2024-0117 (Featherston) - Storrington District

Property Address: 2498 Sands 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 Cedar Lake. Existing development consists of a dwelling with attached deck. The applicant proposes to demolish the ~50sqm rear component of the dwelling in favour of a larger addition in the same area. The proposed addition would be 59sqm in area, 6.5m in height, and would maintain the same highwater mark (23m) and top of bank (11m) setback as the existing. The applicant is also proposing to construct a 10sqm raised entrance deck, setback more than 30m from the highwater mark and 15m from the top of bank. The proposed addition would increase total ground floor area from ~150sqm to 169sqm and total gross floor area from 152sqm to 161sqm. Building height of the proposed addition would match the portion of the dwelling that will remain (6.5m).

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

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

Amanda D'Amour, applicant and property owner, thanked the Committee for hearing the application and thanked Mr. Perron for all of his hard work and assistance.

Mr. Ruttan inquired as to whether there were any comments or questions from members of the public regarding the application.

Barry Horn, speaking on behalf of a neighbouring property owner, was participating via Zoom, and it was very difficult for Staff and Committee members to hear exactly what he was stating. Staff interpreted that he was expressed concern over the front porch/deck area, which Mr. Horn believes was re-built larger than what was existing and without approvals.

Mr. Perron clarified that the application being presented to the Committee was for an addition to the rear of the dwelling and does not involve the deck in question. Mr. Perron advised Mr. Horn that if he had concerns about the construction of the deck, the appropriate course of action is to fill out a BWP investigation form on the Township's website.

Mr. Horn responded and clarified that his concern was for the front deck and that he had no concerns with the proposed addition to the rear of the dwelling.

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Mr. Ruttan inquired (2 more times) as to whether there were any further comments or questions from members of the public regarding the application. None heard.

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

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

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

Resolution No. 2024-10-08

Moved by: Mike Howe

Seconded by: Alan Revill

THAT the Committee of Adjustment hereby approves application PL-ZNA-2024-0117, for property municipally addressed as 2498 Sands Road, granting permission to enlarge the existing legal non-conforming dwelling within 30 metres of the highwater mark of Cedar Lake, subject to conditions.

Carried

e) PL-ZNA-2024-0118 (Benson) - Portland District

Subject Property Address: 3253 Harrowsmith Road

Purpose & Effect of the Application:

The Owner proposes to construct a 55.7sqm addition onto an existing 111.4sqm detached garage. A minor variance is being requested as the lot coverage of accessory buildings on the property exceeds the lot coverage of the existing principal building (single detached dwelling). The area of the single detached dwelling and attached deck is 142.2sq and the total area of all accessory buildings is proposed to be 233.7sqm.

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

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

Todd Benson, property owner, thanked the Chair and the Committee members for considering his application.

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

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

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

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

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Resolution No. 2024-10-09  
Moved by: Brett Moreland  
Seconded by: Kevin Fox

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2024-0118, for property municipally addressed as 3253 Harrowsmith Road, to permit a 55.7 square metre addition onto the existing 111.4 square metre detached garage, allowing for the lot coverage of accessory structures on the property to exceed the lot coverage of the principal structure, subject to conditions.

Carried

f) PL-ZNA-2024-0119 (Sytzma) - Storrington District

Property Address: 4006 O'Neill Lane

Purpose & Effect of the Application:

To request permission under Section 45(2) of the Planning Act to enlarge the legal non-conforming accessory structure within 30m of Loughborough Lake. The property contains a 74.2sqm garage, with a building height of 4.2m, setback approximately 15.8m from the highwater mark. The applicant proposes to construct an addition to the existing garage. The proposed addition would have an area of 34.1sqm, a building height of 3.2m and would be setback approximately 23m from the highwater mark. The proposal would facilitate the removal of a detached lean-to structure existing beside the garage.

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

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

Al Sytisma, property owner, thanked the Committee for hearing his application and thanked Mr. Perron for all of his help with the application process.

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

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

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

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

Resolution No. 2024-10-10

Moved by: Alan Revill  
Seconded by: Mike Howe

THAT the Committee of Adjustment hereby approves application PL-ZNA-2024-0119, for property on O'Neill Lane, granting permission to enlarge the existing legal non-conforming accessory structure within 30 metres of the highwater mark of Loughborough Lake, subject to conditions.

Carried

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g) PL-ZNA-2024-0121 (Parker) (Myers) - Bedford District

Property Address: 191 Burns Lane North

Purpose & Effect of the Application:

To request permission under Section 45(2) of the Planning Act to enlarge a legal non-conforming dwelling located within 30m of the highwater mark of Bobs Lake. The existing single storey dwelling has a ground floor area of 121.3sqm. The dwelling will be expanded with a 34.3sqm single storey addition attached to the rear of the dwelling. The area of the proposed dwelling will be 155.6sqm. The height of the dwelling will not be increasing as a result of the application.

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

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

Tyson Myers, agent on the application, thanked the Committee and staff for their time and stated that he was available to answer any questions that may arise.

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

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

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

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

Resolution No. 2024-10-11

Moved by: Brett Moreland

Seconded by: Kevin Fox

THAT the Committee of Adjustment hereby approves application PL-ZNA-2024-0121, for property municipally addressed as 191 Burn Lane North, granting permission to enlarge the existing legal non-conforming dwelling within 30 metres of the highwater mark of Bobs Lake, subject to conditions.

Carried

10 Other Business

a) Delegated Authority Report

Kate Kaestner, Planning Clerk & Secretary-Treasurer, delivered her Report to the Committee.

11 Adjournment

a) Resolution.

Resolution No. 2024-10-12

Moved by: Kevin Fox

Seconded by: Norm Roberts

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THAT the November 14, 2024 Committee of Adjustment meeting for the Township of South Frontenac is hereby adjourned at 8:15 pm to reconvene on Thursday, December 12, 2024 at 7:00pm or at the call of the Chair.

Carried

  
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Randy Ruttan, Chair