



**SOUTH  
FRONTENAC**

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



**Meeting # 2025-09**

**Time:** 7:00 PM

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

**Present:** Norm Roberts, Ray Leonard, Steve Pegrum, Scott Trueman, Alan Reville, Brett Moreland, Mike Howe

**Absent:** Patrick Diotte

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

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

Resolution No. 2025-09-02

Moved by: Mike Howe

Seconded by: Scott Trueman

THAT the Committee hereby adopts the agenda for the October 9, 2025 Committee of Adjustment meeting.

Carried

- 3 Electronic Meeting Information
  - a) The meeting was live-streamed on the Township's Facebook page.
  - 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 – September 11, 2025
  - a) Resolution.

Resolution No. 2025-09-03

Moved by: Scott Trueman

Seconded by: Alan Reville

THAT the Committee hereby approves the minutes of the September 11, 2025 Committee of Adjustment meeting.

Carried

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

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7 New Consent Applications:

- a) PL-BDJ-2025-0080 (Walker) - Loughborough District

Property Address: 1856 Rutledge Road

Purpose & Effect of the Application:

The consent application seeks to create one new rural residential lot. The proposed severed parcel would be approximately 26 acres in area with 58 metres of frontage on Rutledge Road. The retained parcel would be approximately 26.9 acres in area with 67 metres of frontage on Rutledge Road and would contain the existing dwelling.

Noah Perron, Planner, delivered his report to the Committee for consent application PL-BDJ-2025-0080 & associated minor variance application PL-ZNA-2025-0081, with a staff recommendation that both applications be approved, subject to the conditions outlined in the Staff Report.

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

Stefan Walker, applicant and property owner, had questions regarding the well drilling condition on the property, given severed parcels large size and that he has no immediate plans to develop it.

Mr. Perron responded that the Township's Official Plan requires demonstration of potable water for all severed (non-waterfront) properties. Though the proposed severed lot is larger in size, the Township has a history of requiring wells to be drilled on larger lot severances and for consistency staff felt it is important to uphold the condition.

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

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

Committee Member Ray Leonard asked about the requirement for an entrance permit on the severed lands.

Mr. Perron responded that typically entrance permit requirements have been captured by a Development Agreement. Due to the frontage on the proposed severed parcel and some unanswered questions with respect to the possibility of access, staff recommended that an entrance permit be a condition that must be satisfied prior to the lot being created.

Christine Woods, Manager of Planning, added that Public Services does review all consent applications to make sure that there are adequate sightlines for an entrance.

Committee member Alan Revil stated that he believed the Committee had made exceptions in the past with respect to the well-drilling requirements for large properties. He inquired as to whether there might be an alternative way to satisfy the water supply condition.

Mr. Perron responded that there was one instance in the past few years where staff supported waiving the condition for a well to be drilled on a large severed

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parcel, on the condition that the parcel had a holding symbol added to the zone on the parcel that would prohibit development until a well was drilled.

There was discussion as to whether that option may be more suitable for the applicant. Ms. Woods explained the process, timelines and costs associated with the holding symbol.

The applicant opted to proceed with the well-drilling requirement.

Kate Kaestner, Planning Clerk and Secretary-Treasurer of the Committee read the resolution for approval of application PL-BDJ-2025-0080, subject to conditions.

There was no further discussion from Committee members regarding the resolution.

Resolution No. 2025-09-04  
Moved by: Brett Moreland  
Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0080, for property municipally addressed as 1856 Rutledge Road, allowing the creation of one new rural residential lot, being approximately 26 acres in area and having approximately 58 metres frontage on Rutledge Road, subject to conditions.

Carried

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

9 New Minor Variance / Permission Applications:

a) PL-ZNA-2025-0081 (Walker) - Loughborough District

Property Address: 1856 Rutledge Road

Purpose & Effect of the Application:

A minor variance is requested to allow reduced frontages for both the severed and retained lands of associated consent application PL-BDJ-2025-0080. The proposed frontages are approximately 58 metres for the severed lands and approximately 67 metres for the retained lands, whereas the current Zoning By-Law requires 76 metres.

\*\* See agenda item 7. a) for Minutes Text.

Ms. Kaestner read the resolution for approval of minor variance application PL-ZNA-2025-0081.

There was no further discussion from Committee members regarding the resolution.

Resolution No. 2025-09-05  
Moved by: Brett Moreland  
Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0081, for property municipally addressed as 1856 Rutledge Road, allowing the severed lot of associated consent application PL-BDJ-2025-0080 to

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have a minimum of 58.5 metres frontage along Rutledge Road and to allow the retained lands to have a minimum of 67.4 metres frontage along Rutledge Road.

Carried

b) PL-ZNA-2025-0091 (Ryan) - Storrington District

Property Address: 1075 Kona Crescent

Purpose & Effect of the Application:

The minor variance application seeks to permit the construction of 24 foot by 26 foot (624 square foot) detached garage on the subject property. The proposed structure requires zoning relief to permit a 6.4 metre interior side yard setback, whereas the R-31 zone requires a minimum setback of 10 metres.

Mr. Perron delivered his report to the Committee with a staff recommendation that the application be approved, subject to the conditions outlined in the staff report.

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

Aimee and Kyle Ryan, property owners and applicants, stated that they were happy to answer any questions but had nothing to add to the presentation.

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

There were no questions from Committee members regarding the proposal.

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

Mr. Pegrum gave Committee members the opportunity to discuss the resolution. None heard.

Resolution No. 2025-09-06

Moved by: Ray Leonard

Seconded by: Brett Moreland

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0091, for property municipally addressed as 1075 Kona Crescent, allowing a 624 square foot detached garage to establish a 6.4 metre interior side yard setback, subject to conditions.

Carried

c) PL-ZNA-2025-0092 (Ircher) (Boulevard Group) - Storrington District

Property Address: 4508 Red Maple Lane

Purpose & Effect of the Application:

The property has a house that is less than 30 metres from Loughborough Lake. The owners have applied to increase the footprint and the gross floor area of the house. The owners propose to construct a new house with an attached garage and a new sewage system. They would demolish the existing house, detached garage and sewage system. The new building would be setback 23.7 metres from the highwater mark of the lake and 6 metres from the top of bank.

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The new building would have a 263.4 square metre (2,835 square foot) footprint area, which is larger than the 160.7 square metre (1,729.7 square foot) footprint area of the old house. The new building would have a 476.5 square metre (5,129 square feet) total floor area, which is smaller than the 517.5 square metre (5,570.3 square foot) combined total floor area of the old house and detached garage. The new building would be approximately 0.4 metres shorter than the old house.

Christine Woods, Manager of Planning, spoke to the application being an application under s. 45(2) of the *Planning Act* as opposed to a minor variance.

Ms. Woods advised Mr. Pegrum that the Agent for the application would be presenting the application.

Jason Sands, The Boulevard Group, provided a detailed presentation of the proposal. This included information on a 2022 minor variance approval for the property that was never implemented, a detailed overview of the current proposal, as well as acknowledgement and response to concerns raised by neighbouring property owners prior to the meeting.

Ms. Woods stated that she had nothing to add to Mr. Sands' presentation.

Chair Pegrum gave the property owner, who was present in the meeting, an opportunity to address the Committee, which was declined.

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

Brian O'Dette, (4502 Red Maple Lane), spoke to the Committee regarding his concerns with the proposed development, which were also detailed in a written letter that was included in the meeting agenda package. Mr. O'Dette expressed concerns with the scale of development, site grading changes and the proposed retaining wall that was to be constructed on the eastern side of the subject property.

Jason Sands and Isabella Ircher (property owner) responded to the concerns raised by Mr. O'Dette. Ms. Ircher spoke specifically to the retaining wall being proposed to be 1 foot inside the property line so that it would not encroach onto Mr. O'Dette's property. Ms. Ircher also discussed the existing cedar trees along the eastern side of the property, and expressed her desire to keep the cedar trees and to plant more trees to buffer the retaining wall. also spoke to the time and effort that has been invested in the proposal and ensuring that it is developed in the most thoughtful way possible.

Mr. O'Dette questioned how the retaining wall could be located only 6 inches to 1 foot inside the property line while still maintaining the cedar trees on the property.

Mr. Pegrum inquired as to whether there were any further questions from members of the public. None heard.

Committee member Alan Revill spoke to the retaining wall being a designated structure under the Ontario Building Code, but that he wasn't sure whether it was required to meet setbacks under zoning. He spoke to the required depth of the foundation for the wall making it very difficult for tree roots and vegetation to be maintained. He stated that the retaining wall was an area where he believed more consideration needed to be given.

Ms. Woods responded that under the general provisions of the Township's Zoning By-Law, the setbacks do not apply to the retaining wall, so long as it is constructed on the subject property. The recommended condition of having a

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surveyor pin the location of the wall footings would ensure that the wall is wholly contained on the property.

Committee member Scott Trueman wished to confirm that there were no required setbacks applicable to retaining walls. Ms. Woods confirmed this to be the case.

Ms. Woods then provided an overview of her planning analysis of the proposal, which included a staff recommendation that the application be approved, subject to the conditions outlined in her staff report.

Mr. Revill inquired as to whether there was an opportunity to move the retaining wall further inside the property line.

Ms. Ircher stated that she would certainly consider this, however, it's very important to her to be able to commence construction before the winter. She reiterated her desire to reduce adverse impacts to the neighbouring property and asked that the Committee approve the application as was recommended by Township staff, with the understanding that there may still be some design work for the retaining wall that could be changed in order to keep the vegetation.

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

Mr. Revill inquired as to the possibility to amend the motion to further define where that retaining wall could be placed.

Mr. Pegrum stated that if there is no minimum setback or zoning requirement for the location of a retaining wall, then he doesn't believe anything could be amended to speak to the requirement for the location of the wall. He stated that he does not believe it is within the Committee's power to impose a setback on the retaining wall.

Resolution No. 2025-09-07

Moved by: Scott Trueman

Seconded by: Mike Howe

THAT the Committee of Adjustment hereby approves application PL-ZNA-2025-0092, for property municipally addressed as 4508 Red Maple Lane, granting permission to enlarge the existing legal non-conforming within 30 metres of the highwater mark of Loughborough Lake, subject to conditions.

Carried

d) PL-ZNA-2025-0094 (Boyce) - Storrington District

Property Address: 4378 Milburn Road

Purpose & Effect of the Application:

The proposal seeks relief from Zoning By-law 2003-75, as amended, section 5.24.1 to permit the lot coverage of all accessory buildings to exceed the lot coverage of the principal structure (dwelling). On the property, there currently is a dwelling and two accessory structures. The applicant proposes to construct a new detached garage/storage building with a footprint of 297 square metres. The proposed structure would increase the lot coverage of all accessory structures to approx. 2.5%, whereas the existing dwelling has a lot coverage of approximately 1.4%.

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Colin Herrewynen, Planner, delivered his presentation to the Committee with a staff recommendation that the application be approved, subject to the conditions outlined in the staff report.

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

Timothy Boyce, applicant, stated that his goal with the proposed garage was to be able to clean up his property and make it more desirable to look at.

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

There were no questions from Committee members regarding the proposal.

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

Committee members did not have any discussion regarding the motion.

Resolution No. 2025-09-08

Moved by: Mike Howe

Seconded by: Scott Trueman

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0094, for property municipally addressed as 4378 Milburn Road, allowing a 297 square metre detached garage to establish a 2.5% total lot coverage for all accessory structures, subject to conditions.

Carried

10 Other Business

a) Delegated Authority Consent Report

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

Committee member Revill had a question regarding why applications that required zoning amendment were not coming to Committee first, with the rezoning as a condition. This question related to consent applications PL-BDJ-2025-0086 and PL-BDJ-2025-0087 in the delegated authority consent report.

Ms. Woods replied that with the proposals on Willy's Lane, the situation was not in conformance with the zoning by-law, and there needed to be a decision made by council as to whether the proposal was considered appropriate. The zoning amendment was approved by council and as a result the consent applications were eligible for approval under delegated authority.

Committee member Scott Trueman posed discussion questions regarding the Committee member's ability to inquire about septic systems on properties, as well as the potential risk involved in creating new lots without confirming adequate potable water. Ms. Woods provided response.

11 Adjournment

a) Resolution.

Resolution No. 2025-09-09

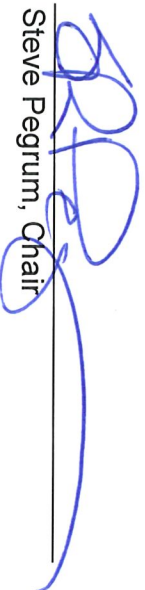
Moved by: Ray Leonard

Seconded by: Brett Moreland

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THAT the October 9, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 8:58 PM, to reconvene on Thursday, November 13, 2025 at 7:00PM or at the call of the Chair.

Carried



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Steve Pegrum, Chair