



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



**Meeting # 2025-08**

**Time:** 7:00 PM

**Location:** Storrington Centre/Virtual Via Zoom

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

**Absent:**

**Staff:** Christine Woods, Manager of Planning; Kate Kaestner, Planning Clerk & Secretary-Treasurer

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

Resolution No. 2025-08-02  
Moved by: Norm Roberts  
Seconded by: Patrick Diotte

THAT the Committee hereby adopts the Agenda for the September 11, 2025 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 – August 14, 2025
  - a) Resolution.

Resolution No. 2025-08-03  
Moved by: Alan Revill  
Seconded by: Mike Howe

THAT the Committee hereby approves the minutes of the August 14, 2025 Committee of Adjustment meeting.

Carried

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6 Consent Applications from a Previous Meeting:

- a) PL-BDJ-2025-0074 (Pittman) (Fotenn) - Portland District

Property Address: 3629 Quinn Road East

Purpose & Effect of the Application:

Application PL-BDJ-2025-0074 is for the creation of one vacant residential lot on Quinn Road East. The lot would be 0.8ha (2.0 acres) in size with 63m frontage. The retained lands (3629 Quinn Road East) would be 35.8ha (89.6 acres) with 64m frontage.

Christine Woods, Manager of Planning, delivered her report for applications PL-BDJ-2025-0074, PL-BDJ-2025-0075 & PL-ZNA-2025-0076, with a staff recommendation that all 3 applications be approved.

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

Elysia Aykroyd (Fotenn Planning + Design), agent for the applicant, thanked Ms. Woods for her very thorough presentation, and stated that she didn't have anything to add, but that she agreed with the recommended conditions of approval, and was happy to answer any questions.

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

The Chair inquired as to whether there were any questions from Committee members regarding the proposal.

Alan Revill, Committee member, asked Ms. Woods whether the Road Widening condition would affect the size of the severed lands.

Ms. Woods responded that it would not. If any portion of the severed parcel was to be dedicated for Road Widening, then the rear lot line would simply be moved back to ensure the lots are a minimum of 0.8 hectares.

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

Committee member Norm Roberts stated to the Chair that he would not be voting on the motion, as he was not present at the August 14, 2025 meeting where the application was originally presented.

Resolution No. 2025-08-04

Moved by: Brett Moreland

Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0074, for property municipally addressed as 3629 Quinn Road East, allowing for the creation of one new residential lot, being 0.8 hectares in area and having a minimum of 60m frontage along Quinn Road East, subject to conditions.

Carried

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- b) PL-BDJ-2025-0075 (Pittman) (Fotenn) - Portland District

Property Address: 3629 Quinn Road East

Purpose & Effect of the Application:

Application PL-BDJ-2025-0075 is for the creation of one vacant residential lot on Quinn Road East. The lot would be 0.8ha (2.0 acres) in size with 63m frontage. The retained lands (3629 Quinn Road East) would be 35.8ha (89.6 acres) with 64m frontage.

\*\* See Minutes Text of Agenda Item #6. a).

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

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

Resolution No. 2025-08-05

Moved by: Mike Howe

Seconded by: Alan Revill

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0075, for property municipally addressed as 3629 Quinn Road East, allowing for the creation of one new residential lot, being 0.8 hectares in area and having a minimum of 60m frontage along Quinn Road East, subject to conditions.

Carried

- 7 New Consent Applications:

- 8 Minor Variance / Permission Applications from a Previous Meeting:

- a) PL-ZNA-2025-0076 (Pittman) (Fotenn) - Portland District

Property Address: 3629 Quinn Road East

Purpose & Effect of the Application:

Minor variance application PL-ZNA-2025-0076 is requesting reduced frontages for the severed and retained lots of associated consent applications PL-BDJ-2025-0074 and PL-BDJ-2025-0075. Each of the two severed lots are to have 63m frontage and the retained lot will have 64m frontage, whereas the RU zone normally requires 76m frontage.

\*\* See Minutes Text of Agenda Item #6. a).

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

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

Resolution No. 2025-08-06

Moved by: Ray Leonard

Seconded by: Brett Moreland

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0075, for property municipally addressed as 3629 Quinn Road East, allowing the severed and retained parcels for associated consent applications PL-BDJ-2025-0074 & PL-BDJ-2025-0075 to each have a minimum of 60m frontage along Quinn Road East, subject to conditions.

Carried

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9 New Minor Variance / Permission Applications:

10 Other Business

a) Delegated Authority Consent Report

Ms. Kaestner delivered her report to the Committee.

There were no questions from Committee members arising from the report.

There was some discussion between members of the Committee and Planning staff with respect to the ability to vote on applications that were first presented at a previous meeting where a Member was absent.

11 Adjournment

a) Resolution.

Resolution No. 2025-08-07

Moved by: Patrick Diotte

Seconded by: Norm Roberts

THAT the September 11, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 7:37PM, to reconvene on Thursday, October 09, 2025 at 7:00PM or at the call of the Chair.

Carried



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Steve Pegrum, Chair