

Minutes of Committee Of Adjustment
July, 10, 2025



**SOUTH
FRONTENAC**

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



Meeting # 2025-06

Time: 7:00 PM

Location: Storrington Centre/Virtual Via Zoom

Present: Norm Roberts, Ray Leonard, Steve Pegrum, Alan Revill, Brett Moreland, Mike Howe, Scott Trueman (arrived: 7:15PM)

Absent:

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

1 Call to Order

a) Resolution.

Resolution No. 2025-06-01

Moved by: Brett Moreland

Seconded by: Norm Roberts

THAT the Committee hereby adopts the agenda for the July 10, 2025 Committee of Adjustment meeting.

2 Adoption of Agenda

a) Resolution.

Resolution No. 2025-06-02

Moved by: Brett Moreland

Seconded by: Norm Roberts

THAT the Committee hereby adopts the agenda for the July 10, 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 – June 12, 2025

a) Resolution.

Resolution No. 2025-06-03

Minutes of Committee Of Adjustment
July, 10, 2025

Moved by: Mike Howe
Seconded by: Alan Revill

THAT the Committee hereby approves the minutes of the June 12, 2025
Committee of Adjustment meeting.

Carried

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

a) PL-BDJ-2025-0023 (Dog Lake Dreams Inc) (Freeman) - Storrington District

Property Address: 5007 Battersea Road

Purpose & Effect of the Application:

The proposal is to sever a new lot from the property. The severed parcel would be approximately 2 acres in area with approximately 50 metres frontage on Battersea Road. There is currently a residential dwelling and two storage buildings on the proposed severed lot. The retained parcel would be approximately 84 acres in size with approximately 70m of frontage along Battersea Road. The lands to be retained are currently vacant. Minor variances are being requested to allow both the severed and retained lots to have less than 76 metres road frontage.

Colin Herrewynen, Planner, delivered his report to the Committee for Applications PL-BDJ-2025-0023 and PL-ZNA-2025-0024, with a staff recommendation that the applications be approved, subject to 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.

Sharon Freeman, applicant, attempted to address the Committee via Zoom, however, technical difficulties prevented her from being heard.

Mr. Pegrum inquired (3 times) as to whether any members of the public wished to comment or ask questions regarding the proposal. None heard.

The Chair then asked if there were any questions from Committee members regarding the application. None heard.

Kate Kaestner, Planning Clerk & Secretary-Treasurer, read the resolution for approval of application PL-BDJ-2025-0023, subject to conditions.

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

Resolution No. 2025-06-04

Moved by: Alan Revill

Seconded by: Mike Howe

THAT the Committee hereby approves consent application PL-BDJ-2025-0023, for property municipally addressed as 5007 Battersea Road, permitting the creation of one new residential lot, being 2 acres in area and having approximately 50 metres frontage on Battersea Road, subject to conditions.

Carried

Minutes of Committee Of Adjustment
July, 10, 2025

- b) PL-BDJ-2025-0051 (Carey) (Boulevard Grp.) - Storrington District
Property Address: Unaddressed lands on Washburn Road (ARN:
102906003007000)

Purpose & Effect of the Application:

The proposal is to sever two new lots from the property. Both severed parcels would be 0.8 ha in area with 72.5m of frontage along Washburn Road each. The area along Washburn Road consists of farm fields. The retained parcel extends from Washburn Road to Bear Creek Road which has a dwelling at the south end. The retained parcel would have a frontage of 54.6m along Washburn Road and a 400m frontage along Bear Creek Road. Minor variances are being requested to allow the severed lots to have less than 76 metres road frontage.

Colin Herrewynen, Planner, delivered his report to the Committee for Applications PL-BDJ-2025-0051, PL-BDJ-2025-0052 and PL-ZNA-2025-0061, with a staff recommendation that all three (3) applications be approved, subject to 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.

Jason Sands (Boulevard Group), agent for the application, thanked staff for their work in processing the application and stated that the inquiry regarding the status of the merged properties is still with the Land Registry Office, but staff circulated the application to adjacent owners of both properties, and that he is satisfied with the recommended conditions of ensuring that the parcels are merged.

Mr. Pegrum inquired (3 times) as to whether any members of the public wished to comment or ask questions regarding the proposal. None heard.

The Chair then asked if there were any questions from Committee members regarding the applications. None heard.

Kate Kaestner, Planning Clerk & Secretary-Treasurer, read the resolution for approval of application PL-BDJ-2025-0051, subject to conditions.

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

Resolution No. 2025-06-06
Moved by: Mike Howe
Seconded by: Alan Revill

THAT the Committee hereby approves consent application PL-BDJ-2025-0051, for unaddressed lands on Washburn Road (ARN: 102906003007000), granting permission to create one new rural residential lot, being a minimum of 2 acres in area and having a minimum of 72.5 metres of frontage on Washburn Road, subject to conditions.

Carried

- c) PL-BDJ-2025-0052 (Carey) (Boulevard Grp.) - Storrington District
Property Address: Unaddressed lands on Washburn Road (ARN:
102906003007000)

Minutes of Committee Of Adjustment
July, 10, 2025

Purpose & Effect of the Application:

The proposal is to sever two new lots from the property. Both severed parcels would be 0.8 ha in area with 72.5m of frontage along Washburn Road each. The area along Washburn Road consists of farm fields. The retained parcel extends from Washburn Road to Bear Creek Road which has a dwelling at the south end. The retained parcel would have a frontage of 54.6m along Washburn Road and a 400m frontage along Bear Creek Road. Minor variances are being requested to allow the severed lots to have less than 76 metres road frontage.

** See minutes of Agenda item 7. b)

Kate Kaestner, Planning Clerk & Secretary-Treasurer, read the resolution for approval of application PL-BDJ-2025-0052, subject to conditions.

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

Resolution No. 2025-06-07

Moved by: Alan Revill

Seconded by: Mike Howe

THAT the Committee hereby approves consent application PL-BDJ-2025-0052, for unaddressed lands on Washburn Road (ARN: 102906003007000), granting permission to create one new rural residential lot, being a minimum of 2 acres in area and having a minimum of 72.5 metres of frontage on Washburn 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-2025-0024 (Dog Lake Dreams Inc) (Freeman) - Storrington District

Property Address: 5007 Battersea Road

Purpose & Effect of the Application:

The proposal is to sever a new lot from the property. The severed parcel would be approximately 2 acres in area with approximately 50 metres frontage on Battersea Road. There is currently a residential dwelling and two storage buildings on the proposed severed lot. The retained parcel would be approximately 84 acres in size with approximately 70m of frontage along Battersea Road. The lands to be retained are currently vacant. Minor variances are being requested to allow both the severed and retained lots to have less than 76 metres road frontage.

**See Minutes of Agenda item 7. a).

Kate Kaestner, Planning Clerk & Secretary-Treasurer, read the resolution for approval of application PL-ZNA-2025-0024, subject to conditions.

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

Resolution No. 20225-06-05
Moved by Norm Roberts
Seconded by Brett Moreland

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0024, for property municipally addressed as 5007 Battersea Road, to allow the severed lot created by associated consent application PL-BDJ-2025-0023 to have a minimum of 50 metres frontage along Battersea Road and to allow the retained lands to have a minimum of 70 metres frontage along Battersea Road.

Carried

b) PL-ZNA-2025-0060 (Delage) - Bedford District

Property Address: 282 Island Drive Lane

Purpose & Effect of the Application:

The applicant proposes to replace the existing dwelling with a larger dwelling further from the shoreline. The proposed dwelling would have a ~182.9sqm walkout basement, a ~182.9sqm main floor, a 41.4sqm second storey loft, and ~90sqm of attached decking. The structure requires zoning relief to permit a 15.3m (50ft) setback from the highwater mark of Bob's Lake and the front lot line, a 5m (16.4ft) setback from the top of bank and to establish a lot coverage of 8.5%.

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

Kevin & Antoinetta Delage, applicants, stated that they had learned the previous day that the garage that they were proposing on the property would also not meet the requirements of the Zoning By-law, as it would exceed the maximum height allowance and they were wondering if the garage could also be included in the Committee's consideration.

Mr. Perron responded that the garage was not considered and evaluated by staff in the application, he does not believe it is something that can be permitted or allowed through this variance application.

Mr. Delage provided more information about the garage and asked about approaching their neighbours as a condition of this application.

Ms. Kaestner informed the applicant that because the garage was not included in the original application and proposal, no consideration can be given to the garage at this meeting as the notification requirements of the *Planning Act* have not been met for this proposal.

She stated that applicants could either move forward with this application as it stands and then apply for a variance for the garage through a separate application, or the Committee could defer this application and the applicants could then revise this proposal to include the garage and a decision could be made for the entire proposal at a later date.

Minutes of Committee Of Adjustment
July, 10, 2025

There was discussion between Committee members, the applicants and staff members regarding how quickly a revised application could be processed, and what the associated application costs would be in each situation. The applicant then stated that their preference was that the entire application be deferred.

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

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

Resolution No. 2025-06-09

Moved by: Scott Trueman

Seconded by: Norm Roberts

THAT the Committee hereby defers minor variance application PL-ZNA-2025-0060, for property municipally addressed as 282 Island Drive Lane, to allow the applicant or their agent time to include an additional variance for height of proposed detached garage on the subject property.

Carried

c) PL-ZNA-2025-0061 (Carey) (Boulevard Grp.) - Storrington District

Property Address: Unaddressed lands on Washburn Road (ARN: 1029906003007000)

Purpose & Effect of the Application:

The proposal is to sever two new lots from the property. Both severed parcels would be 0.8 ha in area with 72.5m of frontage along Washburn Road each. The area along Washburn Road consists of farm fields. The retained parcel extends from Washburn Road to Bear Creek Road which has a dwelling at the south end. The retained parcel would have a frontage of 54.6m along Washburn Road and a 400m frontage along Bear Creek Road. Minor variances are being requested to allow the severed lots to have less than 76 metres road frontage.

** See minutes of Agenda item 7. b)

Kate Kaestner, Planning Clerk & Secretary-Treasurer, read the resolution for approval of application PL-ZNA-2025-0061.

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

Resolution No. 2025-06-08

Moved by: Brett Moreland

Seconded by: Norm Roberts

THAT the Committee hereby approves minor variance application PL-ZNA-2025-0061, for unaddressed lands on Washburn Road (ARN: 1029906003007000), to allow the new lots created by associated consent applications BDJ-2025-0051 & BDJ-2025-0052, to each have a minimum of 72.5 metres of frontage on Washburn Road.

Carried

Minutes of Committee Of Adjustment
July, 10, 2025

- d) PL-ZNA-2025-0066 (Brown) (Garrah) - Storrington District

Property Address: 3382 Lakeside Road

Purpose & Effect of Application:

To request permission under section 45(2) of the planning act to enlarge the legal nonconforming dwelling within 30m of the highwater mark of Loughborough Lake. The applicant proposes to enlarge the existing 353sqm one and a half storey dwelling. The applicant is proposing to expand the gross floor area of the existing dwelling by enclosing an existing ground floor porch area within the existing building footprint. The expansion of the gross floor area is proposed to add 11.8 sqm of living space to the gross floor area of the existing dwelling. The proposed new enclosed area is proposed to be used as a home office space.

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

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

Jason and Sandra Brown, applicants, thanked the Committee for hearing and considering the applicant, and thanked Mr. Herrewynen for his work on the application.

Mr. Pegrum inquired (3 times) as to whether any members of the public wished to comment or ask questions regarding the application. None heard.

The Chair then asked if there were any questions from Committee members regarding the application. None heard.

Kate Kaestner, Planning Clerk & Secretary-Treasurer, read the resolution for approval of the application, subject to conditions.

Mr. Pegrum asked Committee members if they wished to comment on the resolution. None heard.

Resolution No. 2025-06-10

Moved by: Alan Revill

Seconded by: Mike Howe

THAT the Committee of Adjustment hereby approves application PL-ZNA-2025-0066, for property municipally addressed as 3382 Lakeside Road, granting permission to enlarge the existing legal non-conforming dwelling by enclosing an 11.8 square metre porch, within 30m of the highwater mark of Loughborough Lake, subject to conditions.

Carried

10 Other Business

- a) Delegated Authority Consent Report

Kate Kaestner, Planning Clerk, delivered her report to the Committee. There were no questions from Committee members.

Minutes of Committee Of Adjustment
July, 10, 2025

11 Adjournment

a) Resolution.

Resolution No. 2025-06-11

Moved by: Brett Moreland

Seconded by: Norm Roberts

THAT the July 10, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 8:00 PM, to reconvene on Thursday, August 14th, 2025 at 7:00 PM or at the call of the Chair.

Carried



Steve Pegrum, Chair