



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



Meeting # 2025-10

Time: 7:00 PM

Location: Council Chambers/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, Noah Perron, Planner, Kate Kaestner, Planning Clerk & Secretary-Treasurer

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

Resolution No. 2025-10-02

Moved by: Alan Revill
Seconded by: Mike Howe

THAT the Committee hereby adopts the Agenda for the November 13, 2025 Committee of Adjustment meeting.

Carried

- 3 Electronic Meeting Information
- a) The meeting was live-streamed on the Township's Facebook page.
- b) 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 9, 2025
- a) Resolution.

Resolution No. 2025-10-03

Moved by: Mike Howe
Seconded by: Alan Revill

THAT the Committee hereby approves the minutes of the October 9, 2025 Committee of Adjustment meeting.

Carried

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

7 New Consent Applications:

- a) PL-BDJ-2025-0088 (Sleethn) (Barbier) - Storrington District

Property Address: Unaddressed lands fronting on Ormsbee Road, Wellington Street, & Milburn Road
ARN: 102906006004900

Purpose & Effect of the Application:

The severance application seeks to permit a lot addition. The proposed 3.82 acre lot addition would increase the area of the benefiting lands (2008 Ormsbee Road) to 5.02 acres. The unaddressed retained parcel (102906006004900) would have 93.62 acres of remaining area, with frontage on Wellington Street, Milburn Road and Ormsbee Road.

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

Jarod Barbier, applicant and owner of benefiting lands, stated that he runs a small engine repair business out of his home so that he can care for his special needs son. He stated that the proposed lot addition will help him to continue his home industry with the possibility of constructing a detached workshop.

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

Leanne Sharpe, owner of neighbouring property at 2002 Ormsbee Road, expressed concerns with by-law infractions relating to Mr. Barbier's business practices, and worried that there would be an increase in mechanical parts along their shared property line. Ms. Sharpe also expressed concerns with having a new driveway along the property line, should a workshop be constructed for the business. She expressed concerns with increased traffic and noise as a result of the home industry, as well as potential for groundwater contamination from gasoline and oil.

Patricia Devereaux, neighbouring property owner at 2020 Ormsbee Road, expressed her concerns with the proximity of her property to Mr. Barbier's property as they are smaller lots and have only 50 metres of frontage. Ms. Devereaux spoke to the noise and traffic being disruptive to her enjoyment of her property. She expressed her concern with the use of the property evolving into a commercial site, as there is a constant stream of vehicles and noise. She also expressed concerns with surface drainage and well contamination should the area behind her property be cleared for a workshop, as well as concerns regarding boats that are being stored on the property. Ms. Devereaux stated that the lot addition would serve as a technicality in order to allow a home industry that would not otherwise be suitable for this property.

Mr. Barbier responded he understands the concerns of his neighbours. He stated that there wouldn't be an increase in traffic compared to what is occurring now. He does not know if or where a detached shop would be constructed, but he feels it would be less impactful to conduct the business further from the dwellings. With respect to boats being stored externally on the property, Mr. Barbier stated that he stores the boats for extra income but doesn't feel that it's an issue. In regard to waste and oil, he engages the services of Tomlinson and other agencies to remove oil, filters and containers in a safe manner as his home and well are also on the property.

Mr. Pegrum gave Committee members an opportunity to ask questions.

Committee Member Alan Revill sought clarification on s. 5.29 of the Zoning By-Law, specifically as it speaks to there being no external storage of goods permitted under the home industry provision.

Mr. Perron stated that the lot addition application is the first step of bringing the use of the property into compliance with the Zoning By-Law, and that section 5.29 is to be taken quite literally, meaning that there are to be absolutely no external storage of goods or materials, including boats.

Mr. Revill then asked the applicant where the garage or workshop would be located on the property, and whether he anticipated that more of his operations would take place inside the building as opposed to the driveway or the residential garage.

Mr. Barbier stated that he didn't know exactly where it would be located as there are required setbacks to be met, however, if there was a building constructed then most of the business operations would be performed inside the building.

Chair Pegrum then reminded the Committee that the application before them was for a lot addition. The business that is operating on the property would need to comply with all of the existing By-Laws within the Township, and the applicant is in the beginning stages of bringing the property into compliance, but it is the Committee's role to consider the appropriateness of the lot addition.

Kate Kaestner, Planning Clerk and Secretary-Treasurer of the Committee, read the resolution for approval of the application, subject to the conditions outlined in the staff report.

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

Resolution No. 2025-10-04

Moved by: Norm Roberts

Seconded by: Patrick Diotte

THAT the Committee of Adjustment hereby approves application PL-BDJ-2025-0088, for unaddressed lands identified by ARN 1029-060-060-04900, allowing an approximately 3.82 acre lot addition to be conveyed only to adjacent lands, municipally addressed as 2008 Ormsbee Road, subject to conditions.

Carried

b) PL-BDJ-2025-0106 (Mundell) - Loughborough District

Property Address: Unaddressed lands fronting on Winding Creek Lane & Burega Lane (ARN: 102904006001840)

Purpose & Effect of the Application:

Consent for the creation of one new residential lot. The lot would be 2.5 acres in area with 87 metres frontage on Winding Creek Lane.

Christine Woods, Manager of Planning, delivered her staff report for associated applications PL-BDJ-2025-0106, PL-BDJ-2025-0107, PL-BDJ-2025-0108, PL-BDJ-2025-0109 & PL-ZNA-2025-0110, which included a staff recommendation that all applications be approved, subject to the conditions outlined in the staff report.

Minutes of Committee Of Adjustment
November, 13, 2025

Mr. Pegrum gave the applicant or their agent an opportunity to address the Committee.

Jack Mundell, applicant, thanked the Committee for considering the proposal and commended Ms. Woods for her work on the applications.

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

Members of the Committee were provided the opportunity to ask questions.

Committee member Patrick Diotte asked Ms. Woods about the change in deeded access to one of the severed parcels from Burega Lane to Winding Creek Lane, specifically whether the public notice included the new information.

Ms. Woods responded that the notices were not updated to reflect the change, however all property owners along the affected portion of Winding Creek Lane did receive a notice, and the only people that she received concerns from were property owners on Burega Lane.

Ms. Kaestner read the resolution for approval of application PL-BDJ-2025-0106, subject to conditions.

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-05

Moved by: Alan Revill

Seconded by: Mike Howe

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0106, to sever one new residential lot from unaddressed lands on Winding Creek Lane, having roll number 1029-040-060-01840. The new lot shall be a minimum of 2 acres in area with approximately 87 metres frontage on Winding Creek Lane, subject to conditions.

Carried

c) PL-BDJ-2025-0107 (Mundell) - Loughborough District

Property Address: Unaddressed lands fronting on Winding Creek Lane & Burega Lane (ARN: 102904006001840)

Purpose & Effect of the Application:

Consent for the creation of one new residential lot. The lot would be 2.5 acres in area with 113 metres frontage on Burega Lane.

See Minutes Text of agenda item 7. b).

Ms. Kaestner read the resolution for approval of application PL-BDJ-2025-0107, subject to conditions.

There were no comments from Committee members arising from the motion.

Minutes of Committee Of Adjustment
November, 13, 2025

Resolution No. 2025-10-06

Moved by: Norm Roberts

Seconded by: Patrick Diotte

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0107, to sever one new residential lot from unaddressed lands on Winding Creek Lane, having roll number 1029-040-060-01840. The new lot shall be a minimum of 2 acres in area with a minimum of 113 metres frontage on Burega Lane, subject to conditions.

Carried

-d) PL-BDJ-2025-0108 (Gow) (Mundell) - Loughborough District

Property Address: 3624 Sydenham Road

Purpose & Effect of Application:

The consent application is for the creation of a right-of-way over a portion of Burega Lane, for access to the proposed severed parcel of associated consent application PL-BDJ-2025-0107.

**See Minutes Text of agenda item 7. b). **

Ms. Kaestner read the resolution for approval of application PL-BDJ-2025-0108, subject to conditions.

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-07

Moved by: Mike Howe

Seconded by: Alan Revill

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0108, for property municipally addressed as 3624 Sydenham Road, to grant a right-of-way over Burega Lane in favour of the severed lands of associated consent application PL-BDJ-2025-0107, subject to conditions.

Carried

e) PL-BDJ-2025-0109 (Lappan) (Mundell) - Loughborough District

Property Address: 1079 Burega Lane

Purpose & Effect of Application:

The consent application is for the creation of a right-of-way over a portion of Burega Lane, for access to the proposed severed parcel of associated consent application PL-BDJ-2025-0107.

**See Minutes Text of agenda item 7. b). **

Ms. Kaestner read the resolution for approval of application PL-BDJ-2025-0109, subject to conditions.

There were no comments from Committee members arising from the motion.

Minutes of Committee Of Adjustment
November, 13, 2025

Resolution No. 2025-10-08

Moved by: Ray Leonard

Seconded by: Brett Moreland

THAT the Committee of Adjustment hereby approves consent application PL-BDJ-2025-0109, for property municipally addressed as 1079 Burega Lane, to grant a right-of-way over Burega Lane in favour of the severed lands of associated consent application PL-BDJ-2025-0107, subject to conditions.

Carried

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

9 New Minor Variance / Permission Applications:

a) PL-ZNA-2025-0011 (Jorgensen) - Storrington District

Property Address: 4571 Stair Step Lane

Purpose & Effect of the Application:

This revised application seeks permission to replace two legal non-conforming seasonal dwellings that are less than 30 metres from the highwater mark with one larger dwelling that would also be less than 30 metres from the highwater mark.

Noah Perron, Planner, 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 asked whether the applicant wished to address the Committee. The applicant declined.

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

There were no questions from members of the Committee regarding the application.

Ms. Kaestner read the resolution for approval of the application, subject to the conditions outlined in the staff report.

There were no comments arising from the resolution.

Resolution No. 2025-10-09

Moved by: Patrick Diotte

Seconded by: Norm Roberts

THAT the Committee of Adjustment hereby approves application PL-ZNA-2025-0011, for property municipally addressed as 4571 Stair Step Lane, granting permission under section 45(2) of the *Planning Act* to replace two legal non-conforming dwellings and connecting deck with one 260 square metre single detached dwelling, subject to conditions.

Carried

Minutes of Committee Of Adjustment
November, 13, 2025

b) PL-ZNA-2025-0096 (Pellerin & Bercier) - Bedford District

Property Address: 340 Devil Lake Road

Purpose & Effect of the Application:

A minor variance is being requested to allow 17sqm (182sqft) deck, attached to the side of the dwelling, to be setback 23m from the highwater mark of a watercourse/unevaluated wetland. The deck was constructed without the necessary approvals.

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

Mr. Pegrum asked whether the applicant wished to address the Committee. The applicant declined.

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

Mr. Pegrum asked for clarification from Mr. Perron with respect to the timeline for the issuance of building and conservation authority permits, construction of the deck and the submission of the planning application.

Mr. Perron detailed the timeline of events.

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

There were no comments from Committee members arising from the motion.

Resolution No. 2025-10-10

Moved by: Ray Leonard

Seconded by: Brett Moreland

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0096, for property municipally addressed as 340 Devil Lake Road, to allow a 17 square metres deck attached to the existing dwelling to be setback 23 metres from the highwater mark of the watercourse and wetland to the south, subject to conditions.

Carried

c) PL-ZNA-2025-0110 (Mundell) - Loughborough District

Property Address: Unaddressed lands fronting on Winding Creek Lane & Burega Lane (ARN: 102904006001840)

Purpose & Effect of the Application:

The minor variance application is requesting permission for the new residential lots from associated consent applications PL-BDJ-2025-0106 & PL-BDJ-2025-0107 to be at least 300 metres from the licensed quarry on Sydenham Road.

See Minutes Text of agenda item 7. b).

Ms. Kaestner read the resolution for approval of application PL-ZNA-2025-0110.

There were no comments from Committee members arising from the motion.

Minutes of Committee Of Adjustment
November, 13, 2025

Resolution No. 2025-10-11

Moved by: Brett Moreland
Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0010, for unaddressed lands on Winding Creek Lane, having roll number 1029-040-060-01840, allowing the severed parcels from associated consent applications PL-BDJ-2025-0106 & PL-BDJ-2025-0107 to be at least 300 metres from the licensed quarry at 3615 Sydenham Road.

Carried

10 Other Business

a) Delegated Authority Consent Report

Kate Kaestner, delivered her report to the Committee.

There were no questions arising from the report.

11 Adjournment

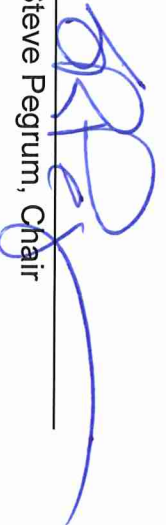
a) Resolution.

Resolution No. 2025-10-12

Moved by: Brett Moreland
Seconded by: Ray Leonard

THAT the November 13, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 8:17 PM, to reconvene on Thursday, December 11, 2025 at 7:00PM, or at the call of the Chair.

Carried



Steve Pegrum, Chair