



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



Meeting # 2025-07

Time: 7:00 PM

Location: Storrington Centre/Virtual Via Zoom

Present: Alan Revill, Mike Howe, Steve Pegrum, Brett Moreland, Ray Leonard

Absent: Scott Trueman, Norm Roberts

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

- 1 Call to Order
- a) Resolution.

Resolution No. 2025-07-01

Moved by: Alan Revill

Seconded by: Mike Howe

THAT the August 14, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby called to order at 7:01PM.

- 2 Adoption of Agenda
- a) Resolution.

Resolution No. 2025-07-02

Moved by: Mike Howe

Seconded by: Alan Revill

THAT the Committee adopts the Agenda for the August 14, 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) 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 – July 10, 2025
- a) Resolution.

Resolution No. 2025-07-03

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Moved by: Mike Howe
Seconded by: Alan Revill

THAT the Committee approves the minutes of the July 10, 2025 Committee of Adjustment meeting.

Carried

- 6 Consent Applications from a Previous Meetings: (not applicable)
7 New Consent Applications:

- 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 1.0ha (2.5 acres) in size with 63m frontage. The retained lands (3629 Quinn Road East) would be 35.8ha (88.6 acres) with 64m frontage. Associated minor variance application PL-ZNA-2025-0076 is requesting reduced frontages for the severed and retained lots because the RU zone normally requires 76m frontage.

Christine Woods, Manager of Planning, gave an overview of applications PL-BDJ-2025-0074, PL-BDJ-2025-0075 and PL-ZNA-2025-0076.

Ms. Woods advised the Committee that the applicant and their agent have requested that the applications be deferred, as they wish to consider comments brought forth by the Catarauqui Region Conservation Authority with respect to altering the proposed property boundaries as they relate to the watercourse that runs through the property.

Steve Pegrum, Chair of the Committee asked if the applicant or their agent wished to address the Committee. Neither were present.

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

Kate Kaestner, Planning Clerk & Secretary-Treasurer of the Committee, read the resolutions for deferral of the applications.

Resolution No. 2025-07-04

Moved by: Brett Moreland

Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby defers consent application PL-BDJ-2025-0074, for lands municipally addressed as 3629 Quinn Road East, to allow the applicant or their agent time to consider reconfiguring the proposed property boundaries as advised by the Catarauqui Region Conservation Authority.

Carried

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

Property Address: 3629 Quinn Road East

Purpose & Effect of the Application:

Applications PL-BDJ-2025-0075 is for the creation of one vacant residential lot on Quinn Road East. The lot would be 1.0ha (2.5 acres) in size with 63m

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frontage. The retained lands (3629 Quinn Road East) would be 35.8ha (88.6 acres) with 64m frontage. Associated minor variance application PL-ZNA-2025-0076 is requesting reduced frontages for the severed and retained lots because the RU zone normally requires 76m frontage.

** See Minutes Text for Agenda Item 7. a)

Resolution No. 2025-07-05

Moved by: Ray Leonard

Seconded by : Brett Moreland

THAT the Committee of Adjustment hereby THAT the Committee of Adjustment hereby defers consent application PL-BDJ-2025-0075, for lands municipally addressed as 3629 Quinn Road East, to allow the applicant or their agent time to consider reconfiguring the proposed property boundaries as advised by the Catarqui Region Conservation Authority.

Carried

8 Minor Variance / Permission Applications from a Previous Meeting:

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

Property Address: 282 Island Drive Lane

Purpose & Effect of the Application:

The minor variance would permit the construction of a seasonal dwelling and detached garage. The proposed seasonal dwelling with a footprint of ~182.9sqm and ~90sqm of attached decking requires zoning relief to permit a 15.3m setback from the highwater mark of Bob's Lake and the front lot line, a 5m setback from the top of bank and to establish a lot coverage of 8.5%. The proposed detached garage with a building footprint of ~111sqm requires zoning relief to permit a maximum building height of 8.3m.

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

Mr. Pegrum inquired as to whether the applicant or their agent wished to address the Committee. The applicant did not wish to comment.

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

Mr. Pegrum asked Committee members if they had any questions for staff or the applicant regarding the proposal. None heard.

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. 2025-07-07

Moved by: Ray Leonard

Seconded by: Brett Moreland

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0060, for property municipally addressed as 282 Island Drive Lane, permitting the construction of an approximately 183 square metre seasonal dwelling with approximately 90 square metres of decking to establish a

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15.3m setback from the highwater mark of Bob's Lake and the front lot line, a 5m setback from the top of bank and to establish a lot coverage of 8.5%; and to allow a detached garage with a building footprint of approximately 111sqm to have a maximum building height of 8.3m, subject to conditions.

Carried

9 New Minor Variance / Permission Applications:

- a) PL-ZNA-2025-0065 (Fischer) (Myers) - Loughborough District

Property Address: 1179 Old Mine Lane

Purpose & Effect of the Application:

The following minor variance application is to permit the construction of a dwelling and attached deck with a maximum footprint of 2000sqft (~185.8sqm). The structure requires zoning relief to be setback 10m from the top of bank, whereas a 15m setback would be required.

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

Mr. Pegrum inquired as to whether the applicant or their agent wished to address the Committee. Neither the applicant nor the agent were present at the meeting.

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

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. 2025-07-08

Moved by: Ray Leonard

Seconded by: Brett Moreland

THAT the Committee of Adjustment hereby approves minor variance application PL-ZNA-2025-0065, for property municipally addressed as 1179 Old Mine Lane, permitting the construction of a dwelling and attached deck to establish a 10 metre setback form top of bank, subject to conditions.

Carried

- b) PL-ZNA-2025-0067 (Smith) - Storrington District

Property Address: 4569 Stair Step Lane

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 the highwater mark of Dog Lake. The applicant proposes to enlarge the existing 73.5sqm one-storey dwelling with a building height of 4.5m. The proposed enlargement would involve adding a second storey addition to half of the dwelling of approx. 33 sqm and expanding the eave of the dwelling toward the lake by 1.5m. The enlarged

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dwelling would have an approximate gross floor area of 107sqm, a building height of approximately 7.4m, and eave projection 1.5m toward the lake. The main building would maintain the setback of 16m from the highwater mark of Dog Lake.

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

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

Hunter Smith, applicant, indicated to the Chair that he was present at the meeting but did not have anything to say at that time.

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

Mr. Smith (applicant) asked if, over the course of construction, it was determined that he had to rebuild some or all of the existing structure, whether this application would account for that or whether he would need to come back to the Committee to rebuild it.

Ms. Woods advised that as long as he was rebuilding the structure as it currently exists, and not enlarging it in any way other than what was being presented through this proposal, he would not need additional planning approvals.

Mr. Pegrum asked Committee members if they had any questions regarding the application.

Ray Leonard, Committee member, inquired as to whether a demolition permit would be required for the dwelling if it needed to be replaced during construction.

Christine Woods, Manager of Planning, responded that although the staff present were not experts on building code requirements, she believed that a demolition would be required in that situation.

Mr. Leonard thanked Ms. Woods for her reply and stated that he just wanted Mr. Smith to be aware of this requirement should he determine that the existing dwelling needed to be rebuilt.

Mr. Smith asked staff about the condition of a Development Agreement, and what that would entail.

Ms. Woods explained that the Development Agreement is an Agreement that the applicant would enter into with the Township and that it gets registered on title and would apply to all subsequent owners of the property.

There was discussion between Mr. Smith, Ms. Woods and Mr. Herrewynen with respect to the details of the Agreement and how it would relate to Mr. Smith's project.

Mr. Pegrum inquired as to whether there were any further questions from Mr. Smith or Committee members. None heard.

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

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Mr. Pegrum asked Committee members if they had any comments with respect to the resolution. None heard.

Resolution No. 2025-07-09
Moved by: Brett Moreland
Seconded by: Ray Leonard

THAT the Committee of Adjustment hereby approves application PL-ZNA-2025-0067, for property municipally addressed as 4569 Stair Step Lane, granting permission to enlarge the existing legal non-conforming dwelling within 30 metres of the highwater mark of Dog Lake by way of a 2nd story addition being up to 35 square metres in area, and first floor eave projection of 1.5m towards Dog Lake, subject to conditions.

Carried

- c) PL-ZNA-2025-0076 (Pittman) (Fotenn) - Portland District
Property Address: 3629 Quinn Road East
Purpose & Effect of the Application:

The minor variance application is requesting reduced frontages for each of the lots created by associated consent applications PL-BDJ-2025-0074 and PL-BDJ-2024-0075. Both lots would have 63m frontage, and the retained lands would have 64m frontage whereas the RU zone normally requires 76m.

** See Minutes Text for Agenda Item 7. a)

Resolution No. 2025-07-06
Moved by: Alan Revill
Seconded by: Mike Howe

THAT the Committee of Adjustment hereby defers minor variance application PL-ZNA-2025-0076, for lands municipally addressed as 3629 Quinn Road East, to allow the applicant or their agent time to consider reconfiguring the proposed property boundaries as advised by the Catarqui Region Conservation Authority.
Carried

10 Other Business

- a) Delegated Authority Consent Report
Kate Kaestner, Planning Clerk, delivered her report to the Committee. There were no questions arising from the report.

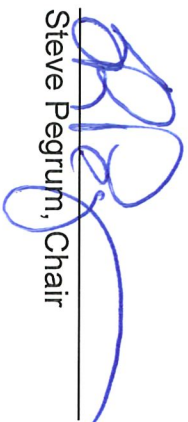
11 Adjournment

- a) Resolution.
Resolution No. 2025-07-10
Moved by: Brett Moreland
Seconded by: Ray Leonard

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THAT the August 14, 2025 meeting of the Committee of Adjustment for the Township of South Frontenac is hereby adjourned at 7:45PM, to reconvene on Thursday, September 11, 2025 at 7:00PM or at the call of the Chair.

Carried



Steve Pegrum, Chair