

## **PLANNING ADVISORY COMMITTEE REGULAR MEETING MINUTES**

**Wednesday, December 13, 2017**

The Township of Rideau Lakes Planning Advisory Committee held a Regular Meeting on Wednesday, December 13, 2017 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Councillors Ron Pollard, Arie Hoogenboom, Cathy Livingston, Cathy Monck and Mayor Ron Holman. Councillor Linda Carr was absent with prior notice. Malcolm Norwood, Associate Planner, was also in attendance.

### **NOMINATION OF CHAIR:**

Malcolm Norwood, Secretary of the Committee of Adjustment, asked for nominations for Chairperson of the Planning Advisory Committee. Councillor Arie Hoogenboom nominated Councillor Ron Pollard and Councillor Cathy Livingston seconded this nomination. Mr. Norwood asked for further nominations a 2<sup>nd</sup> and 3<sup>rd</sup> time. No other nominations were provided. Ron Pollard accepted the nomination and the resolution was carried.

### **RECOMMENDATION #1**

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That Ron Pollard be declared as Chairperson of the Planning Advisory Committee for 2018.

Carried:

### **ADOPTION OF THE AGENDA:**

#### **RECOMMENDATION #2**

Moved By: Cathy Monck

Seconded By: Cathy Livingston

That this Committee adopt the Agenda, as submitted.

Carried:

### **DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:**

Chairperson Pollard asked if anyone had a declaration of pecuniary interest and the general nature thereof regarding any of the applications.

Councillor Cathy Livingston declared pecuniary interest in regards to Site Plan application SP-54-2017.

### **ADOPTION OF MINUTES:**

Minutes of the Planning Advisory Committee Public and Regular Meeting held November 22, 2017 were distributed to the Committee. Chairperson Pollard asked for any errors, omissions or questions and none were heard.

#### **RECOMMENDATION #3**

Moved By: Cathy Livingston

Seconded By: Arie Hoogenboom

That this Committee approve the Planning Advisory Committee Public Meeting Minutes of November 22, 2017, as submitted.

Carried:

**RECOMMENDATION #4**

Moved By: Cathy Livingston  
Seconded By: Arie Hoogenboom

That this Committee approve the Planning Advisory Committee Regular Meeting Minutes of November 22, 2017, as submitted.

Carried:

**NEW BUSINESS:**

**SITE PLAN APPLICATIONS**

**SP-54-2017 – ROBERT COULTER & JOAN COULTER (Agents: CLEMENS KOLBE & GUY KELLY) – WARD OF SOUTH CROSBY**

**Plan 143, Island 6, Belleview**

**Civic Address: 1 Newboro-Belleview Island**

Agents Clemens Kolbe and Guy Kelly were in attendance to discuss the Site Plan application.

Malcolm Norwood, Associate Planner, reviewed the application to demolish an existing 2 storey 1442sqft dwelling and construct a 1 storey 1127sqft dwelling with a 291sqft and a 291sqft attached, uncovered decks, a sleeping cabin, and new septic system. The application also involves the removal of an existing 65sqft accessory structure (shed).

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #5**

Moved By: Cathy Monck  
Seconded By: Ron Holman

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-54-2017 – Robert Coulter & Joan Coulter (Agents: Clemens Kolbe & Guy Kelly), of the Ward of South Crosby, is approved as amended provided the attached conditions are complied with:

**AMENDMENT:**

1. That a revised site plan drawing be submitted indicating the sleeping cabin does not exceed 20m<sup>2</sup> in a location approved by the Township of Rideau Lakes and the Cataraqui Region Conservation Authority.

**CONDITIONS:**

1. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
  - a. The dimensions and location of the proposed development shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance and the approved site plan drawing;
  - b. All setbacks and development parameters shall be consistent with the details noted in the approved site plan and compliant with Zoning By-law 2005-6 where no variance has been granted;
2. Existing vegetation within the 30m setback from the water shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark;

3. That storm water runoff be captured and directed away from the lake to an area of infiltration;
4. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
5. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
6. That the applicant maintain all on site drainage patterns;
7. That sediment and erosion control measures be implemented during all stages of construction. This must include some form of silt fencing between the areas of development and the lake. This fencing must remain in place until all areas that were disrupted are fully stabilized (i.e. no bare soils remain);
8. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
9. Future development not included in this application will be subject to review and approval by the Township, Conservation Authority and/or Parks Canada and any other governing agency or regulations where applicable.

Carried:

**SP-55-2017 – JAMES ROBINSON & CAROL ANN ROBINSON (Agents: ZANDERPLAN INC.) –  
WARD OF SOUTH ELMSLEY  
Island Bacchus 305, Plan 222, Lot 2  
Civic Address: 4 R1**

Agent Chris Clarke was in attendance to discuss the Site Plan application.

Malcolm Norwood, Associate Planner, reviewed the application to demolish an existing 1 storey 1000sqft dwelling and construct a 2 storey 2280sqft dwelling with an attached, uncovered deck, new septic system, and the removal of an existing 54sqft accessory structure (shed).

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #6**

Moved By: Arie Hoogenboom  
Seconded By: Ron Holman

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-55-2017 – James Robinson & Carol Ann Robinson (Agent: ZanderPlan Inc.), of the Ward of South Elmsley, is approved as submitted provided the attached conditions are complied with:

**CONDITIONS:**

1. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
  - a. The dimensions and location of the proposed development shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance and the approved site plan drawing;
  - b. All setbacks and development parameters shall be consistent with the details noted in the approved site plan and compliant with Zoning By-law 2005-6 where no variance has been granted;

2. That all mitigation measures and recommendations in the “Scoped Environmental Impact Statement Part of Lot 10, Concession 5, Rideau Lakes Township, in the United Counties of Leeds and Grenville”, prepared by Geofirma Engineering Ltd. and dated October 20, 2017, be adhered to;
3. That confirmation be received from Hydro One that the applicant will relocate the existing hydro infrastructure to an area that places overhanging wires a minimum 4.8m setback from the proposed dwelling prior to the issuance of a building permit;
4. Existing vegetation within the 30m setback from the water shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark;
5. That storm water runoff be captured and directed away from the lake to an area of infiltration;
6. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
7. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
8. That the applicant maintain all on site drainage patterns;
9. That sediment and erosion control measures be implemented during all stages of construction. This must include some form of silt fencing between the areas of development and the lake. This fencing must remain in place until all areas that were disrupted are fully stabilized (i.e. no bare soils remain);
10. That the Ministry of Natural Resources and Forestry (MNRF) be contacted immediately if any species at risk are observed;
11. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
12. Future development not included in this application will be subject to review and approval by the Township, Conservation Authority and/or Parks Canada and any other governing agency or regulations where applicable.

Carried:

**SP-56-2017 – LYNN HALL – WARD OF NORTH CROSBY**

**Concession 1, Part Lot 2, RP 28R4874, Parts 2, 4 and 6, RP 28R5092, Parts 5 to 7**

**Civic Address: 198-763 Narrows Lock Road**

Owner Lynn Hall was in attendance to discuss the Site Plan application.

Malcolm Norwood, Associate Planner, reviewed the application to construct 3 small additions to an existing dwelling, rebuild an existing 174.37sqft deck and remove 228sqft of existing decking, and construct a 875sqft detached accessory structure (garage).

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #7**

Moved By: Cathy Monck

Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-56-2017 – Lynn Hall, of the Ward of North Crosby, is approved as submitted provided the attached conditions are complied with:

**CONDITIONS:**

1. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
  - a. The dimensions and location of the proposed structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance and the approved site plan drawing;
  - b. All setbacks and development parameters shall be consistent with the details noted in the approved site plan and compliant with Zoning By-law 2005-6 where no variance has been granted;
2. Existing vegetation within the 30m setback shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark. A moderate shoreline access path through this area is permitted;
3. That the existing buffer of natural vegetation between the proposed addition and the south-west side lot line be maintained and enhanced;
4. That the applicants acknowledge that a condition of approval is that the accessory structure cannot be used for habitation. Similar wording shall be placed on the required building permit;
5. That storm water runoff be captured and directed away from the lake to an area of infiltration;
6. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
7. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
8. That the applicant maintain all on site drainage patterns;
9. That sediment and erosion control measures be implemented during all stages of construction. This must include some form of silt fencing between the areas of development and the lake. This fencing must remain in place until all areas that were disrupted are fully stabilized (i.e. no bare soils remain);
10. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
11. Future development not included in this application will be subject to review and approval by the Township, Conservation Authority and/or Parks Canada and any other governing agency or regulations where applicable.

Carried:

**OTHER BUSINESS:**

**ENCROACHMENT AGREEMENT – 10 JUDD STREET**

**GORDON BURTCH**

**Plan 1, Part Lot 10, Ward of South Crosby**

Malcolm Norwood, Associate Planner, reviewed the encroachment agreement request from Gordon Burtch at 10 Judd Street, Morton regarding a portion of township property known as the Morton Community Centre parking lot. The encroachment is for a 16ft x 99ft section which has been inadvertently used by Mr. Burtch.

The Committee discussed if selling a portion of the land to add onto 10 Judd Street would be more beneficial long-term. Selling the section would allow it to appear on the land transfer and would avoid the need to create an agreement with any future landowner of 10 Judd Street.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #8**

Moved By: Arie Hoogenboom  
Seconded By: Ron Holman

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that the Township defer entering into an encroachment agreement with Gordon Burtch for a 16ft x 99ft of Township property at Plan 1, Part Lot 8, Church Street, South Crosby (Morton Hall Community Centre Parking Lot, to allow for:

1. Staff to examine clarification on conditions for future owners.

Carried:

**MANAGER'S REPORT:**

1. **Manager Approved Site Plans:**
  - 1.1 SP-42-2017, 244A Hanlon Bay Road, on Sand Lake, Ward of South Crosby
2. **Manager Approved Consents:**
  - 2.1 B-85-2017, 290A Marina Road, on Indian Lake, Ward of South Crosby
3. **Updates, Notices & Communications:**

December 27, 2017 Meeting Cancelled

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #9**

Moved By: Ron Holman  
Seconded By: Cathy Livingston

That the Planning Advisory Committee acknowledges the written and verbal reports of Malcolm Norwood, Associate Planner, regarding matters provided for information purposes.

Carried:

**ADJOURNMENT:**

The Chairperson declared the Planning Advisory Committee Meeting adjourned at 2:30 p.m. until the next Regular Meeting.

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Ron Pollard  
Chairperson

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Malcolm Norwood  
Secretary