

**PLANNING ADVISORY COMMITTEE REGULAR MEETING MINUTES**

**Wednesday, November 8, 2017**

The Township of Rideau Lakes Planning Advisory Committee held a Regular Meeting on Wednesday, November 8, 2017 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Councillors Ron Pollard, Arie Hoogenboom, Cathy Livingston, Cathy Monck, Linda Carr, and Mayor Ron Holman. Malcolm Norwood, Associate Planner, and Mike Dwyer, CAO, were also in attendance.

**ADOPTION OF THE AGENDA:**

**RECOMMENDATION #1**

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 and none were heard.

**ADOPTION OF MINUTES:**

Minutes of the Planning Advisory Committee Regular Meeting held October 25, 2017 were distributed to the Committee. Chairperson Pollard asked for any errors, omissions or questions and none were heard.

**RECOMMENDATION #2**

Moved By: Arie Hoogenboom

Seconded By: Ron Holman

That this Committee approve the Planning Advisory Committee Regular Meeting Minutes of October 25, 2017, as submitted.

Carried:

**NEW BUSINESS:**

**SITE PLAN APPLICATIONS**

**SP-48-2017 – HUGH MCDONALD & DEANNA MCDONALD – WARD OF BASTARD & SOUTH BURGESS**

**Concession 2, Part Lot 25, Rideau Lake**

**Civic Address: 4525 UB2**

Owners Hugh McDonald & Deanna McDonald were in attendance to discuss the Site Plan application.

Malcolm Norwood, Associate Planner, reviewed the application to develop a 600sqft rear addition to an existing dwelling, and the relocation of a 64sqft accessory structure.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #3**

Moved By: Cathy Livingston

Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-48-2017 – High McDonald & Deanna McDonald, of the Ward of Bastard & South Burgess, 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 accessory structure (shed) that is to be relocated on the property be setback a minimum 30m from the High Water Mark and a minimum 3m from all other applicable lot lines;
4. That storm water runoff be captured and directed away from the lake to an area of infiltration;
5. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
6. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
7. That the applicant maintain all on site drainage patterns;
8. 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);
9. 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
10. 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:

**CONSENT APPLICATIONS**

**B-68-17 – MELINDA WARREN & SUSAN WARREN (Agent: DAVID WARREN) – WARD OF SOUTH CROSBY**  
**Concession 8, Part Lot 17, RP 28R3897, Part 16, RP 28R12683, Part 5**  
**Civic Address: 1799 Opinicon Road**

Neither applicants were in attendance to discuss application B-43-17.

Malcolm Norwood, Associate Planner, reviewed the application to create a 4.16 acre lot for residential purposes. The retained lands are to be approximately 9.17 acres in size to be used for residential purposes.

Mr. Norwood stated that an Environmental Impact Statement (EIS) was required and that the report identified endangered species in the vicinity. Mr. Norwood continued to state that the EIS recommends that a Species at Risk assessment be performed on the proposed severed lands during peak season (April-July) to identify any potential impacts.

The CRCA submitted comments requesting the application be deferred to allow for the Species at Risk assessment.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #4**

Moved By: Linda Carr  
Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that it be further recommended to the Consent Granting Authority that B-8-17 – Melinda Warren & Susan Warren (Agent: David Warren), of the Ward of South Crosby, is deferred to allow for:

1. To provide more time to have a Species at Risk Assessment completed during the prescribed timeframe (April-July) as recommended in the Environmental Impact Statement that was prepared by Pinegrove Biotechnical and dated October 4, 2017 to meet the requirements of Section 5.2.2.9 of the Land Division Policies in the Township's Official Plan.

Carried:

**BUSINESS ARISING FROM MINUTES:**

**SITE PLAN APPLICATIONS**

**SP-44-2016 – MARGARET TIMBERG (Agent: TRACY GALLIPEAU) – WARD OF NORTH CROSBY**  
**Concession 2, Part Lot 7, RP 28R11839, Part 3, RP 28R11526, Part 21**  
**Civic Address: 1185 North Shore Road, Unit 48**

Agent Tracy Gallipeau was in attendance to discuss the Site Plan application.

Malcolm Norwood, Associate Planner, reviewed the application to construct a 735 side rear addition and increasing the height of a portion of the non-complying existing structure, as well as replacing the existing decking.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #5**

Moved By: Cathy Monck  
Seconded By: Cathy Livingston

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-44-2016 – Margaret Timberg (Agent: Iain Robb), 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. The foundation of the existing cottage can only be altered at the exact locations where the proposed addition is to be attached to the existing foundation, and the 3ft increase in height is to be added to the existing foundation and does not necessitate the removal of existing foundation walls;
3. The walls/framing of the existing dwelling can only be altered at the exact locations where the proposed addition is to be attached to the existing dwelling. This does not include the replacement of existing siding on the dwelling;
4. The roof of the existing dwelling shall only be altered as required by the Ontario Building Code;
5. The existing attached uncovered decking is to be rebuilt to the exact size, dimensions, and layout of the existing attached uncovered decking that is attached to the dwelling, except for the proposed 3ft increase in height to accommodate the proposed increase in height of the existing non-complying dwelling;
6. 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;
7. That storm water runoff be captured and directed away from the lake to an area of infiltration;
8. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
9. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
10. That the applicant maintain all on site drainage patterns;
11. 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);
12. 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
13. 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-41-2017 – OPINICON INC. (Agent: LINEBOX STUDIO) – WARD OF SOUTH CROSBY**

**Concession 8, Part Lot 16 & Part Lot 17**

**Civic Address: 1697 Chaffey's Lock Road**

Malcolm Norwood, Associate Planner, reviewed the application that was previously deferred at previous meetings to allow more time for commenting agencies to review the application and its associate documents regarding Phase 2 of the Opinicon Resort development plan. Phase 2 is for the development of five 746sqft cabins, two 8751sqft cabin/hotel buildings containing 12 units each, additional parking, and the removal of one 909.8sqft cabin. The applicants are also proposing new septic systems to support the developments associated with Phase 2.

Mr. Norwood stated that an amended plot plan has been submitted reflecting the driveway widths and parking locations.

Mr. Norwood continued to state that an Environmental Compliance Approval (ECA) would be required for the larger septic systems.

The Committee asked if neighbouring property owners have been notified of the proposed development. Mr. Norwood stated that neighbours were notified of the minor variance request for two of the proposed cabins. He continued to state that site plan approvals so not require public notification.

The Committee discussed the extended timeline commenting agencies were given about the proposed development.

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #6**

Moved By: Linda Carr

Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-41-2017 – Opinicon Inc. (Agent: Linebox Studio), of the Ward of South 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 of the proposed structures shall be consistent with the information noted in the site plan application and the approved updated site plan drawing;
  - b. All setbacks shall be consistent with the setbacks noted in the approved updated site plan and compliant with Zoning By-law 2005-6;
2. That all mitigation measures and monitoring recommended within the Environmental Impact Statement prepared by Pinchin Ltd. dated November 6, 2015 be adhered to;
3. That the applicants generally maintain all existing vegetation and vegetative buffers on site except for the areas disturbed by the proposed developments;
4. That the parking, access and service areas be of a low dust surface;
5. That the proposed parking spaces comply with sections 3.15.3 of the Zoning By-law where no variance is granted;
6. Prior to the issuance of building permits the designs/elevations with the proposed façade materials for all relevant structures are to be submitted to the Planning Department for review and approval to ensure that the proposed design plans for the building façades are consistent with the Township's Design Guidelines and are fitting with the surrounding landscape and development context;
7. That any lighting used be downcast in nature and as minimal as required to meet safety and functional needs for the site;
8. In developing and grading the property the applicants shall have regard for stormwater and snowmelt management best practices and provide consideration for the adjacent structures and development and local drainage patterns. Storm water runoff is to be captured and directed to an area of infiltration away from the lake and any municipal drains, and shall not interfere with existing or proposed septic systems;

9. The existing lot drainage be maintained. If extensive alteration is required for the proposed development and services, before work commences an approved lot grading and draining plan shall be required. This plan shall include surface water management practices which will ensure no negative impacts on adjacent properties;
10. Existing vegetation within the 30m setback shall be generally maintained. The applicant shall encourage the development of a shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark consistent with the site's use and operational needs. Shoreline access paths and water oriented amenity areas through this area is permitted;
11. 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); 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:

Mayor Ron Holman left the meeting at 2:00 p.m.

**MANAGER'S REPORT:**

1. **Manager Approved Site Plans:**
  - 1.1 SP-45-2017, No Address Assigned, Ward of Bastard & South Burgess
  - 1.2 SP-47-2017, No Address Assigned, Ward of South Crosby
2. **Manager Approved Consents:**

None during period.
3. **Updates, Notices & Communications:**
  - 3.1 Town of Smiths Falls Notice, Consent Application B2-17 Update
  - 3.2 Township of Leeds & the Thousand Islands – Zoning By-law Amendment re. Tiny Home Dwellings

The following Recommendation was duly moved and seconded:

**RECOMMENDATION #7**

Moved By: Arie Hoogenboom  
Seconded By: Linda Carr

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 2:06 p.m. until the next Regular Meeting.

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Ron Pollard  
Chairperson

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Malcolm Norwood  
Secretary