

**TOWNSHIP OF RIDEAU LAKES
COMMITTEE OF ADJUSTMENT MEETING
PLANNING ADVISORY COMMITTEE MEETING
WEDNESDAY, DECEMBER 12, 2018 - 1:00 p.m.
AGENDA**

- 1. Roll Call**
- 2. Nomination of Chairperson**
- 3. Adoption of the Agenda**
 - 3.1** Committee of Adjustment Meeting
 - 3.2** Planning Advisory Committee Meeting
- 4. Declaration of Pecuniary Interest and the General Nature Thereof**
 - 4.1** Committee of Adjustment Meeting
 - 4.2** Planning Advisory Committee Meeting
- 5. Adoption of Minutes**
 - 5.1** Committee of Adjustment Regular Meeting – November 28, 2018
 - 5.2** Planning Advisory Committee Regular Meeting – November 28, 2018
- 6. Planning Overview Presentation and Q & A Session**
- 7. Manager's Report**
 - 7.1 Manager Approved Site Plans**

None during period
 - 7.2 Manager Approved Consents**

B-110-18, 9841 County Road 42, Ward of North Crosby-Newboro
 - 7.3 Updates, Notices & Communications**

Development Charges RFP
- 8. Closed Session – Tentative**
- 9. Adjournment**

COMMITTEE OF ADJUSTMENT REGULAR MEETING MINUTES

Wednesday, November 28, 2018

The Township of Rideau Lakes Committee of Adjustment held a Regular Meeting on Wednesday, November 28, 2018 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Chair Ron Pollard, Councillors Linda Carr, Arie Hoogenboom, Cathy Livingston and Cathy Monck and Mayor Ron Holman. Brittany Mulhern, Manager of Development Services, Malcolm Norwood, Senior Planner, and Meg McCallum, Development and Emergency Management Coordinator were also in attendance.

ADOPTION OF THE AGENDA:

RESOLUTION #1

Moved By: Cathy Livingston

Seconded By: Cathy Monck

That this Committee adopt the Agenda, as amended:

Item 5.1.1. Concession 25 is amended to Concession 2
Civic address 29 O2 is amended to 29 O4

Carried.

DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:

Chairperson Pollard asked if anyone had a pecuniary interest and the general nature thereof regarding any of the applications and none were heard.

ADOPTION OF MINUTES:

Minutes of the Committee of Adjustment Regular Meeting held November 14, 2018 were distributed to the Committee. Chairperson Pollard asked for any errors or omissions and none were heard.

RESOLUTION #2

Moved By: Ron Holman

Seconded By: Arie Hoogenboom

That this Committee approve the Committee of Adjustment Regular Meeting Minutes of November 14, 2018, as submitted.

Carried.

NEW BUSINESS:

MINOR VARIANCE APPLICATIONS:

A-33-2018 – SEBASTIANO AMATO – WARD OF SOUTH ELMSLEY

Concession 2 Part Lot 26 Otter Lake

Civic Address: 29 O4

Pete and Paulette Finlayson were in attendance to discuss the Minor Variance application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to develop a 1-storey 216sqft rear addition and a 1-storey 280sqft side addition on to an existing 576sqft non-complying dwelling. Mr. Norwood noted that Pete Finlayson was listed as the agent on the application and that as of yesterday he and his wife are the new owners of record.

Mr. Norwood noted that the exact location of the septic distribution lines is unknown and a recommended condition of approval is that once the location is confirmed, the 280sqft side addition be setback the minimum distance from the distribution lines in order to maximize the water setback. He commented that the proposal meets all lot intensity requirements for lot coverage and FSI, and the Rideau Waterway Development Review Team submitted comments indicating no objections.

Mr. Finlayson thanked Mr. Norwood for his presentation and his assistance. The Chair asked for comments from members of the public in attendance and there were none.

After discussion, the following resolution was duly moved and seconded:

RESOLUTION #3

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That Minor Variance **A-33-2018, by Sebastian Amato, of the Ward of South Elmsley**, is approved as submitted for the following reasons provided the attached conditions are complied with.

REASONS:

1. The development within the 30m water setback does not significantly change the form, scope or intensity of the existing non-complying dwelling;
2. The reduced side yard setback will not impede functionality of the site, and is not expected to have a negative visual/aesthetic impact given the existing condition and surrounding land use.
3. With the attached conditions, no land use compatibility concerns are anticipated.

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 application (and updated information) and/or minor variance and the approved drawing;
 - b. All setbacks and development parameters shall be consistent with the details noted in the approved plan and compliant with Zoning By-law 2005-6 where no variance has been granted;

2. Notwithstanding the approved water setback for the 280sqft side addition, should a greater water setback be possible based on the minimum clearance from a structure to a septic system in the Ontario Building Code the greater water setback shall apply. A revised Site Plan drawing will be required in this regard prior to the issuance of a building permit for the addition;
3. That the existing buffer of natural vegetation between the area of development on the subject property and the abutting property to the south be maintained and enhanced;
4. 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;
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.

ADJOURNMENT:

The Chair declared the Committee of Adjustment Meeting adjourned at 1:17 p.m.

Ron Pollard
Chairperson

Brittany Mulhern
Secretary

PLANNING ADVISORY COMMITTEE REGULAR MEETING MINUTES

Wednesday, November 28, 2018

The Township of Rideau Lakes Planning Advisory Committee held a Regular Meeting on Wednesday, November 28, 2018 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Chair Ron Pollard, Councillors Linda Carr, Arie Hoogenboom, Cathy Livingston and Cathy Monck and Mayor Ron Holman. Brittany Mulhern, Manager of Development Services, Malcolm Norwood, Senior Planner, and Meg McCallum, Development and Emergency Management Coordinator were also in attendance.

ADOPTION OF THE AGENDA:

RECOMMENDATION #1

Moved By: Cathy Livingston

Seconded By: Cathy Monck

That this Committee adopt the Agenda as amended:

Item 5.1.1. Concession 25 is amended to Concession 2
Civic address 29 O2 is amended to 29 O4

Item 5.1.2. Applicant Jeff Brown is amended to Camp Otterdale Limited.

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 Public and Regular Meeting held November 14, 2018 were distributed to the Committee. Chairperson Pollard asked for any errors, omissions or questions and none were noted.

RECOMMENDATION #2

Moved By: Linda Carr

Seconded By: Cathy Monck

That this Committee approve the Planning Advisory Committee Regular and Public Meeting Minutes of November 14, 2018 as submitted.

Carried.

NEW BUSINESS:

SP-33-2018 – SEBASTIANO AMATO - WARD OF SOUTH ELMSLEY

Concession 2 Part Lot 26 Otter Lake

Civic Address: 29 O4

Pete and Paulette Finlayson were in attendance to discuss the Site Plan Application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to develop a 1-storey 216sqft rear addition and a 1-storey 280sqft side addition on to an existing 576sqft non-complying dwelling, and to construct two 1-storey, 100sqft accessory structures (storage sheds) and to demolish an existing 80sqft accessory structure (shed). Mr. Norwood noted that Pete Finlayson was listed as the agent on the application and that as of yesterday he and his wife are the new owners of record.

Mr. Norwood noted that the proposed additions bring the dwelling closer to meeting minimum building size, and commented that the proposal meets all lot intensity requirements for lot coverage and FSI. Mr. Finlayson thanked Mr. Norwood for his presentation and assistance.

After discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #3

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that **SP-33-2018 – Sebastian Amato**, of the Ward of South Elmsley, be approved subject to the subsequent conditions:

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 application (and updated information) and/or minor variance and the approved drawing;
 - b. All setbacks and development parameters shall be consistent with the details noted in the approved plan and compliant with Zoning By-law 2005-6 where no variance has been granted;
2. Notwithstanding the approved water setback for the 280sqft side addition, should a greater water setback be possible based on the minimum clearance from a structure to a septic system in the Ontario Building Code the greater water setback shall apply. A revised Site Plan drawing will be required in this regard prior to the issuance of a building permit for the addition;
3. That the existing buffer of natural vegetation between the area of development on the subject property and the abutting property to the south be maintained and enhanced;
4. 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;
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

SP-47-2018 – CAMP OTTERDALE LIMITED - WARD OF SOUTH ELMSLEY

Concession 1 Part Lot 25

Civic Address: 30 Frayn Road

The applicants were not in attendance to discuss the Commercial Site Plan Application.

Malcolm Norwood, Senior Planner, verbally reviewed the application to demolish an existing 1-storey 700sqft Office/Staff lounge that has a 320sqft attached, uncovered deck, and to construct a replacement 1464sqft Office/Staff Lounge with a 960sqft basement that has a 240sqft attached, uncovered deck. He noted that this application is an amendment to SP-7-2011 which originally amended SP-73-2006.

Mr. Norwood noted that the Commercial Site Plan application was circulated to the RVCA, Township Fire Chief and Chief Building Official, who had no concerns with the proposal. He commented that the proposal meets all applicable zoning setbacks and lot coverage requirements, that a seasonal camp is permitted within the Tourist Commercial (CT) zoning, and that the parking requirements, while not numbered in the site plan, are met through the significant area available on the property. Mr. Norwood commented further that staff are working with the applicant to review façade materials and colours to ensure they meet the commercial façade design guidelines, and that this is included in the recommended conditions.

Members of the Committee commented that the proposed new building is quite an improvement from the old structure. They questioned whether the applicant will be able to proceed with work given the cancellation of the December Council meeting. Staff noted that they will work with the applicant on a potential conditional permit to allow demolition to proceed. Mayor Holman noted how this application shows the benefits of the detailed Site Plan that was required during the 2011 application. Although it required a lot of effort on the part of the applicant at the time, it has resulted in subsequent amendments being made in a smooth and timely manner.

After discussion, the following recommendation was duly moved and seconded:

RECOMMENDATION #4

Moved By: Arie Hoogenboom

Seconded By: Linda Carr

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that **SP-47-2018 – Camp Otterdale**, of the Ward of South Elmsley, be approved subject to the subsequent conditions:

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. Vegetation, access, parking areas, services and open storage area on the subject property shall be consistent with the information noted in the approved site plan drawing;
 - b. The proposed dimensions of the structures shall be developed in a manner consistent with the approved site plan;
2. That all conditions implemented through Site Plan Control Agreements SP-7-2011 and SP-73-2006 remain in force and effect;
3. Prior to the issuance of a building permit for the Office/Staff Lounge the proposed façade materials/colours for the proposed Office/Staff Lounge 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;
4. That the proposed parking spaces comply with sections 3.15.3 of the Zoning By-law;
5. That the driveway and parking surface shall be comprised of a compacted, low dust gravel;
6. That the driveway and parking access approach shall comply with Section 3.15.5 Accordingly the driveway width shall be a minimum of 6m and the parking access approach shall be a minimum of 6m;
7. In developing and grading the property the applicants shall have regard for stormwater and snowmelt management practices which provide consideration for the adjacent structures and development and the local drainage patterns;
8. The existing lot drainage be maintained. If alteration is required for the proposed development and services, before work commences a 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;
9. That any lighting used be downcast in nature and as minimal as required to meet safety and functional needs for the site;
10. Commercial signage on the building, if applicable, shall be completed in accordance with Section 4.10 of the Township's Commercial Design Guidelines; and
11. Future development not included in this application will be subject to review and approval be the Township, Conservation Authority, and or any other governing agency or regulations where applicable.

Carried

MANAGER'S REPORT:

Brittany Mulhern, Manager of Development Services, noted that in addition to the four delegated Site Plans and three manager approved consents, staff have completed an additional delegated site plan, SP-44-2018, 28 Redpath Lane, Ward of South Crosby, and two additional consents, B-105-18,

714 Daytown Road, Ward of Bastard and South Burgess and B-107-18, 202 Hugh's Road, Ward of South Crosby. In summary, staff completed 10 delegated approvals in approximately a two-week period.

Ms. Mulhern advised that the next Committee meeting will be reserved for a Planning Overview and Orientation. It is intended primarily for new members of Committee and Council, but is open to everyone, including members of the public. It will provide information on the legislative framework under which the Committee operates, including the Planning Act, Official Plans of the Counties and the Township and the Zoning By-Law, and will review the types of applications considered.

Ms. Mulhern advised that the Township received a Notice of Decision from the United Counties of Leeds and Grenville regarding the passage of the Official Plan for the Township of Leeds and the Thousand Islands. She advised that staff has reviewed the Official Plan and does not anticipate any major impacts on the Township of Rideau Lakes, and will not be submitting comments on the new Plan.

Ms. Mulhern provided the Committee with an update on the appeal of ZBA-6-2018. Council approved going forward with a dispute resolution process and this is underway. The Township has hired a mediator and an initial contact was made with all parties. Mediation is planned for the near future. The Township will be forwarding the appeal package to the Local Planning Appeal Tribunal according to the timelines required, and if the mediation is successful, the parties plan to request that the hearing date be used to finalize a settlement agreement.

Finally, Ms. Mulhern thanked all members of the Committee for their work over the last term of Council. Mayor Holman added his thanks to staff and the Chair, and members of the Committee added their appreciation as well.

RECOMMENDATION #5

Moved By: Cathy Monck
Seconded By: Linda Carr

That the Planning Advisory Committee acknowledges the written and verbal Manager's reports of Brittany Mulhern, Manager, Development Services, regarding matters provided for information purposes.

Carried.

ADJOURNMENT:

The Chairperson declared the Planning Advisory Committee Meeting adjourned at 1:42 p.m. until the next Regular Meeting.

Ron Pollard
Chairperson

Brittany Mulhern
Secretary

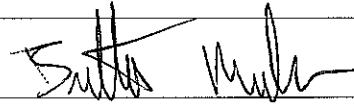
Report to the Planning Advisory Committee

Date of Meeting: December 12, 2018 | **Date of Report:** December 7, 2018

Subject of Report: Manager's Report

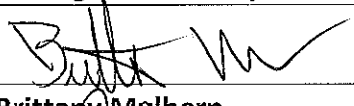
Recommendation: Information Purposes/See Specific Sections

Report Prepared By:



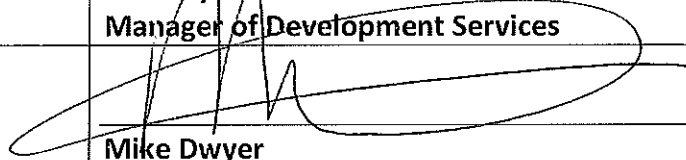
Brittany Mulhern
Manager of Development Services

Departmental Approval:



Brittany Mulhern
Manager of Development Services

CAO Approval:



Mike Dwyer
Chief Administrative Officer

Manager Site Plan Approvals

None during period

Manager Consent Approvals

B-110-18 HAGEN

9841 County Road 42, Ward of North Crosby – Newboro

- Lot addition through severing of 10.86 acres from an existing 94.97 acre agricultural parcel
- Lands to be added to an adjacent 3 acre residential parcel, to be used for both residential and agricultural purposes
- Irregular lot configuration due to agricultural building

Updates, Notices & Communications

Development Charges

The current Development Charges By-Law will expire in October 2019. In order to continue a program of Development Charges within the Township a new By-Law is required to be implemented, which will also require a background study in accordance with the Act (Development Charge By-Laws are only valid for a maximum of 5 years). Staff have prepared a Request for Proposal (RFP) that will be issued in December with a deadline in mid-January. Through the RFP process staff will be seeking a qualified consulting company that has experience preparing Development Charge background studies and facilitating the process to implement a future by-law. This action is being taken for budgeting purposes. The merits of a new Development Charge program can be debated by Council at that time.

Recommendation: Information Purposes