



## COMMITTEE OF ADJUSTMENT AGENDA

Date: Tuesday, July 29, 2025, 1:00 p.m.

Location: Lansdowne Council Chambers

To register in advance for this webinar, click [here](#). After registering, you will receive a confirmation email containing information about joining the webinar. Accessible formats and communication supports are available upon request.

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	Pages
1. <u>Call to Order</u>	
2. <u>Adoption of Agenda</u> Recommendation: THAT the Agenda be adopted as circulated.	
3. <u>Adoption of Minutes</u>	
3.1 Committee of Adjustment June 24, 2025 Hearing - Draft Minutes	3
4. <u>Declaration of Pecuniary Interest and the General Nature Thereof</u>	
5. <u>Outstanding Applications</u>	
6. <u>New Applications</u>	
6.1 D13-2025-024 - 69 Benson Park Rd	10
6.2 D13-2025-025 - 971 Newells Lane	30
6.3 D13-2025-026 - 12 Kendricks Lane	51
7. <u>Other Business</u>	
7.1 Discussion: Small Accessory Structures within 30m of the High Water Mark	
8. <u>Adjournment</u> Recommendation: THAT the Committee of Adjustment will adjourn to meet again at the call of	

Secretary-Treasurer.





## COMMITTEE OF ADJUSTMENT MINUTES

**Date:** June 24, 2025, 1:00 p.m.  
**Location:** Lansdowne Council Chambers

**Members Present:** Jim Kehoe  
Bruce Craig  
Katherine Graham  
Todd Robertson  
Paul Veenstra

**Staff Present:** Planner Kyle Peel  
Senior Planner Lindsay Lambert  
Planning Technician Amanda Wener-Mackeler

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### 1. **Call to Order**

The hearing was called to order at 1 pm.

### 2. **Adoption of Agenda**

**Resolution Number: COA-2025-038**

**Moved by:** Katherine Graham

**Seconded by:** Paul Veenstra

**THAT** the Agenda be adopted as circulated.

**Carried**

### 3. **Adoption of Minutes**

#### 3.1 **May 27, 2025 Hearing Minutes**

**Resolution Number: COA-2025-039**

**Moved by:** Bruce Craig

**Seconded by:** Todd Robertson

**That** the minutes of the May 27, 2025 hearing of the Committee of Adjustment be adopted as circulated.

**Carried**

**4. Declaration of Pecuniary Interest and the General Nature Thereof**

There were no pecuniary or other interest declared.

**5. Outstanding Applications**

None.

**6. New Applications**

**6.1 D13-2025-020 - 160 Big Stave Island**

The application was introduced to permit the demolition, construction and expansion of an existing legal non-complying sleeping cabin with an attached covered porch. The following permissions from Zoning By-Law 07-079 are required:

	Provision	Existing Sleeping Cabin – to be demolished	Proposed Sleeping Cabin and Attached Covered Porch	Permission Requested
-	Increase in floor area of a legal non-complying structure	33.5 square metres (360.6 square feet)	35.5 square metres (382.1 square feet)	Total size of non-complying structure: 35.5 square metres (382.1 square feet)
-	Increase in height of a legal non-complying structure	4.5 metres (14.8 feet)	6.3 metres (20.7 feet)	Total height of non-complying structure: 6.3 metres (20.7 feet)

Written Agency Comments:

Cataraqui Region Conservation Authority - No objections.

Written Public Comments:

None.

Written Staff Comments:

Planner, Kyle Peel - Recommended approval, subject to conditions.

Verbal Correspondence:

Andrew and Antonia Mullen, owners, appeared before the Committee.

Planner, Kyle Peel reviewed the proposal noting that it was requesting permission for an increase in the maximum floor area and height for the proposed sleeping cabin. The CRCA completed a site inspection to confirm the flooding and erosion hazard and as a result the structure is proposed to be relocated 0.5 m further back from the high water mark. The expansion is modest and will encroach no closer to the water than the existing. The application has been found to be consistent with the applicable policies and regulations of the Land Use planning documents of the Township. Planning Staff recommend approval of this application per the details and conditions enclosed within the staff report.

Chair Kehoe asked for comments from the in person and virtual audience and no comments were received.

The Committee discussed the application and were glad to see the structure being moved back slightly from the water.

**Resolution Number: COA-2025-040**

**Moved by:** Katherine Graham

**Seconded by:** Todd Robertson

**That** application D13-2025-020 be approved subject to the conditions as included in the Planner's Report and the decision of the Committee.

**Carried**

**6.2 D13-2025-021 - 162-164 River Rd - Cancelled**

**6.3 D13-2025-022 - 97 Dulcemaine Rd**

The application was introduced to permit a personal (non-commercial) use kennel with fenced outdoor area. The following variance from Zoning By-Law 07-079 are required:

Section	Provision	Requested Relief	Proposed Setback
3.31(a)(ix)	Sensitive land uses (e.g. residential) shall be set back at least 300m (984.25 ft)	200 metres (656.16 feet)	100 metres (328.08 feet)

Written Agency Comments:

Cataraqui Region Conservation Authority - No objections.

#### Written Public Comments:

David and Amy Eaton, neighbours, raised concerns with noise, safety, possibility of property value decreasing and suspecting that the property is being rented and wondered how long the kennel will be active.

#### Written Staff Comments:

Senior Planner, Lindsay Lambert - Recommended approval, subject to conditions.

#### Verbal Correspondence:

Jaclyn Watts, applicant, appeared before the Committee.

Senior Planner, Lindsay Lambert reviewed the proposal noting that it is seeking relief for a kennel from a sensitive land use which is 100m on the south side of the property. The non-commercial kennel is for five personal dogs for the new buyers of the property and a fenced area will be constructed behind the dwelling. The CRCA provided comments of no concern. The proposal will be required to be compliant with the other provisions of the Canine Control By-Law including maintaining a valid kennel licence and all dogs will be required to have a dog tag. The permitted off leash area will be limited to the fenced in area.

Chair Kehoe asked for comments from the in person and virtual audience and no comments were received.

The Committee discussed the proposal including why the application was brought forward, the potential noise from the dogs and the eligibility for renewal of the kennel licence. Ms. Lambert advised that the perspective purchasers contacted staff with the information that they have five personal dogs and wanted to gain compliance prior to the purchase of the dwelling. Ms. Lambert advised that the owners would be subject to the Noise By-Law and the Canine Control By-Law which includes to control excessive barking from dogs on the property. The Township would administer fines under the AMP By-Law to obtain compliance. Ms. Lambert also advised that the applicant advised that the dogs are not left outside unattended. The Committee noted that the fenced area would be located up the hill and to the back of the dwelling.

**Resolution Number: COA-2025-041**

**Moved by:** Katherine Graham

**Seconded by:** Todd Robertson

**That** application D13-2025-022 be approved subject to the conditions as included in the Planner's Report and the decision of the Committee.

**Carried**

**6.4 D13-2025-023 - 129 Railway St**

The application was introduced to permit the demolition, construction and expansion of an existing legal non-complying dwelling with an attached and elevated uncovered deck and a screened porch. The following permission from Zoning By-Law 07-079 are required:

	Provision	Existing Dwelling	Proposed Screened Porch:	Permission Requested
-	Increase in floor area of a legal non-complying structure	122.73 square metres (1,321.1 square feet)	29.73 square metres (320 square feet)	Total floor area of expanded dwelling: 152.46 square metres (1,641.1 square feet) of expanded dwelling footprint
	Provision	Existing Dwelling:	Proposed Attached Uncovered Deck:	Permission Requested
-	Increase in size of a legal non-complying structure	122.73 square metres (1,321.1 square feet)	18.6 square metres (200.2 square feet)	Total footprint of attached uncovered decking: 18.6 square meters (200.2 square feet)

Written Agency Comments:

Cataraqui Region Conservation Authority - No objections.

Written Public Comments:

Robert Nash, neighbour, no objections.

Written Staff Comments:

Planner, Kyle Peel - Recommended approval, subject to conditions.

Verbal Correspondence:

Jason Madigan appeared before the Committee.

Planner, Kyle Peel reviewed the proposal noting it was to expand a non-complying existing dwelling with a screened porch and an attached uncovered deck. There is a watercourse is on the north-west side of the property. The proposed development will encroach no closer to the high water mark than the existing. The CRCA has noted no concerns with natural hazards or regulatory policies. The application has been found to be consistent with the applicable policies and regulations of the Land Use planning documents of the Township. Planning Staff recommend approval of this application per the details and conditions enclosed within the staff report.

Chair Kehoe asked for comments from the in person and virtual audience and no comments were received.

The Committee discussed the application and had no concerns with the proposal. Mr. Madigan requested that his permit be issued prior to the appeal period expiring and Ms. Werner-Mackeler advised that he could email the request to her attention, and she would distribute it to the staff who will review it.

**Resolution Number: COA-2025-042**

**Moved by:** Paul Veenstra

**Seconded by:** Bruce Craig

**That** application D13-2025-023 be approved subject to the conditions as included in the Planner's Report and the decision of the Committee.

**Carried**

**7. Other Business**

**7.1 Discussion: Small Accessory Structures within 30m of the High Water Mark**

Clarification was sought by Committee Members regarding the scope of the review being conducted by Municipal Staff with the consensus being the desire for a thorough review overrides a quick response. The discussion was deferred to the next agenda.

**8. Adjournment**

**Resolution Number: COA-2025-043**

**Moved by:** Katherine Graham

**Seconded by:** Paul Veenstra

**THAT** the Committee of Adjustment will adjourn to meet again at the call of Secretary-Treasurer.

**Carried**

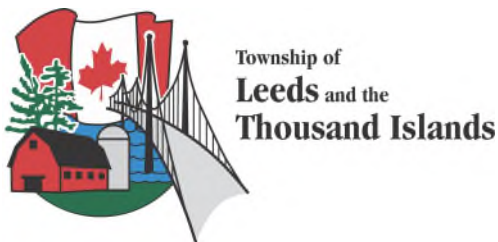
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Chair

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Secretary-Treasurer

DRAFT



**Planning and Development Department**  
1233 Prince Street, P.O. Box 280  
Lansdowne, ON K0E 1L0  
Telephone: 613-659-2415; 866-220-2327  
Fax: 613-659-3619  
Email: [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca)

**Notice of Committee of Adjustment Hearing**  
**Permission Application**  
**(Section 45 of the Planning Act)**

**Date:** Tuesday, July 29, 2025  
**Time:** 1:00 pm  
**Location:** 1233 Prince Street, Lansdowne, ON.  
The hearing may be attended in person in the Council Chambers and virtually online/by phone through Zoom. Details on how to participate for both options are below.

**File Number:** D13-2025-024  
**Applicant/Agent:** Donald Joseph Milito and Kimberly Ann Fenwick  
**Location:** 69 Benson Park Road  
**Ward:** Ward 1 (Former Front of Leeds and Lansdowne)

**Purpose of Application**

The subject application is requesting a permission for a proposed expansion to the existing legal non-complying dwelling. The existing dwelling is proposed to be removed down to the foundation and reconstructed with a 2-storey addition on the west side. The existing dwelling is a legal non-complying structure that does not comply with the minimum 30 metre setback from the highwater mark of the St. Lawrence River and does not comply with the minimum 30 metre front yard setback of the Island Residential 'RI' zone. The 2-storey addition is proposed to have a ground floor area of 50.9 square metres and a gross floor area of 94.3 square metres.

Of note, the applicant received approval from the Committee of Adjustment at the September 24, 2024, meeting to expand the existing legal non-complying dwelling with an attached covered deck (Application Number: D13-2024-042). The proposal regarding the expansion of the existing legal non-complying structure has since been altered, and the applicant is seeking approval to further increase the floor area of the dwelling. The location of the proposed additional floor area is on the southeast side of the dwelling, which is the elevation located on the inland side of the property. The additional floor area included in this application is 22.3 square metres.

**Requested Permission:**

Section	Provision	Existing Dwelling & Attached Covered Decks	Proposed Dwelling Additions & Attached Covered Deck	Permission Requested
-	Increase in floor area of a legal non-complying structure	236 square metres (2,540.3 square feet)	116.6 square metres (1,255.07)	Additional 116.6 square metres (1,255.07 square feet) of dwelling floor area and attached covered decking

**How to Participate in the Hearing:**

All comments received will become part of the public record. Comments can only be received in a written format or verbally in person/virtually. Staff are unable to accept verbal comments over the phone or in person outside of the hearing.

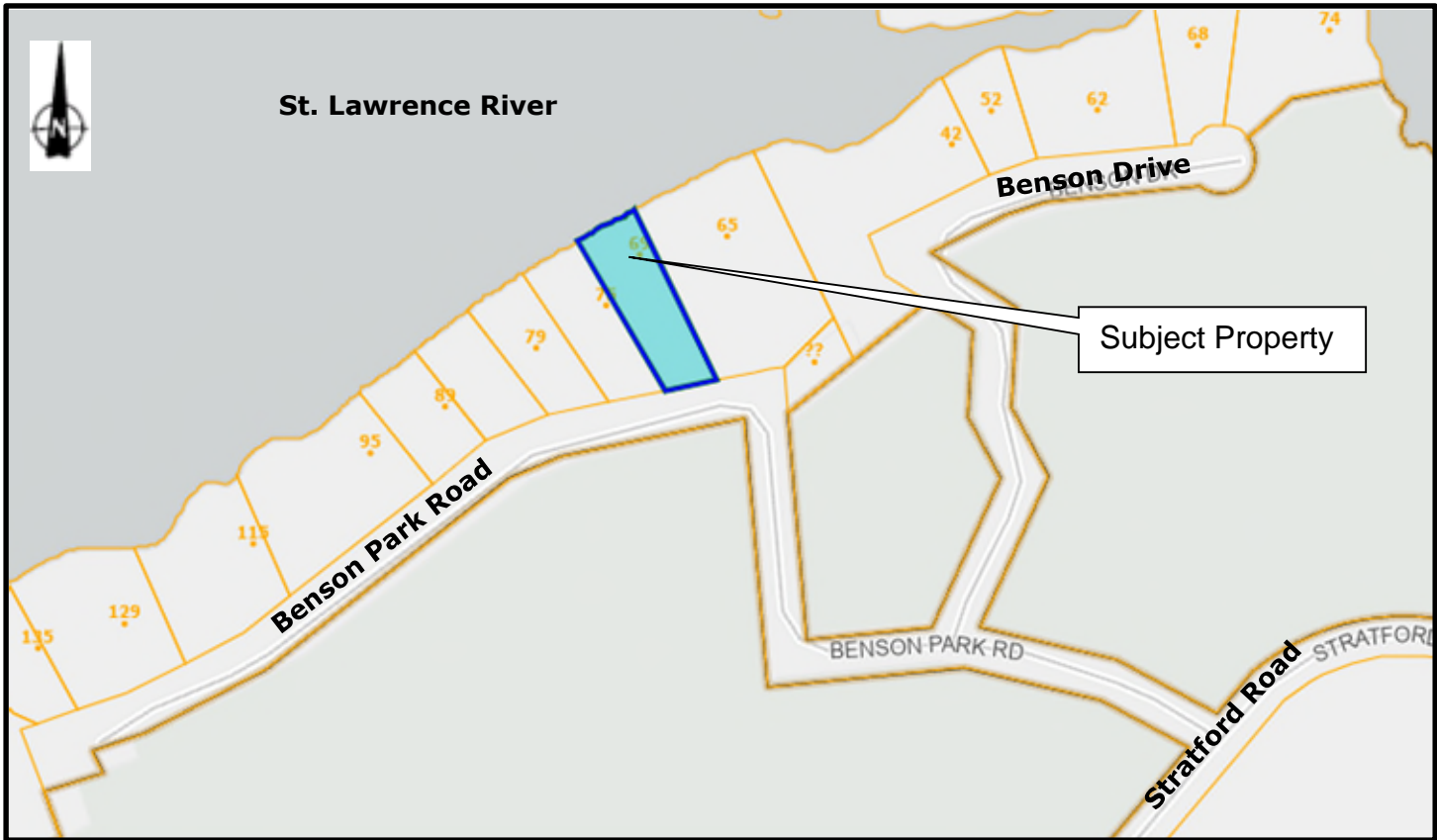


Anyone attending in person in the Council Chambers or virtually online/by phone through Zoom will be provided the opportunity to comment on an application. The ways to comment on an application are:

- 1. Written Comments – Email: [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca)  
Mail: Township of Leeds and the Thousand Islands  
Attention: Amanda Werner-Mackeler, Secretary-Treasurer  
1233 Prince St PO Box 280  
Lansdowne, ON K0E 1L0
- 2. In Person Attendance – In person attendance will be in the Council Chambers at the Township Office at 1233 Prince St, Lansdowne, ON.
- 3. Virtual/Phone Attendance – If you wish to attend virtually/by phone, you are required to register to be an attendee prior to the hearing. Once registered, you will receive a follow up email from the Clerk with the details to attend the hearing by computer or by phone. To register to attend the hearing virtually/by phone, please register online at:

[https://us02web.zoom.us/webinar/register/WN\\_6QzIU3WFRuKSkVPQ2xde8w](https://us02web.zoom.us/webinar/register/WN_6QzIU3WFRuKSkVPQ2xde8w)

If you have any issues registering online, please call 613-659-2415 x 203 before July 25, 2025 and indicate your name, phone number, email address and application you wish to speak to. Staff will register you for the hearing using your email address and you will receive a follow up email from the Clerk with the details on how to attend the hearing by computer or by phone.



**KEY MAP:** property subject to Permission application shown in blue.

**Make Your Views Known**

The Committee of Adjustment will make a decision on the application on the basis of information or evidence received before and during the hearing. This notice has been mailed to you, as required by the Planning Act.

You may express your support or opposition to the proposed permission by either attending the above virtual public hearing or sending a letter by mail, e-mail, or hand-delivery prior to the hearing date. Any correspondence received will become part of the public record. Only the applicant, a specified person, public body, and the registered owner of any land to which the Committee of Adjustment applies may appeal a decision to the Ontario Land Tribunal.

No specified person, public body or registered owner to which the decision would apply shall be added as a party to the hearing of the appeal unless, before the decision was made, the specified person, public body or registered owner of any land to which the decision applies made oral submissions at a statutory public meeting or written submissions to the Committee of Adjustment prior to the decision or, in the opinion of the Tribunal, there are reasonable grounds to add the specified person or public body as a party.

“Public body” and “specified person” are defined under Section 1(1) of the Planning Act.

**Collection of Personal Information:**

Personal information is collected in order to gather feedback and communicate with interested parties regarding this development proposal. This information is collected under the authority of the *Planning Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of e-mail addresses and telephone numbers, all information and comments will become part of the public record and will appear on the Township’s website. Council and Committee meetings are broadcast live over the internet on YouTube. If you speak at the meeting your voice will be heard in the broadcast. Broadcasts are archived and continue to be publicly available.

**View The Application File**

Additional information concerning the Permission Application is available online at <https://www.leeds1000islands.ca/en/governing/council-and-committee-calendar.aspx> or by contacting Amanda Werner-Mackeler, CPT, Secretary-Treasurer, during regular office hours at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

**Receive a Copy of the Committee’s Decision**

The Committee of Adjustment will make a decision on the application at the meeting. To receive a copy of the Committee’s decision, you must make a written request to the Committee of Adjustment c/o Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. Box 280, Lansdowne, Ontario, K0E 1L0 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

**Accessibility Information**

If you are a person with a disability and need Township of Leeds and the Thousand Islands information provided in another format, please contact our Clerk’s office at 613-659-2415 x 231 or [clerk@townshipleeds.on.ca](mailto:clerk@townshipleeds.on.ca).

**Multi-Residential Unit Notification**

If you have received this notice and you are the owner of land that contains seven or more residential units, please post this notice in a location that is visible to all of the residents.

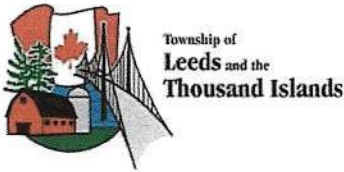
**For more information about this matter**, contact Amanda Werner-Mackeler, CPT Secretary-Treasurer, at (613) 659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

DATED at the Township of Leeds and the Thousand Islands on the 4<sup>th</sup> day of July, 2025.

**Owners:** Donald Joseph Milito and Kimberly Ann Fenwick  
**Location:** 69 Benson Park Road







# DEVELOPMENT APPLICATION

Section 41 (Site Plan Approval) and  
Section 45 (Minor Variance) of the Planning Act

OFFICE USE ONLY			
<b>Application:</b>	D13-2025-024	<b>Date Received:</b>	June 3, 2025
<b>Roll Number:</b>	812-025-33505	<b>Deemed Complete:</b>	June 27, 2025
<b>Application Fee:</b>	\$850 Application \$215 Septic Review <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A		
<b>Posting of Sign By:</b>	<input checked="" type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Staff (\$50 Fee) <input type="checkbox"/> Other		
<b>Posting of Sign Fee:</b>	<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Interac <input checked="" type="checkbox"/> N/A		
<b>1. APPLICATION TYPE</b> <i>(Check all that apply)</i>			
<input checked="" type="checkbox"/> Minor Variance Application			
<input type="checkbox"/> Site Plan Agreement			
<b>2. PRE-CONSULTATION</b> <i>(Attach supporting documentation)</i>			
<input checked="" type="checkbox"/> TLTI – Staff		<input type="checkbox"/> Leeds, Grenville & Lanark Health Unit	
<input checked="" type="checkbox"/> CRCA		<input type="checkbox"/> St. Lawrence Parks Commission	
<input type="checkbox"/> Other:			
<b>3. COMPLETE APPLICATION REQUIREMENTS</b>			
<input checked="" type="checkbox"/> Complete Application Form			
<input checked="" type="checkbox"/> Authorization of Applicant (if applicable)			
<input checked="" type="checkbox"/> Affidavit signed by a Commissioner of Oaths, Notary, etc. (Available at Office)			
<input checked="" type="checkbox"/> Township and other Agency (if applicable) Applications and Fees			
<input checked="" type="checkbox"/> Cover Letter and/or report			
<input checked="" type="checkbox"/> Survey Plan (if available)			
<input checked="" type="checkbox"/> Deed			
<input checked="" type="checkbox"/> Scaled Sketch as per Section 11 (1 hard copy (11x17 paper or less) or 1 digital copy)			
<input type="checkbox"/> Minimum Distance Separation Calculation Form (if applicable)			
<input type="checkbox"/> All Supporting Information identified through Pre-Consultation including DRT			
<b>4. SUBJECT LAND</b>			
Assessment Roll Number: <u>0812812-02533505</u>			
Civic Address: <u>69 BENSON PARK, LEEDS &amp; THOUSAND ISLANDS ON. K0E 1L0</u>			
Legal Description (Concession, Lot, Part, Reference Plan numbers): <u>LOT 13 RP-282100 PART 15 HILL ISLAND PL 163</u>			
Date subject land acquired by current owner: <u>SEPT. 15, 2017</u>			



**5. REGISTERED OWNER(S)**

*All owners must be included. If company, identify principals. A separate page may be submitted, if needed.*

Name(s): DONALD JOSEPH MILITO & KIMBERLY ANN FENWICK.

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

**6. APPLICANT INFORMATION**

*If an applicant is NOT the owner of the subject lands, written authorization from **all registered owner(s)** must be obtained stating that the agent is authorized to make the application (Section 13)*

**6.1** Is the applicant the same as the owner?

☒ Yes (same information as above)

☐ No (please fill out below **and** complete Section 14 – Agreement, Authorization and Declaration)

**6.2** Name(s): \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Phone (work): \_\_\_\_\_

Email Address: \_\_\_\_\_

**7. SUBJECT LAND CHARACTERISTICS**

**7.1** Please list and describe any existing easements, right-of-ways or restrictive covenants that apply to the subject property (required to be shown on sketch)

NOT APPLICABLE.

**7.2** Site Description: (briefly describe factors that may impact the proposed development, such as soil type and depth, lot configuration, steep slopes or low-lying areas, natural feature, etc.)

PARTIALLY FLAT LAND WITH HILLY &  
TREED AREAS, STEEP SLOPE TO  
WATERS EDGE.

Total Lot Area:	0.201	hectares	acres
Lot Depth:	85.71	metres	feet
Lot Width (frontage):	24.384	metres	feet

☐ Provincial Highway: \_\_\_\_\_

☐ County Road: \_\_\_\_\_

☒ Municipal Road: BRUNSON PARK ROAD

☐ Private Right-of-Way: \_\_\_\_\_

☐ Water Only: \_\_\_\_\_

NOT APPLICABLE.

Municipal Piped Water System	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Privately Owned and Operated Well			
<input type="checkbox"/> Dug	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Drilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Communal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake or Other Water Body:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Municipal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately-Owned			
<input checked="" type="checkbox"/> Individual Sanitary Sewage System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Communal Sanitary Sewage System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Composting/Self-Contained Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Outhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ditches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION		
8.1 Official Plan Designation: <u>RURAL HIGHLY VULNERABLE AQUIFER.</u>		
8.2 Special Policy Area: <input checked="" type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No		
8.3 Zoning: <u>R1</u>		
8.4 Is this a designated heritage property: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
8.5 Existing Use(s): (indicate uses and length of time uses have continued)		
<u>RESIDENTIAL COTTAGE</u>		
<u>SEPT. 2017 TO PRESENT.</u>		
8.6 Proposed Use(s):		
<u>RESIDENTIAL COTTAGE (SAME).</u>		
8.7 Existing Use on Adjacent Lands:		
North:	<u>ST. LAURENCE RIVER.</u>	South: <u>OPEN SPACE FOREST.</u>
East:	<u>RESIDENTIAL</u>	West: <u>RESIDENTIAL</u>
8.8 Previous Use(s): (indicate all previous land uses on the subject land or adjacent lands including any industrial or commercial use, or if there is suspected contamination)		
<u>SAME AS ABOVE.</u>		
8.9 Indicate any current or previous application under the <i>Planning Act</i> affecting the subject land:		
Application Type	File Number	File Status
Minor Variance	<u>DB-2024-042</u>	<u>APPROVED.</u>
Site Plan Agreement		
Zoning By-Law Amendment		
Official Plan Amendment		
Consent		
Subdivision		
Other:		
<input type="checkbox"/> There have been no previous Planning Act applications affecting the subject lands		

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**9. REQUIRED PLANS**

- 9.1** A detailed sketch in metric has been attached with the required information as noted in Section 9.2. ☒ Yes ☐ No
- All required site plan drawings, elevations, cross-sections, grading, drainage, etc. along with the required information as noted in Section 9.3. ☒ Yes ☐ No

**9.2 Sketch Requirements**

For minor variance, a detailed sketch **is required**. The sketch must include:

- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, flood plains drainage, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
  - (i) Are located on the subject land and on land that is adjacent to it, and
  - (ii) In the applicant's opinion, may affect the application.
- (d) The current uses of land that is adjacent to the subject land.
- (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- (f) If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) The location and nature of any easement affecting the subject land.

**9.3 Site Plan Requirements**

In addition to Section 9.2, for site plan applications, drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units which drawings are sufficient to display,

- (a) The massing and conceptual design of the proposed building;
- (b) The relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;
- (c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- (d) Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design
- (d.1) Matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
- (e) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- (f) facilities designed to have regard for accessibility for persons with disabilities.



**10. EXISTING STRUCTURES & SETBACKS ON SUBJECT LAND** (Indicate any to be demolished)**10.1 Existing Structures in metres. Include all structures on subject land, including marine facilities and structures under 10 square metres.**

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
				Length	Width	Height	
COTTAGE (RENOVATION & ADDITION)	164.89m <sup>2</sup>	329.79m <sup>2</sup>	2	20.1m	7.3m	8.0m	

**10.2 Setbacks of Existing Structures to property boundaries, shoreline, etc. in metres**

Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (center)	Right of Way (edge)	Other
COTTAGE ADDITION PORCH	7.67	3.13	4.89	57.44 55.61		N/A	65.0	N/A	

**10.3 Existing Parking & Loading Spaces** 2

Existing Number of Standard Parking Spaces: 2

Existing Number of Barrier Free Parking Spaces: N/A

Existing Number of Loading Spaces: N/A

**11. PROPOSED STRUCTURES & SETBACKS ON SUBJECT LAND** (Indicate any to be demolished)**11.1 Proposed Development (if any)** in square metres, metres

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
				Length	Width	Height	
COTTAGE RENOVATION & ADDITION.	11.5m <sup>2</sup>	22.3m <sup>2</sup>	1	6.78m.	3.26m.	3.4m.	

**11.2 Setbacks of Proposed Structures to property boundaries, shoreline, etc. in metres**

Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (center)	Right of Way (edge)	Other
COTTAGE	5.3	6.89	N/A	N/A	7.67	N/A	6.5	N/A	

**11.3 Proposed Parking & Loading Spaces** 2

Proposed Number of Standard Parking Spaces: 2

Proposed Number of Barrier Free Parking Spaces: N/A

Proposed Number of Loading Spaces: N/A



**12. MINOR VARIANCE INFORMATION****12.1** Description of Proposal

SINGLE STOREY ADDITION  
TO NORTH/EAST SIDE OF  
COTTAGE

**12.2** Variance Requested from Zoning By-Law:

Section	Zone Requirement	Proposed Standard	Variance Required
EXPANSION TO LEGAL NON CONFORMING USE			

**12.3** Why is it not possible to comply with the provisions of the Zoning By-Law?

ADDITION IS ATTACHED TO EASTING.  
STRUCTURE WHICH IS WITHIN 30 METERS.  
FROM THE WATER

**13. AUTHORIZATIONS & PERMISSION TO ENTER**

**All Registered Owner(s)** must complete the following to authorize the applicant/agent to make the application on their behalf (if Owner is NOT the applicant) and/or to permit Council, Committees of Council, Township Staff or authorized agents to enter the subject property to conduct site inspections related to this application. If multiple owners, an authorization letter from each owner is required.

I/We DONNY MILITO AND KIM FEALWICK  
(name(s) of owner(s) or company)

being the registered owner(s) of the subject property of this application:

- ☒ Hereby authorize the following person(s) to act as our agent to prepare, submit the application and pay any associated fees on my/our behalf (if applicable):

TONY NATOLI & ARNALDO ADAMANTINO  
(Name of Applicant(s)/Authorized Agent(s))

- ☒ Hereby authorize Council, Committees of Council, and Township Staff or authorized agents to enter the subject property without notice to conduct site inspections related to this application.
- ☒ Agree to ensure that any driveway/lanes are accessible during the circulation period of the application so that Committee members, Township staff and other agencies do not have any barriers blocking access to the subject land. Island properties will require a boat ride, which is to be provided by the owner/agent. If applicable, Township Staff will make arrangements for the most suitable date and time.
- ☒ Agree to post any required signage on site, which is prepared by Township Staff, with respect to this application in the requested timeframe of the Planning Act and upon notification by Township Staff. I/We also agree to provide photographic evidence of the posted sign at the request of Township Staff.
- ☒ Agree to stake the area of any proposed construction a minimum of 15 days prior to the hearing date of your application.
- ☒ Have included the written approval of all surveyors, designers, etc. that designed any documents, plot plans etc. to allow the Township to use their plan(s) in the notice or hearing and other documents which are viewable by the public.
- ☒ Hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature(s): Kim Fealwick

Date: JUNE



**14. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATION**

I/We, TONY NATOLI & ARNALDO ADAMANTINO  
(name of owner, applicant or authorized agent)

Of the NEPEAN (OTAWA)  
(name of Municipality)

In the PROVINCE OF ONTARIO  
(name of County)

Hereby agree to indemnify and save harmless The Corporation of the Township of Leeds and Thousand Islands (the "Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council approving the applicant's application.

I/We acknowledge and agree that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the application until the amount has been paid in full.

I/We further acknowledge and agree that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

I/We solemnly declare that all of the above statements contained herein and all exhibits transmitted herewith including this application and any required document attached hereto are true, and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature(s): [Signature]

Declared before me at the: TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS  
(name of municipality)

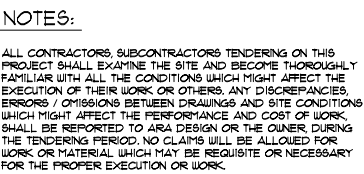
in the UNITED COUNTIES OF LEEDS & GREENVILLE  
(name of County)

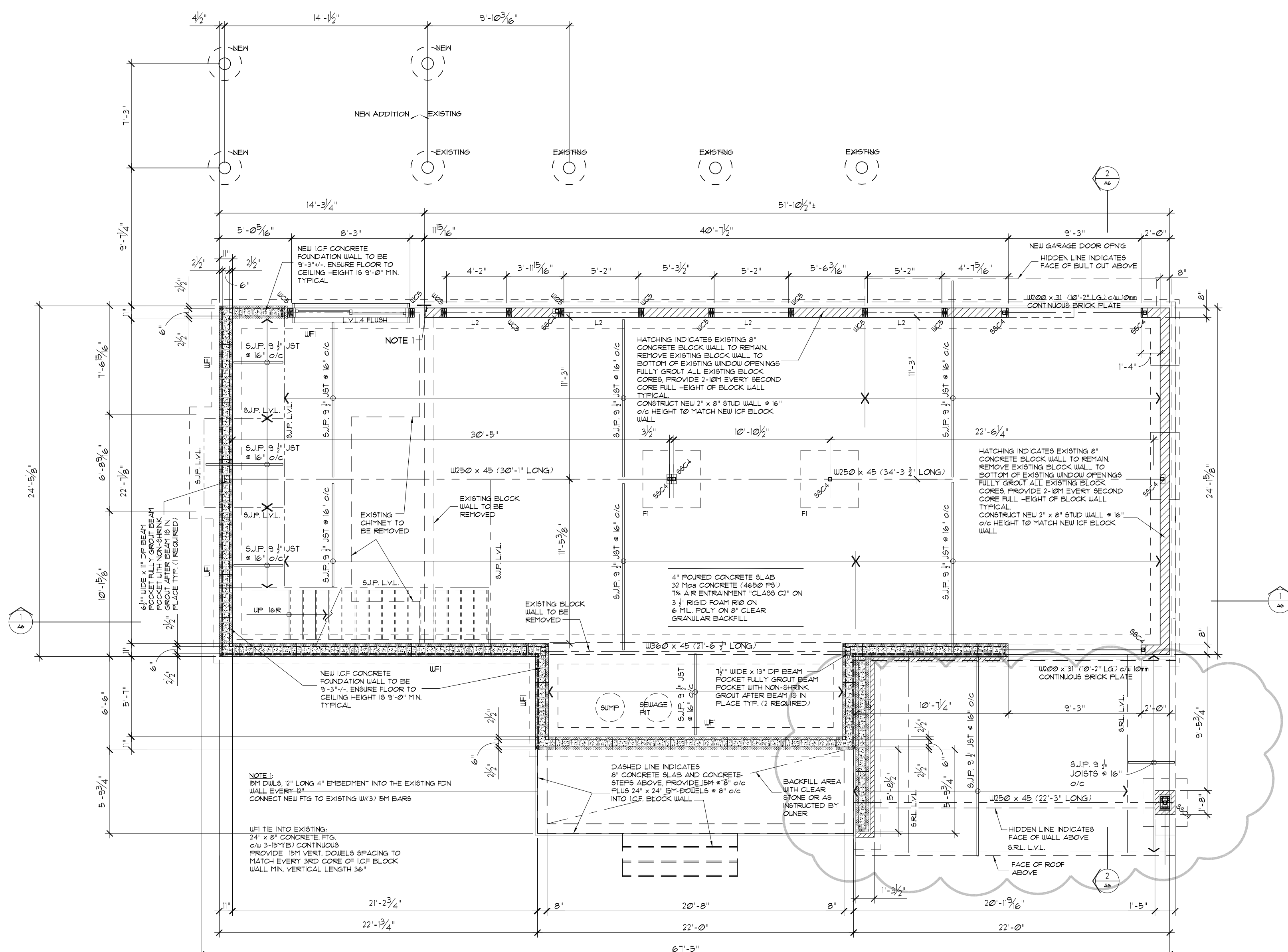
This 9<sup>th</sup> day of June, 2025.

**AMANDA ZORA WERNER-MACKELER,**  
a Commissioner, etc., Province of Ontario,  
the Corporation of the Township of Leeds  
and the Thousand Islands.  
Expires August 18, 2025.

[Signature]  
Signature of Commissioner of Oaths, etc.

(Official Stamp of Commissioner of Oaths)

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NOTES:  
ALL CONTRACTORS, SUBCONTRACTORS TENDERING ON THIS PROJECT SHALL EXAMINE THE SITE AND BECOME THOROUGHLY FAMILIAR WITH ALL THE CONDITIONS WHICH MIGHT AFFECT THE EXECUTION OF THEIR WORK OR OTHERWISE ANY DISCREPANCIES, ERRORS / OMISSIONS BETWEEN DRAWINGS AND SITE CONDITIONS WHICH MIGHT AFFECT THE PERFORMANCE AND COST OF WORK, SHALL BE REPORTED TO THE DESIGNER OR THE OWNER DURING THE TENDERING PERIOD. NO CLAIMS WILL BE ALLOWED FOR WORK OR MATERIAL, WHICH MAY BE REQUIRED OR NECESSARY FOR THE PROPER EXECUTION OF WORK.

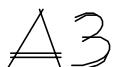
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ISSUED FOR CLIENT REVIEW		X
No.	Revision	Date
Client		
PROPOSED ADDITION / ALTERATIONS 69 BENSON PARK		
Drawing		
FOUNDATION PLAN		
Scale AS NOTED	By	Date
STAMP		DWG. NO.
		A2

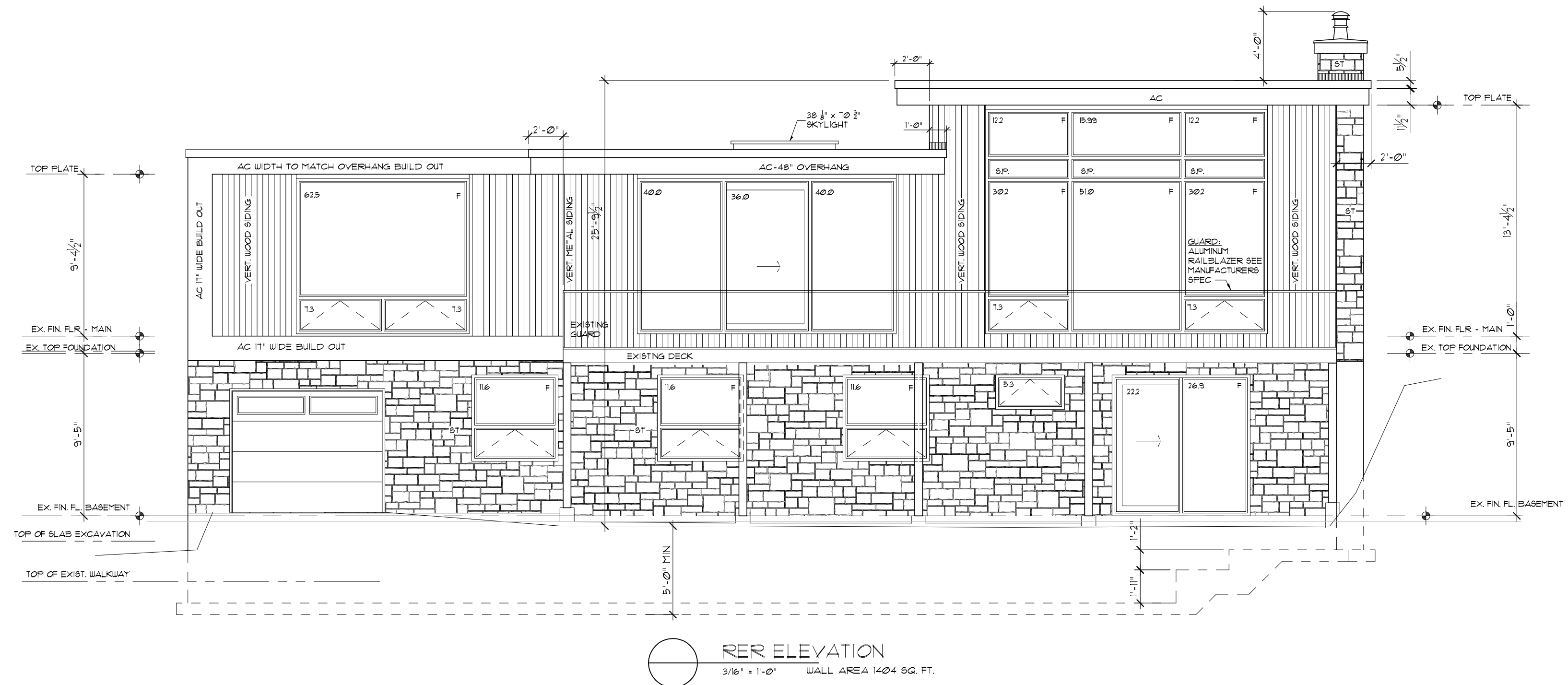
FOUNDATION PLAN  
3/16" = 1'-0"



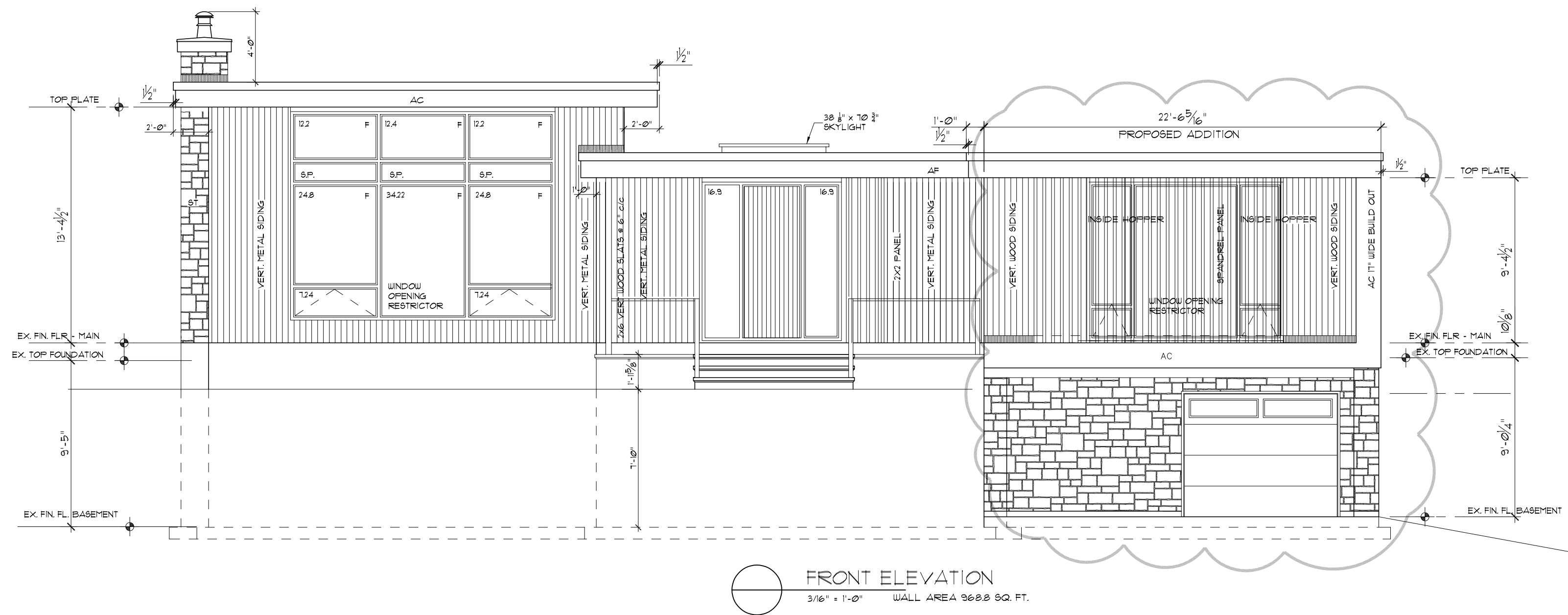


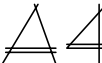
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ISSUED FOR CLIENT REVIEW		X
No.	Revision	Date

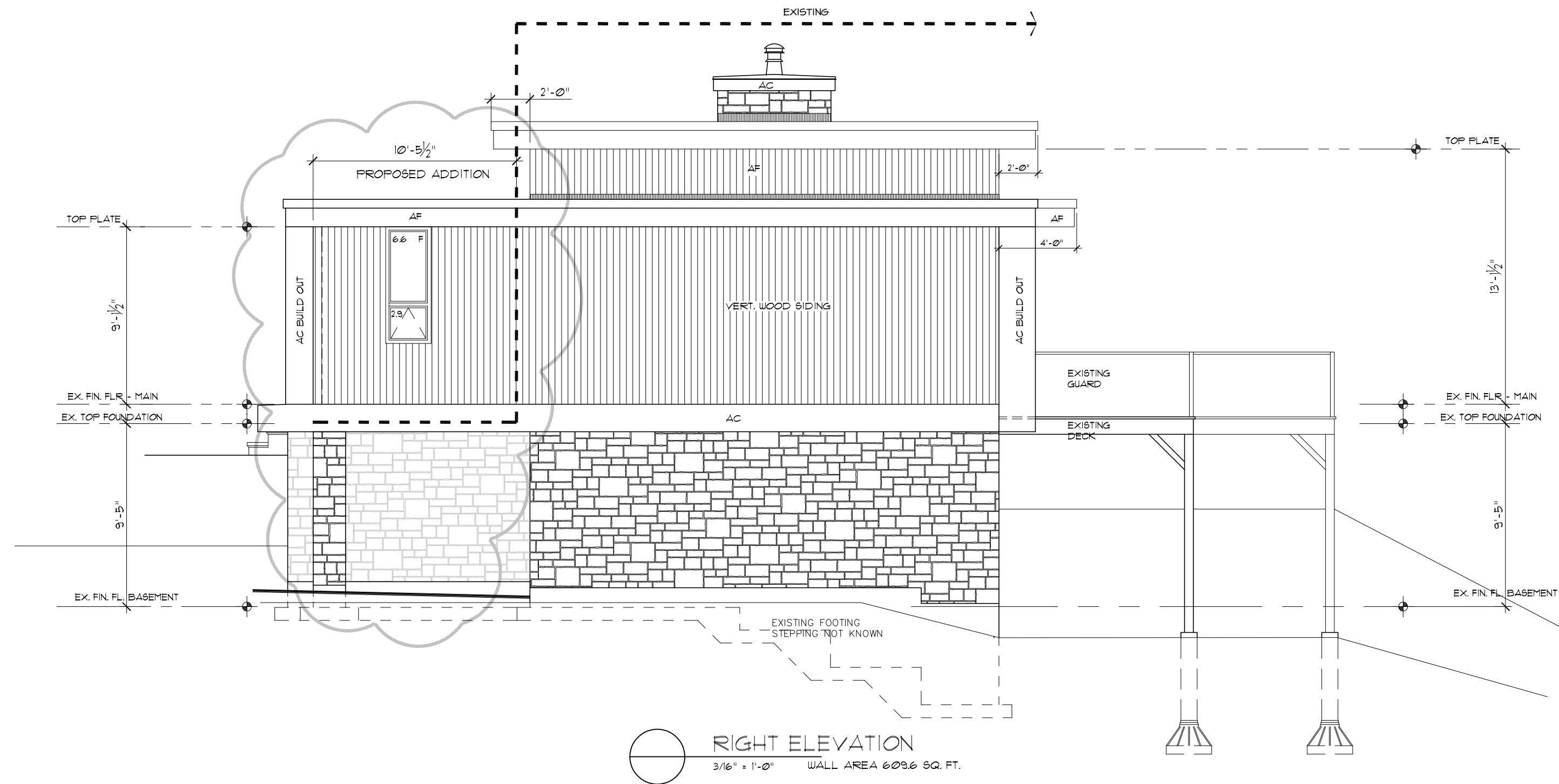
Client		
PROPOSED ADDITION / ALTERATIONS 69 BENSON PARK		
Drawing		
FIRST FLOOR PLAN		
Scale AS NOTED	By	Date
8/24/99	DLS. NO.  	



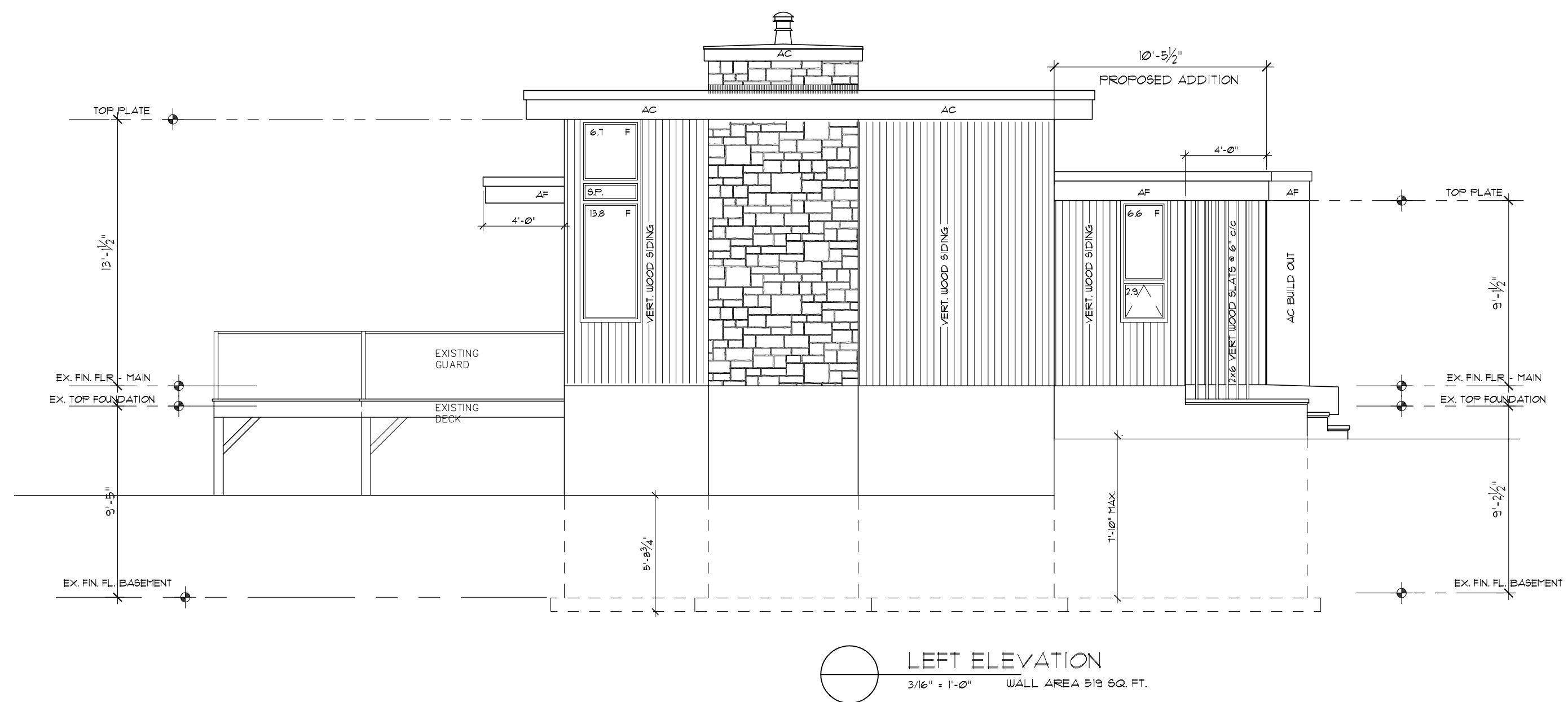
**NOTES:**  
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ISSUED FOR BUILDING PERMIT		X
ISSUED FOR CLIENT REVIEW		X
No.	Revision	Date
Client PROPOSED ADDITION / ALTERATIONS 69 BENSON PLACE		
Drawing ELEVATIONS		
Scale AS NOTED	By	Date
STAMP		DWG. NO. 



NOTES:  
ALL CONTRACTORS, SUBCONTRACTORS TENDERING ON THIS PROJECT SHALL EXAMINE THE SITE AND BECOME THOROUGHLY FAMILIAR WITH ALL THE CONDITIONS WHICH MIGHT AFFECT THE EXECUTION OF THEIR WORK OR OTHERWISE ANY DISCREPANCIES, ERRORS, OMISSIONS BETWEEN DRAWINGS AND SITE CONDITIONS WHICH MIGHT AFFECT THE PERFORMANCE AND COST OF WORK, SHALL BE REPORTED TO ARA DESIGN ON THE OWNER DURING THE TENDERING PERIOD. NO CLAIMS WILL BE ALLOWED FOR WORK OR MATERIAL WHICH MAY BE REQUIRED OR NECESSARY FOR THE PROPER EXECUTION OF WORK.



	ISSUED FOR BUILDING PERMIT	X	
	ISSUED FOR CLIENT REVIEW	X	
No.	Revision		Date
Client			
PROPOSED ADDITION / ALTERATIONS 69 BENSON PLACE			
Drawing			
ELEVATIONS			
Scale	By	Date	
AS NOTED			
STAMP		DWG. NO.	



**Notice of Committee of Adjustment Hearing**  
**Permission/Minor Variance Application**  
**(Section 45 of the Planning Act)**

**Date:** Tuesday, July 29, 2025

**Time:** 1:00 pm

**Location:** 1233 Prince Street, Lansdowne, ON.

The hearing may be attended in person in the Council Chambers and virtually online/by phone through Zoom. Details on how to participate for both options are below.

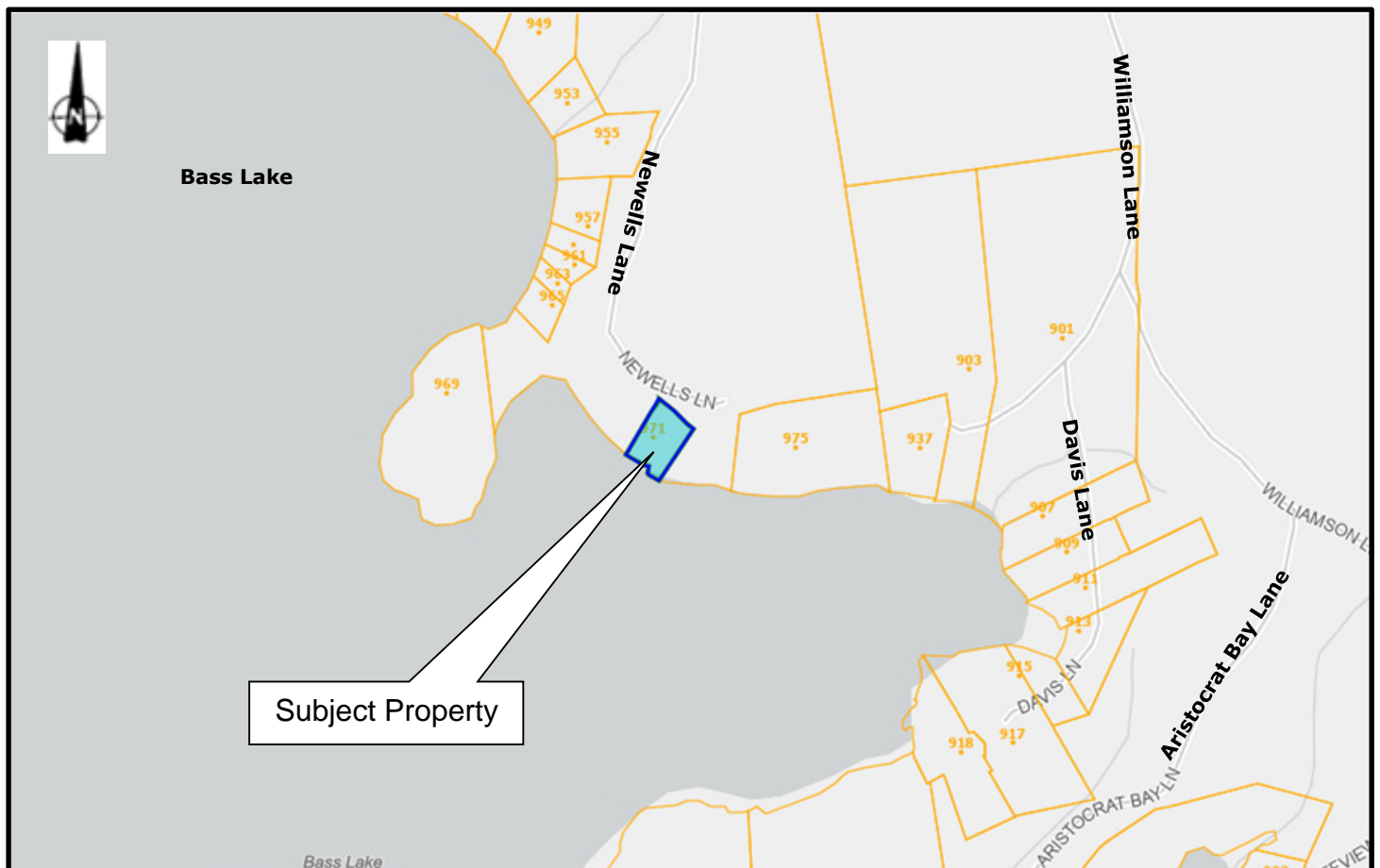
**File Number:** D13-2025-025

**Owner:** Mark Noonan

**Agent:** Anthony Wielemaker (Seaway Design Group)

**Location:** 971 Newells Lane

**Ward:** Ward 2 (Rear of Leeds and Lansdowne)



**Key Map:** property subject to application for Permission/Minor Variance shown in blue.

**Purpose of Application**

This application is requesting a permission to replace an existing legal non-complying dwelling and expand the floor area and height. The existing dwelling is legal non-complying with respect to the minimum required 30-metre setback from the highwater mark of Bass Lake and the minimum 30-metre front yard provision of the Shoreline Residential 'RS' zone of Township Zoning By-Law Number 07-079. The existing structure features 115.9 square metres of floor area and is proposed to be demolished and replaced with a 1.5 storey dwelling with 133.5 square metres of floor area, including an attached garage. The height of the structure is proposed to increase from 8 metres to 8.92 metres.

The subject property is currently developed with an existing dwelling, an attached open deck, and two accessory structures (sheds).

The application is also seeking variances with respect to the minimum required rear yard setback for the proposed dwelling, and the maximum permitted shoreline occupancy for an existing marine facility (dock). The existing dock was constructed in the absence of the necessary municipal approvals.

The following permission is requested:

	Provision	Existing Structure	Proposed Structure	Permission Requested
-	Increase in ground floor area of a legal non-complying structure	Single Detached Dwelling: 115.94 square metres (1,247.97 square feet)	Single Detached Dwelling: 133.47 square metres (1,436.66 square feet)	Total ground floor area of non-complying structure: 133.47 square metres (1,436.66 square feet)
-	Increase in height of a legal non-complying structure	Single Detached Dwelling: 8 metres (26.25 feet)	Single Detached Dwelling: 8.92 metres (29.27 feet)	Total height of non-complying structure: 8.92 metres (29.27 feet)

The following variances are requested:

Section	Provision	Proposed	Relief Requested
3.18(d)	The width of marine facilities shall not occupy more than 20% of the shoreline	24%	4%
5.5(b)	Minimum rear yard setback of the RS zone shall be 7.5m (24.61 ft)	Single Detached Dwelling: 2.5 metres (8.2 feet)	Single Detached Dwelling: 5 metres (16.4 feet)

**How to Participate in the Hearing:**

All comments received will become part of the public record. Comments can only be received in a written format or verbally in person/virtually. Staff are unable to accept verbal comments over the phone or in person outside of the hearing.

Anyone attending in person in the Council Chambers or virtually online/by phone through Zoom will be provided the opportunity to comment on an application. The ways to comment on an application are:

1. Written Comments – Email: [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca)  
Mail: Township of Leeds and the Thousand Islands  
Attention: Amanda Werner-Mackeler, Secretary-Treasurer  
1233 Prince St PO Box 280  
Lansdowne, ON K0E 1L0
2. In Person Attendance – In person attendance will be in the Council Chambers at the Township Office at 1233 Prince St, Lansdowne, ON.
3. Virtual/Phone Attendance – If you wish to attend virtually/by phone, you are required to register to be an attendee prior to the hearing. Once registered, you will receive a follow up email from the Clerk with the details to attend the hearing by computer or by phone. To register to attend the hearing virtually/by phone, please register online at:

[https://us02web.zoom.us/webinar/register/WN\\_6QzIU3WFRuKSkVPQ2xde8w](https://us02web.zoom.us/webinar/register/WN_6QzIU3WFRuKSkVPQ2xde8w)

If you have any issues registering online, please call 613-659-2415 x 203 before July 25, 2025 and indicate your name, phone number, email address and application you wish to speak to. Staff will register you for the hearing using your email address and

you will receive a follow up email from the Clerk with the details on how to attend the hearing by computer or by phone.

### **Make Your Views Known**

The Committee of Adjustment will make a decision on the application on the basis of information or evidence received before and during the hearing. This notice has been mailed to you, as required by the Planning Act.

You may express your support or opposition to the permission/minor variance application by either attending the above virtual public hearing or sending a letter by mail, e-mail, or hand-delivery prior to the hearing date. Any correspondence received will become part of the public record. Only the applicant, a specified person, public body, and the registered owner of any land to which the Committee of Adjustment applies may appeal a decision to the Ontario Land Tribunal.

No specified person, public body or registered owner to which the decision would apply shall be added as a party to the hearing of the appeal unless, before the decision was made, the specified person, public body or registered owner of any land to which the decision applies made oral submissions at a statutory public meeting or written submissions to the Committee of Adjustment prior to the decision or, in the opinion of the Tribunal, there are reasonable grounds to add the specified person or public body as a party.

“Public body” and “specified person” are defined under Section 1(1) of the Planning Act.

### **Collection of Personal Information:**

Personal information is collected in order to gather feedback and communicate with interested parties regarding this development proposal. This information is collected under the authority of the *Planning Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of e-mail addresses and telephone numbers, all information and comments will become part of the public record and will appear on the Township’s website. Council and Committee meetings are broadcast live over the internet on YouTube. If you speak at the meeting your voice will be heard in the broadcast. Broadcasts are archived and continue to be publicly available.

### **View the Application File**

Additional information concerning the Permission/Minor Variance Application is available online at <https://www.leeds1000islands.ca/en/governing/council-and-committee-calendar.aspx> or by contacting Amanda Werner-Mackeler, CPT, Secretary-Treasurer, during regular office hours at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

### **Receive a copy of the Committee’s Decision**

The Committee of Adjustment will make a decision on the application at the meeting. To receive a copy of the Committee’s decision, you must make a written request to the Committee of Adjustment c/o Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. Box 280, Lansdowne, Ontario, K0E 1L0 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

### **Accessibility Information**

If you are a person with a disability and need Township of Leeds and the Thousand Islands information provided in another format, please contact the Clerk’s office at 613-659-2415 x 231 or [clerk@townshipleeds.on.ca](mailto:clerk@townshipleeds.on.ca).

### **Multi-Residential Unit Notification**

If you have received this notice and you are the owner of land that contains seven or more residential units, please post this notice in a location that is visible to all of the residents.

**For more information about this matter**, contact Amanda Werner-Mackeler, CPT Secretary-Treasurer, at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

DATED at the Township of Leeds and the Thousand Islands on the 4<sup>th</sup> day of July, 2025.

**Township of Leeds and the Thousand Islands**

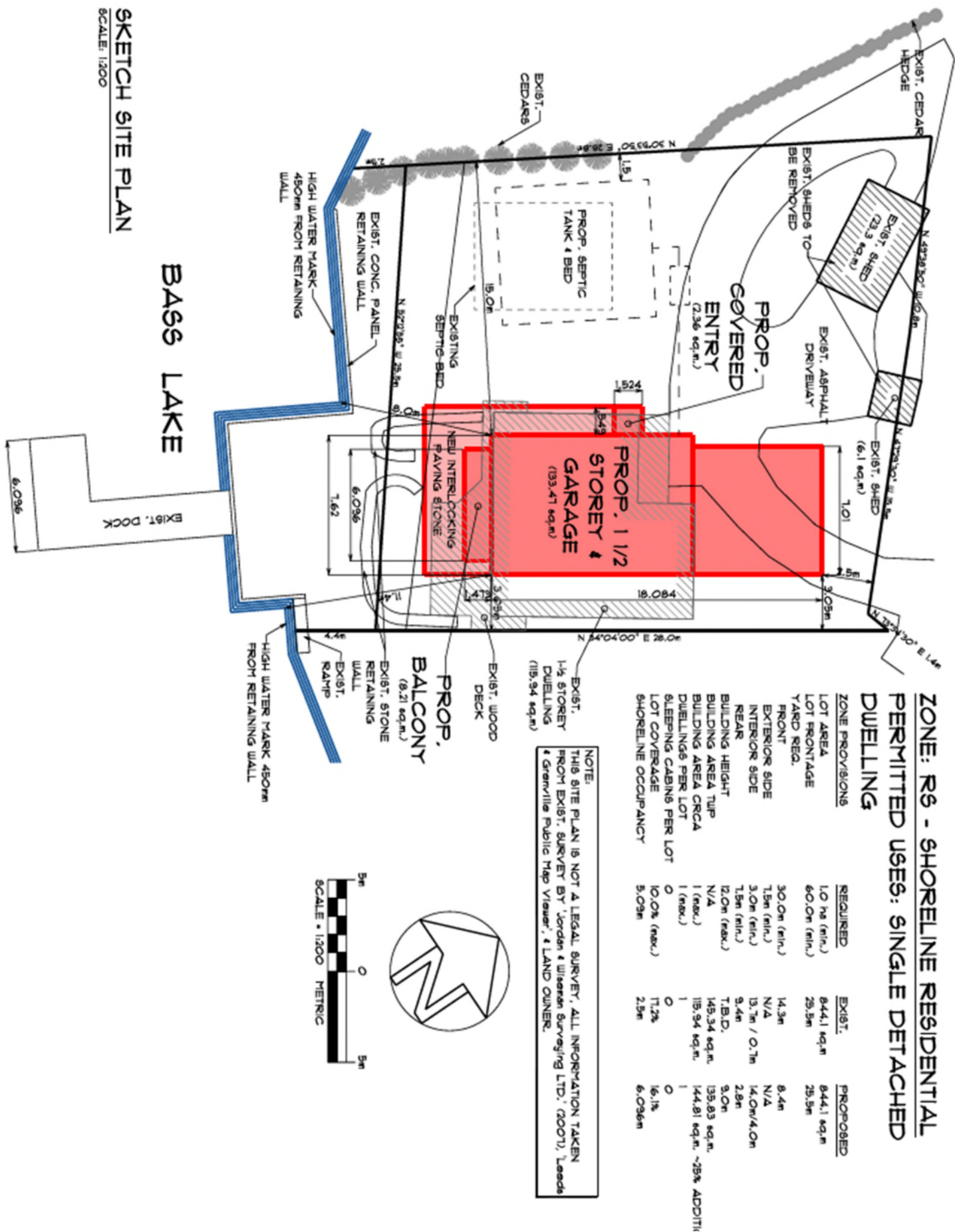
Page 3 of 4

1233 Prince St, P.O. Box 280, Lansdowne, ON K0E 1L0 · Tel: 613-659-2415

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**Proposed Schedule A - Proposed Plot Plan**  
**Permission/Minor Variance Application: D13-2025-025**  
**Owner: Mark Noonan**  
**Location: 971 Newells Lane**





# DEVELOPMENT APPLICATION

Section 41 (Site Plan Approval) and  
Section 45 (Minor Variance) of the Planning Act

OFFICE USE ONLY			
<b>Application:</b>	D13-2025-025	<b>Date Received:</b>	June 5, 2025
<b>Roll Number:</b>	816-025-11600	<b>Deemed Complete:</b>	July 3, 2025
<b>Application Fee:</b>	\$900 Application and Sign \$215 Sewage Review <input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A		
<b>Posting of Sign By:</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Staff (\$50 Fee) <input type="checkbox"/> Other		
<b>Posting of Sign Fee:</b>	<input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A		
<b>1. APPLICATION TYPE</b> <i>(Check all that apply)</i>			
<input checked="" type="checkbox"/> Minor Variance Application			
<input type="checkbox"/> Site Plan Agreement			
<b>2. PRE-CONSULTATION</b> <i>(Attach supporting documentation)</i>			
<input type="checkbox"/> TLTI – Staff	<input type="checkbox"/> Leeds, Grenville & Lanark Health Unit		
<input type="checkbox"/> CRCA	<input type="checkbox"/> St. Lawrence Parks Commission		
<input type="checkbox"/> Other:			
<b>3. COMPLETE APPLICATION REQUIREMENTS</b>			
<input type="checkbox"/> Complete Application Form			
<input type="checkbox"/> Authorization of Applicant (if applicable)			
<input type="checkbox"/> Affidavit signed by a Commissioner of Oaths, Notary, etc. (Available at Office)			
<input type="checkbox"/> Township and other Agency (if applicable) Applications and Fees			
<input type="checkbox"/> Cover Letter and/or report			
<input type="checkbox"/> Survey Plan (if available)			
<input type="checkbox"/> Deed			
<input type="checkbox"/> Scaled Sketch as per Section 11 (1 hard copy (11x17 paper or less) or 1 digital copy)			
<input type="checkbox"/> Minimum Distance Separation Calculation Form (if applicable)			
<input type="checkbox"/> All Supporting Information identified through Pre-Consultation including DRT			
<b>4. SUBJECT LAND</b>			
Assessment Roll Number: <u>081281602511600</u>			
Civic Address: <u>971 Newells Lane, Leeds &amp; Thousand Islands, ON. K0E 1B0</u>			
Legal Description (Concession, Lot, Part, Reference Plan numbers): <u>CON 11, Lot 13</u>			
Date subject land acquired by current owner: <u>2010</u>			



**5. REGISTERED OWNER(S)**

*All owners must be included. If company, identify principals. A separate page may be submitted, if needed.*

Name(s): Mark Noonan

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

**6. APPLICANT INFORMATION**

*If an applicant is NOT the owner of the subject lands, written authorization from **all registered owner(s)** must be obtained stating that the agent is authorized to make the application (Section 13)*

**6.1** Is the applicant the same as the owner?

☐

Yes (same information as above)

☒

No (please fill out below **and** complete Section 14 – Agreement, Authorization and Declaration)

**6.2** Name(s): Anthony Wielemaker

Company Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Phone (work): \_\_\_\_\_

Email Address: \_\_\_\_\_

**7. SUBJECT LAND CHARACTERISTICS**

**7.1** Please list and describe any existing easements, right-of-ways or restrictive covenants that apply to the subject property (required to be shown on sketch)

**7.2** Site Description: (briefly describe factors that may impact the proposed development, such as soil type and depth, lot configuration, steep slopes or low-lying areas, natural feature, etc.)

The site is currently a mixture of soil and bedrock, the proposed 1.5 storey dwelling will sit further back from the lot line.

<b>7.3 Dimensions of Subject Land</b>				
Total Lot Area:		hectares	0.21	acres
Lot Depth:	<del>80.8</del>	metres	94.5	feet
Lot Width (frontage):	25.5	metres	83.7	feet
<b>7.4 Road Access (include name)</b>				
<input type="checkbox"/> Provincial Highway: _____				
<input type="checkbox"/> County Road: _____				
<input type="checkbox"/> Municipal Road: _____				
<input checked="" type="checkbox"/> Private Right-of-Way: <u>Newells Lane</u>				
<input type="checkbox"/> Water Only: _____				
<b>7.5</b> If access to the subject land is by water only, provide details of parking and docking facilities to be used and the approximate distance of these from the subject land and the nearest public road:				
<b>7.6 Servicing – Water</b>	Existing	Proposed	Not Applicable	
Municipal Piped Water System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Privately Owned and Operated Well				
<input type="checkbox"/> Dug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Drilled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Communal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lake or Other Water Body:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.7 Servicing – Sewage</b>	Existing	Proposed	Not Applicable	
Municipal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Privately-Owned				
<input type="checkbox"/> Individual Sanitary Sewage System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Communal Sanitary Sewage System	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <b>New</b>	<input type="checkbox"/>	
<input type="checkbox"/> Composting/Self-Contained Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Outhouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other: (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7.8 Servicing – Storm Drainage</b>	Existing	Proposed	Not Applicable	
Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ditches	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swales	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (Specify): _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION				
<b>8.1</b> Official Plan Designation: Rural Woodland Highly Vulnerable Aquifer				
<b>8.2</b> Special Policy Area: <input type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input type="checkbox"/> No				
<b>8.3</b> Zoning: RS Shoreline Residential		<b>x</b>		
<b>8.4</b> Is this a designated heritage property: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
<b>8.5</b> Existing Use(s): (indicate uses and length of time uses have continued)				
Existing cottage on lot to be demolished.				
<b>8.6</b> Proposed Use(s):				
Proposed 1.5 storey to be used as single detached dwelling.				
<b>8.7</b> Existing Use on Adjacent Lands:				
North: Residential Shoreline	South: Bass Lake			
East: Residential Shoreline	West: Residential Shoreline			
<b>8.8</b> Previous Use(s): (indicate all previous land uses on the subject land or adjacent lands including any industrial or commercial use, or if there is suspected contamination)				
The property has only been used as a residential cottage to the best of our knowledge.				
<b>8.9</b> Indicate any current or previous application under the <i>Planning Act</i> affecting the subject land:				
Application Type	File Number	File Status		
Minor Variance				
Site Plan Agreement				
Zoning By-Law Amendment				
Official Plan Amendment				
Consent				
Subdivision				
Other:				
<input type="checkbox"/> There have been no previous Planning Act applications affecting the subject lands				

<b>8.10</b>	Potential Land Use Constraints:	On Subject Lands	On Adjacent Lands Within	No
	Agricultural Operation including Livestock Facility or Stockyard (If Yes, MDS info must be submitted)	<input type="checkbox"/>	<input type="checkbox"/> 1000m	<input checked="" type="checkbox"/>
	Waste Management Site or Landfill	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
	Sewage Treatment Plant or Waste Stabilization	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
	Provincially Significant Wetland (PSW)	<input type="checkbox"/>	<input type="checkbox"/> 120m	<input type="checkbox"/>
	Locally Significant Wetland (LSW)	<input type="checkbox"/>	<input type="checkbox"/> 50m	<input checked="" type="checkbox"/>
	Area of Natural and Scientific Interest (ANSI)	<input type="checkbox"/>	<input type="checkbox"/> 50m	<input checked="" type="checkbox"/>
	Flood Plain	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	Wellhead Protection (Village of Lansdowne)	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	James W. King Intake Protection Zone - St. Lawrence River - South of Gananoque (OP Schedule A6)	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	Licensed Mine, Pit or Quarry or an area designated for Aggregate Extraction	<input type="checkbox"/>	<input type="checkbox"/> 1000m	<input checked="" type="checkbox"/>
	Rehabilitated Mine/Pit/Quarry Site?	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
	Industrial or Commercial Use, or Wrecking Yard Specify Use: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Active Railway Line	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
	Municipal or Federal Airport	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
	Provincial Highway 401	<input type="checkbox"/>	<input type="checkbox"/> 250m	<input checked="" type="checkbox"/>
	Utility Corridor(s) i.e. Power Lines, Hydro Easement	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
	i.e. Natural Gas or Oil Pipeline, etc.	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
	Gas Station – Currently or at Any Time	<input type="checkbox"/>	<input type="checkbox"/> Adjacent	<input checked="" type="checkbox"/>
	Lands suspected to be contaminated	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
	Has grading of the subject land been changed by adding earth or other material(s)?	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	Designated Heritage Building/Site	<input type="checkbox"/>	<input type="checkbox"/> 500m	<input checked="" type="checkbox"/>
<b>8.11</b> Additional information that may be relevant to the review of the application:				
<input type="checkbox"/> Provided on a Separate Sheet				

**9. REQUIRED PLANS**

**9.1** A detailed sketch in metric has been attached with the required ☐Yes ☐No  
information as noted in Section 9.2.

All required site plan drawings, elevations, cross-sections, ☐Yes ☐No  
grading, drainage, etc. along with the required information as  
noted in Section 9.3.

**9.2 Sketch Requirements**

For minor variance, a detailed sketch **is required**. The sketch must include:

- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, flood plains drainage, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
  - (i) Are located on the subject land and on land that is adjacent to it, and
  - (ii) In the applicant's opinion, may affect the application.
- (d) The current uses of land that is adjacent to the subject land.
- (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- (f) If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) The location and nature of any easement affecting the subject land.

**9.3 Site Plan Requirements**

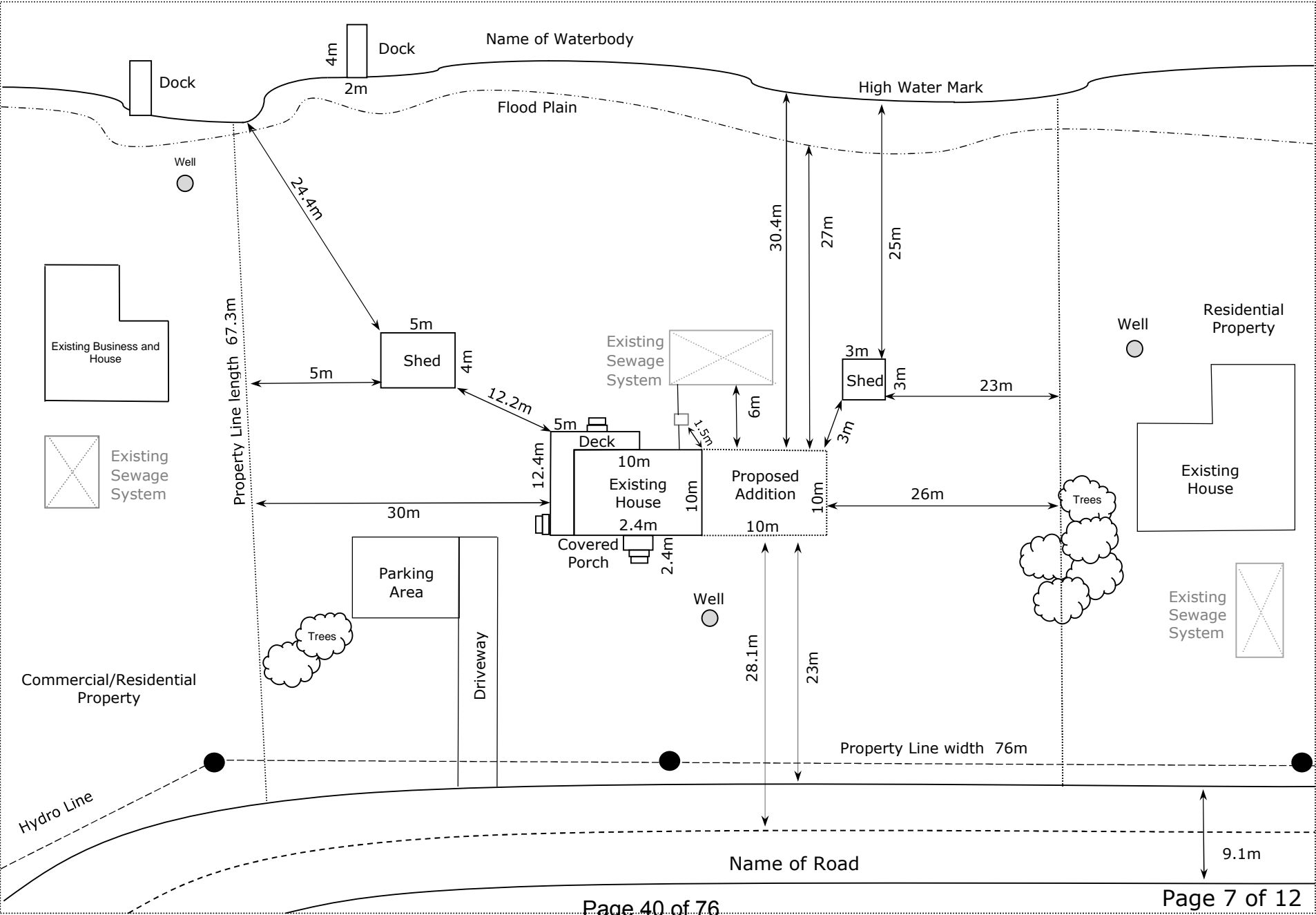
In addition to Section 9.2, for site plan applications, drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units which drawings are sufficient to display,

- (a) The massing and conceptual design of the proposed building;
- (b) The relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;
- (c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- (d) Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design
- (d.1) Matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
- (e) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- (f) facilities designed to have regard for accessibility for persons with disabilities.

Township of Leeds and the Thousand Islands

DEVELOPMENT APPLICATION

9.3 SAMPLE SKETCH – Measurements, setbacks for all structures must be transcribed onto Sections 10 and 11.



<b>10. EXISTING STRUCTURES &amp; SETBACKS ON SUBJECT LAND</b> (Indicate any to be demolished)									
<b>10.1 Existing Structures in metres. Include all structures on subject land, including marine facilities and structures under 10 square metres.</b>									
Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built		
				Length	Width	Height			
		195.34 sq.m.	1.5	11.2 +/-	11 +/-	8m +/-	1960's		
	115.94								
Existing 1.5 Storey dwelling (to be demolished)	23.3		1	6.2 +/-	3.7 +/-	4m +/-	1960's		
Existing shed (to be demolished)	6.1		1			3m +/-	1960's		
				2.5 +/-	2.4 +/-				
<b>10.2 Setbacks of Existing Structures to property boundaries, shoreline, etc. in metres</b>									
Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (center)	Right of Way (edge)	Other
Exist. 1.5 Storey dwelling (to be demolished)	8 +/-	13.7 +/-	0.7 +/-	9.4 +/-	8 +/-	N/A	N/A	9.4 +/-	
Exist. shed (to be demolished)	25.7 +/-	2.1 +/-	17.4 +/-	-.5 +/-	25.7 +/-	N/A	N/A	-.5 +/-	
Exist. shed (to be demolished)	28.3 +/-	12.6 +/-	11.7 +/-	-2 +/-	28.3 +/-	N/A	N/A	-2 +/-	
<b>10.3 Existing Parking &amp; Loading Spaces</b>									
Existing Number of Standard Parking Spaces: 2					Existing Number of Barrier Free Parking Spaces:				
Existing Number of Loading Spaces:									

**11. PROPOSED STRUCTURES & SETBACKS ON SUBJECT LAND** (Indicate any to be demolished)**11.1** Proposed Development (**if any**) in square metres, metres

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
				Length	Width	Height	
Proposed 1.5 storey dwelling	133.47	166.11 sq.m.	1.5	18.1	7.62	8.92 +/-	

**11.2** Setbacks of Proposed Structures to property boundaries, shoreline, etc. in metres

Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (center)	Right of Way (edge)	Other _____
Proposed 1.5 storey dwelling	8.0	15	3.05	2.5	8.5		N/A	2.5	

**11.3** Proposed Parking & Loading Spaces

Proposed Number of Standard Parking Spaces: 2

Proposed Number of Barrier Free Parking Spaces:

Proposed Number of Loading Spaces:



**12. MINOR VARIANCE INFORMATION****12.1** Description of Proposal

To construct a 1.5 storey wood framed dwelling with an attached garage.

**12.2** Variance Requested from Zoning By-Law:

Section	Zone Requirement	Proposed Standard	Variance Required
3.32 Setbacks (b)	30.0m	8.0m	22.0m
5.5 RS Zone (b) Rear	7.5m	2.5m	5.0m
5.5 RS Zone (b) Lot Coverage	10 %	16.1%	6.1%
3.18 Marine Facilities (d)	20% of Shoreline width 5.09m	6.096m	1.006m (24%)

**12.3** Why is it not possible to comply with the provisions of the Zoning By-Law?

The existing cottage was involved in a fire and requires a rebuild. The property is undersized for the zone with not enough room to rebuild and there is no room to build anything and satisfy the 30m watercourse setback as the lot is less than 30m deep. We have keep the setback to the watercourse the same as the existing house and have moved it from the side yard to meet the bylaw requirement of 3.0m. The existing house did not meet the sideyard setback for the zone at .7m. We are removing a couple of the out buildings to allow for an attached garage and in the process have reduce the lot coverage. The current cottage and accessory buildings have a lot coverage of 17.2% which is over the zone maximum of 10%. The proposed development results in a reduction of the exisiting lot coverage to 16.1%. a new septic will be installed to met the demands of the new cottage.

**13. AUTHORIZATIONS & PERMISSION TO ENTER**

**All Registered Owner(s)** must complete the following to authorize the applicant/agent to make the application on their behalf (if Owner is NOT the applicant) and/or to permit Council, Committees of Council, Township Staff or authorized agents to enter the subject property to conduct site inspections related to this application. If multiple owners, an authorization letter from each owner is required.

I/We Mark Noonan  
(name(s) of owner(s) or company)

being the registered owner(s) of the subject property of this application:

- ☒ Hereby authorize the following person(s) to act as our agent to prepare, submit the application and pay any associated fees on my/our behalf (if applicable):

Anthony Wielemaker- Seaway Design Group

(Name of Applicant(s)/Authorized Agent(s))

- ☒ Hereby authorize Council, Committees of Council, and Township Staff or authorized agents to enter the subject property without notice to conduct site inspections related to this application.
- ☒ Agree to ensure that any driveway/lanes are accessible during the circulation period of the application so that Committee members, Township staff and other agencies do not have any barriers blocking access to the subject land. Island properties will require a boat ride, which is to be provided by the owner/agent. If applicable, Township Staff will make arrangements for the most suitable date and time.
- ☒ Agree to post any required signage on site, which is prepared by Township Staff, with respect to this application in the requested timeframe of the Planning Act and upon notification by Township Staff. I/We also agree to provide photographic evidence of the posted sign at the request of Township Staff.
- ☒ Agree to stake the area of any proposed construction a minimum of 15 days prior to the hearing date of your application.
- ☒ Have included the written approval of all surveyors, designers, etc. that designed any documents, plot plans etc. to allow the Township to use their plan(s) in the notice or hearing and other documents which are viewable by the public.
- ☒ Hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature(s): 

Date: June 4, 2025

**14. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATION**

I/We, Anthony Wielemaker  
 (name of owner, applicant or authorized agent)

Of the Elizabethtown Township  
 (name of Municipality)

In the United Counties of Leeds & Grenville  
 (name of County)

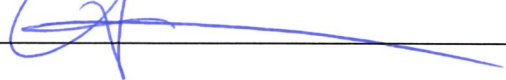
Hereby agree to indemnify and save harmless The Corporation of the Township of Leeds and Thousand Islands (the "Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council approving the applicant's application.

I/We acknowledge and agree that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the application until the amount has been paid in full.

I/We further acknowledge and agree that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

I/We solemnly declare that all of the above statements contained herein and all exhibits transmitted herewith including this application and any required document attached hereto are true, and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature(s): 

Declared before me at the: Township of Leeds and 1000 Islands  
 (name of municipality)

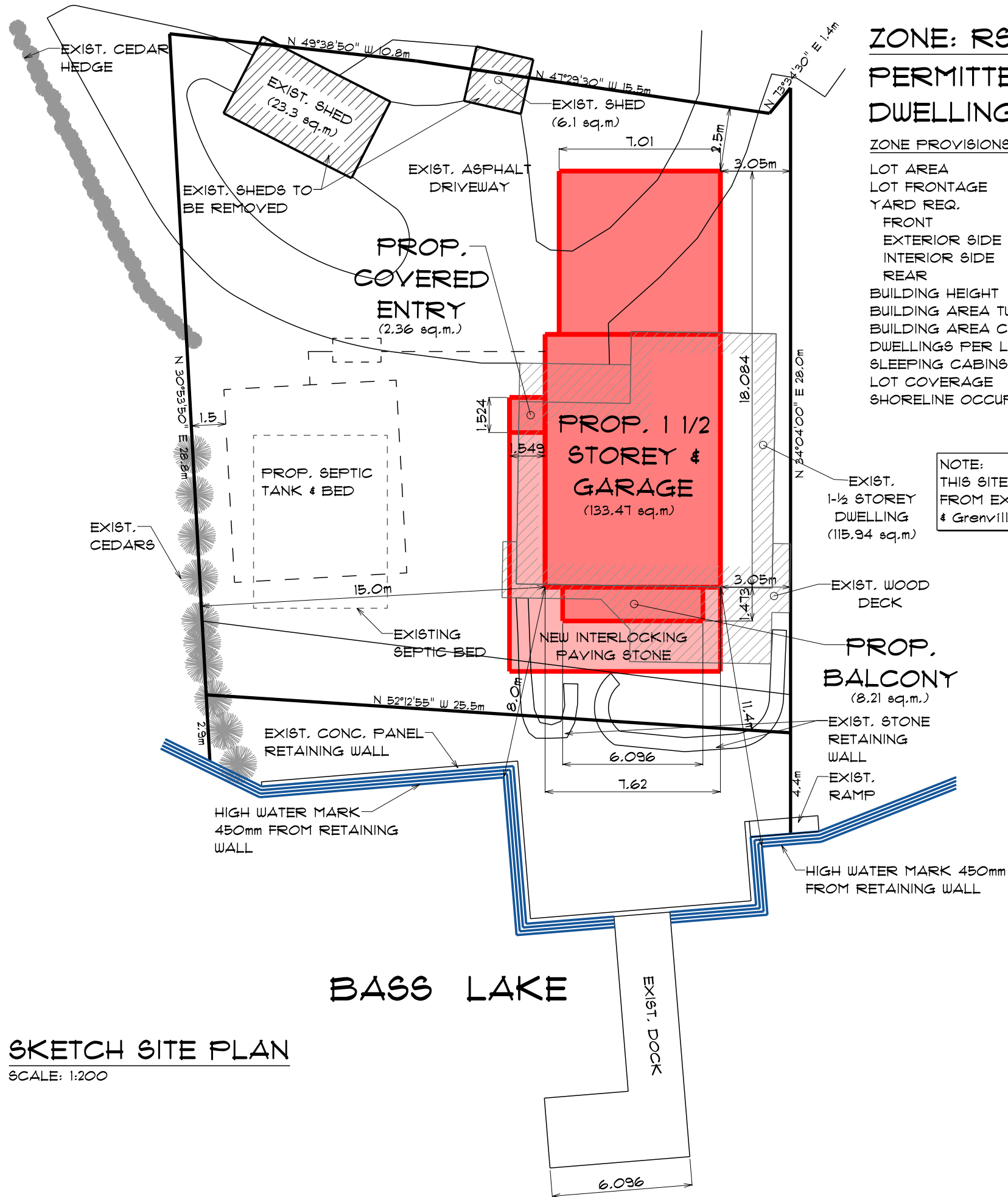
in the United Counties and Leeds and Grenville  
 (name of County)

This 5<sup>th</sup> day of June, 2025.

  
 Signature of Commissioner of Oaths, etc.

**AMANDA ZORA WERNER-MACKELER,**  
 a Commissioner, etc., Province of Ontario,  
 the Corporation of the Township of Leeds  
 and the Thousand Islands.  
 Expires August 18, 2025.

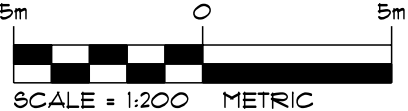
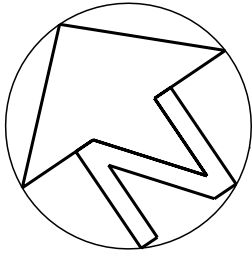
(Official Stamp of Commissioner of Oaths)



**ZONE: RS - SHORELINE RESIDENTIAL**  
**PERMITTED USES: SINGLE DETACHED DWELLING**

ZONE PROVISIONS	REQUIRED	EXIST.	PROPOSED
LOT AREA	1.0 ha (min.)	844.1 sq.m	844.1 sq.m
LOT FRONTAGE	60.0m (min.)	25.5m	25.5m
YARD REQ.			
FRONT	30.0m (min.)	14.3m	8.4m
EXTERIOR SIDE	7.5m (min.)	N/A	N/A
INTERIOR SIDE	3.0m (min.)	13.7m / 0.7m	14.0m/4.0m
REAR	7.5m (min.)	9.4m	2.8m
BUILDING HEIGHT	12.0m (max.)	T.B.D.	9.0m
BUILDING AREA TWP	N/A	145.34 sq.m.	135.83 sq.m.
BUILDING AREA CRCA	1 (max.)	115.94 sq.m.	144.81 sq.m. ~25% ADDITION
DWELLINGS PER LOT	1 (max.)	1	1
SLEEPING CABINS PER LOT	0	0	0
LOT COVERAGE	10.0% (max.)	17.2%	16.1%
SHORELINE OCCUPANCY	5.09m	2.5m	6.096m

NOTE:  
THIS SITE PLAN IS NOT A LEGAL SURVEY, ALL INFORMATION TAKEN FROM EXIST. SURVEY BY 'Jordan & Wiseman Surveying LTD.' (2007), 'Leeds & Grenville Public Map Viewer', & LAND OWNER.



**SKETCH SITE PLAN**  
SCALE: 1:200

**COPYRIGHT**

All drawings, specifications and related documents are the copyright property of Seaway Design Group and must be returned upon request. Reproduction of drawings, specifications, and related documents in whole or in part is forbidden without the written permission of Seaway Design Group.

These plans form the basis for permit issuance and any deviations from these plans and details, including the ventilation system, heating system, woodstove, fireplaces, decks, balconies and finished basements, will require a revised drawing and clearance by the Building Department.

Engineered floor system and engineered truss system designed by others and not by designer. These systems are exempt as permitted in the OBC 3.2.5.1 (3)(h)

The undersigned has reviewed this design, has qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

REGISTRATION INFORMATION:  
Anthony Wielemaker:  
Individual BCIN# 28341  
Seaway Design Group:  
Firm BCIN# 116151

**REVISIONS:**

1.	25/02/24	PRELIM. SITE
2.	25/06/04	FOR VARIANCE

RESIDENCE FOR  
**NOONAN RESIDENCE**  
9711 NEWELLS LANE

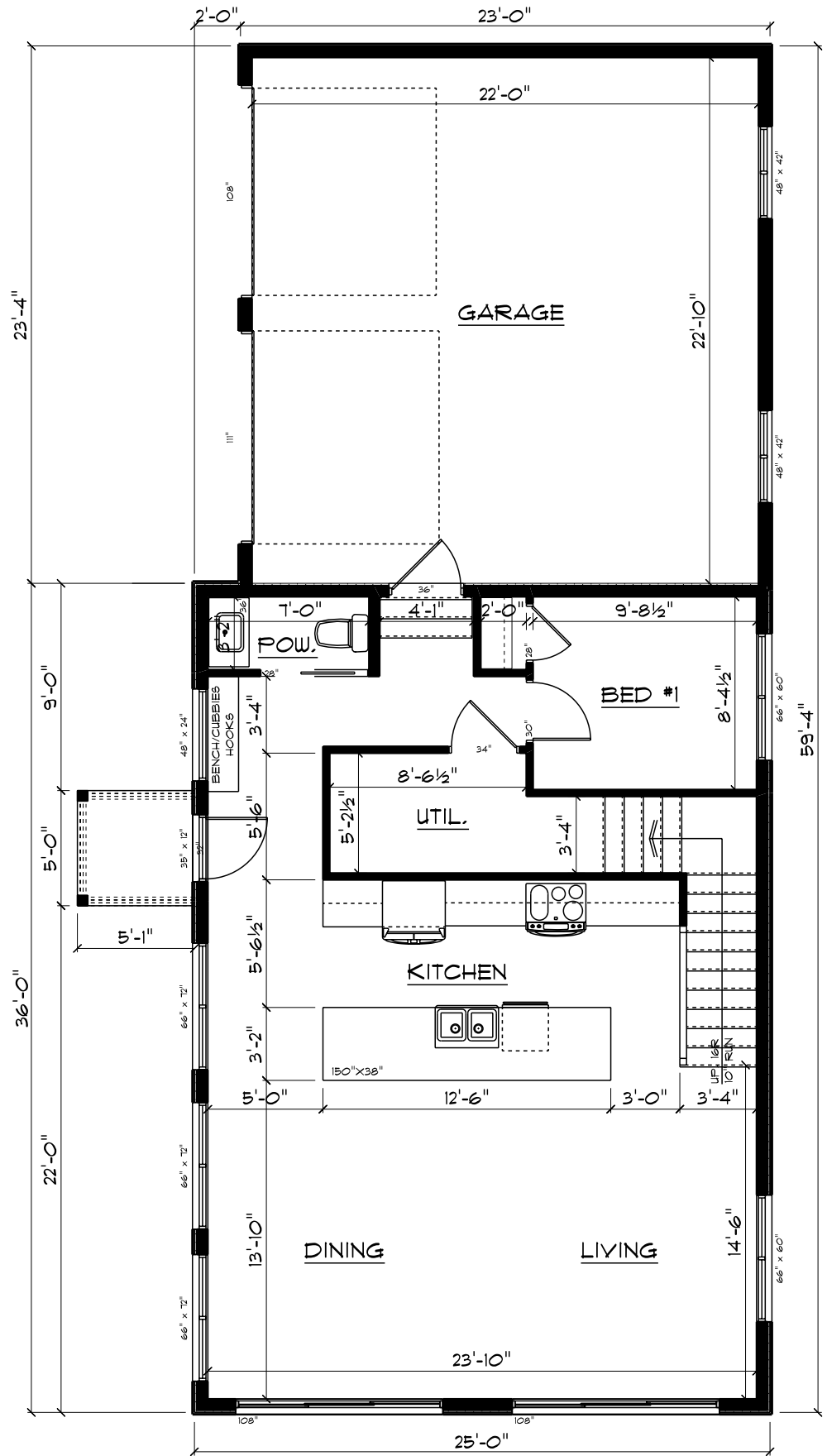
PROJECT TITLE  
**PROPOSED PROJECT**

DRAWING TITLE  
**SKETCH SITE PLAN**

DATE: FEB. 2025	SCALE: AS SHOWN
DRAWN BY: T.S.	APPROVED: A.M.W.
PROJECT No.: 25-Noonan 1.5 Storey	







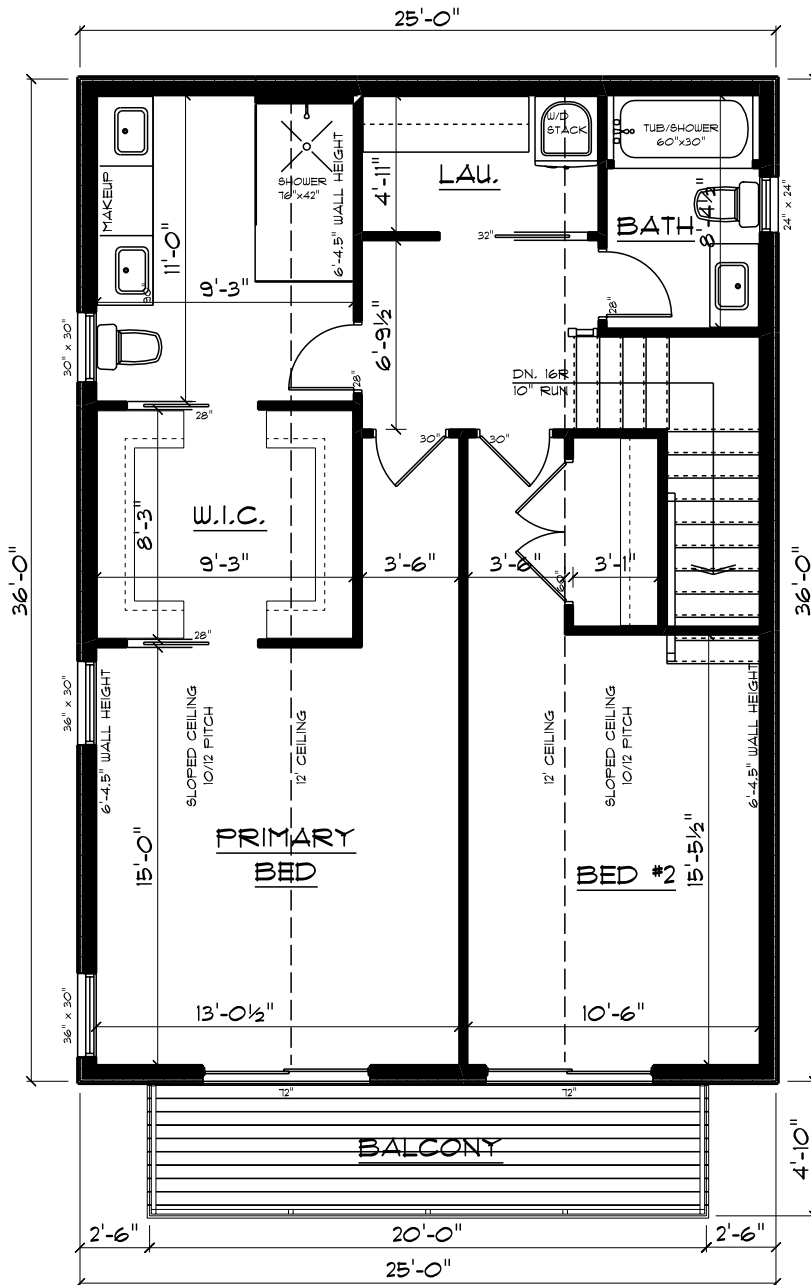
# MAIN FLOOR PLAN

SCALE: 0.145" = 1'-0"

NOONAN RESIDENCE  
971 NEWWELLS LANE  
LEEDS & THOUSAND ISLANDS

	AREA		
MAIN FLOOR	894	sq.ft.	GARAGE
SECOND FLOOR	894	sq.ft.	
TOTAL	1788	sq.ft.	

AREA  
555 sq.ft.



## SECOND FLOOR PLAN

SCALE: 0.145" = 1'-0"

NOONAN RESIDENCE  
971 NEWWELLS LANE  
LEEDS & THOUSAND ISLANDS

	AREA
MAIN FLOOR	894 sq.ft.
SECOND FLOOR	894 sq.ft.
TOTAL	1788 sq.ft.

GARAGE

AREA  
555 sq.ft.



NOONAN RESIDENCE  
 971 NEWWELLS LANE  
 LEEDS & THOUSAND ISLANDS

	AREA	
MAIN FLOOR	894 sq.ft.	GARAGE
SECOND FLOOR	894 sq.ft.	
TOTAL	1788 sq.ft.	

AREA  
 555 sq.ft.



NOONAN RESIDENCE  
 971 NEWWELLS LANE  
 LEEDS & THOUSAND ISLANDS

	AREA			AREA	
MAIN FLOOR	894	sq.ft.	GARAGE	555	sq.ft.
SECOND FLOOR	894	sq.ft.			
TOTAL	1788	sq.ft.			





**Notice of Committee of Adjustment Hearing**  
**Permission Application**  
**(Section 45 of the Planning Act)**

**Date:** Tuesday, July 29, 2025

**Time:** 1:00 pm

**Location:** 1233 Prince Street, Lansdowne, ON.

The hearing may be attended in person in the Council Chambers and virtually online/by phone through Zoom. Details on how to participate for both options are below.

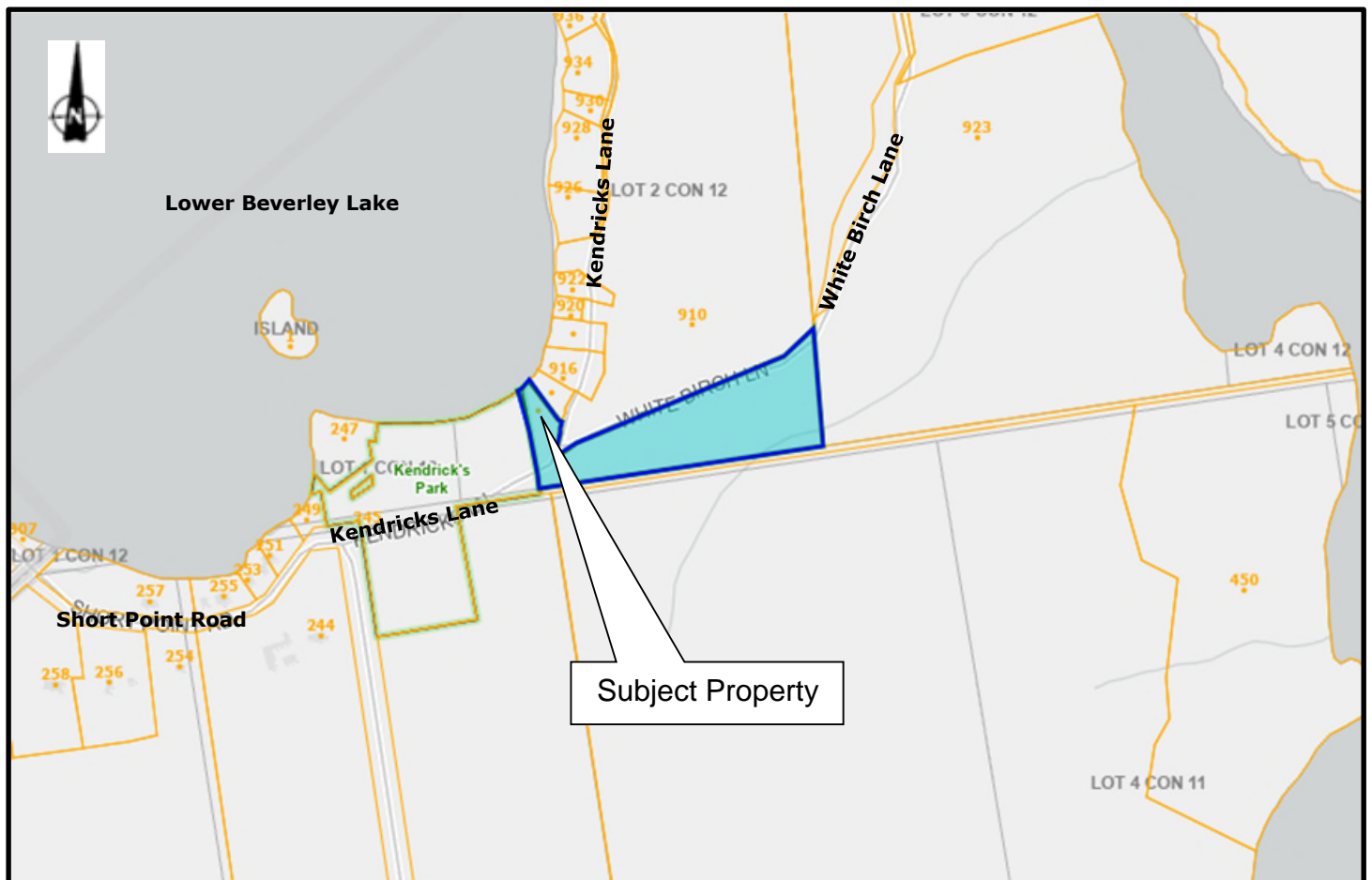
**File Number:** D13-2025-026

**Owner:** Jane Moreland

**Agent:** Eamon O'Leary

**Location:** 912 Kendricks Lane

**Ward:** Ward 2 (Rear of Leeds and Lansdowne)



**Key Map:** property subject to application for Permission shown in blue.

**Purpose of Application**

This application is requesting a permission to replace an existing legal non-complying dwelling and expand the floor area and height. The existing dwelling is legal non-complying with respect to the minimum 30 metre setback from the highwater mark of the Lower Beverley Lake and the minimum 30 metre front yard provision of the Shoreline Residential 'RS' zone of Township Zoning By-Law Number 07-079. The existing 95 square metre dwelling is proposed to be demolished and replaced with a 203 square metre single storey dwelling. The height of the structure is proposed to increase from 3 metres to 6 metres. The property is currently developed with a single detached dwelling, two

accessory structures (storage shed and garage), an outdoor kitchen, and a sleep cabin. The existing shed, sleeping cabin, and outdoor kitchen are proposed to be demolished.

The following permission is requested:

	Provision	Existing Structure	Proposed Structure	Permission Requested
-	Increase in floor area of a legal non-complying structure	Single Detached Dwelling: 95 square metres (1,022.6 square feet)	Single Detached Dwelling: 203 square metres (2,185.1 square feet)	Total ground floor area of non-complying structure: 203 square metres (2,185.1 square feet)
-	Increase in height of a legal non-complying structure	Single Detached Dwelling: 3 metres (9.84 feet)	Single Detached Dwelling: 6 metres (19.7 feet)	Total height of non-complying structure: 6 metres (19.7 feet)

**How to Participate in the Hearing:**

All comments received will become part of the public record. Comments can only be received in a written format or verbally in person/virtually. Staff are unable to accept verbal comments over the phone or in person outside of the hearing.

Anyone attending in person in the Council Chambers or virtually online/by phone through Zoom will be provided the opportunity to comment on an application. The ways to comment on an application are:

- 1. Written Comments – Email: [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca)  
Mail: Township of Leeds and the Thousand Islands  
Attention: Amanda Werner-Mackeler, Secretary-Treasurer  
1233 Prince St PO Box 280  
Lansdowne, ON K0E 1L0
- 2. In Person Attendance – In person attendance will be in the Council Chambers at the Township Office at 1233 Prince St, Lansdowne, ON.
- 3. Virtual/Phone Attendance – If you wish to attend virtually/by phone, you are required to register to be an attendee prior to the hearing. Once registered, you will receive a follow up email from the Clerk with the details to attend the hearing by computer or by phone. To register to attend the hearing virtually/by phone, please register online at:

[https://us02web.zoom.us/webinar/register/WN\\_6QzIU3WFRuKSkVPQ2xde8w](https://us02web.zoom.us/webinar/register/WN_6QzIU3WFRuKSkVPQ2xde8w)

If you have any issues registering online, please call 613-659-2415 x 203 before July 25, 2025 and indicate your name, phone number, email address and application you wish to speak to. Staff will register you for the hearing using your email address and you will receive a follow up email from the Clerk with the details on how to attend the hearing by computer or by phone.

**Make Your Views Known**

The Committee of Adjustment will make a decision on the application on the basis of information or evidence received before and during the hearing. This notice has been mailed to you, as required by the Planning Act.

You may express your support or opposition to the proposed permission by either attending the above virtual public hearing or sending a letter by mail, e-mail, or hand-delivery prior to the hearing date. Any correspondence received will become part of the public record. Only the applicant, a specified person, public body, and the registered owner of any land to which the Committee of Adjustment applies may appeal a decision to the Ontario Land Tribunal.

No specified person, public body or registered owner to which the decision would apply shall be added as a party to the hearing of the appeal unless, before the decision was

made, the specified person, public body or registered owner of any land to which the decision applies made oral submissions at a statutory public meeting or written submissions to the Committee of Adjustment prior to the decision or, in the opinion of the Tribunal, there are reasonable grounds to add the specified person or public body as a party.

“Public body” and “specified person” are defined under Section 1(1) of the Planning Act.

### **Collection of Personal Information:**

Personal information is collected in order to gather feedback and communicate with interested parties regarding this development proposal. This information is collected under the authority of the *Planning Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of e-mail addresses and telephone numbers, all information and comments will become part of the public record and will appear on the Township’s website. Council and Committee meetings are broadcast live over the internet on YouTube. If you speak at the meeting your voice will be heard in the broadcast. Broadcasts are archived and continue to be publicly available.

### **View the Application File**

Additional information concerning the Permission Application is available online at <https://www.leeds1000islands.ca/en/governing/council-and-committee-calendar.aspx> or by contacting Amanda Werner-Mackeler, CPT, Secretary-Treasurer, during regular office hours at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

### **Receive a copy of the Committee’s Decision**

The Committee of Adjustment will make a decision on the application at the meeting. To receive a copy of the Committee’s decision, you must make a written request to the Committee of Adjustment c/o Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. Box 280, Lansdowne, Ontario, K0E 1L0 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

### **Accessibility Information**

If you are a person with a disability and need Township of Leeds and the Thousand Islands information provided in another format, please contact the Clerk’s office at 613-659-2415 x 231 or [clerk@townshipleeds.on.ca](mailto:clerk@townshipleeds.on.ca).

### **Multi-Residential Unit Notification**

If you have received this notice and you are the owner of land that contains seven or more residential units, please post this notice in a location that is visible to all of the residents.

**For more information about this matter**, contact Amanda Werner-Mackeler, CPT Secretary-Treasurer, at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

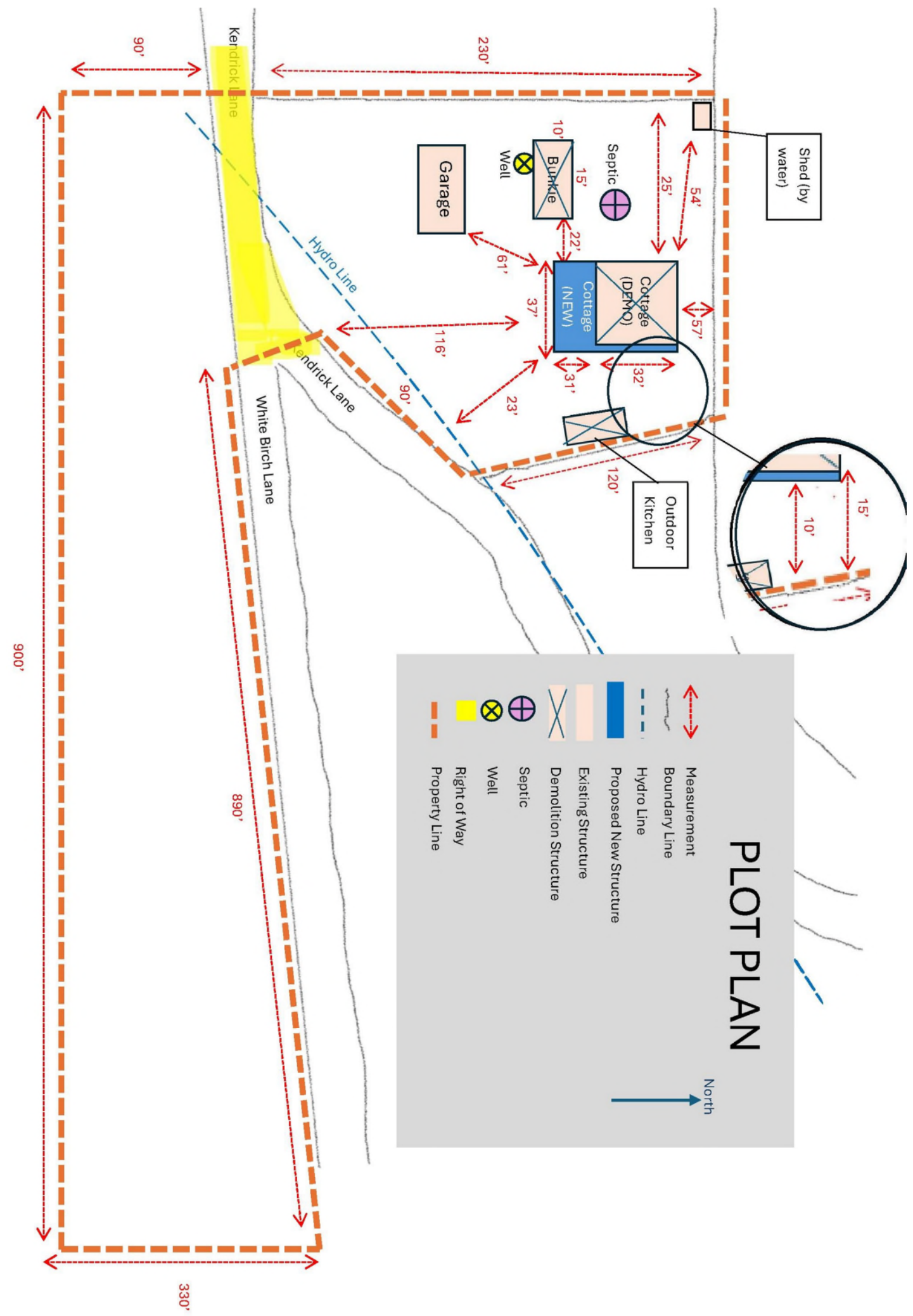
DATED at the Township of Leeds and the Thousand Islands on the 4<sup>th</sup> day of July, 2025.

Proposed Schedule A - Proposed Plot Plan

Permission Application: D13-2025-026

Owner: Jane Moreland

Location: 912 Kendricks Lane





Jane Moreland

June 30<sup>th</sup>, 2025

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

June 30, 2025

**Committee of Adjustment**

Township of Leeds and the Thousand Islands  
1233 Prince Street  
Lansdowne, ON K0E 1L0

Dear Members of the Committee,

I am writing to formally request a minor variance for my property located at **912 Kendrick Lane, Lyndhurst, ON**, which is partially zoned **Shoreline Residential (RS)** and **Rural (RU)**, with some **Flood Plain (FP)** zoning along the shoreline. The variance is being requested to permit the reconstruction of a dwelling that does not meet the minimum 30-metre setback from the highwater mark, as required under **Zoning By-Law 07-079**.

The existing cottage on the property has become uninhabitable due to extensive mold caused by water infiltration through the deteriorating roof structure. We are proposing to rebuild the dwelling in the same general location, approximately **17.4 metres** from the highwater mark. The proposed building site is situated partially within the RS zone, at the **northeast corner of our 6.9-acre property**, and is **elevated approximately 10–15 feet above the water level**, with a **57-foot slope** down to the shoreline.

The new structure will maintain the same number of bedrooms and bathrooms as the original cottage, with modest increases to the **kitchen and living room** areas to improve functionality. This redevelopment will not intensify the use of the property and is intended to preserve the character of the area while addressing critical health and safety concerns.

We believe that the topography and zoning configuration of the property present a unique circumstance that justifies the requested relief. The proposed development will not negatively impact neighboring properties or the natural environment and will result in a safer, more resilient structure. All neighbouring properties support the renovations and proposed structure and building site.

Thank you for your time and consideration. I respectfully request your approval of this variance so that we may proceed with the necessary improvements to our property. I am happy to provide any additional information or attend a hearing to discuss the application further.

Sincerely,

Jane Moreland



# **DEVELOPMENT APPLICATION** Section 41 (Site Plan Approval) and Section 45 (Minor Variance) of the Planning Act

## **OFFICE USE ONLY**

<b>Application:</b>	D13-2025-026	<b>Date Received:</b>	June 30, 2025
<b>Roll Number:</b>	816-020-29700	<b>Deemed Complete:</b>	July 3, 2025
<b>Application Fee:</b>	\$850 Application \$215 Sewage Review	<input checked="" type="checkbox"/> Cheque	<input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A
<b>Posting of Sign By:</b>	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Staff (\$50 Fee) <input type="checkbox"/> Other
<b>Posting of Sign Fee:</b>	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac <input checked="" type="checkbox"/> N/A

## **1. APPLICATION TYPE** (Check all that apply)

- ☒ Minor Variance Application  
☐ Site Plan Agreement

## **2. PRE-CONSULTATION** (Attach supporting documentation)

- ☐ TLTI – Staff ☐ Leeds, Grenville & Lanark Health Unit  
☒ CRCA ☐ St. Lawrence Parks Commission  
☐ Other:

## **3. COMPLETE APPLICATION REQUIREMENTS**

- ☒ Complete Application Form  
☒ Authorization of Applicant (if applicable)  
☐ Affidavit signed by a Commissioner of Oaths, Notary, etc. (Available at Office)  
☐ Township and other Agency (if applicable) Applications and Fees  
☒ Cover Letter and/or report  
☒ Survey Plan (if available)  
☒ Deed  
☒ Scaled Sketch as per Section 11 (1 hard copy (11x17 paper or less) or 1 digital copy)  
☐ Minimum Distance Separation Calculation Form (if applicable)  
☐ All Supporting Information identified through Pre-Consultation including DRT

## **4. SUBJECT LAND**

Assessment Roll Number: 0812816020297000000  
 Civic Address: 912 KENDRICK LANE, LYNDRHURST ON, K0E 1N0  
 Legal Description (Concession, Lot, Part, Reference Plan numbers): LOT  
LAWS CON 12 PT LOT 2 AND RP 28R7032 PARTS 5 TO 7  
 Date subject land acquired by current owner: AUG. 1967

**5. REGISTERED OWNER(S)**

*All owners must be included. If company, identify principals. A separate page may be submitted, if needed.*

Name(s): JANE MORELAND

Company Name (if applicable):

Mailing Address:

Phone (home):

Phone (cell):

Email Address:

**6. APPLICANT INFORMATION**

*If an applicant is NOT the owner of the subject lands, written authorization from **all registered owner(s)** must be obtained stating that the agent is authorized to make the application (Section 13)*

**6.1** Is the applicant the same as the owner?

☐

Yes (same information as above)

☒

No (please fill out below **and** complete Section 14 – Agreement, Authorization and Declaration)

**6.2** Name(s): EAMON O'LEARY

Company Name (if applicable):

Mailing Address:

Phone (home):

Phone (cell):

Phone (work):

Email Address

**7. SUBJECT LAND CHARACTERISTICS**

**7.1** Please list and describe any existing easements, right-of-ways or restrictive covenants that apply to the subject property (required to be shown on sketch)

*There is a 'Right of Way' that goes through our property - via Kendrick Lane. The Right of Way has been identified on the attached Plot Plan.*

**7.2** Site Description: (briefly describe factors that may impact the proposed development, such as soil type and depth, lot configuration, steep slopes or low-lying areas, natural feature, etc.)

*The property sits atop a hill that has a 10' slope down to the edge of Lower Beverly Lake. It is all soil underneath the existing home. There is a small amount of Canadian shield exposed about 15 ft. from the house*

**7.3 Dimensions of Subject Land**

Total Lot Area:	hectares	6.9	acres
Lot Depth:	metres	330	feet
Lot Width (frontage):	metres	1,050	feet

**7.4 Road Access (include name)**

- ☐ Provincial Highway: \_\_\_\_\_
- ☐ County Road: \_\_\_\_\_
- ☐ Municipal Road: \_\_\_\_\_
- ☒ Private Right-of-Way: There is a Right of Way through Kendrick Park
- ☐ Water Only: \_\_\_\_\_

**7.5** If access to the subject land is by water only, provide details of parking and docking facilities to be used and the approximate distance of these from the subject land and the nearest public road:

**7.6 Servicing – Water**

Existing Proposed Not Applicable

Municipal Piped Water System

☐☐☐

Privately Owned and Operated Well

☐ Dug☐☐☐☒ Drilled☒☐☐☐ Communal☐☐☐

Lake or Other Water Body:

☐☐☐

Other:

☐☐☐**7.7 Servicing – Sewage**

Existing Proposed Not Applicable

Municipal

☐☐☐

Privately-Owned

☒ Individual Sanitary Sewage System☒☐☐☐ Communal Sanitary Sewage System☐☐☐☐ Composting/Self-Contained Toilet☐☐☐☐ Privy☐☐☐☐ Outhouse☐☐☐

Other: (Specify)

☐☐☐**7.8 Servicing – Storm Drainage**

Existing Proposed Not Applicable

Sewers

☐☐☐

Ditches

☐☐☐

Swales

☐☐☐Other (Specify): Property slopes into Lower Beverly☒☐☐



<b>8. OFFICIAL PLAN, ZONING BY-LAW AND LAND USE INFORMATION</b>		
<b>8.1 Official Plan Designation:</b> Rural, Flood Plain, Sand & Gravel Resources WOODLANDS, LOW & MODERATE WILDLAND FIRE HAZ. AREA, VULNERABLE AQUIFER		
<b>8.2 Special Policy Area:</b> <input type="checkbox"/> 1000 Islands <input type="checkbox"/> Highly Sensitive Lake Trout Lake <input checked="" type="checkbox"/> No		
<b>8.3 Zoning:</b> Shoreline Residential, Flood Plain, Rural		
<b>8.4 Is this a designated heritage property:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>8.5 Existing Use(s):</b> (indicate uses and length of time uses have continued) This property has been used as a cottage in the same family since 1967. The cottage is not longer inhabitable		
<b>8.6 Proposed Use(s):</b> Family cottage		
<b>8.7 Existing Use on Adjacent Lands:</b>		
North: Lower Beverly Lake	South: Farm	
East: Township Park (Kendrick)	West: Cottage	
<b>8.8 Previous Use(s):</b> (indicate all previous land uses on the subject land or adjacent lands including any industrial or commercial use, or if there is suspected contamination) The land has been in the family as a cottage since 1967. It is unknown what other uses were preceding it, but our grandmother stated it was wooded (forest) land.		
<b>8.9 Indicate any current or previous application under the Planning Act affecting the subject land:</b>		
Application Type	File Number	File Status
Minor Variance		
Site Plan Agreement		
Zoning By-Law Amendment		
Official Plan Amendment		
Consent		
Subdivision		
Other:		
<input type="checkbox"/> There have been no previous Planning Act applications affecting the subject lands		

Page 5 of 12



**9. REQUIRED PLANS**

**9.1** A detailed sketch in metric has been attached with the required information as noted in Section 9.2. ☒ Yes ☐ No

All required site plan drawings, elevations, cross-sections, grading, drainage, etc. along with the required information as noted in Section 9.3. ☒ Yes ☐ No

**9.2 Sketch Requirements**

For minor variance, a detailed sketch **is required**. The sketch must include:

- (a) The boundaries and dimensions of the subject land.
- (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot line.
- (c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, flood plains drainage, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
  - (i) Are located on the subject land and on land that is adjacent to it, and
  - (ii) In the applicant's opinion, may affect the application.
- (d) The current uses of land that is adjacent to the subject land.
- (e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- (f) If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- (g) The location and nature of any easement affecting the subject land.

**9.3 Site Plan Requirements**

In addition to Section 9.2, for site plan applications, drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 dwelling units which drawings are sufficient to display,

- (a) The massing and conceptual design of the proposed building;
- (b) The relationship of the proposed building to adjacent buildings, streets and exterior areas to which members of the public have access;
- (c) The provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings;
- (d) Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design
- (d.1) Matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
- (e) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- (f) facilities designed to have regard for accessibility for persons with disabilities.



**10. EXISTING STRUCTURES & SETBACKS ON SUBJECT LAND** (Indicate any to be demolished)**10.1 Existing Structures in metres. Include all structures on subject land, including marine facilities and structures under 10 square metres.**

To be demolished: 1, 3, and 5	Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
					Length	Width	Height	
①	Bunkie (to be demolished)	14.8 m <sup>2</sup>	14.8 m <sup>2</sup>	1	4.8 m	3.6 m	2.8 m	1984
②	Garage	20 m <sup>2</sup>	20 m <sup>2</sup>	1	5 m	4 m	3 m	
③	Outdoor Kitchen	5.5 m <sup>2</sup>	5.5 m <sup>2</sup>	1	3.04 m	1.6 m	2.73 m	2020
④	Shed (by water)	2.78 m <sup>2</sup>	2.78 m <sup>2</sup>	1	1.8 m	1.5 m	2.73 m	1984
⑤	Cottage (to be demolished)	95 m <sup>2</sup>	95 m <sup>2</sup>	1	9.75 m	9.75 m	3 m	1967

**10.2 Setbacks of Existing Structures to property boundaries, shoreline, etc. in metres**

To be demolished: 1, 3, and 5	Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (center)	Right of Way (edge)	Other
①	Bunkie (demolished)	20m	27m	43m	3.3m	27m	10m	250m	20m	(to be demolished)
②	Garage	40m	20m	60m	10m	60m	40m	230m	20m	
③	Outdoor Kitchen	30m	1m	30m	20m	20m	10m	252m	30m	(to be demolished)
④	Shed (by water)	1m	20m	1m	100m	1m	Ø	240m	50m	
⑤	Cottage (to be demolished)	20m	9m	4.6m	17.3m	17.3m	Ø	250m	25m	(to be demolished)

**10.3 Existing Parking & Loading Spaces**

Existing Number of Standard Parking Spaces: 2

Existing Number of Barrier Free Parking Spaces: 0

Existing Number of Loading Spaces: 0



**11. PROPOSED STRUCTURES & SETBACKS ON SUBJECT LAND** (Indicate any to be demolished)**11.1 Proposed Development (if any)** in square metres, metres

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Stories	Dimensions			Year Built
				Length	Width	Height	
(Demolish) Cottage	95 sq m	95 sq m	1	9.75 m	9.75 m	10.3 m	1967
(New Build) Cottage	203 sq m	203 sq m	1	19.2 m	11.28 m	5.98 m	2026

**11.2 Setbacks of Proposed Structures to property boundaries, shoreline, etc. in metres**

Type of Structure	Front	Side	Side	Rear	Water	Flood Plain	Public Road (center)	Right of Way (edge)	Other
(New Build) Cottage	12.0 m 12.0 m	7.62 m	3.048 m	17.3 m	17.3 m	130 m (Wetlands) e 170 m from high-water mark	250 m	21 m	

**11.3 Proposed Parking & Loading Spaces**

Proposed Number of Standard Parking Spaces: 2

Proposed Number of Barrier Free Parking Spaces: 0

Proposed Number of Loading Spaces: 0

**12. MINOR VARIANCE INFORMATION****12.1 Description of Proposal**

The current and future cottage is situated 17.4 meters from the water's edge.  
 The cottage sits on a bank that is approximately elevated about 13-4 meters above the water.  
 The sits about 12 meters from the edge of the slope to the water. The slope is filled with both mature and young trees.

**12.2 Variance Requested from Zoning By-Law:**

Section	Zone Requirement	Proposed Standard	Variance Required
07-079	30m setback	17.4 m setback	12.6 meters

**12.3 Why is it not possible to comply with the provisions of the Zoning By-Law?**

- ① The proposed building is being built on the same footprint as the existing cottage, albeit, 30 feet longer (in the opposite direction of the water).
- ② The existing footprint is the only reasonable building site on the property, when considering that all of the greenery, shrubs, sheds, paths, driveways, and trees are positioned for this building site.
- ③ The cottage setback is in-line with the cottage along Kendrick Land. There are 5 other cottages directly east along Lower Beverly's southern shore, and all are actually closer to the water than our 17.4 m setback.



**13. AUTHORIZATIONS & PERMISSION TO ENTER**

**All Registered Owner(s)** must complete the following to authorize the applicant/agent to make the application on their behalf (if Owner is NOT the applicant) and/or to permit Council, Committees of Council, Township Staff or authorized agents to enter the subject property to conduct site inspections related to this application. If multiple owners, an authorization letter from each owner is required.

I/We

JANE MORELAND

(name(s) of owner(s) or company)

being the registered owner(s) of the subject property of this application:

- ☒ Hereby authorize the following person(s) to act as our agent to prepare, submit the application and pay any associated fees on my/our behalf (if applicable):

EMMON O'LEARY

(Name of Applicant(s)/Authorized Agent(s))

- ☒ Hereby authorize Council, Committees of Council, and Township Staff or authorized agents to enter the subject property without notice to conduct site inspections related to this application.
- ☒ Agree to ensure that any driveway/lanes are accessible during the circulation period of the application so that Committee members, Township staff and other agencies do not have any barriers blocking access to the subject land. Island properties will require a boat ride, which is to be provided by the owner/agent. If applicable, Township Staff will make arrangements for the most suitable date and time.
- ☒ Agree to post any required signage on site, which is prepared by Township Staff, with respect to this application in the requested timeframe of the Planning Act and upon notification by Township Staff. I/We also agree to provide photographic evidence of the posted sign at the request of Township Staff.
- ☒ Agree to stake the area of any proposed construction a minimum of 15 days prior to the hearing date of your application.
- ☒ Have included the written approval of all surveyors, designers, etc. that designed any documents, plot plans etc. to allow the Township to use their plan(s) in the notice or hearing and other documents which are viewable by the public.
- ☒ Hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature(s):

Jane Moreland

Date:

June 30, 2025



**14. AGREEMENT TO INDEMNIFY & STATUTORY DECLARATION**

I/We, Jane Moreland  
 (name of owner, applicant or authorized agent)  
 Of the Leeds & Thousand Islands  
 (name of Municipality)  
 In the United Counties of Leeds & Grenville  
 (name of County)

Hereby agree to indemnify and save harmless The Corporation of the Township of Leeds and Thousand Islands (the "Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council approving the applicant's application.

I/We acknowledge and agree that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the application until the amount has been paid in full.

I/We further acknowledge and agree that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

I/We solemnly declare that all of the above statements contained herein and all exhibits transmitted herewith including this application and any required document attached hereto are true, and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature(s): Jane Moreland

Declared before me at the: Township of Leeds & THE THOUSAND islands  
 (name of municipality)  
 in the UNITED Counties of Leeds & GRENVILLE  
 (name of County)

This 30 day of June, 20 25.

Philip Reniers, a Commissioner, etc.,  
 Province of Ontario, Treasurer, The  
 Corporation of the Township of Leeds  
 and the Thousand Islands,  
 Section 1 (2) (1) R.S.O. 1990 c.C17

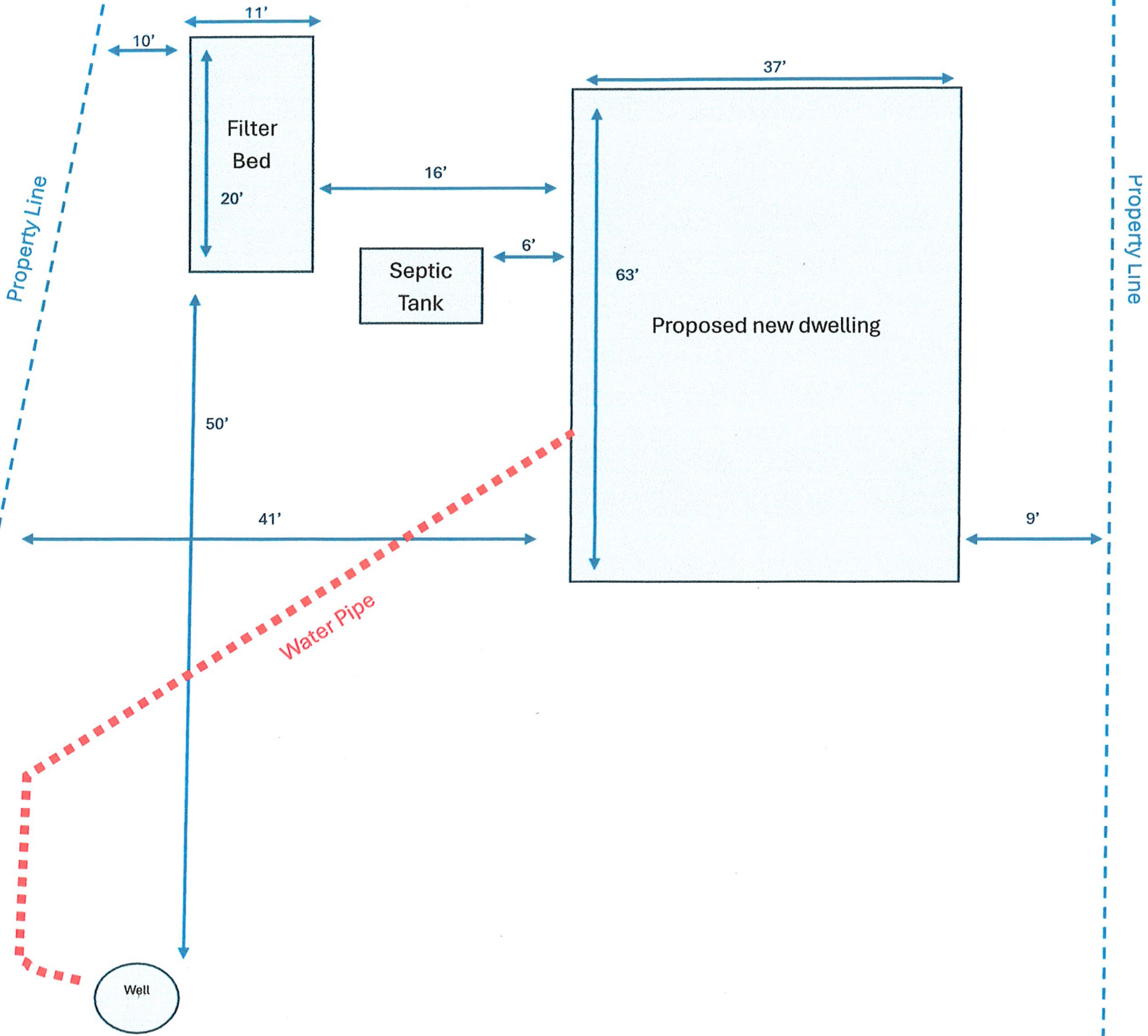
[Signature]  
 Signature of Commissioner of Oaths, etc.

(Official Stamp of Commissioner of Oaths)





# Sewage System Plan (use existing)



From: Eamon O'leary [REDACTED]  
Subject: Fw: ]Pre-Consultation - 912 Kendricks Lane  
Date: Jun 26, 2025 at 5:03:20 PM  
To: Eamon O'Leary [REDACTED]

---

**From:** Brooke Wright <[REDACTED]>  
**Sent:** Friday, June 20, 2025 10:00 AM  
**To:** Eamon O'leary <[REDACTED]>  
**Cc:** Jessica Holt <[REDACTED]>  
**Subject:** RE: ]Pre-Consultation - 912 Kendricks Lane

---

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Be cautious with links and attachments – report suspicious emails.

Hi Eamon,

[Report Suspicious](#)

I've had a chance to review the additional documents you sent over last week.

CRCA doesn't have many concerns with the proposal as the development does not further extend towards the flood and erosion hazards. We would recommend that if there is opportunity to shift it further back from the shoreline that be considered in the design. As noted in CRCA's pre-consultation comments, permits will be required for the proposed development.

It was noted that the redevelopment has the same number of bedrooms and bath as the existing and therefore, should be supported by the existing septic. However; staff will require this to be confirmed. Essentially, to confirm that the septic doesn't require any changes to size and/or location.

Let me know if you have any questions.

Kind regards,  
**Brooke Wright**  
Resource Planner



**Cataraqui**  
conservation

[REDACTED]

*Cataraqui Conservation sits on the traditional lands of the Haudenosaunee & Anishinabek peoples, and we want to thank the Indigenous people for their continued care and protection of All of Our Relations on this shared land.*

**From:** Eamon O'leary <[REDACTED]>  
**Sent:** June 12, 2025 8:50 AM  
**To:** Brooke Wright <[REDACTED]>  
**Cc:** Jessica Holt <[REDACTED]>  
**Subject:** RE: JPre-Consultation - 912 Kendricks Lane

Excellent! Thanks for the quick response Brooke.

Regards,

**Eamon O'Leary**

[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** Brooke Wright <[REDACTED]>  
**Sent:** June 12, 2025 8:30 AM  
**To:** Eamon O'leary <[REDACTED]>  
**Cc:** Jessica Holt <[REDACTED]>  
**Subject:** RE: JPre-Consultation - 912 Kendricks Lane

---

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[Report Suspicious](#)

Hi Eamon,

Thank you kindly for providing those documents, through the pre-consultation process we only had the sketch for review.

I have site visits scheduled for the rest of this week but after a quick



review it looks like the documents you've provided will be enough to formally review the proposed development. I will reach back out if I require any additional information. It will likely be mid-late next week before I fully complete a review.

If you have any additional questions in the meantime, don't hesitate to reach out and I will ensure that information is included in my response.

Kind regards,  
**Brooke Wright**  
Resource Planner



**Cataraqui**  
conservation

*Cataraqui Conservation sits on the traditional lands of the Haudenosaunee & Anishinabek peoples, and we want to thank the Indigenous people for their continued care and protection of All of Our Relations on this shared land.*

**From:** Eamon O'leary  
**Sent:** June 11, 2025 11:35 PM  
**To:** Brooke Wright  
**Cc:** Jessica Holt  
**Subject:** FW: JPre-Consultation - 912 Kendricks Lane

Hi Brooke,

Looks like we're dealing with each other again 😊. I submitted an application for a renovation we're doing on our cottage at 912 Kendrick Lane and they have referred me back to the CRCA for two specific reasons:

1. Staff request additional septic information be confirmed and placed on the site plan
  - **EO Comments – Specifically, what additional information is**

required? I included the previous septic drawings from when the septic system was installed back in 1994, as well as some of the documents that our grandfather maintained in a file for the septic system (see document titled 'Septic Documents'). The septic system was installed in 1994 and is an 800 gallon tank with a 22meter squared filter bed. The septic system currently supports a 3 bedroom cottage with 1 bathroom. The new cottage that we are planning on building is also 3 bedrooms and 1 bathroom. I also included pictures of what it looks like, along with installation photographs.

2. Staff request a more detailed design drawing of the proposed dwelling for formal review

- EO Comments – I have attached the most recent drawings that we have from our designer. The 3 design documents that they have provided to me are attached and titled, '912 Kendricks Lane HVAC Package', '1774-Permit-ARCH Rv07 April03 2025', and '1774-PERMIT Single-Family-BP-Application'. I suspect the document you're looking for is the '1774-Permit-ARCH Rv07 April03 2025'. If there are further details required in the drawings could you please specify so that I can go back and make the request?

Regards,

Eamon O'Leary

[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** Kyle Peel [REDACTED]  
**Sent:** June 10, 2025 3:22 PM  
**To:** Eamon O'leary [REDACTED]  
**Subject:** ]Pre-Consultation - 912 Kendricks Lane

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[Report Suspicious](#)

Good Afternoon Eamon,  
Staff have had the opportunity to circulate and review your Pre-Consultation application submission to the Township. The following is

a summary of staff and agency comments. If you require any information or have further questions, please let us know.

D00-2025-025	Written comments request only
Owner:	Eamon O'Leary
Applicant:	
Civic Address:	912 Kendrick's Lane
Zoning:	Shoreline Residential (RS), Flood Plain (FP), Rural (RU)
Official Plan Des.	Rural, Flood Plain, Sand and Gravel Resources
Official Plan Other:	Woodlands, Low and Moderate Wildland Fire Hazard Area, Highly Vulnerable Aquifer, Significant Groundwater Recharge Area
OP Special Policy:	Not Applicable
Other:	CRCA Mapping Demonstrates Flood Plain

### **Township Planning Department Comments:**

- The property at 912 Kendricks Lane appears to be split-zoned, being Shoreline Residential (RS) along the shoreline area, and Rural (RU) at the rear of the property. The property also features some Flood Plain (FP) zoning along the shoreline. The property is approximately 6.9 acres. The development appears to be proposed within the RS zone.
- The existing dwelling is located approximately 17.4 metres from the highwater mark, which is non-compliant with the minimum required 30 metre setback, as per Township Zoning By-Law 07-079.
- As such, the dwelling is considered a legal non-complying structure, and any proposed expansion beyond the existing size and scale will require planning approvals.
- It is proposed to demolish the existing structure and rebuild an expanded structure in its place. Per the above, this would require minor variance (permission) approval from the Committee of Adjustment.
- As per section 7.4.2(5)(b) of our Official Plan, for development proposed on a private road, the landowner is required to enter into an agreement with the Township, to be registered on title and containing the wording that the Township has no responsibility for the private road. Further, the property is in an area designated as a Site Plan Control area, as per our Site Plan Control By-Law. As such, as a condition of approval for the minor variance application, a Site Plan Control Agreement will be required.
- Township staff are generally supportive of the development,



subject to clarifying some further details.

- As per the CRCA comments, a more detailed drawing of the proposed development is requested. Please reach out to their office directly to provide this information, or with any questions about the request.
  - Following CRCA review, the updated drawing can be used in support of your minor variance application.
- Prior to submitting a formal application, please reach out to Paul Nixon from the Township Building Department to discuss septic details, to ensure the existing system is sized appropriately. The CRCA have also requested details about the existing system, please reach out to their office directly in this regard.
- It is unclear whether the height will be expanding through this application. Ensure those details are provided at the application stage.
- Minor Variance fees:
  - \$850 Township application fee
  - \$215 Septic review fee
  - \$445 CRCA review fee
- Site Plan Control Agreement fees:
  - \$550 Application fee
  - \$750 Deposit for legal fees
- You can find the official minor variance/site plan control application here: <https://www.leeds1000islands.ca/en/growing/Minor-Variance.aspx>
  - Once the application is complete, you can reach out to Amanda to submit, her email is [REDACTED]
- **A formal application should not be submitted until the above comments have been addressed.**

#### **Township Building Department Comments:**

- The proposed increase in area would evoke the requirement of septic review (any increase over 200 sqm). As such, a licensed septic installer would have to review the existing tank and bed to ensure sizing for the proposal.
- Proximity from the hydro lines should be confirmed by Ontario Hydro/ESA.
- All work is required to be completed via a valid building permit and construction must be compliant with the 2024 Ontario



Building Code.

**Comments from the CRCA are attached.**

Please let us know if you have any questions.

Best,



**Township of  
Leeds and the  
Thousand Islands**

**Kyle Peel, M.P.I.**

**Planner**

**Township of Leeds and the Thousand Islands**

**P.O. Box 280, 1233 Prince Street  
Lansdowne, ON K0E 1L0**

**[613.659.2415](tel:6136592415) ext. 205 or [1.866.220.2327](tel:18662202327)**

**Fax: [613.659.3619](tel:6136593619)**

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