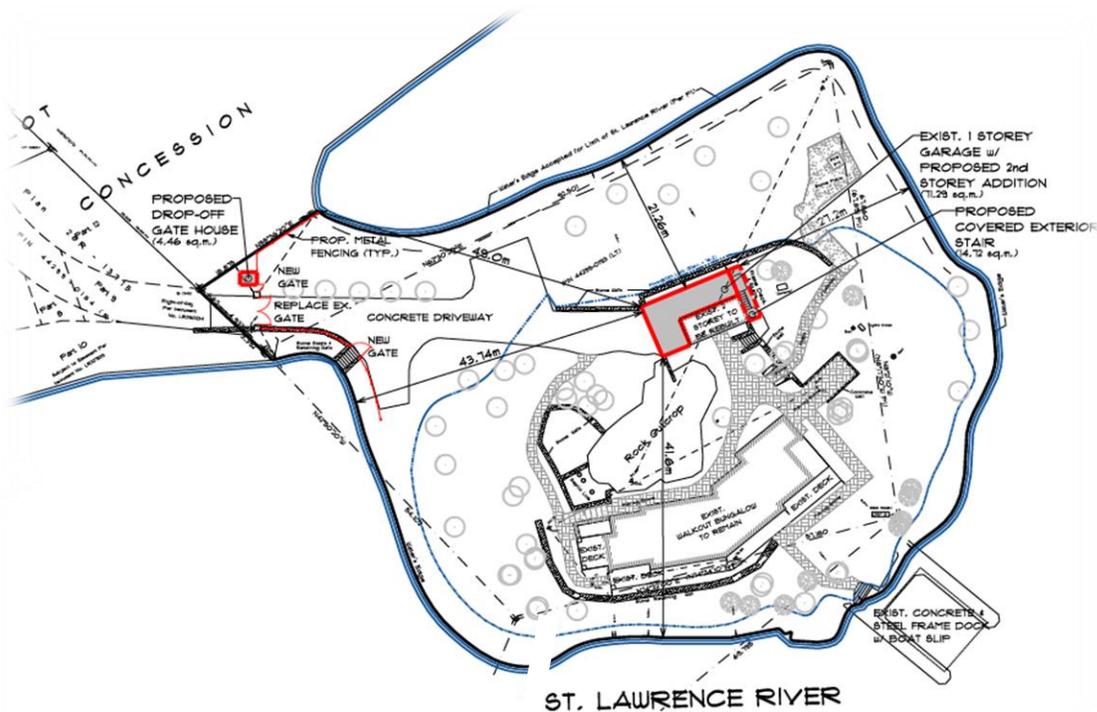


EFI

ENGINEERING

91 Shipman's Lane PLANNING JUSTIFICATION REPORT



EXECUTIVE SUMMARY

EFI Engineering, on behalf of Michael and Anne Tippin, the property owners of 91 Shipman's Lane, has prepared this Planning Justification Report to support a Zoning By-law Amendment (ZBLA) application within the Township of Leeds and the Thousand Islands. The intent of the amendment is to facilitate improvements to the property, enhancing its functionality, usability, and compliance with modern residential needs while ensuring environmental protection and regulatory alignment.

The subject property is a waterfront residential lot along the St. Lawrence River, partially located within a Provincially Significant Wetland (PSW) and a regulated floodplain. Due to these natural heritage constraints, the proposal underwent municipal and conservation authority review and was modified to address environmental concerns and hazard mitigation measures.

The original application proposed a carport addition adjacent to the existing garage. However, during the pre-consultation process, the Cataraqui Region Conservation Authority (CRCA) determined that the proposed carport was not supportable as it was located within the regulatory floodplain, erosion hazard area, and within 30 metres of the Ivy Lea Complex PSW. The proponent has removed the carport from the proposal to align with floodplain regulations and environmental policies, ensuring compliance with zoning and conservation authority requirements.

The ZBLA seeks site-specific amendments to Zoning By-law No. 07-79 to allow:

- Expansion of the detached garage to include habitable space (home office, gym, washroom), requiring zoning relief for the use of an accessory structure for habitation.
- An increase in the maximum permitted height of the garage from 7.0 metres to 9.9 metres.
- Formal recognition of a gatehouse as an accessory structure for waste and parcel storage.

The property owners have engaged in pre-consultation discussions with the Township of Leeds and the Thousand Islands and the Cataraqui Region Conservation Authority (CRCA). Feedback from these agencies has shaped the final proposal, leading to key design adjustments to comply with floodplain regulations, environmental setback requirements, and municipal zoning policies.

The Planning Act, R.S.O. 1990, serves as a guide to navigating land use planning in Ontario, specifically how land uses may be controlled and who may control them. Under this Act, the Ministry of Municipal Affairs and Housing has issued a Provincial Policy Statement that provides policy direction related to growth and development, the use and management of resources, protection of the environment, and public health and safety. This report will analyze how the

proposed ZBLA aligns with provincial, upper-tier, and lower-tier municipal policies as they relate to protecting ecological systems, mitigating environmental risks, and ensuring the orderly development of safe and healthy communities.

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1.0 INTRODUCTION

This Planning Justification Report evaluates the Zoning By-law Amendment (ZBLA) application for the property at 91 Shipman’s Lane, within the Township of Leeds and the Thousand Islands. The proposed ZBLA is required to permit modifications to existing structures and introduce new site elements that enhance the property's functionality and usability, while ensuring compliance with applicable provincial, municipal, and conservation authority policies and regulations.

Specifically, the ZBLA seeks the following site-specific amendments to Zoning By-law No. 07-79 (Consolidated 2023):

- Expansion of the existing detached garage to include habitable space for a home office, gym, and washroom, requiring relief from zoning provisions restricting accessory structures from containing habitable space.
- Increase in the maximum permitted height of the accessory garage structure from 7.0 metres to 9.9 metres to accommodate the proposed expansion.
- Formal recognition of a gatehouse (refuse shed) as an accessory structure, providing regulatory clarity for its function as a waste and parcel storage facility.

The subject property is a waterfront residential lot located along the St. Lawrence River within the Thousand Islands Special Policy Area. The site is partially within a Provincially Significant Wetland (PSW) and a regulated floodplain, necessitating careful design considerations to ensure compliance with municipal, regional, and provincial planning policies. Any future development must carefully navigate natural hazard constraints, wetland conservation policies, and floodplain regulations. Consequently, the proposed amendments are designed to balance property improvements with environmental protection, ensuring all modifications align with sound land use planning principles and regulatory requirements.

2.0 SITE CONTEXT AND SURROUNDING AREA

2.1 Site Location and Characteristics

The subject property, 91 Shipman’s Lane, is a waterfront residential lot measuring approximately 0.62 ha. It is legally non-conforming regarding the minimum lot area requirement of 1.0 hectares and lies within the Thousand Islands Special Policy Area, a region recognized for its unique environmental and scenic attributes. The property is integrated with key natural heritage features, including the Ivy Lea Complex Provincially Significant Wetland (PSW), and is located within a regulated floodplain, making it subject to specific environmental and hazard

protection policies (see Figure 1). These characteristics not only define the site's development potential but also shape the regulatory framework guiding its use.

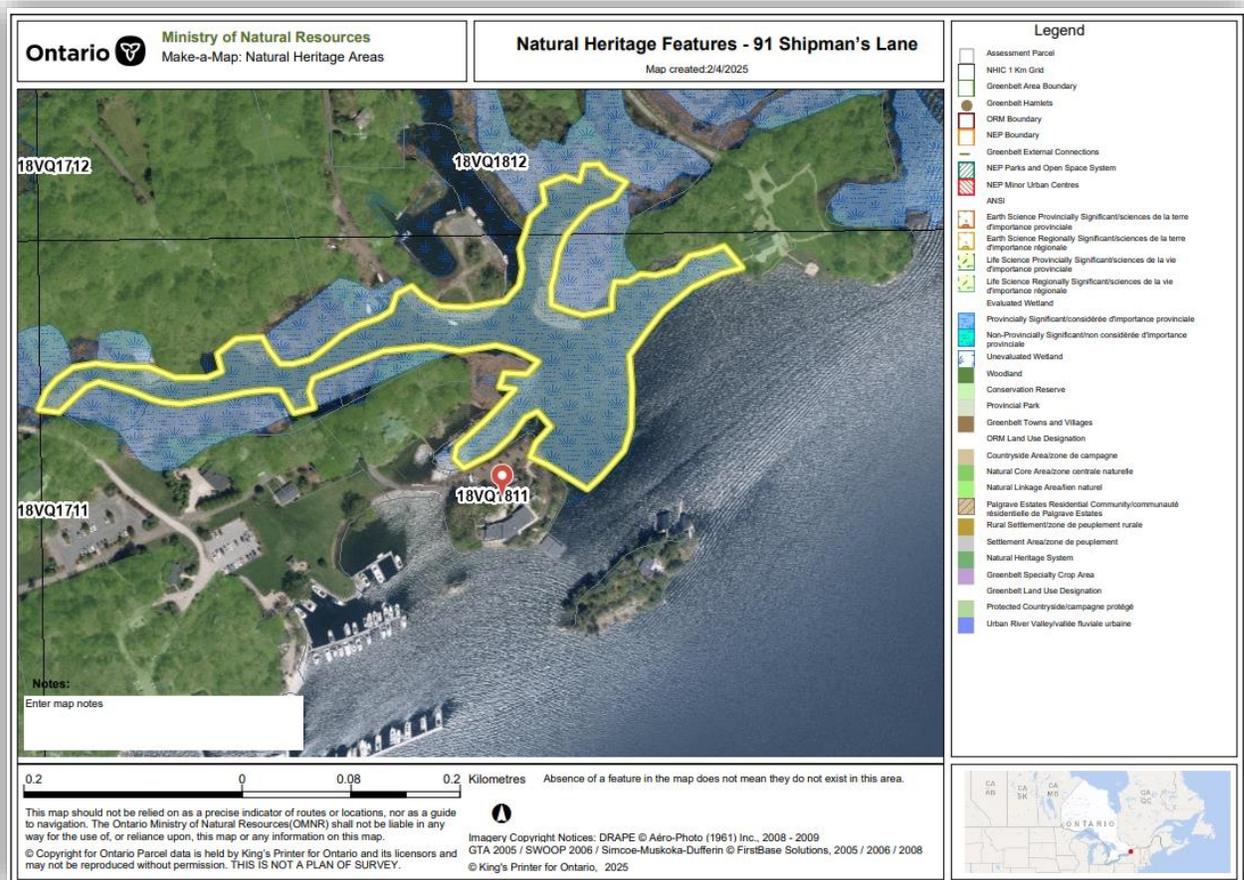


Figure 1: The highlighted areas indicate the extent of the Ivy Lea Complex Provincially Significant Wetland (PSW), demonstrating its ecological sensitivity.

2.2 Existing Conditions and Development Constraints

The property features a one-story detached dwelling built in 2015, a two-story detached garage, and multiple open and covered decks. The garage measures approximately 132.8 square metres in gross floor area and has a height of 9.17 metres. The dwelling measures approximately 289 square metres in floor area, with a height of 8.0 metres. Additional site features include multiple decks, retaining walls, and natural rock outcrops.

The subject property has a total lot area of 0.6274 hectares (1.55 acres), with a lot depth of 77.2 metres (253.3 feet) and a frontage of 298 metres (977.69 feet) along Shipman's Lane. The

property is accessed via Shipman’s Lane, a private right-of-way, rather than a municipal or provincial road.

The property is serviced by a privately owned and operated drilled well, with no municipal water service available. Sewage servicing is provided by a privately owned individual sanitary sewage system (septic), with no municipal sewage connection. Stormwater is managed through swales, with no municipal storm sewer or ditch system.

The site is predominantly flat, with areas sloping towards the waterfront. The highest recorded elevation appears to be around 81 metres GSC, with some areas sloping downward towards the regulated floodplain (see Figure 2). The flood elevation is recorded at 76.1 metres GSC, and the erosion hazard setback extends 13 metres from the toe of the slope (Appendices 5). Portions of the property fall within the regulatory floodplain, requiring floodproofing measures and adherence to Cataraqui Region Conservation Authority (CRCA) guidelines.

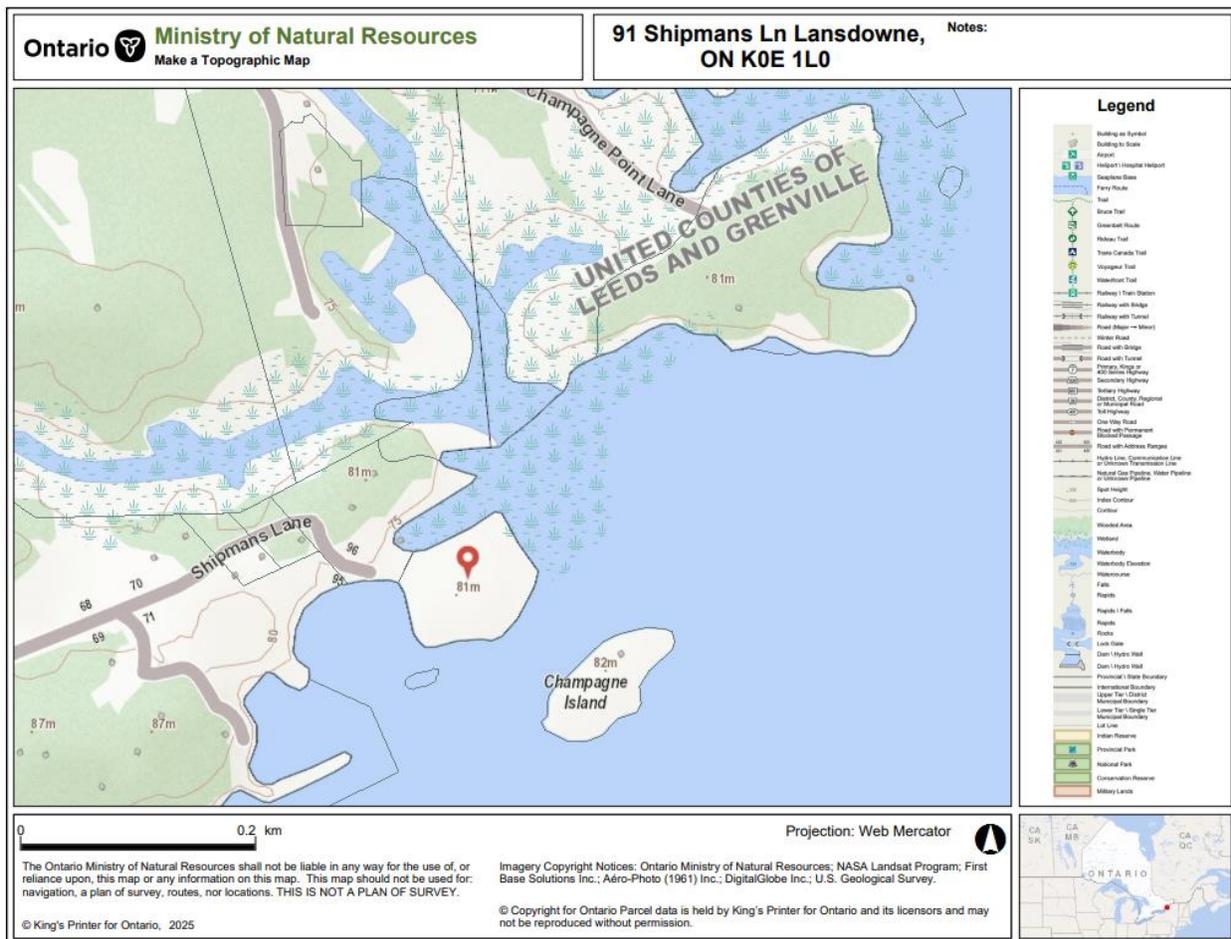


Figure 2: The image is a topographic map from the Ontario Ministry of Natural Resources, showing the location of 91 Shipman’s Lane, Lansdowne, ON (K0E 1L0)

The Ivy Lea Complex PSW, a provincially significant wetland, partially covers the site, necessitating a 30-metre development setback. The existing structures, including the garage, decks, and dwelling, are positioned with setbacks from property boundaries and natural features, as detailed in the Development Application Table 10.2. The existing garage is set back 1.8 metres from the floodplain and 21.26 metres from the water, with a rear setback of 27.2 metres. The dwelling is set back 8.4 metres from the water and 8.12 metres from the floodplain, while decks extend within 10.6 metres of the shoreline.

Given the site's location within a floodplain, erosion hazard area, and PSW, all proposed modifications will be subject to regulatory review, ensuring compliance with setback requirements and environmental protection policies.

2.3 Surrounding Land Uses and Context

The subject property is located within a predominantly residential and recreational waterfront community along the St. Lawrence River and shares similar distinctive shoreline features with adjacent properties. The surrounding land uses include low-density residential development, natural heritage features, and marina-related activities, all of which define the area's unique blend of environmental sensitivity and recreational appeal.

The land use context surrounding the property is as follows:

- **North:** The area to the north consists of low-density residential waterfront properties interspersed with significant natural heritage features associated with the Ivy Lea Complex Provincially Significant Wetland (PSW).
- **South:** The St. Lawrence River forms the property's southern boundary, providing direct waterfront access. Island 69D, which is privately owned by the applicant, is located southeast, offshore from the main residence. Champagne Island, a notable natural feature within the river, lies further south.
- **East:** The eastern boundary is defined by a continuation of low-density residential properties and natural shoreline, maintaining the area's established character. Development in this direction remains consistent with the Township's vision for sustainable shoreline communities.
- **West:** Shipman's Point, located to the west of the property, features a small marina and The Ivy Lea Club, which together provide various waterfront recreational facilities.

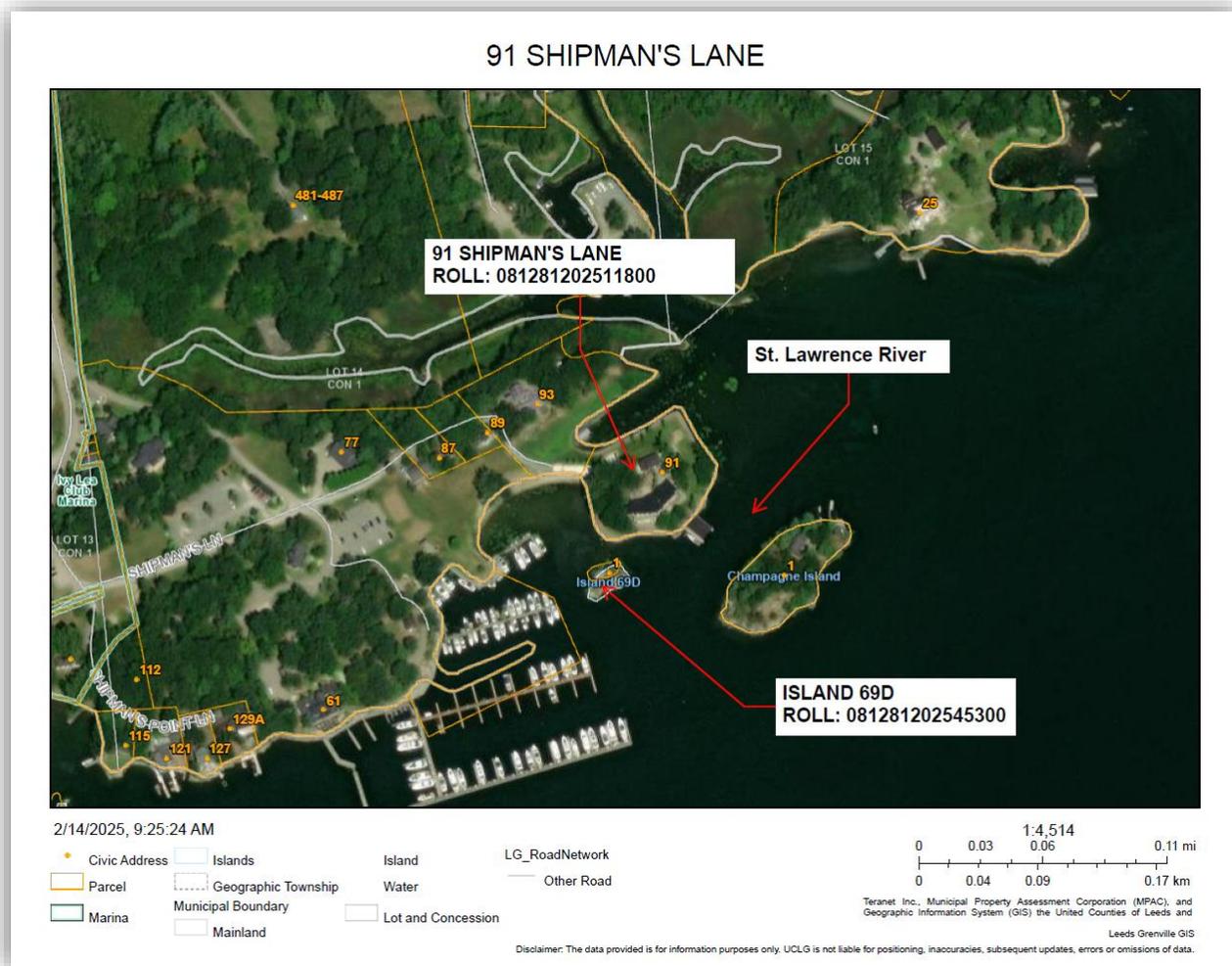


Figure 3: Aerial Context Map of 91 Shipman's Lane and Island 69D

2.4 Proposed Development

The site plan below identifies the location of the main building structure, the garage expansion area, and other proposed site modifications (see Figure 4 below). The detailed changes are as follows:

- Expansion of the existing detached garage by 71.29 square metres to accommodate a home office, gym, and washroom, requiring relief from zoning provisions that restrict habitable space within accessory structures.
- Increase in the maximum permitted height of the garage from 7.0 metres to 9.9 metres, necessitating a Zoning By-law Amendment to allow the additional height.

- Addition of a covered exterior stair (14.72 square metres), 6 feet wide, located on the east side of the garage, improving accessibility while maintaining compliance with setback regulations.
- Formal recognition of a gatehouse (refuse shed) measuring 4.46 square metres, positioned at the existing gates. The structure is open-bottomed and open-topped to comply with floodplain regulations, ensuring no obstruction to drainage patterns.

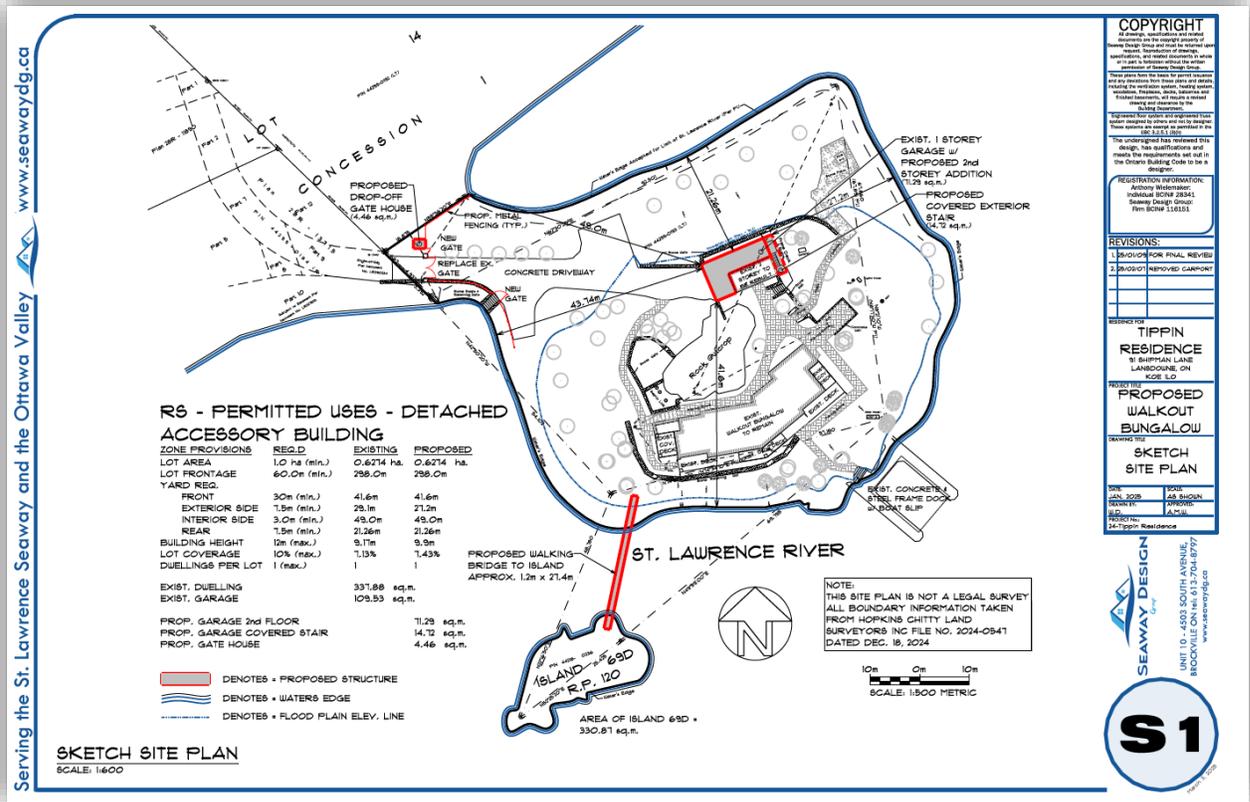


Figure 4: Site Plan and Proposed Development Layout for 91 Shipman's Lane

3.0 REGULATORY POLICY FRAMEWORK

3.1 Provincial Policy Statement (PPS) 2024

The Provincial Policy Statement (PPS), 2024, issued under the *Planning Act*, provides policy direction on matters of provincial interest related to land use planning and development. It establishes the policy framework to ensure that growth and development across Ontario support long-term sustainability, environmental protection, economic prosperity, and public

health and safety. Section 3 of the *Planning Act* requires that all land use planning decisions must be consistent with the PPS.

The proposed Zoning By-law Amendment (ZBLA) for 91 Shipman's Lane has been evaluated against the PPS 2024 and is found to be in alignment with key policy objectives, particularly concerning:

- The wise use and management of resources (natural heritage, water, and agriculture);
- Infrastructure and public service facilities;
- Land use compatibility; and
- Public health and safety.

The proposal has been designed to minimize environmental impacts, ensure efficient use of infrastructure, and mitigate risks associated with natural hazards, conforming with the PPS's policy objectives outlined below.

3.1.1 Natural Heritage (Section 4.1)

Section 4.1.1 of the PPS prioritizes the long-term protection of natural features and areas, including significant wetlands, woodlands, valley lands, wildlife habitats, and areas of natural and scientific interest. The subject property is partially covered by a Provincially Significant Wetland (PSW) and is within a regulated floodplain. Accordingly, the proposal has been designed to ensure that all modifications align with PPS environmental protection objectives by maintaining a 30-metre buffer from the PSW, ensuring building setbacks adhere to conservation authority requirements, and implementing erosion control measures to protect adjacent natural heritage features. No development or site alteration is proposed within the wetland boundary, and all structures are designed to minimize impact on the floodplain and surrounding ecological functions.

Section 4.1.4 strictly prohibits development and site alteration within significant wetlands in Ecoregions 5E, 6E, and 7E, which includes the subject property. The proposed expansion of the garage and the formal recognition of the gatehouse as an accessory structure are situated outside the Provincially Significant Wetland, ensuring no direct impacts occur.

Section 4.1.8 requires that development on lands adjacent to significant natural heritage features demonstrate no negative impacts on their ecological function. The proposed structures have been strategically positioned to maintain natural buffers, ensuring minimal disturbance to sensitive ecological areas.

3.1.2 Water Resources (Section 4.2)

Protecting water quality and quantity is a priority in the PPS, particularly in waterfront and wetland-adjacent developments. Section 4.2.1 states that “planning authorities shall protect, improve or restore the quality and quantity of water by using the watershed as the ecologically meaningful scale for integrated and long-term planning.”

The subject property is serviced by a privately owned and operated drilled well, with no connection to a municipal water supply. Stormwater on-site is managed through swales, as there are no municipal storm sewer connections or engineered stormwater infrastructure. While a Stormwater Management Report and Erosion and Sediment Control Plan were not required for this proposal, any future development or site alterations that increase impervious surfaces or modify drainage patterns may require additional stormwater management measures. All such changes will be subject to Cataraqui Conservation’s permit requirements under Ontario Regulation 41/24. The mapping provided by Cataraqui Conservation (Figure 5) outlines the regulated extent of Ontario Regulation 41/24, demonstrating the areas subject to permitting and environmental protection considerations.

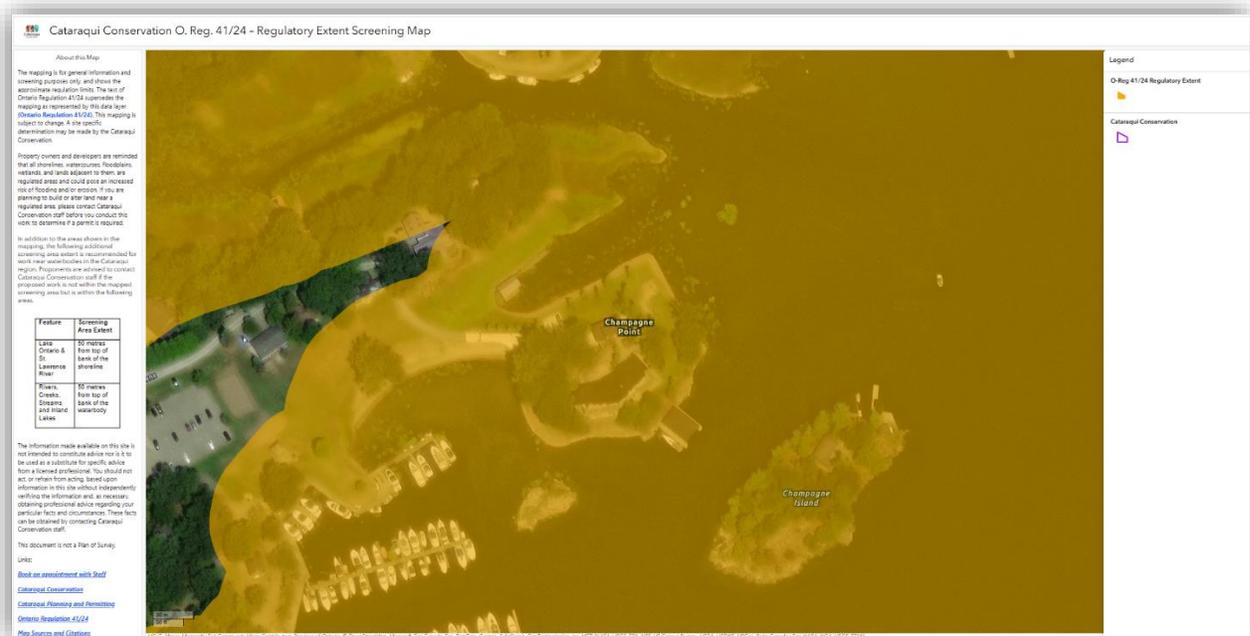


Figure 5: The map shows the screening extent of Ontario Regulation 41/24– Regulatory Extent Screening Map, as provided by Cataraqui Conservation.

Section 4.2.2 restricts development in or near sensitive surface water and groundwater features and requires mitigative measures to prevent contamination and disruption of hydrologic

systems. The proposed modifications will be reviewed to ensure they do not contribute to surface water contamination, erosion, or hydrologic disruption.

3.1.3 Efficient Use of Infrastructure and Services (Section 3.1)

The Provincial Policy Statement (PPS) 2024 promotes the efficient use of existing infrastructure to support growth while minimizing costs to municipalities and environmental impacts. The following section highlights policies that specifically apply to the proposed modifications of the subject property.

Section 3.1.1 states that:

"Infrastructure and public service facilities shall be provided in an efficient manner while accommodating projected needs. Planning for infrastructure and public service facilities shall be coordinated and integrated with land use planning and growth management so that they: (a) are financially viable over their life cycle, which may be demonstrated through asset management planning; (b) leverage the capacity of development proponents, where appropriate; and (c) are available to meet current and projected needs."

The proposed modifications align with this policy by utilizing the existing private servicing infrastructure on-site, without requiring municipal water or sewer extensions. The property is serviced by a privately owned and operated drilled well for potable water and an individual sanitary sewage system (septic) for wastewater disposal. Stormwater is managed through swales, as there is no connection to a municipal storm sewer system.

Section 3.1.2 further states that:

"Planning for infrastructure and public service facilities shall ensure that these facilities are financially viable over their life cycle."

The garage expansion introduces habitable space for a home office, gym, and washroom, enhancing the property's functionality without necessitating additional municipal services. The existing private servicing infrastructure can accommodate these modifications, ensuring no additional strain on public utilities.

Formally recognizing the gatehouse as an accessory structure provides regulatory clarity and brings the site's existing legal non-conforming status into conformity with current zoning regulations while maintaining its intended function for waste and parcel storage. This ensures the site remains compliant with municipal zoning policies and continues efficiently serving its functional purpose while minimizing infrastructure demands.

3.1.4 Land Use Compatibility (Section 3.5)

Section 3.5.1 mandates that new development be compatible with surrounding land uses to minimize conflicts. The Shoreline Residential (RS) Zone supports low-density residential development, and the proposed modifications are in keeping with the area's existing built form.

The increase in accessory structure height (garage) remains compatible with the architectural character of the property and surrounding area, ensuring visual and spatial continuity. The gatehouse is designed to integrate seamlessly into the natural landscape, ensuring no adverse impacts on surrounding properties or public viewsheds.

3.1.5 Natural Hazards (Section 5.2)

The PPS requires that development be directed away from natural hazard areas, including floodplains and erosion-prone lands. The subject property is within a regulated floodplain, requiring careful design considerations to mitigate flood risk.

Section 5.2.3 prohibits development within areas subject to flooding hazards unless safe access and flood mitigation measures are demonstrated. The proposed modifications adhere to CRCA floodplain regulations, ensuring all structures are elevated or designed to withstand flood conditions.

Section 5.2.8 requires that development within hazardous areas ensure safe evacuation routes and flood protection measures. The proposal maintains existing emergency access and ensures all habitable spaces are above potential flood levels, complying with provincial floodproofing standards.

Based on the above policies from the PPS, the proposed zoning by-law amendment aligns with the PPS by:

- Protecting natural heritage and water resources by ensuring no negative ecological impacts on the Provincially Significant Wetland and adjacent shoreline ecosystems.
- Promoting efficient land use and infrastructure by utilizing existing private services, reducing environmental impact, and ensuring long-term financial sustainability.
- Ensuring public health and safety by mitigating flood risks and adhering to CRCA floodplain management regulations.
- Maintaining compatibility with the surrounding area, ensuring that the proposed modifications enhance site functionality while preserving the character of the shoreline residential community.

3.2 United Counties of Leeds and Grenville Official Plan Policies

The United Counties of Leeds and Grenville (UCLG) Official Plan (OP) provides high-level policy direction for development across its ten lower-tier municipalities, including the Township of Leeds and the Thousand Islands (TLTI). As an upper-tier planning document, the UCLG OP establishes a framework for rural land use, environmental protection, natural hazard mitigation, and infrastructure development, all of which must be considered in the Zoning By-law Amendment (ZBLA) for 91 Shipman's Lane.

The UCLG OP was adopted by Counties Council on July 23, 2015, through By-Law No. 15-37, with modifications approved by the Minister of Municipal Affairs and Housing on February 19, 2016. The OP's strategic direction is to focus population and employment growth in settlement areas, while preserving the rural character, protecting prime agricultural lands, and maintaining natural heritage features. Growth in rural areas is to be limited to low-impact uses that align with existing service levels and conform with local Official Plans.

Under the UCLG OP, the subject property is designated as Rural Lands and Provincially Significant Wetland (PSW) (Figure 6). The Rural Lands designation, as per Section 3.3.1, is intended to protect the natural amenities and rural character of the area while allowing for limited residential development, home occupations, resource-based recreational uses, and tourism-related activities.

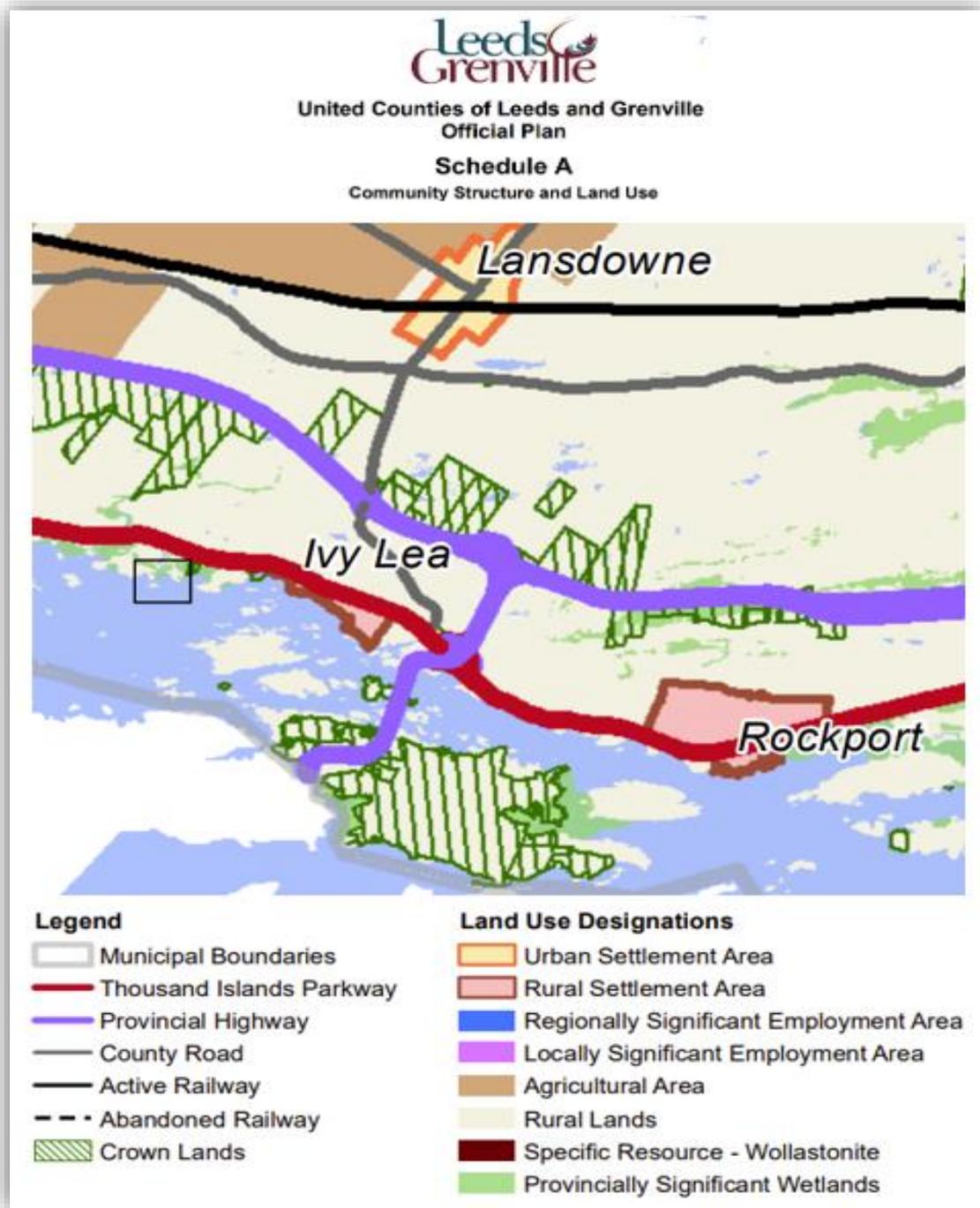


Figure 6: Schedule A - Community Structure and Land Use

The UCLG OP emphasizes that rural development must be sustained by rural service levels, including on-site sewage disposal and private well water services, as stated in *Section 3.3.1(e)*. The subject property is serviced by private well and septic systems, ensuring compliance with this policy. *Section 3.3.1(f)* supports redevelopment of existing rural housing stock, which is

relevant to the proposed demolition and reconstruction of the second floor of the garage to create habitable space. The proposal aligns with *Section 3.3.1(i)*, which seeks to protect natural heritage features and their ecological functions—a key consideration given the property’s proximity to the Ivy Lea Complex PSW.

The Rural Lands policies also defer to the TLTI Official Plan for detailed land use management under *Section 3.3.2(iii)*. However, the UCLG OP provides overarching guidance, stating that new or expanding uses must be compatible with the rural landscape and supported by existing rural service levels (*Section 3.3.3(d)*). The proposal respects these policies through design modifications that ensure compatibility with surrounding built form, the removal of the carport from the regulatory floodplain, and incorporation of hazard mitigation measures

The Provincially Significant Wetland (PSW) designation requires adherence to stringent environmental protection policies to maintain ecological integrity. The UCLG OP prohibits development and site alteration within PSWs unless it has been demonstrated through an Environmental Impact Study (EIS) that there will be no negative impact on wetland function. The proposal complies with this requirement by maintaining a 30-metre buffer from the PSW, ensuring that no direct encroachment occurs.

Policy 4.2.11 requires that development adjacent to waterbodies must incorporate appropriate setbacks and mitigation measures to protect water quality, fish habitat, and shoreline stability. The proposed garage expansion and gatehouse structure maintain appropriate setbacks and have been reviewed to ensure they do not pose adverse effects on aquatic features or riparian vegetation.

As shown in Figure 7 - Natural Heritage Features and Areas, the subject property is within a regulated floodplain, adjacent to a PSW, and subject to erosion hazard constraints. The UCLG OP identifies these as critical factors that require compliance with *Section 5.2.2 - Natural Hazard Policies*. This section states that: *“The Counties shall regulate development in hazardous lands, including areas prone to flooding, erosion, and unstable slopes. Appropriate setbacks, floodproofing measures, and engineering studies may be required to mitigate risks.”*

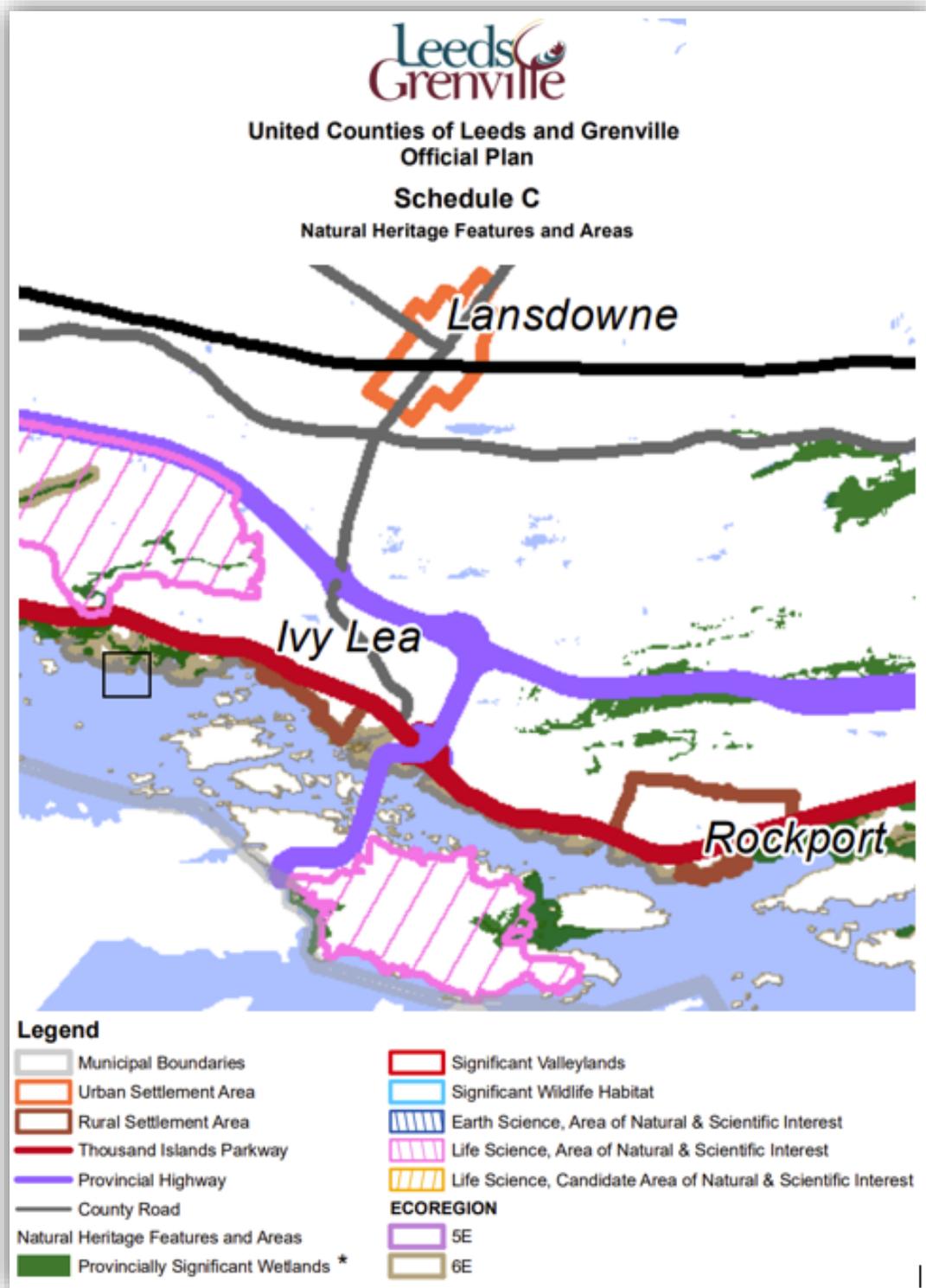


Figure 7: Schedule C - Natural Heritage Features and Areas with the subject property identified.

The St. Lawrence River floodplain elevation at this location is 76.1 metres GSC, with the erosion hazard extending 13 metres from the toe of the slope. The proposed garage expansion and associated works have been designed to avoid site alterations that could exacerbate erosion risks, aligning with CRCA's hazard mitigation recommendations.

The proposed carport was not supported by the CRCA due to its location within the regulatory floodplain, erosion hazard area, and within 30 metres of the PSW. The CRCA has requested that the carport be relocated at least 6 metres from both the floodplain and erosion hazard zones. Given that the Township and CRCA have not approved the carport, the current ZBLA does not include this structure, ensuring compliance with floodplain development restrictions.

The property is subject to a Site Plan Control Agreement, which ensures that detailed site planning and regulatory compliance measures are followed. The proposed development falls within Cataraqui Conservation's regulatory boundary, meaning that any site alterations, excavation, grading, or placement of fill require a permit under Ontario Regulation 41/24. The gatehouse, at 4.46 sq. m., is exempt from this regulation, but all other proposed modifications must be reviewed and permitted by CRCA.

3.3 Township of Leeds and the Thousand Islands Official Plan

The Township of Leeds and the Thousand Islands (TLTI) is a lower-tier municipality within the United Counties of Leeds and Grenville (UCLG). As such, the TLTI has its own Official Plan (OP), which provides policy direction for growth, land use, and environmental protection within the Township. The Official Plan was adopted by Township Council on September 10, 2018, and subsequently approved by the United Counties of Leeds and Grenville on November 22, 2018. This OP replaces the previous version approved in March 2006. The OP establishes policies for land use compatibility, environmental protection, hazard mitigation, and waterfront development.

The subject property is designated as Rural and Provincially Significant Wetland (PSW) and is affected by floodplain and erosion hazard constraints (Figure 8). The Rural designation is intended to accommodate limited residential development, and a range of land uses that support the rural economy, including agriculture, low-impact commercial and industrial activities, and recreational uses. Development is directed towards existing clusters to prevent scattered growth and preserve natural heritage features. The policies emphasize maintaining land use compatibility, protecting environmental resources, and ensuring that new development does not compromise the sustainability of the rural landscape.

The PSW designation applies to ecologically significant wetlands that require strict protection due to their role in maintaining biodiversity, water quality, and flood mitigation. Development and site alteration within a PSW are prohibited, while any development within 120 meters must demonstrate, through an Environmental Impact Study (EIS), that there will be no negative impact on wetland function. The policies prioritize the preservation of natural hydrology, wildlife habitats, and ecosystem connectivity, ensuring that wetlands continue to perform their essential environmental functions.

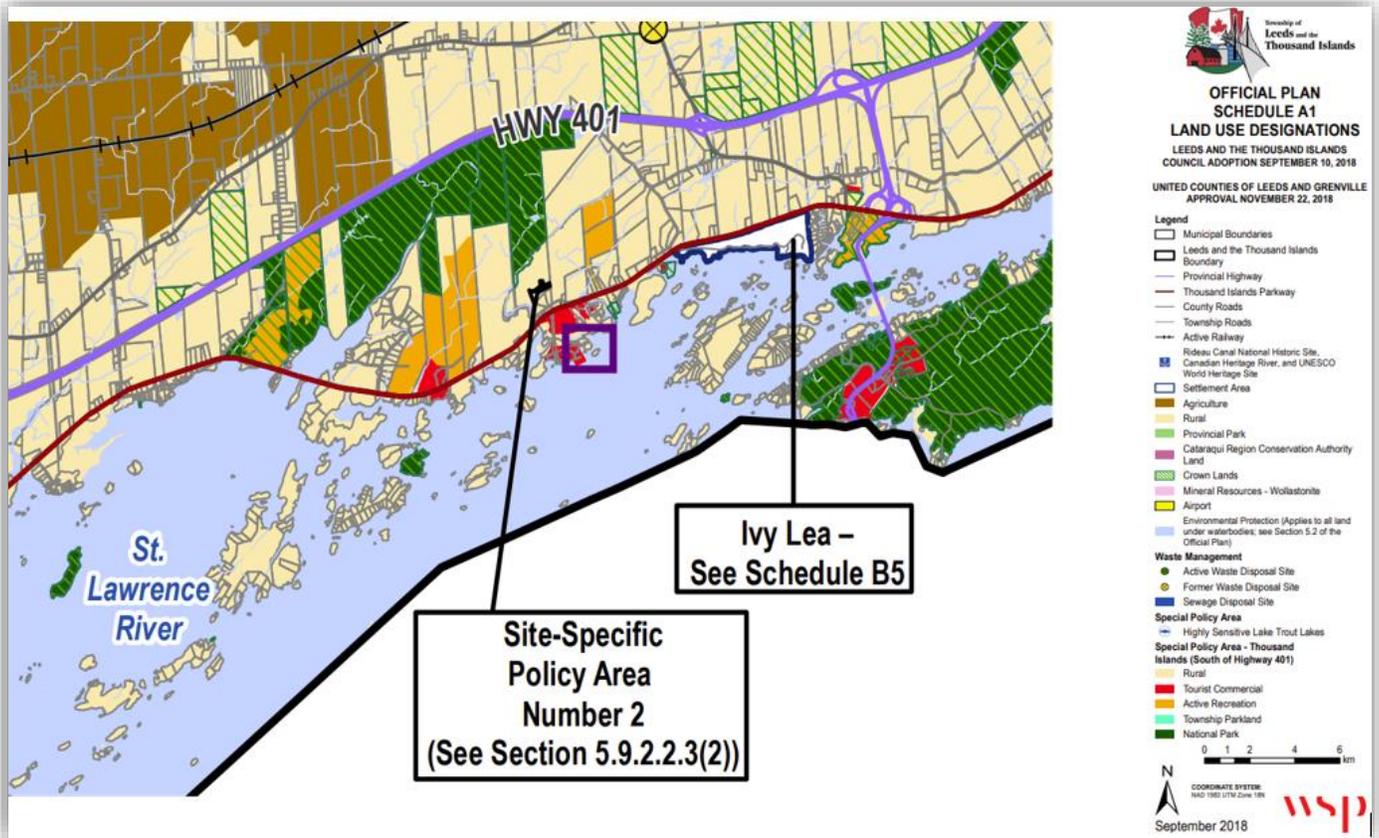


Figure 8: TLTI Schedule A1 - Land Use Designations with subject property identified

Section 4.6 provides policies to consider compatibility and built form and encourages introducing new development in existing areas, in particular through intensification, requires a sensitive approach and consideration of the area's established uses and character. The proposal includes demolition of the existing second floor of the detached garage and its replacement with an expanded second floor covering the entire footprint, accommodating a home office, an exercise room, and a bathroom. The increase in garage height from 7.0 metres to 9.9 metres has been designed to remain consistent with the built form of surrounding properties, ensuring that

setbacks, massing, and height transitions are appropriately managed to limit visual impacts on adjacent landowners.

The site contains portions of the Ivy Lea Complex PSW, and development in this area must minimize ecological impacts (see Figure 9 below).

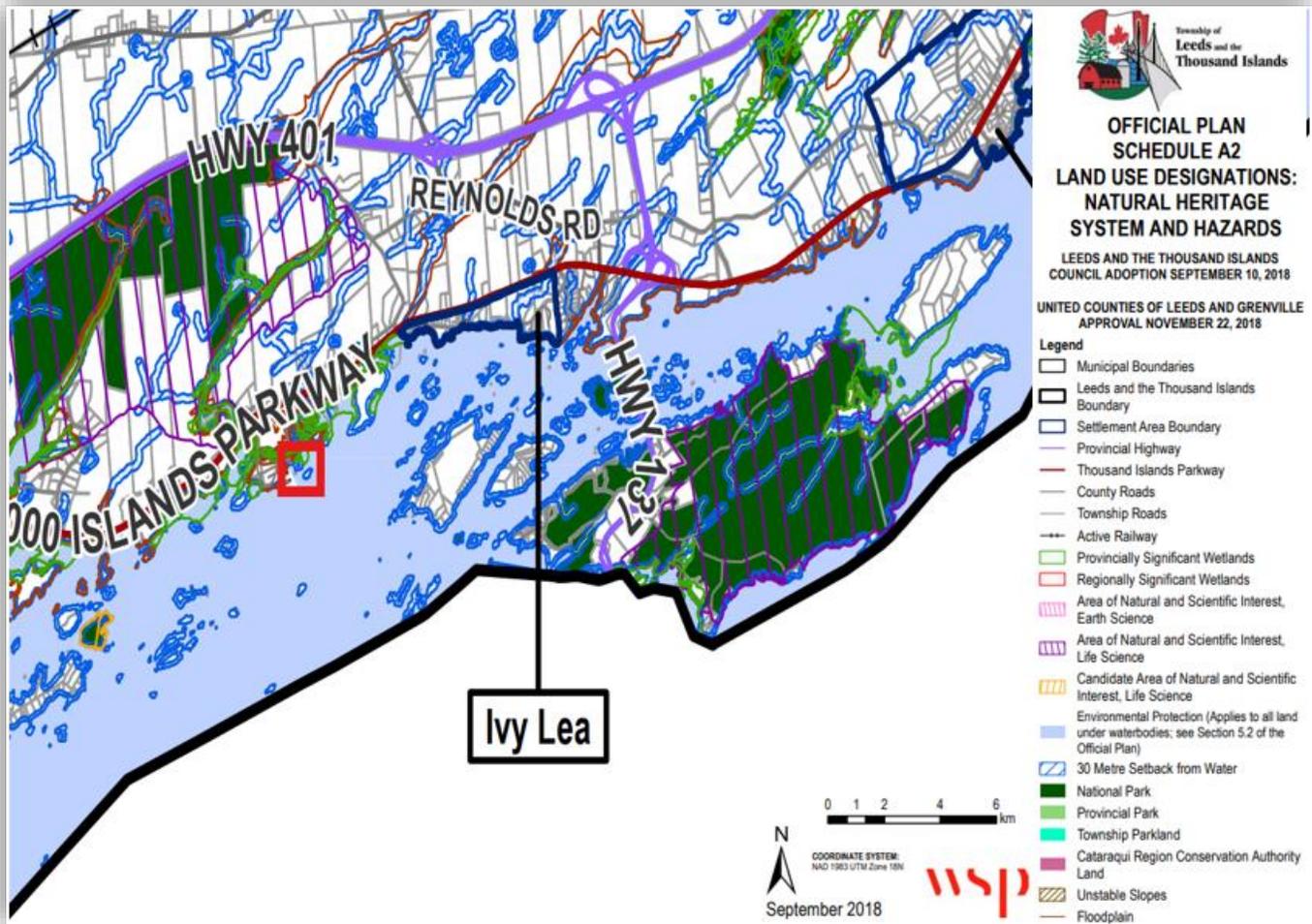


Figure 9: TLTI Schedule A2 - Natural Heritage System and Hazards with the subject property identified.

The presence of natural hazards, including flooding, steep slopes, and erosion hazards, requires adherence to *Section 5.3.1 - Natural Hazards*, which states that "environmental conditions, whether naturally occurring or human-made, can result in hazards to human life or health, and damage or loss of value to property". The floodplain elevation of the St. Lawrence River at this location is 76.1 metres GSC, and the erosion hazard extends 13 metres from the toe of the slope. The garage expansion and covered exterior stair have been designed to avoid grading or filling activities, ensuring compliance with erosion hazard and slope stability requirements.

Section 5.3.1.1 - Erosion Hazards and Steep Slopes requires that "no buildings or structures shall be constructed or enlarged, and no site alteration such as filling, grading, and excavating shall occur without the written permission of the CRCA". The CRCA has reviewed the proposed development and determined that the garage expansion and fencing are supportable, provided that site alterations remain minimal and do not exacerbate erosion risks. *Section 5.3.1.2 - Flood Plain* states that "development and site alteration in the regulatory flood plain is prohibited, except for those uses that by their nature must be located within the regulatory flood plain". The removal of the carport from the floodplain and erosion hazard area aligns with this policy, ensuring that flood risk to property and surrounding lands is mitigated.

The proximity of the development to the Ivy Lea Complex PSW requires compliance with *Section 5.5.2 - Adjacent Lands*, which states that "development or site alteration shall not be permitted on adjacent lands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated, through an Environmental Impact Study (EIS), that there will be no negative impact on the natural features or their ecological functions". The proposed development has undergone environmental review, and the adjustments made to the design, including setbacks and removal of non-compliant elements, ensure that there are no negative ecological impacts.

The wetland policies under *Section 5.5.5 - Wetlands* state that "development and site alteration shall not be permitted within Provincially Significant Wetlands". The proposal ensures no direct encroachment into the PSW to maintain natural hydrological flows and avoid disruptions to wetland function. Any site alterations will require permits under Ontario Regulation 41/24, ensuring that wetland integrity is maintained.

The residential nature of the property requires compliance with *Section 5.7 - Residential Uses in the Rural Area*, which states that "lands in the Rural designation are intended to support limited residential development that respects rural character and natural heritage features". The garage expansion remains an accessory structure to the main dwelling, does not introduce an additional residential unit, and maintains the low-density character of the area. The increase in garage height has been reviewed within the context of surrounding structures and remains in scale with the built form of the community.

The property is also located within the Thousand Islands Special Policy Area, which is subject to *Section 5.9.2 – Thousand Islands Area*. This policy states that "development within this area must be sensitive to its natural and scenic character." The proposed site modifications have been designed to ensure that the natural shoreline remains largely intact and that new structures visually integrate with the existing built form, avoiding significant alterations to the landscape.

Section 6.1.3 - Stormwater Management states that "the Township shall promote the use of low-impact development (LID) approaches and technologies, such as the use of green infrastructure to manage stormwater runoff". While a formal Stormwater Management Report was not required, the development integrates LID principles by maintaining natural drainage patterns, minimizing impervious surfaces, and incorporating erosion control measures to prevent sedimentation and protect water quality.

3.4 Township of Leeds and the Thousand Islands Zoning By-law No. 07-79

The subject property at 91 Shipman's Lane is designated Shoreline Residential (RS) under Zoning By-law No. 07-79 (Consolidated January 4, 2023) (see Figure 10 below). The Zoning By-law establishes permitted uses, lot requirements, building height limitations, and restrictions on accessory structures, all of which must be considered in evaluating the proposed Zoning By-law Amendment (ZBLA).

The subject property is zoned Shoreline Residential (RS), which permits the following uses:

- Single detached dwellings
- Sleeping cabins
- Group homes
- Marine facilities



Zoning By-Law No. 07-079

Township of Leeds and the Thousand Islands

Ward 1 Shoreline

Schedule "B"

Scale 1:10000

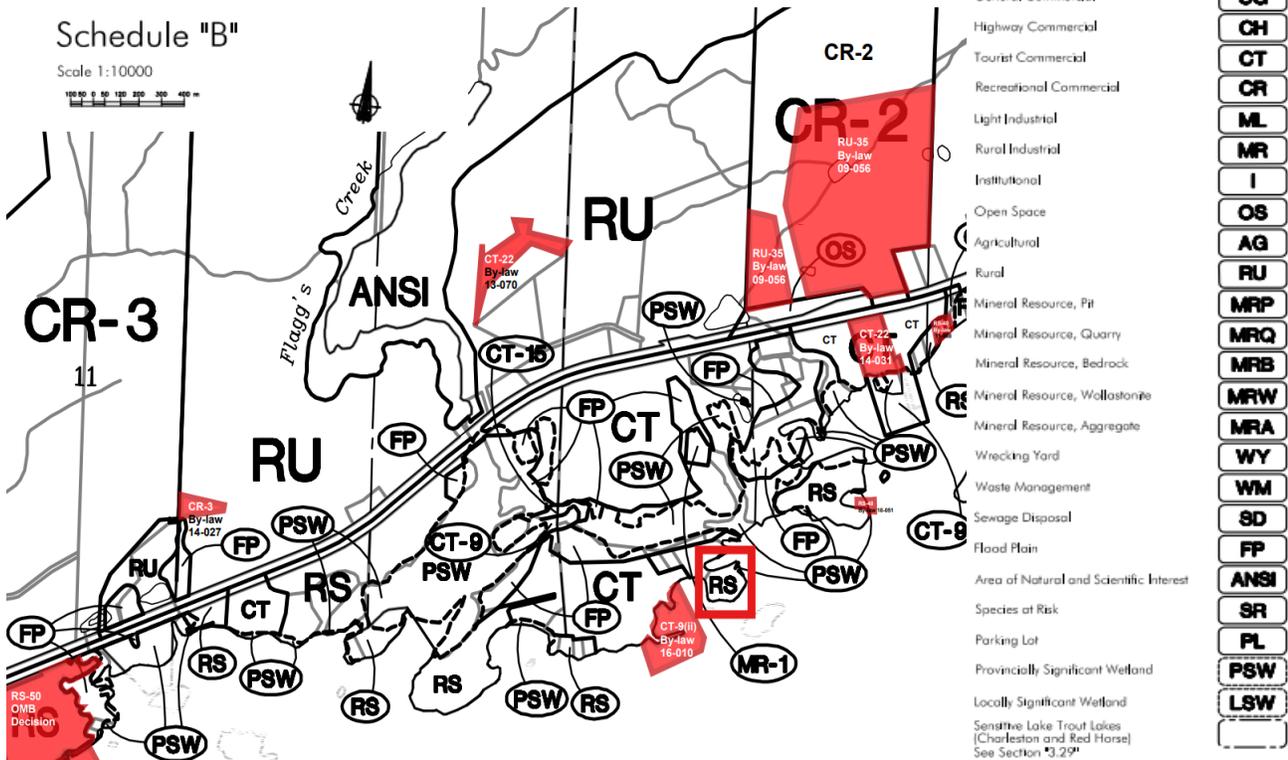
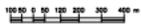


Figure 10: Zoning Schedule "B" (Ward 1 Shoreline), TLTI Zoning By-law No. 07-79, showing how the property is within the Shoreline Residential (RS) zone

The proposed modifications to the property align with these permitted uses, as the garage remains an accessory structure to the primary residence.

3.4.1 Lot and Setback Requirements

The table below summarizes key zoning provisions and the existing/proposed conditions for the subject property:

Table 1: Zoning Compliance Summary

Zoning Provision	Required (RS Zone)	Existing	Proposed
Lot Area	1.0 ha (min.)	0.6274 ha	0.6274 ha
Lot Frontage	60.0 m (min.)	298.0 m	298.0 m
Front Yard Setback	30.0 m (min.)	41.6 m	41.6 m
Exterior Side Yard Setback	15.0 m (min.)	29.1 m	29.1 m
Interior Side Yard Setback	3.0 m (min.)	49.0 m	49.0 m
Rear Yard Setback	1.5 m (min.)	21.26 m	21.26 m
Building Height (Principal)	12.0 m (max.)	8.0 m	8.0 m
Building Height (Accessory)	7.0 m (max.)	9.17 m	9.9 m
Lot Coverage	10% (max.)	7.13%	7.43%
Dwellings per Lot	1 (max.)	1	1

The minimum lot area requirement in the Shoreline Residential (RS) zone is 1.0 hectares, whereas the subject property measures 0.6274 hectares, making it legally non-conforming regarding lot size. Despite this, the existing residential use remains appropriate within the RS designation.

The maximum permitted building height for accessory buildings in the RS zone is 7.0 metres, whereas the proposed garage expansion seeks an increase to 9.9 metres. The ZBLA is required to permit this additional height to accommodate a new second-floor home office, gym, and bathroom, which will replace the existing partial second floor with a full second floor over the garage footprint.

Section 3.1 of the Zoning By-law establishes provisions for accessory buildings and structures, which include garages, sleeping cabins, and other secondary structures that support the primary residential use.

- Subsection (a)(iii) states that accessory buildings shall not exceed 7.0 metres in height. The proposed garage expansion seeks relief from this provision to allow a 9.9-metre height.
- Subsection (a)(v) states that an accessory building shall not be used for human habitation. The proposed second-floor modifications will introduce habitable space, including a home office, gym, and washroom, necessitating an amendment to recognize limited habitable use within the accessory structure.
- Subsection (a)(iv) of the Zoning By-law limits accessory structures to 4% of the total lot area. Given that the subject property measures 0.67 hectares (6,700 sqm), the

maximum allowable accessory structure coverage is 268 sqm. The total proposed accessory structure coverage, including the garage addition, covered exterior stair, and gatehouse, amounts to 123.37 (1.97%) sqm, which remains well within the permitted limit. As a result, no additional zoning relief is required for accessory structure lot coverage.

The gatehouse, proposed as a 4.46 sq. m. refuse and parcel storage structure, qualifies as an accessory structure under the By-law. The ZBLA is required to formally recognize it as an accessory building, ensuring compliance with setback and lot coverage provisions.

The Zoning By-law defines a habitable room as “a room commonly used for living purposes, including a bedroom, bathroom, and a kitchen, but not including any space in a dwelling used as a lobby, hallway, closet, or any room having floor space of less than 4.65 square metres.” The proposed home office, gym, and washroom meet this definition and require recognition within the accessory structure through the proposed ZBLA.

The original application proposed a carport addition adjacent to the existing garage. However, during the pre-consultation process, the Cataraqui Region Conservation Authority (CRCA) determined that the proposed carport was not supportable as it was located within the regulatory floodplain, erosion hazard area, and within 30 metres of the Ivy Lea Complex PSW. The proponent has removed the carport from the proposal to align with floodplain regulations and environmental policies, ensuring compliance with zoning and conservation authority requirements.

4.0 POLICY ANALYSIS & JUSTIFICATION

The proposed Zoning By-law Amendment (ZBLA) for 91 Shipman’s Lane has been carefully designed to align with the applicable land use planning policies and regulatory framework, ensuring environmental protection, hazard mitigation, and compatibility with the rural and shoreline landscape. The property is designated Rural Lands and Provincially Significant Wetland (PSW) under the United Counties of Leeds and Grenville Official Plan (UCLG OP) and is designated Rural and Provincially Significant Wetland (PSW) under the Township of Leeds and the Thousand Islands (TLTI) Official Plan (OP). It is also zoned Shoreline Residential (RS) under Zoning By-law No. 07-79. Given that the property is partially within a regulated floodplain and erosion hazard area, all development must adhere to provincial, county, and municipal policies while incorporating flood mitigation measures in compliance with the Cataraqui Region Conservation Authority (CRCA) regulations.

The proposed modifications include the demolition of the existing second-floor space over the detached garage (which currently occupies approximately one-quarter of the footprint) and the

construction of a full second floor living space across the entire garage footprint for use as a home office, exercise room, and bathroom. This expansion requires an amendment to the zoning by-law to permit an increase in the height of an accessory structure from 7.0 metres to 9.9 metres and to recognize limited habitable space within the garage. Additionally, a new 6' wide covered exterior stair is proposed on the east side of the garage, enhancing accessibility without expanding the footprint or impacting adjacent lands.

A small gatehouse (4.46 sq.m.) is proposed near the property's entrance, designed as an open-bottom and open-top refuse storage structure to facilitate waste and parcel deliveries. Given its location within a regulated floodplain, the structure has been designed to allow free water movement in the event of flooding, ensuring compliance with Ontario Regulation 41/24.

The originally proposed carport has been removed from the application following feedback from the Township and Cataraqui Region Conservation Authority (CRCA) due to its location within the floodplain, erosion hazard area, and within 30 metres of the PSW.

The Rural Lands designation under the United Counties of Leeds and Grenville Official Plan (UCLG OP) supports low-density residential uses while prioritizing the protection of natural amenities and rural character. Similarly, the Rural designation under the TLTI OP ensures that new development respects the rural landscape, limits encroachment into environmentally sensitive areas, and maintains compatibility with surrounding land uses. The garage expansion remains an accessory structure, consistent with the intent of the Shoreline Residential (RS) Zone under Zoning By-law No. 07-79. The habitable space does not introduce an additional dwelling unit, and its intended use as a home office and gym aligns with modern residential trends while preserving the low-intensity character of the area. The proposed height increase from 7.0 metres to 9.9 metres, while requiring relief, remains compatible with surrounding built form and does not introduce excessive massing or obstruct views.

The following measures have been taken to ensure compliance with mitigating flood plain risk and preserving the environmental integrity of the Provincially Significant Wetland (PSW):

1. The proposed modifications ensure that no encroachment into the wetland occurs, with all structures maintaining a minimum 30-metre buffer from the PSW boundary.
2. No grading, excavation, or impervious surface expansion is proposed beyond previously disturbed areas, preventing any potential hydrological disruption.
3. The proposed garage expansion remains within the existing footprint, ensuring that flood storage capacity is not reduced, and the new covered stair is set back significantly from all hazard zones.
4. The gatehouse, located near the property's entrance, remains a minor structure and is designed to allow unrestricted floodwater movement, ensuring that it does not obstruct drainage or increase flood risk.

- The removal of the carport from the application further demonstrates a commitment to regulatory compliance, as it eliminates development within the floodplain and erosion-prone areas, ensuring that the proposal fully aligns with the CRCA’s hazard mitigation recommendations.

The following Zoning Analysis and Justification Table outlines the specific zoning provisions applicable to each proposed structure, detailing compliance and required relief where applicable:

Table 2: Zoning Compliance and Justification for Proposed Structures

Proposed Structure	Relevant Zoning Provision	Requirement	Proposed	Relief Required?	Justification
Garage Expansion (Accessory Structure with Habitable Space)	Max. Height for Accessory Structures (Sec. 3.1, (a)(iii))	7.0 m	9.9 m	Yes (2.9 m relief required)	<ul style="list-style-type: none"> The increased height remains compatible with existing built form. The expansion does not introduce excessive massing and remains functionally integrated with the residence. The requested height increase is consistent with precedent and maintains neighborhood character.
	Use of an Accessory Structure for Habitation (Sec. 3.1 (a) (v))	Not permitted	Home Office, Gym, Washroom	Yes	<ul style="list-style-type: none"> The habitable space is not a separate dwelling unit but is ancillary to the residence. Supports modern residential needs

					<p>(work-from-home trends).</p> <ul style="list-style-type: none"> Remains subordinate to the principal dwelling.
	Max. Sleeping Cabin Size (Sec. 3.34(a))	30.0 sq.m.	Exceeds 30.0 sq.m.	Yes	<ul style="list-style-type: none"> While habitable space exceeds the sleeping cabin threshold, it is not a separate sleeping unit but an extension of existing living space. The use remains secondary to the primary residence.
Covered Exterior Stair	Min. Interior Side Yard Setback (Sec. 5.5)	3.0 m	22.1 m	No Relief Required	<ul style="list-style-type: none"> Significant setback provided exceeds zoning minimums. Enhances accessibility and safety while maintaining compliance.
Gatehouse (Refuse Shed) – Formal Recognition as an Accessory Structure	Max. Height for Accessory Structures (Sec. 3.1, (a)(iii))	7.0 m	2.43 m	No Relief Required	<ul style="list-style-type: none"> Structure is open-bottomed and open-topped, ensuring compliance with floodplain regulations. The gatehouse remains within allowable lot coverage, ensuring no overdevelopment.
	Max. Lot Coverage for Accessory Structures	4% of lot area	Below limit	No Relief Required	<ul style="list-style-type: none"> Total accessory structure coverage: 123.37 sqm (1.97%), below the 4% limit.

	(Sec. 3.1, (a)(iv))				<ul style="list-style-type: none"> Remains subordinate to the primary use and serves a functional purpose for waste and parcel storage. Ensures regulatory clarity by bringing an existing structure into compliance.
	Setback from Lot Line (Sec. 3.1, (a)(ii))	Min. 1.0 m	4.7 m	No Relief Required	<ul style="list-style-type: none"> The gatehouse does not encroach on adjacent properties or impact site functionality.
	Formal Recognition as an Accessory Structure		Refuse & Parcel Storage Gatehouse	Yes (ZBLA required for recognition)	<ul style="list-style-type: none"> Requires formal acknowledgment under zoning for regulatory clarity.

The proposed Zoning By-law Amendment (ZBLA) ensures that the development at 91 Shipman’s Lane aligns with land use planning principles, avoids encroachment into sensitive environmental features, and mitigates natural hazard risks.

5.0 CONCLUSION

The proposed Zoning By-law Amendment (ZBLA) for 91 Shipman’s Lane represents a balanced approach to property enhancement while ensuring alignment with municipal, regional, and provincial planning policies. The application supports responsible development by integrating functional improvements, environmental protection, and land-use compatibility within the Township of Leeds and the Thousand Islands.

The ZBLA is consistent with the Provincial Policy Statement (PPS), 2024, particularly in relation to natural heritage protection, water resource management, efficient land use, and public health and safety. The proposed modifications maintain appropriate setbacks from the Provincially Significant Wetland (PSW), incorporate best practices for shoreline resilience and stormwater mitigation, and ensure that the development leverages existing private services without additional strain on municipal infrastructure. Furthermore, the proposal adheres to

floodplain and erosion hazard policies set by the Cataraqui Region Conservation Authority (CRCA) to minimize risk and maintain environmental stability.

At the upper-tier municipal level, the proposal aligns with the United Counties of Leeds and Grenville Official Plan (UCLG OP) by supporting low-intensity residential development while ensuring environmental protection and hazard mitigation. The development respects the character of the waterfront community through appropriate siting and design and responds to site-specific constraints by complying with floodplain and wetland policies through adherence to Ontario Regulation 41/24.

The proposal also conforms to the Township of Leeds and the Thousand Islands Official Plan (TLTI OP), including policies related to environmental protection, natural hazards, and shoreline development. The garage expansion and formal recognition of the gatehouse remain compatible with surrounding land uses, supporting accessory structures that complement the primary residential function of the property.

Given the property's location within a regulated floodplain and wetland area, the proposed design clearly demonstrates that environmental risk, protection, and mitigation have been central to the proposal. The development ensures no direct encroachment into PSW areas while maintaining the required 30-metre buffer to protect ecological function. All structures comply with floodplain management guidelines and have been reviewed in consultation with the CRCA.

The requested Zoning By-law Amendment (ZBLA) is appropriate and represents good planning as it aligns with the Township's vision for sustainable shoreline development while upholding key land-use principles. The modifications enhance site functionality while preserving the environmental character of the waterfront community. The garage expansion meets modern residential needs without introducing additional density or land-use conflicts. The formal recognition of the gatehouse eliminates non-conforming ambiguities and ensures regulatory compliance.



Farah Ibrahim MES (Pl.), MCIP, RPP
Senior Planner



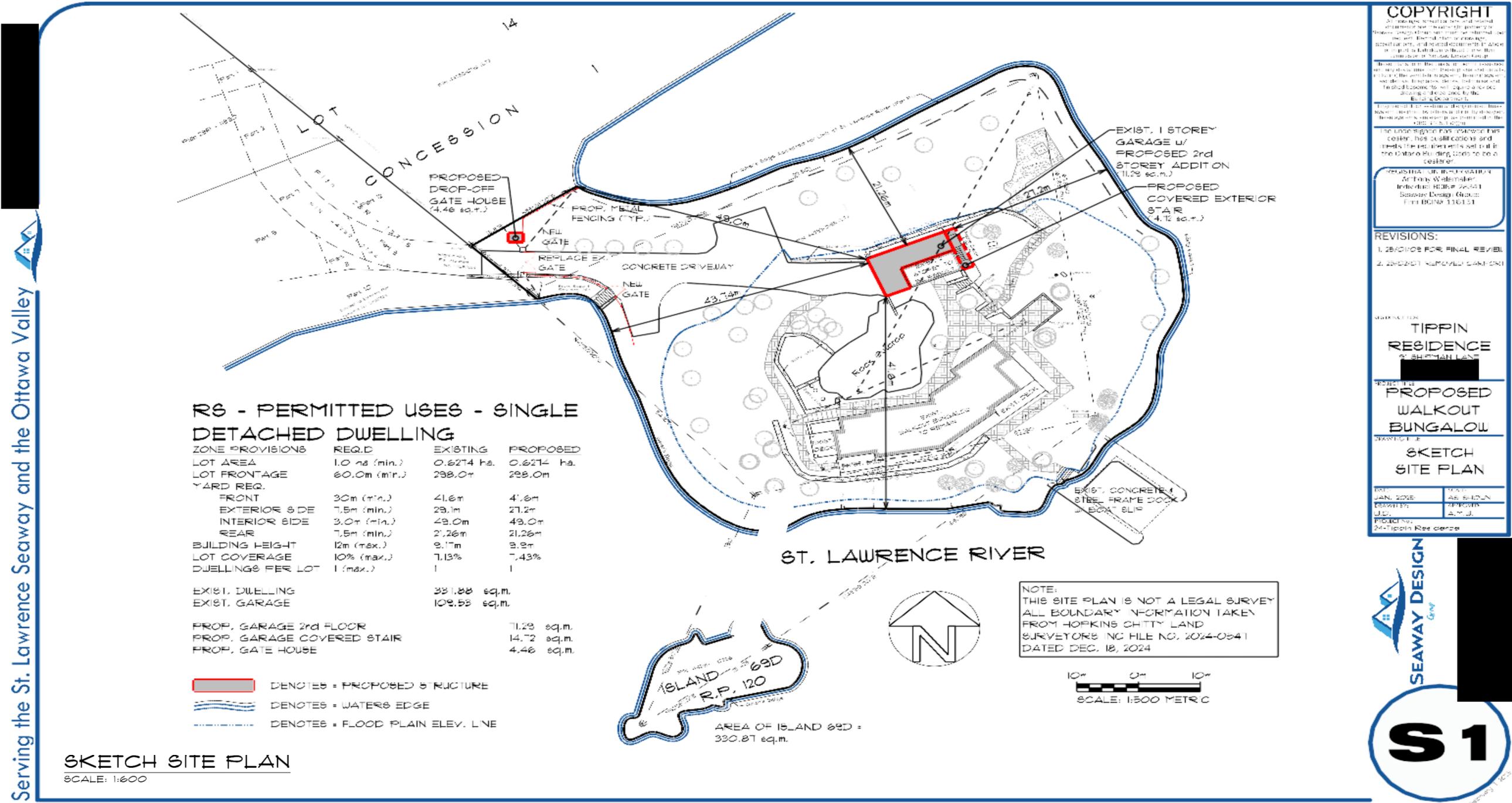
Christine Stinson
Project Manager - Planning & Environment



Niju Mathew, MSc (Planning), RPP Candidate
Junior Planner

6.0 APPENDICES LIST

6.1 Appendix 1: Site Plan and Proposed Development Layout for 91 Shipman's Lane



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REVISIONS:
 1. REVISED FOR FINAL REVIEW
 2. REVISED TO REMOVE LANDFILL

DESIGNER:
 TIPPIN
 RESIDENCE
 24 SHIPMAN LANE

PROJECT:
 PROPOSED
 WALKOUT
 BUNGALOW

DRAWN BY:
 SKETCH
 SITE PLAN

DATE:
 JAN. 2026

DRAWN BY:
 A.M.J.

U.D.:
 A.M.J.

PROJECT No.:
 24-Tippin Residence

Serving the St. Lawrence Seaway and the Ottawa Valley

TIPPIN RESIDENCE

91 SHIPMANS LANE
LANSDOWNE, ON
K0E 1L0

LIST OF DRAWINGS:

- A0 - TITLE PAGE & 3D VIEWS
- A1 - ELEVATIONS
- A2 - FLOOR PLANS, NOTES
- A3 - TYP. CROSS SECTION, DETAILS





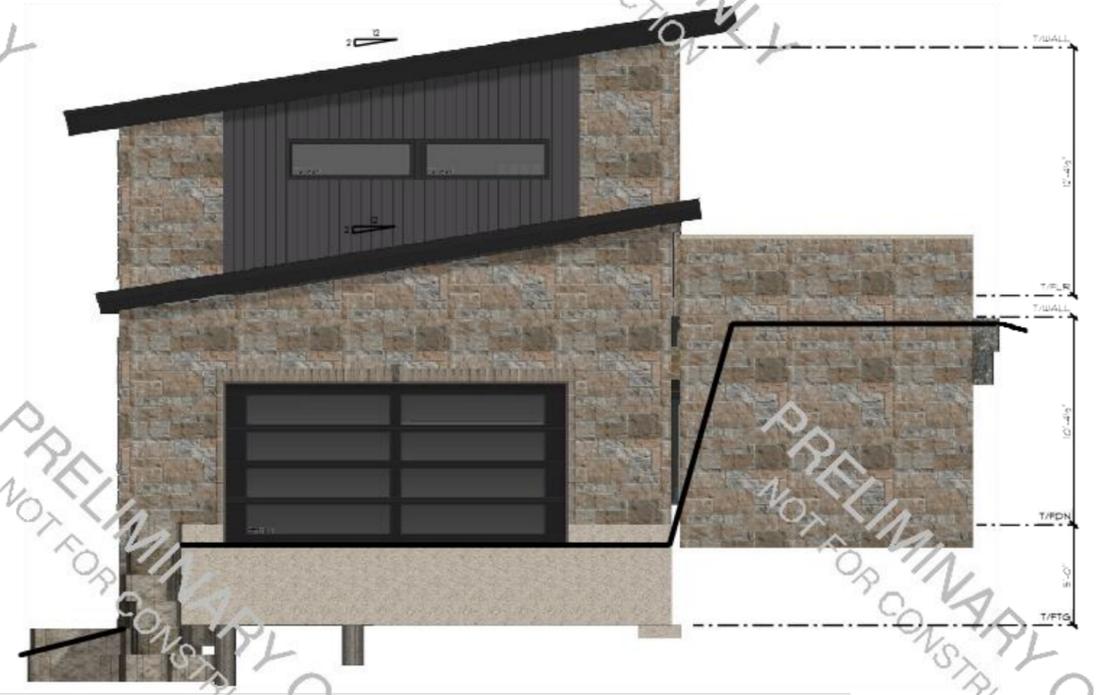
FRONT ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"

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NO.	DATE	BY	FOR
1	2024	GH	PROPOSED GARAGE RENOVATION ELEVATION

PROJECT: PROPOSED GARAGE RENOVATION
ELEVATION

DATE: OCT. 2024
DRAWN BY: G.H.
CHECKED BY: G.H.
DATE: OCT. 2024



