



## 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

---

### 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**

---

Chair

---

Secretary-Treasurer