



**Planning Advisory and Committee of Adjustment  
Minutes**

**July 23, 2025, 1:00 p.m.  
Municipal Office, Chantry**

Members Present: Councillor Jeff Banks, Councillor Paula Banks, Councillor Ron Pollard, Councillor Deborah Anne Hutchings

Members Absent: Mayor Arie Hoogenboom, Councillor Sue Dunfield, George Bracken, Public Member

Staff Present: Tom Fehr, Manager of Development Services, Amy Schur, Development Services Analyst

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**Call to Order**

Acting Chair Pollard called the meeting to order at 1:00pm.

**Roll Call**

Amy Schur, Development Services Analyst noted that Mayor Hoogenboom, Chair Sue Dunfield and Public Member George Bracken were absent with prior notice.

**Adoption of Agenda**

Acting Chair Pollard asked if there were any changes to the Agenda and none were noted.

**RESOLUTION 93-2025**

Moved by Paula Banks  
Seconded by Jeff Banks

That the Planning Advisory and Committee of Adjustment adopt the Agenda as submitted.

Carried

### **Declaration of Pecuniary Interest and the General Nature Thereof**

The Chair asked if any Committee Member had a Pecuniary Interest in any Item on the Agenda and if so, the Nature of that Interest and none were received.

### **Adoption of Minutes: July 9, 2025**

Minutes of the Planning Advisory and Committee of Adjustment Meeting held July 9, 2025 were reviewed by the Committee. Acting Chair Pollard asked for any errors or omissions and none were heard.

### **RESOLUTION 94-2025**

Moved by Deborah Anne Hutchings  
Seconded by Paula Banks

That this Committee approve the Planning Advisory and Committee of Adjustment Minutes of Wednesday, July 9, 2025 as submitted.

Carried

### **New Business**

#### **Zoning By-Law Amendment Applications**

ZBA-9-2025 LOOBY

Agent - Karen Sheldrick was present over the phone to hear the presentation from planning staff.

Tom Fehr, Manager of Development Services, verbally reviewed the request to change the zoning classification on a portion of the subject property from Rural (RU) to Waterfront Residential (RW). This is related to draft approved consent application B-100-24 for a lot addition and applies to the proposed severed lands, while excluding the retained lands. Mr. Fehr mentioned that the RVCA had no objections, the CBO & Manager of Roads & Drainage had no objections and that no public comments had been received.

Acting Chair Pollard asked if the agent had anything to add. Ms. Sheldrick had nothing to add at this time, pretty straight forward as it's a condition of consent, they recently bought the property from her husband's family.

Mr. Fehr noted that no online comments had been received.

Acting Chair Pollard opened the Committee discussion, no comments or questions were heard.

### **RESOLUTION 95-2025**

Moved by Jeff Banks  
Seconded by Deborah Anne Hutchings

That the Planning Advisory & Committee of Adjustment recommend to the Council of the Corporation of the Township of Rideau Lakes that Zoning By-Law Amendment application ZBA-9-2025, by John & Kathryn Looby of the Ward of South Elmsley, be approved as submitted which will rezone a portion of the property from Rural (RU) to Waterfront Residential (RW).

Carried

### Section 45 Applications

#### A-18-2025 GREENBERG & FEINGOLD

Agent – Adam Norwood was present over the phone to hear the presentation from planning staff.

Tom Fehr, Manager of Development Services, verbally reviewed the request to construct a 25sqm (270sqft) 1 storey addition (screened in porch) to an existing 193sqm (2079sqft) 1 storey non-conforming dwelling. The existing dwelling is non-conforming with the minimum 30m water setback at a water setback of 15m (50ft). The proposed addition is located to the side of the dwelling with a proposed water setback of 15m (50ft). Mr. Fehr mentioned that the RVCA had no objections, the CBO had no objections and that comments from BRLA had been received stating to concerns.

Acting Chair Pollard asked if the agent had anything to add. Mr. Norwood noted that the original application was closer to the water and his clients have revised the plans.

Mr. Fehr noted that no online comments had been received.

Acting Chair Pollard opened the Committee discussion, no comments or questions were heard.

### **RESOLUTION 96-2025**

Moved by Paula Banks

Seconded by Jeff Banks

That Section 45 application A-18-2025 by Roger Greenberg & Cindy Feingold, of the Ward of Bastard & South Burgess, is approved as submitted for the following reasons provided the attached conditions are complied with:

#### REASONS:

1. The proposal is compatible with the existing development on the lot and neighbouring land uses;
2. There are no anticipated impacts to the surrounding properties, neighbourhood, and environment.
3. There are no anticipated land use compatibility issues through the implementation of the conditions.

#### CONDITIONS:

1. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
  - a) The dimensions and location of the proposed structure(s) shall be consistent with the approval;
  - b) All setbacks and development parameters shall be consistent with the details noted in the site plan and compliant with Zoning By-law 2023-50 where no approval has been granted;
2. That the owners maintain the existing vegetation between the development and the water;
3. That prior to the issuance of the building permit for the new addition, that a demolition permit be issued for the building proposed to be removed;
4. That the owners maintain all existing on-site drainage patterns with the exception of directing any stormwater runoff and snowmelt resulting from the new development away from the lake into areas of natural or artificial infiltration (i.e. French Drains); and
5. Future development not included in this approval will be subject to review and approval by the Township, Conservation Authority, and any other governing agency or regulations where applicable.

Carried

#### A-21-2025 MERRITT

Tom Fehr, Manager of Development Services, verbally reviewed the request to construct a 37.2sqm (400sqft) 1 storey accessory building (garage). This property is also subject to a Site Plan Control Application (SP-29-2025) to undertake the works as described above as well as, removal of two existing accessory buildings (sheds) located on the property. Mr. Fehr mentioned that the RVCA had no objections, the CBO and Fire Chief had no objections and that no public comments had been received.

Mr. Fehr noted that no online comments had been received.

Acting Chair Pollard opened the Committee discussion. Committee members made comments regarding the size of request for the single storey garage, would have liked to have seen it larger as the drawing looks like they are putting in 2 doors.

#### **RESOLUTION 97-2025**

Moved by Deborah Anne Hutchings  
Seconded by Jeff Banks

That Section 45 application A-21-2025 by Todd & Ann Merritt, of the Ward of South Elmsley, is approved as submitted for the following reasons provided the attached conditions are complied with:

#### **REASONS:**

1. The proposal is compatible with the neighbouring land uses;
2. There are no anticipated impacts to the surrounding properties, neighbourhood, and environment.

3. There are no anticipated land use compatibility issues through the implementation of the conditions.

**CONDITIONS:**

1. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
  - a. The dimensions and location of the proposed structure(s) shall be consistent with the approval;
  - b. All setbacks and development parameters shall be consistent with the details noted in the site plan and compliant with Zoning By-law 2023-50 where no approval has been granted;
2. That this approval is contingent upon the owners entering into a Site Plan Agreement (SP-29-2025) with the Township; and;
3. Future development not included in this approval will be subject to review and approval by the Township, Conservation Authority and/or Parks Canada, and any other governing agency or regulations where applicable.

Carried

**Business Arising**

**A-20-2025 CARRETERO**

Agent – Matthew Linton was present in Council Chambers to hear the presentation from planning staff.

Tom Fehr, Manager of Development Services, verbally reviewed the request to construct a 114sqm (1230sqft) 1 storey [footprint of 105sqm (1130sqft)] rear addition that has a lower landing to connect it to an existing 48sqm (516sqft) 1 storey non-conforming dwelling. The proposed addition increases the height of the existing dwelling from approximately 3.6m (12ft) to a proposed 9.4m (31ft) due to the elevation changes on the lot. The proposed addition is located at a water setback of 17.5m. This property is also subject to a Site Plan Control Application (SP-27-2025). Mr. Fehr mentioned that the RVCA had no objections, Parks Canada had no objections to the addition to the dwelling however no comments received on the proposed deck, the CBO and Fire Chief had no objections and that comments from BRLA had been received stating no concerns.

Acting Chair Pollard asked if the agent had anything to add. Mr. Linton noted that they understand the issues with the existing decks and have worked nicely with Rideau Lakes and RVCA to revise plan. Will be submitting drawings to the building department shortly.

Mr. Fehr noted that no online comments had been received.

Acting Chair Pollard opened the Committee discussion. Committee members asked questions, made comments and expressed concerns regarding height of addition has no living space, 5.12 pitch and height at 19ft, the length of the dwelling, are applicants

planning on developing living area in the future as a loft, clarification of lot coverage and floor space index, building without a building permit and without us knowing.

Mr. Linton confirmed they his clients know that additional work to add a loft would require a further minor variance and do a septic size confirmation.

### **RESOLUTION 98-2025**

Moved by Deborah Anne Hutchings  
Seconded by Paula Banks

That Section 45 application A-20-2025 by Katrina & Christian Carretero, of the Ward of Bastard & South Burgess, is approved as submitted for the following reasons provided the attached conditions are complied with:

#### **REASONS:**

1. The proposal is compatible with the neighbouring land uses;
2. There are no anticipated impacts to the lake.
3. There are no anticipated land use compatibility issues through the implementation of the conditions.

#### **CONDITIONS:**

- 1) That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
  - a) The dimensions and location of the proposed structure(s) shall be consistent with the approval;
  - b) All setbacks and development parameters shall be consistent with the details noted in the site plan and compliant with Zoning By-law 2023-50 where no approval has been granted;
- 2) That this approval is contingent on the owners entering into a site plan agreement with the Township through SP-27-2025; and
- 3) Future development not included in this approval will be subject to review and approval by the Township, Conservation Authority, and any other governing agency or regulations where applicable.

Carried

### **Manager's Report - None**

### **Adjournment**

Acting Chair Pollard declared the Planning Advisory and Committee of Adjustment Meeting adjourned at 1:35p.m.

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Ron Pollard, Acting Chair

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Tom Fehr, Secretary/Treasurer