



**AUGUSTA TOWNSHIP
MINUTES
COMMITTEE OF ADJUSTMENT MEETING
August 13, 2025 at 03:00 PM
Municipal Office, 3560 County Road 26**

PRESENT:

Lisa Severson, Chair, Glenn Mackey and Klaas Bolt

STAFF PRESENT:

Melissa Banford, Planner/Sec-Treasurer and Jessica Linn, Planning Coordinator

REGRETS:

1. Call to Order

Chair Lisa Severson called the meeting to order at 2:58 P.M.

2. Approval of Agenda

Moved By Glenn Mackey

Seconded By Klaas Bolt

THAT the Committee agenda for August 13, 2025 be adopted.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

None were noted.

4. Approval of Minutes of Previous Meeting

Moved By Klaas Bolt

Seconded By Glenn Mackey

THAT the Committee approve the minutes of the previous meeting as presented.

Carried

5. Applications

5.1 Application A03/25 (Collette) - 3925 Cedar Grove Road

The applicant is in attendance.

Melissa Banford, Planner/Sec-Treasurer, summarizes the comments received and the staff report.

The Committee discusses the application questioning how to ensure the carport is not enclosed and converted to a garage in the future.

The Chair opens the floor to the applicant. The applicant discusses their reasoning for seeking relief and expresses they have no intention of converting the carport to a garage.

The Committee directs staff to include a condition requiring a development agreement registered on title to ensure that the carport is not enclosed or converted to a garage in the future.

Moved By Klaas Bolt

Seconded By Glenn Mackey

THAT the Committee approve minor variance application A03/25 with four (4) conditions:

1. That eavestroughing be installed on the carport to ensure that water is directed away from the property to the east. This condition is to be to the satisfaction of the Chief Building Official.
2. That a surveyor mark the east two (2) corners of the proposed carport abutting the east property line to ensure that a 3 ft. (0.91 m) setback is provided. Note: the setback is to the base of the building. There is an additional permitted projection of 0.75m (2.46 ft.) for eaves and gutters, under Section 6.33 of Zoning By-law 6.33.
3. That a Development Agreement be registered on title to the subject property requiring that, in accordance with the definition of a carport in Zoning By-law 2965, as amended, the carport does not exceed 60 per cent of the total perimeter enclosed by walls, doors or windows, such that it cannot be converted to a garage in the future. The applicant shall be responsible for any costs for the preparation and registration of the Development Agreement on title.
4. That a minimum 12 ft. x 12 ft. size door/opening be provided on the north and south sides of the carport to allow for access/drive-through of vehicles into the

back yard. This condition is to be to the satisfaction of the Chief Building Official.

Carried

6. Correspondence

Moved By Glenn Mackey

Seconded By Klaas Bolt

THAT the correspondence items are received and filed.

Carried

7. Adjournment

Moved By Glenn Mackey

THAT this Committee do now adjourn at 3:17 P.M. until the call subject to need.

Carried

Lisa Severson, Chair

Melissa Banford, Secretary-Treasurer

Attached - Decision A03/25



NOTICE OF DECISION
MINOR VARIANCE/PERMISSION APPLICATION
(Section 45 of the Planning Act)

Application No.: A03/25
Owner(s): Karl Collette
Subject Property: 3925 Cedar Grove Road
Legal Description: Con. 2, Pt. Lot 1, Pt. 2, Reference Plan 15R-7323

Notice was given and a Public Hearing was held on **Wednesday, August 13, 2025** as required by the *Planning Act*.

LOCATION

The subject property is located in Con. 2, Pt. Lot 1, Part 2, Reference Plan 15R-7323 (Current Assessment Roll 0706 000 010 03200), addressed as 3925 Cedar Grove Road. A 206 sq.m. (676 sq.ft.) +/- attached carport is proposed onto the east side of the existing residential dwelling.

PURPOSE OF THE APPLICATION

The property is zoned RU, Rural Zone, under current Zoning By-law 2965, as amended. Relief is requested as follows:

- **Section 7.17.2, Other Uses - Minimum Yard Requirements (Main Building)** where a minimum front yard setback of 10 m (32.8 ft.) is required and 7.62 m (25 ft.) +/- is proposed to the front property line.
- **Section 7.17.2, Other Uses - Minimum Yard Requirements (Main Building)** where a minimum interior side yard setback of 3 m (9.8 ft.) is required and 0.91 m (3 ft.) +/- is proposed to the east property line.

We, the undersigned members of the Committee of Adjustment of the Township of Augusta do hereby certify that, in making the following decision under Subsection 45(8) of the *Planning Act* upon the hearing of this Application, including all materials submitted by the public / owner / agent / planner and have taken due regard to the requirements set out in Section 45(1) and Section 45(2) of the *Planning Act*. The following decision was reached at a Hearing on Wednesday, August 13, 2025:

DECISION: Application A03/25 is **APPROVED** with **four (4) Conditions:**

Conditions:

- 1) That eavestroughing be installed on the carport to ensure that water is directed away from the property to the east. This condition is to be to the satisfaction of the Chief Building Official.
- 2) That a surveyor mark the east two (2) corners of the proposed carport abutting the east property line to ensure that a 3 ft. (0.91 m) setback is provided. *Note: the setback is to the base of the building. There is an additional permitted projection of 0.75m (2.46 ft.) for eaves and gutters, under Section 6.33 of Zoning By-law 6.33.*

- 3) That a Development Agreement be registered on title to the subject property requiring that, in accordance with the definition of a carport in Zoning By-law 2965, as amended, the carport does not exceed 60 per cent of the total perimeter enclosed by walls, doors or windows, such that it cannot be converted to a garage in the future. The applicant shall be responsible for any costs for the preparation and registration of the Development Agreement on title.
- 4) That a minimum 12 ft. x 12 ft. size door/opening be provided on the north and south sides of the carport to allow for access/drive-through of vehicles into the back yard. This condition is to be to the satisfaction of the Chief Building Official.

EFFECT OF WRITTEN AND ORAL SUBMISSIONS ON APPLICATIONS

In deciding on this application, the Committee received written comments from the Chief Building Official, South Nation Conservation, and considered a Staff Report prepared by the Planner. The Committee also received a letter from the abutting property owner to the east, Lambros Syros of 3923 Cedar Grove Road. Verbal comments were provided to the Committee by the property owner, Karl Collette, at the meeting.

No other submissions were received on this application.

The Committee reviewed the application and any potential impacts. The Committee considered all comments received and agreed that the recommended conditions of approval were reasonable and would appropriately address any potential raised concerns with the proposal. They concurred that they were satisfied that public interests surrounding the subject application had been considered and that the applicant met the four tests. The Committee deemed it appropriate to require a Development Agreement be registered on title to ensure that the carport is not converted to a garage in the future.

IT WAS THE DECISION OF THE COMMITTEE OF ADJUSTMENT THAT:

The Minor Variance Application is Approved with four (4) Conditions.

It is the decision of the Committee of Adjustment to approve this variance application for the following reasons:

- The general intent and purpose of the Official Plan is maintained.
- The general intent and purpose of the Zoning By-law is maintained.
- The variance(s) is considered desirable for the appropriate development of the land.
- In the opinion of the Committee, the variance(s) is minor.

SIGNATURES

Klaas Bolt, Member



Glenn Mackey, Member



Lisa Severson, Member



DECISION DATE:

Wednesday, August 13, 2025

DECISION CIRCULATED ON: **Thursday, August 14, 2025**

DEADLINE FOR AN APPEAL: **Tuesday, September 2, 2025**

RIGHT TO APPEAL TO THE ONTARIO LAND TRIBUNAL

The applicant, the Minister, or a specified person or public body that has an interest in the matter may, within 20 days of the making of the decision, appeal to the Ontario Land Tribunal (OLT) against the Decision of the Committee.

An appeal to the OLT in respect to all or part of this Minor Variance may be made by filing a notice of appeal with the Clerk either via the OLT e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Augusta Township as the Approval Authority, or by mail at 3560 County Road 26, Prescott, ON KOE 1T0, **no later than 4:30 p.m. on September, 2025.** The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day.

The appeal fee of \$400.00 (fee for a private citizen, a registered charity or a non-profit ratepayers' association) can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the OLT or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to lveltkamp@augusta.ca.

On an appeal to the OLT, the Tribunal shall, except as provided in subsections (15) and (17), hold a hearing of which notice shall be given to the applicant, the appellant, the Secretary-Treasurer of the Committee and to such other persons or public bodies and in such manner as the Tribunal may determine.

IF NO APPEAL IS MADE within twenty (20) days, the decision of the Committee is final and the Secretary-Treasurer shall notify the applicant.

CERTIFICATION OF TRUE COPY

I, Melissa Banford, Secretary-Treasurer to the Committee of Adjustment for the Township of Augusta, hereby certify that this is a true and exact copy of the decision of the Committee of Adjustment as decided on August 13 2025.



Melissa Banford
Secretary-Treasurer to the Committee of Adjustment

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