



**The Corporation of the Municipality of Mississippi Mills  
Committee of Adjustment and Property Standards Meeting  
MINUTES**

**November 30, 2022  
6:00 p.m.  
E-participation**

Committee Present: Connie Bielby  
Patricia McCann-MacMillan  
Stacey Blair

Staff Present: Melanie Knight, Senior Planner  
Jeffrey Ren, Planner  
Jennifer Russell, Administration

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**A. CALL TO ORDER**

The Chair, Patricia McCann-MacMillan, called the meeting to order at 6:00 pm.

**B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE  
THEREOF**

None

**C. APPROVAL OF AGENDA**

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the minutes dated September 21, 2022 be approved.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application Report A-18-22, 196 Montgomery Park Rd**

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

Committee members requested clarification on the area of the flood plain. Staff confirmed the area outlined in red is the flood plain area.

The Chair asked if there are any comments from the applicant or the public. No one spoke.

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the subject property, legally described as Ramsay Concession 4, Part Lot 1; Plan 27R-10999, Part 2, Ramsay Ward, Municipality of Mississippi Mills, to permit a Secondary Dwelling Unit (Additional Residential Unit), subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
  - To permit a Secondary Dwelling Unit that is greater in size than an amount equal to 40% of the gross floor area of its principal dwelling unit, whereas Section 8.16 (1) e) states that a Secondary Dwelling Unit must not be greater in size than an amount equal to 40% of the gross floor area of its principal dwelling unit;
  - To permit a Secondary Dwelling Unit on a lot that is legally non-complying with respect to lot width and lot area, whereas Section 8.16(2) states that a Secondary Dwelling Unit is only permitted in a settlement area is not permitted on a lot that is legally non-complying with respect to lot width and lot area.
2. That the Owner/Applicant obtain all required building permits and approvals for the Secondary Dwelling Unit including confirmation that at least one of the two private services (well and septic) are

shared with the principal dwelling to the satisfaction of the Municipality.

3. That the Owner/Applicant demonstrate that existing or proposed private services (water / septic) is appropriate for the proposed Secondary Dwelling Unit, to the satisfaction of the Municipality and septic system approval authority.
4. That the Owner/Applicant provide a scoped Environmental Impact Study to confirm that there are no negative impacts on the nearby Significant Woodlands to the satisfaction of the Municipality.
5. That the Owner/Applicant enter into a site plan agreement or development agreement, as required, with the Municipality.

**CARRIED**

## **E.2 Minor Variance Application Report A-19-22, 5359 County Rd 29**

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application. The Chair asked if there are any comments from the Committee, applicant, or the public. No one spoke.

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Concession 8 East Part Lot 18, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 5359 County Road 29 to legalize a newly rebuilt shed in the rear yard, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-Law #11-83 are approved:
  - To legalize a newly rebuilt shed in the rear yard of the property that is located 0 m away from an existing garage, whereas Table 6.1(4) requires that accessory structures maintain a minimum distance of 1.2m from any other building located on the same lot.
2. That the Owners/Applicants obtain all required building permits and approvals for the existing shed within two years, to the satisfaction of the Municipality.

**E.3 Minor Variance Application Report A-20-22, Argyle St**

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

Committee discussed the following items:

- The applicant's consultant confirmed the current owner purchased the property from the previous owner who had commenced the consent process; however, they are looking into the feasibility of Part Lot Control in consultation with the County and the Municipality.
- Tandem parking is referenced in the Zoning By-law however there is no definition. This definition should be included in the next Zoning By-law update.

The Chair asked if there are any comments from the applicant or the public. No one spoke.

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the subject property, legally described as Part of Lots 49, 50, and 70, Springfield Section, Plan 6262; Parts 1, 2, 6, & 9, and 7, 8, 10, & 13, Plan 27R-7240, Almonte Ward, Municipality of Mississippi Mills, to permit tandem parking for Secondary Dwelling Units located in a semi-detached dwelling, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
  - To permit one parking space in tandem with principal dwelling parking space per each Secondary Dwelling Unit in a semi-detached dwelling, whereas Table 9.2 states that one parking space not in tandem with a principal dwelling unit parking space is required for each Secondary Dwelling Unit in a semi-detached dwelling;
  - To permit a parking space located less than 6 metres away from a habitable room window of a unit for which the parking space is not reserved and a driveway located less than 3.5 metres away

from a habitable room window of a unit for which the parking space is not reserved, whereas Section 9.3.7(d)(ii) states that parking space and driveways must be located a minimum of 6.0 m and 3.5 m respectively from a habitable room window of a unit for which the parking space is not reserved;

- To permit tandem parking on a driveway where the parking space reserved for the principal dwelling unit located in the garage will be obstructed, whereas Section 9.3.9(a) requires a driveway entrance to and from required parking spaces by means of an unobstructed driveway.
2. That the Owner obtain all required building permits and approvals for the proposed development.
  3. That the Owner enter into a site plan agreement or development agreement with the Municipality, registered on the title of the property, acknowledging that the required parking space for the Secondary Dwelling Unit is being provided as tandem parking.

**CARRIED**

**F. OTHER / NEW BUSINESS**

**F.1 Reminder to Submit Committee of Adjustment Applications**

Committee members and the public are reminded to submit their applications, due Friday December 2, 2022, for the new term of Committee of Adjustment.

**G. MEETING ANNOUNCEMENTS**

There will be no Committee of Adjustment meetings for the remainder of the 2022 term.

**H. ADJOURNMENT**

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the meeting be adjourned at 6:25 pm.

**CARRIED**

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Jennifer Russell, Recording  
Secretary