



**Municipality of Mississippi Mills**

**Committee of Adjustment Agenda**

**Monday, July 29, 2024**

**6:00 p.m.**

**E-participation**

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**Pages**

**A. CALL TO ORDER**

The Chair called the meeting to order at 6:XX pm.

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

None.

**C. APPROVAL OF AGENDA**

**Recommended Motion:**

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

**D. APPROVAL OF MINUTES**

**Recommended Motion:**

**THAT** the minutes dated June 24, 2024 be approved.

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**E. REPORTS**

**E.1 Minor Variance Application - D13-WOO-24 - 396 Barr Side Road**

9 - 14

**Recommended Motion:**

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Concession 10, Part of Lot 16, Part of Part 1 on Reference Plan 26R171, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 396 Barr Side Road, in order to install a pre-manufactured shed, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-law #11-83 is approved:
  - To construct a shed with a minimum interior side yard setback of 1.5 metres, whereas Table 6.1A(3)(i) of the Zoning By-law requires an accessory building to have a minimum interior side yard setback of 6 metres in the Rural (RU) zone.
2. That the Owner/Applicant obtain all required building permits and approvals within two years of the decision coming into full force and effect.

**Recommended Motion:**

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Pakenham Concession 1, Part of Lot 24, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 400 Baynes Bay Road, in order to construct an accessory structure, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-law #11-83 is approved:
  - To construct an approximately 85 m<sup>2</sup> accessory building in the Limited Service Residential (LSR) zone, whereas Table 6.1A(6) of the Zoning By-law requires the maximum cumulative area of all accessory buildings combined to be no more than 55 m<sup>2</sup> in the LSR zone.
2. That the Owners obtain all required building permits and approvals for the construction of the accessory building, within two (2) years of the decision coming into full force and effect.

**Recommended Motion:**

**THAT** the Municipality of Mississippi Mills Committee of Adjustment further defer the Minor Variance application affecting the subject lands which are legally described as Part of Lots B, C, 5, 6 on Plan 6262 (Mitcheson Section), Part 1 on Reference Plan 26R-1808, Almonte Ward, Municipality of Mississippi Mills, municipally known as 101 Main Street East, in order to give the applicant more time to finalize a new driveway design that consists of one entrance, subject to the following conditions:

1. That the applicant amends the Minor Variance application and returns to the Committee of Adjustment no later than the September 2024 meeting.

**F. OTHER / NEW BUSINESS**

None.

**G. MEETING ANNOUNCEMENTS**

The next Committee of Adjustment meeting is scheduled for Monday, August 26, 2024 at 6:00 pm.

**H. ADJOURNMENT**

**Recommended Motion:**

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



**The Corporation of the Municipality of Mississippi Mills**

**Committee of Adjustment Meeting**

**MINUTES**

**June 24, 2024**

**6:00 p.m.**

**Hybrid**

**3131 Old Perth Road.**

Committee Present: Connie Bielby  
Norm Allen  
Patricia McCann-MacMillan  
Stacey Blair  
Deputy Mayor Minnille

Staff Present: Melanie Knight, Director of Development Services & Engineering  
Melissa Fudge, Secretary Treasurer to Committee of Adjustment  
Gillian Bentley, Planner  
Jeffrey Ren, A/Planner  
Hayley McCartney, Policy Planner

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**A. CALL TO ORDER**

The Chair called the meeting to order at 6:02 pm.

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

Norman Allen disclosed pecuniary interest in relation to agenda item E.2, pertaining to the property at 101 Main Street East regarding their previous mutual employment at the City of Ottawa with the property owner.

**C. APPROVAL OF AGENDA**

**Moved by** Stacey Blair

**Seconded by** Norm Allen

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Stacey Blair

**Seconded by** Deputy Mayor Minnille

**THAT** the minutes dated May 27, 2024, be approved.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application - D13-POW-24 - 2438 Ramsay Concession 6D**

Hayley McCartney, Policy Planner with Mississippi Mills, presented an overview of the application. The Chair asked if there are any comments from the applicant, committee members or the public. The following items were discussed:

- The Chair requested further clarification on the interior side yard setback, noting that the dimension was not shown on the provided Site Plan.
  - Jeffrey Ren, A/Planner, clarified that the minor variance application proceeded following approval from the Mississippi Valley Conservation Authority (MVCA) and the Mississippi Rideau Septic System Office (MRSSO). Based on their respective reviews, Staff have no concerns regarding the requested interior side yard setback. It was clarified that a condition of the MVCA permit requires the property owner to stake out the 1:100-year flood plain.

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Concession 6, West Part of Lot 22, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 2438 Ramsay Concession 6D, in order to replace an existing septic system with a new septic system, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-law #11-83 is approved:

- To permit a reduced flood line setback of 5 metres, whereas Section 6.24 of the Zoning By-law requires a minimum flood line setback of 23 metres.
- 2. That the Owner/Applicant conform to the conditions of the approved MVCA permit.
- 3. That the Owner/Applicant obtain all required permits and approvals within 2 years.

**Carried Unanimously**

## **E.2 Minor Variance - D13-UNR-24 - 101 Main Street East**

Jeffrey Ren, A/Planner with Mississippi Mills, presented an overview of the application. The Chair asked if there are any comments from the applicant, committee members or the public.

The Owner/applicant, Derek Unrau, provided the following information:

- The second depressed curb would be used for a driveway for the upper unit.
- Email from the former Planner, Maggie Yet, stating that no additional parking was required for the SDU, however, suggested providing sufficient parking for all residents, particularly relevant during winter when on-street parking restrictions are in effect.
- The temporary lane restrictions at Main/Union impacts street parking.
- Hydro meters were moved to the West side of the building and the second driveway provides year-round access.
- The current proposal aims to ensure safety for all units and the neighbourhood.

The Committee Members discussed the following items:

- Deputy Mayor Minnille noted that the first driveway appears to have ample space for parking, measuring 5.3 metres wide.
- The Deputy Mayor noted that the second driveway is already paved and expressed regret that money was spent on it prior to receiving approval. The Deputy Mayor also noted that Main Street is very

busy and indicated that he is unlikely to support the proposal for two entrances.

- Connie Bielby asked about a loop driveway. The applicant indicated that the preference is for separate entrances for tenants.
- Connie Bielby questioned widening the first driveway noting that a maximum width of 9 meters is permitted in the Zoning By-law. Staff confirmed that a 9-metre driveway would have been possible for this property; however, a minor variance would be needed if there is a requirement for a minimum clearance for a habitable window associated with that particular parking space. The applicant clarified that parking in the backyard contravenes the Zoning By-law because all bedrooms for all units are at the rear of the dwelling, and the required minimum clearance from a habitable window would necessitate a minor variance.
- The Chair asked for further clarification regarding the Public Works Department's criteria that was used as a basis for their comments. Melanie Knight, Director of Development Services and Engineering explained that the issue with the minor variance request is that the Main Street is a collector road, one of only two streets that cross the river with a high volume of traffic. The main function of Main Street is to move pedestrians and vehicles while accommodating the residential uses that front on the street. The issue with the second entrance, when looking at function of street and traffic volume, is to avoid as many intersections as possible while providing adequate access to properties. The Director noted that parking can be accommodated on the site without providing two intersections on Main Street.
- The Chair requested historical data related to secondary driveways. Jeffrey Ren provided a summary of previous secondary driveway applications at 249 Mitcheson Street and 155 Heather Crescent.
- The Chair noted safety concerns and volume of cars associated with parking on Main Street.
- Stacey Blair noted safety concerns associated with backing a vehicle out on Main Street which is a high-traffic collector road.
- Staff noted that it would be possible to provide more parking on the site without contravening the Zoning By-law by widening the

existing driveway, and this option would reduce the number of intersections on Main Street.

- The Zoning By-law permits 9 metres of driveway width or 50% of the width of the lot. Staff confirmed that the applicant would be able to build a driveway that is 9 metres wide while maintaining the existing curb cut, and staff could support a minor variance for a reduce distance to the habitable window. A turn around could be added to the redesign of the front yard to accommodate a safe exit from the property.
- Staff and the applicant confirmed the possibility of redesigning the front yard to have additional parking off of one entrance.

**Moved by** Deputy Mayor Minnille

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment refuse the Minor Variance to permit a second driveway entrance for the subject property, legally described as Part of Lots B, C, 5, 6 on Plan 6262 (Mitcheson Section), Part 1 on Reference Plan 26R-1808, Almonte Ward, Municipality of Mississippi Mills, municipally known as 101 Main Street East.

**DEFEATED**

- The motion to refuse the Minor Variance failed due to a tie vote.

**Moved by** Stacey Blair

**Seconded by** Patricia McCann-MacMillan

**THAT** the Municipality of Mississippi Mills Committee of Adjustment defer the Minor Variance to permit a second driveway entrance for the subject property, legally described as Part of Lots B, C, 5, 6 on Plan 6262 (Mitcheson Section), Part 1 on Reference Plan 26R-1808, Almonte Ward, Municipality of Mississippi Mills, municipally known as 101 Main Street East for the purpose of redesigning the parking located on the property which does not include a second entrance off of Main Street East.

**Carried Unanimously**

**F. OTHER / NEW BUSINESS**

None.

**G. MEETING ANNOUNCEMENTS**

The next Committee of Adjustment meeting is scheduled for Monday, July 29, 2024 at 6:00 pm.

**H. ADJOURNMENT**

**Moved by** Norm Allen

**Seconded by** Stacey Blair

**THAT** the meeting be adjourned at 7:28 pm

**CARRIED**

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Melissa Fudge, Recording  
Secretary



**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**MEETING DATE:** July 29, 2024

**TO:** Committee of Adjustment

**FROM:** Gillian Bentley, Planner

**SUBJECT:** **Minor Variance Application – D13-WOO-24  
Concession 10, Part of Lot 16, Part 1 of Part 1 on  
Reference Plan 26R171  
Pakenham Ward, Municipality of Mississippi Mills  
Municipally Known as 396 Barr Side Road**

**OWNER:** John and Sharon Woodbeck

**APPLICANT:** John and Sharon Woodbeck

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**RECOMMENDATION:**

**THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Concession 10, Part of Lot 16, Part of Part 1 on Reference Plan 26R171, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 396 Barr Side Road, in order to install a pre-manufactured shed, subject to the following conditions:**

- 1. That the following requested Minor Variance to Zoning By-law #11-83 is approved:**
  - To construct a shed with a minimum interior side yard setback of 1.5 metres, whereas Table 6.1A(3)(i) of the Zoning By-law requires an accessory building to have a minimum interior side yard setback of 6 metres in the Rural (RU) zone.**
- 2. That the Owner/Applicant obtain all required building permits and approvals within two years of the decision coming into full force and effect.**

**PURPOSE AND EFFECT**

The applicants are seeking relief to construct a shed with a minimum interior

side yard setback of 1.5 metres, whereas Table 6.1A(3)(i) of the Zoning Bylaw requires and accessory structure to have a minimum interior side yard setback of 6 metres in the Rural (RU) zone. The Minor Variance request is outlined below.

**Table 1 – Requested Relief from Zoning By-law #11-83**

Section	Zoning Provision	By-law Requirement	Requested
Table 6.1A(3)(i)	Minimum Side Yard Setback in an Interior Side Yard	Same as required for principal building (6 metres in RU Zone)	1.5 metres

**DESCRIPTION OF SUBJECT LANDS**

The subject property is a 0.97-hectare parcel located at the western corner of Barr Side Road and Waba Road. It is a non-farm residential lot currently zoned Agricultural (A), with some residential uses and mainly agricultural uses in the surrounding area. Figure 1 shows an aerial image of the subject property.

**Figure 1 – Aerial Image of Subject Property**



**PROPOSED DEVELOPMENT**

The Owners are proposing to construct a pre-manufactured shed on the subject property next to the existing house for storage purposes. The shed is constructed off-site, is 10 feet wide and 24 feet long (3 m x 7.3 m), has received engineering approval

and is to be installed on a concrete pad approximately 10.6 metres to the west of the existing dwelling.

## **SERVICING & INFRASTRUCTURE**

The subject property is currently serviced by a private well and septic system. No servicing changes have been proposed.

## **COMMENTS FROM CIRCULATION OF THE APPLICATION**

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, one comment was received from a neighbour in support of the minor variance.

## **EVALUATION**

### **Four Tests**

Section 45 of the *Planning Act* provides the Committee of Adjustment with the authority to grant relief from the requirements of a municipal zoning by-law. In properly evaluating such requests, the Committee needs to be satisfied that the proposal meets the four tests set out in the *Planning Act*.

Staff comments concerning the application of the four (4) tests to this Minor Variance request are as follows:

#### **1. Does the proposal maintain the intent of the Official Plan?**

The subject property is designated “Agriculture” in the Community Official Plan (COP). The intent of the Agricultural designation is to permit a variety of agricultural, rural and non-farm residential uses including single detach dwellings and accessory structures.

Staff are of the opinion that the requested variance is in conformity with the general intent and purpose of the COP.

#### **2. Does the proposal maintain the intent of the Zoning By-law?**

The subject property is zoned Agricultural (A). The A zone permits a variety of agricultural, rural and non-farm residential uses including accessory structures. The zoning provisions for accessory structures when located in the side yard, next to the dwelling, requires these structures to meet the side yard setbacks required for the principal dwelling. In the A zone, this setback is 6 metres. The purpose of interior side yard setbacks is to provide setbacks which are consistent within the context of the area, provide access to rear yards, as well as sufficient areas for grading and drainage. The accessory building on the subject property is located such that access to the rear yard is

not restricted and as the land is generally flat, staff anticipate no issues with grading and drainage.

Staff are of the opinion that the requested variance is in conformity with the general intent and purpose of the Zoning By-law.

### **3. Is the proposal desirable for the appropriate development of the lands in question?**

The proposed variance allows for the construction of an accessory building that can be utilized by the property owners and will not disrupt the ability of neighbouring residents to enjoy their properties as well. The nearest neighbour who would be most affected by the construction has expressed no concerns with the proposed location of the shed. The dimensions and placement of the structure are generally compatible with the neighbouring context and would allow the property owners to maximize the use and enjoyment of their property with no foreseeable impacts to neighbouring properties.

Staff are of the opinion that the requested variance represents appropriate and desirable development of the lands in question.

### **4. Is the proposal minor?**

The proposal slightly varies the interior side yard setback to an extent that will not have any foreseeable impacts on the surrounding area. In this case, reducing the interior side yard setback from 6.0 metres to 1.5 metres is minor as the subject property and the neighbouring lot are separated by a row of trees along the shared lot line. This minimizes impacts of the shed being located closer to a neighbouring property than the Agricultural (A) zone normally permits. Analysis of the proposal has concluded that it is unlikely to present adverse impacts on the adjacent properties.

Staff are of the opinion that the qualitative value of the requested variance is minor in nature.

## **CONCLUSION**

Overall, Staff support the Minor Variance application. Allowing a reduced interior side yard setback for an accessory structure will allow the owners to maximize their enjoyment of the property while ensuring that the intent of the Zoning By-law is still satisfied.

Therefore, Staff are of the opinion that Minor Variance Application D13-WOO-24 meets the four tests for evaluating a Minor Variance as established under the *Act*. Planning Staff therefore recommend that the Minor Variance be granted, provided the Committee is satisfied that any issues raised at the public hearing do not require additional Staff evaluation and comment, the submission of additional information, or the application of additional conditions not contained in this report.

All of which is respectfully submitted by,



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Gillian Bentley  
Planner

Reviewed by,



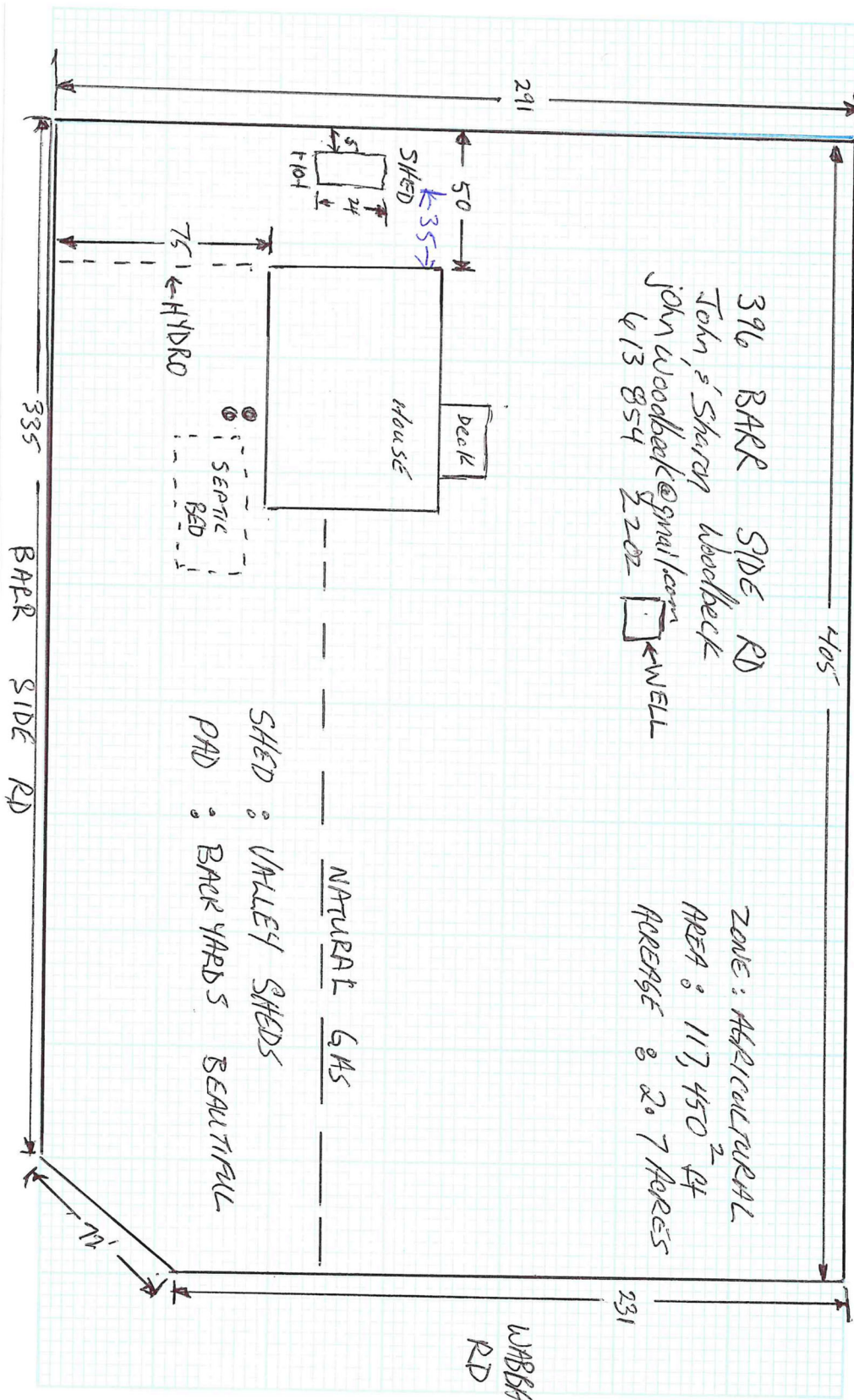
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Melanie Knight MCIP, RPP  
Director of Development Services and  
Engineering

**ATTACHMENTS:**

1. SCHEDULE A – Site Plan

**SCHEDULE A – Site Plan**



**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**MEETING DATE:** July 29, 2024

**TO:** Committee of Adjustment

**FROM:** Gillian Bentley, Planner

**SUBJECT:** **Minor Variance Application – D13-JON-24  
Pakenham Concession 1, Part of Lot 24  
Pakenham Ward, Municipality of Mississippi Mills  
Municipally Known as 400 Baynes Bay Road**

**OWNER:** Remi and Melita Jones

**APPLICANT:** Remi and Melita Jones

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**RECOMMENDATION:**

**THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Pakenham Concession 1, Part of Lot 24, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 400 Baynes Bay Road, in order to construct an accessory structure, subject to the following conditions:**

- 1. That the following requested Minor Variance to Zoning By-law #11-83 is approved:**
  - To construct an approximately 85 m<sup>2</sup> accessory building in the Limited Service Residential (LSR) zone, whereas Table 6.1A(6) of the Zoning By-law requires the maximum cumulative area of all accessory buildings combined to be no more than 55 m<sup>2</sup> in the LSR zone.**
- 2. That the Owners obtain all required building permits and approvals for the construction of the accessory building, within two (2) years of the decision coming into full force and effect.**

**PURPOSE AND EFFECT**

The applicant is seeking relief to construct an approximately 85 m<sup>2</sup> accessory building (approximately 8.53 m x 9.75 m) on the subject property, which is split-zoned Limited Service Residential (LSR) and Environmental Protection (EP), whereas Table 6.1A(6) of the Zoning By-law requires the maximum cumulative area of all accessory buildings combined to be no more than 55 m<sup>2</sup> in the LSR zone. The subject property does not

currently have any other accessory buildings, and as such the total combined area of all accessory buildings is 85 m<sup>2</sup>.

The Minor Variance request is outlined below.

**Table 1 – Requested Relief from Zoning By-law #11-83**

Section	Zoning Provision	By-law Requirement	Requested
Table 6.1A(6)	Maximum cumulative area of all accessory buildings combined	The lesser of 55 m <sup>2</sup> or 50% of the area of the yard in which they are located	85 m <sup>2</sup>

**DESCRIPTION OF SUBJECT LANDS**

The subject property is a 7.66-hectare, irregularly shaped waterfront lot located on the southwestern edge of the Municipality, on White Lake. There is an existing single detached dwelling on the subject property.

Figure 1 shows an aerial image of the subject property.

**Figure 1 – Aerial Image of Subject Property**



**PROPOSED DEVELOPMENT**



The Owners are proposing to construct an accessory building that is approximately 8.53 x 9.75 metres, to the north of the existing dwelling. While exact setbacks have not been determined at this time, the proposed location of the accessory building is sufficiently setback from lot lines and the nearest highwater mark. Please refer to the Site Plan in Attachment A.

The property was rezoned in 2021 (Z-08-21), and the applicant entered into a Site Plan Agreement (D11-JON-21) with the Municipality to facilitate the construction of a dwelling. At the time of these planning applications an Environmental Impact Statement (EIS) was submitted that included the proposed accessory structure; however, the applicant was not proposing to build the structure at that time. Figure 2 of the Grading Plan on page 10 of the EIS illustrates the proposed accessory structure. The Site Plan Agreement also references the EIS and implements the recommendations of the EIS. As a result, Staff are of the opinion that there is no need to amend the existing Site Plan Agreement.

### **SERVICING & INFRASTRUCTURE**

The subject properties are currently serviced by a private well and septic system. No servicing changes have been proposed.

### **COMMENTS FROM CIRCULATION OF THE APPLICATION**

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, no questions or comments were received.

### **EVALUATION**

#### **Four Tests**

Section 45 of the *Planning Act* provides the Committee of Adjustment with the authority to grant relief from the requirements of a municipal zoning by-law. In properly evaluating such requests, the Committee needs to be satisfied that the proposal meets the four tests set out in the *Planning Act*.

Staff comments concerning the application of the four (4) tests to this Minor Variance request are as follows:

#### **1. Does the proposal maintain the intent of the Official Plan?**

The subject property is designated "Rural" in the Community Official Plan (COP). The Rural designation permits a variety of rural, agricultural, and residential uses including dwellings and accessory buildings. Staff are of the opinion that the requested variance is in conformity with the general intent and purpose of the COP.

## **2. Does the proposal maintain the intent of the Zoning By-law?**

The subject property is split-zoned Limited Service Residential (LSR) and Environmental Protection (EP) in the Zoning By-law. The LSR zone permits limited-service residential development and accessory uses in the Rural designation. The intent of the provision for maximum cumulative area of accessory buildings is to ensure that they remain accessory to the primary dwelling. The subject property currently does not have any other accessory buildings, other than the proposed. The EP zone restricts development and does not permit residential or accessory uses. The proposed accessory building will not be located within the EP zone.

Staff are of the opinion that the requested variance is in conformity with the general intent and purpose of the Zoning By-law.

## **3. Is the proposal desirable for the appropriate development of the lands in question?**

The proposed development is desirable and is appropriate development for the subject property. The proposed accessory building represents a logical form of development at a reasonable size and scale which is generally compatible with the subject property and the surrounding area. There are no further developments proposed which would further increase the combined lot coverage of accessory structures. The proposed development will allow the owners to make use of their space without impacting the natural features, or the rural character of the property and surrounding area.

Staff are of the opinion that the requested variance represents appropriate and desirable development of the lands in question.

## **4. Is the proposal minor?**

The proposed development represents a modest change to the subject property and a minor increase to the maximum cumulative area of accessory buildings on a lot. There are no other accessory buildings located on the subject property or proposed after the development of this accessory structure. The requested minor variance is qualitatively minor in nature and is deemed unlikely to present any adverse impacts to the property or adjacent properties.

Staff are of the opinion that the qualitative value of the requested variance is minor in nature.

## **CONCLUSION**

Overall, Staff support the Minor Variance application. The variance would allow the owners to develop an accessory structure to maximise their use of their property with non foreseeable impacts to the surrounding lands.

Therefore, Staff are of the opinion that Minor Variance Application D13-JON-24 meets the four tests for evaluating a Minor Variance as established under the *Act*. Planning Staff therefore recommend that the Minor Variance be granted, provided the Committee is satisfied that any issues raised at the public hearing do not require additional Staff evaluation and comment, the submission of additional information, or the application of additional conditions not contained in this report.

All of which is respectfully submitted by,

Reviewed by,



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Gillian Bentley  
Planner

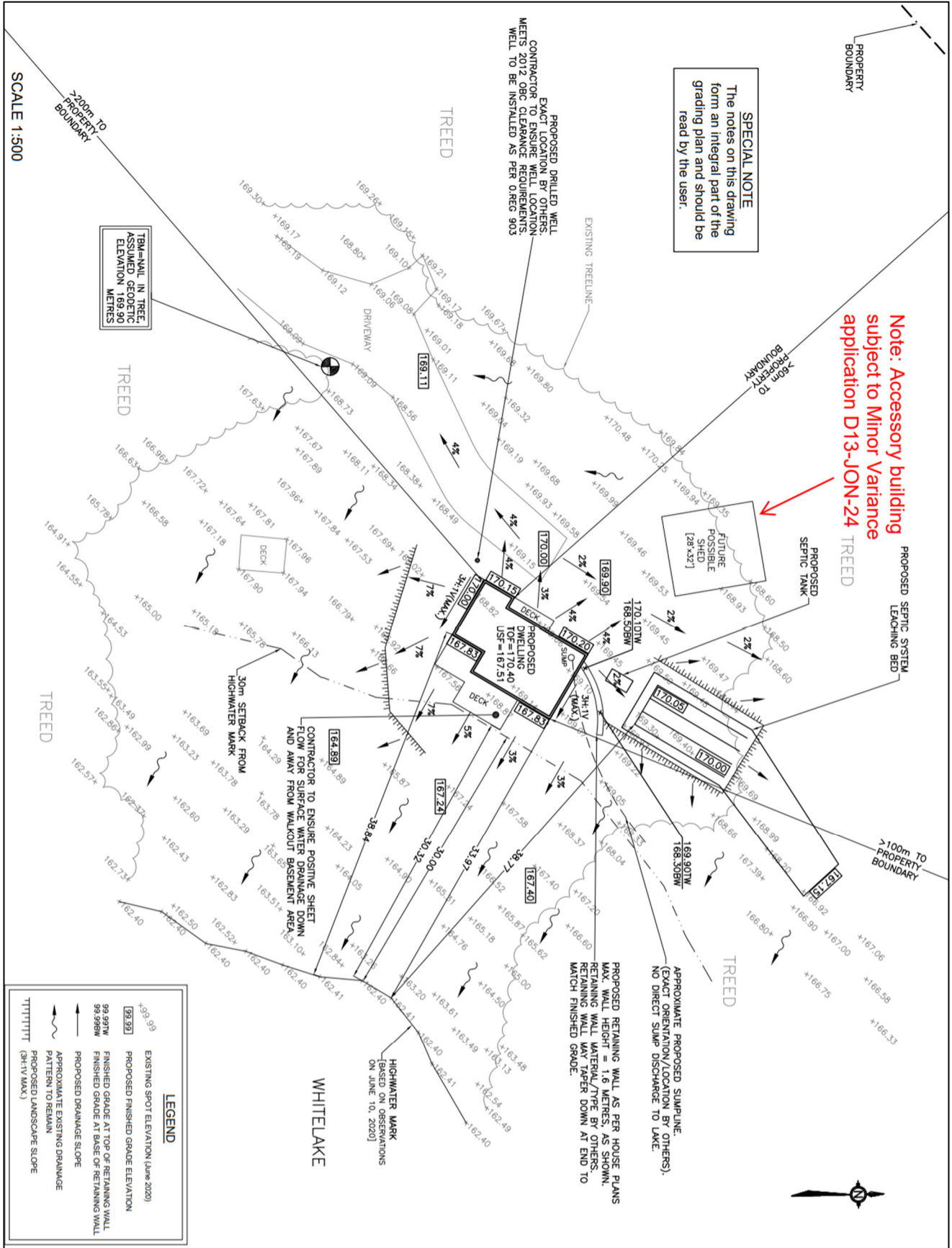
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Melanie Knight MCIP, RPP  
Director of Development Services and  
Engineering

**ATTACHMENTS:**

1. SCHEDULE A – Site Plan

# SCHEDULE A – Site Plan



**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**MEETING DATE:** July 29, 2024

**TO:** Committee of Adjustment

**FROM:** Hayley McCartney, Policy Planner

**SUBJECT:** **Minor Variance Application - D13-UNR-24  
Part of Lots B, C, 5, 6 on Plan 6262 (Mitcheson Section),  
Part 1 on Reference Plan 26R-1808,  
Almonte Ward, Municipality of Mississippi Mills  
Municipally Known as 101 Main Street East**

**OWNER/APPLICANT:** Derek Unrau

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**RECOMMENDATION:**

**THAT the Municipality of Mississippi Mills Committee of Adjustment further defer the Minor Variance application affecting the subject lands which are legally described as Part of Lots B, C, 5, 6 on Plan 6262 (Mitcheson Section), Part 1 on Reference Plan 26R-1808, Almonte Ward, Municipality of Mississippi Mills, municipally known as 101 Main Street East, in order to give the applicant more time to finalize a new driveway design that consists of one entrance, subject to the following conditions:**

- 1. That the applicant amends the Minor Variance application and returns to the Committee of Adjustment no later than the September 2024 meeting.**

**BACKGROUND**

The original application for minor variance was submitted to legalize a new second driveway entrance which was recently installed. The applicant indicated that the purpose of the second driveway was to allow for additional parking at the residence. Notably, no permits or approvals were obtained by the applicant for the paving of the second driveway.

The original application to permit the second driveway entrance was presented at the Committee of Adjustment meeting on June 24, 2024. At the meeting, Committee of Adjustment members voted to defer the Committee's decision as follows:

**THAT the Municipality of Mississippi Mills Committee of Adjustment defer the Minor Variance to permit a second driveway entrance for the subject property, legally**

described as Part of Lots B, C, 5, 6 on Plan 6262 (Mitcheson Section), Part 1 on Reference Plan 26R-1808, Almonte Ward, Municipality of Mississippi Mills, municipally known as 101 Main Street East for the purpose of redesigning the parking located on the property which does not include a second entrance off of Main Street East.

This deferral allowed the applicant the opportunity to meet with Staff to consult on a redesigned driveway that consisted of only one entrance onto Main Street. On July 23, 2024, Staff were notified that the applicant would like to further defer the application.

### **DESCRIPTION OF SUBJECT LANDS**

The subject property is located along the south side of Main Street East and features 26.3 metres of frontage along Main Street East. The subject property is currently occupied by a single detached dwelling with an approved secondary dwelling unit and is surrounded by a mix of low-rise residential uses as well as commercial uses on lands zoned Downtown Commercial (C2) and Residential Second Density (R2).

The frontage of the subject property features two depressed curbs. Recently the owner had the existing driveway repaved and added a second driveway in a similar location of the existing driveway. The second driveway was installed without the required approvals and permits from the Municipality. The first driveway has an approximate width of 5.4 metres and the newly paved driveway has an approximate width of 4 metres for a combined width of approximately 9.4 metres.

Figure 1 shows an aerial image of the subject property.

**Figure 1 – Aerial Image of Subject Property**



**CONCLUSION**

Planning Staff recommend that Minor Variance application D13-UNR-24 be further deferred to no later than the September Committee of Adjustment meeting, provided the Committee is satisfied that any issues raised at the public hearing do not require additional Staff evaluation and comment, the submission of additional information, or the application of conditions contained in this report.

All of which is respectfully submitted by,

Reviewed by,

*Hayley McCartney*



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Hayley McCartney  
Policy Planner

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Melanie Knight MCIP, RPP  
Director of Development Services and  
Engineering