



TOWNSHIP OF EDWARDSBURGH CARDINAL ACTION ITEM

Committee: Committee of the Whole, Community Development

Date: April 7, 2025

Department: Community Development/ Planning

Topic: Recommendation to Consent Granting Authority, Consent Application's B10-25 and B11-25

Purpose: The Committee of the Whole, Community Development, shall review and provide a recommendation to the Consent Granting Authority regarding two consent applications for the properties municipally addressed as 707 County Road 21 and 709 and 711 County Road 21.

Consent Application Review Process: The Township's role in the review of this consent application is part of the United Counties of Leeds and Grenville, Consent Granting Authority decision making process. The townships review will look at the proposal and ensure that, in the opinion of the township, that it complies with the Townships Official Plan and its Zoning By-Law, as amended. The recommendation will assist the Consent Granting Authority to render a decision and ensure conditions for provisional approval are applied.

A Consent Granting Authority process chart is attached to this report which highlights the Townships' involvement in the consent approval process.

Summary of Application: Application B-10-25 is a consent application for the purposes of a lot addition, severing a 0.04-hectare parcel of land with no road frontage from 707 County Road 21 and have it merge on title to the abutting lands to the west, municipally addressed as 709 County Road 21 (retained lot, B-11-25).

Application B-11-25, is a consent application to create a 0.15-hectare parcel of land with 40-metres of road frontage on County Road 21 containing an existing single detached dwelling (711 County Road 21) developed with private onsite services. The retained parcel of land will have a lot area of 0.35 hectares with 25-metres of frontage on County Road 21 containing a single detached dwelling which was formerly a Church (709 County Road 21) developed with private onsite services. This application is subject to lot addition application B-11-25).

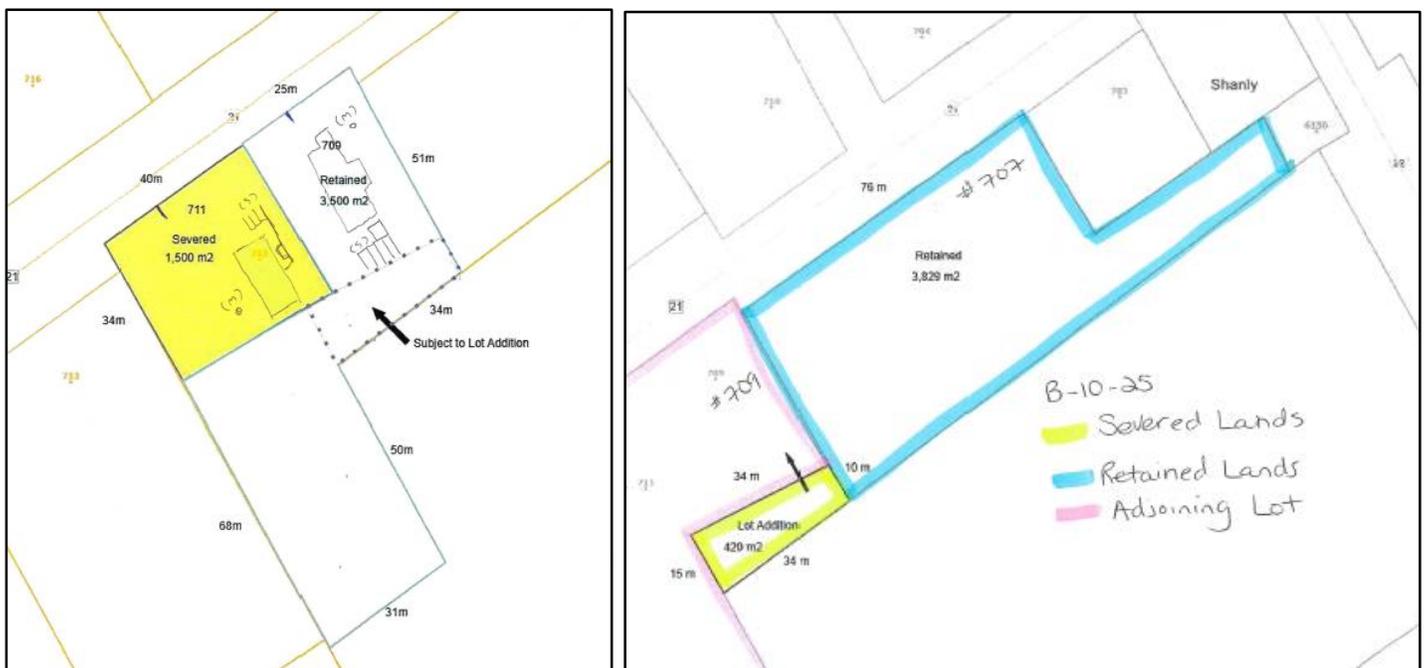
Each resulting lot will require zoning relief from the Zoning By-Law to reduce the minimum lot area requirement of 0.4 hectares, and to reduce the road frontage of 709 County Road 21 from 40-metres to 25-metres. The variance applications will be processed and addressed through the Townships Committee of Adjustment.

Background: The owner/ applicant of 709 and 711 County Road 21 purchased the lot which contained a former Rectory and Church. They renovated the Rectory (711 County Road 21) and are currently renovating the former Church (709 County Road 21) into a single-family dwelling. The intent of the severance application is to create a new parcel of land and have each dwelling and its private services to be on its own separate and individual parcel of land each with road frontage on County Road 21.

A lot addition is proposed from an adjacent lot to the east, municipally addressed as 707 County Road 21 which will remove a portion property located at the rear of 709 County Road 21. The additional lands will provide access to the remaining portion of the retained parcel located at the rear of the severed parcel at 711 County Road 21.

The applicant pre-consulted with planning staff and a report dated December 2nd, 2024 was provided which outlined the townships policies and by-laws, provided a list of required studies to be submitted with the consent application and information on the consent process and where to obtain the application and fee on the County's website. It was determined that a Hydrogeological and Terrain Analysis was not required as each resulting lot will have an existing dwelling and existing private services.

Zoning relief would be required for each resulting lot to recognize the reduced minimum lot area requirement and the reduced frontage on 709 County Road 21. The applicant submitted the required minor variance application which is currently being processed and will be placed on a future Committee of Adjustment agenda.





Site Characteristics:

The subject lots are located within the Hamlet of Shanly, which is predominantly developed with single detached dwellings and surrounded by agricultural lands and uses.

The subject lot at 707 County Road 21 (B-10-25) is a 0.39-hectare parcel of land with 7-metres of road frontage on County Road 21. The lot is an irregular parcel of land which is shaped as a top hat. A portion of the rear yard extends behind the lots to the east (701 and 703 County Road 21) and to the west (709-711 County Road 21).

The subject lot at 709-711 County Road 21 (B-11-25) is a 0.4-hectare parcel of land with 65-metres of road frontage on County Road 21. The subject lot is developed with two dwellings. The dwelling municipally addressed as 709 County Road 21 is a former Church which has been converted to a dwelling on private services. The second dwelling municipally addressed as 711 County Road 21 is a former Rectory which has been converted to a dwelling on private services. Each dwelling is serviced with its own separate well and sewage disposal system and has its own road access and driveway.



Township Policy Documents:

Official Plan

The subject properties are designated Settlement Policy Area in the Official Plan.

Goal:

To create sustainable mixed-use communities where the unique local character of each of the Township's villages and hamlets will be maintained and where the vitality and regeneration of the Township's communities will be promoted and encouraged.

Objectives:

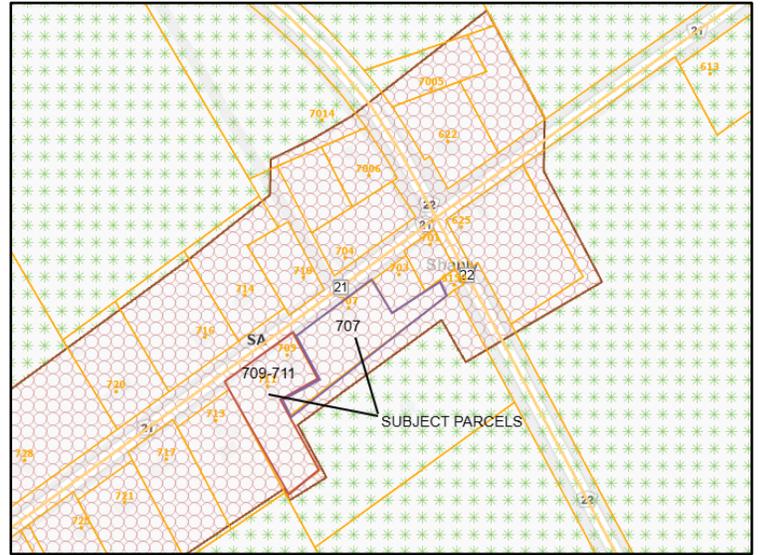
- Protect and enhance existing residential uses, including opportunities for affordable housing;
- Encourage new medium and high-density residential uses where servicing permits;
- Protect and enhance existing viable businesses;
- Encourage the rehabilitation and/or conversion of vacant buildings;
- Encourage appropriate new, street-related retail and commercial uses;
- Protect and enhance existing recreation, tourism and cultural uses;
- Provide opportunities for new waterfront development;
- Enhance pedestrian and cycling circulation and orientation; and
- Encourage appropriate cultural activities and facilities.

The proposal to protect and enhance the existing residential uses and the rehabilitation and conversion of the vacant Church to a single detached dwelling is in keeping with the goals and objectives of the Settlement Area Policy designation. The severance to separate the two dwellings on the one lot will provide separate title to each dwelling allowing for each dwelling to have individual ownership. The lot addition will provide lands to the rear of the property at 709 County Road 21 (retained lot) which will provide a rear yard for the converted church and access to the remaining portion of land at the rear of the severed lot at 711 County Road.

Land Division and Consent Policies:

Consents are subject to the general Land Division Policies of Section 7.1 and specific Consent Policies of Section 7.1.3 of the Official Plan.

1. The subject properties are located within a Settlement Policy Area and are not subject to the maximum number of severances in Section 7.1.3.1 and a plan of



subdivision is deemed not necessary. Consents may also be granted to permit a lot enlargement or lot line adjustments.

2. Each lot and their residential development will maintain their existing road frontages and access onto County Road 21. No new entrances are proposed however, the County will require an entrance review application and fee as part of the consent application process.
3. The size and shape of each lot is appropriate for the long-term residential use of each property. The retained lot at 709 County Road 21 (former Church) may be an irregular shaped lot however it will provide the applicant/owner with the undeveloped area at the rear of the subject lot for the continued use of accessory residential purposes.
4. Each resulting lot will be less than 0.4 hectares in lot area. It was determined by staff that since each dwelling has its own private, individual well and sewage disposal system which will be located on each lot, that a Hydrogeological Assessment and Terrain Analysis was not required as no new services are proposed or required through the consent application process.
5. A minor variance is required to recognize the reduced lot area of each resulting lot (707, 709 and 711 County Road 21). An additional variance is required to recognize the reduced road frontage of the retained lot at 709 County Road 21. This will be required as a condition of consent and will be addressed by the Townships Committee of Adjustment.
6. Each resulting lot will maintain their existing individual well and sewage disposal system. The applications will not result in a financial burden on the township with respect to municipal services or facilities.
7. Cash-in-lieu of parkland is not requested as a condition of consent as the development exists and the creation of the new lot and lot addition is technical in nature to accommodate the independent title of the two dwellings and its lot fabric at 709-711 County Road 21.
8. The proposal is not expected to have any negative impacts on the abutting lands, traffic or character of the Hamlet of Shanly. No new development is proposed, and the applications will only result in the creation of a new lot and alteration of existing lot lines which will have no visual impacts.
9. There are no negative impacts on any natural or human-made hazards and natural heritage features.
10. A road widening is not required as a condition of consent.

In conclusion, Planning staff is satisfied that the consent applications B-10-25 and B-11-25 comply with the intent of the Official Plan, subject to the recommended conditions of provisional approval.

Zoning By-Law

The subject properties are zoned Hamlet Residential (RH) in Zoning By-Law Number 2022-37, as amended. A single dwelling on private services is a permitted use in the RH zone. Each resulting lot and its existing single detached dwelling on private services comply with the permitted uses in the RH zone.

Each resulting lot will not comply with the minimum lot area requirement of 0.4 hectares while the retained lot municipally addressed as 709 County Road 21 will not comply with the minimum road frontage requirement of 30-metres. As a condition of consent for each application, the applicant/owner shall obtain a minor variance for the following:

Variances Required	RH Zone Requirements	Proposed
707 County Road 21	Min. Lot Area 0.4 hectares	0.38 hectares
709 County Road 21	Min. Lot Area 0.4 hectares Min. Road Frontage 30-metres	0.35 hectares 25-metres
711 County Road 21	Min. Lot Area 0.4 hectares	0.15 hectares

The proposed lot area and frontages are similar to existing residential lots in the Hamlet of Shanly. The applicants' consent sketches illustrate that each residential development and its services will be located on its own property and that each lot will be functional for their continued residential purposes.

In conclusion, Planning staff is satisfied that each resulting lot as a result of consent applications B-10-25 and B-11-25, comply with the Zoning By-Law for their intended residential use, subject to the recommended conditions of provisional approval.

Attachments: The following documents are attached to the report for reference.

- a) Notice of Consent Application from Consent Granting Authority;
- b) Consent Sketch (Lot Addition), B-10-25;
- c) Consent Sketch (New Lot), B-10-25; and
- d) Consent Granting Authority Application Process (Chart).

Financial Considerations: The applicant submitted the required consent application fees to the Consent Granting Authority and that the County has forwarded the Township's consent review fee for the applications.

Recommendation: That the Committee consider the following recommendations to the Consent Granting Authority, subject to any additional conditions placed by the Consent Granting Authority:

Application B-10-25: That the Committee recommend in favour of severance application B-10-25 for the purposes of a lot addition from 707 County Road 21 to 709 County Road 21, subject to the recommended conditions to be applied to any provisional approval (Notice of Decision); and

1. That the severed parcel shall be merged with the abutting parcel of land municipally addressed as 709 County Road 21, which is the retained parcel of consent application B-11-25; and
2. That the owner/ applicant shall provide a copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch; and
3. That the owner/applicant obtain a minor variance for the reduced lot area of the retained lot (707 County Road 21), prior to the issuance of the Certificate of Official; and
4. That a copy of any decision notice be provided to the Township for our files.

and;

Application B-11-25: That the Committee recommend in favour of severance application B-11-25 to sever an existing second dwelling and its private individual well and sewage disposal system and road access (711 County Road 21), subject to the recommended conditions to be applied to any provisional approval (Notice of Decision); and

1. That the owner/ applicant shall provide a copy of the final registered plan (R-Plan) to the Township Planning Department for our files, and that the plan meets the general intent of the approved consent sketch; and
2. That the owner/applicant obtain a minor variance for the reduced lot area of the severed and retained lots and the reduced road frontage of the retained lot, prior to the issuance of the Certificate of Official; and
3. That a copy of any decision notice be provided to the Township for our files.



Tim Fisher
Municipal Land Use Planner