



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

**Committee of Adjustment Meeting**

**MINUTES**

**March 25, 2024**

**6:00 p.m.**

**E-participation**

Committee Present: Connie Bielby  
Norm Allen  
Stacey Blair  
Deputy Mayor Minnille

Committee Absent: Patricia McCann-MacMillan

Staff Present: Melanie Knight, Director of Development Services & Engineering  
Melissa Fudge, Secretary Treasurer to Committee of Adjustment  
Gillian Bentley

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**A. CALL TO ORDER**

The Chair, Deputy Mayor Minnille, called the meeting to order at 6:12 pm.

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

None.

**C. APPROVAL OF AGENDA**

**Moved by** Connie Bielby

**Seconded by** Norm Allen

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Stacey Blair

**Seconded by** Norm Allen

**THAT** the minutes dated November 27, 2023 and February 26, 2024 be approved.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application - D13-DAN-24, 4490 Appleton Side Road**

Gillian Bentley, 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.

Committee members discussed the following items:

- Staff provided clarification regarding the existing fence and its location on the property side of the rear lot line.
- Staff further explained that the decision to place the carport was based on the existing site constraints due to the existing septic system and well occupying the interior side yards. With this configuration, the most feasible options for an addition are either at the rear or front of the property. Additionally, the driveway is oriented in such a way that it lends itself to being on the rear of the property as opposed to the front of the property.
- It was noted that the property is located in the rural area.

**Moved by** Norm Allen

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Concession 11, West Part of Lot 7, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 4490 Appleton Side Road, in order to construct an addition to the principal dwelling, subject to the following conditions:

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

- To permit an addition with a rear yard setback of 2.59 metres, whereas Section 11.2 requires a minimum rear yard setback of 9 metres.
- 2. That the Owner/Applicant obtain all required building permits and approvals within two years of the decision coming into full force and effect.

**CARRIED**

## **E.2 Minor Variance Application - D13-ROS-24, 5015 March Road**

Melanie Knight, Director of Development Services and Engineering 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.

Committee members discussed the following items:

- A yellow rope was observed on the property, and it was suggested that it likely delineated the new lot line.

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Concession 11, Part of Lot 15, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 5015 March Road, in order to permit an existing detached garage, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-law #11-83 is approved:
  - To permit an existing detached garage with an interior side yard setback of 0.81 metres, whereas Section 12.2 requires a minimum interior side yard setback of 6.0 metres.
2. That the Owner/Applicant obtain all required building permits and approvals within two years of the decision coming into full force and effect.

**CARRIED**

### **E.3 Minor Variance Application - D13-JEN-24, 48 Main Street**

Gillian Bentley, 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.

Committee members discussed the following items:

- The applicant confirmed their plans for a workshop on the ground floor and a studio with a powder room on the second floor, including connections to water and sewer. The applicant clarified that there is no proposal for an accessory residential unit in the garage.
- It was confirmed that the Municipality did not receive any public comments regarding this application.
- A concern was raised regarding the height of the proposed accessory structure.

**Moved by** Norm Allen

**Seconded by** Stacey Blair

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Plan 6262, Lot 90A, Almonte Ward, Municipality of Mississippi Mills, municipally known as 48 Main Street East, in order to replace the existing garage with a two-storey accessory building, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-law #11-83 is approved:
  - To permit a new accessory structure with a building height of 7.12 metres, whereas Table 6.1A requires a maximum permitted height of 4.5 metres.
2. That the Owners obtain all required building and heritage permits and approvals for the demolition and reconstruction of the building, within two (2) years of the decision coming into full force and effect.

**CARRIED**

### **F. OTHER / NEW BUSINESS**

None.

**G. MEETING ANNOUNCEMENTS**

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

**H. ADJOURNMENT**

**Moved by** Connie Bielby

**Seconded by** Norm Allen

**THAT** the meeting be adjourned at 6:39 pm.

**CARRIED**

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Melissa Fudge, Recording  
Secretary