



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

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

Melissa Fudge, Recording
Secretary