



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

**November 18, 2020  
5:30 p.m.  
Council Chambers, Municipal Office  
3131 Old Perth Road**

Committee Present: Stacey Blair  
Connie Bielby  
Patricia McCann-MacMillan

Staff Present: Maggie Yet, Planner I

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**A. CALL TO ORDER**

The meeting was called to order at 5:34p.m.

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

None.

**C. APPROVAL OF AGENDA**

Moved by Stacey Blair

Seconded by Connie Bielby

**D. APPROVAL OF MINUTES**

Moved by Connie Bielby

Seconded by Stacey Blair

**E. HEARINGS**

**E.1 Application A-13-20**

The Chair opened the floor to comments. The Planner noted that prior to the meeting, the Chair had noted the report stated there were no environmental and natural features present and questioned if there was a floodplain and stable slope hazard onsite. The Planner responded that the Mississippi Valley Conservation Authority had been circulated a copy of the application for review and comment, however, no comments were received regarding the subject application. The Planner further noted that the property abuts the floodplain although the structure would not be located within the delineation of the floodplain. The Planner noted that if the Committee is concerned regarding the floodplain and slope hazard that the Committee could include that the applicant obtain all necessary approvals and permits from MVCA as a condition of approval. The Planner further noted that as the property is within MVCA's regulation area that the applicant would be required to obtain an MVCA permit, should it be required, whether or not the Committee required it as a condition of approval and that the Building Department is not able to issue a permit for the change of use if applicable law is not met.

The Planner additionally provided comments from the Fire Chief verbally to the Committee which were received following the finalization of the staff report and agenda. Comments from the Fire Chief stated no concerns for the application.

S Blair stated she was satisfied with requirement to obtain necessary permits. C Bielby stated that the Health Unit and MVCA should be part of conditions. The Chair confirmed with the Planner no additional fixtures were to be added on site. The Chair commented that given her concerns regarding the unstable slope and flood plain, the Chair supported the condition that the applicant obtain MVCA approval and permits if required.

The Committee came to an agreement to include as a condition of approval that the applicant obtain all required MVCA approval and permits for the proposed expansion.

Committee passed the following motion:

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Plan 779, Part Block D, Part Mackenzie St/Mill St, being Part 1 on RP 27R9235 and Parts 6 & 7 on RP 27R9384, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 4839 Kinburn Side Road, to permit the expansion of a legal non-conforming secondary dwelling unit within the

Highway Commercial (C3) Zone from 73.5m<sup>2</sup> (791.5ft<sup>2</sup>) to 136.0m<sup>2</sup> (1,464.4ft<sup>2</sup>), subject to the following conditions:

1. That the Minor Variance are approved based on the plans submitted;
2. That the Owner obtain all required building permits and approvals for the secondary dwelling unit;
3. That the Owner obtain all required permits from the Leeds, Grenville & Lanark District Health Unit; and
4. That the Owner obtain approval and all required permits from the Mississippi Valley Conservation Authority (MVCA).

Moved by Stacey Blair

Seconded by Connie Bielby

**CARRIED**

## **E.2 Application A-14-20**

The Chair opened the floor to comments. The Planner provided comments from the Fire Chief, noting no comments were raised in the review of the application. The Planner noted that prior to the meeting, the Chair had noted the report did not make reference to the Heritage Conservation District and requested a review of the proposal against the COP's heritage resource policies. The Planner responded that the building is a designated heritage building and within the Heritage Conservation District. The Planner provided a review of the applicable heritage policies within the COP verbally, including sections 4.3, 4.3.3.3 and 4.3.4.3.1. The Planner stated that the proposal would be limited to internal changes, no external changes are proposed and would not impact the heritage character or value of the District. The Planner noted that the Committee could include as a condition of approval that the applicant consult with the Heritage Committee.

S Blair noted she had no concerns with application. S Blair stated that she is familiar with the location and supportive of the application as it will add more residential units to the downtown core. S Blair further noted that the proposal would result only in interior changes and should not impact any heritage values of the property. S Blair stated she does not support the inclusion of condition to consult the Heritage Committee.

The Committee discussed with the Planner heritage concerns around the proposal and the scope and role of the Heritage Committee. The

Committee concluded not to include the proposed condition to require the applicant consult with the Heritage Committee as the proposed works are limited to an internal change of use and no exterior features were to be impacted, nor the heritage character or value of the subject property.

Following the discussion, the Committee took to a vote the following motion:

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the lands legally described as Plan 6262, McIntosh Section, Lots E & F, Almonte Ward, Municipality of Mississippi Mills, municipally known as 77 Little Bridge Street, to permit the conversion of a ground floor commercial unit to a residential apartment dwelling unit in the C2 Zone with a maximum residential density of 3 units, subject to the following conditions:

1. That the Minor Variance are approved based on the plans submitted;
2. That no changes to the exterior of the building are required for the proposed residential dwelling unit unless otherwise required by the Ontario Building Code, and
3. That the Owners obtain all required building permits and approvals for the change of use.

Moved by Stacey Blair

Seconded by Connie Bielby

**CARRIED**

**F. OTHER / NEW BUSINESS**

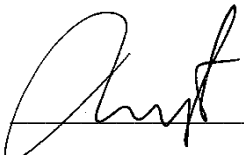
None.

**G. MEETING ANNOUNCEMENTS**

None.

**H. ADJOURNMENT**

THAT the meeting be adjourned at 6:00 p.m.



Maggie Yet, Recording Secretary

**CARRIED**