



ARNPRIOR

Town of Arnprior

Committee of Adjustment Meeting

Date: Wednesday, November 26th, 2025

Time: 7:00 p.m.

**Location: Council Chambers, 2nd Floor, Town Hall
105 Elgin Street West, Arnprior**

- 1. Call to Order**
- 2. Roll Call**
- 3. Land Acknowledgement Statement**

I would like to begin by acknowledging that the land on which we work, and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.

- 4. Adoption of Agenda (Additions/ Deletions)**
- 5. Disclosures of Pecuniary Interest**
- 6. Adoption of the Minutes of Previous Meeting(s)**
 - a) July 22, 2025
- 7. Presentations/ Delegations**
- 8. Matters Tabled/ Deferred/ Unfinished Business**
- 9. New Business**

- a) A07-25 – 17 Ottawa St. – minor variance application requesting for variance from Section 6.4.8 b) and 4.15.2 of the Town of Arnprior Zoning By-law No. 6875-18, to reduce the minimum setback from the front lot line for a porch from 3.0 m to 1.5 m, and to reduce the minimum setback from the centerline of a road from 10.0 m to 9.8 m for construction of a front porch facing Ottawa St.

- 10. Adjournment**

Full Distribution: Committee of Adjustment



**Minutes of the Committee of Adjustment Meeting
July 22nd, 2025
7:00 PM
Council Chambers, Town Hall**

Committee and Staff Attendance

Committee Members Present:

Murray Chown, Chair
Ted Strike, Councillor
Lynn Cloutier, Councillor
Peter Anas, Committee Member
Bradley Samuel, Committee Member

Town Staff Present:

Alix Jolicoeur, Secretary-Treasurer
Kaitlyn Wendland, Deputy Clerk

Committee Members Absent:

1. Call to Order

Chair Murray Chown called the Committee of Adjustment meeting to order at 7:00 PM and welcomed those present.

2. Roll Call

The roll was called, with all Members of the Committee being present.

3. Land Acknowledgement

Chair Murray Chown asked everyone to take a moment to acknowledge and show respect for the Indigenous Peoples as traditional stewards of the land we operate on, by stating:

“I would like to begin by acknowledging that the land on which we work, and gather is the traditional unceded territory of the Anishinaabe People. This Algonquin Nation have lived on this land for thousands of years, long before the arrival of the European settlers, and we are grateful to have the opportunity to be present in this territory.”

4. Adoption of the Agenda

Resolution

Moved by Bradley Samuel

Seconded by Ted Strike

Be It Resolved That the agenda for the Committee of Adjustment Meeting dated Tuesday, July 22nd, 2025, be adopted as amended to move item 6 to follow item 9.

Resolution Carried

5. Disclosure of Pecuniary Interest

None

7. Presentations/Delegations

None

8. Matters Tabled/Deferred/Unfinished Business

None

9. New Business

a) B2 to B5-25 – 43, 51 and 55 Leo Moskos St. (Consent Applications)

The Chair, Murray Chown, welcomed the applicant and asked staff to clarify which applications pertained to which parcels of land. The Chair, Murray Chown, asked the applicant for an overview of the application.

Resolution

Moved by Lynn Cloutier

Seconded by Peter Anas

That the application for consent B2-25 for 43 Leo Moskos Street be approved with the following conditions:

1. That a registered Plan of Survey in conformity with the plan of survey of lots 101, 102, 103 and 104 of registered plan 49M-75 depicting the severed lands (as attached to the original application) be supplied to the Secretary-Treasurer of the Committee of Adjustment.
2. That prior to issuance of the Certificate, the Applicant provide to the Secretary-Treasurer of the Land Division Committee, a copy of the existing Transfer/Deed of Land for the parcel being added to.
3. That prior to the issuance of the Certificate, the Applicant provide a solicitor's undertaking addressed to the Secretary-Treasurer of the Land Division Committee to register an Application to Consolidate the PINs of

the severed lot with the abutting parcel of land known as 47 Leo Moskos St., being lot 103 on Plan 49M-75 to which the severed portion is bring added.

Resolution Carried

Resolution

Moved by Lynn Cloutier

Seconded by Bradley Samuel

That the application for consent B3-25 for 51 Leo Moskos Street be approved with the following conditions:

1. That a registered Plan of Survey in conformity with the plan of survey of lots 101, 102, 103 and 104 of registered plan 49M-75 depicting the severed lands (as attached to the original application) be supplied to the Secretary-Treasurer of the Committee of Adjustment.
2. That prior to issuance of the Certificate, the Applicant provide to the Secretary-Treasurer of the Land Division Committee, a copy of the existing Transfer/Deed of Land for the parcel being added to.
3. That prior to the issuance of the Certificate, the Applicant provide a solicitor's undertaking addressed to the Secretary-Treasurer of the Land Division Committee to register an Application to Consolidate the PINs of the severed lot with the abutting parcel of land known as 47 Leo Moskos St., being lot 103 on Plan 49M-75 to which the severed portion is bring added.

Resolution Carried

Resolution

Moved by Lynn Cloutier

Seconded by Ted Strike

That the application for consent B4-25 for 55 Leo Moskos Street be approved with the following conditions:

1. That a registered Plan of Survey in conformity with the plan of survey of lots 101, 102, 103 and 104 of registered plan 49M-75 depicting the severed lands (as attached to the original application) be supplied to the Secretary-Treasurer of the Committee of Adjustment.
2. That prior to issuance of the Certificate, the Applicant provide to the Secretary-Treasurer of the Land Division Committee, a copy of the existing Transfer/Deed of Land for the parcel being added to.
3. That prior to the issuance of the Certificate, the Applicant provide a solicitor's undertaking addressed to the Secretary-Treasurer of the Land

Division Committee to register an Application to Consolidate the PINs of the severed lot with the abutting parcel of land known as 51 Leo Moskos St., being lot 102 on Plan 49M-75 to which the severed portion is bring added.

Resolution Carried

Resolution

Moved by Lynn Cloutier

Seconded by Bradley Samuel

That the application for consent B5-25 for 55 Leo Moskos Street be approved with the following conditions:

1. That a registered Plan of Survey in conformity with the plan of survey of lots 101, 102, 103 and 104 of registered plan 49M-75 depicting the severed lands (as attached to the original application) be supplied to the Secretary-Treasurer of the Committee of Adjustment.
2. That prior to issuance of the Certificate, the Applicant provide to the Secretary-Treasurer of the Land Division Committee, a copy of the existing Transfer/Deed of Land for the parcel being added to.
3. That prior to the issuance of the Certificate, the Applicant provide a solicitor's undertaking addressed to the Secretary-Treasurer of the Land Division Committee to register an Application to Consolidate the PINs of the severed lot with the abutting parcel of land known as 55 Leo Moskos St., being lot 101 on Plan 49M-75 to which the severed portion is bring added.

Resolution Carried

b) A01 to A03-25 – 55, 59 and 63 Leo Moskos St. (Minor Variance Applications)

Chair Murray Chown asked the applicant to provide an overview of the applications.

Resolution

Moved by Peter Anas

Seconded By Ted Strike

That the application for minor variance A01-25 for 63 Leo Moskos Street be approved as requested.

Resolution Carried

Resolution

Moved by Lynn Cloutier

Seconded By Ted Strike

That the application for minor variance A02-25 for 59 Leo Moskos Street be approved as requested.

Resolution Carried

Resolution

Moved by Bradley Samuel

Seconded By Peter Anas

That the application for minor variance A03-25 for 55 Leo Moskos Street be approved as requested.

Resolution Carried

c) A04 and A05-25 – 23 and 27 Leo Moskos St. (Minor Variance Applications)

Chair Murray Chown asked the applicant to provide an overview of the application and asked the applicant to provide their input as to why this application met the four tests for a minor variance. Committee Members asked questions of the applicant regarding the accessibility of the furthest garage and the ability of the resident to back out appropriately. The applicant assured the Committee that there is ample space, especially given that the driveways are paired.

Resolution

Moved by Lynn Cloutier

Seconded By Peter Anas

That the application for minor variance A04-25 for 27 Leo Moskos Street be approved as requested.

Resolution Carried

Resolution

Moved by Bradley Samuel

Seconded By Ted Strike

That the application for minor variance A05-25 for 23 Leo Moskos Street be approved as requested.

Resolution Carried

Chair Murray Chown thanked the applicant for their attendance at the meeting.

6. Adoption of the Minutes of the Previous Meeting(s)

Resolution

Moved by Peter Anas

Seconded by Ted Strike

That the minutes for the April 30th, 2025 Committee of Adjustment meeting be adopted, as amended to include the name of the applicant who appeared at the public meeting.

Resolution Carried

10. Adjournment

Resolution

Moved by Lynn Cloutier

Seconded by Bradley Samuel

That the Committee of Adjustment meeting adjourn at 7:45 PM.

Resolution Carried



Town of Arnprior Committee of Adjustment Report

File Number: A07-2025

Meeting Date: November 26, 2025

Report Author: Alix Jolicoeur, Manager of Community Services/Planner

Re: Application for Minor Variance for 17 Ottawa St., Arnprior

Application Overview:

Agent/Owner: Gabriella Hunter authorized agent for Matthew Hunter

Location of Property: 17 Ottawa St., legally described as PLR 75 part of lot 16, Arnprior, Ontario.

Purpose of Application

Permission is requested for variance from Section 6.4.8 b) and 4.15.2 of the Town of Arnprior Zoning By-law No. 6875-18, to reduce the minimum setback from the front lot line for a porch from 3.0 m to 1.5 m, and to reduce the minimum setback from the centerline of a road from 10.0 m to 9.8 m for construction of a front porch facing Ottawa St.

Background:

The subject property is located at the corner of Ottawa St. and Albert St. The property owner is attempting to convert the existing house to a net-zero residence. To meet this goal, they have determined that they will require sixteen (16) 700W solar panels be installed on site. The majority of these panels (twelve) are proposed to be installed on the existing roof of the house. In order to accommodate the additional panels required a roofed front porch is proposed along Ottawa St.

The house currently has a stone landing and step (1.8 m x 2.9 m) at the front door along Ottawa St. that is 1.55 m from the front lot line as shown on the site plan in Attachment 1. The proposal is to replace the existing landing with a front porch with roof which extends along the length of the front of the house. The front porch as proposed is 1.9 m deep and 10.1 m wide. The setback to the front lot line is proposed as 1.50 m.

Official Plan:

Schedule A (Land Use) of the Official Plan (OP) designates the subject lands as Established Residential Area.

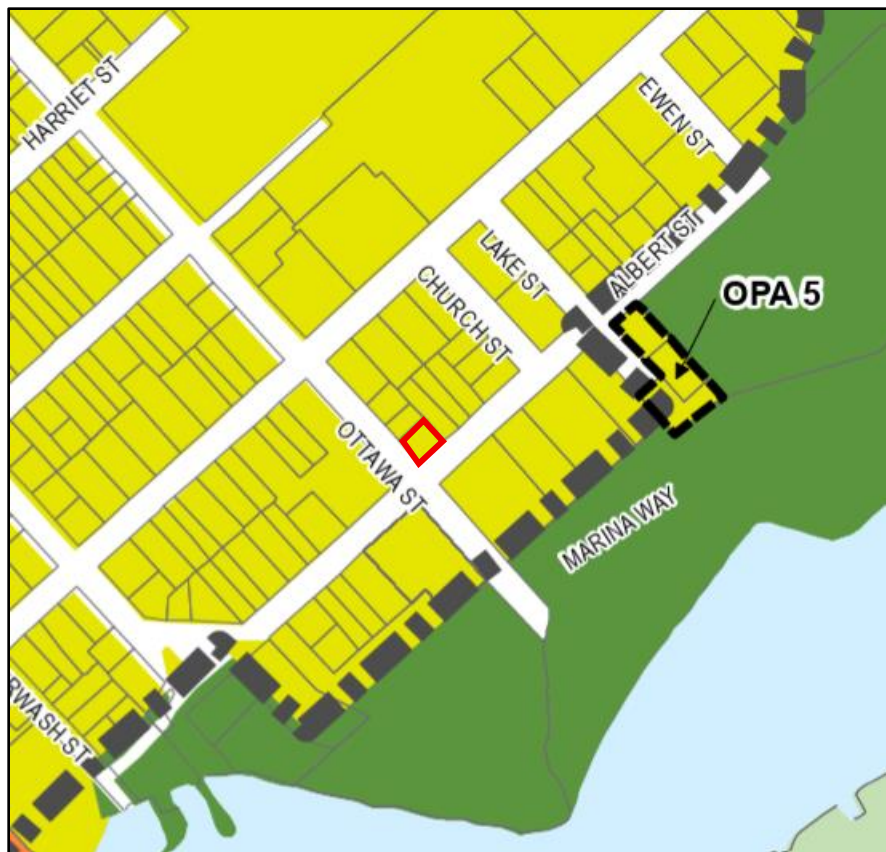


Figure 1 Part of the Town of Arnprior Official Plan Schedule A, Land Use showing the designation of the subject and surrounding properties

Lands designated Established Residential Area are residential areas established and completed prior to 2013. The objectives of the Established Residential Area designation are to:

- a) "Recognize, maintain, and protect the character and identity of existing low density residential neighbourhoods and plans of subdivision;
- b) Recognize existing medium and high-density developments that have already occurred and allow for their completion and redevelopment as appropriate;
- c) Provide for new development/redevelopment on existing lots in a manner that maintains and protects the existing neighbourhood character;
- d) Provide for modest intensification in the form of townhouses and apartment dwellings in appropriate locations; and,
- e) Provide for alterations to existing residential uses in a manner that maintains and protects the existing neighbourhood character."

Section A3 of the Official Plan sets out the goals and objectives intended to guide development. One of the identified goals is, "to promote and encourage sustainable forms of land use and development." Strategic objectives for this goal include "d) Reduce the per-capita consumption of energy, water, land and other non-renewable resources;" and "h) Encourage efficient site design, and building design and construction techniques that

minimize space heating and cooling energy consumption, and encourage the upgrading/retrofitting of existing buildings and facilities.”

The proposed porch is located and sized to allow for installation of solar panels that help the residents achieve net-zero energy consumption for the house.

Zoning:

The subject property is zoned Residential One (R1).

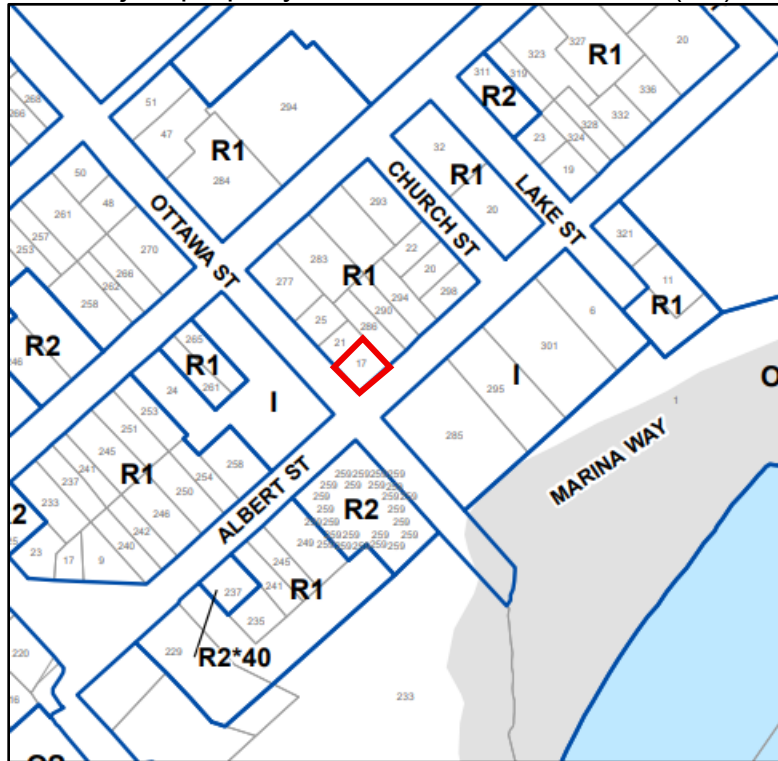


Figure 2 Part of Schedule A Town of Arnprior Zoning By-law showing the zoning of the subject and surrounding properties

The Residential One zone permits single detached dwellings with a minimum 6.0 m front yard setback or the average front yard setback on the abutting lots on either side. Provisions of section 6.4.8 permit porches and the associated stairs, eaves and gutters in the front yard provided that the porch and the associated stairs, eaves and gutters are:

- “a) No closer than 1.2 metres from the interior side lot line in cases where an interior side yard is required for the main building;
- b) No closer than 3.0 metres from the front and exterior side lot lines; and,
- c) Not located within the required rear yard.”

The proposed porch does not meet the minimum 3.0 m to the front lot line for a porch as required by section 6.4.8 b). The proposed porch is 1.5 m from the front lot line as shown on the site plan in Attachment 2.

Section 4.15.2 Setbacks from Other Roads states, “No building or structure shall be located any closer than 10.0 metres from the road centreline.” The proposed porch is 9.8 m from the centerline of the road as shown on the site plan in Attachment 2.

Planning Analysis:

Planning Staff have evaluated the requested minor variances pursuant to the prescribed tests as set out in Section 45 (1) of the Planning Act, as follows:

1. Does the proposed variance meet the general intent and purpose of the Official Plan?

The intent of the Established Residential Area designation includes to “Provide for alterations to existing residential uses in a manner that maintains and protects the existing neighbourhood character.” The proposed porch does not encroach any closer to the road than the porch on the adjacent property at 21 Ottawa St. and is consistent with the design of some of the existing homes in the area including the single detached dwelling next door as pictured below.



Figure 3 Streetview of 21 and 17 Ottawa Street, Arnprior, Ontario.

The goals of the Official Plan include promoting and encouraging sustainable forms of development through the upgrading/retrofitting of existing buildings and facilities.

The proposed front porch would allow the applicants to install the additional solar panels necessary to make the house net-zero.

Staff are of the opinion that the requested variances are in keeping with the general intent and purpose of the Official Plan as the proposed porch is consistent with the character of the neighbourhood in terms of architectural style and setback to lot line, and the solar panel installation makes the proposed porch consistent with the sustainable development goals of the Official Plan.

2. Does the proposed variance meet the general intent and purpose of the Zoning By-law?

The intent of the required setback to the front lot line is to establish a consistent building setback. The provisions of the zoning by-law allow a front yard setback in R1 to be the average of the abutting yards; this is intended to allow development or additions in existing established neighbourhoods to match the existing established setback particularly where it is less than the 6 m required for new development. The porch setback in section 6.4.8 does not allow for a reduction of the setback based on the setback to porches on adjacent properties therefore a minor variance was required. In the opinion of staff, the proposed minor variance is consistent with the intent of the zoning by-law provisions as it maintains a consistent setback to the front lot line in keeping with the neighbouring property.

The setback to the centerline of the road is intended to ensure that development adjacent to existing roads is not located such that it would unduly restrict use of the road allowance or widening of the road allowance if it was ever necessary. The proposed porch increase the amount of structure less than 10 m from the centerline of the road, however, given the proximity of the porch at 21 Ottawa St. to the road and the minor reduction in the setback from the centerline of the road (from 10.0 m to 9.8 m) it is the opinion of staff that the proposed minor variance maintains the intent of this provision.

Staff are of the opinion that the proposed variances maintain the general intent and purpose of the Zoning By-law.

3. Is the proposed variance considered desirable for the appropriate development of the land?

The proposed porch allows installation of solar panels with the goal of achieving a net-zero dwelling. The proposed porch is consistent with the existing architectural style of the adjacent building.

Staff are of the opinion that the requested variance is desirable for the appropriate development of the land.

4. Is the proposed variance considered minor in nature?

It is the opinion of Staff that the proposed variance is minor in nature as the proposed reduced setbacks will not negatively impact neighbouring property owners or vehicular traffic (the proposed porch is outside of the sight triangle).

Previous/Concurrent Applications:

None

Comments:

No public comment was received.

John Steckly, General Manager of Operations – no concerns regarding the reduced setback to the centerline of the road.

Attachments:

1. A07-25 Public Hearing Notice
2. Site Plan – Existing Landing
3. Site Plan – Proposed Porch
4. Planning Justification Submitted by the Applicant



Notice of Public Hearing
Application for Minor Variance

In The Matter of Section 45, of the Planning Act, R.S.O. 1990; and
In The Matter of an application for minor variance, with respect to the following:

Take notice that the minor variance application will be heard by the Committee of Adjustment for the Town of Arnprior on **Wednesday, November 26th, 2025, at 7:00 p.m.** in Council Chambers at Town Hall, 105 Elgin Street West, Arnprior, ON.

Location of Property: 17 Ottawa St., Arnprior ON

Purpose and Effect of Minor Variance Application:

Permission is requested for variance from Section 6.4.8 b) and 4.15.2 of the Town of Arnprior Zoning By-law No. 6875-18, to reduce the minimum setback from the front lot line for a porch from 3.0 m to 1.5 m, and to reduce the minimum setback from the centerline of a road from 10.0 m to 9.8 m for construction of a front porch facing Ottawa St.

Official Plan: Established Residential Area

Zoning: Residential One (R1)

If you are receiving this notice because you are the owner of property in the area of the minor variance that contains seven or more residential units, you must also post this notice in a location that is visible to all of the residents of your property.

Copies of the proposed minor variance, and any additional information relating to the proposal, are available for inspection by contacting the Planning office at 613-623-4231 ext. 1816 during regular office hours or by emailing planning@arnprior.ca.

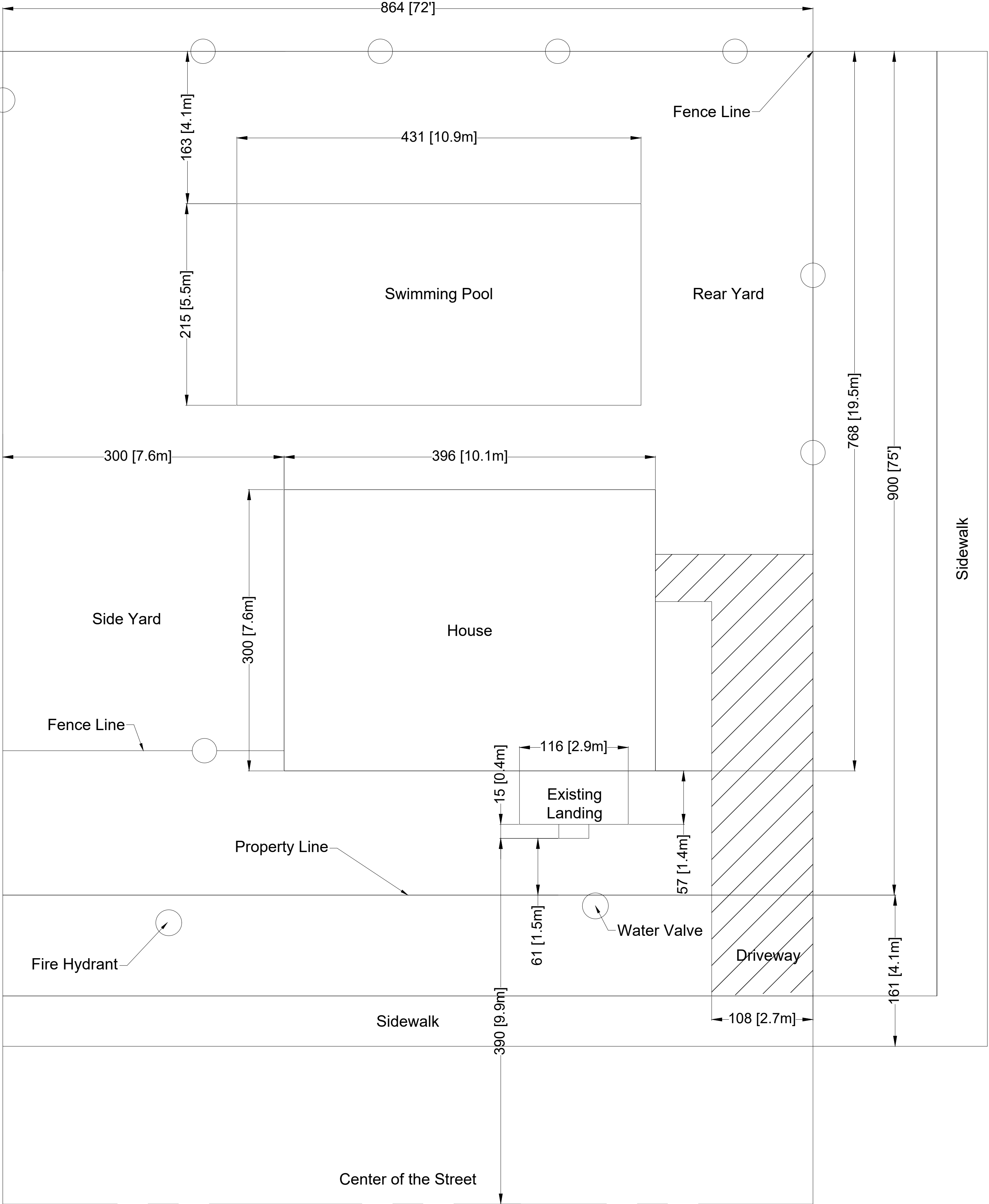
Key Plan:



Dated this 5th day of November 2025

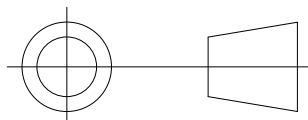
Alix Jolicoeur, M. Pl.
Secretary-Treasurer, Committee of Adjustment
(613)-623-4231 or planning@arnprior.ca
Town of Arnprior
105 Elgin Street West
Arnprior, ON K7S 0A8

Attachment 2: Site Plan – Existing Landing



IRONCLAD ENGINEERING INC.

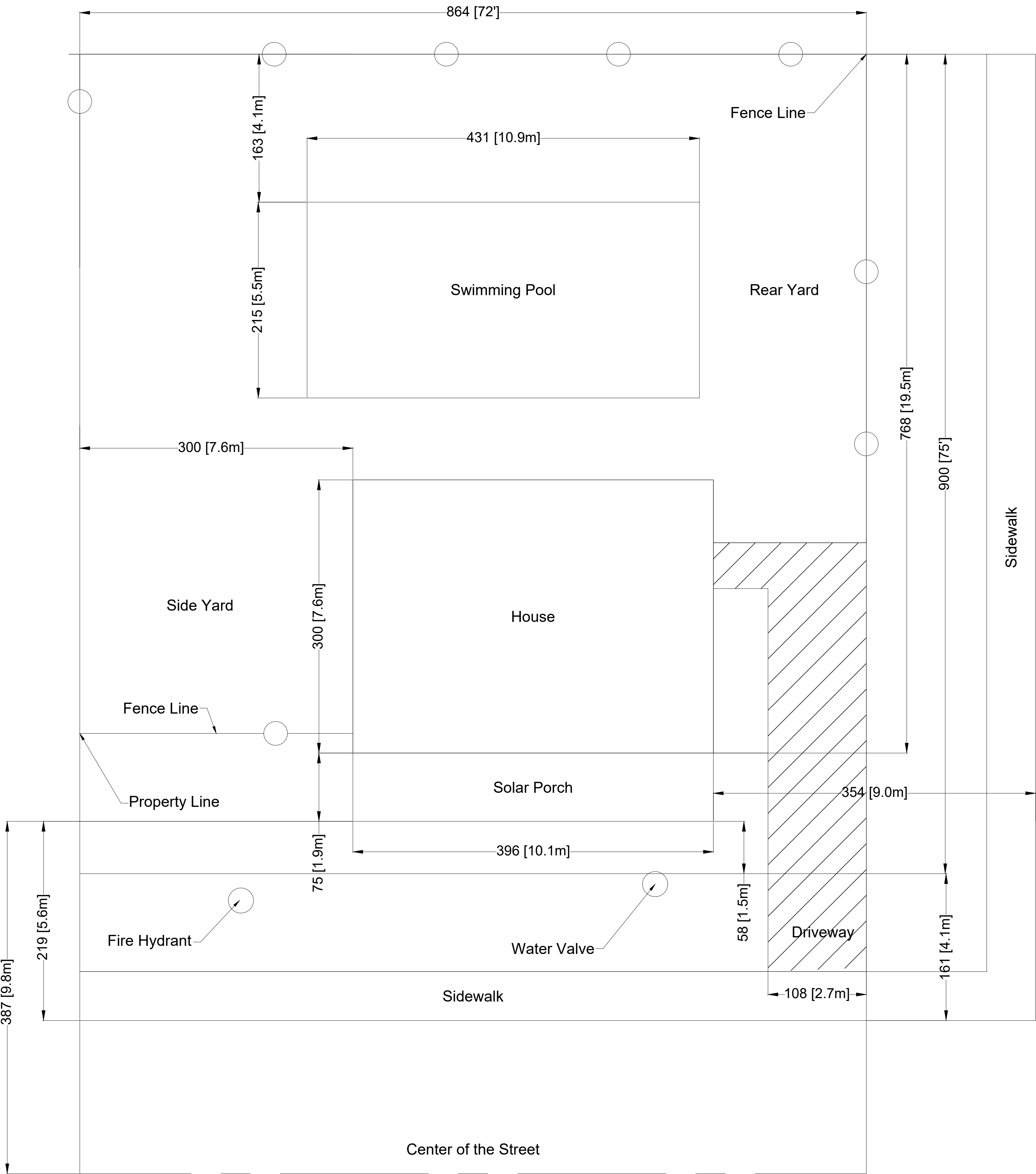
17 Ottawa Street
Arnprior, Ontario K7S 1W7
(613) 623-0346



17 Ottawa Street Site Plan

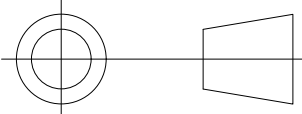
	NAME	DATE
DESIGNED	GEH	08/19/2025
DRAWN	GEH	10/27/2025
CHECKED		
STANDARD		
APPROVED		
DRAWING NO.		
SHEET 1 OF 1		

Attachment 3: Site Plan – Proposed Porch



IRONCLAD ENGINEERING INC.

17 Ottawa Street
Arnprior, Ontario K7S 1W7
(613) 623-0346



17 Ottawa Street
Proposed Site Plan

	NAME	DATE
DESIGNED	GEH	08/19/2025
DRAWN	GEH	10/27/2025
CHECKED		
STANDARD		
APPROVED		

DRAWING NO.

Attachment 4: Planning Justification Submitted by the Applicant

Gabriella Hunter

17 Ottawa Street
Arnprior, ON K7S 1W7
(613) 623-0346
Gabriella.Hunter.22@gmail.com

27th October 2025

Alix Jolicoeur

Town of Arnprior, Planning Department
105 Elgin Street West
Arnprior, Ontario K7S 0A8

Subject: Planning Justification for Minor Variance

Dear Ms. Jolicoeur,

This letter is written on behalf of Mr. Matthew Hunter, owner of the residence at 17 Ottawa Street. The owner wishes to convert the residence located at 17 Ottawa St. into a Net-Zero residence. In order to meet this goal, sixteen (16) 700W solar panels must be installed on site.

After careful planning, it has been determined that the roof of the house can comfortably accommodate a maximum of twelve (12) solar panels. It is proposed that a front porch be constructed in order to accommodate four (4) additional solar panels. This will allow enough electricity to be generated onsite to make the property self-sustainable.

According to the Arnprior By-law, the following setbacks are required in order for the structure to be compliant:

- 10.0m from the road centerline (Section 4.15.2)
- 3.0m from the front and exterior lot lines (Section 6.4.8b)

It is the owner's request that these setbacks be modified to 1.5m and 9.8m respectively, in order for the porch to be large enough to safely accommodate four (4) additional solar panels.

Currently, the residence has a stone landing that has a setback of 1.5m from the property line, 9.8m from the road centerline, and the property line is located 4.1m from the paved roadway. Given that this is the case, the requested variance should

be considered minor. Also, given that the house is the furthest from the road of all residences on Ottawa Street, the addition of a porch will not interfere with the general intent of the By-law. As a matter of fact, most of the residences on Ottawa Street have porches, therefore, by adding one to the house at Number 17, it should allow the residence to become more “in alignment” with the neighbourhood aesthetic.

Lastly, this variance should be allowed because in the Town of Arnprior’s Official Plan, special consideration is given to residences that want to become more energy efficient/sustainable. Specifically, in Section E5.2 c)(vii) of the Town of Arnprior Official Plan, it is stated that the Green Development standards should include “recommendations and standards for the installation of on-site renewable energy generation and energy recovery, where practicable”. The residence at 17 Ottawa Street is a prime candidate for solar energy generation, given its South Facing Roof. This type of property development should not only be supported, but encouraged given the current state of the planet.

In summary, the Town of Arnprior is being asked to allow a porch to be built that will be setback 1.5m from the property line and 9.8m from the road centerline, as opposed to the current 3.0m/10.0m requirements. Please note that the existing landing is already at this distance. If this variance is allowed, the residence located at 17 Ottawa Street will be successfully converted into a Net-Zero house.

We greatly appreciate your support in this matter!

Sincerely,



Gabriella Hunter