



**Notice of Committee of Adjustment Hearing**  
**Permission/Minor Variance Application**  
**(Section 45 of the Planning Act)**

**Date:** Tuesday, March 31, 2026

**Time:** 1:00 pm

**Location:** 1233 Prince Street, Lansdowne, ON.

The hearing may be attended in person in the Council Chambers and virtually online/by phone through Zoom. Details on how to participate for both options are below.

**File Number:** D13-2026-006

**Applicant:** Christine Greene

**Agent:** Blueprint Boulevard Inc./Matthew Linton

**Location:** 38 Dark Island Lane

**Ward:** Ward 1 (Former Front of Leeds and Lansdowne)

**Purpose of Application**

This application is requesting a permission to expand an existing legal non-complying structure with a 16.7 square metre addition on the north side of the existing 59.9 square metre dwelling. The proposed addition is for storage purposes. The existing dwelling is legal non-complying with respect to the minimum setback from the highwater mark of the adjacent waterbody, the minimum 10 metre setback from a private right-of-way and the following provisions of the Shoreline Residential 'RS' zone of Township Zoning By-Law Number 07-079: minimum 30 metre front yard setback, maximum 10% lot coverage, and minimum 3 metre interior side yard.

**Requested Permissions:**

Zoning By-Law Section	Zoning By-Law Provision	Existing Dwelling	Proposed Addition	Requested Permission
-	Increase in floor area of a legal non-complying structure	Dwelling: 59.9 square metres (644.8 square feet)	16.7 square metres (179.8 square feet)	Total floor area of legal non-complying structure (dwelling): 76.6 square metres (824.5 square feet)

Zoning By-Law Section	Zoning By-Law Provision	Existing	Requested Permission
3.32(a)(v)	Setbacks from Private Right-of Way The minimum setback shall be 10.0 metres (32.8 ft.) from the edge of a right-of-way	9.05 metres (29.7 feet)	5.9 metres (19.3 feet)

Zoning By-Law Section	Zoning By-Law Provision	Existing	Requested Permission
5.5(b)	Lot Coverage (maximum)	Lot Coverage: 13.8%	Lot Coverage: 14.3%

Zoning By-Law Section	Zoning By-Law Provision	Existing Dwelling	Requested Permission
5.5(b)	Yard Requirements (minimum) Interior Side: 3.0 m (9.84 ft.)	Dwelling: 0.93 metres (3.05 feet)	0.77 metres (2.52 feet)

The application is also requesting zoning relief in the form of a minor variance with respect to the minimum 7.5 metre rear yard setback of the Shoreline Residential 'RS' zone. The proposed setback of the dwelling with the proposed addition is 5.96 metres. The existing rear yard setback of the dwelling is 9.05 metres.

**Requested Variance:**

Zoning By-Law Section	Zoning By-Law Provision	Proposed	Requested Variance
5.5(b)	Yard Requirements (minimum) Rear: 7.5 m (24.61 ft.)	Dwelling: 5.9 m (19.3 feet)	Dwelling: 1.6 metres (5.2 feet)

**How to Participate in the Hearing:**

All comments received will become part of the public record. Comments can only be received in a written format or verbally in person/virtually. Staff are unable to accept verbal comments over the phone or in person outside of the hearing.

Anyone attending in person in the Council Chambers or virtually online/by phone through Zoom will be provided the opportunity to comment on an application. The ways to comment on an application are:

1. Written Comments – Email: [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca)  
 Mail: Township of Leeds and the Thousand Islands  
 Attention: Amanda Werner-Mackeler, Secretary-Treasurer  
 1233 Prince St PO Box 280  
 Lansdowne, ON K0E 1L0
2. In Person Attendance – In person attendance will be in the Council Chambers at the Township Office at 1233 Prince St, Lansdowne, ON.
3. Virtual/Phone Attendance – If you wish to attend virtually/by phone, you are required to register to be an attendee prior to the hearing. Once registered, you will receive a follow up email from the Clerk with the details to attend the hearing by computer or by phone. To register to attend the hearing virtually/by phone, please register online at:

[https://us02web.zoom.us/webinar/register/WN\\_6QzIU3WFRuKSkVPQ2xde8w](https://us02web.zoom.us/webinar/register/WN_6QzIU3WFRuKSkVPQ2xde8w)

If you have any issues registering online, please call 613-659-2415 x 203 before March 27, 2026 and indicate your name, phone number, email address and application you wish to speak to. Staff will register you for the hearing using your email address and you will receive a follow up email from the Clerk with the details on how to attend the hearing by computer or by phone.



**Key Map:** property subject to Permission/Minor Variance application shown in blue.

## **Make Your Views Known**

The Committee of Adjustment will make a decision on the application on the basis of information or evidence received before and during the hearing. This notice has been mailed to you, as required by the Planning Act.

You may express your support or opposition to the proposed permission/minor variance by either attending the above virtual public hearing or sending a letter by mail, e-mail, or hand-delivery prior to the hearing date. Any correspondence received will become part of the public record. Only the applicant, a specified person, public body, and the registered owner of any land to which the Committee of Adjustment applies may appeal a decision to the Ontario Land Tribunal.

No specified person, public body or registered owner to which the decision would apply shall be added as a party to the hearing of the appeal unless, before the decision was made, the specified person, public body or registered owner of any land to which the decision applies made oral submissions at a statutory public meeting or written submissions to the Committee of Adjustment prior to the decision or, in the opinion of the Tribunal, there are reasonable grounds to add the specified person or public body as a party.

“Public body” and “specified person” are defined under Section 1(1) of the Planning Act.

## **Collection of Personal Information:**

Personal information is collected in order to gather feedback and communicate with interested parties regarding this development proposal. This information is collected under the authority of the *Planning Act* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of e-mail addresses and telephone numbers, all information and comments will become part of the public record and will appear on the Township’s website. Council and Committee meetings are broadcast live over the internet on YouTube. If you speak at the meeting your voice will be heard in the broadcast. Broadcasts are archived and continue to be publicly available.

## **View the Application File**

Additional information concerning the Permission/Minor Variance Application is available online at <https://www.leeds1000islands.ca/township-government/council/council-and-committee-calendar/> or by contacting Amanda Werner-Mackeler, CPT, Secretary-Treasurer, during regular office hours at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

## **Receive a copy of the Committee’s Decision**

The Committee of Adjustment will make a decision on the application at the meeting. To receive a copy of the Committee’s decision, you must make a written request to the Committee of Adjustment c/o Township of Leeds and the Thousand Islands, 1233 Prince Street, P.O. Box 280, Lansdowne, Ontario, K0E 1L0 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

## **Accessibility Information**

If you are a person with a disability and need Township of Leeds and the Thousand Islands information provided in another format, please contact the Clerk’s office at 613-659-2415 x 231 or [clerk@townshipleeds.on.ca](mailto:clerk@townshipleeds.on.ca).

## **Multi-Residential Unit Notification**

If you have received this notice and you are the owner of land that contains seven or more residential units, please post this notice in a location that is visible to all of the residents.

**For more information about this matter**, contact Amanda Werner-Mackeler, CPT Secretary-Treasurer, at 613-659-2415 x 203 or email [planningtechnician@townshipleeds.on.ca](mailto:planningtechnician@townshipleeds.on.ca).

DATED at the Township of Leeds and the Thousand Islands on the 9<sup>th</sup> day of February, 2026.

