

Planning and Development Department
1233 Prince Street, P.O. Box 280
Lansdowne, ON K0E 1L0
Telephone: 613-659-2415; 866-220-2327
Fax: 613-659-3619
Email: planningtechnician@townshipleeds.on.ca

Notice of Committee of Adjustment Hearing

**Permission Application
(Section 45 of the Planning Act)**

Date: Tuesday, October 28, 2025
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: D13-2025-040
Applicant: Mark Mascotto and Pamela Wright
Agent: Not Applicable
Location: 191 Clark Dr
Ward: Ward 1 (Former Front of Leeds and Lansdowne)

Purpose of Application

This application is requesting a permission to expand the size and floor area of the existing legal non-complying dwelling. The existing dwelling is legal non-complying with respect to the minimum 30 metre setback from the highwater mark of the St. Lawrence River per Section 3.32(b) of Township Zoning By-Law Number 07-079. The existing 181.1 square metre dwelling with attached garage is proposed to be expanded with a 14.8 square metre addition on the southwest corner, a 10.5 square metre covered entry addition on the north side, new covered decking and uncovered decking on the south facing elevation. The property is currently developed with a dwelling with attached garage, attached decking, and a shed.

Permission:

	Provision	Existing Dwelling	Proposed Addition and Attached Covered Decking/Front Porch	Permission Requested
-	Increase in floor area of a legal non-complying structure	181.1 square metres (1,949.3 square feet)	Dwelling Addition: 14.8 square metres (159.3 square feet) Attached Covered Decking: 26.7 square metres (287.4 square feet) Front Covered Porch: 10.5 square metres (113 square feet)	Total Additional Floor Area: Dwelling Addition: 14.8 square metres (159.3 square feet) Attached Covered Decking: 26.7 square metres (287.4 square feet) Front Covered Porch: 10.5 square metres (113 square feet)

	Provision	Existing Attached Uncovered Decking	Proposed Attached Uncovered Decking	Permission Requested
-	Increase in size of a legal non-complying structure	26.6 square metres (286.3 square feet)	35.5 square metres (381.1 square feet)	35.5 square metres (382.1 square feet) of additional attached uncovered decking

How to Participate in the Hearing:

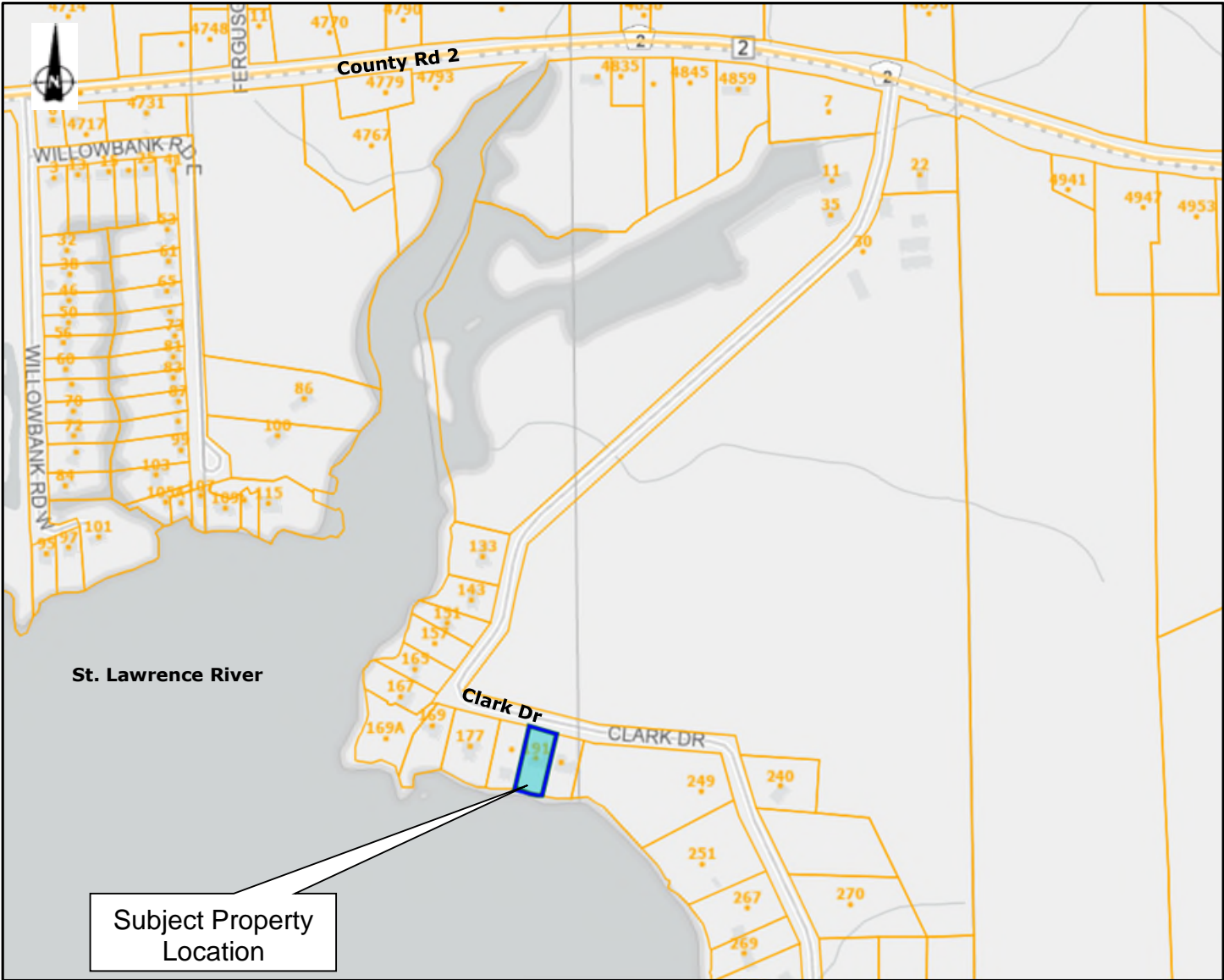
All comments received will become part of the public record. Comments can only be received in a written format or verbally in person/virtually. Staff are unable to accept verbal comments over the phone or in person outside of the hearing.

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
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

If you have any issues registering online, please call 613-659-2415 x 203 before October 24, 2025 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 application for Permission 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 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 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.

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.

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.

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.

DATED at the Township of Leeds and the Thousand Islands on the 9th day of October, 2025.

Township of Leeds and the Thousand Islands

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1233 Prince St, P.O. Box 280, Lansdowne, ON K0E 1L0 · Tel: 613-659-2415

Proposed Schedule A - Proposed Plot Plan

Permission: D13-2025-040

Owner: Mark Mascotto and Pamela Wright

Location: 191 Clark Dr

