JKO Planning Services
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October 22, 2026
Township of Port Hope
Committee of Adjustment
56 Queen Street
Port Hope, ON L1A 3Z9

RE: Planning Summary – Zoning By-law Amendment
5351 6th Line, Port Hope, ON
PT LT 9 CON 5 HOPE AS IN PH110271

Background

JKO Planning Services Inc. has been retained by Sanadra Lunney-McDonald and Chelsea Lunney-McDonald to assist with the submission of a Zoning By-law Amendment application to legalize an existing additional residential unit (ARU) in the front yard of the subject property. A building permit was issued by the Municipality for the accessory structure to be in the front yard and is therefore legally existing. A Zoning By-law Amendment is now required to permit site specific exemptions to By-law 45/2026 for the ARU.

Site and Development Context

The subject property is located along the south side of 6th Line in a rural area of the Township of Port Hope southeast of Perrytown. The subject property contains a primary dwelling, as well as three accessory buildings, one of which contains the ARU. The property's land cover is predominantly grassland and low brush with considerable woodlands in the southern rear-yard area. The subject property abuts a hydroelectric utility corridor to the south, and rural parcels to the north, east and west. The subject property's surrounding context was assessed and it was determined that the minimum distance separation requirement under Section 4.2.1.1o)iv) does not apply.

Proposal

The proposal seeks to legalize existing building and lot conditions on site. Staff identified the following issues to be addressed through a Zoning By-law Amendment:

Standard	RU Zone	Primary Dwelling	Accessory Structure
Lot Area (min.)	40.0 ha	35.0134 ha	
Lot Frontage (min.)	165.0 m	400 m	
Setbacks (min.)			
Front	15.0 m	±186 m	±46.61 m
Rear	15.0 m	±325 m	±470 m
Int. Side	6.0 m	±75 m, ±300 m	±130 m, ±250 m
Lot Coverage (max.)	30%	0.005% (176.52m^2)	0.01% (464.52m^2)
GFA	-	176.52m^2	513.26 m^2
Storage	-	-	379.26 m^2
ARU	-	-	134 m^2
ARU Proximity to Primary Dwelling (max.)	40 m	±136 m	
Height (max.)	10.0 m	6.5 m	-
Accessory Structure	5.0 m	-	7.67 m
No. Storeys	-	1	1 (storage), 2 (ARU)

Site-specific exemptions have also been requested for By-law 45/2026 for the following sections:

Notwithstanding Section 4.2.1.2(c) and Section 4.2.1.4(b) within the RU(X) Zone, an **Additional Residential Unit** shall be permitted with a Gross Floor Area of 134 square metres.

Notwithstanding Section 4.2.1.4(c) within the RU(X) Zone, an **Accessory Building** containing an A**dditional Residential Unit** shall have a maximum height of 7.67 metres.

Notwithstanding Section 4.2.1.1(e) within the RU(X) Zone, an **Additional Residential Unit** shall have a maximum separation distance from the **Primary Dwelling** of 136 metres.

Conclusion

In our opinion, the proposed variances meet the provisions of Section 45(1) of the Planning Act resulting in a development that is entirely appropriate and in keeping with the existing surrounding character within this specific community of the Town of Port Hope.

We would be pleased to provide any additional information or clarification that Staff may require on this matter, and we respectfully request that the Committee approve and grant the variances for this existing Additional Residential Unit.

Yours Truly,
JKO Planning Services Inc.



J. Kotsopoulos. MCIP, RPP
Principal

SCHEDULE A: SITE PLAN

