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Date: May 24, 2024

Our Ref: 14365

Subject: **Lakecroft – 4 County Road 18 & 89 Sandy Lane Site Plan Control Application**

Dear Mr. Coffey,

This cover letter is provided in support of an application for Site Plan Control filed on behalf of Blanding Inc., to facilitate improvements of Lakecroft located at 89 Sandy Lane and 4 Country Road 18 in Prince Edward County under the existing Tent and Trailer Park Zone (TPC-10). This application is being submitted concurrently with applications for Official Plan Amendment and Zoning By-law Amendment which seek to place the subject lands in a Tourist Commercial Zone and permit additional uses including a motel and event venue. Details on these applications is provided under separate cover.

The development proposed through the subject Site Plan Control application includes replacing existing bathrooms with a new washroom structure, adding three (3) tent accommodations, a shelter tent, as well adding a café for the exclusive use of guests.

## Site Overview and Context

The subject lands are in Cherry Valley on the south shore of East Lake. The subject lands have an area of 5.9 hectares with 47.5 metres of frontage on County Road 18. The lands are municipally known as 89 Sandy Lane and 4 County Road 18. The lands are legally described as Part of Lot 3, Concession 1, South Side of East Lake, Geographic Township of Athol, as in PE 165100, together with PE165100 in the County of Prince Edward and Part of Lots 2-3, Concession 1, South Side of East Lake, Geographic Township of Athol, as in PE165099, subject to PE165099 and subject to PE49479 in the County of Prince Edward.

Although the subject lands are currently two separate parcels, Blanding Inc. has filed an application to Consolidate Parcels and release the easement over 4 County Road 18 in favour of 89 Sandy Lane. As such, the subject lands are considered one parcel in this report and treated as one for the proposed Site Plan Control Application

The subject lands have an irregular lot fabric. There is a wetland in the centre of the property that naturally divides the property into two functional areas, the waterfront area and the roadside area. The roadside area consists of the area adjacent to County Road 18. The roadside area is developed with an existing building and storage structure. The waterfront area is developed with an existing cottage, tent sites, washroom building and storage buildings. The existing gravel lane connects the waterfront area to the roadside area and travels around the wetland.

Access to the subject lands is provided by an existing gravel lane connecting to County Road 18. The lane travels behind the adjacent houses along County Road 18, around the wetland and provides access to the waterfront area. The subject lands are serviced by private services including three (3) septic systems and two (2) wells.

The subject lands are subject to a municipal easement in favour of The County of Prince Edward for a drainage pipe in the roadside area. The easement connects to County Road 18 and runs through an adjacent residential property. The proposed site plan control area includes the waterfront area.

## Pre-Application and Required Studies

Arcadis was retained by Blanding Inc. in June 2023 and a Pre-Application meeting was held with Prince Edward County Planning staff on June 12, 2023. Planning staff provided a letter dated June 27, 2023 outlining the requirements for a complete application. Below is a summary of required studies:

Requirements for a complete Site Plan Control application:

- Completed application form and associated fees for a Site Plan Control application (submitted after the Zoning By-law Amendment is approved);
- Parcel Register Page for the subject property;
- Site Plan based on an OLS Survey including:
  - the consultants name and date the plan was prepared;
  - property lines;
  - building and structure locations;
  - easements;
  - natural features such as trees, watercourses, drainage ditches;
  - entrance locations, parking areas and aisles including barrier free parking in accordance with provincial requirements;
  - setbacks of buildings/structures from lot lines, watercourses or waterbodies, and between buildings;
  - surface materials (eg grass, asphalt, concrete, etc.);
  - signage;
  - garbage collection area;
- Lot Grading and Drainage Plan;
- Servicing Plan including water, sanitary system, storm, hydro, gas, communications, fire hydrants and tanks;
- Landscape Plan;
- Lighting Plan; and
- Building Elevations.

## Proposed Development

Blanding Inc. is proposing nine (9) glamping tent accommodations, a three (3) bedroom cottage accommodation and well as a shelter tent, café building, washrooms, office/reception kiosk, and storage structures.

The proposed development seeks to reduce the overall development footprint of the site and number of guests compared to the previous tent and trailer park operation which included forty (40) trailer and tent sites and cottage accommodations.

The proposed development under the existing zoning is shown on the following sheets in the submitted drawing package.

- SITE PLAN EXISTING – 1 (SP-1)
- SITE PLAN EXISTING – 2 (SP-2)

## Project Elements

The following is a summary of project elements proposed through this application:

### Accommodation Tents

A total of nine (9) tent sites are proposed for overnight accommodation. The tents are temporary shelters situated on wooden platforms. The platforms are on cinder blocks and not permanently fixed to the ground. The tent sites utilize shared washroom and shower facilities and are not serviced. Tent platforms 1, 2, 3, 7, 8, and 9 are approximately 40 square metres, tent platforms 5, and 6 are approximately 32 square metres and tent platform 4 is approximately 48 square metres.



Figure 1 Accommodation Tents (Blanding Inc. & Arcadis)

### Cottage

The existing cottage on the subject lands accommodates three (3) bedrooms, two (2) bathrooms, and kitchen facilities. The cottage is used for overnight accommodations.



Figure 2 Cottage (Arcadis)

### Café

A Café building with an area of approximately 279 square metres is proposed for the use of guests of the establishment. The proposed café will provide additional shelter and social space for guests and will include the serving of food and beverages as well as the sale of convenience items for guests of the establishment (i.e. ice, toiletries, etc.). The proposed café is proposed as an additional amenity for the guests of the establishment.

### Shelter Tent

The shelter tent is a multi-functional structure that provides shelter from sun and rain for overnight guests of the establishment and is used for the one event per season permitted under the zoning by-law. The shelter tent is a temporary structure with an area of approximately 380 square metres.



Figure 3 Shelter Tent (Blanding Inc. & Arcadis)

### Washrooms

A new washroom building is proposed with four stalls. The proposed washroom is replacing a previous washroom building that was within 15 metres of the water.

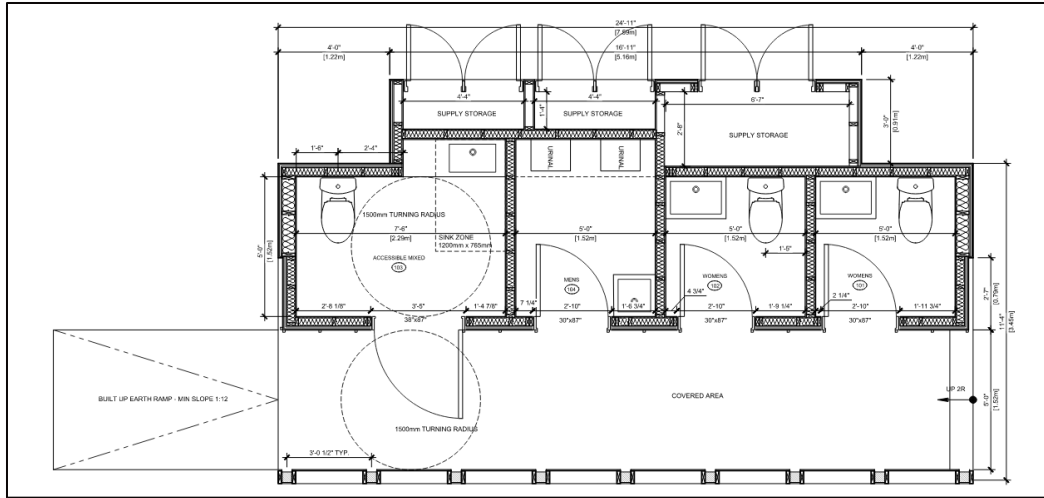


Figure 4 Washroom Floor Plan (GILES Architects)

## Parking

A total of 24 parking spaces are proposed for the site as part of site plan control application. There are 4 existing parking spaces at the cottage in the waterfront area. A total of 20 spaces are proposed along the lane for guests of the establishment. Blanding Inc. utilizes golf carts to transport guests and luggage from the parking area to the waterfront area accommodations and guests also walk from the parking area to the waterfront area.

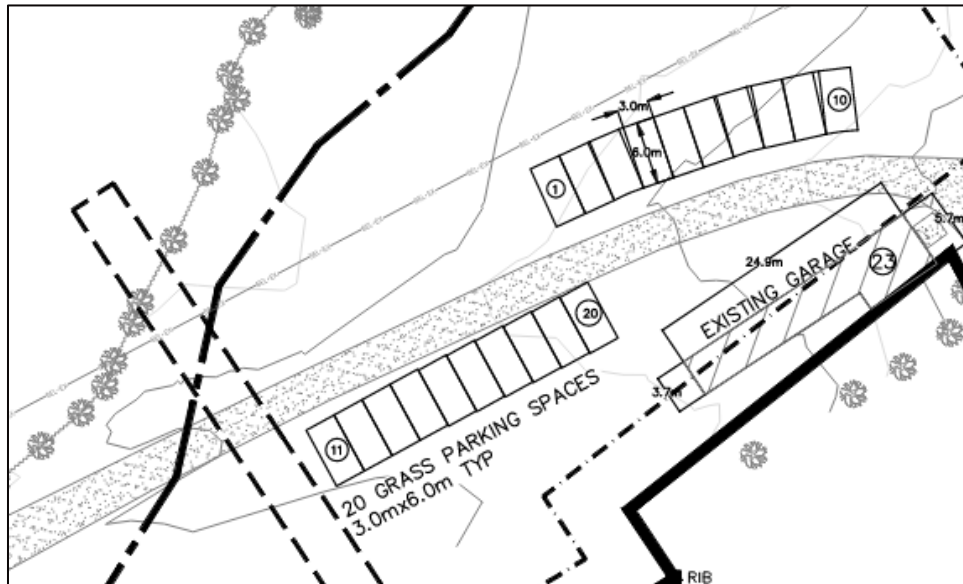


Figure 5 Proposed Parking Area Site Plan Existing – 2 (Greer Galloway)

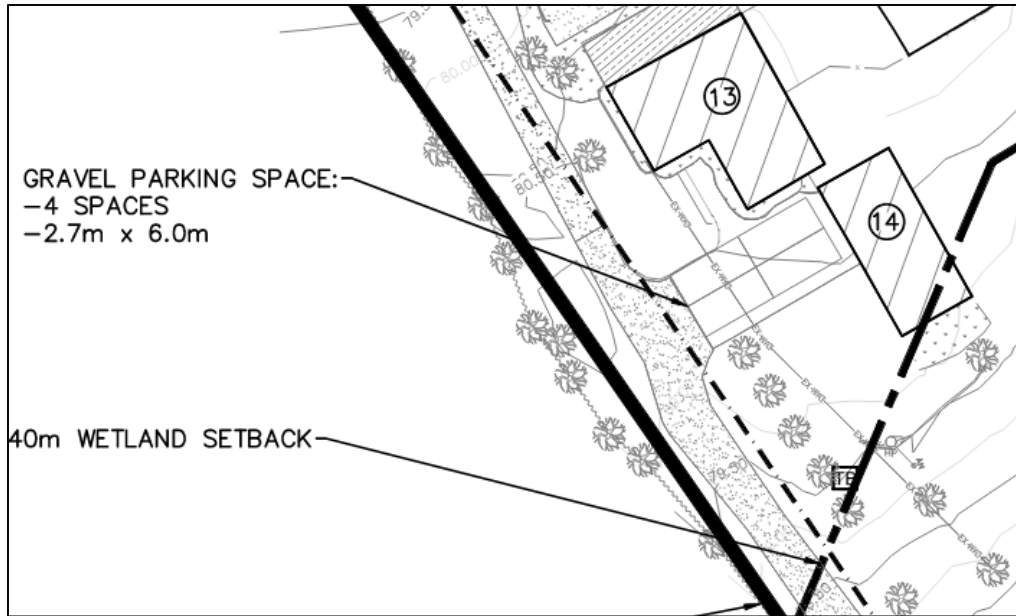


Figure 6 Cottage Parking Area Site Plan Existing – 2 (Geer Galloway)

## Servicing

The proposed development is serviced by private well and septic services. There are two (2) existing wells and three (3) existing septic systems on the property. The suitability of the existing services to support the proposed development and new occupancy has been assessed by Greer Galloway in the accompanying Servicing Evaluation.

## Zoning Compliance Table

### Special Trailer Park Commercial Zone ‘TPC-10’

Zone Provision	Section	Required	Proposed	Relief Required
Permitted Non-Residential Uses	23.1	Travel trailer, tent and recreational vehicle park Mobile restaurant Any use, building or structure accessory to a permitted use including recreational facilities, convenience retail outlet and restaurant	9 tent sites Café (restaurant/convenience retail) Washrooms Shelter tent	No
Permitted Residential Uses	23.2	One single detached dwelling or one dwelling unit as an accessory use Home business Uses, buildings and structures accessory to the foregoing permitted residential uses On second unit or garden suite	As required	No
<b>Regulations for Permitted Uses</b>				
<b>Requirements for travel trailer, tent and recreational vehicle parks</b>				
Lot Area (min)	23.3.1.i	4 ha (10 ac.)	5.8 ha	No
Lot Frontage (min)	23.3.1.ii	100 m (328 ft.)	48 m (existing)	Existing
Front Yard (min)	23.3.1.iii	15 m (50 ft.)	Building at County Rd. 18: 8 m (existing) Tents & Cottage: > 100 m	Existing
Exterior Side Yard (min)	23.3.1.iv	6 m (19.7 ft.)	> 6 m	No

Interior Side Yard (min)	23.3.1.v	6 m (19.7 ft.)	> 6 m	No
Rear Yard (min)	23.3.1.vi	7.5 m (25 ft.)	15 m	No
Lot Coverage (max)	23.3.1.vii	25%	2.8%	No
Landscaped Open Space (min)	23.3.1.viii	40%	65.60%	No
Height of Buildings (max)	23.3.1.ix	10 m (32.8 ft.)	As required	No
	23.3.1.x	No travel trailer, tent or recreation vehicle park shall be established closer than 122 m (400 ft.) to any existing Residential Zone or a residential use on an adjacent lot	Existing	No
<b>Requirements for travel trailer, tent or recreational vehicle site</b>				
Site Area (min)	23.3.2.1	280 m <sup>2</sup> (3,013 sq. ft)	280 m <sup>2</sup>	No
Site Frontage (min)	23.3.2.2	15 m (49.2 ft.)	1,2,3,7,8,9 As required 4,5,6 (existing)	No
Setback from Internal Roads (min)	23.3.2.3	6 m (19.69 ft.)	As required	No
Site Coverage (max)	23.3.2.4	25%	As required (~15%)	No
Landscaped Open Space (min)	23.3.2.5	40%	As required (~85%)	No
Travel Trailer or Recreational Vehicle Height (max)	23.3.2.6	5 m (16.4 ft.)	n/a	No
Number of Travel Trailers or Recreational Vehicles per Site	23.3.2.7	1	n/a	No
<b>Special Provisions</b>				
Additional Permitted Uses	23.5.10.i	3 Tourist Cottages	1 Tourist Cottage	No
Front Yard Tourist Cottage (min)	23.5.10.ii	15 m (50 ft.)	> 15 m	No

Interior Side Yard Tourist Cottage (min)	23.5.10.iii	6 m (19.7 ft.)	> 6 m	No
Rear Yard Tourist Cottage	23.5.10.iv	7.5 m (25 ft.)	> 7.5 m	No
<b>General Provisions</b>				
Accessory Buildings, Structures and Uses				
Accessory Structure Setbacks	4.1.2.2	As per TPC zone Except for a gatehouse or information kiosk permitted within required front or side yard	As required	No
Accessory Structure Lot Coverage (max)	4.1.4.1.ii	3%	1.8%	No
Accessory Structure Height (max)	4.1.4.2	5 m 16.4 ft.	As required	No
Poles and Similar Structure Encroachments	4.1.5.1	Drop awnings, flag poles, garden trellises, signs or similar which comply with County licensing and/or regulatory by-laws shall be permitted in any required yard.	As required	No
Walls, fences, and similar structures	4.1.5.2	Fences, retaining walls, or similar structure with comply with the licensing or regulatory by-laws shall be permitted in any required yard.	As required	No
Dock Setbacks (min)	4.1.6.ii	2 m (6.6 ft) to a side lot line or projection of the side lot line	As required	No
Landscape Planting/Buffer Strip	4.14.1	1.5 m planting strip along interior side line abutting Residential Zone	Existing	Existing

	4.14.2	Row of evergreen trees or shrubs 1.5 m high	As required	No
Fencing	4.14.6	Opaque fencing 1.5 m (5 ft.) in height may be erected in lieu of planting strip for buffering	As required	No
<b>Special Setback Provisions</b>				
Regulatory Flood Plain	4.25.1.i	No buildings or structures shall be permitted within a regulatory flood plain	Storage shed: existing Tents: As required	No
	4.23.1.ii	A dock, shore well or marine facility may be permitted with a floodplain with the written approval of Quinte Conservation	As required	No
Floodplain Setback – Inland Lakes	4.25.2.i	15 m from regulatory floodplain  or 30 m from the high water mark where regulatory floodplain elevation is unknown	Storage shed: <15 m (existing) Tents: as required	Existing
	4.24.2.ii	Unenclosed deck, driveway, boathouse, dock, shore well, or marine facility may be permitted with written approval of Quinte Conservation	As required	No
Right-of-way Setback (min)	4.25.7	7.5 m	Existing	No
Provincially Significant Wetland	4.31	No development shall be permitted within 40 m of the PSW without the completion of an	Shelter tent: 30 m (existing) Tent sites 4-6: Existing	No

		Environmental Impact Study		
Small Scale Special Event Provisions				
Permitted Zones	4.36.a	All zones except the: <ul style="list-style-type: none"> <li>- EP</li> <li>- EP-W</li> <li>- MX</li> <li>- MD</li> <li>- MHR</li> <li>- FD</li> </ul> Permitted in TPC zone	TPC Zone	No
Access	4.36.b	Prohibited on a lot accessed by a private road that fails to meet standards	Frontage on County Rd 18	No
Exemptions	4.36.c	ZBL provisions related to a Special Event have no effect on public use facilities or Special Events as ancillary uses directly related to a farm use in RU Zones	n/a	n/a
Open Space Gathering Area (max)	4.36.d.i	In Settlement Areas – 30% of lot area up to a maximum of 250 persons	As required	No
Retail Sales	3.36.d.ii	Retail sales of new or used personal goods, home-made foods/drink, or arts/crafts is permitted	As required	No
Mobile Food/Beverage Vendors (max)	3.36.d.iii	3 max	As required	No
Stage Area (max)	3.36.d.iv	40 sq. m Musical or theatrical stages	n/a	No
Parking Overflow	3.36.d.v	Permitted in addition to on-site parking on adjacent	As required	No

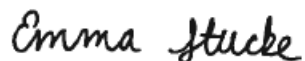
		parcels within 100 m		
Duration of Use	3.36.d.vi	For zones otherwise prohibiting the use of tents and trailers, the on-site parking and use of tents or trailers is permitted for the duration of the special event.  Set up and staging, but no occupation of the tent or trailer, may occur 2 days prior to the start date and 1 day tear-down period after the special event is also permitted.	Tents and Trailers permitted in the TPC-10 Zone	n/a
Event Based Tent or Trailer Lot Coverage (max)	3.36.d.vii	30%	As required	No
Noise	3.36.d.viii	Use of amplified sound shall not be caused to exceed 60 Db before 7am and after 2am	As required	No
Temporary Use By-law	3.36.d.ix	Special events exceeds the standards of d) may be considered through an application for a Temporary Use By-law.	As required	No
<b>Parking Loading and Driveway Provisions</b>				
Parking Requirement	5.1.1.ii	No parking requirements for Tent and Trailer Park	24 spaces	No
Parking Space Size	5.1.5.i	Width: 2.7 m (9 ft.) Area: 16.7 sq. m (180 sq. ft.)	As required	No

4 County Road 18 & 80 Sandy Lane  
 Lakecroft – SPC

Drive Aisle Width (min)	5.1.5.ii	6 m (20 ft.)	As required	No
Barrier Free Parking	5.1.5.iii	Width: 4 m (13 ft.) Area: 24 sq. m (258 sq. ft.)	As required	As required
Location	5.1.5.iv	Must be on the same lot as the use they serve	As required	No
Location	5.1.6.2.i	Non-Residential Uses: parking may be permitted in any yard	As required	No
Distance from Street Line (min)	5.1.6.2.ii	3 m (10 ft.)	As required	No
Loading Space	5.2.1	0-185.9 m <sup>2</sup> : 0 186-2,350 m <sup>2</sup> : 1	As required	No

We trust that the above information is satisfactory. If you require additional information or wish to discuss further, please do not hesitate to contact the undersigned.

Sincerely,  
 Arcadis Professional Services (Canada) Inc.



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cc. Blanding Inc.