



COMMITTEE OF ADJUSTMENT/PLANNING ADVISORY COMMITTEE  
of October 30, 2012 @ 6:00 PM

# AGENDA

LOCATION: TOWN ADMINISTRATION OFFICE, 2<sup>ND</sup> FLOOR, 30 KING STREET EAST, GANANOQUE

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WELCOME:

A) HEALTH, SAFETY, & WELLNESS:

B) DECLARATION OF PECUNIARY INTERESTS:

C) MINUTES OF PREVIOUS MEETING: Adoption of the Committee's minutes of the previous meeting.  
    \* COA/PAC September 25, 2012

D) DEVELOPMENT PERMIT:  
    \* DP2012-06 MacCormack (130 King Street West)

E) CONTINUING BUSINESS/NEW BUSINESS:  
    \* Update from Minutes of September 25, 2012

F) PUBLIC QUESTION PERIOD

G) ADJOURN:

H) Next regular meeting of COA/PAC is scheduled for November 27, 2012 at 6 p.m.

The Corporation of the Town of Gananoque  
COA/PAC MINUTES OF September 25, 2012 @ 6:00 PM

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**Members Present:**

Chair Chuck Marquardt , Heather Gallacher, Councillor Jeff  
Girling, Councillor Joe Jansen, Nicole St. Onge.

**Members Absent:**

Jonathon Allen, Sheila Burtch

**Staff Present:**

Brenda Guy, Manager of Community Development

**WELCOME**

**MINUTES OF PREVIOUS MEETING:**

**MOTION NO. 2012-28**

Moved by: Joe Jansen

Seconded by: Jeff Girling

That Planning Advisory Committee accepts the minutes of the Committee of  
Adjustment & Planning Advisory Committee dated July 24, 2012.

CARRIED

**A) HEALTH, SAFETY, & WELLNESS:**

**B) DECLARATION OF PECUNIARY INTERESTS:** None

**C) DELEGATIONS/PRESENTATIONS:** None

**D) CONSENT:**

⚡ B3-12 McIntyre  
93 James Street (83 James Street)

One member of the public was in attendance.

The applicant had a consent application approved under application B1/11 to convey an I-shaped parcel of land to an abutting property (same ownership). Unfortunately, conditions of consent were not completed within one year and the application lapsed. Therefore, the applicant had to reapply.

The parcel of land being conveyed from 93 James Street will provide a parking area for the property at 83 James Street. The parcel is approximately 94 sq.m in size.

Circulation to the agencies and adjacent owners was conducted with no objections. Eastern Ontario Power requested an easement for powerlines as they had in the previous application. The minor variance application recognizing the existing structures for setbacks was completed and is no longer a condition of consent. Conditions of consent requested is a deed, new survey, confirmation that parcel is merging with adjacent property and an easement for Eastern Ontario Power.

**MOTION NO. 2012-29**

Moved by: Joe Jansen

Seconded by: Jeff Girling

That PAC/COA approves consent application B3/12 McIntyre to sever a parcel of land (approx. 94 sq.m) and convey to adjacent parcel provided the conditions outlined in the Notice of Decision are met.

CARRIED.

E) DEVELOPMENT PERMIT: None

F) SUBDIVISION AGREEMENT: None

G) CONTINUING BUSINESS/CORRESPONDENCE:

    ✚ B2/12 Thomas No appeals received

H) NEW BUSINESS: None

I) PUBLIC QUESTION PERIOD:

J) ADJOURN

MOTION NO. 2012-27

Moved by: Joe Jansen

Be it resolved that Committee of Adjustment/Planning Advisory Committee adjourn this regular meeting.

Original Signed by Chair \_\_\_\_  
Chair, Chuck Marquardt

Original Signed by Staff \_\_\_\_  
Secretary – Treasurer, Brenda Guy

## PLANNING REPORT

TO: **PAC/COA**

FROM: Brenda Guy  
Manager of Community Development

DATE: Tuesday, October-23-12

SUBJECT: DPS 2012-06 – MACCORMACK  
(130 KING STREET WEST)  
CLASS 3

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### **Background:**

Property: 130 King Street West

Legal Desc: Blk. B Lot 18 Gan R W/S, Plan 86  
Town of Gananoque

Acreage: Irregular  
21m (70') frontage along King Street West x 60m (198') Depth

Lot Coverage: 35% Maximum Coverage

Official Plan: Residential

DP Designation: Residential

### **Purpose and Effect:**

The applicant is proposing to accommodate a Bed and Breakfast in a single family dwelling.

### **Official Plan:**

The OP designates the property Residential.

Section 3.2 Where We Live of the Official Plan indicates that the objective of this area is to *"Permit a range of activities in residential areas including home-based businesses, local commercial, bed and breakfasts, Heritage Tourist Inn group homes, churches, schools, community facilities and open space"*.

The above noted uses are all appropriate for this site.

**Development Permit:**

The Development Permit designates the property as Residential. A Bed and Breakfast is identified as a Discretionary Use. Section 5.4.3 indicates that Discretionary Uses are subject to a Class III Development Permit.

The proposal is to provide two (2) guest rooms within the single family dwelling.

Section 3.32 of the By-law indicates that a Bed and Breakfast is required to provide one parking space per guest room plus two spaces for the owners of the business. The parking area is to be asphalt paving, concrete, paver stones or similar materials and shall incorporate drainage facilities. There shall also be visually enhanced plantings such as fencing, trees, shrubs etc.

**Parking:**

The parking requirements for this property have been reviewed based on 2 guest rooms + 2 for the owner for a total of four spaces.

1. Currently the property has parking at the front of the dwelling unit. The spaces are one behind the other but wider (Approximately a width of 15'). Upon review of the front yard and given the fact that there are large mature trees on site it was not desirable to create parking in this area. Further, it would occupy more than 50% of the frontage which is not permitted under the By-law.
2. Cash-in-lieu of Parking. This is an option and could be met, however, the location of the property on King Street West is an area where the Town does not permit parking on the roadway - highly travelled road. For the safety of guests, it would not be advisable to park across the street on adjacent side streets. Centre Street is a narrow street and the other option is Hickory Street which permits parking only on side of the street.
3. The parking being proposed is to create a driveway along the side of the property to the rear. The property has large mature trees in the rear yard. The proposed driveway area does not have any trees and leads to an existing shed/garage at the back.

Staff have reviewed the proposed driveway and note that it is a tight along the house. A vehicle can proceed through to the back of the house, however, it would be too tight to create parking spaces. A standard parking space is 10' which permits the in/out of a person leaving a vehicle. The area along the house would be used as a direct route to the back, no stopping/parking.

If approved, a driveway must be installed properly and all drainage be maintained on the property. Staff have received a concern with regards to drainage by an adjacent property owner. This is due to the fact that the property at 130 King Street West has had fill previously placed and is higher than the property at the rear (back yard of 44 Centre Street). The neighbor is concerned with the compaction of a parking area that it may cause drainage issues in the backyard. The applicants will be required to maintain and have the proper drainage flow within their lands.

The Bed and Breakfast is a seasonal operation and it is apparent that the parking area at the rear will only be used when there are guests. The owners will be using the current area at the front of the property in the off-season.

With respect to landscaping, the lot and the adjacent properties have mature trees, shrubs. It is recommended that shrubs/bushes be planted along the rear of the property. This would further buffer the adjacent property owner.

Signage is not indicated on the plan. A sign permit will be required for any signage placed on the property.

Circulation to agencies: VERBAL REPORTS WILL BE AVAILABLE AT MEETING.

Canada Post		
CAO		
CRCA		
CBO		
Eastern Ontario Power		
Economic Development		
Leeds Grenville EMS		
Fire Department		
LG Health Unit		
Police Department		
Water/Sewer		
Public Works, Culture and Recreation		

The application was posted on the site and circulated to property owners within the area. Staff have reflected the comments by the adjacent property owner above.

Staff have no objection to the proposal tabled provided:

- that prior to commencement of operation of the business, an inspection of the premises take place by the Chief Building Official
- that prior to commencement of operation of the business, an inspection of the premises take place by the Fire Department
- a grading plan be submitted and approved to address any potential drainage issues.
- A driveway be constructed to the rear of the property as identified on the plan
- Landscaping be placed along the rear property line with shrubs/bushes to buffer the adjacent property owner.

THE CORPORATION OF THE TOWN OF  
**GANANOQUE**  
*Canadian Gateway to the 1000 Islands*

**DEVELOPMENT PERMIT APPLICATION**

DP 2012/06

Owner: MACCORMACK, ESTHER & BRUCE

Property: 130 KING STREET WEST  
Plan 86 Bk B, Lot 18 Gan R W/W  
TOWN OF GANANOQUE

Proposal: APPLICANT IS APPLYING TO ACCOMMODATE A BED AND BREAKFAST WITHIN A SINGLE FAMILY DWELLING WHICH REQUIRES A CLASS III PERMIT

Comment Deadline: October 29, 2012

Circulation:

<input type="checkbox"/> Bell Canada	<input type="checkbox"/> Town of Gananoque
<input type="checkbox"/> Canada Post	<input type="checkbox"/> Mayor and Council
<input type="checkbox"/> Cataraqui Region Conservation Authority	<input type="checkbox"/> CAO
<input type="checkbox"/> Cogeco	<input type="checkbox"/> Clerk
<input type="checkbox"/> Eastern Ontario Catholic District School	<input type="checkbox"/> Chief Building Official
<input type="checkbox"/> Eastern Ontario Power	<input type="checkbox"/> Director of Public Works
<input type="checkbox"/> Hydro One	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Leeds, Grenville & District Health Unit	
<input type="checkbox"/> Leeds Grenville EMS	<input type="checkbox"/> Fire
<input type="checkbox"/> Ontario Municipal Property Assessment	<input type="checkbox"/> Police
<input type="checkbox"/> Union Gas	<input type="checkbox"/> Public Works Supervisor
<input type="checkbox"/> Upper Canada District School Board	<input type="checkbox"/> Utility Supervisor

Attached for your review is an application for a proposed Development Permit. If you have any comments/conditions that need to be addressed and/or fees or securities required, please forward them to the undersigned.

If you have any questions, please contact the undersigned.

No Comment

Comments

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Signature: \_\_\_\_\_

Brenda Guy, Manager of Community Development  
[bguy@townofgananoque.ca](mailto:bguy@townofgananoque.ca)  
613 382-2149 ext.126

30 King Street East, Box 100  
Gananoque, Ontario  
K7G 2T6  
Phone: (613) 382-2149  
Fax: (613) 382-8587  
[www.townofgananoque.ca](http://www.townofgananoque.ca)

## NOTICE OF MEETING Proposed Class III Development Permit

**TAKE NOTICE** the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, OCTOBER 30, 2012 at 6:00 P.M.** in the **COUNCIL CHAMBERS, TOWN OF GANANOQUE, 30 King Street East, Gananoque** to a recommendation to Council on the application below.

**AND FURTHER TAKE NOTICE** that the Council for the Corporation of the Town of Gananoque will hold a Meeting on **TUESDAY, NOVEMBER 6, 2012 at 6:00 P.M.** in the **EMERGENCY SERVICES BUILDING, 340 HERBERT STREET, Gananoque** to hear the following application to consider a Class III Development Permit:

File No. DP2012/06

APPLICANT: **MACCORMACK, ESTHER/BRUCE**

The property municipally and legally described as

**130 KING STREET WEST  
PLAN 86 BLK B LOT 18 GAN R W/S  
TOWN OF GANANOQUE**

has applied to the Town of Gananoque for a Development Permit to  
**accommodate a Bed and Breakfast which requires a Class III Permit**

Additional information in relation to the proposed development permit is available for inspection between 8:30 am and 4:30 pm in the Administration Offices at 30 King Street East, Gananoque, ON, or by calling 613 382-2149 ext.126.

If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.

**Note:** Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the OMB where the application meets the requirements established through the official plan and development permit bylaw.



DATED this 17TH day OCTOBER, 2012

Brenda Guy  
Manager of Community Development  
bguy@gananoque.ca  
613 382-2149 Ext.126

Notice Class III

30 King Street East, Box 100  
Gananoque, Ontario  
K7G 2T6  
Phone: (613) 382-2149  
Fax: (613) 382-8587  
www.townofgananoque.ca





DP 20 121 06

**APPLICATION FOR DEVELOPMENT PERMIT APPROVAL**  
**Section 70.2 of the Planning Act, RSO 1990, as amended**

This application form **MUST** be accompanied with all the submission requirements in order to be considered a complete application. Incomplete applications will not be processed until all information is provided.

A meeting with Community Development staff is **REQUIRED PRIOR TO SUBMISSION** of this application. At that time, approval stream and submission requirements will be determined. **ALL** applications require the following:

- ✓ Complete application form signed including declaration of applicant.
- ✓ Copy of the deed of property or offer to purchase and sale
- ✓ Application fee payable to the Town of Gananoque:
  - Class I \$500
  - Class II \$1,500
  - Class III \$1,700
  - Amendment to Class I, Class II or Class III \$700
- ✓ Deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of various studies for a Class II or Class III
- ✓ Copy of the most recent survey of the subject property

**CONTACT INFORMATION**

Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.

Name of Applicant: <b>Bruce and Esther Mac Cormack</b>	Complete Address including Postal Code: <b>130 King St (W) Gananoque K7G2G4</b>	Phone: <b>(613) 382-3280</b> Fax: _____ E-mail: <b>emaccormack@hotmail.com</b>
Name of Property Owner (if different than applicant):	Complete Address including Postal Code:	Phone: _____ Fax: _____ E-mail: _____
Architect/Designer/Planner: <b>R.J. Green Excavators</b>	Complete Address including Postal Code: <b>3205 Road 32 Seeley's Bay, ON K0H 2N0</b>	Phone: <b>613 387-3566</b> Fax: _____ E-mail: _____
Engineer:	Complete Address including Postal Code:	Phone: _____ Fax: _____ E-mail: _____
Ontario Land Surveyor:	Complete Address including Postal Code:	Phone: _____ Fax: _____ E-mail: _____

Street or Property Address (if applicable):

**LEGAL DESCRIPTION**

Lot: <b>18 BIKB</b>	Concession:	Part(s):	Plan: <b>86</b>
Frontage: <b>21.8m</b>	Depth: <b>61m</b>	Area (sq.m): <b>2000 sq.ft</b>	Area (acres):

Existing Use(s):		Residence EMB	
Length of time the existing use of the subject lands have continued:			
Has the property been designated as a Heritage Site?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the property presently under a Site Plan Agreement?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, provide the file number and the status of the application?			
Proposed Use(s):		Residence + Bed + Breakfast EMB	
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law and how have the applicable criteria have been addressed?			
yes, we have a plan for a driveway extension and parking lot			
Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.			
Abutting Land Use(s):		Residential EMB	
Is the Development to be phase?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
What is the anticipated date of construction?		October 25, 2012	
Is the land to be divided in the future?		No	
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<b>Plan Details:</b>			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
Lot Area:	Building Coverage:	Landscape Coverage:	
_____ (sq.m)	_____ (%) _____ (sq.m)	_____ (%) _____ (sq.m)	
Building Height:	No. of Storeys:	No. of Units:	Method of Garbage Storage:
_____	_____	<input checked="" type="checkbox"/> 1 EMB	recycling bins in the shed
Parking Surface:	Number of Parking Spaces:	Dimensions of Parking Spaces:	Number of Accessible Spaces:
Existing: asphalt Proposed: gravel	Existing: 2 Proposed: 2 Total: 4	10 x 20	_____
Loading Spaces:	Number of Loading Spaces:	Dimensions of Loading Spaces:	Other:
N/A	_____	_____	_____

<b>Heritage Tourist Inn/Bed and Breakfast:</b>			
Is this an application for a Heritage Tourist Inn?	Number of Guest Rooms:	Is this an application for a Bed and Breakfast?	Number of Guest Rooms:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other _____
A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.			

EXISTING BUILDINGS:	Building 1	Building 2
Type of Structure	Dwelling	Shed
Date Constructed:	1886	
Front Line Setback:	9.24 m	
Rear Lot Line Setback:		1.5m
Side Lot Line Setback:	2.82 m	1.37m
Side Lot Line Setback:		
Height:	2 storey	
Dimensions:		
Floor Area:	2,000 sqft	195sq.m.
PROPOSED BUILDINGS:	Building 1	Building 2
Type of Structure:		
Proposed Date of Construction:		
Front Line Setback:		
Rear Lot Line Setback:		
Side Lot Line Setback:		
Side Lot Line Setback:		
Height:		
Dimensions:		
Floor Area:		
Attached Additional Page, if necessary		

EMF

**Access:**

Municipal Street     Unopen Road Allowance     Existing Right-of-way     Other \_\_\_\_\_

Name of Street/Road: Kingstwest

Entrance Approvals and Permit Number(s): existing

If the application will result in the creation of a new private road, a request for street naming will have to be submitted in conjunction with this application, to be approved by Council.

EMF

**Water Access (where access to the subject land is by water only)**

Docking Facilities (specify)	Parking Facilities (specify)
distance from subject land _____	distance from subject land _____
distance from nearest public road _____	distance from nearest public road _____

**Services:**

Municipal Water and Sewer     Municipal Water & Private Sewage     Private Well and Municipal Sewage     Private Well and Private Sewage

Water and Sewer Hook-up Approvals and Permit Number(s):

**AUTHORIZATION BY OWNER**

I/We, the undersigned being the owner(s) of the subject land of this application for a consent, hereby authorize Bruce Mac Cormack (print name) to be the applicant in the submission of this application.

Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purposes of conducting a site inspection with respect to the attached application.

*B Mac Cormack* Signature of Owner      *E Mac Cormack* Signature of Owner

\_\_\_\_\_  
Signature of Witness (not applicant)

Oct. 16, '12 Date

**CONSENT BY OWNER**

Complete the consent of the owner concerning personal information set out below.

I/We, B. & E. Mac Cormack, am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.

*B Mac Cormack* Signature of Owner      *E Mac Cormack* Signature of Owner

\_\_\_\_\_  
Signature of Witness (not applicant)

\_\_\_\_\_  
Date

**DECLARATION OF APPLICANT**

I, Bruce Mac Cormack of the town of Gananoque in the County of Leeds solemnly declare that:

All of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

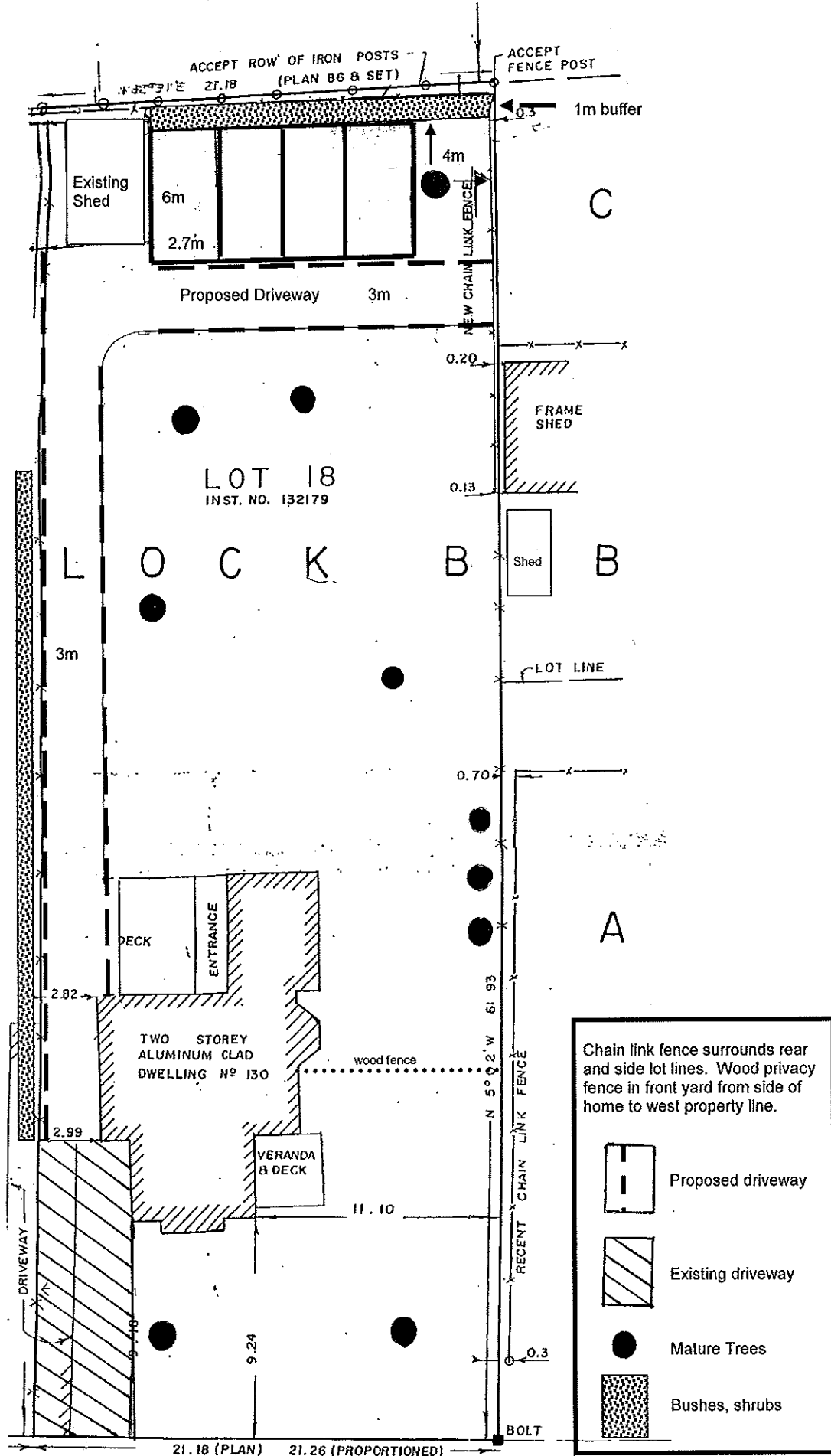
Declared/Sworn before me at this 16th day of October, 2012.

*[Signature]* Signature of a Commissioner, etc      *E Mac Cormack*  
*B Mac Cormack* Signature of Applicant





<b>Office Use Only:</b>		Roll No: <u>010 13100</u>
Official Plan Designation: <u>Residential</u>	Development Permit Designation: <u>Residential</u>	Other:
Access (Entrance Permits etc): <u>existing.</u>	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications: <input type="checkbox"/> Cash-in-Lieu of Parking	<input type="checkbox"/> Condominium Approval	<input type="checkbox"/> Consent/Severance
	<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Subdivision Approval
Date Application Received: <u>Oct. 16, 2012</u>	Date Application Deemed Complete: <u>Oct. 17/2012</u>	Fees Received: <u>\$1700.00 Pd</u>

# LOT 19

INST NO 150875



Chain link fence surrounds rear and side lot lines. Wood privacy fence in front yard from side of home to west property line.

-  Proposed driveway
-  Existing driveway
-  Mature Trees
-  Bushes, shrubs