



**PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/
PROPERTY STANDARDS COMMITTEE AGENDA**

On February 27, 2024 @ 6:00 PM

In-Person in the Town Hall Council Chambers, 30 King Street East, Gananoque
(parking on-site via Garden Street)

and via Teleconference/Video Conference using information below:

Teleconference Toll Free Number – 1-833-311-4101, Access Code: 2630 019 1875

Video Access: [Click Here](#)

		Attachment
1.	Call Meeting to Order	
2.	Adoption of the Agenda	
3.	Disclosure of Pecuniary Interest & General Nature Thereof	
4.	Approval of Minutes	
	<ul style="list-style-type: none"> Minutes of January 23, 2024 (PAC) and February 8, 2024 (OP) 	Motion
5.	Public Question/Comments (only addressing items on the agenda) *Note: Members of the public are permitted to speak to Planning Act applications under Reports/New Business at the time of discussion.	
6.	Unfinished Business – None	
7.	Reports/New Business	
	DEVELOPMENT PERMIT APPLICATION	
	DP2024-02 – 95 Elizabeth Drive - Brown	Motion
8.	Correspondence/Other - None	
9.	Special Meeting (OP) - March 7, 2024 at 2pm Special Meeting (OP) - March 21, 2024 at 1pm Regular Meeting - March 26, 2024 at 6pm	
10.	Questions From the Media	
11.	Adjournment	

The Town invites and encourages people with disabilities to attend and voice their comments in relation to accessibility related reports. For those who are unable to attend, the Town encourages the use of the Customer Feedback Form found on the Accessibility Page on the Town's website.

NOTICE OF MEETING Proposed Class II Development Permit

TAKE NOTICE that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, FEBRUARY 27, 2024 at 6:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider following application.

*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at <https://www.gananoque.ca/town-hallpublic-meetings/planning-advisory-committee-meeting-november-28-2023> prior to the meeting.

File No. **DP2024-02**

APPLICANT/OWNER: **GRAEME BROWN**

The property municipally and legally described as
95 ELIZABETH DRIVE

PLAN 255 PT LOT 1154 PT LOT; 1155 PT LOT 1121 Town of Gananoque

has applied to the Town of Gananoque for a Development Permit for
**A SECOND SUITE LOCATED WITHIN AN ACCESSORY BUILDING
AND RELIEF FOR ONE ADDITIONAL BEDROOM, MORE THAN 25% GFA OF THE PRIMARY
DWELLING AND BUILDING HEIGHT**

Additional information in relation to the proposed development permit is available for inspection at the Town Hall Administration Offices located at 30 King Street East, Gananoque, ON, on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing assistantplanner@gananoque.ca or by calling Trudy Gravel 613-382-2149 ext. 1129.

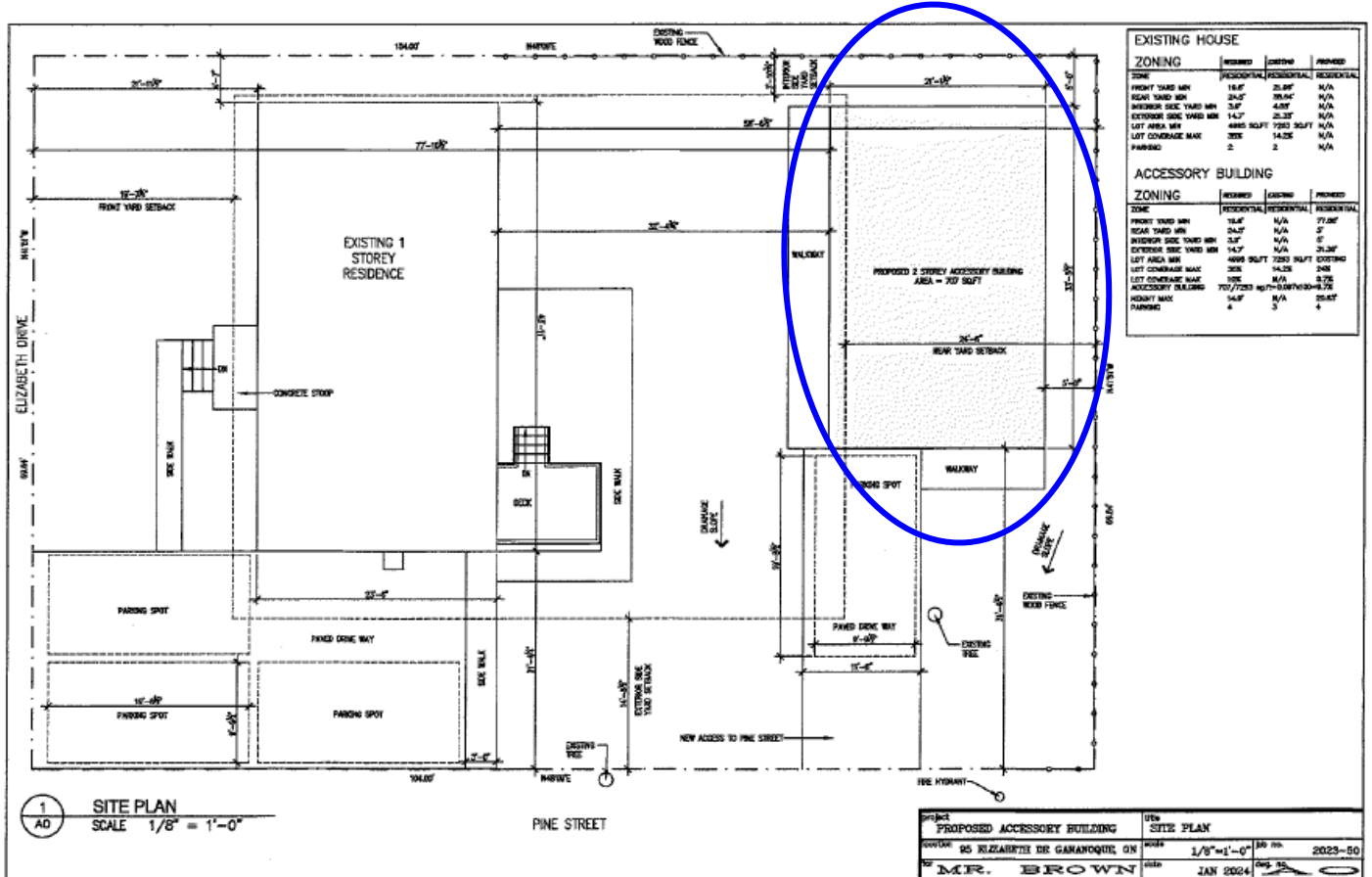
If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.
Note: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



DATED this 7th day of **FEBRUARY 2024**

Brenda Guy
Manager of Planning and Development
bguy@gananoque.ca
613-382-2149 ext. 1126

Proposed Plan



Elevation



1 FRONT ELEVATION
SCALE 3/16" = 1'-0"

PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, FEBRUARY 27, 2024

SUBJECT: DP2024-02 – 95 ELIZABETH DRIVE
CLASS II DEVELOPMENT PERMIT

Background:

Property: 95 Elizabeth Drive

Legal Description: PLAN 255 PT LOT 1154 PT LOT; 1155 PT LOT 1121

Official Plan: RESIDENTIAL

Development Permit: RESIDENTIAL

Lot Coverage: 35% MAXIMUM (SINGLE DETACHED DWELLING)

Purpose and Effect:

To request an additional residential unit in a new accessory building to be located in the rear yard behind the existing dwelling on the subject property.

Relief is being sought for the second suite within an accessory building, relief for one additional bedroom, more than 25% of gross floor area of the primary unit and increase in the building height for an accessory building.

Background:

The subject property contains an existing single storey brick detached dwelling fronting onto Elizabeth Drive. The exterior side yard is adjacent Pine Street East.

The intent is to construct a two-storey sided accessory building to the rear of the existing dwelling with a living room/kitchen on the ground floor and two bedrooms and washroom on the second storey. The height of the proposed accessory building will be 6.3m and constructed in the dimensions of 6.4m by 10.2m consisting of 65.3m². Access to the new structure will be from the exterior side yard of Pine Street East.

Three existing parking spaces are located in the driveway at the south side of the existing dwelling and one new parking space will be accessed from Pine Street East to the proposed accessory building.



View of the front of the existing dwelling at 95 Elizabeth Drive



View of the rear yard at from Pine Street East

PLANNING ACT RSO 1990:

The Planning Act is the provincial legislation that sets out the framework and rules for land use planning in Ontario. It describes how land uses may be controlled and who may control them.

On November 28, 2022, Bill 23, the More Homes Built Faster Act, was passed and amended additional residential unit provisions in the Act. The Planning Act now states:

- No official plan or zoning by-law may prohibit the use of:

- a) Three residential units in a detached house, semi-detached house or rowhouse, if no ancillary building or structure contains any residential units;
 - b) Two residential units in a detached house, semi-detached house or rowhouse, if all ancillary buildings or structures cumulatively contain no more than one residential unit; or
 - c) One residential unit in an ancillary building or structure, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other ancillary building or structure contains any residential units.
- Official plan policies and parts of by-laws authorizing the use of the additional residential units cannot be appealed to the Ontario Land Tribunal
 - A by-law requiring the conveyance of land for park or other public recreational purposes does not apply to additional residential units.

The Planning Act defines “residential unit” to mean “a unit consisting of a self-contained set of rooms located in a building or structure that is used or intended for use as residential premises and contains kitchen and bathroom facilities that are intended for the use of the unit only”.

PROVINCIAL POLICY STATEMENT:

The Provincial Policy Statement, 2020 (PPS) provides direction on matters of provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The full PPS document can be found at <https://www.ontario.ca/page/provincial-policy-statement-2020>. Policies which repeat or are not relevant to the current proposal have been omitted from commentary below.

1.0 Building Strong Healthy Communities

1.1.1 Healthy, livable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-*detached*, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;

1.1.3.6 New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

The proposal is in keeping with the residential policies of the Provincial Policy Statement as the second suite provides affordable housing within an existing serviced built-up residential neighbourhood.

OFFICIAL PLAN:

The subject property is designated Residential within the Official Plan.

Goals and Objectives (3.2.1)

The goal of the Residential designation is to promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community while providing opportunities to develop new residential uses in mixed use buildings as well as non-residential neighbourhood components such as schools, community facilities, places of worship, parks and local commercial uses.

The application is consistent with the following objectives of the Residential designation:

- Promote and support development which provides for affordable, freehold and/or rental housing with a full range of density types;
- Ensure that land use policies and zoning do not establish barriers to a more balanced supply of housing;
- Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of architectural design and density;
- Encourage housing opportunities that are in proximity to work, shopping, and recreation to reduce the need to drive and encourage walking and cycling;
- Promote and support the protection of urban street trees in general and of heritage trees in particular.

Compatibility (3.2.2.4)

Ensure that all new development, including infill residential development in existing neighbourhoods, maintains or enhances the surrounding area and is compatible with respect to built form, scale, urban design, intensity of use and streetscape.

Residential Density and Affordable Housing (Section 3.2.2.8)

A full range of housing densities are permitted within this designation where character and quality of residential neighborhood will be maintained.

Access (3.2.2.9)

Development shall be permitted only where safe, convenient access to a public road is available to ensure ready accessibility for school buses, ambulances, fire trucks, and other essential service vehicles.

Housing Supply and Affordability (Section 3.2.2.10)

Densification is to be encouraged where appropriate to provide an appropriate housing mix.

Infrastructure (Section 4.1.1)

A goal of the plan for "our infrastructures" is to ensure that efficient infrastructure services will be provided by the appropriate level of government or the private sector in a cost effective manner which recognizes development priorities and which ensures the

protection of our environment. Further, water, waste water and stormwater will be managed in a fiscally and environmental responsible manner.

Implementing the Plan – Accessory Uses (5.3.1)

It is a policy of the Official Plan to provide opportunities for accessory dwelling units provided the proponent shall demonstrate compliance to the Ontario Building Code and with applicable zoning standards for the lot size, setbacks and parking.

Development Criteria (5.4.4)

The following development criteria (applicable to any new development or redevelopment) apply to the application:

- The provision of safe access onto or from a local or Town road or provincial highway,
- Adequate access to, and provision of, off-street parking,
- Access and maneuvering of emergency vehicles in providing protection to public and private properties,
- The availability of municipal services and the cost of upgrading such services including water, sewage treatment facilities, fire and police protection, street lighting, roads and winter maintenance, waste disposal, community facilities and recreation,
- Adequate grade drainage or storm water management and erosion control,
- The preservation and protection, whenever possible, of street trees, street tree canopies and the urban forest, and
- Safety and Security (including lighting, site orientation, and lines of sight).

COMMENT:

The proposal is consistent with the overall intent, goals and objectives of the Residential designation of the Official Plan and it provides additional housing supply which is in keeping with the Provincial requirements for increased density and affordability.

The new structure will be accessed from Pine Street East which is maintained by the Town. The proposal is not the creation of a new lot. The applicant is proposing that water/sewer services be extended to the accessory structure provided it is adequate. It is noted that Public Works Department has requested that that the applicant will need to provide separate water and sewer services for the new dwelling.

DEVELOPMENT PERMIT:

The subject property is designated Residential within the Development Permit By-law. The intent of the Residential designation is to allow for a varied density of residential uses.

Site Provisions (5.3.2)

The following site provisions are based on the primary use of a single detached dwelling.

Site Provision	Requirements	Proposed/Existing
Lot Area	464 m ²	656 m ²
Lot Coverage (maximum)	35%	14% existing + 5% new = 19% total
Lot Frontage (Elizabeth Drive)	15 m	30.8 m

Front Yard Setback	6 m	6.7 m
Exterior Yard Setback (Pine St)	4.5 m	6.5 m
Interior Side Yard (north)	1.2 m	1.4 m
Rear Yard Depth	7.5 m	17.8 m
Building Height (max)	11 m	6.3m

Accessory Buildings, Structures and Uses (3.1)

Section 3.1 of the By-law provides the following provisions related to accessory buildings:

By-Law Provision	Proposal/Comment
All accessory uses, buildings and structures to a permitted principal use shall be located on the same lot and in the same designation as the principal use.	The proposed second suite in an accessory building is to be contained within the subject property & accessory to an existing permitted use (single detached dwelling).
The use of any accessory building for human habitation is not permitted except where specifically listed as a permitted use.	Human habitation within accessory building requested. *Variance required
No accessory buildings, structures and uses shall be located closer to the front lot line or the exterior side lot line setback of the designation where it is located. Notwithstanding the foregoing no accessory buildings, structures or uses are permitted closer to the front lot line of exterior lot line than the main structure.	Accessory building to meet the setback requirements as noted.
Accessory buildings, structures and uses abutting a laneway should also refer to Section 3.18.	The accessory building does not abutt a laneway.
Except where specified otherwise, no accessory buildings, structures and uses shall be located closer than 1 m (3.2 ft) to any interior side lot line, rear lot line or the main building.	The accessory building meets the 1m setback requirement.
Accessory uses shall not cover more than 10% in any residential designation.	At 32.7 m ² , the accessory building would account for 5% of the lot and is less than 10%.
Maximum gross floor area of any accessory building may not exceed 100 m ² (1,076 ft ²) in a residential designation.	The accessory building consisting of 65.4 m ² does not exceed the maximum permitted 100 m ²
The maximum height of accessory buildings shall be 4.5 m (14.76').	The height of the structure is proposed to be 6.3m. The applicant has requested relief for the height. *Variance required

Parking and Storage of Vehicles (3.32)

Section 3.32 of the by-law requires that two parking spaces be provided for single detached dwellings. A parking count is not identified for second suites, however, based

on *Planning Act* regulations and parking requirements for a similar use, one parking space dedicated to the second suite is consistent with the Planning Act requirements.

Based on this calculation, three parking spaces (two for primary dwelling and one for second suite) are deemed to be required at a size of 3 m by 6 m each. The applicant is providing a total of four parking spaces that comply with the size requirements for a parking space.

Secondary Suites (3.40)

The By-law stipulates that secondary suites are to be located within a single family dwelling, provide a separate external entrance to the secondary suite, contain no more than one bedroom, be no more than 25% of gross floor area of the primary dwelling and require a Class II Development Permit.

By-law Provision	Proposal
Located within a single detached dwelling	Located within an accessory building *Variance required
A separate external entrance is provided for the secondary suite	An external access provides access to the second unit.
Containing no more than one bedroom	The second suite will contain two bedrooms. *Variance required
No more than 25% of gross floor area of primary unit	Existing Dwelling unit = 176.5 m ² Proposed unit = 131.4 m ² *Variance required

COMMENT:

The second suite requires relief for the location of the unit within an accessory building and relief for more than one bedroom as two bedrooms are proposed. The secondary unit exceeds the floor area requirements (the secondary suite being 74% of the primary unit) and will require relief.

Total Gross Floor Area	176.5m ²	1899sq.ft
25% of the GFA	44.13m ²	475sq.ft.
Proposed Secondary Suite	131.4m ²	1414sq.ft.

The above equates to 74% of the gross floor area of the dwelling as per the by-law. However, undertaking the calculations for lot coverage, the dwelling plus the proposed accessory structure equates to 19% of the allowable 35% lot coverage.

As noted earlier in this report, consideration of a second unit in an accessory structure was established under Bill 23 and *the Planning Act* (O.Reg 299/19) that municipalities shall permit additional residential units in accessory structures. Official Plans shall not prohibit the use of “one residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.” under Section 16 of the Planning Act. The Town has considered second units in accessory structures for this property and others within the Town limits as this is the direction of the Province.

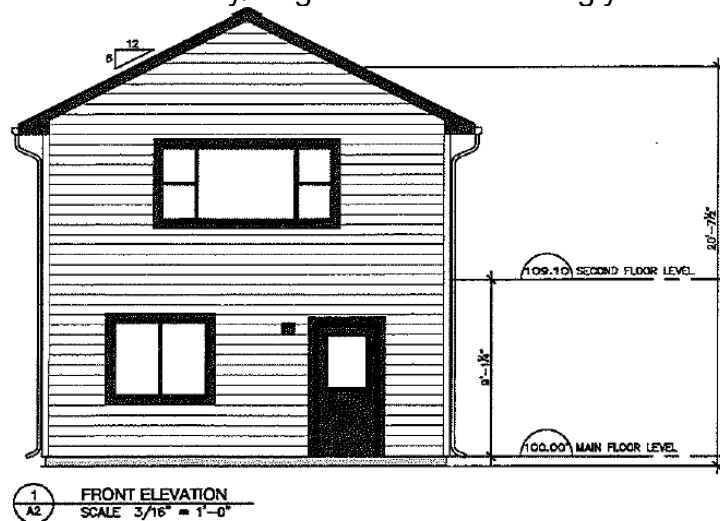
Three parking spaces are accommodated on the existing driveway which is accessible from Elizabeth Drive. One additional parking space will be located in front of the new structure. The existing and proposed parking spaces will exceed the requirement of three parking spaces and comply with the required parking space dimensions.

Design Criteria (5.4.4)

The following design criteria shall be applied in the review of development permit and building permit applications in the Residential designation.

Design compatibility within the By-law include:

- Corner lots should be encouraged to provide architectural interest on both streets
- New buildings and entrances should be orientated to the street and are encouraged to have architectural interest to contribute to the esthetics and visual appeal of the community
- Retention of existing mature trees will be required at minimum to plant one tree per lot with a maximum distance between trees of 15 metres
- Match setback, footprint, size and massing patterns of the neighbourhood, particularly to the immediately adjacent neighbours
- Setbacks of new development should be consistent with adjacent buildings
- Where setbacks are not generally uniform, the new building should be aligned with the building that is most similar to the predominant setback on the street
- The use of architectural elements such as roof shapes and design elements should be in keeping and complementary to existing and surrounding buildings, traditional patterns and neighbourhood
- The use of materials and colours that are representative of the texture, character and palette of the community/neighbourhood is strongly encouraged



COMMENT:

Elevation drawings of the proposed structure have been provided for review. Access to the second unit will be provided from Pine Street East as this is a corner lot. The proposed building is proposed to be sided on the exterior and two-storeys in height. Most dwellings within the area are one-storey brick bungalows or brick/siding combination. This particular lot and the abutting lot to the north abuts Commercial Progressive lands to the east (motel). The abutting lot (83 Elizabeth Drive) includes an accessory building (sided) in the rear yard which is a garage with an upper storey as well. It is presumed that the proposed two-storey provides a buffer to the commercial

lands. There are two existing trees along the exterior side yard along Pine Street East and one along Elizabeth Drive. The remaining areas is grassed with some rock landscaping.

CIRCULATION TO AGENCIES

Circulation of 120 m to adjacent property owners and prescribed agencies (comments received to date):

CAO	No concerns
Clerk	No concerns
Chief Building Official	No objections. Further comments may be provided from the building permit review.
CRCA	
School Boards: CDSBEO/UCDSB	
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)	
EMS: Fire/LG Paramedic/Police	Fire - No objections with this proposed structure Police - No Concerns
Public Works, Water/Sewer Utilities	Public Works - Separate water and sewer services for new dwelling. Driveway entrances cannot be larger than 50% for the driveway on Elizabeth and Pine. New driveway to be 9m from the intersection. New driveway to be constructed away from the fire hydrant and infrastructure.
St. Lawrence Parks Commission/ MTO/ Other Commenting Agencies	MTO - we have no comments Recreation - no concerns
Neighbourhood: Posting and 120m Circulation	At the time of the writing of this report, no comments were received from the public.

Staff have no objection to application DP2024-02 (Brown) at 95 Elizabeth Drive for relief for the construction of a dwelling unit in an accessory building, relief for two bedrooms that exceeds more than 25% of gross floor area of primary unit and an increase in the building height for an accessory building subject to the following conditions:

- Owner obtain approvals from Public Works/Utilities Department for water and sewer services in accordance with the Urban Service Requirements,
- All costs associated with fulfilling the conditions of this decision are borne by the Owner, and
- The Owner fulfill all conditions within one year of this approval or the application will lapse.

APPROVAL	Trudy Gravel, Assistant Planner
	Brenda Guy, Manager of Planning and Development



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 Pre-consultation meeting with Planning and 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
- Copy of the most recent survey of the subject property
- Two (2) large scale copies of all plans being submitted, two reduced 8.5" x 11" of each plan and one electronic copy in pdf format. Plans are to be in a standard scale format (1:250 1:500)
- Application fee payable to the Town of Gananoque:
 Class I - \$500 Class II - \$1,500 Class III - \$1,700 Amendment - \$700
- Deposit fee in the amount of \$2,000 payable to the Town of Gananoque for any peer reviews of background studies – Class II/Class III applications and/or legal agreement preparation and registration.
- Separate cheque payable to Cataraqui Region Conservation Authority, if applicable. See fee schedule. Clearance letter will be required by the Town.

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: <i>Graeme Brown</i>	Complete Address including Postal Code: <i>95 Elizabeth Dr. K7G1P3</i>	Phone: <i>613-484-3117</i>
	E-mail: <i>Graeme@bhchotels.ca</i>	
Name of Property Owner (if different than applicant):	Complete Address including Postal Code:	Phone:
	E-mail:	
Architect/Designer/Planner: <i>Drew Truesdall</i>	Complete Address including Postal Code:	Phone: <i>613-539-0810</i>
	E-mail:	
Engineer:	Complete Address including Postal Code:	Phone:
	E-mail:	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

PROPERTY

Street or Property Address (if applicable): <i>95 Elizabeth Drive</i>	Roll Number (if known): <i>081400002031500</i>
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LEGAL DESCRIPTION

<i>PLAN 255 PT LOT 1154 PT LOT 1155 PT LOT 1121</i>		
Frontage (m/ft): <i>70 ft</i>	Depth (m/ft): <i>101 ft</i>	Lot Area: <i>0.16ac</i>

7070 sq/ft

SUBMISSION REQUIREMENTS

The applicant/agent is responsible for ensuring that the submission requirements are met, including confirming that all the information listed below is shown on the required plans by checking off each box.

 Site Plan(s) including scaled accurate measurements of:

- Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
- Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
- Dimensions and gross floor area of all building and structures to be erected;
- Existing structures to be retained, removed or relocated;
- Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
- Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
- Parking areas including number, size of spaces and dimensions. The plans shall have regard for **Ontario Regulation 413/12 made under Accessibility for Ontarians with Disabilities Act, 2005**. This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.
- Access driveways including curbing and sidewalks
- Proposed fire routes and fire route sign locations
- Dimensions and locations of loading zones, waste receptacles and other storage spaces;
- Location, height and type of lighting fixtures including information on intensity and the direction in which they will shine relative to neighbouring streets and properties;
- Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
- Location, type and size of any other significant features such as fencing, gates and walkways.

 Drainage Plan(s) including scaled accurate measurements of:

- Drainage Plan must demonstrate proposed development is handled on-site and does not infringe on neighbouring properties;

 Landscape Plan(s) including scaled accurate measurements of:

- Landscape Plan showing size, type and location of vegetation, areas to be seeded or sod. Plan to show existing landscape features to be retained, removed or relocated;

 Site Servicing Plan(s) including scaled accurate measurements of:

- Site Servicing Plan (plan/profile) including layout of existing water, sewer, gas lines, proposed connections, utility easements, fire hydrants, hydro poles, lighting, trees, transformers and pedestals.

 Grade Control and Drainage Plan(s) including scale accurate measurements of:

- Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
- Location of any creeks, ravines or watercourses with elevations and contours;
- Arrows indicating the proposed direction of flow of all surface water;
- Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
- Existing and/or proposed right-of-ways or easements

Elevation and Cross-Section Plan(s) including scale accurate measurements of:

- Coloured elevation drawings or renderings of each side of the building to include materials being used and their consideration to the neighbourhood (PHOTOS OF EXISTING BUILDING ARE PERMITTED IF NO ADDITIONS ARE BEING UNDERTAKEN)
- Drawings that show plan, elevations and cross section views for each building or structure to be erected;
- Conceptual design of building;
- Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
- Exterior design including character, scale, appearance and design features of the proposed building;
- Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
- Photographs of the subject land and abutting streetscape on both side of the street

 Supporting Studies and Reports. Technical reports/plans or studies may be required to assist in the review process of a Development Permit Application. Applications for Development Permit may be required to submit the following studies or reports. Applicants should consult with Municipal staff to determine site specific requirements:

- | | |
|---|--|
| <input type="checkbox"/> Servicing options report | <input type="checkbox"/> Phase I Environmental Study and if investigation as required |
| <input type="checkbox"/> Geotechnical and Hydrogeological Study | <input type="checkbox"/> Noise and/or vibration study |
| <input type="checkbox"/> Drainage and/or stormwater management report | <input type="checkbox"/> Source Water Protection – Risk Management Assessment |
| <input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area | <input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity |
| <input type="checkbox"/> Archaeological Assessment | <input type="checkbox"/> Supporting Land Use Planning Report |
| <input type="checkbox"/> Traffic Study | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Heritage Resource Assessment | |
| <input type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan | |

NOTES TO OWNER/APPLICANT:

- Applications may be subject to any Town incurred costs over and above the fees set out (See By-law 2016-047) being a by-law to establish general fees and rates for various services provided by the municipality). This is in the form of a deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of various studies as outlined in the application.
- Cataraqui Region Conservation Authority (CRCA) - Applications may be subject to review and a separate cheque payable to the CRCA. Fees are identified on the CRCA website <https://cataraquiconservation.ca/pages/permit-fees>. The Town recommends that you consult with a Conservation Authority Officer prior to making application.
- The applicant/owner will be required to provide 100% security of the cost of works in the form of a Letter of Credit or Certified Cheque upon signing of the Development Permit Agreement. Security will remain with the Town until such time as the works are completed for any agreement. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

Existing Use(s): <u>RESIDENTIAL</u>	
Length of time the existing use of the subject lands have continued: <u>1950's</u>	
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/Development Permit 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
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?	

Proposed Use(s): <u>RESIDENTIAL WITH SECONDARY SUITE</u>	
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How has the applicable criteria have been addressed? <u>SECTION 3.4 DEVELOPMENT PERMIT.</u>	
Is/Are variation(s) requested?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law. <u>UNIT IN ACCESSORY BUILDING, ADDITIONAL BEDROOM, MORE THAN 25% BUILDING HEIGHT.</u>	

Abutting Land Use(s): <u>COMMERCIAL (MOTEL), RESIDENTIAL</u>	
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Is the Development to be phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	<u>APRIL 2024</u>
Is the land to be divided in the future?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If yes, please provide details (and copies of covenants with application submission).

Plan Details: Please ensure that measurements are consistent with plan			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/ Industrial	<input type="checkbox"/> Institutional
Building Coverage: <u>24</u> (%) <u> </u> (sq.m)		Landscape Coverage: <u>76</u> (%) <u> </u> (sq.m)	

Building Height: <i>20' 7 1/2"</i>	No. of Storeys: <i>2</i>	No. of Units: <i>1</i>	Storage of Garbage: <i>1</i>
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PARKING AREA	Existing Parking Surface	# of Existing Parking Spaces <i>3</i>	Dimension of Parking Spaces:
		# of New Parking Spaces <i>1</i>	
	Proposed Parking Surface:	# of Accessible Parking Spaces	Dimensions of Accessible Parking Spaces: <i>10 x 20</i>
		Total # of Parking Spaces <i>4</i>	

LOADING SPACES:		Number of Loading Spaces:		Dimensions of Loading Spaces:
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Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation:

Is this an application for a Heritage Tourist Inn?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Number of Guest Rooms:	<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 _____
NOTE: 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.	
Is this an application for a Bed and Breakfast?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Guest Rooms:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other _____
Is this an application for a Short Term Accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Guest Rooms:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Other _____

Access:

<input checked="" type="checkbox"/> Municipal Street	<input type="checkbox"/> Unopen Road Allowance	<input type="checkbox"/> Existing Right-of-way	<input type="checkbox"/> Other _____
Name of Street/Road: <i>Elizabeth & Prie</i>			
Entrance Approvals and Permit Number(s): <i>To be applied for</i>			

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

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

Services:

<input checked="" type="checkbox"/> Municipal Water and Sewer	<input type="checkbox"/> Municipal Water & Private Sewage	<input type="checkbox"/> Private Well and Municipal Sewage	<input type="checkbox"/> Private Well and Private Sewage
Water and Sewer Hook-up Approvals and Permit Number(s):			

EXISTING BUILDINGS:		Building 1	Building 2
Type of Structure		BRICK BUNGALOW	
Date Constructed:		1950'S	
Front Line Setback:		21.96'	
Rear Lot Line Setback:		58.54'	
Side Lot Line Setback:		4.55'	
Side Lot Line Setback:		21.35'	
Height:		15'	
Dimensions:		23x43	
Floor Area:		970 sqft	
PROPOSED BUILDINGS:		Building 1	Building 2
Type of Structure:		(BOARD & BATTEN) WOOD FRAMED	
Proposed Date of Construction:		APR 2024	
Front Line Setback:		77.86'	
Rear Lot Line Setback:		5'	
Side Lot Line Setback:		5'	
Side Lot Line Setback:		31.35'	
Height:		20' 7 1/2"	
Dimensions:		33'-5 1/2" x 21'-1 1/2"	
Floor Area:		707 x 2 = 1414	
Attached Additional Page, if necessary			

AUTHORIZATION BY OWNER

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize GRAEME BROWN (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 Town of Gananoque members of Council, Committee of Council and Municipal Staff, to enter upon the property for the purposes of conducting a site inspection with respect to the subject application.

GRAEME BROWN

Owner Name (Please Print)

Owner Name (Please Print)

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

JAN 6/24

CONSENT BY OWNER

I/We, GRAEME BROWN, (print name(s) 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.

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

DECLARATION OF APPLICANT

(Print) I, GRAEME BROWN of the Town of Gananoque of Ontario in the Province of Ontario solemnly declare that:

I understand that the applicant/owner will be required to provide 100% security of the outside works in the form of a Letter of Credit or Certified Cheque until such time as the works are completed. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

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

Town of Gananoque

this 6th day of

January

2024

Signature of a Commissioner, etc

Signature of Applicant

Office Use Only:		Roll No: 081400002031500
Official Plan Designation: Residential	Development Permit Designation: Residential	Other:
Access (Entrance Permits etc):	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 <input type="checkbox"/>
Date Application Received: <u>Jan 11, 2024</u>	Date Application Deemed Complete: Feb. 6, 24	Fees Received: \$1,500.00

For additional details please contact: Brenda Guy, Manager of Planning and Development
 Town of Gananoque, 30 King Street East, Gananoque, ON K7G 1E9
 (613) 382-2149 ext.1126 E-mail: bguy@gananoque.ca

Peer Review/Consultant Services

In order to streamline the Town of Gananoque's planning process, professional or peer review services may be contracted out by the Town under By-law 2004-63 and amending By-law 2007-29. These may include but are not limited to the following:

Condominium Applications	Air, Noise or Vibration Study	Source Water Protection
Consent Applications	Archaeological Study	Storm Water Management
Cost Estimate of Works	Elevation Plans	Sun/Shady Study
Development Permit Applications	Environmental Impact Assessment	Traffic Study
Official Plan Amendment	Erosion Control	Vegetation Inventory/Preservation
Local Planning Appeal Tribunal	Geotechnical Study	Visual Impact Assessment
Part Lot Control	Heritage Study	Water Distribution System
Subdivision Applications	Hydrogeology/Groundwater Study	Wave Uprush Study
	Sanitary System Design	Other Miscellaneous
	Servicing Options Report	

The use of and choice of peer review contract consultants for either planning or engineering on any specific project are subject to the approval of either the Manager of Planning and Development or the Director of Public Works within their respective areas of jurisdiction.

All costs for the peer review consultants and legal costs for preparation of agreements and/or registration shall be fully paid by the applicant/owner. A deposit will be received by the Town as part of application submission requirements in the amount of \$2,000 (two thousand dollars). Any costs above and beyond the initial security will be invoiced to the applicant/owner.

All invoices shall be paid by the Town and subsequently invoiced to the applicant/developer. If payment is not received by the Town within 30 (thirty) days of receipt, the Town will recover its costs from any other securities which have been posted for the project by the applicant/owner.

The securities will be held by the Town until the component of the project for which they were posted is complete. Authorization for the release of the securities shall be provided to the Finance Department by either the Clerk or the Manager of Planning and Development, within their respective areas of jurisdiction.

I/We, _____ of the _____ of _____
in the _____ of _____ solemnly declare that:

I am aware of the current Town of Gananoque General Fees and Rates for various services provided by the Town.

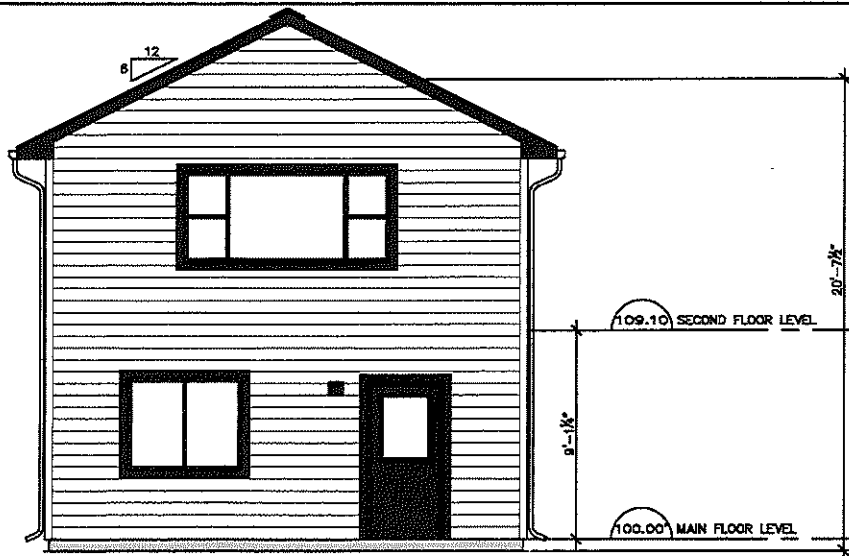
Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct any necessary peer review(s) as deemed by the Town or preparation of legal agreements including registration in the completion of my planning application. In the event that payment is not received for such peer reviews, the Town may use the deposit to do so or any other securities being held.

Print Name – Owner/Applicant

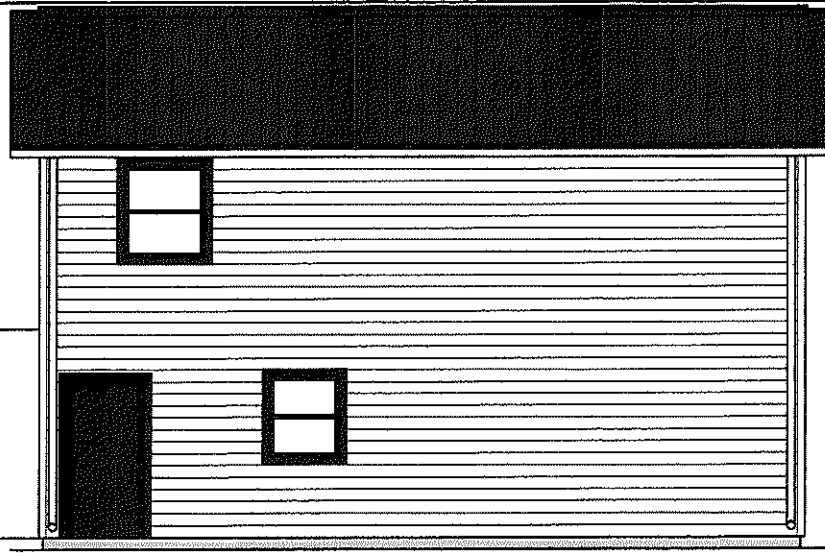
Signature – Owner/Applicant

Date

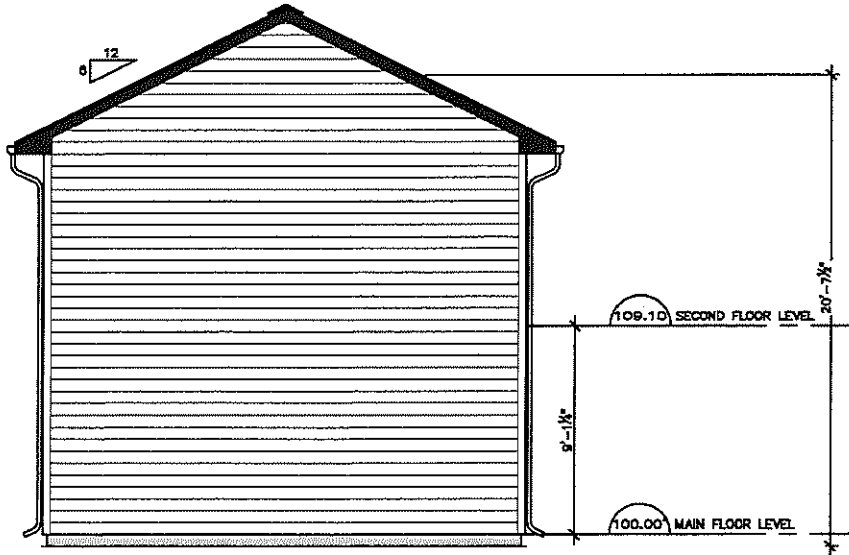
Manager of Planning/Development or his/her designate



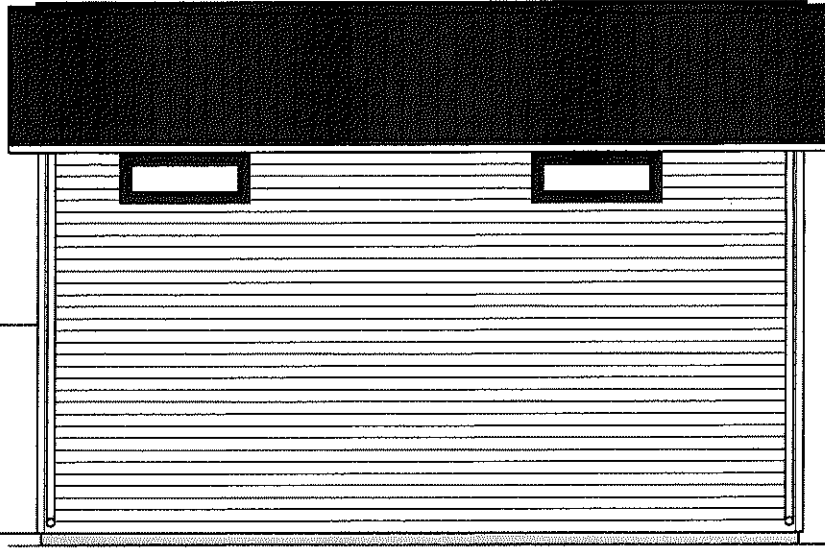
1
A2 FRONT ELEVATION
SCALE 3/16" = 1'-0"



2
A2 SIDE ELEVATION
SCALE 3/16" = 1'-0"

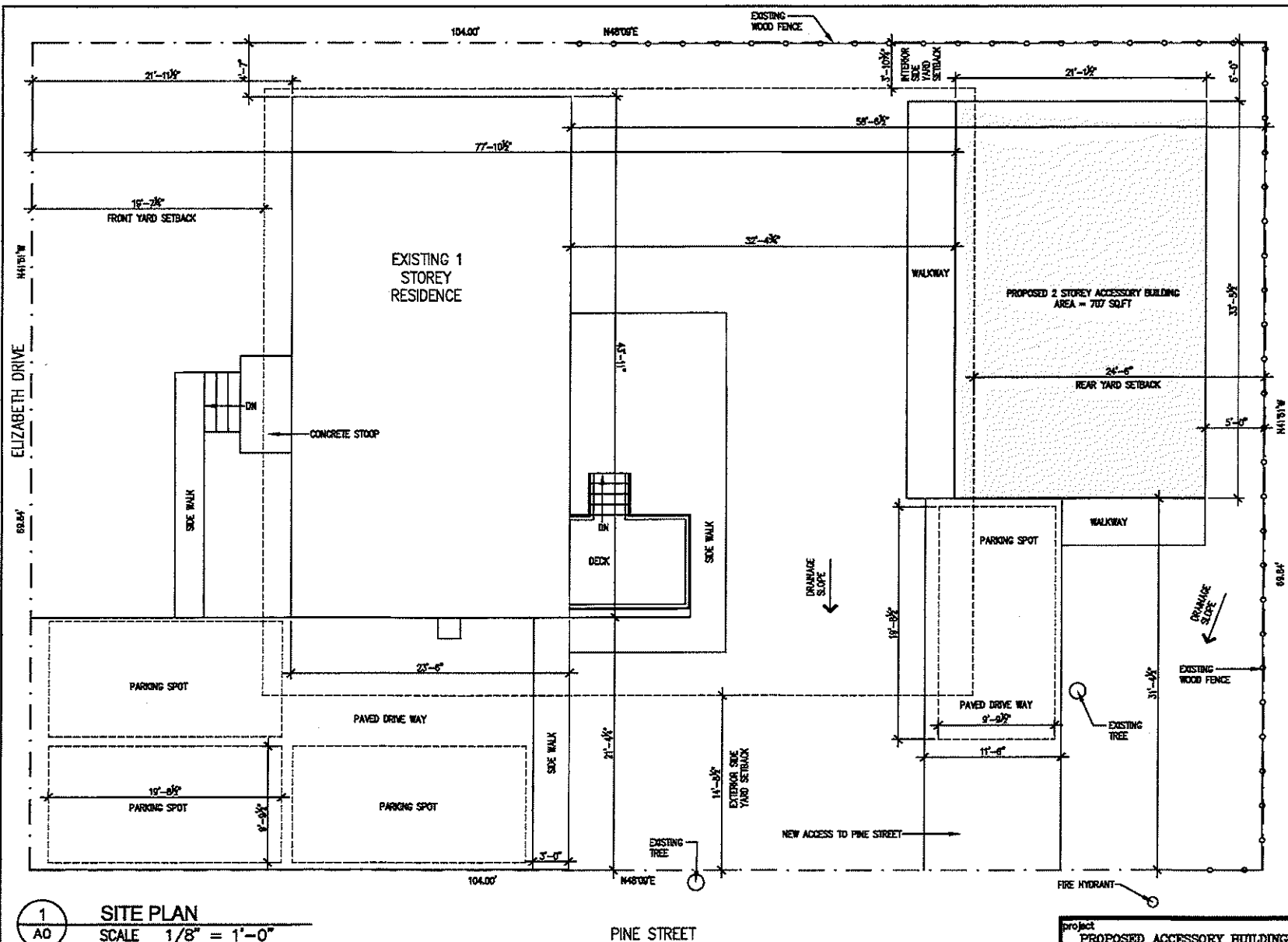


3
A2 REAR ELEVATION
SCALE 3/16" = 1'-0"



4
A2 SIDE ELEVATION
SCALE 3/16" = 1'-0"

project	PROPOSED ACCESSORY BUILDING
location	95 ELIZABETH DR GANANOQUE ON
for	MR. BROWN
title	ELEVATIONS
scale	3/16"=1'-0"
job no.	2023-50
date	JAN 2024
dwg. no.	A2

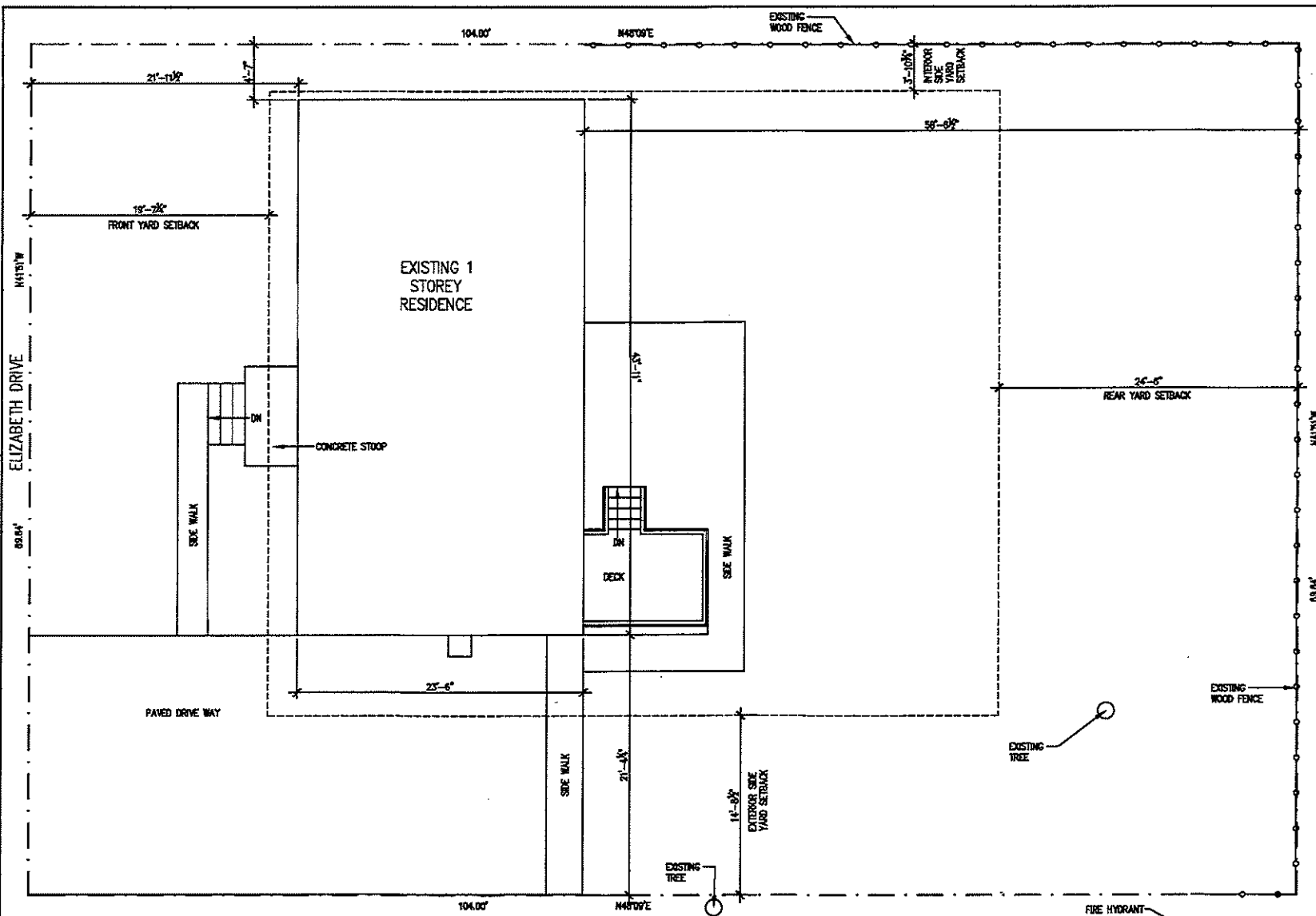


EXISTING HOUSE			
ZONING	REQUIRED	EXISTING	PROVIDED
ZONE	RESIDENTIAL	RESIDENTIAL	RESIDENTIAL
FRONT YARD MIN	10.6'	21.96'	N/A
REAR YARD MIN	24.5'	28.54'	N/A
INTERIOR SIDE YARD MIN	3.0'	4.50'	N/A
EXTERIOR SIDE YARD MIN	14.7'	21.35'	N/A
LOT AREA MIN	4065 SQ.FT	7263 SQ.FT	N/A
LOT COVERAGE MAX	33%	14.2%	N/A
PARKING	2	2	N/A

ACCESSORY BUILDING			
ZONING	REQUIRED	EXISTING	PROVIDED
ZONE	RESIDENTIAL	RESIDENTIAL	RESIDENTIAL
FRONT YARD MIN	10.6'	N/A	77.28'
REAR YARD MIN	24.5'	N/A	5'
INTERIOR SIDE YARD MIN	3.0'	N/A	5'
EXTERIOR SIDE YARD MIN	14.7'	N/A	21.35'
LOT AREA MIN	4065 SQ.FT	7263 SQ.FT	EXISTING
LOT COVERAGE MAX	33%	14.2%	24%
LOT COVERAGE MAX	10%	N/A	8.7%
ACCESSORY BUILDING	707/7263 sq.ft.	0.097x100=9.7%	
HEIGHT MAX	14.6'	N/A	20.03'
PARKING	4	3	4

1 SITE PLAN
 AD SCALE 1/8" = 1'-0"

project	PROPOSED ACCESSORY BUILDING	title	SITE PLAN
location	95 ELIZABETH DR. CANANOQUE, ON	scale	1/8"=1'-0"
job no.		date	JAN 2024
for	MR. BROWN	des. no.	2023-50



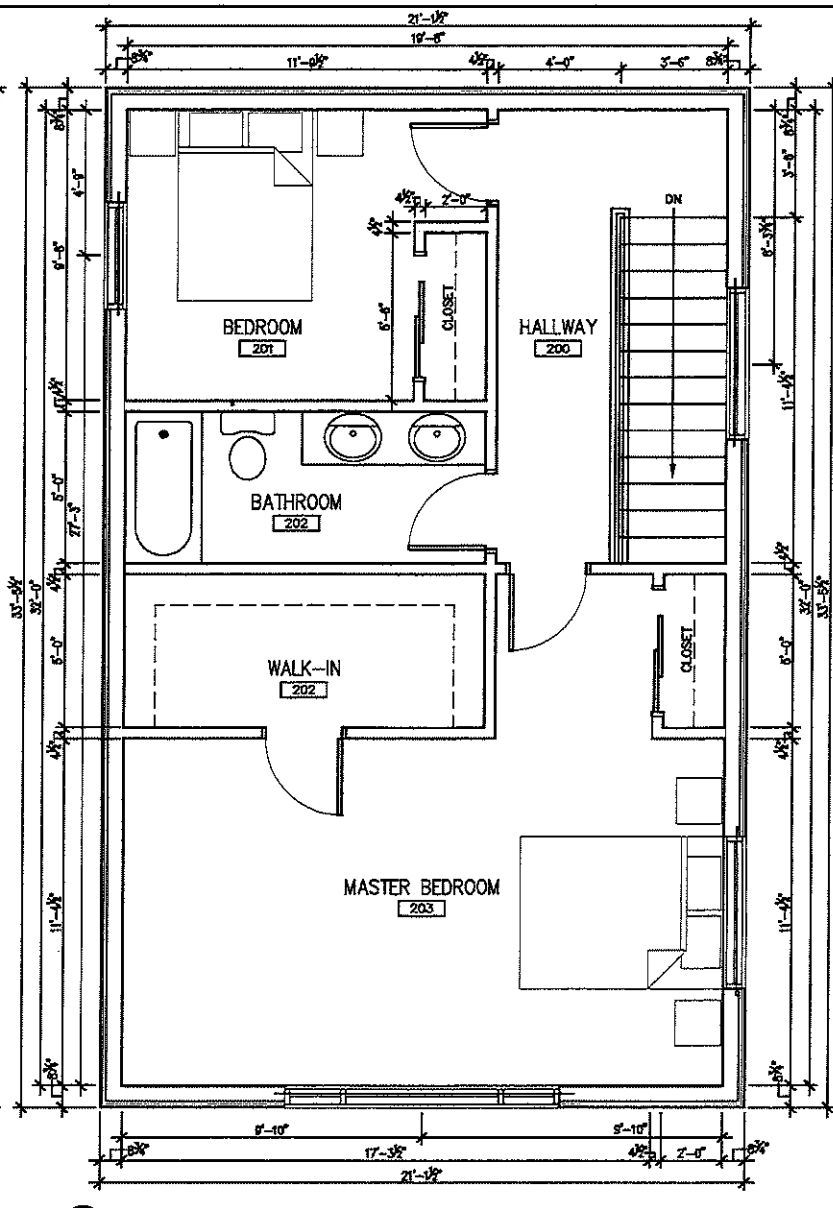
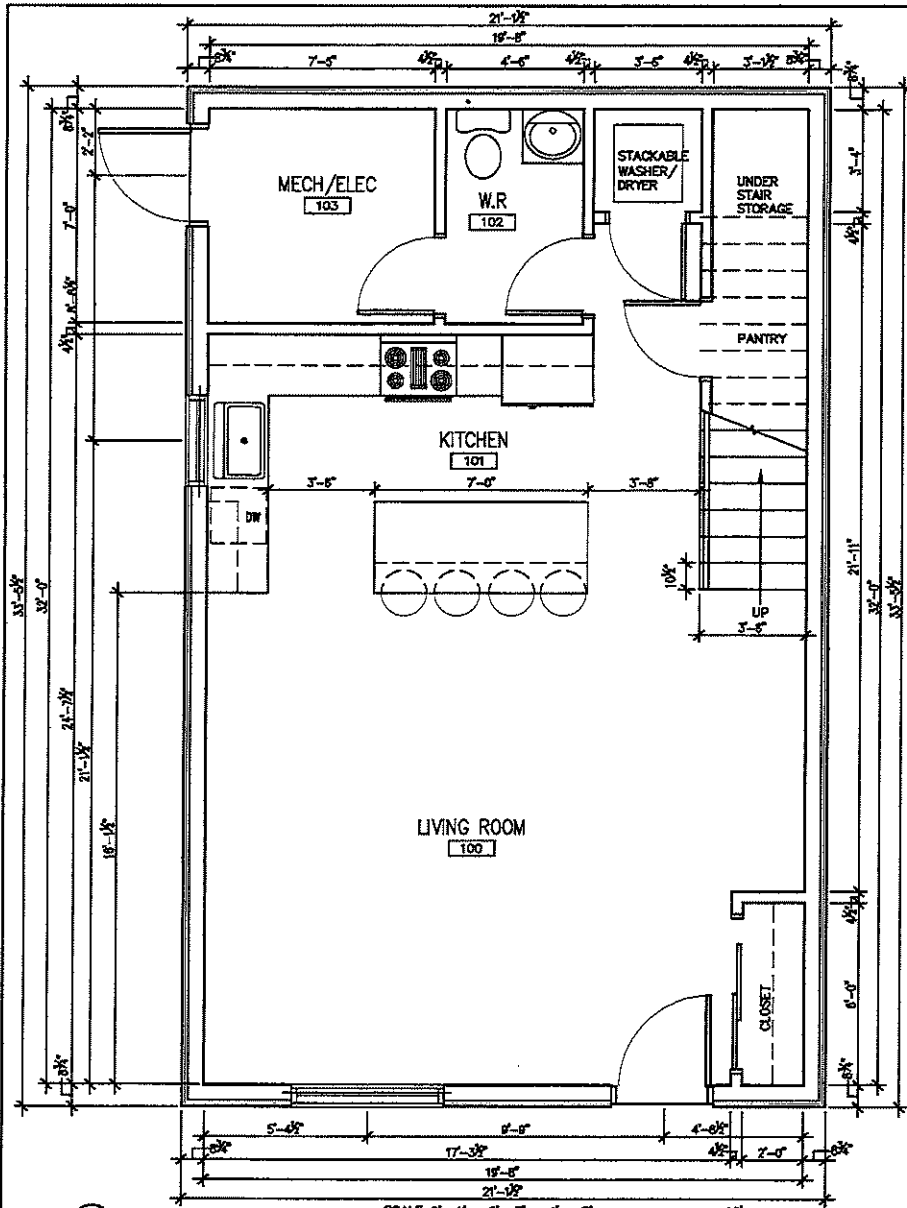
ZONE	REQUIRED	EXISTING	PROVIDED
FRONT YARD MIN	18.5'	21.96'	N/A
REAR YARD MIN	24.5'	26.24'	N/A
INTERIOR SIDE YARD MIN	3.0'	4.08'	N/A
EXTERIOR SIDE YARD MIN	14.2'	21.28'	N/A
LOT AREA MIN	4885 SQFT	7283 SQFT	N/A
LOT COVERAGE MAX	35%	14.2%	N/A
PARKING	2	3	N/A

1
SK1

EXISTING SITE PLAN

SCALE 1/8" = 1'-0"

project	PROPOSED ACCESSORY BUILDING	title	EXISTING SITE PLAN
location	85 ELIZABETH DR CANANQUER, ON	scale	1/8"=1'-0"
job no.		date	AUG 2023
client	MR. BROWN	drawn by	SK-1



project	PROPOSED ACCESSORY BUILDING
location	95 ELIZABETH DR GANANOQUE, ON
for	MR. BROWN
title	FIRST & SECOND FLOOR PLAN
scale	1/4" = 1'-0"
job no.	2023-50
date	JAN 2024
des. no.	A1



PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE MEETING MINUTES

On Tuesday, January 23, 2024 @ 6:00 PM
In Person and Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Acting Chair:	Brian Brooks	Trudy Gravel, Assistant Planner
Members:	Lynda Garrah	Lynsey Zufelt, Administrative Assistant
	Emery Groen	
	Neil McCarney	
	Marion Sprenger	
	Kathy Warren	
	Councillor Anne Marie Koiner	
	Councillor Colin Brown (online)	
Regrets:	Jana Miller	Brenda Guy, Mgr of Planning/Development

1.	Call Meeting to Order Acting Chair Brian Brooks called the meeting to Order at 6:00PM
2.	Adoption of the Agenda
	PAC-COA-PSC Motion #2024-01 Moved by: Linda Garrah Seconded by: Emery Groen BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED JANUARY 23, 2024. <p style="text-align: right;">- CARRIED</p>
3.	Disclosure of Pecuniary Interest & General Nature Thereof - None
	Councillor Colin Brown submitted the Conflict-of-Interest form for the November 28, 2023 meeting of Planning Advisory Committee. The form has been received by staff.
4.	Adoption of Minutes
	PAC-COA-PSC Motion #2024-02 Moved by: Linda Garrah Seconded by: Emery Groen BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT MINUTES DATED NOVEMBER 28 (PAC) and NOVEMBER 30 (OP REVIEW), 2023.

	- CARRIED
5.	Public Question/Comments - None
6.	Unfinished Business – None
7.	Reports/New Business
	<p>OPA Amendment OPA6-2023 – 740 KING ST W – ISLAND CANVAS INC</p> <p>Planning staff presented the application for Official Plan Amendment for Island Canvas Inc. to redesignate the lands from Residential to Highway Commercial Special Exception. The purpose of the application would enable the owners to operate a commercial business from the main floor and a residential unit on the second floor. The application was circulated 120m to the public from the subject site. No comments were received from the public at the time of the writing of the report. No members of the public were in attendance at the meeting to speak to the applications.</p> <p>Tyler Hamilton, on behalf of FoTenn Consulting, spoke to a Power Point presentation prepared in support of the applications. Mr. Hamilton indicated no nuisances will occur on site with the proposed custom boat canvas business. Proposed changes will only be to the interior of the existing building. Applicants are requesting to remove the requirement for a Landscape Plan. The proposal represents a technical amendment to align an existing legal non-conforming building with the current policy framework. The proposal does not include any exterior changes. The proposed commercial use supports the local economy and provides for one residential unit in the second storey of the existing building.</p> <p>Committee members noted that landscaping might not be helpful for this site based on traffic volumes in the area. Landscaping may compromise visibility, hindering vehicular safety along King Street. The committee members removed the requirement for landscaping along King Street East.</p>
	<p>PAC-COA-PSC Motion #2024-03</p> <p>Moved By: Neil McCarney Seconded By: Kathy Warren</p> <p>BE IT RESOLVED THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND TO COUNCIL THAT THEY HAVE NO OBJECTION TO OPA6-2023 – ISLAND CANVAS INC AT 740 KING STREET WEST TO REDESIGNATE THE LANDS FROM RESIDENTIAL TO HIGHWAY COMMERCIAL EXCEPTION ON SCHEDULE A OF THE OFFICIAL PLAN AND SPECIAL POLICY TEXT FOR INCLUSION OF A DWELLING UNIT IN THE UPPER STOREY AND NO OUTSIDE STORAGE.</p> <p style="text-align: right;">- CARRIED</p>
	Development Permit Amendment - DP2023-17-2023 – 740 KING ST W – ISLAND CANVAS INC.

	<p>Planning Staff presented the application for Development Permit, for Island Canvas Inc., outlining the provisions for use and design. No comments were received by the public as of writing of the report.</p> <p>Fotenn Consultants reiterated that a landscaping plan should not be required at this time. Committee members agreed to remove the landscape requirement, that the use is in keeping with historical uses of the site, and that the proposed business will be an asset to the Gananoque community.</p>
	<p>PAC-COA-PSC Motion #2024-04</p> <p>Moved By: Councillor Anne Marie Koiner Seconded By: Councillor Colin Brown BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE RECOMMEND TO COUNCIL THAT THEY HAVE NO OBJECTION TO DP2023-18 ISLAND CANVAS INC. – 740 KING STREET WEST, TO REDESIGNATE THE SITE TO GATEWAY COMMERCIAL SPECIAL EXCEPTION TO PRECLUDE OUTDOOR STORAGE, PERMIT A RESIDENTIAL UNIT IN THE UPPER STOREY, RECOGNIZE THE REDUCTION OF 10M TO 8.2M FRONT YARD SETBACK AND 6M TO 3.5M FOR REAR YARD SETBACK, ELIMINATE REQUIREMENT FOR ONE LOADING SPACE PROVIDED:</p> <ul style="list-style-type: none"> • A FINAL SET OF DRAWINGS BE APPROVED FOR INCORPORATION INTO A DEVELOPMENT PERMIT AGREEMENT; • THE OWNER ENTER INTO AN AMENDING DEVELOPMENT PERMIT AGREEMENT WITHIN ONE YEAR OF THE NOTICE OF DECISION OR THE APPROVAL MAY LAPSE; AND • ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER. <p style="text-align: right;">- CARRIED</p>
8.	Correspondence/Other
	<p>OLT Case Number: OLT-24-000050 – 263 Sydenham Street</p> <p>Staff informed the Committee that an appeal was received on the 21st of December and the submission was submitted to the Ontario Land Tribunal (OLT) by the Clerk and assigned a File Number.</p>
9.	<p>Special Meeting (OP) - February 8, 2024 @ 1pm Regular Meeting - February 27, 2024</p>
10.	Questions From the Media – None
11.	Adjournment
	<p>PAC-COA-PSC Motion #2024-05</p> <p>Moved by: Kathy Warren Seconded by: Lynda Garrah BE IT REOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, JANUARY 23RD. 2024 MEETING AT 6:45 PM.</p> <p style="text-align: right;">- CARRIED</p>

Brian Brooks, Acting Chair

Lynsey Zufelt, Acting Recording Secretary



PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/PROPERTY STANDARDS COMMITTEE MEETING MINUTES

On Tuesday, February 8, 2024 @ 1:00 PM
In Person and Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Chair:	Councillor Colin Brown	Brenda Guy, Mgr of Planning/Development
Members:	Lynda Garrah	Trudy Gravel, Assistant Planner
	Councillor Anne Marie Koiner	
	Emery Groen	
	Neil McCarney	
	Jana Miller	
	Marion Sprenger	
	Kathy Warren	
	Brian Brooks	
1.	Call Meeting to Order The meeting was call to order at 1:00pm	
2.	Adoption of the Agenda	
	PAC-COA-PSC Motion #2024-06 Moved by: Seconded by: Marion Springer BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE adopt the special agenda dated February 8, 2024. <p style="text-align: right;">CARRIED</p>	
3.	Disclosure of Pecuniary Interest & General Nature Thereof - None	
4.	Adoption of Minutes - None	
5.	Public Question/Comments - None	
6.	Unfinished Business – None	
7.	Reports/New Business - None	
8.	Correspondence/Other – None Official Plan Lowertown and Lowertown Study. Member Lynda Garrah and Brenda Guy noted that a review was undertaken with the intent to provide or implement policies from the Study into the Official Plan for consideration. A number of policies are currently incorporated in the Official Plan. Staff will seek input from consultants for additional mapping/concepts to be incorporated in Official Plan. Committee Members and Staff continued to work through the Residential designation of the Official Plan 3.2 Where We Live – Planning Sustainable Residential Neighbourhoods:	

- Permitted Uses identifies a variety of dwelling types, home occupations, churches, day cares as well as local commercial. Discussion on home occupations, home based businesses and local commercial and what that looks like determined that clarification may be required.
- Waterfront Residential
It was recommended that policies from the Lowertown Study be included such as shoreline protection, walkways. Residential uses and restrictions of low medium and high density along the waterfront. Maximum number of storeys in Gananoque. The committee members recommended looking at each proposal on its own merits and look at higher density in certain areas.
- The committee discussed the water lots owned by the Town along the Gananoque River to the St. Lawrence River and the Marina to Bay Road. The Town has water lot lease agreements. All leases are approved through Council and leases are site specific. The MNR deal with docks beyond municipal boundaries. Incorporate policies pertaining to docks recommended.
- Non-residential Uses
The committee recommended to include the word “scale” to ensure compatibility. The word “scale” was also recommended to use in Section 3.2.2.4 Compatibility.
- Energy Efficiency
Additional items were suggested from members such as a rain garden, natural species and permeable pavers where new or additional driveways are being sought due to intensification.
- Residential Density and Affordable Housing
The members discussed the requirement of 12 units per gross hectare. It was questioned as to what is the required unit per gross hectare is for neighbouring municipalities. It was noted that this may be tied to servicing capacity.
- Residential Density and Housing Supply
Developers are encouraged to build higher density residential development by building up as opposed to out in the Town. Staff to review residential density that approved for the Castlegrove Subdivision as the OP identifies 6.8 units under this policy. Members questioned as to how we quantify that there is enough land designated for residential development to meet anticipated demand over a 25 year period.
- The design of a subdivision in appropriate residential areas for intensification was discussed and how to strengthen the policies to require more intense forms of development.
- Discussions on rentals identified that the Town does not have a full picture on the rental housing market in the Town as data is very limited or the Town data is part of a larger region such as the Leeds and Grenville or Kingston. Housing affordability is addressed in the Provincial Policy Statement and from the County’s homelessness plan.

9. Next Regular Meeting – February 27, 2024

10.	Questions From the Media – None	
11.	Adjournment	
	<p>PAC-COA-PSC Motion #2024-07</p> <p>Moved by: Councillor Colin Brown Seconded by: Brian Brooks THAT PAC/COA/PSC BE ADJOURNED AT 4:00 PM.</p>	
<p>_____</p> <p>Colin Brown, Chair/Councillor</p>	<p>_____</p> <p>Brenda Guy, Committee Secretary</p>	