



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

On Tuesday, March 26, 2024 @ 6:00 PM
In Person and Via Webex Teleconference Meeting

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

1.	Call Meeting to Order Acting Chair Brian Brooks called the meeting to order at 6:00 PM
2.	Adoption of the Agenda
	PAC-COA-PSC Motion #2024-17 Moved by: Anne Marie Koiner Seconded by: Marion Sprenger BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED MARCH 26, 2024. <p align="right">- CARRIED</p>
3.	Disclosure of Pecuniary Interest & General Nature Thereof
	DP2024-03 Councillor Colin Brown, resides in proximity of the property
4.	Adoption of Minutes
	PAC-COA-PSC Motion #2024-18 Moved by: Anne Marie Koiner Seconded by: Marion Sprenger BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT MINUTES DATED FEBRUARY 27 (PAC) MARCH 7 (OP REVIEW) AND MARCH 21, 2024 (OP REVIEW), as amended. <p align="right">- CARRIED</p>

5.	Public Question/Comments - None
6.	Unfinished Business – None
7.	Reports/New Business
	<p>Councillor Brown removed himself from Chair. Brian Brooks assumed the Chair.</p> <p>DP2024-03 – 60 BIRCH STREET – BOUTET</p> <p>Applicant, Stephanie Roberts was in attendance on-line.</p> <p>The applicants are proposed to erect an addition to an existing dwelling unit at 60 Birch street. The intent is to construct an attached double-car garage to the northeast of the dwelling with breezeway. A secondary suite is proposed to be constructed in the loft.</p> <p>The secondary suite does not require relief for the location of the unit within the loft of an attached garage but required a Class II permit as it is a discretionary use. All other provisions of the Secondary Suite have been met.</p>
	<p>PAC-COA-PSC Motion #2024-19 Moved By: Kathy Warren Seconded By: Emery Groen</p> <p>BE IT RESOLVED THAT THE PLANNING ADVISORY COMMITTEE HAVE NO OBJECTION TO APPLICATION DP2024-03 (BOUTET) AT 60 BIRCH STREET FOR RELIEF FOR THE CONSTRUCTION OF A SECONDARY SUITE IN THE LOT OF AN ATTACHED GARAGE SUBJECT TO THE FOLLOWING CONDITIONS:</p> <ul style="list-style-type: none"> • OWNER OBTAIN APPROVALS FROM PUBLIC WORKS/UTILITIES 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. <p style="text-align: right;">- CARRIED</p>
	<p>Councillor Brown resumed the Chair.</p> <p>DP2024-01 – 425 FOURTH STREET – HORIZON LEGACY</p>
	<p>Applicant Frank Belerique was in attendance on-line.</p> <p>Planning Staff presented the application which is a revamp of an approved Development Permit application in 2022. Approvals were obtained and the applicants moved forward with installation of services from Fourth Street to the entrance of the subject lands. Horizon Legacy has revamped the development to continue with a feasible project. The request is to proceed with the construction of the two townhouse units consisting of a total of 26 residential units and a detached one storey laundry and garbage building between the two units.</p>

Given the previous documents submitted under the former application, Staff requested updated briefs for stormwater management and servicing to ensure that the proposed intensification of units would remain sufficient. CRCA had no objection to the proposed change.

Staff noted that conditions that applied under the 2022 approval have carried forward in the recommendation with exception of the services to the lot as it has been completed.

Mr. Belerique conveyed to the Committee that they are incorporating eight (8) residential units that will meet the criteria for affordable housing as per CHMC criteria.

PAC-COA-PSC Motion #2024-20

Moved By: Neil McCarney

Seconded By: Anne Marie Koiner

BE IT RESOLVED THAT THE PLANNING ADVISORY COMMITTEE HAVE NO OBJECTION TO APPLICATION DP2024-01 (HORIZON LEGACY) AT 425 FOURTH STREET FOR THE CONSTRUCTION OF TWO TOWNHOUSE BUILDINGS CONTAINING A TOTAL OF 26 UNITS PROVIDED THE FOLLOWING CONDITIONS ARE MET:

- ALL FINAL PLANS BE SUBMITTED AND APPROVED TO THE SATISFACTION OF THE TOWN AND CRCA,
- THE OWNER SHALL INCORPORATE A COMMUNITY GARDEN ON THE SITE PLAN. ADDITIONALLY, THE OWNER SHALL RETAIN ALL MATURE TREES AND VEGETATION, WHERE POSSIBLE, OUTSIDE THE DEVELOPMENT FOOTPRINT AND THAT ANY FURTHER REQUIRED CLEARING IS UNDERTAKEN WITHIN APPLICABLE PROVINCIAL REGULATIONS,
- THE OWNER SHALL INCORPORATE A PATHWAY FROM THE DEVELOPMENT SOUTH TO 3RD STREET,
- THE OWNER SATISFY ALL ITEMS AND COMMENTS IN THE STORMWATER MANAGEMENT BRIEF TO THE SATISFACTION OF THE TOWN AND THE CRCA,
- ALL WORKS SHALL BE PREPARED AND INSPECTED BY A QUALIFIED PROFESSIONAL ENGINEER LICENSED IN ONTARIO AND ALL UNSUITABLE MATERIALS BE REMOVED IN ACCORDANCE WITH THE GEOTECHNICAL REPORT,
- THE OWNER COMPLY WITH TOWN BY-LAWS FOR BACKFLOW PREVENTION BY-LAW, WATER AND SEWAGE WORKS,
- THE OWNER PROVIDE THE TOWN WITH A COMMISSIONING PLAN FOR WATERMAIN INSTALLATION,
- THAT THE OWNER SATISFY BELL CANADA WITH REGARDS TO THE CONVEYANCE OR RELOCATION OF ANY REQUIRED EASEMENTS,
- ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER,
- OWNER ENTER INTO AN AGREEMENT WITH THE TOWN WITHIN ONE YEAR OF APPROVAL.

- CARRIED

-

8.	Correspondence/Other – None
9.	Regular Meeting - April 23, 2024 @ 6 pm
10.	Questions From the Media – None
11.	Adjournment
	<p>PAC-COA-PSC Motion #2024-21 Moved by: Emery Groen Seconded by: Kathy Warren BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, MARCH 26TH, 2024 MEETING AT 7:59 PM. - CARRIED</p>
<hr/> Councillor Colin Brown, Chair	<hr/> Brenda Guy, Committee Secretary