



COMMITTEE OF ADJUSTMENT/PLANNING ADVISORY COMMITTEE
of May 22, 2012 @ 6:00 PM

AGENDA

LOCATION: TOWN ADMINISTRATION OFFICE, 2ND FLOOR, 30 KING STREET EAST, GANANOQUE

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 April 24, 2012

D) CONSENT:

E) DEVELOPMENT PERMIT:

 ↓ DP2012-05 United Pentecostal Church
 600 MacDonald Drive

F) CONTINUING BUSINESS/NEW BUSINESS:

 ↓ Update from Minutes of April 24, 2012
 i. DP2012-4 Children's Mental Health of Leeds & Grenville
 215 Stone Street South

G) PUBLIC QUESTION PERIOD

H) ADJOURN:

I) Next regular meeting of COA/PAC is scheduled for June 26, 2012 at 6 p.m.

The Corporation of the Town of Gananoque
COA/PAC MINUTES OF March 27, 2012 @ 6:00 PM

Members Present:

Chair Chuck Marquardt, Councillor Jeff Girling, Jonathan Allen,
Nicole St. Onge.

Members Absent:

Councillor Joe Jansen, Sheila Burtch, Heather Gallacher

Staff Present:

Brenda Guy, Manager of Community Development

WELCOME

MINUTES OF PREVIOUS MEETING:

MOTION NO. 2012-14

Moved by: Nicole St. Onge

Seconded by: Jeff Girling

That Planning Advisory Committee accepts the minutes of the Committee of
Adjustment & Planning Advisory Committee dated March 27, 2012.

CARRIED

A) HEALTH, SAFETY, & WELLNESS:

B) DECLARATION OF PECUNIARY INTERESTS: None

C) DELEGATIONS/PRESENTATIONS: None

D) CONSENT: None

E) DEVELOPMENT PERMIT:

✱ DP02012-04 Children's Mental Health of Leeds & Grenville
215 Stone Street South

Kevin Kaplan, Executive Director for the Children's Mental Health
of Leeds & Grenville, applicant was in attendance.

Joy Cuthbert and Jim Campanaro, Sylvia and Jim Muir, Lynda
Garrah were in attendance.

Peter Coughlin, Program Director/Property Manager for the
Children's Mental Health of Leeds & Grenville attended during the
meeting.

The application is to add to the current permitted use of a clinic at
215 Stone Street South.

The applicants had a site specific zoning by-law amendment in
2001 to permit a clinic at the location. The organization no longer
requires the entire building for their services and wishes to expand
the use to allow them to rent approximately 1,000 sq.ft.

The property is Residential in the Official Plan and the
Development Permit By-law but does not have a residential
component to it since the rezoning.

Staff noted that they could support the application provided the
permitted uses be those under the Home Occupations –
Residential, inspections conducted by fire and building
department and that the parking be maintained. If the parking
was no longer available from St. John's Church the property
would be in non-compliance.

Adjacent property owners expressed concern about the increase
in traffic overall in this area of Town, people blocking driveways
and/or parking on sidewalks, transports using Sydenham Street as

an access to King Street East resulting in a relatively quiet street turned active.

The garage on the property is leaning on an adjacent house and is unsafe.

Another concern related to the number of vacant commercial properties in the downtown core (approximately 15) and that is not good planning to permit the use in this area. The use should be in the commercial core. The use was intended to be temporary and became permanent as a clinic by amendment. Additionally, the taxation is residential in this area and the use is commercial.

Mr. Kaplan was asked what the intent was for that location and responded that the use would be professional offices. The organization would receive rent to cover their expenses. Additionally, the families that the organization serves are sensitive and the priority is their needs. Therefore, they would need to be selective in the professional use that they lease to.

It was confirmed that there are two parking spaces currently on the lot and there were no more proposed.

Committee members discussed that the use of a clinic in the entire building has been existing for over 10 years, the organization is a valued service to the Town but there has been no problem expressed with the use. There are other open spaces that the organization could move to.

Adjacent property owners feel their concerns are traffic and parking, state of the building, property value but overall the use has not been an issue.

Committee member noted that the property is an established clinic in the building and that the change is potentially 1-2 offices, the parking concerns appear to be overall but not necessarily geared to this property

Suggestions were made that the applicants post signs at their offices to direct their visitors on their parking area.

MOTION NO. 2012-15

Moved by: Nicole St. Onge
Seconded by: Jeff Girling

That PAC/COA recommends to Council that Development Permit DPS 2012-04 be approved with the following stipulations:

1. That the space be rented for professional uses only
2. Parking is restricted on the property to two spaces and
3. 15 spaces at St. John's are provided by agreement. If the agreement is withdrawn then the property would be in non-compliance.
4. Building and Fire Inspections must be concluded.

CARRIED.

F) SUBDIVISION AGREEMENT: None

G) CONTINUING BUSINESS/CORRESPONDENCE:

- ✦ DPS 2012-04 Chiasson (Code Ford)
655 Stone Street North
Application was approved at Council
- ✦ Youth Representation on Council approved Committees
Council has discussed having a youth representative on each Council committee. Details as to how/when (possibly September) have not been decided.
Committee members felt that this was a good idea.

H) NEW BUSINESS: None

I) PUBLIC QUESTION PERIOD:

J) ADJOURN

MOTION NO. 2012-16

Moved by: Jonathan Allen

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

Chair, Chuck Marquardt

Secretary –Treasurer, Brenda Guy

PLANNING REPORT

TO: **PAC/COA**

FROM: Brenda Guy
Manager of Community Development

DATE: Tuesday, May-15-12

SUBJECT: DPS 2012-05 – UNITED PENTECOSTAL CHURCH
(600 MACDONALD DRIVE)
CLASS 3

Background:

Property: 600 MacDonald Drive

Legal Desc: Part Lot 16 Con.1, Plan 28R-11080
Town of Gananoque

Acreage: 5 acres
143m (470') frontage along MacDonald Drive

Lot Coverage: 35% Maximum Coverage

Official Plan: Residential

DP Designation: Residential

Purpose and Effect:

The applicant is proposing to expand the current uses on the site to include a day nursery for the adult school. The property is also a church.

Official Plan:

The OP designates the property Residential. The above noted uses are all appropriate for this site.

Development Permit:

The Development Permit designates the property Residential which permits residential uses with discretionary uses such as a Day Nursery. The Day Nursery requires a Class III permit.

The building is existing and was formally used as an elementary school prior to the purchase of the building by the church. The church is also proposing an accessible entrance on the west side of the building which is included in the site plan along with the proposed play area and concrete walkway.

Parking requirements:

School – two spaces per classroom

Day Nursery – 1 space per employee and 1 space per 5 children

Church – 1 space for every 5 seats, fixed or otherwise

On the site, there are 14 spaces including one accessible. The accessible space is not the proper width and would require modification. The requirement under the by-law is that one space be allocated every 20 spaces.

The school and day nursery will be accessible Monday to Friday and the church on Sundays for worship services. Staff contacted the applicant to confirm the number of seating in the church area, as of the writing of this report no confirmation has been received.

Greenspace and Landscaping – there is approximately 20' depth of a boulevard between the two entrances and the parking area is paved.

Circulation to agencies:

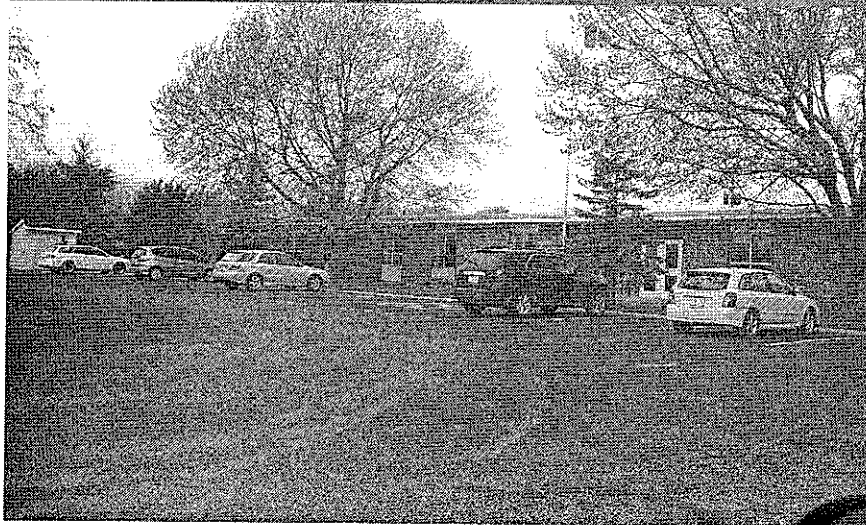
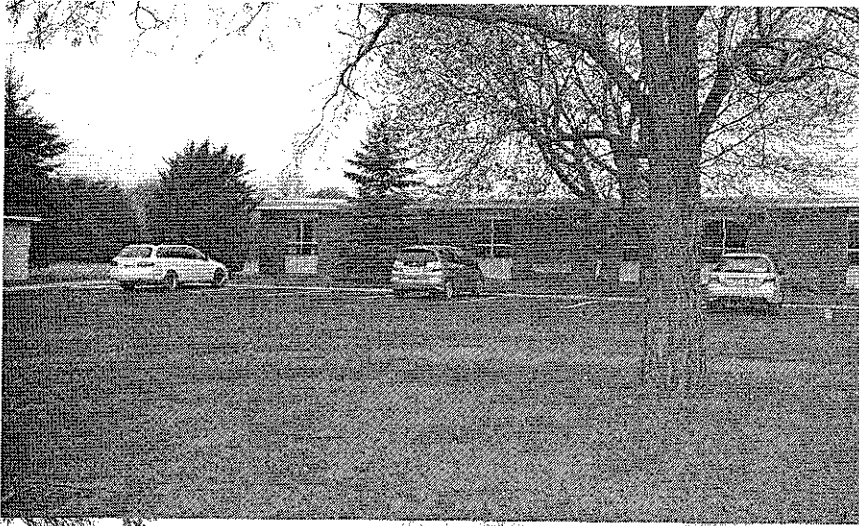
Canada Post		
CAO		
CRCA		
CBO		Proper washrooms, exit signs – building inspection
Eastern Ontario Power		
Economic Development	No comment	
Leeds Grenville EMS		
Fire Department		Inspection required by Fire Department to ensure safety measures are in place.
LG Health Unit		
Police Department		
Water/Sewer		Review Schedule 15 and 15.1 of Regulation 170/03 Safe Drinking Water Act
Public Works, Culture and Recreation		

The application was circulated to property owners within the area. No information has been received with respect to phone calls, emails or letters.

Staff are recommending the approval of the Development Permit By-law provided that a building inspection and fire inspection be obtained. This is also subject to the number of parking spaces that are provided for the worship services.

Building permits will be required for the proposed bathroom and kitchen along with the accessible ramp.

DPS2012-05 – United Pentecostal Church (600 MacDonald Drive)



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, MAY 22, 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, JUNE 5, 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. **DP2012/05**

APPLICANT: UNITED PENTECOSTAL CHURCH

The property municipally and legally described as

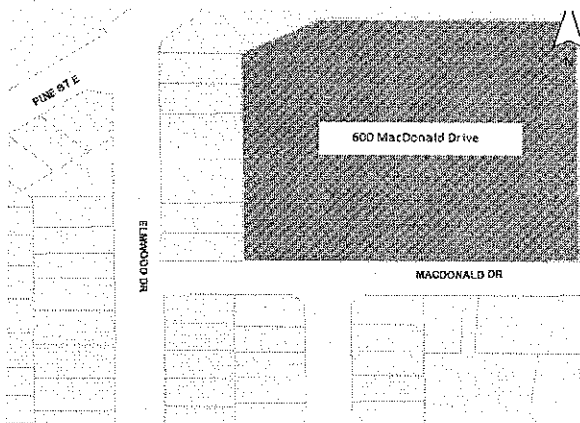
600 MACDONALD DRIVE
Part Lot 16 Concession 1, Plan 28R-11080
TOWN OF GANANOQUE

has applied to the Town of Gananoque for a Development Permit to
include a Day Nursery 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 11TH day MAY, 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 9112

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 II \$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: <i>United Pentecostal Church</i>	Complete Address including Postal Code: <i>600 MacDonald Dr. Gananoque, ON K7G 1E5</i>	Phone: <i>613-392-8257</i>	Fax: <i>613-392-8257</i>
Name of Property Owner (if different than applicant): <i>United Pentecostal Church</i>	Complete Address including Postal Code: <i>600 MacDonald Dr. Gananoque, ON K7G 1E5</i>	Phone: <i>613 392 8259</i>	Fax: <i>613 392-8259</i>
Architect/Designer/Planner:	Complete Address including Postal Code:	Phone: _____	Fax: _____
Engineer:	Complete Address including Postal Code:	Phone: _____	Fax: _____
Ontario Land Surveyor:	Complete Address including Postal Code:	Phone: _____	Fax: _____
Street or Property Address (if applicable):			

LEGAL DESCRIPTION			
Lot: <i>Part 16</i>	Concession: <i>1</i>	Part(s):	Plan: <i>28R-11080</i>
Frontage: <i>141 m</i>	Depth: <i>141 m</i>	Area (sq.m): <i>20,522</i>	Area (acres): <i>5</i>

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:
 - o Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
 - o Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
 - o Dimensions and gross floor area of all building and structures to be erected;
 - o Existing structures to be retained, removed or relocated;
 - o Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
 - o Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
 - o Parking areas including number, size of spaces and dimensions
 - o Access driveways including curbing and sidewalks
 - o Proposed fire routes and fire route sign locations
 - o Dimensions and locations of loading zones, waste receptacles and other storage spaces;
 - o 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;
 - o Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
 - o Location, type and size of any other significant features such as fencing, gates and walkways.
- Drainage Plan(s)** including scaled accurate measurements of:
 - o 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:
 - o 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:
 - o 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:
 - o Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
 - o Location of any creeks, ravines or watercourses with elevations and contours;
 - o Arrows indicating the proposed direction of flow of all surface water;
 - o Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
 - o Existing and/or proposed right-of-ways or easements
- Elevation and Cross-Section Plan(s)** including scale accurate measurements of:
 - o Drawings that show plan, elevations and cross section views for each building or structure to be erected;
 - o Conceptual design of building;
 - o Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
 - o Exterior design including character, scale, appearance and design features of the proposed building;
 - o Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
 - o 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:

<ul style="list-style-type: none"> <input type="checkbox"/> Servicing options report <input type="checkbox"/> Hydrogeological Study <input type="checkbox"/> Drainage and/or stormwater management report <input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area <input type="checkbox"/> Archaeological Assessment <input type="checkbox"/> Influence area study for development in proximity to a waste management facility or industrial use <input type="checkbox"/> Traffic Study <input type="checkbox"/> Heritage Resource Assessment <input type="checkbox"/> Mine hazard rehabilitation assessment 	<ul style="list-style-type: none"> <input type="checkbox"/> Phase I Environmental Study and if investigation as required <input type="checkbox"/> Noise and/or vibration study <input type="checkbox"/> Source Water protection study <input type="checkbox"/> MDS I or II calculation <input type="checkbox"/> Minimum Separation distance calculation for an industrial use or a waste management facility <input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity <input type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan
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- Cataraqi Region Conservation Authority.** Subject to review and a separate cheque payable to the Cataraqi Region Conservation Authority in the amount of \$_____. Clearance letter will be required by the Town.

Existing Use(s):	
Length of time the existing use of the subject lands have continued:	<u>10 yrs.</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 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? If yes, provide the file number and the status of the application?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Proposed Use(s):	
<u>One classroom used for Daycare</u>	
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?	<u>Yes</u>
Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.	<u>No</u>
Abutting Land Use(s):	
<u>Residential</u>	
Is the Development to be phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	<u>May 7/12</u>
Is the land to be divided in the future?	<u>No</u>
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Plan Details:			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
	Lot Area: <u>20,522</u> (sq.m)	Building Coverage: <u>5</u> (%) <u>1092</u> (sq.m)	Landscape Coverage: <u>85</u> (%) <u>17630</u> (sq.m)
Building Height: <u>5.28m</u>	No. of Storeys: <u>1</u>	No. of Units: <u>1</u>	Method of Garbage Storage: <u>1 bag weekly recycle</u>
Parking Surface: Existing: <u>1800 m²</u> Proposed: <u>500 m² gravel</u>	Number of Parking Spaces: Existing: <u>14</u> Proposed: _____ Total: _____	Dimensions of Parking Spaces: <u>3m x 7m</u>	Number of Accessible Spaces: <u>1</u>
Loading Spaces: <u>/</u>	Number of Loading Spaces: <u>/</u>	Dimensions of Loading Spaces: <u>/</u>	Other: <u>/</u>

Heritage Tourist Inn/Bed and Breakfast:			
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 checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Other _____	Is this an application for a Bed and Breakfast? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number of Guest Rooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" 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		
	Date Constructed:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
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			

Access:

<input type="checkbox"/> Municipal Street	<input type="checkbox"/> Unopen Road Allowance	<input type="checkbox"/> Existing Right-of-way	<input type="checkbox"/> Other _____
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Name of Street/Road:

Entrance Approvals and Permit Number(s):

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.

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:

<input 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
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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 _____ (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.

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

CONSENT BY OWNER

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

I/We, United Pentecostal Church, 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]
Signature of Owner

[Signature]
Signature of Owner

[Signature]
Signature of Witness (not applicant)

April 25/12.
Date

DECLARATION OF APPLICANT

I, _____ of the _____ of _____ in the _____ of _____ 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*.

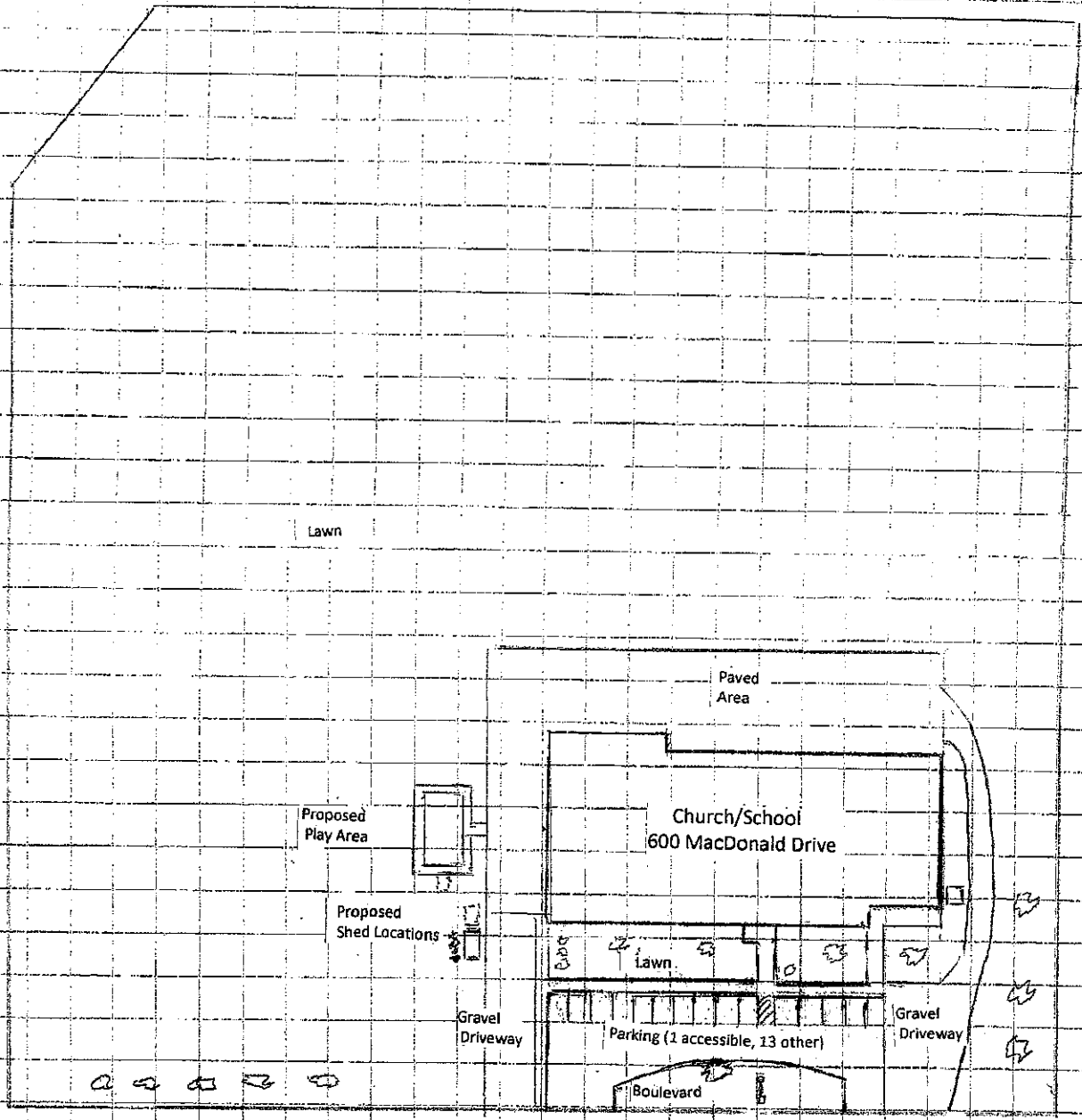
Declared/Sworn before me at _____
this _____ day of _____, 20____.

Signature of a Commissioner, etc

Signature of Applicant

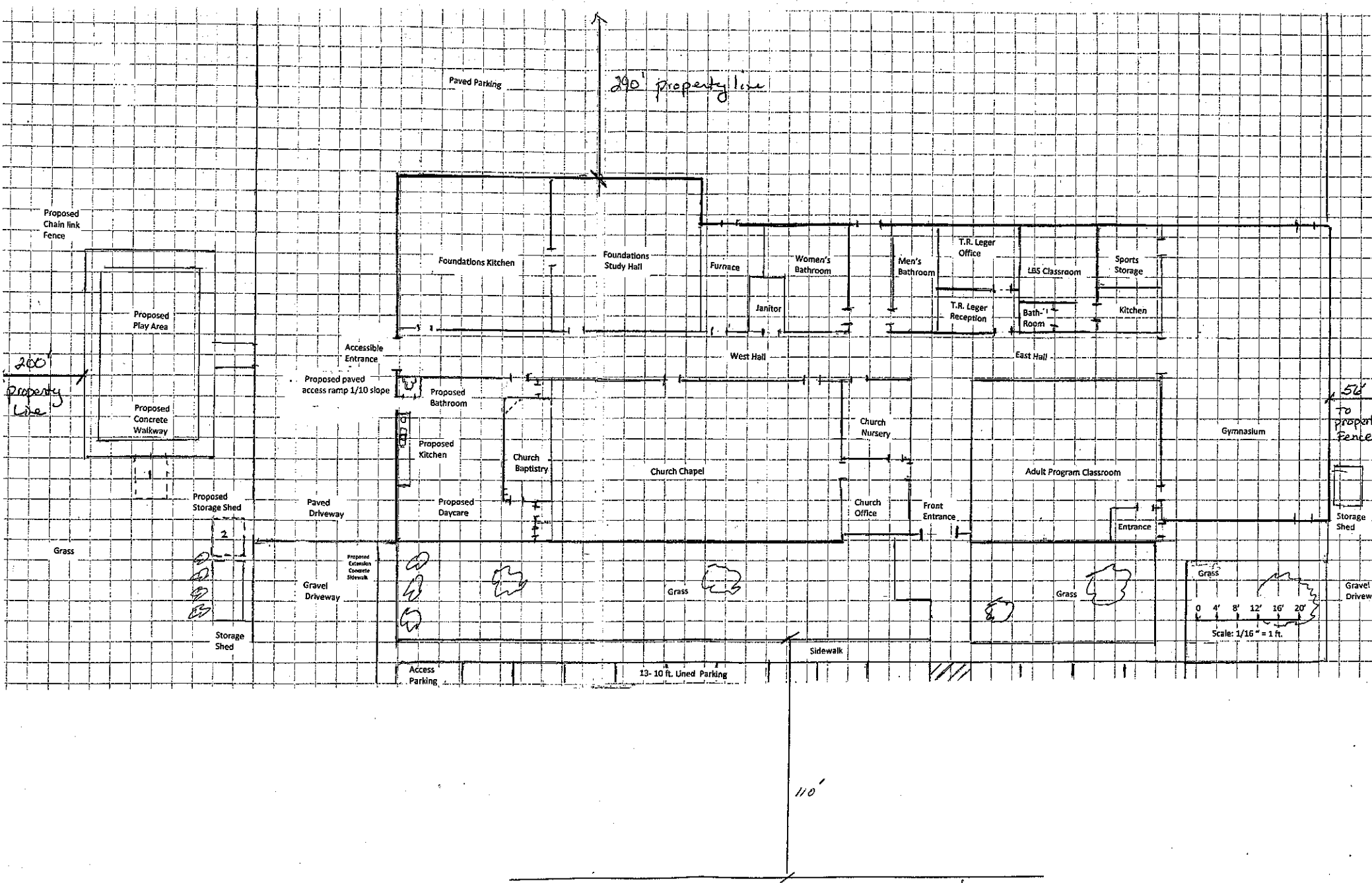
Office Use Only:		Roll No: <u>020 3500</u>
Official Plan Designation: <u>Residential</u>	Development Permit Designation: <u>Residential</u>	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications: <input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> Condominium Approval <input type="checkbox"/> Consent/Severance	<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Subdivision Approval
Date Application Received: <u>May 2/2012</u>	Date Application Deemed Complete: <u>May 9/2012</u>	Fees Received: <u>\$0.</u>

For additional details please contact: Brenda Guy, Manager of Community Development
Town of Gananoque, 30 King Street East, Box 100, Gananoque, ON K7G 2T6
Telephone: (613) 382-2149 ext.126 Fax: (613) 382-8587 E-mail: bguy@townofgananoque.ca



0 10 20 30 40 50
Scale: 1/8" = 10'

MacDonald Drive



290' Property Line

200' Property Line

50' to Property Fence

110'

