



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

On July 24<sup>th</sup>, 2018 @ 6:00 PM

At EMS Board Room - 340 Herbert Street, Gananoque

| <b>Item</b> | <b>Title/Description</b>  | <b>Recommended<br/>Action/<br/>Attachment</b> | <b>Draft<br/>Motion</b> |
|-------------|---|---|-------------------------|
| 1           | <b>CALL TO ORDER</b>  |   |                         |
| 2           | <b>ADOPTION OF THE AGENDA</b>   |   | Motion                  |
| 3           | <b>HEALTH SAFETY &amp; WELLNESS</b>   |   |                         |
| 4           | <b>DISCLOSURE OF PECUNIARY INTEREST &amp; THE GENERAL NATURE THEREOF</b>                                      |   |                         |
| 5           | <b>PUBLIC QUESTION/ COMMENT</b>   |   |                         |
| 6           | <b>MINUTES OF COMMITTEE (ADOPTION)</b>  |   |                         |
|             | Minutes of June 26 <sup>th</sup> , 2018   |   | Motion                  |
| 7           | <b>DEPUTATIONS</b>  |   |                         |
|             | None  |   |                         |
| 8           | <b>REPORTS/NEW BUSINESS</b>   |   |                         |
|             | Community Planning Permit:  |   |                         |
|             | <p align="center">✦ <b>CPPS2018-08</b><br/>113 River Street - Demchuk</p>                                     |   | Motion                  |
|             | <p align="center">✦ <b>CPPS2018-09</b><br/>277 Brock Street – Mangan</p>                                      |   | Motion                  |
| 9           | <b>CORRESPONDENCE/OTHER</b>   |   |                         |
|             | Township of Leeds and the Thousand Islands – Notice of Statutory Public Meeting: Official Plan Review 2017-18 | Receive for information                       |                         |
|             | Official Plan Review Introduction   |   |                         |
| 10          | <b>MEMBERS OF THE PRESS QUESTIONS OR COMMENTS</b>   |   |                         |
| 11          | <b>ADJOURNMENT</b>  |   | Motion                  |



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

Tuesday, June 26<sup>th</sup>, 2018 @ 6:00 PM  
At EMS Board Room – 340 Herbert Street, Gananoque

| Item | Title/Description  |          |
|------|--|----------|
| 1    | <b>CALL TO ORDER</b><br>Chair Chris MacDonald called the meeting to order at 6:00 pm<br>Chair: Chris MacDonald<br>Members: Councillor Anne Warren<br>Councillor Brian Brooks<br>Kevin Wood<br>Sheila Burtch<br>Regrets: Ken Wilson<br>Chuck Marquardt<br>Staff: Brenda Guy, Manager of Community Development |          |
| 2    | <b>ADOPTION OF THE AGENDA</b><br><b>Motion No. 2018-16</b><br>Moved by: Kevin Wood<br>Seconded by: Anne Warren<br><br>BE IT RESOLVED THAT PAC/COA/PSC adopt the agenda dated June 26, 2018 as posted.  | Carried. |
| 3    | <b>HEALTH SAFETY &amp; WELLNESS</b><br>Committee member noted that cannabis regulations come into effect July 1, 2018. The impact of this change is not fully known at this time.  |          |
| 4    | <b>DISCLOSURE OF PECUNIARY INTEREST &amp; THE GENERAL NATURE THEREOF</b>   | None.    |
| 5    | <b>PUBLIC QUESTION/COMMENT</b>   | None.    |
| 6    | <b>MINUTES OF COMMITTEE (ADOPTION)</b>   |          |
|      | <b>MOTION No. 2018-17</b><br>Moved by: Anne Warren<br>Seconded by: Kevin Wood<br><br>BE IT RESOLVED THAT PAC/COA/PSC adopt the Minutes dated May 29, 2018, as amended.   | Carried. |
| 7    | <b>DEPUTATIONS</b>   | None.    |

|   |  |          |
|---|--|----------|
| 8 | REPORTS/NEW BUSINESS   |          |
|   | <p><b>Community Planning Permit</b><br/>                     ↓ CPPS2018-06          Waterlot Adjacent 235 South Street<br/>                        Condominium Corporation #8</p> <p>Condominium owners from Park Lane in attendance.</p> <p>The applicant is proposing to alter the existing dock both in size and shape. This would require an amendment to the existing waterlot lease. The applicant is further proposing to enter into a new waterlot lease agreement to construct a new dock that would consist of a maximum of 8 docking slips.</p> <p>Member of the public Lynda Garrah expressed concern that this proposal would change the passive use of the waterfront.</p> <p>A representative of the application noted that the proposed changes would improve the look of the waterfront.</p> <p><b>Motion No.    2018-18</b><br/> <b>Moved by:</b>    Anne Warren<br/> <b>Seconded by:</b> Brian Brooks</p> <p>THAT PLANNING ADVISORY COMMITTEE recommends to Council approval of CPPS2018-06 – Condo Corp #8, Waterlot Adjacent 235 South Street, provided the following conditions are met:</p> <ul style="list-style-type: none"> <li>• Preparation of a survey plan for both the existing and proposed docks,</li> <li>• Obtain all necessary approvals from the CRCA and all other applicable agencies, if required,</li> <li>• Obtain approval from Council for a new waterlot lease to include the existing and proposed docks, and strip along waterfront,</li> <li>• Enter into a Development Permit agreement for the existing and proposed docks within one year of approval.</li> </ul> | Carried. |
|   | <p><b>Community Planning Permit</b><br/>                     ↓ CPPS2018-07          588 Stone Street South<br/>                        Keilty</p> <p>Applicant John Keilty in attendance.</p> <p>The applicant is proposing to repurpose the existing building on the subject property from an Inn to a dental clinic.</p> <p>The applicant stated that 5 parking spaces is logical and sufficient for a dentist office and that common sense should prevail in this regard.</p>   |          |

|    |   |                 |
|----|---|-----------------|
|    | <p>Member of this public Peter Sweet noted that the Lowertown should be focused on tourism and that neither an animal clinic nor dental clinic are tourism-focused uses.</p> <p><b>Motion No. 2018-19</b><br/> <b>Moved by:</b> Anne Warren<br/> <b>Seconded by:</b> Brian Brooks</p> <p>THAT PLANNING ADVISORY COMMITTEE recommends to Council approval of CPPS2018-07 – Keilty Co. Inc. at 588 Stone Street South provided the following conditions are met:</p> <ul style="list-style-type: none"> <li>• Cash-in-lieu of parking for one space be incorporated,</li> <li>• The owner enter into an agreement, registered on title, with the Town within one year of approval.</li> </ul> | <p>Carried.</p> |
| 9  | <b>CORRESPONDENCE/OTHER</b>   | None.           |
| 10 | <b>MEMBERS OF THE PRESS QUESTIONS OR COMMENTS</b>   | None.           |
| 11 | <b>ADJOURNMENT</b>  |                 |
|    | <p><b>MOTION NO. 2018-20</b><br/> <b>Moved by:</b><br/> <b>Seconded by:</b> Brian Brooks</p> <p>THAT PAC/COA/PSC adjourn this regular meeting.</p>  | <p>Carried.</p> |

Chair, Chris MacDonald

Committee Secretary, Brenda Guy

PLANNING REPORT

TO: **PLANNING ADVISORY COMMITTEE**  
FROM: Brenda Guy  
Manager of Community Development  
DATE: Monday, July 16, 2018  
SUBJECT: CPPS2018-08 DEMCHUK  
CLASS 2

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**Background:**

Property: 113 RIVER STREET  
Legal Desc: PLAN 86 PT LOTS 480 PT LOT 481 RP 28R10343 PART 2  
TOWN OF GANANOQUE  
Acreage: 4,356 SQ.FT.  
Lot Coverage: 35% MAXIMUM COVERAGE  
Official Plan: RESIDENTIAL  
Community Planning  
Permit System: RESIDENTIAL

**Purpose and Effect:**

The applicant is proposing to construct a single-level dwelling and is seeking relief for the lot coverage. The lot is undersized.

Overview:

The subject property is currently vacant and unserviced. The applicant is proposing to construct a single-level, single-family dwelling with an attached garage.

Access to the lot would be provided by way of a new entrance to River Street. This will require the removal of one tree between the roadway and subject property.

The application is required as per Section 3.28 the provisions of the CPPS bylaw are not being met.

Provincial Policy Statement:

The PPS requires municipalities to "provide an appropriate range and mix of housing types and densities".

Comment: This requirement applies to mix of densities within the Town general and not necessarily within a neighborhood. Density of new development must still keep with the character of the neighborhood.

#### Official Plan

The subject property is designated Residential within the Official Plan. The intent of this 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.

The Residential designation permits the construction of single-family dwellings.

Section 3.2.2.5 Infill states that “infilling on registered lots where services are available shall be encouraged. Infill development shall be of the same scale and density as adjacent residential uses”.

Comment: The subject lot is not currently serviced and would therefore, be required to connect to the Town’s water/sewer system at the time of building permit. The dwelling as proposed is in keeping with the general style of the neighbourhood.

#### Community Planning Permit System

The use of a single-family dwelling is permitted within the Residential Designation. Additionally, Section 3.28 of the CPPS allows development on existing undersized lots provided all other provisions within the CPPS are met.

Severance B2/99 resulted in the creation of the lot, which was originally part of 125 River Street. A condition of severance was a minor variance recognizing the reduced lot area and lot frontage which was approved. At that time, the proposal on the severed lot was for a 1 ½ storey 1200 sq.ft. dwelling, which was not constructed.

#### Lot Coverage:

The bylaw permits a 35% maximum lot coverage within this designation. This maximum coverage is intended to allow for sufficient open space and separation from neighbouring buildings.

Comment: The current proposal seeks approval for 42.9% lot coverage which is 7.9% higher than allowed by the CPPS and 2.9% higher than the exception seen in Special Exception Area ‘R-X1’.

Under certain circumstances, a higher lot coverage may be acceptable. Site specific exception areas have been approved for approved plan of subdivisions at Riverside Park and MacDonald Drive/Arthur Street areas with a maximum lot coverage of 40%. Therefore, there is precedence for lot coverage in approved plan of subdivisions up to 40%.

The applicants note and reference an application that was approved for a single family dwelling on Maplecroft Court at 44%. The request was not for the primary

dwelling, but for the construction of a deck to the existing dwelling, noting that some municipalities exclude decks as part of lot coverage.

The proposal before the committee is not considering a deck but the overall primary structure. Staff identified the required lot coverage and recommended that should the applicant meet 40% lot coverage, it was supportable.

Note: The maximum lot coverage will preclude any additional structures on the property including sheds of any size.

|    | Provisions                           | Requirement                               | Proposed                                   |
|----|--------------------------------------|---|--|
| 1. | Lot Area (minimum)                   | 464m <sup>2</sup> (4995 ft <sup>2</sup> ) | 387.48m <sup>2</sup> – Existing Undersized |
| 2. | Lot Coverage (maximum)               | 35%                                       | 42.9% - seek 43%                           |
| 3. | Lot Frontage (minimum)               | 15m (49 ft)                               | 13.1m                                      |
| 4. | Front Yard Setback (minimum)         | 6.0m, min. (19.6 ft)                      | 6.12m                                      |
| 5. | Exterior Side Yard Setback (minimum) | 4.5m, minimum (14.7 ft)                   | n/a  |
| 6. | Interior Side Yard (minimum)         | 1.2m (3.9 ft)                             | 1.29m and 1.31m                            |
| 7. | Rear Yard Depth (minimum)            | 7.5m (24.5 ft)                            | 7.6m                                       |
| 8. | Building Height (maximum)            | 11m                                       | 5.3m                                       |
|    | Parking spaces                       | 2   | 2  |

Circulation to agencies, residents within 120m of property and sign posted:

|                       |                     |  |
|-----------------------|---------------------|--|
| Canada Post           |                     |  |
| CAO                   |                     |  |
| CRCA                  | No Comment.         | Outside area of interest.  |
| CBO                   |                     |  |
| Eastern Ontario Power |                     |  |
| Economic Development  |                     |  |
| Leeds Grenville EMS   |                     |  |
| Fire Department       |                     |  |
| Public Works          | Comments Received.  | Records do not suggest this is a serviced lot. Owner will be required to connect to the Town sewer & 14" watermain.  |
| LG Health Unit        | No Comment.         |  |
| Police Department     |                     |  |
| Other:                | Adjacent Neighbours | Staff received two phone calls and one meeting with adjacent residents. The concerns were in relation to the size of the dwelling as well as potential drainage issues, citing that the lot was a lower elevation than the street and the adjacent dwelling at 125 River Street. |

Staff note that the concerns of drainage would be addressed at the time of construction as a grading plan will be a requirement of building permit.

Staff have no objection to the construction of a dwelling on the property provided:

- The footprint of the dwelling be adjusted to meet a maximum coverage of 40%,
- Should the dwelling not be constructed within one year, the approval is automatically deemed void.





Figure 1 – Front view of subject property. Tree to left would be removed to accommodate driveway design.



Canadian Gateway to the 1000 Islands

## 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, JULY 24, 2018 at 6:00 P.M.** in the **TOWN OF GANANOQUE EMERGENCY SERVICES BUILDING**, 340 Herbert Street, Gananoque to hear the following application to consider a Class II Development Permit:

File No. CPPS2018-08

APPLICANT/OWNER:

GARRY DEMCHUK  
ERIKA DEMCHUK

The property municipally and legally described as

**113 RIVER STREET**  
PLAN 86 PT LOTS 480 PT LOT 481 RP 28R10343 PART 2  
TOWN OF GANANOQUE

has applied to the Town of Gananoque for a Development Permit to  
**CONSTRUCT A SINGLE-LEVEL DWELLING WITH 42.9% LOT COVERAGE**

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 3<sup>RD</sup> day of JULY, 2018

Brenda Guy  
Manager of Community Development  
bguy@gananoque.ca  
613 382-2149 Ext.1126



CPPS 20 18/08

**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
- ✓ 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 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 studies for a Class II/Class III
- ✓ Copy of the most recent survey of the subject property
- ✓ **Cataraqui Region Conservation Authority.** Subject to review and a separate cheque payable to the Cataraqui Region Conservation Authority. 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:<br>Garry and Erika Demchuk                          | Complete Address including Postal Code:<br>280 Stone St S.<br>Gananoque, On K7G 2A1  | Phone: 613-561-7622<br>Fax: _____<br>E-mail: gdemchuk@cogeco.ca    |
| Name of Property Owner (if different than applicant):<br>Same as above | Complete Address including Postal Code:  | Phone: _____<br>Fax: _____<br>E-mail: _____                        |
| Architect/Designer/Planner:<br>Bob Wright<br>Wright Engineering        | Complete Address including Postal Code:<br>100 Victoria Ave<br>Gananoque, ON K7G 2S1 | Phone: 613-329-1853<br>Fax: _____<br>E-mail: rwdesign@kingston.net |
| Engineer:  | Complete Address including Postal Code:  | Phone: _____<br>Fax: _____<br>E-mail: _____                        |
| Ontario Land Surveyor:   | Complete Address including Postal Code:  | Phone: _____<br>Fax: _____<br>E-mail: _____                        |

Street or Property Address (if applicable):

**LEGAL DESCRIPTION**

Lot/Con/Plan: 28R10343 Part 2

|                     |                  |                              |                        |
|---------------------|------------------|------------------------------|------------------------|
| Frontage:<br>12.96m | Depth:<br>29.89m | Area (sq.m):<br>387.48 sq.m. | Area (acres):<br>_____ |
|---------------------|------------------|------------------------------|------------------------|

**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. 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.
  - 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:

|   |   |
|---|---|
| <input type="checkbox"/> Servicing options report   | <input type="checkbox"/> Phase I Environmental Study and if investigation as required                                 |
| <input type="checkbox"/> 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 study  |
| <input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area                             | <input type="checkbox"/> MDS I or II calculation  |
| <input type="checkbox"/> Archaeological Assessment  | <input type="checkbox"/> Minimum Separation distance calculation for an industrial use or a waste management facility |
| <input type="checkbox"/> Influence area study for development in proximity to a waste management facility or industrial use | <input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity  |
| <input type="checkbox"/> Traffic Study  | <input type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan   |
| <input type="checkbox"/> Heritage Resource Assessment   | <input checked="" type="checkbox"/> Supporting Land Use Planning Report   |
| <input type="checkbox"/> Mine hazard rehabilitation assessment  |   |

|   |   |
|---|---|
| <b>Existing Use(s):</b>   |   |
| 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?  |   |
| <b>Proposed Use(s):</b>   |   |
| 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?<br>yes  |   |
| Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.<br>Relief requested to increase lot coverage from 35% to 42.9% for existing undersized lot |   |
| <b>Abutting Land Use(s):</b><br>Residential   |   |
| Is the Development to be phase?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| What is the anticipated date of construction?   |   |
| 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:<br><br>387.48 (sq.m)  | Building Coverage:<br>42.9 (%)<br>166.2 (sq.m) | Landscape Coverage:<br>49.5% (%)<br><br>(sq.m) |
| Building Height:<br>5.3m                                 | No. of Storeys:<br>1  | No. of Units:<br>1                             | Method of Garbage Storage:<br>garage           |
| Parking Surface:<br>Existing: _____<br>Proposed: asphalt | Number of Parking Spaces:<br>Existing: _____<br>Proposed: 2<br>Total: 2 | Dimensions of Parking Spaces:<br>_____         | Number of Accessible Spaces:<br>_____          |
| Loading Spaces:  | Number of Loading Spaces:<br>n/a  | Dimensions of Loading Spaces:<br>n/a           | Other:<br>_____                                |

|   |   |   |  |
|---|---|---|--|
| <b>Heritage Tourist Inn/Bed and Breakfast:</b>  |   |   |  |
| Is this an application for a Heritage Tourist Inn?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   | Number of Guest Rooms:<br><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4<br><input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Other _____ | Is this an application for a Bed and Breakfast?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Number of Guest Rooms:<br><input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3<br><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:             | dwelling        |            |
|  | Proposed Date of Construction: | fall 2018       |            |
|  | Front Line Setback:            | 6.12m           |            |
|  | Rear Lot Line Setback:         | 7.80m           |            |
|  | Side Lot Line Setback:         | 1.29m           |            |
|  | Side Lot Line Setback:         | 1.31m           |            |
|  | Height:                        | 5.3m            |            |
|  | Dimensions:                    | 10.36m x 16.15m |            |
|  | Floor Area:                    | 137.2 sq.m      |            |
| Attached Additional Page, if necessary |                                |                 |            |

**Access:**

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

Name of Street/Road: River St.

Entrance Approvals and Permit Number(s): to be obtained

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:**


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): to be obtained

| 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.  |                                 |
| _____<br>Signature of Owner  | _____<br>Signature of Owner     |
| _____<br>Signature of Witness (not applicant)  | _____<br>Date                   |
| CONSENT BY OWNER   |                                 |
| Complete the consent of the owner concerning personal information set out below.<br>I/We, <u>Garry/ERIKA Demchuk</u> , 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.  |                                 |
| _____<br>Signature of Owner  | _____<br>Signature of Owner     |
| _____<br>Signature of Witness (not applicant)  | _____<br>Date                   |
| DECLARATION OF APPLICANT   |                                 |
| I, <u>Erika Demchuk</u> of the <u>Town</u> of <u>Gananoque</u> in the <u>County</u> of <u>Leeds + Grenville</u> solemnly declare that:<br><br>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.<br>Furthermore, I, being the applicant 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 purpose of conducting a site inspection with respect to the attached application.<br>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 <i>The Canada Evidence Act</i> . |                                 |
| Declared/Sworn before me at <u>the Town of Gananoque</u> this <u>27th</u> day of <u>June</u> , 20 <u>18</u> .  | _____<br>Signature of Applicant |
| _____<br>Signature of a Commissioner, etc  |                                 |

|   |  |   |
|---|--|---|
| Office Use Only:  |  | Roll No:<br><u>08 14 000 010 367 01</u>           |
| Official Plan Designation:<br><u>Residential</u>  | Development Permit Designation:<br><u>Residential</u>  | Other:<br><u>Existing Undersized lot.</u>         |
| Access (Entrance Permits etc):<br><u>Permit Req. entrance to hwy 58</u>   | Water and Sewer Hookup (Permits etc):<br><u>Required</u>                                       | Other:<br><u>Municipal Address: 113 River St.</u> |
| Other Concurrent Applications:<br><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:<br><u>June 26, 2018</u>  | Date Application Deemed Complete:<br><u>July 3/18</u>  | Fees Received:<br><u>June 27/18.</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

  
Commissioner  
Town of Gananoque  
Penny Kelly, Clerk-CEMC



Peer Review/Consultant Services

In order to streamline the Town of Gananoque's planning process, peer review services may be contracted out by the Town under the current General Fees and Rates Bylaw. These may include but are not limited to the following:

- Official Plan Amendment
- Condominium Applications
- Consent Applications
- Environmental Assessment
- Minor Variance Applications
- Noise Studies
- Ontario Municipal Board Representation
- Part Lot Control
- Sanitary System Design
- Site Plan Applications
- Subdivision Applications
- Storm Water Management
- Traffic Studies
- Water Distribution System
- Zoning By-law Amendment
- Other Miscellaneous

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 Clerk/Manager of Community Development or the Director of Public Works, Culture and Recreation within their respective areas of jurisdiction.

All costs for the peer review consultants shall be fully paid by the applicant/developer.

Upon approval of the use of a peer review consultant, the applicant/developer shall execute the agreement below with the Town and post a security deposit of \$2,000 (two thousand dollars).

All submissions, correspondence etc. shall be directed to the Manager of Community Development, who shall be responsible for distribution.

All invoices from the peer review consultant 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, then the Town will recover its costs for the security deposit or any other securities which have been posted for the project by the applicant/developer. In that event, the work shall cease on the project and will not commence again until the outstanding invoice has been paid in full, and the securities topped up to their original balance.

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 Treasury Department by either the Clerk or the Manager of Community Development, within their respective areas of jurisdiction.

-----

I, \_\_\_\_\_ 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 the necessary peer review(s) 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.

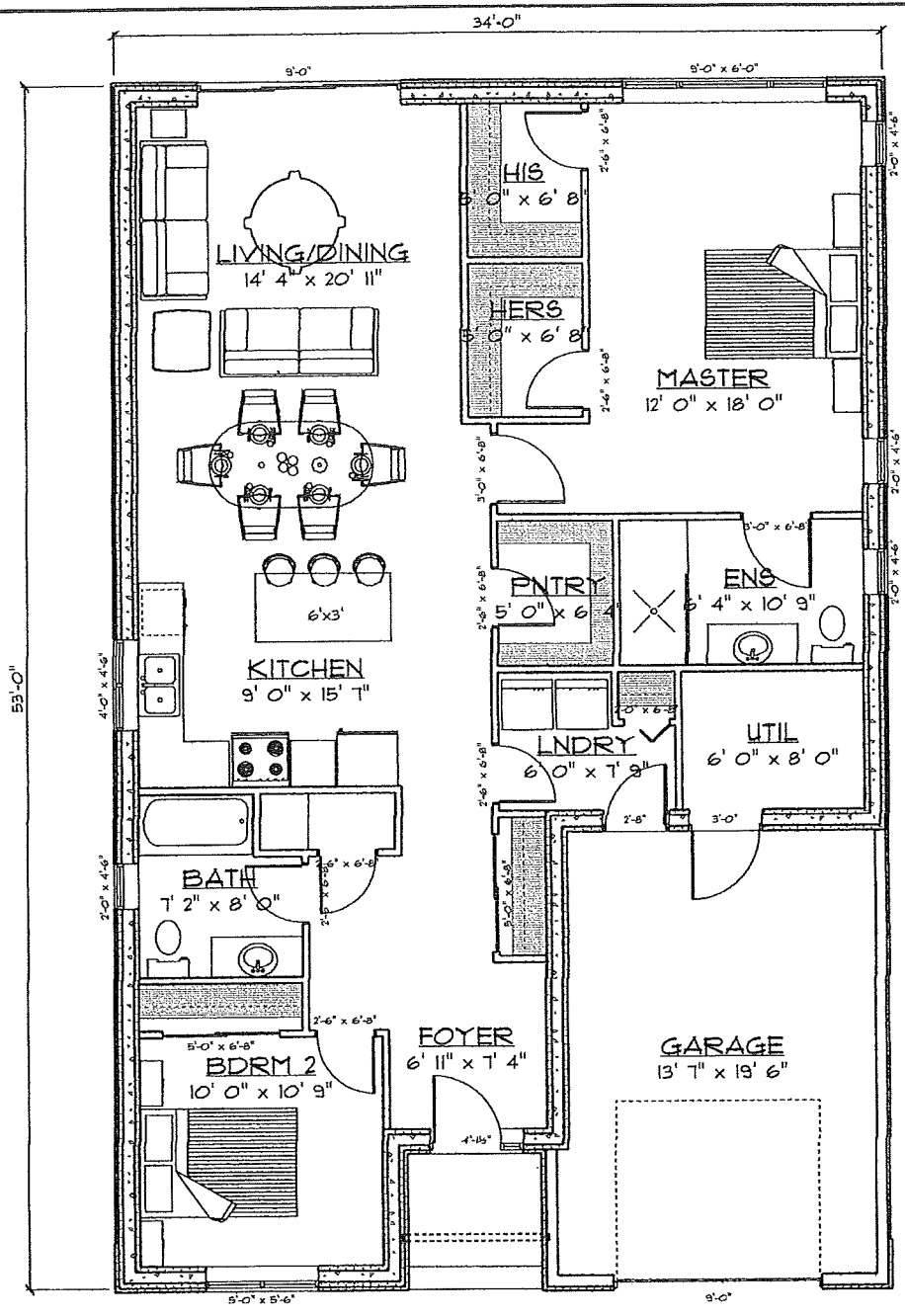
\_\_\_\_\_  
Print Name -- Owner/Applicant

\_\_\_\_\_  
Signature -- Owner/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Manager of Community Development





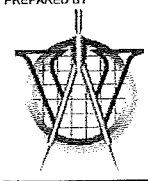
**MAIN FLOOR PLAN**

HEATED FLOOR AREA = 1471 SQ.FT.

GARAGE = 287 SQ.FT

COVERED ENTRY = 38 SQ.FT.

PREPARED BY



**WRIGHT ENGINEERING & DESIGN**  
 100 VICTORIA AVE.  
 GANANOQUE, ONT.  
 K7G-2S1  
 (613) 382-2399

PROJECT

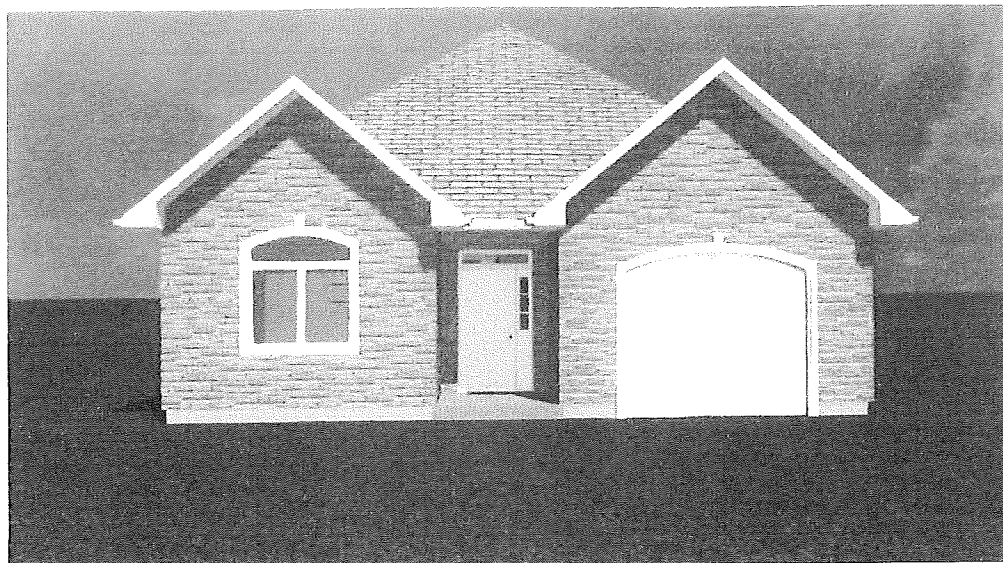
**DEMCHUK RESIDENCE**  
 RIVER ST.  
 GANANOQUE, ON

DWG. TITLE

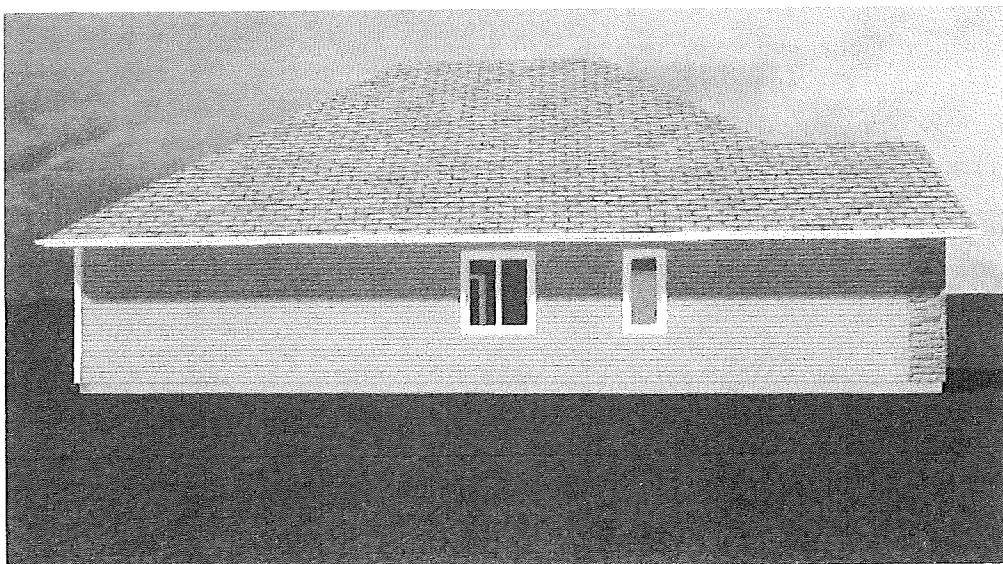
**MAIN FLOOR PLAN**

|                  |          |                            |
|------------------|----------|----------------------------|
| B                | 21/08/18 | FOR DEVELOPMENT PERMIT APP |
| A                | 11/06/18 | PRELIMINARY CONCEPT        |
| NC               | 30/05/18 | FLOOR PLAN LAYOUT          |
| REV              | DATE     | DESCRIPTION OF CHANGE      |
| DRAWN: RWW       |          | REV: A                     |
| CHECKED:         |          | DWG. NO.                   |
| PROJECT NO:      |          | <b>A1</b>                  |
| DATE: 21 JUNE/18 |          |                            |
| SCALE: AS NOTED  |          |                            |
|                  |          | OF 4                       |

THIS DRAWING IS NOT TO BE REPRODUCED OR REUSED FOR ANY PROJECT OTHER THAN THAT SPECIFIED HEREIN WITHOUT THE EXPRESS WRITTEN CONSENT OF WRIGHT ENGINEERING & DESIGN.

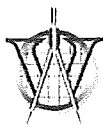


**FRONT ELEVATION**  
NTS



**LEFT ELEVATION**  
NTS

PREPARED BY



**WRIGHT ENGINEERING  
& DESIGN**  
100 VICTORIA AVE.  
GANANOQUE, ONT. K7G-2S1  
(613) 382-2399

PROJECT

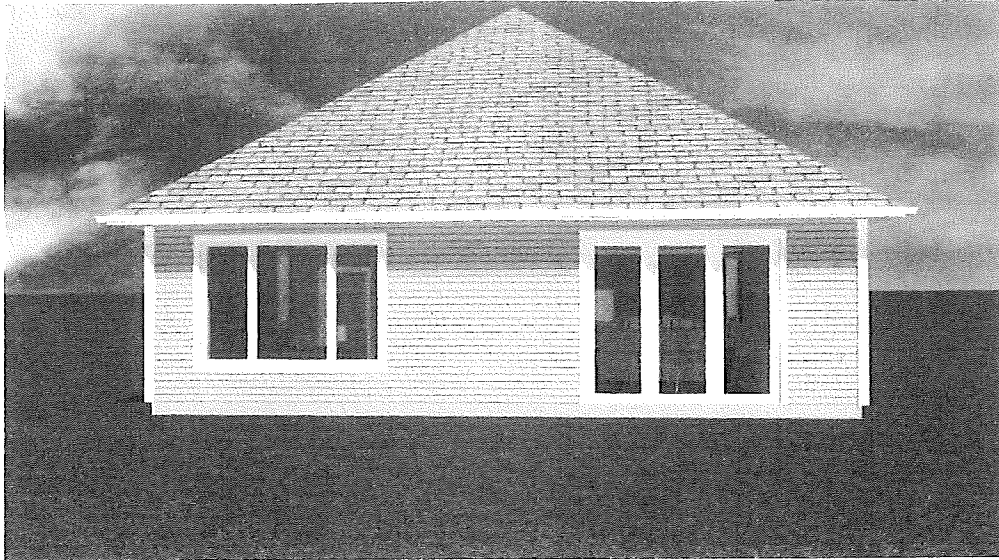
**DEMCHUK RESIDENCE**  
RIVER ST.  
GANANOQUE, ONT.

DWG. TITLE

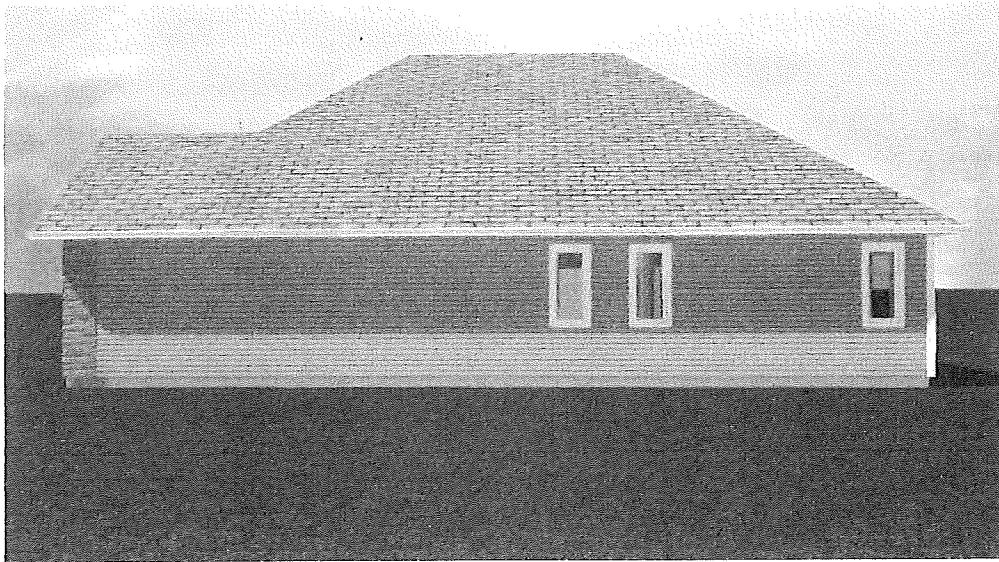
**CONCEPT PLANS**

|                  |          |                            |
|------------------|----------|----------------------------|
| N/C              | 21/06/18 | FOR DEVELOPMENT PERMIT APP |
| REV              | DATE     | DESCRIPTION OF CHANGE      |
| DRAWN: RWW       |          | REV: N/C                   |
| CHECKED:         |          | DWG. NO.                   |
| PROJECT NO:      |          | <b>A2</b>                  |
| DATE: 21 JUNE/18 |          |                            |
| SCALE: AS NOTED  |          |                            |
|                  |          | OF 4                       |

THIS DRAWING IS NOT TO BE REPRODUCED OR REUSED FOR ANY PROJECT OTHER THAN THAT SPECIFIED HEREIN WITHOUT THE EXPRESS WRITTEN CONSENT OF R.W. WRIGHT DESIGN.

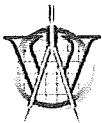


**REAR ELEVATION**  
NTS



**RIGHT ELEVATION**  
NTS

PREPARED BY



**WRIGHT ENGINEERING  
& DESIGN**  
100 VICTORIA AVE.  
GANANOQUE, ONT. K7G-2S1  
(613) 382-2399

PROJECT

**DEMCHUK RESIDENCE**  
RIVER ST.  
GANANOQUE, ONT.

OWG. TITLE

**CONCEPT PLANS**

|                  |          |                            |
|------------------|----------|----------------------------|
|                  |          |                            |
|                  |          |                            |
| N/C              | 21/06/18 | FOR DEVELOPMENT PERMIT APP |
| REV              | DATE     | DESCRIPTION OF CHANGE      |
|                  |          |                            |
| DRAWN: RWW       |          | REV: N/C                   |
| CHECKED:         |          | DWG. NO.                   |
| PROJECT NO:      |          | <b>A3</b>                  |
| DATE: 21 JUNE/18 |          |                            |
| SCALE: AS NOTED  |          |                            |
|                  |          | OF 4                       |

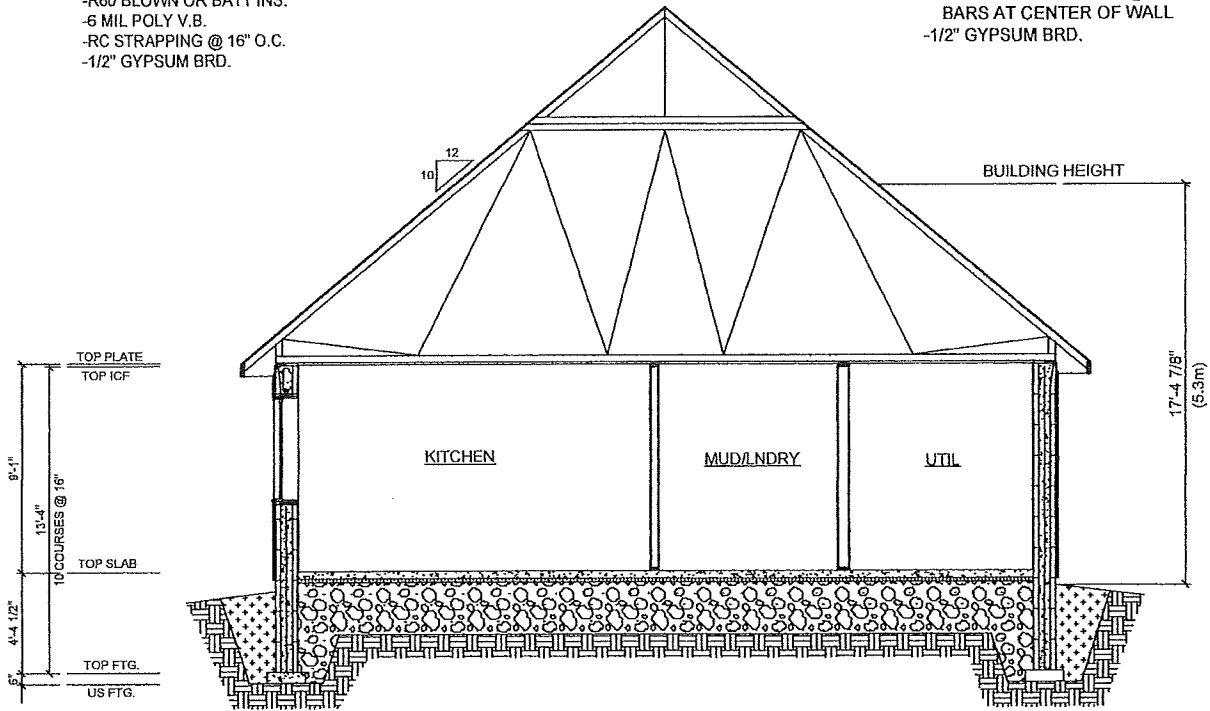
THIS DRAWING IS NOT TO BE REPRODUCED OR REUSED FOR ANY PROJECT OTHER THAN THAT SPECIFIED HEREIN WITHOUT THE EXPRESS WRITTEN CONSENT OF R.W. WRIGHT DESIGN.

**ROOF CONSTRUCTION**

- PREFIN. METAL ROOFING
- APPROVED UNDERLAY
- 1/2" PLYWOOD SHEATHING W/ 'H' CLIPS BETWEEN SUPPORTS
- ENGRD. TRUSSES @ 24" O.C.
- R60 BLOWN OR BATT INS.
- 6 MIL POLY V.B.
- RC STRAPPING @ 16" O.C.
- 1/2" GYPSUM BRD.

**ABOVE GRADE ICF WALL**

- PREFIN. SIDING OR CULTURE STONE OVERLAY PER CLIENT
- 6" ICF FORMS
- 6" SOLID CONCRETE CORE
- xx VERT BARS @ xx O.C.
- xx HORIZONTAL BARS @ 18" O.C.
- BARS AT CENTER OF WALL
- 1/2" GYPSUM BRD.



**PRELIMINARY CROSS SECTION**

SCALE 1/8"=1'-0"

**GARAGE WALL CONST.**

- PREFIN. SIDING OR CULTURE STONE OVERLAY PER CLIENT
- WEATHER BARRIER
- 7/16" ASPENITE
- 2"x6" STUDS @ 16" O.C.
- DBL. TOP PLATE, SINGLE BOTTOM PLATE

**FLOOR SLAB**

- 4" MIN CONCRETE SLAB W/ RADIANT HEATING
- 2" (R10) RIGID XPS INS.
- 4" CLEAN STONE
- COMPACTED CRUSHED STONE BASE

**ICF FND. WALL**

- PARING ON FIBRE MESH ABOVE GRADE
- 6" ICF FORMS
- 6" SOLID CONCRETE CORE
- xx VERT BARS @ xx O.C.
- xx HORIZONTAL BARS @ xx" O.C.
- BARS AT CENTRE OF WALL
- 18"x6" CONT. STRIP FTG. W/ (2) 15m BARS

PREPARED BY



**WRIGHT ENGINEERING & DESIGN**

100 VICTORIA AVE.  
GANANOQUE, ONT. K7G-2S1  
(613) 382-2399

PROJECT

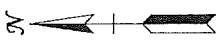
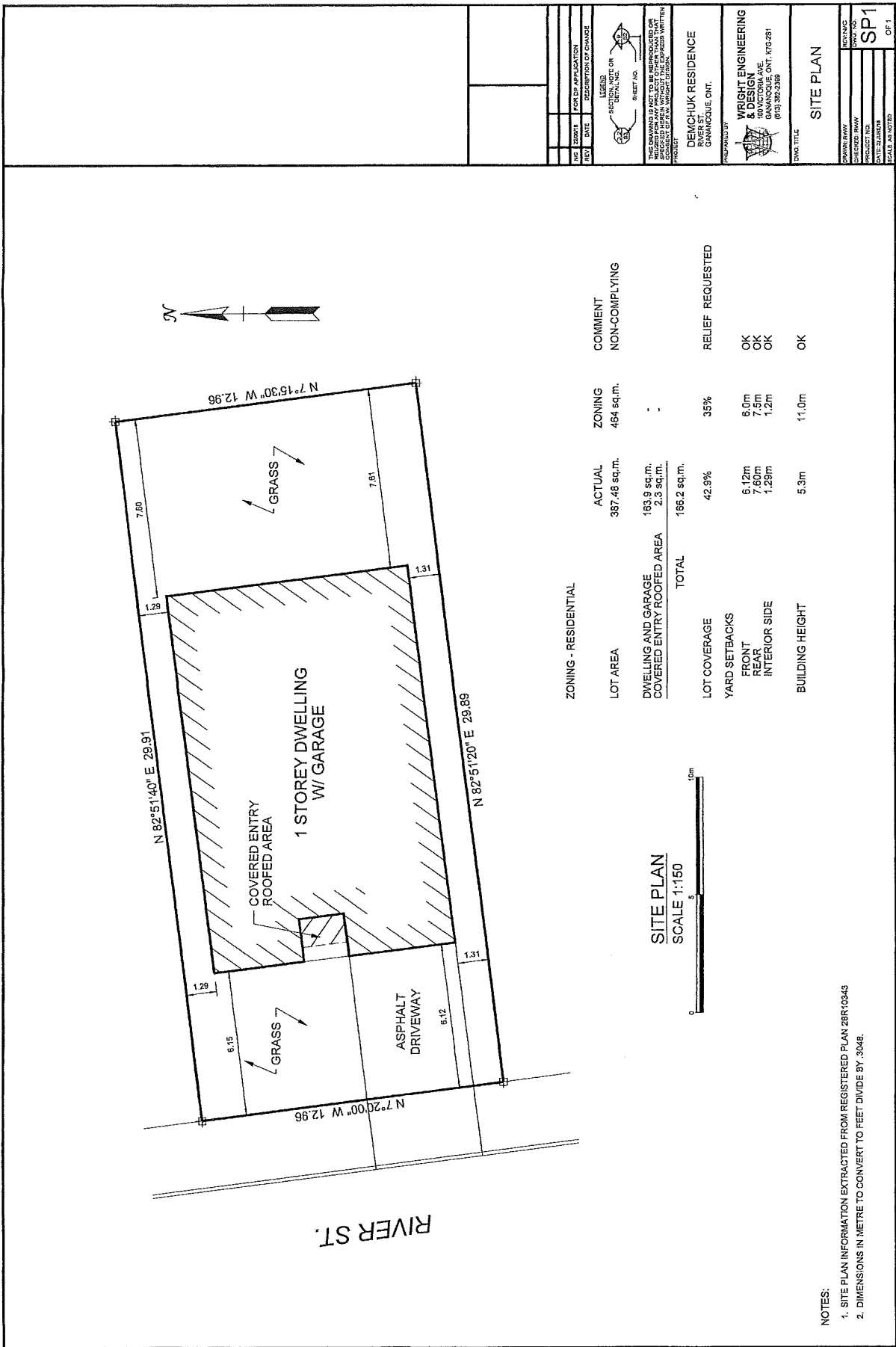
**DEMCHUK RESIDENCE**  
RIVER ST.  
GANANOQUE, ONT.

DWG. TITLE

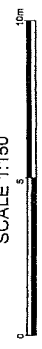
**CONCEPT PLANS**

|                  |          |                            |
|------------------|----------|----------------------------|
| N/C              | 21/06/18 | FOR DEVELOPMENT PERMIT APP |
| REV              | DATE     | DESCRIPTION OF CHANGE      |
| DRAWN: RWW       |          | REV: N/C                   |
| CHECKED:         |          | DWG. NO.                   |
| PROJECT NO:      |          | <b>A4</b>                  |
| DATE: 21 JUNE/18 |          | OF 4                       |
| SCALE: AS NOTED  |          |                            |

THIS DRAWING IS NOT TO BE REPRODUCED OR REUSED FOR ANY PROJECT OTHER THAN THAT SPECIFIED HEREIN WITHOUT THE EXPRESS WRITTEN CONSENT OF R.W. WRIGHT DESIGN.



**SITE PLAN**  
SCALE 1:150



| ZONING - RESIDENTIAL                          |  | ACTUAL                   | ZONING    | COMMENT          |
|---|--|--------------------------|-----------|------------------|
| LOT AREA                                      |  | 387.48 sq.m.             | 464 sq.m. | NON-COMPLYING    |
| DWELLING AND GARAGE COVERED ENTRY ROOFED AREA |  | 163.9 sq.m.<br>2.3 sq.m. | -         |                  |
| <b>TOTAL</b>                                  |  | <b>186.2 sq.m.</b>       |           |                  |
| LOT COVERAGE                                  |  | 42.9%                    | 35%       | RELIEF REQUESTED |
| YARD SETBACKS                                 |  |                          |           |                  |
| FRONT   |  | 6.12m                    | 6.0m      | OK               |
| REAR  |  | 7.60m                    | 7.5m      | OK               |
| INTERIOR SIDE                                 |  | 1.29m                    | 1.2m      | OK               |
| BUILDING HEIGHT                               |  | 5.3m                     | 11.0m     | OK               |

|             |  |                |          |
|-------------|--|----------------|----------|
| DRAWN BY    |  | REVISED        | REV. NO. |
| CHECKED BY  |  | DATE           | SCALE    |
| PROJECT NO. |  | DATE SUBMITTED |          |
| DRAWN BY    |  | SCALE AS NOTED |          |
| PROJECT NO. |  | SP1            |          |
| DATE        |  | OF 1           |          |

**SITE PLAN**

PROJECT NO. 28R10343

**WRIGHT ENGINEERING**  
100 WILSON AVE.  
GAINANOCQUE, ONT. K7G 2S1  
(613) 382-2389

**DENCHUK RESIDENCE**  
RIVER ST.  
GAINANOCQUE, ONT.

THIS DRAWING IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF WRIGHT ENGINEERING.

LEGEND:  
- - - - - ASPHALT  
- - - - - GRASS

REVISION, NOTE OR ADDENDUM  
SHEET NO.

DATE OF APPLICATION  
DATE OF CHANGE  
DESCRIPTION OF CHANGE

DATE  
DATE

DATE

DATE

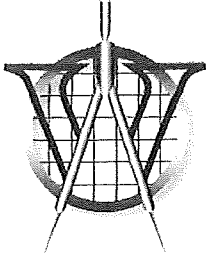
DATE

DATE

DATE

DATE

- NOTES:**
- SITE PLAN INFORMATION EXTRACTED FROM REGISTERED PLAN 28R10343
  - DIMENSIONS IN METRE TO CONVERT TO FEET DIVIDE BY .3048.



## **Wright Engineering & Design**

100 Victoria Ave.  
Gananoque, Ont.  
K7G-2S1  
Ph (613) 382-2399  
Email: [rwdesign@kingston.net](mailto:rwdesign@kingston.net)  
[www.wrightdesign.ca](http://www.wrightdesign.ca)

26 June, 2018

Town of Gananoque  
Planning Advisory Committee  
30 King St. W  
Gananoque, ON

Re: Application for Development Permit Approval, Demchuk Residence, River St., Gananoque, ON

To whom it may Concern,

Please find attached the following documents to support the Development Permit Application for the subject property.

- Completed Minor Variance Application
- Proposed Site Plan
- Concept Plans

### **Planning Justification**

The current land owners plan to build a modest retirement home on the existing residential lot on River St. The lot is non-complying as the Lot Area is 387.48 sq.m. compared to the minimum zoning requirement of 464 sq.m.

Development of this undersized lot provides challenges in meeting the current and future needs of the land owners. The proposed design is a modest 2 bedroom bungalow with a gross living area of 137.2 sq.m. (1477 sq.ft.). There will be no basement or crawl space which means a utility room must be provided within the living area as well. The design meets zoning requirements in terms of setbacks and building height but exceeds the maximum lot coverage by 7.9% (42.9% versus 35% permitted).

The MacDonald Drive subdivision, special exemption R-X1 and R-X4, permits 40% lot coverage. This demonstrates that development at increased density is a viable option. It is also worth noting that placing the proposed plan on a lot meeting the minimum Lot Area, results in a Lot Coverage of 35.8%.

The 2014 Provincial Policy Statement (PPS) encourages intensification through development at a higher density than currently exists, hence allowing available lands usage to be maximized. This proposal conforms to this PPS intent.

The proposed development will meet all Building Code requirements and will not cause any health, safety or drainage issues with adjacent properties.

In conclusion the proposed increase to the Lot Coverage limit is considered appropriate development for this specific lot.

### **Planning Act Tests**

#### 1. Zoning Bylaw Intent

The proposed development conforms to permitted Residential usage. With the exception of lot coverage all other zoning requirements are met.

#### 2. Appropriate Land Development

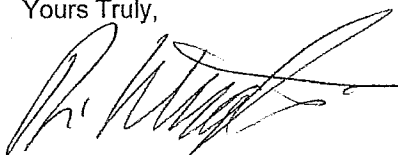
The proposed development is consistent with adjacent properties which are all residential. Hence this is appropriate development.

#### 3. Variance is Minor

The requested variance requires the allowable lot coverage to be increased by 7.9% as a result of the lot being undersized. This is a minor increase when considered in conjunction with the PPS which is encouraging development at higher density.

Please contact me should you require clarification or further information.

Yours Truly,

A handwritten signature in black ink, appearing to read 'R. Wright', with a stylized flourish at the end.

R. Wright P.Eng.

## PLANNING REPORT

TO: **PLANNING ADVISORY COMMITTEE**

FROM: Brenda Guy  
Manager of Community Development

DATE: Tuesday, July 17, 2018

SUBJECT: CPPS2018-08 MANGAN  
CLASS 2

---

### Background:

Property: 277 BROCK STREET

Legal Desc: PLAN 86 PT LOT 289 PT LOT 290 GAN R E/S  
TOWN OF GANANOQUE

Acreage: 7, 060 SQ.FT.

Lot Coverage: 35% MAXIMUM COVERAGE

Official Plan: RESIDENTIAL

Community Planning  
Permit System: RESIDENTIAL

### Purpose and Effect:

The applicant is proposing to construct an accessory dwelling unit attached to the existing dwelling.

### Official Plan

The Official Plan aims to ensure a broad mix of housing types and densities is available while also ensuring that the character and quality of residential neighborhoods is maintained.

Section 5.3.1 identifies of the Official Plan states that the Town is to *provide for opportunities for accessory dwelling units including those on the same lot as the principal single detached dwelling. In substantiating the appropriateness of a proposed accessory dwelling the proponent shall:*

- 1. demonstrate compliance to the Ontario Building Code;*
- 2. demonstrate compliance with applicable designation standards for lot size, setbacks and parking.*

Comment: The proposed secondary unit is in keeping with the Official Plan.



### Community Planning Permit System

It is the intent of the Residential Designation to allow for a varied density of residential uses.

Section 3.40 Secondary Suites describes a secondary dwelling as a temporary, removable dwelling unit occupied by a family member. Other provisions are as follows:

*Secondary suites shall be permitted on a discretionary basis in any single family residential dwelling and will require a Class II Development Permit.*

*A secondary suite shall be capable of integration into the principal dwelling once the secondary suite use is no longer required.*

*All approvals are subject to a Class II Development Permit. A Secondary Suite shall only be permitted in a single dwelling unit and where a separate external entrance is provided to the secondary suite, such entrance shall not be located on the same street elevation as the principle entrance to the primary dwelling. At no time shall there be more than one (1) additional bedroom created by the provision of the secondary suite. The secondary suite may not be larger than twenty-five (25) percent of the gross floor area of the primary dwelling.*

*All secondary suites will be required to submit documentation that demonstrates Ontario Building Code compliancy.*

Comments: As noted in previous applications, some of these specific policies do not conform to regulations within the Ontario Planning Act specifically under Bill 73.

The permitted total lot coverage is 35%. The existing dwelling and proposed accessory dwelling unit would have a total combined lot coverage of approximately 33.5%, which meets the requirement.

The proposed secondary suite will remain flush and become part of the overall single family dwelling which currently enjoys a legal non-conforming front yard setback of 10ft. Additionally, the applicants are providing a separate entrance on the side of the addition, adjacent the driveway. This is considered to be appropriate and in keeping with the neighbourhood character.

The subject property has two existing driveways, which can accommodate a total of 4 cars. The secondary suite will utilize the existing driveway in front of the unit.

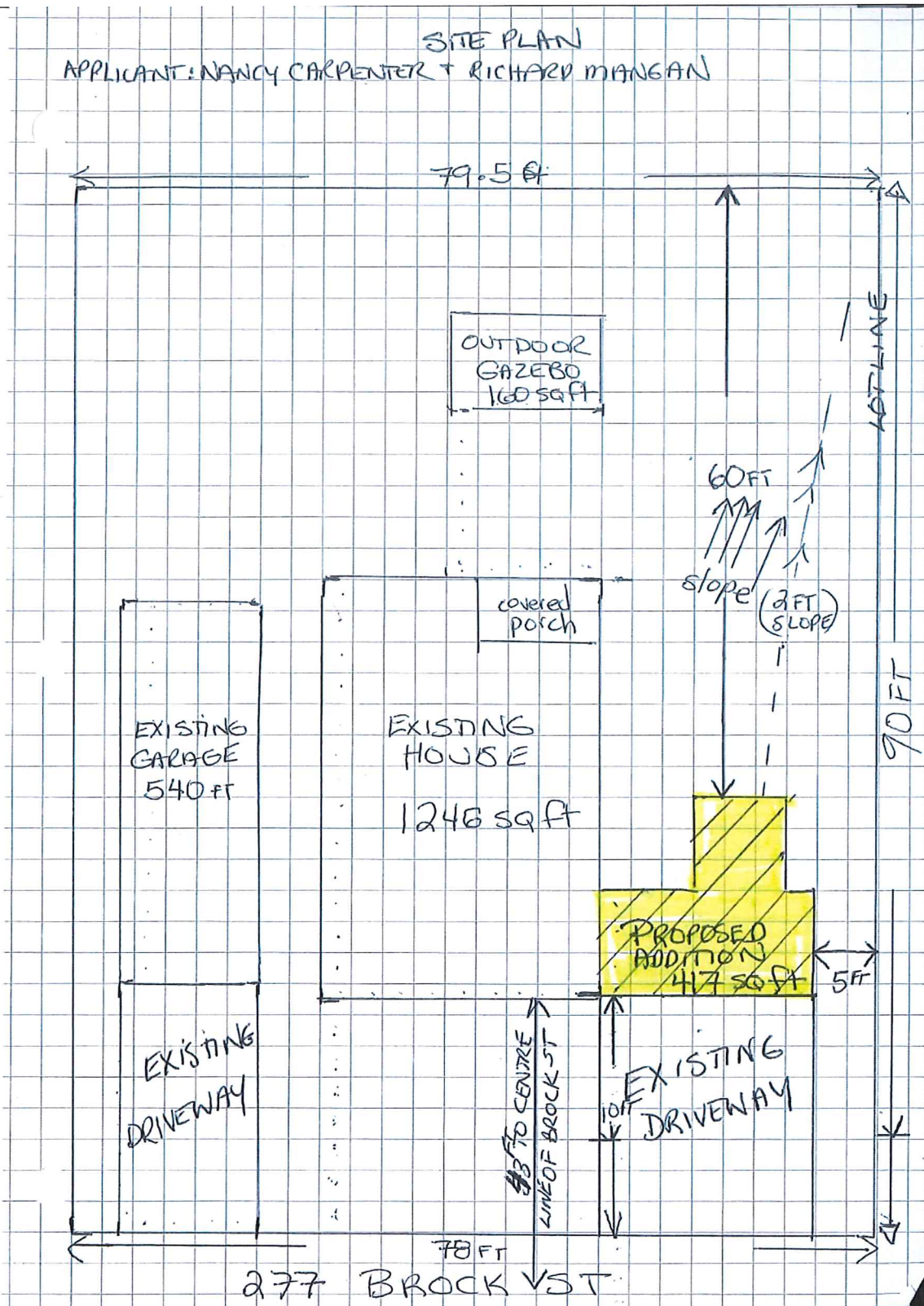
|    | Provisions   | Requirement | Proposed         |
|----|--|-------------|------------------|
| 1. | Front Yard Setback (minimum)                           | 19.6 feet   | 10 feet existing |
| 2. | Exterior Side Yard Setback (minimum)                   | 14.7 feet   | N/A              |
| 3. | Interior Side Yard (minimum)                           | 3.9 feet    | 5 feet           |
| 4. | Rear Yard Depth (minimum)                              | 24.5 feet   | 60 feet          |
| 5. | Building Height (maximum)                              | 36 feet     | 26 feet          |
| 6. | Number of bedrooms (maximum)                           | 1           | 1                |
| 7. | Percent of primary dwelling gross floor area (maximum) | 25%         | ~17%             |
| 8. | Parking Spaces   | 2 plus 1.25 | 4                |

Circulation to agencies, residents within 120m of property and sign posted:

|                       |             |  |
|-----------------------|-------------|--|
| Canada Post           |             |  |
| CAO                   |             |  |
| CRCA                  | No Comment. |  |
| CBO                   |             |  |
| Eastern Ontario Power |             |  |
| Economic Development  |             |  |
| Leeds Grenville EMS   |             |  |
| Fire Department       |             |  |
| Public Works          |             |  |
| L'G Health Unit       | No Comment. |  |
| Police Department     |             |  |
| Other:                |             |  |

Overall, staff have no objection to the application before the committee. The conditions of approval:

- Should the secondary suite not be constructed within one year, the approval is automatically deemed void.







Existing dwelling (left) and driveway intended to serve new dwelling unit.





CPPS 2018109

**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
- ✓ 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 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 studies for a Class II/Class III
- ✓ Copy of the most recent survey of the subject property
- ✓ **Cataraqui Region Conservation Authority.** Subject to review and a separate cheque payable to the Cataraqui Region Conservation Authority. 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:<br><b>NANCY CARPENTER<br/>+ RICHARD MANGAN</b>                                    | Complete Address including Postal Code:<br><b>277 BROCK ST<br/>GANANOQUE, ONT<br/>K7G 1K5</b> | Phone: <b>613-888-6638</b><br>Fax: _____<br>E-mail: <b>rmangan17@hotmail.com</b> |
| Name of Property Owner (if different than applicant):<br><b>NANCY CARPENTER<br/>+ RICHARD MANGAN</b> | Complete Address including Postal Code:<br><b>277 BROCK ST<br/>GANANOQUE, ONT<br/>K7G 1K5</b> | Phone: <b>613-449-6473</b><br>Fax: _____<br>E-mail: <b>rmangan17@hotmail.com</b> |
| Architect/Designer/Planner:  | Complete Address including Postal Code:   | Phone: _____<br>Fax: _____<br>E-mail: _____                                      |
| Engineer:  | Complete Address including Postal Code:   | Phone: _____<br>Fax: _____<br>E-mail: _____                                      |
| Ontario Land Surveyor:   | Complete Address including Postal Code;   | Phone: _____<br>Fax: _____<br>E-mail: _____                                      |

Street or Property Address (if applicable):

**277 BROCK ST, GANANOQUE, ONTARIO**

LEGAL DESCRIPTION

Lot/Con/Plan: **PLAN 86 PT LOT 289 PT LOT 290 GAN B E/S**

|                           |                        |                                  |                                   |
|---------------------------|------------------------|----------------------------------|-----------------------------------|
| Frontage:<br><b>78 FT</b> | Depth:<br><b>90 FT</b> | Area (sq.m):<br><b>7060 sqft</b> | Area (acres):<br><b>0.16 acre</b> |
|---------------------------|------------------------|----------------------------------|-----------------------------------|

**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. 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.
  - 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:

|   |   |
|---|---|
| <input type="checkbox"/> Servicing options report   | <input type="checkbox"/> Phase I Environmental Study and if investigation as required                                 |
| <input type="checkbox"/> 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 study  |
| <input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area                             | <input type="checkbox"/> MDS I or II calculation  |
| <input type="checkbox"/> Archaeological Assessment  | <input type="checkbox"/> Minimum Separation distance calculation for an industrial use or a waste management facility |
| <input type="checkbox"/> Influence area study for development in proximity to a waste management facility or industrial use | <input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity  |
| <input type="checkbox"/> Traffic Study  | <input type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan   |
| <input type="checkbox"/> Heritage Resource Assessment   | <input type="checkbox"/> Supporting Land Use Planning Report  |
| <input type="checkbox"/> Mine hazard rehabilitation assessment  |   |

|   |   |
|---|---|
| <b>Existing Use(s):</b>   |   |
| 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?  |   |
| <b>Proposed Use(s):</b>   |   |
| 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? |   |
| Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.                            |   |
| NOT REQUIRED  |   |
| Abutting Land Use(s):   |   |
| RESIDENTIAL 34 FT WIDE LOT  |   |
| Is the Development to be phase?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| What is the anticipated date of construction?   | FALL 2018   |
| 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)                                    | _____ (%)<br>_____ (sq.m)                          | _____ (%)<br>_____ (sq.m)           |  |
| Building Height:                                | No. of Storeys:                                    | No. of Units:                       | Method of Garbage Storage:             |
| 26 FT   | _____  | _____                               | _____                                  |
| Parking Surface:                                | Number of Parking Spaces:                          | Dimensions of Parking Spaces:       | Number of Accessible Spaces:           |
| Existing: ASPHALT<br>Proposed: N/A              | Existing: _____<br>Proposed: _____<br>Total: _____ | _____                               | _____                                  |
| Loading Spaces:                                 | Number of Loading Spaces:                          | Dimensions of Loading Spaces:       | Other:                                 |
| _____   | _____  | _____                               | _____                                  |

|   |   |  |  |
|---|---|--|--|
| <b>Heritage Tourist Inn/Bed and Breakfast:</b> N/A  |   |  |  |
| 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<br><input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Other _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3<br><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:<br>ADDITION <del>GARAGE</del> |            |            |
| Proposed Date of Construction:<br>FALL 2018      |            |            |
| Front Line Setback:<br>10 FT                     |            |            |
| Rear Lot Line Setback:<br>60 FT                  |            |            |
| Side Lot Line Setback:<br>5 FT                   |            |            |
| Side Lot Line Setback:<br>2                      |            |            |
| Height:<br>26 FT                                 |            |            |
| Dimensions:                                      |            |            |
| Floor Area:<br>417 sq ft                         |            |            |
| Attached Additional Page, if necessary           |            |            |

**Access:**

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

Name of Street/Road: **BROCK ST**

Entrance Approvals and Permit Number(s): **EXISTING TWO DOUBLE CAR DRIVEWAYS**

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. **N/A**

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

| 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): **EXISTING**



**AUTHORIZATION BY OWNER**

I/We, the undersigned being the owner(s) of the subject land of this application for a consent, hereby authorize NANCY CARPENTER + RICHARD MORGAN (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.

Nancy Carpenter Signature of Owner      Richard Morgan Signature of Owner

R Morgan Signature of Witness (not applicant)      JULY 8, 2018 Date

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**CONSENT BY OWNER**

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

I/We, Nancy Carpenter + R. Morgan 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.

Nancy Carpenter Signature of Owner      Richard Morgan Signature of Owner

R Morgan Signature of Witness (not applicant)      JULY 8, 2018 Date

---

**DECLARATION OF APPLICANT**

I, Nancy Carpenter of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ 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.

Furthermore, I, being the applicant 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 purpose of conducting a site inspection with respect to the attached application.

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

|  |  |                                    |
|--|--|------------------------------------|
| <b>Office Use Only:</b>  |  | Roll No:<br><u>081400001517801</u> |
| Official Plan Designation:<br><u>Residential</u>   | Development Permit Designation:<br><u>Residential</u>  | Other:                             |
| Access (Entrance Permits etc):<br><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:<br><u>July 09/2018</u>  | Date Application Deemed Complete:  | Fees Received:<br><u>\$1500.00</u> |

**Peer Review/Consultant Services**

In order to streamline the Town of Gananoque's planning process, peer review services may be contracted out by the Town under the current General Fees and Rates Bylaw. These may include but are not limited to the following:

- |  |                           |
|--|---------------------------|
| Official Plan Amendment                | Sanitary System Design    |
| Condominium Applications               | Site Plan Applications    |
| Consent Applications                   | Subdivision Applications  |
| Environmental Assessment               | Storm Water Management    |
| Minor Variance Applications            | Traffic Studies           |
| Noise Studies                          | Water Distribution System |
| Ontario Municipal Board Representation | Zoning By-law Amendment   |
| Part Lot Control                       | Other Miscellaneous       |

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 Clerk/Manager of Community Development or the Director of Public Works, Culture and Recreation within their respective areas of jurisdiction.

All costs for the peer review consultants shall be fully paid by the applicant/developer.

Upon approval of the use of a peer review consultant, the applicant/developer shall execute the agreement below with the Town and post a security deposit of \$2,000 (two thousand dollars).

All submissions, correspondence etc. shall be directed to the Manager of Community Development, who shall be responsible for distribution.

All invoices from the peer review consultant 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, then the Town will recover its costs for the security deposit or any other securities which have been posted for the project by the applicant/developer. In that event, the work shall cease on the project and will not commence again until the outstanding invoice has been paid in full, and the securities topped up to their original balance.

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 Treasury Department by either the Clerk or the Manager of Community Development, within their respective areas of jurisdiction.

-----  
I, \_\_\_\_\_ 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 the necessary peer review(s) 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

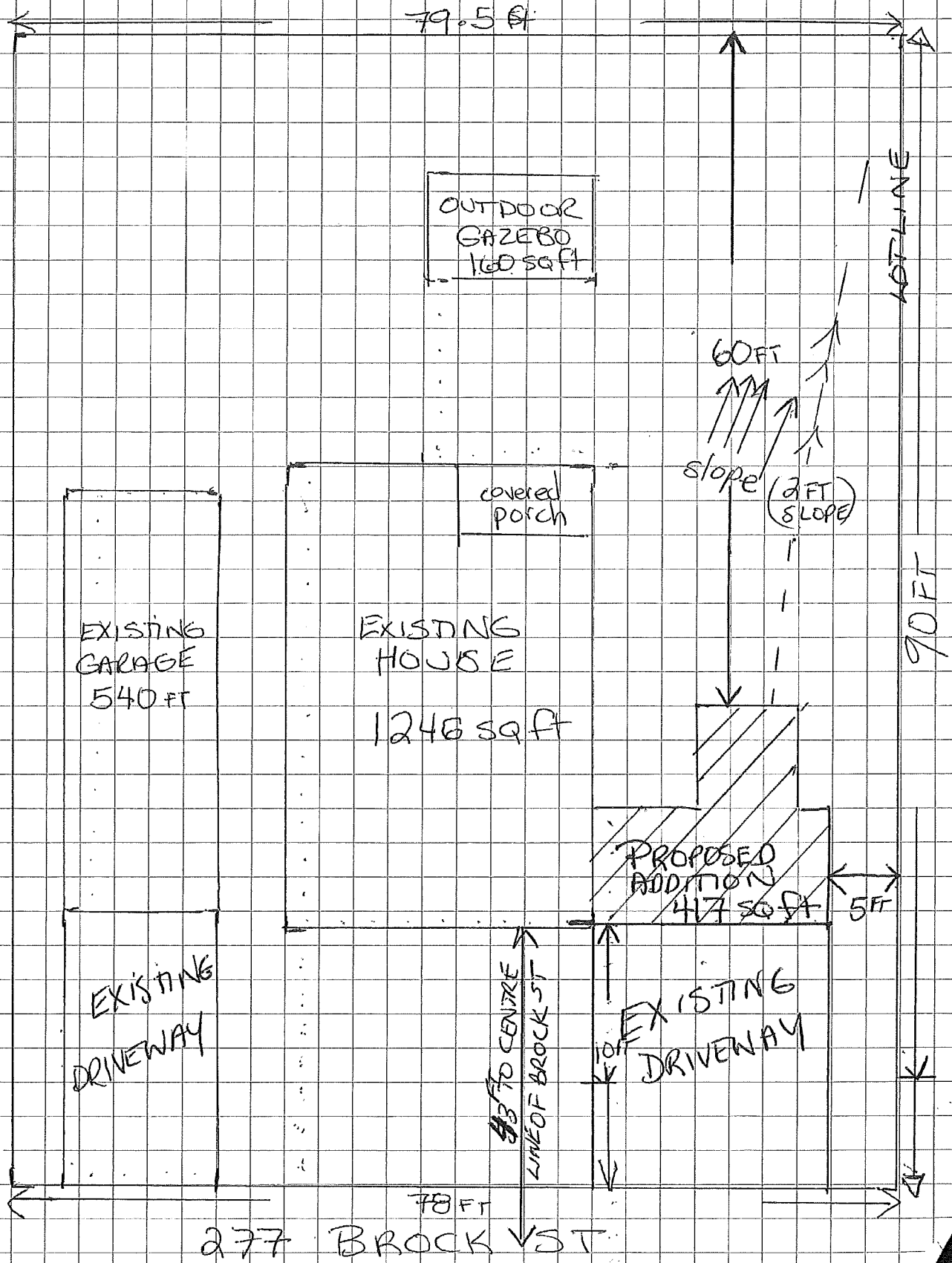
\_\_\_\_\_  
Signature – Owner/Applicant

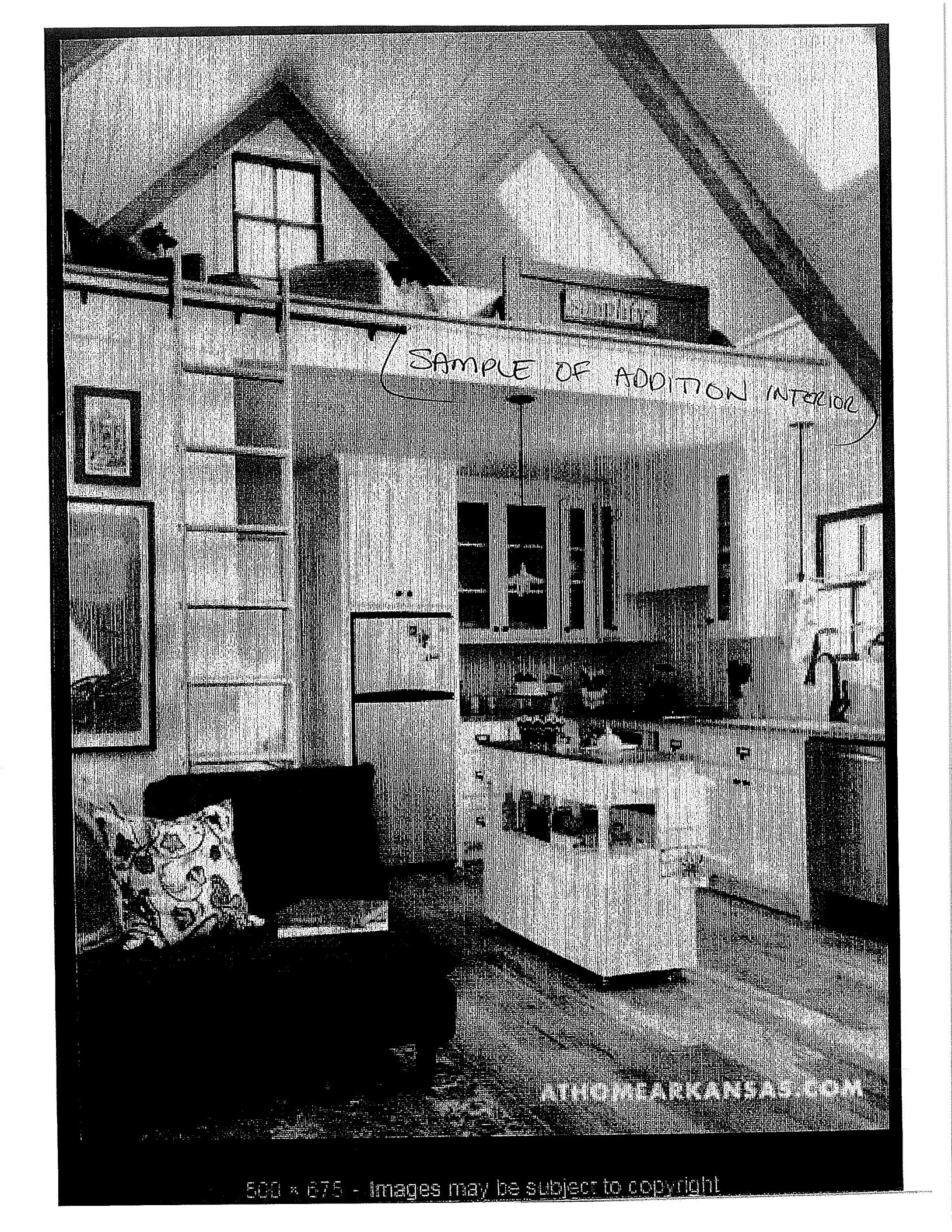
\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Manager of Community Development

# SITE PLAN

APPLICANT: NANCY CARPENTER + RICHARD MANGAN





SAMPLE OF ADDITION INTERIOR

ATTHEMEARKANSAS.COM

RECEIVED  
AUG 15 2018



**NOTICE OF STATUTORY PUBLIC MEETING  
Township of Leeds and the Thousand Islands  
Official Plan Review 2017-18**

**TAKE NOTICE** that the Township of Leeds and the Thousand Islands invites all interested persons to attend a Statutory Public Meeting in order to consider revisions and provide input on the Township's Final Draft Official Plan, pursuant to the requirements of Section 17(16) of the Planning Act, RSO 1990, as amended.

**Wednesday, August 22, 2018 – 6:30 pm to 8:30 pm  
Township Administration Office  
Council Chambers  
1233 Prince Street, Lansdowne, ON**

An Official Plan provides direction for the growth and development of the community and where land uses (e.g. residential, commercial, industrial, parks) should be located.

**PURPOSE AND EFFECT:** The Township of Leeds and the Thousand Islands is undertaking the legislated five-year review of its Official Plan as required by the Planning Act. The Township's current Official Plan was approved by the Minister of Municipal Affairs and Housing on March 14, 2006 and consolidated in March 2012. The Official Plan Review will update and refine the goals, objectives, policies, and schedules of the Official Plan to ensure that it is consistent with the 2014 Provincial Policy Statement, conforms to the United Counties of Leeds and Grenville Official Plan, and reflects matters of local interest. The proposed Official Plan will replace the existing Official Plan currently in effect.

**THE SUBJECT LANDS** include all lands located within the Township of Leeds and the Thousand Islands municipal boundary. Accordingly, no key map is provided.

**ANY PERSON** may attend the Statutory Public Meeting and/or make written or verbal representation either in support of or in opposition to the proposed Official Plan.

**IF YOU WISH TO BE NOTIFIED** of the decision of the Township of Leeds and the Thousand Islands on the proposed Official Plan, you must make a written request to the Clerk of the Township of Leeds and the Thousand Islands, Ms. Vanessa Latimer, 1233 Prince Street., P.O. Box 280, Lansdowne, ON, K0E 1L0.

**IF A PERSON OR PUBLIC BODY** would otherwise have an ability to appeal the decision of the Council of the Township of Leeds and the Thousand Islands to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Leeds and the Thousand Islands before the proposed Official Plan is adopted, the person or public body is not entitled to appeal the decision.

**IF A PERSON OR PUBLIC BODY** does not make oral submissions at a public meeting or make written submissions to the Township of Leeds and the Thousand Islands before the proposed Official Plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

**FOR ADDITIONAL INFORMATION** related to the Official Plan Review process, and to obtain the Final Draft Official Plan, please visit the Township's website at [www.leeds1000islands.ca/officialplanreview](http://www.leeds1000islands.ca/officialplanreview) after July 18, 2018. The documents will also be available at the following location during regular hours:

Township Administration Office  
1233 Prince Street, Lansdowne, ON  
(Monday to Friday – 8:30 am to 4:30 pm)

For more information about this matter, including information about appeal rights, please contact:

Thomas Fehr  
Associate Planner  
Township of Leeds and the Thousand Islands  
1233 Prince St, PO Box 280  
Lansdowne, ON K0E 1L0  
Phone: 613-659-2415  
Email: [officialplanreview@townshipleeds.on.ca](mailto:officialplanreview@townshipleeds.on.ca)

Dated at the Township of Leeds and the Thousand Islands this 11<sup>th</sup> day of July 2018.

## **PLANNING ADVISORY COMMITTEE**

### Introduction to the Official Plan Review

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#### **Background:**

Staff are beginning preparations in the process of updating its Official Plan. The Planning Act requires that Official Plans be updated every five years. As such, staff have begun to conduct internal background research to determine priority areas, which will guide the review process.

#### **Purpose:**

The purpose of the Official Plan Review is to ensure that the policies contained within the Official Plan continue to be relevant to the Town vision and goals, and to ensure policies conform to updates within the Planning Act and Provincial Policy Statement.

#### **Process:**

An RFP will be circulated to acquire consultant services to assist with the following processes of the Official Plan Review.

|  |  |
|--|--|
| Stage 1: Background<br>(Current Stage) | -Background Review<br>-Circulate RFP<br>-Preliminary public, PAC and Council Consultation  |
| Stage 2: Draft Official Plan           | -Identify preferred direction<br>-Undertake draft text and schedules<br>-Public Open House<br>-Incorporate public input into final draft |
| Stage 3: Final Official Plan           | -Finalize text and schedules<br>-Statutory public meeting<br>-Council Adoption<br>-MMA Approval  |

#### **Existing Official Plan:**

1. Introduction
2. Vision, Guiding Principles and the planning Context
3. Land Use Policies
  - a. Our Heritage – Planning Lowertown
  - b. Where we Live – Planning Sustainable residential neighbourhoods
  - c. Where we do business – Planning our Commercial Lands
  - d. Where we work – Planning for Employments Lands
  - e. Our Rural and Open Spaces – Planning for Balance
  - f. Our Environment – Planning for Sustainability
  - g. Development Constraints – Planning for Public Health and Safety
4. Making it Work – Our Infrastructures
5. Implementing the Plan – The Planning Toolkit
6. Administration of the Official Plan

## Priority Areas:

In addition to Provincial matters and direction, Staff have identified the following specific areas that should require updates and/or consideration.

- Commercial and Employment Lands
  - *Incorporation of more lands into this designation*
  - *Improve wording to reflect more accurate range of permitted uses*
- Rural and Open Lands
  - *Update Open Lands/Parks schedule*
  - *Designation or text description of cycle paths*
  - *Designation of waterfront and marina*
- Lowertown Development Policies
  - *Demolition Control*
  - *Waterfront Policies*
- Environmental Policies
  - *Waterfront Policies*
  - *Source Water Protection*
  - *CRCA to assist*
- Recreation and Tourism
- Aboriginal Planning and Relationships
- Implementing the Plan
  - *Inclusionary Zoning*
  - *Secondary dwellings*
  - *Short Term Accommodations (i.e. Airbnb)*
  - *Cash-in-lieu*
  - *Application requirements*

## Next Steps:

During this portion as we draft the Request for Proposal, staff are open to suggestions and comments related to particular areas of interest or concern with the Official Plan.

Note: This is not the official collection of comments and Planning Advisory Committee and Council will have further opportunity for input and comment during the consultation process.

The Official Plan Review will formally begin in 2018 and 2019 with the assistance of the public, Council, PAC, Ministries and public agencies with the assistance of a consultant.



Excerpt from the Planning Act on Provincial Matters and Official Plan:

### **Provincial interest**

The Minister, the council of a municipality, a local board, a planning board and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest such as,

- (a) the protection of ecological systems, including natural areas, features and functions;
- (b) the protection of the agricultural resources of the Province;
- (c) the conservation and management of natural resources and the mineral resource base;
- (d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;
- (e) the supply, efficient use and conservation of energy and water;
- (f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;
- (g) the minimization of waste;
- (h) the orderly development of safe and healthy communities;
- (h.1) the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;
- (i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;
- (j) the adequate provision of a full range of housing, including affordable housing;
- (k) the adequate provision of employment opportunities;
- (l) the protection of the financial and economic well-being of the Province and its municipalities;
- (m) the co-ordination of planning activities of public bodies;
- (n) the resolution of planning conflicts involving public and private interests;
- (o) the protection of public health and safety;
- (p) the appropriate location of growth and development;
- (q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;
- (r) the promotion of built form that,
  - (i) is well-designed,
  - (ii) encourages a sense of place, and
  - (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;
- (s) the mitigation of greenhouse gas emissions and adaptation to a changing climate. 1994, c. 23, s. 5; 1996, c. 4, s. 2; 2001, c. 32, s. 31 (1); 2006, c. 23, s. 3; 2011, c. 6, Sched. 2, s. 1; 2015, c. 26, s. 12; 2017, c. 10, Sched. 4, s. 11 (1); 2017, c. 23, Sched. 5, s. 80.

### **Contents of an Official Plan**

An official plan shall contain, (a) goals, objectives and policies established primarily to manage and direct physical change and the effects on the social, economic and natural environment of the municipality or part of it, or an area that is without municipal organization; and (b) such other matters as may be prescribed. 2006, c. 23, s. 8.