



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

On Tuesday, June 28, 2022 @ 6:00 PM  
Via Webex Teleconference Meeting

<b>COMMITTEE MEMBERS PRESENT</b>		<b>STAFF PRESENT</b>
<b>Chair:</b>	Chris McDonald	Brenda Guy, Manager of Planning and Development
<b>Members:</b>	John Beddows	Chanti Birdi, Assistant Planner
	Lynda Garrah	
	Emery Groen	
	Chris McDonald	
	Marion Sprenger	
<b>Regrets:</b>	Brian Brooks	Mayor Ted Lojko
	Councillor Mike Kench	Jana Miller
<b>1.</b>	<b>Call Meeting to Order</b> Chair Chris McDonald called the meeting to order at 6:00 PM.	
<b>2.</b>	<b>Adoption of the Agenda</b>	
	<b>PAC-COA-PSC Motion #2022-27</b> <b>Moved by:</b> Lynda Garrah <b>Seconded by:</b> Emery Groen BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE adopt the agenda dated June 28, 2022. <p align="right"><b>CARRIED</b></p>	
<b>3.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None</b>	
<b>4.</b>	<b>Adoption of Minutes</b>	
	<b>PAC-COA-PSC Motion #2022-28</b> <b>Moved by:</b> John Beddows <b>Seconded by:</b> Emery Groen BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE adopt the minutes dated May 24, 2022. <p align="right"><b>CARRIED</b></p>	
<b>5.</b>	<b>Public Question/Comments – None</b>	
<b>6.</b>	<b>Unfinished Business – None</b>	
<b>7.</b>	<b>Reports/New Business</b>	
	<b>Development Permit Application</b> <b>DP2022-11 – Bishop/Robichaud – 380 Maple Street N</b> Applicant Lisa Robichaud was present for the meeting.	

The owner is seeking a Development Permit to provide Short Term Accommodations on the subject property. The applicant is seeking two guest rooms which will require an additional two parking spaces on the site. Staff presented the report identifying that the property and the proposed use is in keeping with the Provincial Policy Statement and Town's Official Plan. The Development Permit review included provision of on-site parking and that the accommodations will meet the provisions for Short Term Accommodation under the Development Permit By-law.

The Committee discussed the application:

- The property is located on private services and the Committee would like to receive confirmation from Leeds Grenville and District Health Unit for adequate septic services and Fire Department as municipal services (water) do not extend to this area. Committee members indicated concerns with no comments being received from circulations by Planning Staff.
- The subject property provides for a large parking area. Committee members requested that the applicant define the parking area more clearly.

**PAC-COA-PSC Motion #2022-29**

**Moved by:** Chris McDonald     **Seconded by:** Lynda Garrah

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends to Council that DP2022-11 (380 Maple Street N) be approved to permit a Short Term Accommodation containing two guest rooms provided:

- The applicant obtain approval from the Leeds Grenville and District Health Unit for services,
- The applicant provide a plan with dimensions of the parking area,
- That approval be obtained from the Fire Department,
- The Owner enter into an Agreement within one year of the Notice of Decision; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

**CARRIED**

**Development Permit Amendment Application**

**DP2021-02 – 995423 Ontario Inc. – 787 King Street East**

Jeff Brown was present for the meeting.

Application no. DP2021-02 was approved in 2021 for the construction of a restaurant and drive-thru facility. The subject application was presented to the Committee for input and direction regarding a missing accessibility buffer in the as-built site condition.

Staff provided an overview to the Committee that upon inspection of the property, the accessible space did not match the approved site plan with two depressed areas in the location of the buffers. One buffer had a depressed access, however, the second did not. The owner indicated that it would create a trip hazard given the proximity to entrance doors and it was therefore eliminated at the time of construction.

In an effort to bring the buffers into compliance, the recommendation was to relocate the space. This would be onerous on the owner given the works to be

	<p>undertaken and was no longer consider a minor change. Staff felt that the Committee should review the proposed changes.</p> <p><b>PAC-COA-PSC Motion #2022-30</b>  <b>Moved by:</b> John Beddows      <b>Seconded by:</b> Marion Sprenger</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends that the applicant 995423 Ontario Inc. to relocate the accessible spot to the secondary row, removing two overall parking spaces, extend the hatched pedestrian path to the entrance via the existing depressed buffer and eliminate the accessible space as per the plan replacing with a hatched area.</p> <p style="text-align: right;"><b>CARRIED</b></p>		
<b>8.</b>	<b>Correspondence/Other - None</b>		
<b>9.</b>	<b>Next Regular Meeting – July 26, 2022</b>		
<b>10.</b>	<b>Questions From the Media – None</b>		
<b>11.</b>	<b>Adjournment</b>		
	<p><b>PAC-COA-PSC Motion #2022-31</b></p> <p><b>Moved by:</b> Chris McDonald          THAT PAC/COA/PSC BE ADJOURNED AT 7:53 PM.</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>           Chris McDonald, Chair         </td> <td style="width: 50%; text-align: center;"> <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>           Brenda Guy, Committee Secretary         </td> </tr> </table>		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Chris McDonald, Chair	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Brenda Guy, Committee Secretary
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