

PLANNING ADVISORY COMMITTEE REGULAR MEETING MINUTES

Wednesday, March 22, 2017

The Township of Rideau Lakes Planning Advisory Committee held a Regular Meeting on Wednesday, March 22, 2017 at the Municipal Office in Chantry, Ontario.

The following Committee members were in attendance: Councillors Cathy Monck, Cathy Livingston, Ron Pollard, Arie Hoogenboom, and Linda Carr. Mayor Ron Holman was absent. Brittany Mulhern, Manager of Development Services was also in attendance.

ADOPTION OF THE AGENDA:

RECOMMENDATION #1

Moved By: Cathy Livingston

Seconded By: Arie Hoogenboom

That this Committee adopt the Agenda, as submitted.

Carried:

DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF:

Chairperson Pollard asked if anyone had a pecuniary interest and the general nature thereof regarding any of the applications and none was declared.

ADOPTION OF MINUTES:

Minutes of the Planning Advisory Committee Regular Meeting held March 8, 2017 were distributed to the Committee. Chairperson Pollard asked for any errors, omissions or questions and none were heard.

RECOMMENDATION #2

Moved By: Cathy Monck

Seconded By: Linda Carr

That this Committee approve the Planning Advisory Committee Public and Regular Meeting Minutes of March 8, 2017, as submitted.

Carried:

NEW BUSINESS

SP-4-2017 – STIRLING LODGE (Agent: GREG HILL) – WARD OF NEWBORO

Plan 72, Lot 2, Civic Address: 10 Drummond Street

Agent Greg Hill was in attendance to discuss Site Plan SP-4-2017.

Brittany Mulhern, Manager of Development Services, reviewed the application to construct a 8,000sqft 2 storey warehouse addition going no closer to the side lot line than the existing structure. The applicant is also proposing to reconfigure their existing parking and loading area and expand the height of an existing portion of the main structure.

The following Recommendation was duly moved and seconded:

RECOMMENDATION #3

Moved By: Cathy Monck
Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-4-2017 – Stirling Lodge (Agent: Greg Hill), of the Ward of Newboro, is approved as submitted provided the attached conditions are complied with:

CONDITIONS:

1. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
 - a. The dimensions and location of the proposed structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance and the approved site plan drawing;
 - b. All setbacks and development parameters shall be consistent with the details noted in the approved site plan and compliant with Zoning By-law 2005-6 where no variance has been granted;
2. That the shipping containers and associated structure(s) be removed prior to final inspection of the proposed addition(s);
3. That the existing number of parking and loading spaces be maintained;
4. That the parking spaces indicated on the plan comply with sections 3.15.3 of the Zoning By-law. Accordingly the standard spaces shall be 2.75m by 6m. As per section 3.15.4 the one required parking space for the physically disabled shall be 3.7m by 6m. The parking for the physically disabled shall be marked appropriately including signage;
5. That the required loading space comply with the required dimensions outlined in Section 3.8.2 of the Zoning By-law;
6. That the driveway and parking access approach shall comply with Section 3.15.5. Accordingly the driveway shall be a minimum of 6m and the parking access approach shall be a minimum of 6m;
7. That the lighting used be downcast in nature and as minimal as required to meet safety and functional needs for the site;
8. Commercial signage on the building, if applicable, shall be completed in accordance with Section 4.10 of the Township's Commercial Design Guidelines;
9. That a buffer of natural vegetation be implemented between the structure and the side lot line where relief is being requested;
10. That all exterior entrances to and exits from the proposed expansion areas be away from the side lot line where relief is being requested, and instead be directed to either the rear or other side of the addition;
11. The existing lot drainage be maintained. If alteration is required for the proposed development and services, before work commences a lot grading and draining plan shall be required. This plan shall include surface water management practices which will ensure no negative impacts on adjacent properties. If there is a proposal to outlet to a municipal drain or ditch approval of this request through the Township Drainage Superintendent will be required; and

12. That to assist in the management of storm water run-off eavestroughs shall be installed along the proposed structure and tied into an appropriate swale or infiltration area located in the rear.

Carried:

SP-7-2017 – LORRAINE GUILÉ (Agent: RIC STONESS) – WARD OF NORTH CROSBY
Concession 4, Part Lot 24, Plan 355, Part Lot 13, Civic Address: Unit 125, 631 Big Crosby Lake Road

Agent Ric Stoness was in attendance to discuss Site Plan SP-7-2017.

Brittany Mulhern, Manager of Development Services, reviewed the application to construct a 252sqft side addition, a 356.6sqft uncovered attached deck, and a 99sqft uncovered attached deck.

The following Recommendation was duly moved and seconded:

RECOMMENDATION #4

Moved By: Cathy Livingston
Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that SP-7-2017 – Lorraine Guile (Agent: Ric Stoness), of the Ward of North Crosby is approved as amended provided the attached conditions are complied with:

AMENDMENT(S):

1. The proposed decking is to comply with Section 3.27 of the Zoning By-law.

CONDITIONS:

1. That a revised site plan drawing is submitting illustrating a complying deck proposal;
2. That a building permit is obtained for the reconfigured existing decking that was built without prior approvals;
3. That this approval is based on the following specifications and that any deviation from these specifications will require subsequent review and approval by the Township:
 - a. The dimensions and location of the proposed structure(s) shall be consistent with the information noted in the site plan application (and updated information) and/or minor variance and the approved site plan drawing;
 - b. All setbacks and development parameters shall be consistent with the details noted in the approved site plan and compliant with Zoning By-law 2005-6 where no variance has been granted;
4. That all proposed development is to be a minimum of 10m from any slopes of 30% or greater. Alternatively, a geotechnical study demonstrating slope stability of the proposed building site is required prior to the issuance of a building permit as per Section 2.19.3.2 of the Official Plan;
5. That any structures proposed to be removed are removed with the proper approvals prior to, or concurrently with the issuance of a building permit for the proposed addition;
6. Existing vegetation within the 30m setback shall be maintained and enhanced, except for that disturbed by the proposed development. The applicant shall encourage the development of a

shoreline naturalization buffer (no disturbance area) extending 15m back from the high water mark. A moderate shoreline access path through this area is permitted;

7. That storm water runoff be captured and directed away from the lake to an area of infiltration;
8. That all outdoor lighting be downward cast, and as minimal as required to meet the required objectives;
9. That all materials used on the exterior of the structure be of a natural material or a colour reflective of the surrounding environment;
10. That the applicant maintain all on site drainage patterns;
11. That sediment and erosion control measures be implemented during all stages of construction. This must include some form of silt fencing between the areas of development and the lake. This fencing must remain in place until all areas that were disrupted are fully stabilized (i.e. no bare soils remain);
12. All excavated material is to be disposed of away from the lake, and all construction material shall be stored in a location well away from the lake; and
13. Future development not included in this application will be subject to review and approval by the Township, Conservation Authority and/or Parks Canada and any other governing agency or regulations where applicable.

Carried:

OTHER BUSINESS

ENCROACHMENT AGREEMENT TRANSFER REQUEST – TURCOTTE **Concession 9, Part Lot 21, Ward of South Crosby**

Brittany Mulhern, Manager of Development Services, verbally reviewed the request to transfer the existing agreement with the previous owner to the current owner.

The following Recommendation was duly moved and seconded:

RECOMMENDATION #5

Moved By: Linda Carr

Seconded By: Arie Hoogenboom

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that the encroachment agreement between Mr. Wall and the Township be transferred into Ms. Turcotte's name.

Carried:

PROPOSED DARGAVEL HOUSE BED & BREAKFAST **3 Main Street, Elgin**

Property owner of 3 Main Street, Elgin, Tamas Brummer was in attendance.

Brittany Mulhern, Manager of Development Services, reviewed the report about the owner's proposal to convert a portion of the existing building into a bed and breakfast (B&B). Ms. Mulhern stated that the Zoning

By-law does not permit the use based on the definition of a B&B and suggested alternative methods for the owner to have a complying accommodation business.

The owner stated he disagreed with staff's position and presented a supporting letter and references of other B&Bs within the Township.

Councillor Hoogenboom asked staff if any comments about the proposition have been made. Ms. Mulhern stated that no public comments have been received and that a Zoning By-law Amendment would provide an opportunity for the public to state their opinion.

The Committee discussed the merits of a B&B in Elgin and agreed that proper procedure would have to be followed. The Committee supported obtaining a second opinion from Tony Fleming.

Ms. Mulhern stated the owner had a second request to waive the Zoning By-law Amendment fees should he be subject to apply for one.

The Committee determined that the request to waive the fees could be discussed after a second opinion is provided.

The following Recommendation was duly moved and seconded:

RECOMMENDATION #6

Moved By: Arie Hoogenboom
Seconded By: Cathy Monck

That the Planning Advisory Committee recommends to the Council of the Corporation of the Township of Rideau Lakes that a third party review and opinion be provided by Tony Fleming regarding the proposed bed and breakfast use at 3 Main Street in Elgin. This shall be at the Township's expense.

And further that the fee waiving request be deferred pending the outcome of the third party opinion.

Carried:

MANAGER'S REPORT:

1. **Manager Approved Site Plans:**
 - 1.1 SP-47-2016, Ward of South Elmsley
 - 1.2 SP-1-2017, Ward of Bastard & South Burgess
 - 1.3 SP-6-2017, Ward of South Crosby
2. **Manager Approved Consents:**
 - 2.1 B-74-2016, Ward of South Elmsley
3. **Updates, Notices & Communications:**
 - 3.1 Proposed Regulation for the Establishment of Requirements and Standards with respect to Secondary Residential Units – Ministry of Municipal Affairs and Housing
 - 3.2 Minimum Distance Separation Formulae (MDS) – Revised Version Now in Effect
 - 3.3 Town of Smiths Falls – Notice of Hearing Regarding Minor Variance

Brittany Mulhern, Manager of Development Services verbally reviewed proposed regulation changes which are not anticipated to significantly impact the Township at this time.

Ms. Mulhern stated that staff are being trained on the revised MDS guidelines.

Ms. Mulhern stated that the Notice from the Town of Smiths Falls concerns the reduction of parking spaces for an education centre.

The following Recommendation was duly moved and seconded:

RECOMMENDATION #7

Moved By: Arie Hoogenboom

Seconded By: Cathy Livingston

That the Planning Advisory Committee acknowledges the written and verbal reports of Brittany Mulhern, Manager of Development Services regarding matters provided for information purposes.

Carried:

ADJOURNMENT

The Chairperson declared the Planning Advisory Committee Meeting adjourned at 2:55 p.m. until the next Regular Meeting.

Ron Pollard
Chairperson

Brittany Mulhern
Secretary