



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

On September 23, 2025 @ 6:00 PM  
In-Person in the Town Hall Council Chambers, 30 King Street East, Gananoque  
(parking on-site via Garden Street)  
and via Teleconference/Video Conference using information below:

2864 415 8518

**Teleconference Toll Free Number – 1-833-311-4101, Access Code:** 2864 423 7696

**Video Conference Link:** [Click Here:](#)

		Attachment
1.	<b>Call Meeting to Order</b>	
2.	<b>Adoption of the Agenda</b>	Motion
3.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>	
4.	<b>Approval of Minutes</b>	
	<ul style="list-style-type: none"> <li>Minutes of August 26, 2025</li> </ul>	Motion
5.	<b>Public Question/Comments</b> (only addressing items on the agenda) *Note: Members of the public are permitted to speak to Planning Act applications under Reports/New Business at the time of discussion.	
6.	<b>Unfinished Business – None</b>	
7.	<b>Reports/New Business</b>	
	<b>DEVELOPMENT PERMIT APPLICATIONS</b>	
	DP2025-12 760 Stone Street North – Ryan Easton	Motion
8.	<b>Correspondence/Other – None</b>	
9.	<b>Next Regular Meeting – Tuesday, October 28, 2025 at 6:00 PM</b>	
10.	<b>Questions From the Media</b>	
11.	<b>Adjournment</b>	Motion

The Town invites and encourages people with disabilities to attend and voice their comments in relation to accessibility related reports. For those who are unable to attend, the Town encourages the use of the Customer Feedback Form found on the Accessibility Page on the Town's website.



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

Tuesday, August 26, 2025 @ 6:00 PM  
In Person and Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
<b>Chair:</b>	Councillor Colin Brown	Brenda Guy, Mgr of Plan/Dev
<b>Members:</b>	Councillor Anne-Marie Koiner	
	Brian Brooks	
	Lynda Garrah	
	Emery Groen	
	Neil McCarney	
	Jana Miller	
	Kathy Warren	

<b>1.</b>	<b>Call Meeting to Order</b>
	Chair Colin Brown called the meeting to order at 6:02 PM
<b>2.</b>	<b>Adoption of the Agenda</b>
	<b>PAC-COA-PSC Motion #2025-24</b> <b>Moved by:</b> Anne-Marie Koiner <b>Seconded by:</b> Neil McCarney BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED AUGUST 26, 2025. <div style="text-align: right;"><b>- CARRIED</b></div>
<b>3.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – Kathy Warren</b> (Application DP2025-11 is in proximity to her home)
<b>4.</b>	<b>Adoption of Minutes</b>
	<b>PAC-COA-PSC Motion #2025-25</b> <b>Moved by:</b> Kathy Warren <b>Seconded by:</b> Anne-Marie Koiner BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED JULY 22, 2025, AS AMENDED. <div style="text-align: right;"><b>- CARRIED</b></div>
<b>5.</b>	<b>Public Question/Comments – None</b>

6.	<b>Unfinished Business - None</b>
7.	<b>Reports/New Business</b>
	<b>DEVELOPMENT PERMIT APPLICATION</b>
	<b>1. DP2025-11 – 105 Oak Street – Class II Development Permit</b>
	<p>Member Kathy Warren vacated her seat. Owner Tricia Baskin and applicant Don Sauve were in attendance.</p> <p>Development Permit application DP2025-11 is to permit a duplex within an existing two-storey single detached dwelling, seeking relief for the reduction in the lot frontage from 18m to 12.2m, a reduction in lot size from 557m<sup>2</sup> to 445.9m<sup>2</sup> and a reduction from 4 parking spaces to 2 parking spaces.</p> <p>The property is designated Residential in the Official Plan and Residential in the Development Permit By-law. The intent is to legalize a two bedroom unit on the ground floor and a separate two bedroom unit on the second floor. The proposal is compliant with the policies of the Official Plan and Development Permit By-law.</p> <p>Committee Members had questions pertaining to access of each unit, storage area (originally constructed as a garage) and parking.</p> <p><b>PAC-COA-PSC Motion #2025-26 – DP2025-11 – 105 Oak Street</b>  <b>Moved by:</b> Brian Brooks      <b>Seconded by:</b> Jana Miller</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE have no objection to application DP2025-11 (Baskin) at 105 Oak Street to permit a duplex within the existing two-storey single detached dwelling and provide relief for the reduction in the lot frontage from 18m to 12.2m, a reduction in lot size from 557m<sup>2</sup> to 445.9m<sup>2</sup> and a reduction from 4 parking spaces to 2 parking spaces subject to the following conditions:</p> <ul style="list-style-type: none"> <li>• Owner obtain approvals from Public Works/Utilities Department for water and sewer services in accordance with the Urban Service Requirements,</li> <li>• All costs associated with fulfilling the conditions of this decision are borne by the Owner, and</li> <li>• The Owner fulfill all conditions within one year of this approval or the application will lapse.</li> </ul> <p style="text-align: right;"><b>- CARRIED</b></p>
8.	<p><b>CONSENT APPLICATION</b>  <b>B2-2025 – 200 Maple Street North – Hall/Rocky Acres Estate Inc.</b>  Member Kathy Warren resumed her seat.  Owner Dewey Hall was in attendance in Council Chambers.</p> <p>The consent application at 200 Maple Street North is to sever an existing semi-detached dwelling from the surrounding vacant lands. The proposed severed lot will have a frontage of 18.3m (60 ft) and consist of 668.9m<sup>2</sup> (7,200ft<sup>2</sup>) and is consist</p>

	<p>to the site provisions for a semi-detached dwelling unit. The retained vacant parcel will consist of 29.53 ha (72.97 acres) and will have a frontage of 58m (190ft) along Maple Street North and frontage along Beaver Road consisting of 229m (751ft).</p> <p>The property is designated Residential in the Official Plan and Residential in the Development Permit By-law. The proposal is compliant with the policies of the Official Plan and Development Permit By-law.</p>
<b>9.</b>	<p><b>PAC-COA-PSC Motion #2025-27 – B2-2025 – 200 Maple Street North</b>  <b>Moved by:</b> Neil McCarney                      <b>Seconded by:</b> Lynda Garrah</p> <p>BE IT RESOLVED THAT COMMITTEE OF ADJUSTMENT have no objection to Consent Application B2-2025 for the creation of a new residential lot be approved provided the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. New deeds be prepared and submitted to the Town.</li> <li>2. A reference plan be submitted for the severed property, to the satisfaction of the Town.</li> <li>3. The balance of any outstanding taxes, including penalties and interest (and any local improvement charges) shall be paid to the Town of Gananoque, if required.</li> <li>4. Payment of Cash-in-lieu of parkland is required for the new lot as set out in the Fees and Rates By-law.</li> <li>5. All costs related to fulfilling the conditions are borne by the applicant.</li> <li>6. All conditions of this decision be fulfilled and the documents presented to the Town for issuance of the Certificate of Consent within a period not to exceed 24 months from the date of decision.</li> </ol> <p style="text-align: right;"><b>- CARRIED</b></p>
<b>10.</b>	<b>Correspondence/Other</b>
	Staff noted that Council approved a budget deviation to award Watson & Associates to undertake a Population Projection Study to accommodate the requirements of the Official Plan in addition to a Stormwater Master Plan and Water/Sewer Study currently underway.
<b>11.</b>	<b>Regular Meeting:</b> Tuesday, September 23, 2025 @ 6:00 pm
<b>12.</b>	<b>Questions From the Media</b> – None
<b>13.</b>	<p><b>Adjournment</b>  <b>PAC-COA-PSC Motion #2025-28</b>  <b>Moved by:</b> Neil McCarney                      <b>Seconded by:</b> Kathy Warren</p> <p>BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, AUGUST 26<sup>TH</sup> 2025 MEETING AT 6:41 PM.</p> <p style="text-align: right;"><b>- CARRIED</b></p>
<div style="display: flex; justify-content: space-between;"> <div> <p>_____</p> <p>Colin Brown, Chair</p> </div> <div> <p>_____</p> <p>Brenda Guy, Committee Secretary</p> </div> </div>	

## PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, SEPTEMBER 23, 2025

SUBJECT: DP2025-12 – 760 STONE STREET NORTH  
CLASS III DEVELOPMENT PERMIT

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### **Background:**

Property: 760 STONE STREET NORTH

Legal Description: PLAN 86 BLK V LOT 29 30 32 AND 34 PT LOTS 28 31 AND 37 RP 28R14928 PARTS 6 TO 9

Official Plan: HIGHWAY COMMERCIAL

Development Permit: RESIDENTIAL

Lot Coverage: 35%

### **Purpose and Effect:**

To request an extension to a temporary use (approved under DP2022-16) for an automotive sales establishment, which is due to expire December 2, 2025. The request will permit the extension of the temporary use to continue until December 2, 2028.

### **Background:**

In 2018 an owner-initiated Official Plan Amendment was passed to change the designation from Residential to Highway Commercial. At the time of the amendment, the specific commercial use was not known and it was noted that a Development Permit would be required to specify the type of commercial use. The lands enjoyed a legal-non conforming use for the property as a parking lot dating back to 2004. In 2022, a temporary designation was approved to permit automotive sales.

The subject property is designated Highway Commercial in the Official Plan and Residential in the Development Permit By-law.



### ***PROVINCIAL PLANNING STATEMENT:***

The Provincial Planning Statement, 2024 (PPS) provides direction on matters of provincial interest pertaining to land use planning and all development proposals must be consistent with the policies therein. The full PPS document can be found at <https://www.ontario.ca/page/provincial-planning-statement-2024>. Policies which repeat or are not relevant to the current proposal have been omitted from commentary below.

#### ***2.1 Planning for People and Homes***

6. Planning authorities should support the achievement of *complete communities* by:
  - a) accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs.

#### ***2.4 Strategic Growth Areas***

##### ***2.4.1 General Policies for Strategic Growth Areas***

1. Planning authorities are encouraged to identify and focus growth and development in *strategic growth areas*.
2. To support the achievement of *complete communities*, a range and mix of *housing options*, *intensification* and more mixed-use development, *strategic growth areas* should be planned:
  - a) to accommodate significant population and employment growth;

#### ***2.8 Employment***

##### ***2.8.1 Supporting a Modern Economy***

1. Planning authorities shall promote economic development and competitiveness by:
  - a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
  - b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which

support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;

**COMMENT:**

The continuation of the 3 year temporary use of an automotive sales establishment is consistent with policies related to providing employment growth, a mix and range of employment uses which provides for an economic activity.

**OFFICIAL PLAN:**

The subject property is designated Highway Commercial.

**Goals and Objectives (3.3.1)**

The goal of the Commercial Lands is to provide a supportive land use policy framework which reduces constraints for commercial development while ensuring that existing and future commercial uses will contribute to Gananoque's small town character.

The objectives of this designation are to:

1. Support a diverse range commercial uses that meet the existing and future needs of the community and reduces the need for residents to shop elsewhere;
2. Accommodate a range of commercial formats from smaller pedestrian-oriented stores in the central King Street area to highway commercial type uses near Highway 401;
3. Enhance the form and character of each commercial area in the Town and work to create a distinct community identity for each; and
4. To encourage the maintenance and improvement of existing commercial buildings.

**Permitted Uses (3.3.2.2.1)**

The Highway Commercial Policy Area is intended for larger format retail and service commercial development intended to serve the Town, the region and the traveling public. The designation is intended to permit a diverse range of land uses which includes automotive sales.

**Highway Commercial Policies (3.3.2.2.2)**

The Plan shows that the development and redevelopment has occurred in a manner which minimizes off-site impacts on adjacent residential neighbourhoods through buffering and screening.

**COMMENT:**

The proposed use is generally consistent with the commercial policies of the Official Plan designation.

The request is to extend an approved temporary use under the Development Permit.



View of 760 Stone Street North

***DEVELOPMENT PERMIT:***

The subject property is designated Residential within the Development Permit By-law. The intent of the Residential designation is to allow for a varied density of residential uses.

The current proposal would not redesignate the property but would rather permit an extension of the temporary use for an automotive sales use as previously approved on the site plan. (See attached approved site plan)

**Use (5.3.1)**

The By-law defines an Automotive Sales and Service Establishment as “a building and/or lot used principally for the display and sale of new and/or used motor vehicles and may include the servicing, repair, cleaning of motor vehicles, the sale of automotive accessories and related products and the leasing or renting of motor vehicles, but shall not include any other defined automotive uses”.

**Site Provisions**

Section 5.4 of the By-law establishes site requirements for permitted and discretionary uses.

**Parking and Storage of Vehicles (3.32)**

The By-law did not specify a required number of parking spaces for an Automotive Sales and Service Establishment. The parking requirements for uses otherwise was used being 1 space per 30 m<sup>2</sup> (322.9 ft<sup>2</sup>) of gross floor area. With a sales office floor area of 27.89 m<sup>2</sup>, only one space would be required for the use.

**Entrance Overlay (14.0)**

The subject property falls within the Entrance Overlay, which encourages additional landscaping and beautification of the Town entrances, as appropriate.





Existing Automotive Sales Building

**COMMENT:**

The existing temporary use is an Automotive Sales Establishment without servicing or repair of vehicles. The applicant is requesting a three year extension of the temporary use based on the approved plan. The extension is being requested to allow for the continued development of operations from a financial perspective and to ensure that the site meets the long-term goals of the business (see attached correspondence).

Remaining in effect and consistent with the approved temporary use in 2022, should the residential lands be developed, the parking lot will require a reconfiguration in the area of the residential lot or should the applicant seek a permanent status on the lands, prior to the lapsing of the extension, a Development Permit will be required.

It is noted that the applicant is required to maintain an accessible space on the property and install maple trees as per the landscape plan. The applicant noted to staff that the accessible space would be better served, adjacent the building as shown below. The Town holds security in this regard.



Staff note that there has been no concerns raised pertaining to the temporary use and are supportive of the applicant's efforts to contributing to the economy of the Town.

The sales office is considered temporary and removable upon expiry of the approval of the extension of the 3-year temporary use time frame. Security remains with the Town in this regard.

### ***CIRCULATION TO AGENCIES***

Circulation to all property owners within 120m of the site and the prescribed agencies (comments received to date):

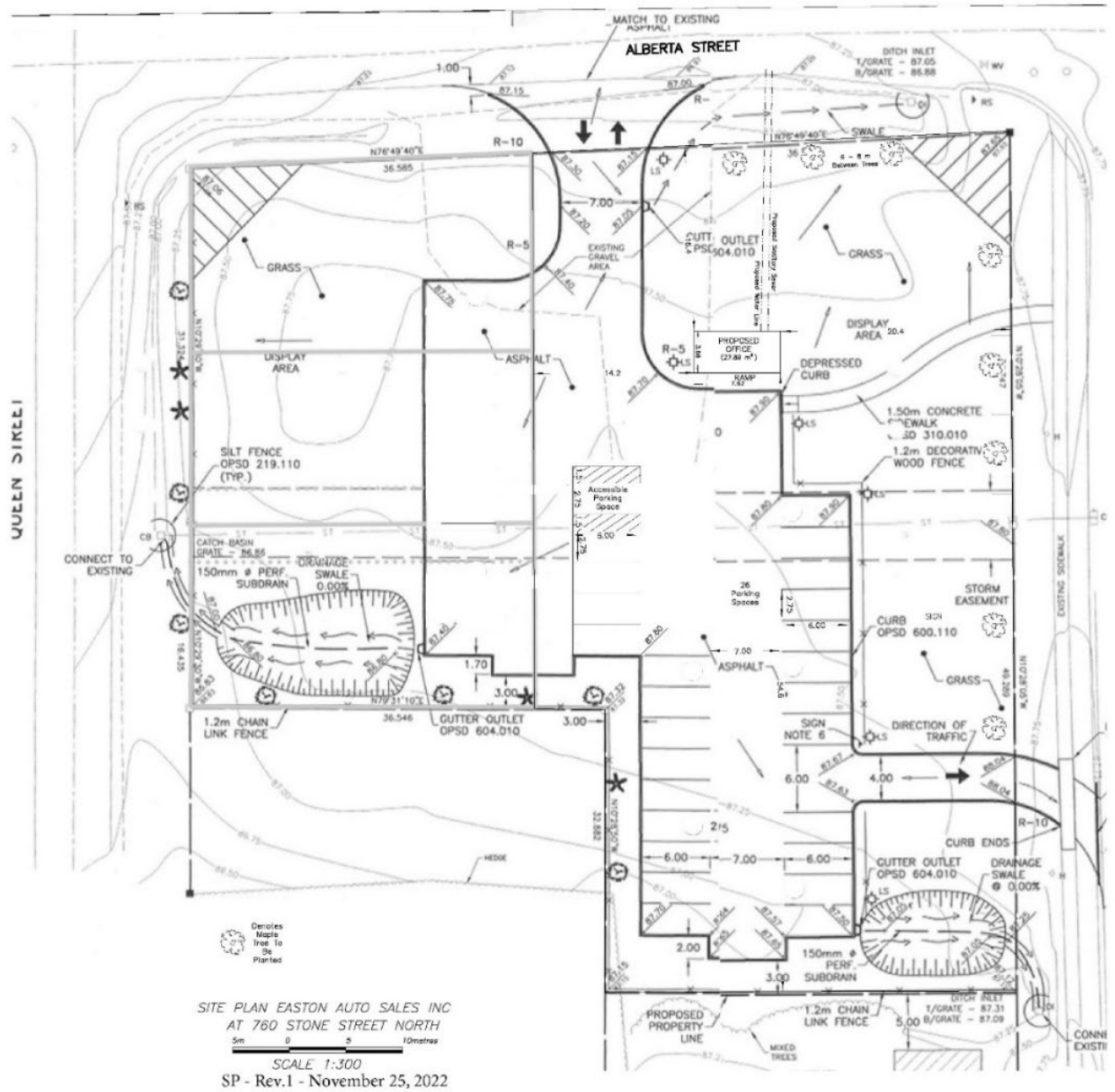
Bell Canada/Canada Post/Cogeco	
Catholic District School Board of Eastern Ontario	
CAO	
Chief Building Official	The applicant is required to enter into a new conditional permit. The current permit expires at the end of this year.
CRCA	No concerns or objections.
Enbridge Gas	
Eastern Ontario Power/Hydro One/ OPG	
Emergency Services	
Fire Department	
LG Health Unit	
Public Works Water/Sewer Utilities	No objections
St. Lawrence Parks Commission	
MTO	
Other:	

Staff have no objection to DP2025-12 at 760 Stone Street North for the extension of the temporary use of an automotive sales establishment for an additional three years to December 2, 2028, provided:

- All site works remain as previously approved and the relocation of accessible parking space be implemented,
- The Owner enter into an Amendment to the 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.

APPROVAL	
	<hr/> Trudy Gravel, Assistant Planner <hr/> Brenda Guy, Manager of Planning and Development

# Existing Site Plan:



Dear Members of the Planning Advisory Committee / Town Council,

I am writing to formally request a three-year extension of the temporary use permit for automobile sales at 760 Stone N.

Over the past three years, we have made meaningful progress in establishing and growing our business at this location. However, due to financial constraints and the need for further evaluation, we are not yet in a position to commit to a long-term lease or purchase agreement with the property owner.

The additional time would allow us to continue developing our operations, ensure that this location remains the right fit for our long-term goals, and further contribute to the local economy and community. Our business remains committed to responsible operation and community involvement, and we deeply value the opportunity we've had to grow in this town.

We respectfully request your consideration and approval of a three-year extension on the current permit. Thank you for your time and continued support.

Sincerely,

Ryan Easton

## NOTICE OF MEETING

### Proposed Class III Development Permit

**TAKE NOTICE** that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, SEPTEMBER 23, 2025 at 6:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider and provide a recommendation to Council on the Development Permit application below.

**AND TAKE FURTHER NOTICE** that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, OCTOBER 7, 2025 at 5:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider the following application.

\*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at <https://www.gananoque.ca/town-hall/meetings> prior to the meeting.

File No. **DP2025-12**

APPLICANT: **RYAN EASTON**  
OWNER: **995423 ONTARIO INC.**

The property municipally and legally described as

**760 STONE STREET NORTH**

PLAN 86 BLK V LOT 29 30 32 AND 34 PT LOTS 28 31 AND 37 RP 28R14928 PARTS 6 TO 9

Town of Gananoque

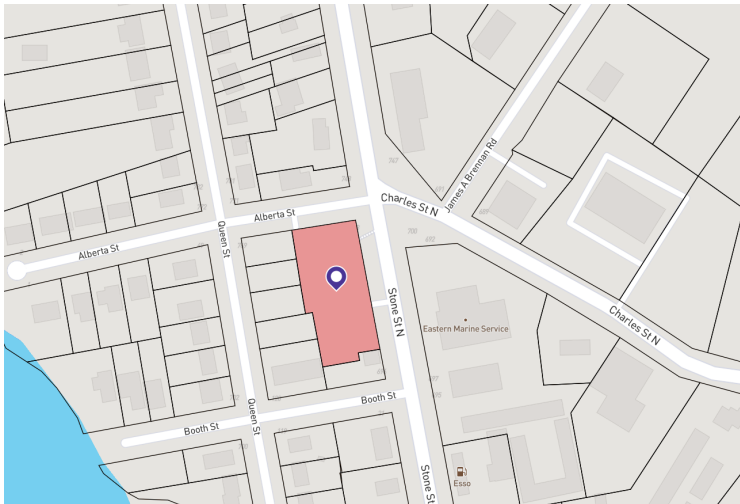
has applied to the Town of Gananoque for a Development Permit to

**EXTEND THE TEMPORARY USE OF AN AUTOMOTIVE SALES ESTABLISHMENT**

Additional information in relation to the proposed development permit is available for inspection at the Town Hall Administration Offices located at 30 King Street East, Gananoque, ON, on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing [assistantplanner@gananoque.ca](mailto:assistantplanner@gananoque.ca) or by calling Trudy Gravel 613-382-2149 ext. 1129.

If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.

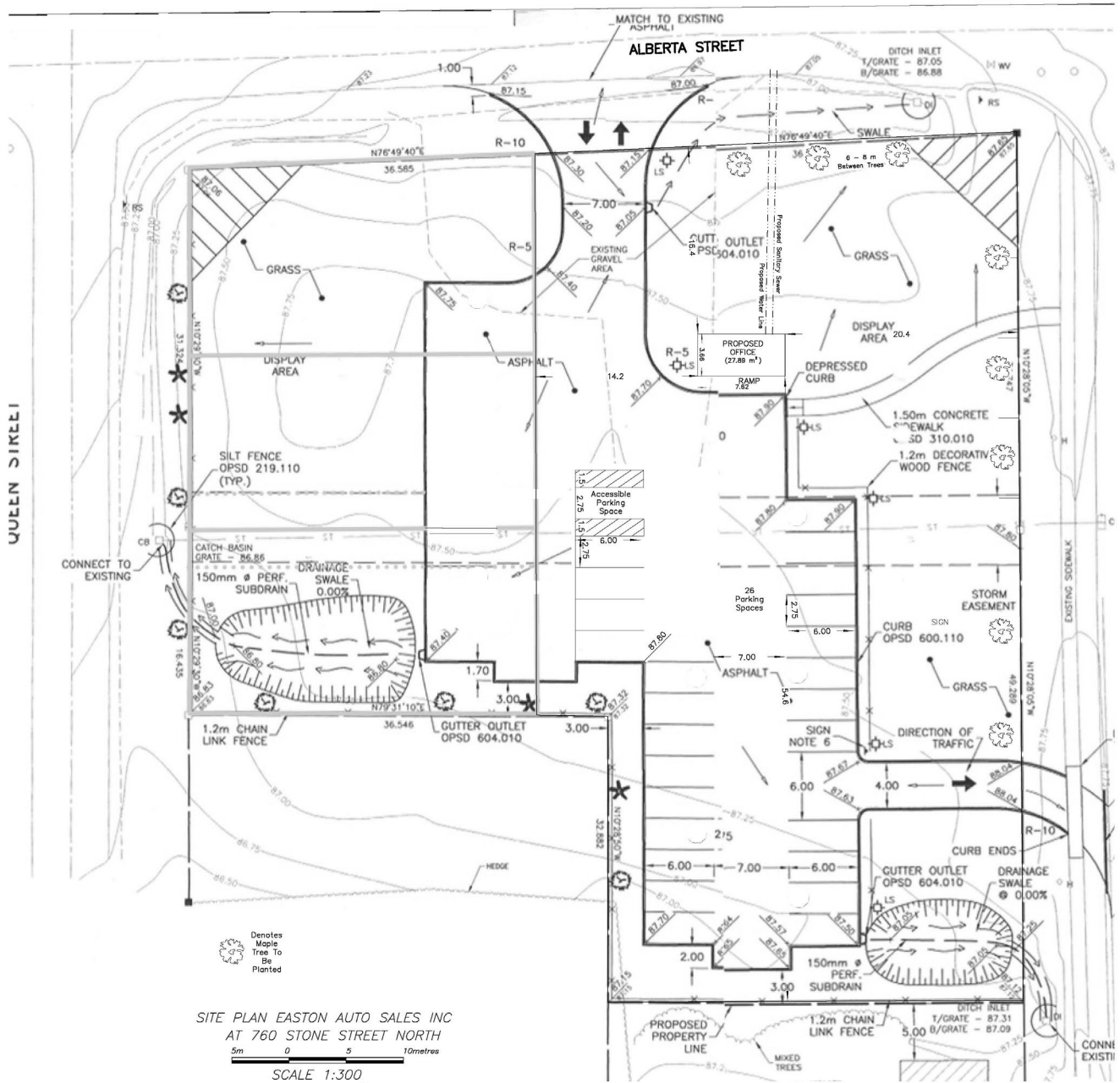
**Note:** Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



**DATED this <sup>TH</sup> day of SEPTEMBER, 2025**

Brenda Guy  
Manager of Planning and Development  
[bguy@gananoque.ca](mailto:bguy@gananoque.ca)  
613-382-2149 ext. 1126

# Site Plan





**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 Pre-consultation meeting with Planning and 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:

**ALL** applications require the following:

- ☐ Complete application form signed including declaration of applicant\*
- ☐ Proof of ownership, deed of property or offer to purchase and sale\*
- ☐ Legal survey and/or Building Location Survey for the subject property\*
- ☐ If the development is for commercial and/or employment, multi-residential – One (1) large scale paper copy of all plans shall be submitted along with one set of reduced 11" x 17" of all plans and your electronic copy. Plans are to be in a standard scale format (1:250 1:500)
- ☐ Application fee as outlined in the pre-consultation form payable to the Town of Gananoque\*
- ☐ Deposit fee as outlined in the pre-consultation form payable to the Town of Gananoque\*
- ☐ Fees payable to the Cataraqui Region Conservation Authority, if applicable. Contact the CRCA for more information.



CONTACT INFORMATION		
Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
Name of Applicant: <i>Ryan Easton</i>	Complete Address including Postal Code: <i>165 Union Rd Lansdowne Ont K0E 1C0</i>	Phone: <i>613-561-5172</i>
	E-mail: <i>ryan@eastonauto sales.ca</i>	
Name of Property Owner (if different than applicant): <i>995423 Ontario Inc</i>	Complete Address including Postal Code: <i>777 King st E Gananoque Ont K7G 1H4</i>	Phone: <i>613 541-1453</i>
	E-mail: <i>jeff@bhchotels.ca</i>	
Architect/Designer/Planner:	Complete Address including Postal Code:	Phone:
	E-mail:	
Engineer:	Complete Address including Postal Code:	Phone:
	E-mail:	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

PROPERTY			
Street or Property Address (if applicable): <i>760 Stone St N Gananoque</i>		Roll Number (if known): <i>8014 000 015 51100</i>	
LEGAL DESCRIPTION			
Lot/Con/Plan: <i>Plan 86 BIK U Lots 29 30 32 and 34 PT lots 28 31 and 37 RP 28R14928 Parts 6 to 9</i>			
Frontage (m/ft): <i>262.03</i>	Depth (m/ft):	Lot Area: <i>.91 AC</i>	

**SUBMISSION REQUIREMENTS**

The applicant/agent is responsible for ensuring that the submission requirements are met, including confirming that all the information listed below is shown on the required plans by checking off each box.

☐ **Site Plan(s)** including scaled accurate measurements of:

- Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
- Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
- Dimensions and gross floor area of all building and structures to be erected;
- Existing structures to be retained, removed or relocated;
- Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
- Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
- 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.
- Access driveways including curbing and sidewalks
- Proposed fire routes and fire route sign locations
- Dimensions and locations of loading zones, waste receptacles and other storage spaces;
- 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;
- Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
- Location, type and size of any other significant features such as fencing, gates and walkways.

☐ **Drainage Plan(s)** including scaled accurate measurements of:

- 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:

- 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:

- 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:

- Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
- Location of any creeks, ravines or watercourses with elevations and contours;
- Arrows indicating the proposed direction of flow of all surface water;
- Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
- Existing and/or proposed right-of-ways or easements



☐ **Elevation and Cross-Section Plan(s)** including scale accurate measurements of:

- Coloured elevation drawings or renderings of each side of the building to include materials being used and their consideration to the neighbourhood (PHOTOS OF EXISTING BUILDING ARE PERMITTED IF NO ADDITIONS ARE BEING UNDERTAKEN)
- Drawings that show plan, elevations and cross section views for each building or structure to be erected;
- Conceptual design of building;
- Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
- Exterior design including character, scale, appearance and design features of the proposed building;
- Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
- 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"/> Air, Noise or Vibration Study  | <input type="checkbox"/> Sanitary System Design & sufficient capacity         |
| <input type="checkbox"/> Archaeological Study   | <input type="checkbox"/> Servicing Options Report                             |
| <input type="checkbox"/> Drainage and/or stormwater management report                           | <input type="checkbox"/> Source Water Protection – Risk Management Assessment |
| <input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area | <input type="checkbox"/> Sun/Shady Study                                      |
| <input type="checkbox"/> Erosion and Sediment Control Plan                                      | <input type="checkbox"/> Traffic Study  |
| <input type="checkbox"/> Geotechnical Study and Hydrogeological Study                           | <input type="checkbox"/> Vegetation Inventory/Preservation                    |
| <input type="checkbox"/> Heritage Resource Assessment/Study                                     | <input type="checkbox"/> Visual Impact Assessment                             |
| <input type="checkbox"/> Hydrogeology/Groundwater Study   | <input type="checkbox"/> Water Distribution System & sufficient capacity      |
| <input type="checkbox"/> Phase I Environmental, investigation if required                       | <input type="checkbox"/> Wave Uprush Study                                    |
| <input type="checkbox"/> Form 1's – Record of Future Alteration (Water, Sewer & Storm)          | <input type="checkbox"/> Supporting Land Use Planning Report                  |
|   | <input type="checkbox"/> Other:   |

**NOTES TO OWNER/APPLICANT:**

- Applications may be subject to any Town incurred costs over and above the fees set out (See By-law 2016-047) being a by-law to establish general fees and rates for various services provided by the municipality). This is in the form of a deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of various studies as outlined in the application.
- Cataraqui Region Conservation Authority (CRCA) - Applications may be subject to review and a separate cheque payable to the CRCA. Fees are identified on the CRCA website <https://cataraquiconservation.ca/pages/permit-fees>. The Town recommends that you consult with a Conservation Authority Officer prior to making application.
- The applicant/owner may be required to provide 100% security of the cost of works in the form of a Letter of Credit or Certified Cheque upon signing of the Development Permit Agreement for all Class III applications and any Class that may require a background study or legal registration of documents.
- Security will remain with the Town until such time as the works are completed for any agreement. 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.

## Existing Use(s):

Automotive Sales

Length of time the existing use of the subject lands have continued:

2023 - 3 years

Has the property been designated as a Heritage Site?

☐ Yes☒ No

Is the property presently under a Site Plan/Development Permit Agreement?

☒ Yes☐ 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? OPA5

☒ Yes☐ No

Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?

☒ Yes☐ No

If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?

DP2022-16 - Temporary Use of Automotive Sales

## Proposed Use(s):

Automotive Sales - 3 year extension

Is the Use permitted or permitted subject to criteria as set out in the development permit by-law?

☒ Yes☐ No

How has the applicable criteria have been addressed?

Requirements met under previous application. Seeking to extend the temporary use.

Is/Are variation(s) requested?

☒ Yes☐ No

If yes, what variation is requested and why?

Extension of the Temporary Use

Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.

See attached.

Abutting Land Use(s) - east, west, north, south:

Residential - north, south, west  
Commercial - east

RE



Is the Development to be phased?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	n/a
Is the land to be divided in the future?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please provide details (and copies of covenants with application submission).	

Plan Details: Please ensure that measurements are consistent with plan			
<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/ Industrial	<input type="checkbox"/> Institutional
Building Coverage: 0.06 (%) 24.5 (sq.m)		Landscape Coverage: +25% (%) (sq.m)	
Building Height: 12'9"	No. of Storeys: 1	No. of Units: n/a	Storage of Garbage: n/a

Parking Area:	Existing Parking Surface <input checked="" type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	Proposed Parking Surface: <input type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	# of Existing Parking Spaces 33	# of New Parking Spaces 0	# of Accessible Parking Spaces 1	Total # of Parking Spaces 33
	Dimension of Parking Spaces (m/ft): 2.75 x 6m		Dimensions of Accessible Parking Spaces (m/ft): 1.5m x 2.75m x 1.5m	

LOADING SPACES, if applicable: n/a	Number of Loading Spaces:	Dimensions of Loading Spaces (m/ft):
---------------------------------------	---------------------------	--------------------------------------

n/a

<b>Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this an application for a Heritage Tourist Inn?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Number of Guest Rooms:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6		
<b>NOTE: A Heritage Tourist Inn</b> 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.			
Is this an application for a Bed and Breakfast?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Number of Guest Rooms:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		
Is this an application for a Short Term Accommodation?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Number of Guest Rooms:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		

Access*:	Potable Water*:	Sewage Disposal*:	Stormwater*:
<input checked="" type="checkbox"/> Municipal Street <input type="checkbox"/> Existing Private Road/ Lane <input type="checkbox"/> Existing Right-of-way <input type="checkbox"/> Unopen Road Allowance <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Town Owned/operated Water System <input type="checkbox"/> Private Well <input type="checkbox"/> River <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Town Owned/Operated Sewage System <input type="checkbox"/> Private Septic and Tile Field <input type="checkbox"/> Other	<input type="checkbox"/> Town Owned/Operated Sewers <input type="checkbox"/> Swales <input type="checkbox"/> Ditches <input type="checkbox"/> Other
Provide any applicable hook-up approvals and/or permit number(s) applicable to the above:			

n/a

<b>Water Access</b> (where access to the subject land is by water only)	
<b>Docking Facilities</b> (specify) distance from subject land _____ distance from nearest public road _____	<b>Parking Facilities</b> (specify) distance from subject land _____ distance from nearest public road _____

EXISTING BUILDINGS:	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	Wood / siding.	
Date Constructed:	Dec 2022	
Front Line Setback:	17.7 m	
Rear Lot Line Setback:	53.3 m	
Side Lot Line Setback:	14.1 m	
Side Lot Line Setback:	20.4 m	
Height:	3.93 m	
Dimensions:	3.66 m x 7.62 m	
Floor Area:	27.89 m <sup>2</sup>	



PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
n/a	Type of Structure (ie: wood concrete)		
	Proposed Date of Construction:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
Attached Additional Page, if necessary			

**AUTHORIZATION BY OWNER**

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize

Ryan Easton

(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 Town of Gananoque members of Council, Committee of Council and Municipal Staff, to enter upon the property for the purposes of conducting a site inspection with respect to the subject application.

995423 ONTARIO INC.

Owner Name (Please Print)

Owner Name (Please Print)

Jeff Brown

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

**CONSENT BY OWNER**I/We, Jeff Brown 995423 ONTARIO INC., (print name(s)) am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

**DECLARATION OF APPLICANT**(Print) I, Ryan Easton of the Town of Gananoque in the Province of Ontario 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.

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

Town of Gananoquethis 22 day of August, 2025.

a Commissioner, etc.,

Province of Ontario,

for the Corporation of the

Town of Gananoque.

Signature of a Commissioner, etc

Signature of Applicant

JB



<b>Office Use Only:</b>		Roll No: 0814 000 015 51100
Official Plan Designation:  Highway Commercial - OPA5	Development Permit Designation:  Residential	Other:
Access (Entrance Permits etc):  Existing	Water and Sewer Hookup (Permits etc): Existing	Other:
Other Concurrent Applications: <u>N/A</u> <input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> condo Approval <input type="checkbox"/> Consent/Severance <input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval		
Date Application Received:  <u>August 22/2025</u>	Date Application Deemed Complete: <u>August 22, 2025</u>	Fees Received:  <u>August 22/2025</u> Pd.

For additional details please contact: Brenda Guy, Manager of Planning and Development  
Town of Gananoque, 30 King Street East, Gananoque, ON K7G 1E9  
(613) 382-2149 ext.1126 E-mail: bguy@gananoque.ca

Dear Members of the Planning Advisory Committee / Town Council,

I am writing to formally request a three-year extension of the temporary use permit for automobile sales at 760 Stone N.

Over the past three years, we have made meaningful progress in establishing and growing our business at this location. However, due to financial constraints and the need for further evaluation, we are not yet in a position to commit to a long-term lease or purchase agreement with the property owner.

The additional time would allow us to continue developing our operations, ensure that this location remains the right fit for our long-term goals, and further contribute to the local economy and community. Our business remains committed to responsible operation and community involvement, and we deeply value the opportunity we've had to grow in this town.

We respectfully request your consideration and approval of a three-year extension on the current permit. Thank you for your time and continued support.

Sincerely,

Ryan Easton





**NOT FOR  
CONSTRUCTION**



Please note that renderings are for illustration purposes only and may not reflect exact choices & indications in project.  
The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code.  
Qualification Information:

Jeremy McMullen	22021
NAME	SIGNATURE BCN
Precision Home Design	118640
FIRM	BCN

**CUSTOMER:**

EASTON OFFICE  
ADDRESS

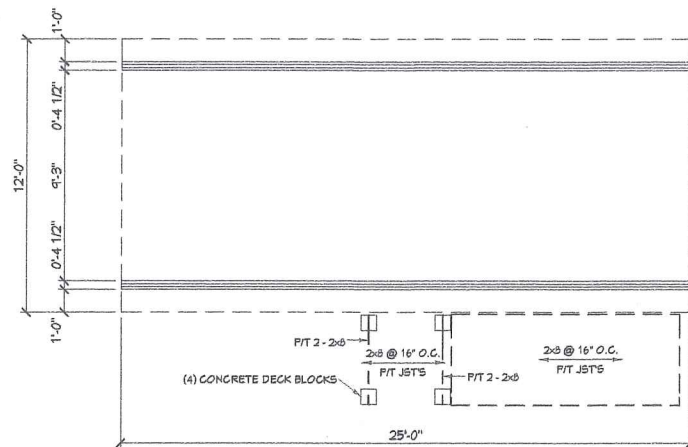
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<b>SCALE:</b>	<b>Sheet #</b>
<b>DATE:</b> OCT 13, 2022	<b>A1</b>

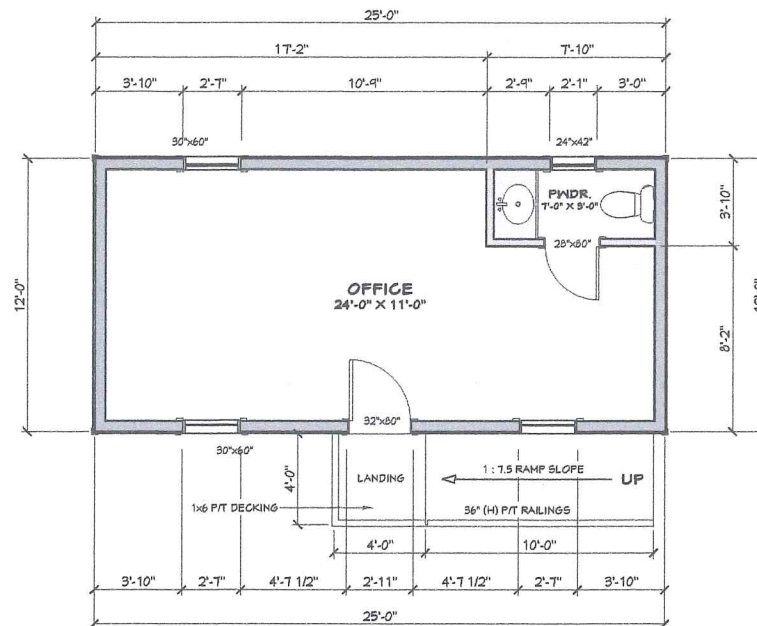


ALL EXTERIOR DIMENSIONS  
ARE FROM FRAMING

ALL INTERIOR DIMENSIONS  
ARE FROM FRAMING



**FOUNDATION PLAN**



**GROUND FLOOR PLAN**

300 SQ.FT.

**NOT FOR  
CONSTRUCTION**



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The undersigned has reviewed and taken responsibility for this design, and has the qualifications and meets the requirements set-out in the Ontario Building Code.  
Qualification Information:

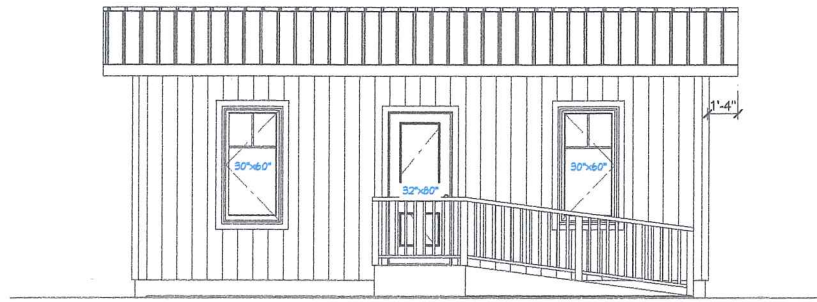
Jeremy McMullen 22021  
NAME SIGNATURE BCIN  
Precision Home Design 119640  
FIRM BCIN

**CUSTOMER:**  
EASTON OFFICE  
ADDRESS

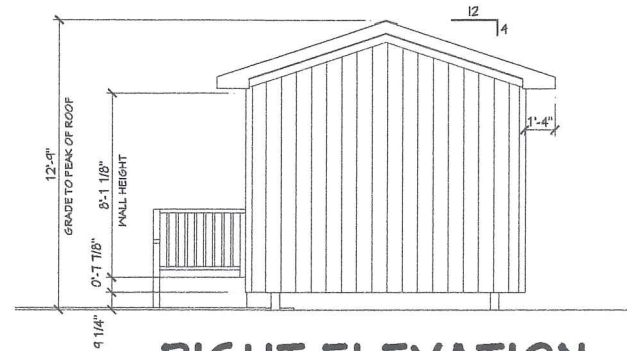
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FLOOR PLANS

**SCALE:**  
3/16" = 1'-0"  
**DATE:**  
OCT 13, 2022

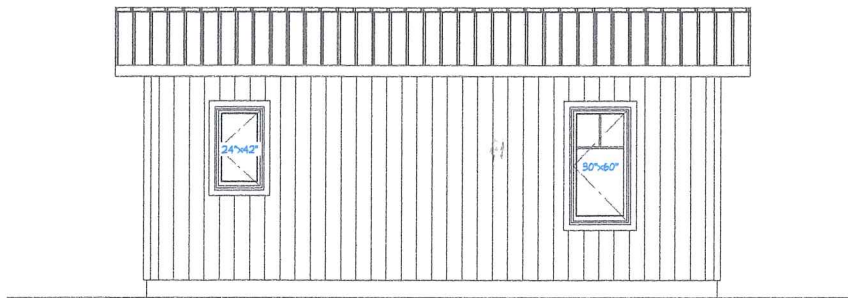
**Sheet #**  
**A2**



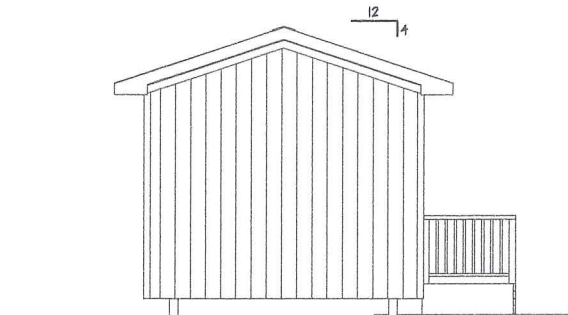
**FRONT ELEVATION**



**RIGHT ELEVATION**



**REAR ELEVATION**



**LEFT ELEVATION**

**NOT FOR  
CONSTRUCTION**



www.precisionhd.ca

Please note that renderings are for illustration purposes only and may not reflect exact choices & included in project.  
The undersigned has reviewed and taken responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code.  
Qualification Information:

Jeremy McMullen 22021  
NAME SIGNATURE BCIN  
Precision Home Design 119640  
FIRM BCIN

**CUSTOMER:**  
EASTON OFFICE  
ADDRESS

**DRAWING NAME:**  
ELEVATIONS

**SCALE:**  
3/16" = 1'-0"  
**DATE:**  
OCT 13, 2022

**Sheet #**  
**A3**