



PLANNING ADVISORY/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE AGENDA

On January 27, 2026 @ 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:

Teleconference Toll Free Number – 1-833-311-4101, Access Code: 2634 977 7688
Video Conference Link: [Click Here](#):

		Attachment
1.	Call Meeting to Order	
2.	Adoption of the Agenda	Motion
3.	Disclosure of Pecuniary Interest & General Nature Thereof	
4.	Approval of Minutes	
	• Minutes of December 9, 2025	Motion
5.	Public Question/Comments (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.	Unfinished Business – None	
7.	Reports/New Business	
	DEVELOPMENT PERMIT APPLICATIONS	
	DP2025-17 580 King Street East – Veterinary Clinic - Otis Properties Limited – Class III	Motion
	DP2025-19 215 Stone Street South – Private School – Holbik – Class III	Motion
8.	Correspondence/Other – None	
9.	Next Regular Meeting – Tuesday, February 24, 2026 at 6:00 PM	
10.	Questions From the Media	
11.	Adjournment	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.

The Corporation of the Town of



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

Tuesday, December 9, 2025 @ 6:00 PM

In Person and Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Chair:	Councillor Colin Brown	Brenda Guy, Mgr of Plan/Dev
Members:	Councillor Anne-Marie Koiner	Trudy Gravel, Asst. Planner
	Brian Brooks	
	Lynda Garrah	
	Emery Groen	
	Neil McCarney	
	Kathy Warren	
Regrets:	Jana Miller	

1.	Call Meeting to Order
	Chair Colin Brown called the meeting to order at 6:00 PM
2.	Adoption of the Agenda
	<p>PAC-COA-PSC Motion #2025-39 Moved by: Neil McCarney Seconded by: Brian Brooks BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED DECEMBER 9, 2025.</p> <p style="text-align: right;">- CARRIED</p>
3.	<p>Disclosure of Pecuniary Interest & General Nature Thereof – Councillor Anne-Marie Koiner – Disclosed for 145 River Street as it is in proximity to her residence. Kathy Warren - Disclosed for 145 River Street as it is in proximity to her residence.</p>
4.	Adoption of Minutes
	<p>PAC-COA-PSC Motion #2025-40 Moved by: Neil McCarney Seconded by: Emery Groen BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED OCTOBER 28, 2025.</p> <p style="text-align: right;">- CARRIED</p>

5.	Public Question/Comments – None
6.	Unfinished Business – None
7.	Reports/New Business
	<p>DEVELOPMENT PERMIT APPLICATION</p> <p>DP2025-18 – 295 Oak Street – Class II Development Permit - Amendment</p> <p>Owner Jordan Morelli was in attendance.</p> <p>DP2024-16 was approved in August of 2024 for the development of a two storey apartment building. Approvals included relief in lane/aisle width, parking width, exterior side yard (4.5m to 3.58m) and site triangle.</p> <p>Development Permit application DP2025-18 is to seek further relief for the exterior side yard (unopen Oak Street) setback from 3.58m to 2.93m. The request is to accommodate for an increase in the size of the mechanical rooms as a result of the applications for building permit. No other changes are proposed to the overall site plan.</p> <p>Committee members noted the need for residential units with varied bedroom sizes and numbers. The members were supportive of the request for the application.</p> <p>PAC-COA-PSC Motion #2025-41 – DP2025-18 – 295 Oak Street Moved by: Kathy Warren Seconded by: Neil McCarney</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY recommends that they have no objection to application DP2025-18 (Morelli) at 295 Oak Street for the approved two-storey apartment building with additional relief to the exterior side yard setback of 3.58m to 2.39m. All other conditions under DP2024-16 shall apply.</p> <p style="text-align: right;">- CARRIED</p>
	<p>DP2025-16 – 77 Pine Street – Class III Development Permit</p> <p>Eric Riddell and associate of Shoalts and Zaback were in attendance.</p> <p>Development Permit application DP2025-16 is seeking approval for two additions to an existing single storey commercial building at 77 Pine Street. A single storey addition (16.1m²) is proposed at the northwest corner and a two storey addition (61.1m²) at the southwest corner of the building providing additional space for the dental clinic.</p> <p>The applicants have considered the surrounding area providing exterior cladding that compliment the cultural heritage. The entire parking lot will be reconfigured on both sides of the building. Given the requirement for parking is 18 and 20 spaces are being provided, Staff recommend that parking space #9 be removed as it is not functional.</p>

An Archeological Study was required as the lands are adjacent a known historical property being the Blockhouse to the west in proximity to the Gananoque River. Completion of the Phase 1 is unable to be completed until the Spring 2026. This is a condition of moving forward.

Eric Ridell spoke to the project and indicated that they are proposing to make improvements to the existing building to make it more functional and to make the façade improvements to suite the neighbourhood. Improvements will also be made to the site.

The Committee members were supportive of the improvements to the building including the exterior treatment, site and the parking area.

No comments were received from the public.

PAC-COA-PSC Motion #2025-42 – DP2025-16 – 77 Pine Street

Moved by: Councillor Koiner

Seconded by: Kathy Warren

BE IT RESOLVED THAT PLANNING ADVISORY recommends to Council that they have no objection to Development Permit DP2025-16 (772663 Ontario Limited) at 77 Pine Street to construct two additions to the existing building subject to the following conditions:

- Owner obtain approvals from Public Works/Utilities Department for water and sewer services in accordance with the Urban Service Requirements;
- Owner obtain approvals from Public Works/Utilities for compliance with the Backflow Prevention program;
- Owner submit and meet all requirements of the Archeological Assessment as per the Ministry before land development can proceed.
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- The Owner fulfill all conditions within one year of this approval or the application will lapse.

- CARRIED

Councillor Anne-Marie Koiner Kathy Warren left the meeting at 6:23 pm.

**OFFICIAL PLAN AMENDMENT & DEVELOPMENT PERMIT APPLICATION
OPA8-25 & DP2025-13 145 River Street Class III Development Permit**

Applicant Bethanie Matthews was in attendance at the meeting.

The revised Official Plan Amendment OPA8-25 has been requested to redesignate the lands from Residential to Residential Exception for the use of a Private Community Fitness Facility with no accessory uses. The existing commercial

building currently enjoys legal non-conforming status and is operating as a flea market on the weekends and holidays. Two additions are being proposed on the site. A revised planning rationale was submitted which noted that the property is well-suited to the proposed use and should not be compared to fitness centre chains. The use of the building and site in a residential designation is required to be considered including the suitability of the site and how it fits into the existing residential neighbourhood.

The revised application DP2025-13 is seeking to redesignate the lands from the Residential to Residential Exception. A Stormwater Report and Servicing Plans were submitted in support of the applications.

Staff provided an overview of the applications before the committee including the policies that the Town have in place for the review of Planning Act applications. In review of the proposed amendments, the impact of the proposed change is required to be further reviewed to ensure that the fitness facility has no accessory uses, the activities of the building are not outside the building, no outside storage is permitted and lighting, noise and traffic for the site are addressed.

It is the opinion that the request before the Committee is difficult to support for the change of use of a Private Community Fitness Facility, including the proposed addition, as the use and building design are not consistent with the intent of the residential designation. The planning policy documents are about the lands and not the individuals making the application. Should the Committee approve the application to Council there are a number of conditions that will be required for the property.

Bethanie Matthews spoke to the application as it pertains to Section 3.2.1 being the goals and objectives of Planning Sustainable Residential Neighbourhoods and the goals for schools, community facilities and local commercial uses in a residential neighbourhood.

Committee members noted that the project will provide a service to the community, the building and site will be accessible, the facility is located in a safe location, the use will service groups, the new facility will be working with the service groups, canoe club, youth while making use of an existing structure which is an economic plus to the community. It was felt that this was an opportunity to repurpose the existing building. Recommendations were made as to how to construct the future addition in the rear of the building to fit in with the existing residential neighbourhood with recommendations for the style and colours of the addition. A committee member inquired as to whether staff had received any opposition to the project and staff had indicated that none were received. A resident had asked how car headlights from the site would be addressed.

A Committee member spoke to the role of the Planning Advisory Committee and the review of planning applications as they pertain to the Official Plan and Development Permit By-law. It was felt that the proposed fitness facility would be a

more extensive model than the large chains. Gananoque has limited residential infill lands and could not support the applications.

Bill Alton of Brock Street inquired as to why there had been so much regrading of the property a few years ago and why the applicant is now required to undertake further work to the site. Staff noted that any work to the site would be subject to the Fill and Alteration By-law administered by Public Works. As the applications are a change of use to the property, the property is subject to the requirements of the Development Permit By-law as it pertains to parking, landscaping, servicing and site works.

PAC-COA-PSC Motion #2025-43 – OPA8-25 – 145 River Street

Moved by: Neil McCarney **Seconded by:** Brian Brooks

THAT PLANNING ADVISORY COMMITTEE recommends to Council that they have no objections to the redesignation of the property at 145 River Street (OPA8-2025) to a site-specific designation with restrictive controls on the permitted use, maximum building size, and enhanced landscaping to help maintain the residential character of the neighbourhood.

The following shall apply to an Official Plan:

- The subject lands (OPA8-2025) on Schedule B Residential Policy Area of the Official Plan be designated Residential Exception and the following shall apply:
 - o Site specific - Local Commercial shall be permitted on the subject lands and restricted to a Private Community Fitness Facility with no accessory uses.
 - o No activities related to the business are permitted outside the parameters of the building.
 - o No outside storage shall be permitted.
 - o No backlit, flashing, illuminated signage.

- **CARRIED**

PAC-COA-PSC Motion #2025-44 – DP2025-13 – 145 River Street

Moved by: Emery Groen **Seconded by:** Neil McCarney

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends to Council that they have no objections to the redesignation of the property at 145 River Street (DP2025-13) to a site-specific designation with restrictive controls on the permitted use, maximum building size, and enhanced landscaping to help maintain the residential character of the neighbourhood.

The following shall apply to the Development Permit:

- The subject lands (DP2025-13) within the Development Permit By-law be designated Residential Exception and the following shall apply:
 - Private Community Fitness Facility shall mean “*a privately owned and operated facility that offers recreational opportunities including a fitness centre exclusively to its membership or non-profit organizations within the community*”
 - Residential Exception R-XX, Special Conditions in the agreement and Notes on the site plan include:
 - The use be identified as a Discretionary Use, specific to the subject property.
 - No outside storage shall be permitted.
 - No activities related to the business are permitted outside the parameters of the building.
 - No backlit, flashing, illuminated signage.
- Site plan shall be amended to reflect:
 - 1.5m paved apron be incorporated at the entrance of the property.
 - Area along north side of property shall be landscaped, not mulched. All other areas not utilized for the building or parking shall be landscaped.
 - Tree types be identified with a minimum 70mm caliper.
 - Parking lot lighting.
 - Elevation plan shall be amended to reflect façade materials and colours that complement the residential area not the existing building, including but not limited to architectural features such as size of windows, awnings or canopies.
 - All final plans be submitted and approved to the satisfaction of the Town and CRCA;
 - The owner satisfy all requirements with regards to stormwater management to the satisfaction of the Town and the CRCA;
 - The Development Permit is subject to the Official Plan Amendment approval and appeals being exhausted;
 - All costs associated with fulfilling the conditions of this decision are borne by the owner, and;
 - The owner enters into an agreement with the Town within one (1) year of approval.

- CARRIED

8.	Correspondence/Other – None
9.	Next Regular Meeting: Tuesday, January 27, 2026 @ 6:00 pm
10.	Questions From the Media – None
11.	Adjournment PAC-COA-PSC Motion #2025-45 Moved by: Neil McCarney Seconded by: Brian Brooks

BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, DECEMBER 9 TH 2025 MEETING AT 7:05 PM.	- CARRIED
Colin Brown, Chair	Brenda Guy, Committee Secretary

PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, JANUARY 27, 2026

SUBJECT: DP2025-17 – 580 KING STREET EAST
CLASS III DEVELOPMENT PERMIT

Background:

Property: 580 KING STREET EAST

Legal Description: CON 1 PT LOT 15 FORMER LEEDS; PLAN 86

Official Plan: HIGHWAY COMMERCIAL

Development Permit: PROGRESSIVE COMMERCIAL DISTRICT

Lot Coverage: 60%

Purpose and Effect:

The applicant is seeking a change of use to convert the existing retail building to a veterinary clinic at 580 King Street East. The building consists of 349m² and a proposed addition will be constructed to the west consisting of 141m².

Background:

The site was previously used for retail purposes (formerly the Beer Store). The Beer Store operated out of the existing building and site for a number of years.

The site is surrounded by a gas station west of the property and Lions Parkette east of the subject property. Existing residential uses are located to the north of the site and commercial uses across King Street East.

A Site Plan, Landscaping Plan and Servicing Report including Stormwater Management was received in support of the Development Permit application which will be addressed throughout the report.



View looking north at the property

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 new veterinary clinic contributes to a diversified economic base enhancing King Street East with the change of use and addition for the development of a new commercial use while providing for employment.

The proposed use is consistent with policies as set out in the Provincial Planning Statement supporting a complete community.

OFFICIAL PLAN:

3.3 WHERE WE DO BUSINESS - PLANNING OUR COMMERCIAL LANDS

3.3.1 Goals and Objectives

Goal: Provide a supportive land use policy framework which reduces constraints for commercial development while ensuring that existing and future commercial uses will contribute to the Gananoque's small town character.

Two commercial designations are identified in the Town: General Commercial and Highway Commercial.

3.3.2.2. Highway Commercial Policy Area

3.3.2.2.1 Permitted Uses

The Highway Commercial Policy Area is intended for large format retail and service commercial development intended to serve the Town, the region and the traveling public. The designation will permit a diverse range of land uses including general retail stores, grocery stores; commercial lodging; automotive sales and services and gas stations.

3.3.2.2.2 Highway Commercial Policies

Highway Commercial development or redevelopment shall occur in a manner which minimizes potential off-site impacts on adjacent residential neighbourhoods or other sensitive land uses through buffering and screening.

The Highway Commercial designation also serves as an important commercial gateway to the Town and as such Council may undertake the preparation of design guidelines to address the potential for entry features, streetscape designs, signage, lighting, landscaping and architecture.

4.0 Making it Work – Our Infrastructures

Infrastructure refers to the construction and maintenance of roads, bridges, structures and railway lines required for transportation services, the physical supply and distribution of water, the collection and treatment of waste water and the management of storm water, the collection and disposal of solid waste.

COMMENT:

The proposed development meets the permitted uses of the Highway Commercial policies of the Official Plan supporting service commercial development to serve the Town, region and traveling public. The objectives within the Official Plan include supporting a diverse range of commercial use, encourage the maintenance and improvement of existing buildings while enhancing the character of the different commercial designations.

The Veterinary Clinic makes use of the redevelopment of the existing building and it is expected to have no further impact on the residential uses to the north (or behind the building) as access and parking remains to be located along King Street East.

A Site Servicing Report, addressing Stormwater Management of the site, was submitted and reviewed by Public Works. Public Works have noted that the existing 100 mm sanitary service is undersized relative to the current Town standards for commercial development. A condition of approval will be that it be upgraded to a 150 mm connection. The Stormwater Management was reviewed and favourable by Jewell Engineering.

The site provisions for the new building are regulated through the Development Permit By-law and application.

DEVELOPMENT PERMIT:

The subject property is designated Progressive Commercial District within the Development Permit By-law. The intent of the Progressive Commercial District designation is to provide for opportunities that link the Traditional Core with the Gateway Commercial designation. The area enjoys both traditional and modern built structures and it is desirable to integrate the character to provide for an interesting streetscape.

The current proposal of a Veterinary Clinic is a permitted use as a clinic in the Progressive Commercial District.

Section 7.2 Site Provisions

Section 7.2 of the By-law establishes site requirements for the permitted and discretionary uses. The provisions for the proposed site plan and the provisions for the veterinary clinic are as follows:

Provision	Required	Existing	Proposed
Lot Area (min.)	464 m ²	2,046.32 m ²	
Lot Coverage (max.)	60%	17.4%	24% (incl add)
Lot Frontage (min.)	15m	42.3m	
Front Yard Setback (min.)	7m	29.8m	n/c
Exterior Side Yard Setback (min.)	4.5m	n/a	
Interior Side Yard Setback (min.)	1.2m	1.82m	1.91m (incl add)
Rear Yard Depth (min.)	6m	1.53m existing	n/c
Building Height (max.)	12m	4.88m	5.6m (incl add)

Section 7.5 Design Criteria Progressive Commercial Designation

Design criteria is set out for the progressive Commercial Designation in the areas of landscape buffering, streetscape, building. When changes are being made to a building the streetscape is more important than the individual building. How the building looks, materials, finishes are intended to fit in and complement the surrounding buildings.

To the foregoing, the following apply to this application:

- 3m landscape strip between commercial and residential uses.

- Improvement to streetscape with landscaping to a depth of 5m including trees, lighting, street furniture and sidewalks
- New work should be complementary in appearance to the original.
- Buildings should be orientated towards the street and parking provided in the rear or side of building.
- Buffers shall consist of plant material screens to create a more natural looking landscape. Not less than 50% of the landscaped area shall consist of natural plantings of grass, lawns, trees, shrubs and flowers.
- Street trees are to be provided wherever possible.

The following elements of Progressive Commercial Design Criteria apply:

- Directional emphasis is to be maintained along the streetscape.
- Accessible access, ramps and railings.
- Site Furnishings such as light fixtures, park benches, waste receptacles and street signage shall be in accordance with municipal standards.

COMMENT:

The proposed use of an animal clinic is permitted within the designation.

One entrance/exit access will be located from King Street East to the west. The existing entrance/exit at the east side of the property will be closed allowing for additional landscaping to the site. Two barrier free parking spaces with depressed curbing will be located near the entrance with a total of 22 parking spaces. A loading space will be located in front of the proposed addition near the entrance into the property. A walkway is proposed along the front of the building and an existing sidewalk, with an extension across the closed access, will be located along King Street East.

The redevelopment is within an important commercial gateway to the Town, additional landscaping will be provided along King Street, along the eastern interior lot line and in front of the building addition.

Additional landscaping will be provided along the front of the property along King Street East and along the property interior property lines. A privacy fence will be located along the western interior lot line to restrict access to the adjacent property and a chain-link fenced area will be located to the rear of the proposed addition. An existing loading area will be removed at the front of the existing building.

The southern elevation of the building has incorporated design elements which include a number of canopies above the windows with a variety of material choices and finishes with detail to contribute to complementing the streetscape along King Street. The east, west and north sides of the building will have metal siding. As the building is set back to the rear of the lot, the exterior finishes will not be prominent along the east, west and north sides of the building. Extensive landscaping will be provided in the front yard along King Street East with landscape plantings in the eastern interior side yard and in front of the addition.

The applicant has indicated that garbage will be contained within the building. Snow storage has not been identified on the plan and will be required to be removed from the

site unless it has been identified on the Site Plan drawing. There will be no outside storage, sales and display on the property.

The existing sign in the front yard will be used for the new veterinary clinic with lower plantings to surround the sign.

GENERAL PROVISIONS Section 3.0

The following provisions apply to the proposal:

Section 3.23 Illumination

Illumination of buildings and grounds shall be permitted provided that:

- Illumination shall not cause direct or indirect glare on a street that may interfere with traffic or pedestrian safety.
- Illumination shall not consist of a colour or be designed or located that it may be confused with traffic signals.
- Illumination shall not cause direct or indirect glare on adjacent properties.

COMMENT:

A light standard is proposed in the southeast corner of the property along King Street East. Additional lighting will be located on the exterior of the building at the front, west side and the rear near the loading space. All lighting on the property will be required to be dark sky compliant and particularly consider the residential in the rear yard.

Section 3.24 Landscaped Open Space

In a Commercial designation any portion in the front yard not used for any other permitted use shall be exclusively devoted to landscaped open space. Where landscaping is required as a buffer, such landscaping shall be continuous except for lanes, driveways, aisles or walkways which provide access to the lot.

COMMENT:

Landscape plantings will be provided in the front yard along King Street East with landscape plantings in the eastern interior side yard and in front of the addition. The plantings include 4 deciduous trees, coniferous and deciduous shrubs and perennials.

Delineation between the adjacent property is being implemented with a combination of fencing, trees and sod.

The design criteria (Section 7.5m) as noted above provides that landscaping adjacent residential uses is to be 3m. It is noted that the existing building is 1.53m from the rear yard and this area for landscaping is not achievable. The new addition will not further impact the rear yard setback.

Section 3.26 Loading Requirements

One loading space is required if the floor area exceeds 250 m² but not more than 1000 m² with a size 14m x 3.5m and vertical clearance of 4.5m. Access to the loading space shall be by means of a driveway at least 3.5m wide for one way traffic and 6.0m wide for two way traffic.

COMMENT:

A loading space is proposed that complies with the size requirements of the by-law, however, it encroaches into the required turning movements of the site.

Staff note that typical deliveries for the clinic are undertaken by smaller trucks (not transport trucks) and municipalities have amended by-laws to seek a size of 10m as opposed to 14m.

Section 3.32 Parking and Storage of Vehicles

The parking space requirement for a clinic is 6 parking spaces per doctor. A standard parking space is 2.7m x 6m.

Each barrier-free parking space shall be 2.7m x 6m with an aisle of 1.5m between and one each side of barrier-free parking space at a ratio of 1/20.

Section 3.32 Access

Ingress and egress directly to and from every parking space shall be by means of a driveway, lane or aisle having a width of 6m where designed for two-way vehicular circulation.

COMMENT:

The applicant has indicated that there will be 3 doctors at the clinic requiring 18 spaces and two barrier free spaces. The requirement is 20 parking space on site, however, the plan is proposing 22. Accessible spaces include depressed curbing from the spaces to the sidewalk in close proximity to the building. Proper aisle width for two-way access is compliant with the bylaw.

CIRCULATION TO AGENCIES

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

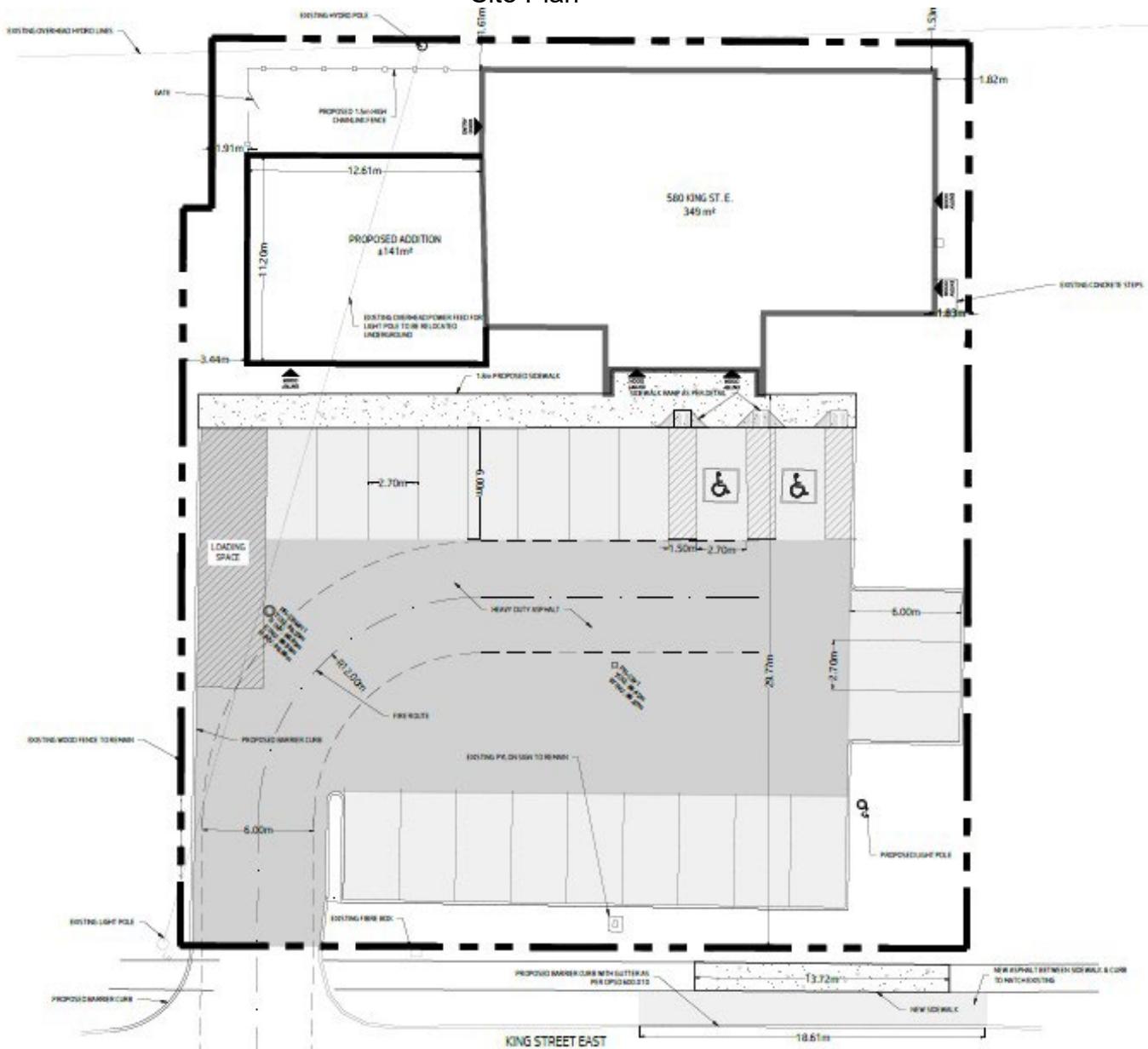
CAO	No comments.
Chief Building Official	No comments. A detailed review will be provided during the building permit application review process.
CRCA	No comments or concerns.
School Boards: CDSBEO and UCDSB	
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)/MTO	
EMS: Fire/LG Paramedic/Police	
Public Works, Water/Sewer Utilities	Public Works – comments are incorporated within the report
Southeast Public Health Unit	
Neighbourhood: Posting and 120m Circulation	No comments were received from the public at the time of the writing of the report.

Staff have no objection to DP2025-17 Otis Properties Ltd. – 580 King Street East, for a change of use to convert the existing building from retail to an animal clinic including the addition of a 141m² subject to the following conditions:

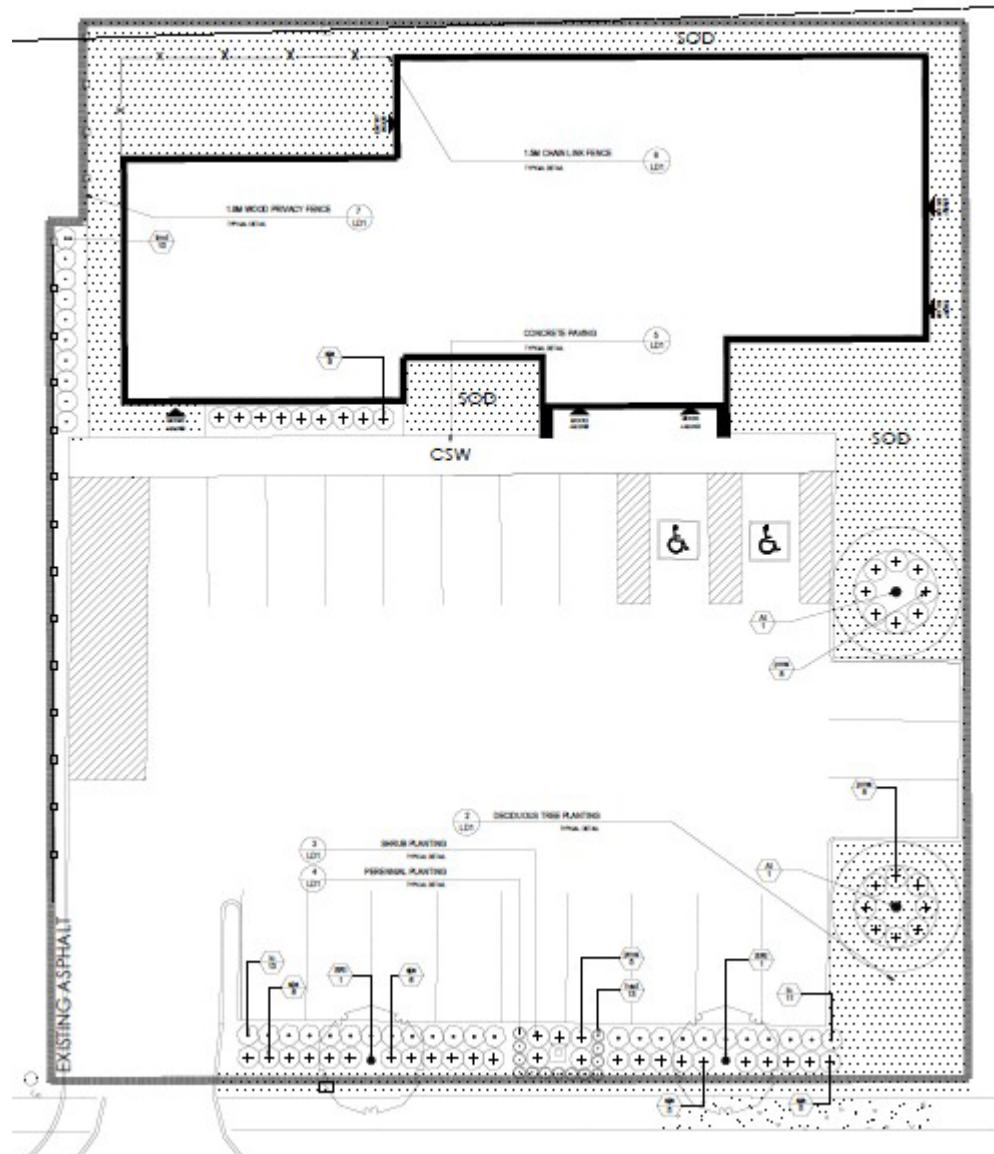
- All final plans to be submitted and approved by the Town prior to registration of the agreement on title,
- Clearance be obtained and submitted to Planning and Development for sanitary pipe upgrades and the municipal backflow by-law from Public Works.
- All registered Site Plan Agreements be removed and replaced with the new Development Permit Agreement,
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

APPROVAL	<hr/> <p>Trudy Gravel, Assistant Planner</p> <hr/> <p>Brenda Guy, Manager of Planning and Development</p>
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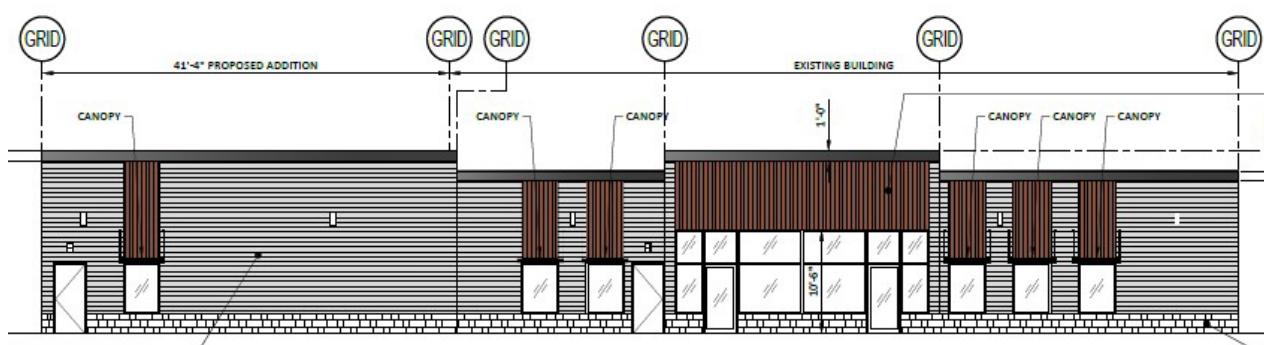
Attachment 1 Site Plan



Attachment 2
Landscape Plan



Attachment 3
South Elevation Facing King Street East





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, JANUARY 27TH, 2026 at 6:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS**, 30 KING STREET EAST to consider following application.

AND TAKE FURTHER NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **WEDNESDAY, FEBRUARY 4TH, 2026 at 5:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS**, 30 KING STREET EAST to consider the 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-hallpublic-meetings/planning-advisory-committee-meeting-january-27-2026> prior to the meeting.

File No. DP2025-17

OWNER: **Otis Properties Ltd.**

APPLICANT: **Full Speed Builders**

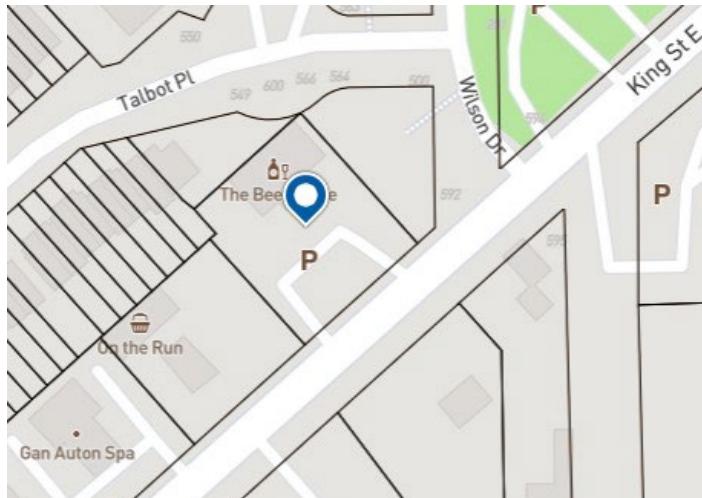
The property municipally and legally described as
580 KING STREET EAST
CON 1 PT LOT 15 FORM LEEDS; PLAN 86 GAN R ES

has applied to the Town of Gananoque for a Development Permit
**FOR A CHANGE OF USE TO CONVERT THE EXISTING BUILDING FROM RETAIL TO A
VETERINARY CLINIC AND CONSTRUCT A 141M² ADDITION**

Additional information in relation to the proposed development permit is available for inspection on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing assistantplanner@gananoque.ca or by calling Trudy Gravel, Assistant Planner at 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.

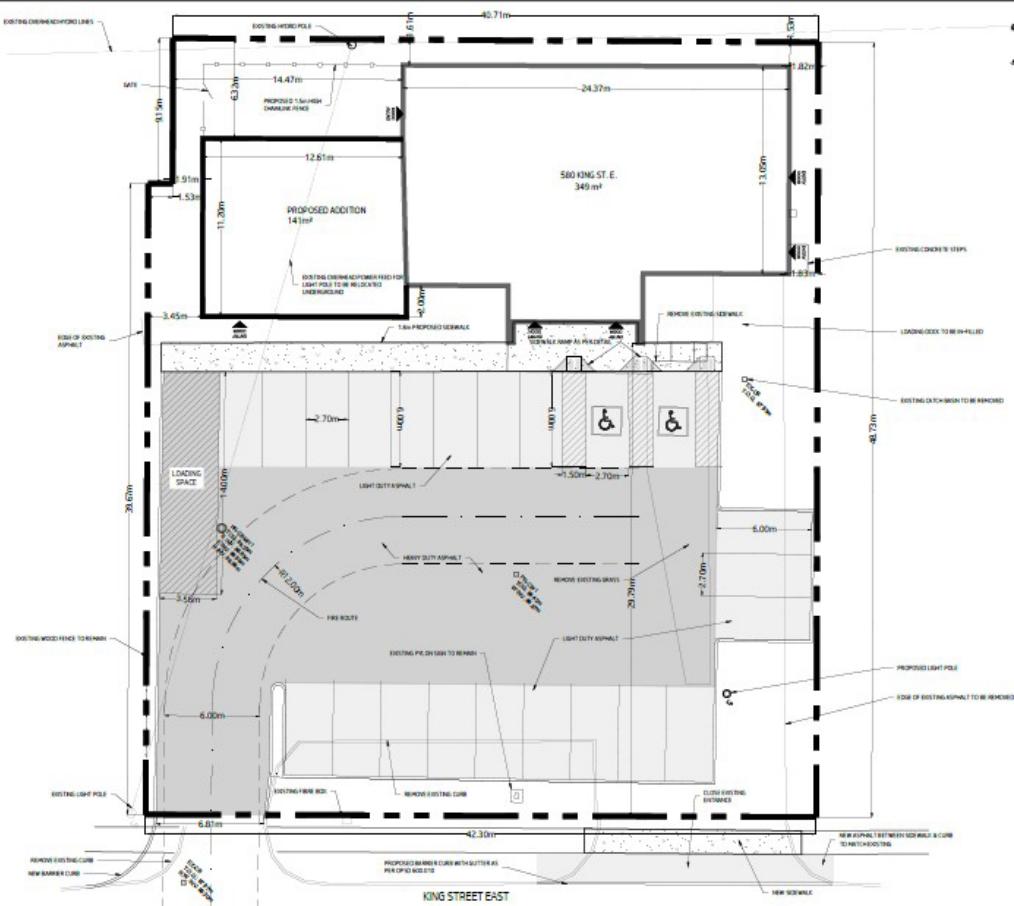
Note: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



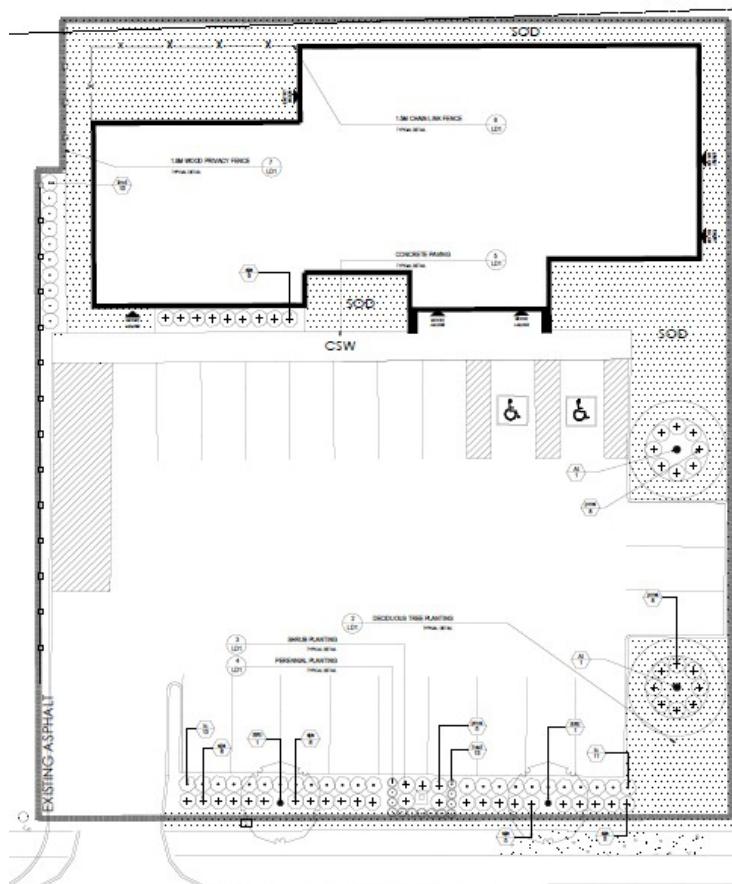
DATED this 23RD day DECEMBER, 2025

Brenda Guy
Manager of Planning and Development

SITE PLAN



LANDSCAPE 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.

RECEIVED
NOV 13 2025

CONTACT INFORMATION		
<p>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.</p>		
Name of Applicant: Daniel Fox, Full Speed Builders Ltd.	Complete Address including Postal Code: 16788 Highway 7, Perth, ON K7H 3C8	Phone: 613-466-0400 613-328-8234
	E-mail: daniel@fullspeedbuilders.ca	
Name of Property Owner (if different than applicant): Otis Properties Limited	Complete Address including Postal Code: 3338 Dufferin Street, Toronto, ON M6A 3A4	Phone: 416-489-2833
	E-mail:	
Architect/Designer/Planner: Full Speed Builders Ltd.	Complete Address including Postal Code: 16788 Highway 7, Perth, ON K7H 3C8	Phone: 613-466-0400
	E-mail: josh@fullspeedbuilders.ca	
Engineer: Full Speed Builders Ltd.	Complete Address including Postal Code: 16788 Highway 7, Perth, ON K7H 3C8	Phone: 613-466-0400
	E-mail: daniel@fullspeedbuilders.ca	
Land Surveyor: Callon Dietz	Complete Address including Postal Code: 19 Roe Street, Carleton Place, ON P1A 4K2	Phone: 613-253-6000
	E-mail: requests@callondietz.com	

PROPERTY		
Street or Property Address (if applicable): 580 King Street East	Roll Number (if known):	
LEGAL DESCRIPTION		
Lot/Con/Plan: Part of Lot 15, Concession 1		
Frontage (m/ft): 42.30m	Depth (m/ft): 48.73m	Lot Area: 2047 sq. m.

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:

- Air, Noise or Vibration Study
- Archaeological Study
- Drainage and/or stormwater management report
- Environmental Impact Assessment for a natural heritage feature or area
- Erosion and Sediment Control Plan
- Geotechnical Study and Hydrogeological Study
- Heritage Resource Assessment/Study
- Hydrogeology/Groundwater Study
- Phase I Environmental, investigation if required
- Form 1's – Record of Future Alteration (Water, Sewer and Storm)

- Sanitary System Design & sufficient capacity
- Servicing Options Report
- Source Water Protection – Risk Management Assessment
- Sun/Shady Study
- Traffic Study
- Vegetation Inventory/Preservation
- Visual Impact Assessment
- Water Distribution System & sufficient capacity
- Wave Uprush Study
- Supporting Land Use Planning Report
- 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): Beer Store		
Length of time the existing use of the subject lands have continued: Unknown		
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/Development Permit 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
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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?		

Proposed Use(s): Veterinary Clinic		
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How has the applicable criteria have been addressed?		
Is/Are variation(s) requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, what variation is requested and why?		
Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.		

Abutting Land Use(s) – east, west, north, south: North - Residential East - Public Park South - Commercial Building under construction West - Gas Station		
--	--	--

Is the Development to be phased?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
What is the anticipated date of construction?	January 2026	
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: 23 (%) 490 (sq.m)		Landscape Coverage: 23 (%) 478 (sq.m)	
Building Height: 4.88m	No. of Storeys: 1	No. of Units: 1	Storage of Garbage: Internal

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 checked="" type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	# of Existing Parking Spaces 16	# of New Parking Spaces 22	# of Accessible Parking Spaces 2	Total # of Parking Spaces 24
	Dimension of Parking Spaces (m/ft): 2.7m X 6.0m		Dimensions of Accessible Parking Spaces (m/ft): 2.7m X 6.0m	

LOADING SPACES, if applicable:	Number of Loading Spaces: 1	Dimensions of Loading Spaces (m/ft): 14m x 3.56m
---------------------------------------	--------------------------------	---

Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Is this an application for a Heritage Tourist Inn?		<input type="checkbox"/> Yes	<input 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
NOTE: 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.							
Is this an application for a Bed and Breakfast?		<input type="checkbox"/> Yes	<input 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 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 checked="" 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:			

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

EXISTING BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	Concrete block walls with masonry		
Date Constructed:	Unknown		
Front Line Setback:	29.79m		
Rear Lot Line Setback:	1.53m		
Side Lot Line Setback:	East - 1.82m		
Side Lot Line Setback:	West - 14.47m		
Height:	4.88m		
Dimensions:	24.37m X 13.05m		
Floor Area:	349 sq. m.		

PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	Structual Steel with siding		
	Proposed Date of Construction:	2026	
	Front Line Setback:	29.79m	
	Rear Lot Line Setback:	6.32m	
	Side Lot Line Setback:	East - 1.82m	
	Side Lot Line Setback:	West - 1.91m	
	Height:	4.88m	
	Dimensions:	12.61m x 11.20m	
	Floor Area:	141 sq. m.	
Attached Additional Page, if necessary			

AUTHORIZATION BY OWNER

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

OTIS PROPERTIES LIMITED

Owner Name (Please Print)

Signature of Owner DAN OTIS

Signature of Witness (not applicant)

Owner Name (Please Print)

Signature of Owner

NOVEMBER 5/25

Date

CONSENT BY OWNER

I/We, OTIS PROPERTIES LIMITED, (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 DAN OTIS

Signature of Owner

NOVEMBER 5/25

Signature of Witness (not applicant)

Date

DECLARATION OF APPLICANT

(Print) I, Daniel Fox of the Town of Harrowsmith in the Township of South Frontenac 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

GANANOQUE

this 13TH day of NOVEMBER,
2025.

S. Zufelt

Signature of a Commissioner, etc

D. Fox

Signature of Applicant

Commissioner
L. Zufelt
Town of Gananoque
Insay Zufelt, Deputy Clerk

Office Use Only:		Roll No: 081400001505700
Official Plan Designation: Highway Commercial	Development Permit Designation: Progressive Commercial	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Parking Applications:	<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: November 13, 2025	Date Application Deemed Complete: November 13, 2025	Fees Received: \$1900 & \$2000

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

Peer Review/Consultant Services

In order to streamline the Town of Gananoque's planning process, professional or peer review services may be contracted out by the Town under By-law 2004-63 and amending By-law 2007-29. These may include but are not limited to the following:

Condominium Applications Consent Applications Cost Estimate of Works Development Permit Applications Official Plan Amendment Local Planning Appeal Tribunal Part Lot Control Subdivision Applications	Air, Noise or Vibration Study Archaeological Study Drainage and/or stormwater management report Environmental Impact Assessment for a natural heritage feature or area Erosion and Sediment Control Plan Geotechnical Study/Hydrogeological Study Heritage Resource Assessment/Study Hydrogeology/Groundwater Study Phase I Environmental, investigation if req'd Form 1's – Record of Future Alteration (Water, Sewer and Storm)	Sanitary System Design & sufficient capacity Servicing Options Report Source Water Protection – Risk Management Assessment Sun/Shady Study Traffic Study Vegetation Inventory/Preservation Visual Impact Assessment Water Distribution System & sufficient capacity Wave Uprush Study Supporting Land Use Planning Report
--	--	--

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 Manager of Planning and Development or the Director of Public Works within their respective areas of jurisdiction.

All costs for the peer review consultants and legal costs for preparation of agreements and/or registration shall be fully paid by the applicant/owner. A deposit will be received by the Town as part of application submission requirements in the amount of \$2,000 (two thousand dollars). Any costs above and beyond the initial security will be invoiced to the applicant/owner.

All invoices 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, the Town will recover its costs from any other securities which have been posted for the project by the applicant/owner.

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 Finance Department by either the Clerk or the Manager of Planning and Development, within their respective areas of jurisdiction.

I/We, _____ 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.

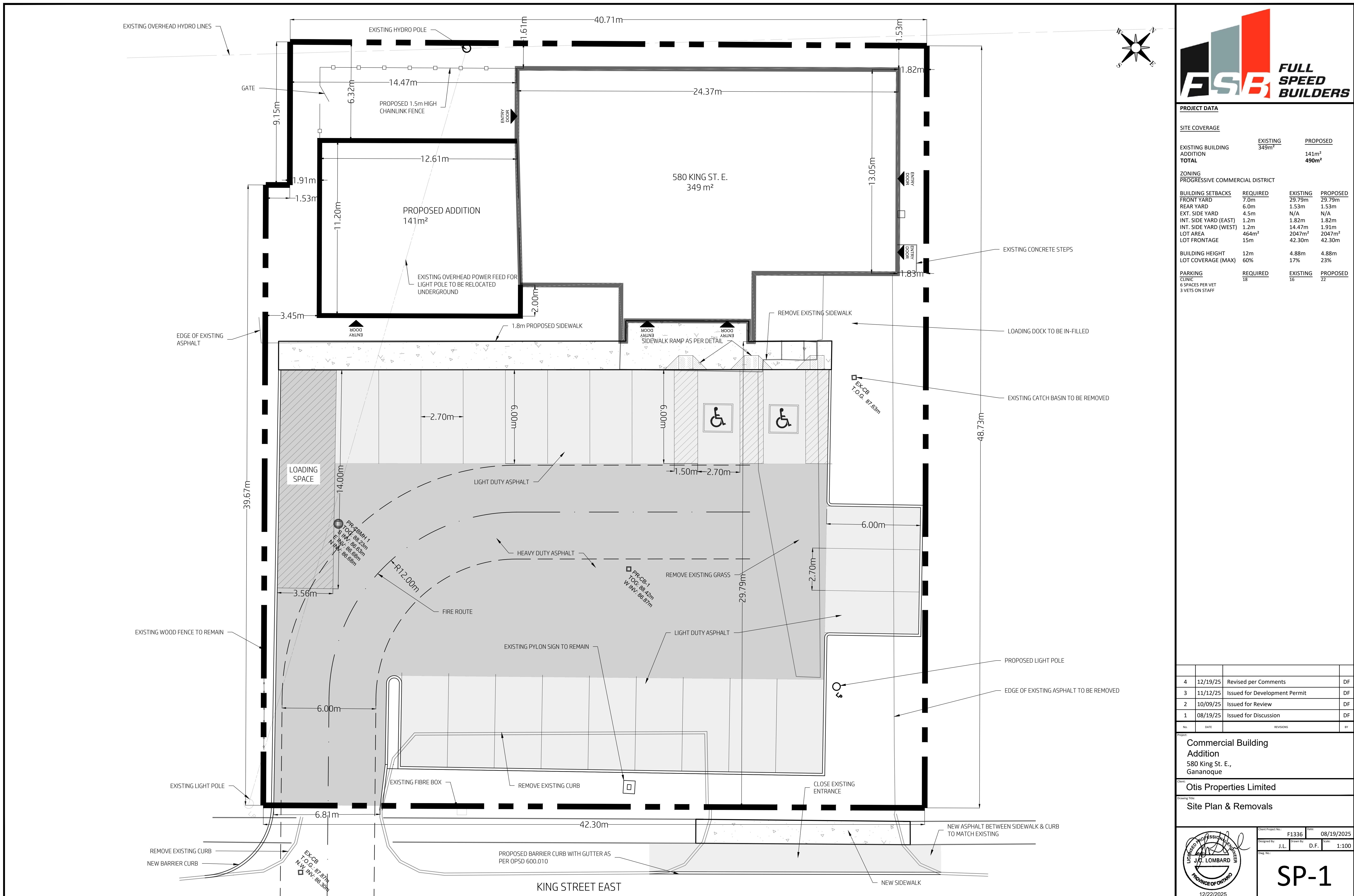
Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct any necessary peer review(s) as deemed by the Town or preparation of legal agreements including registration in the 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.

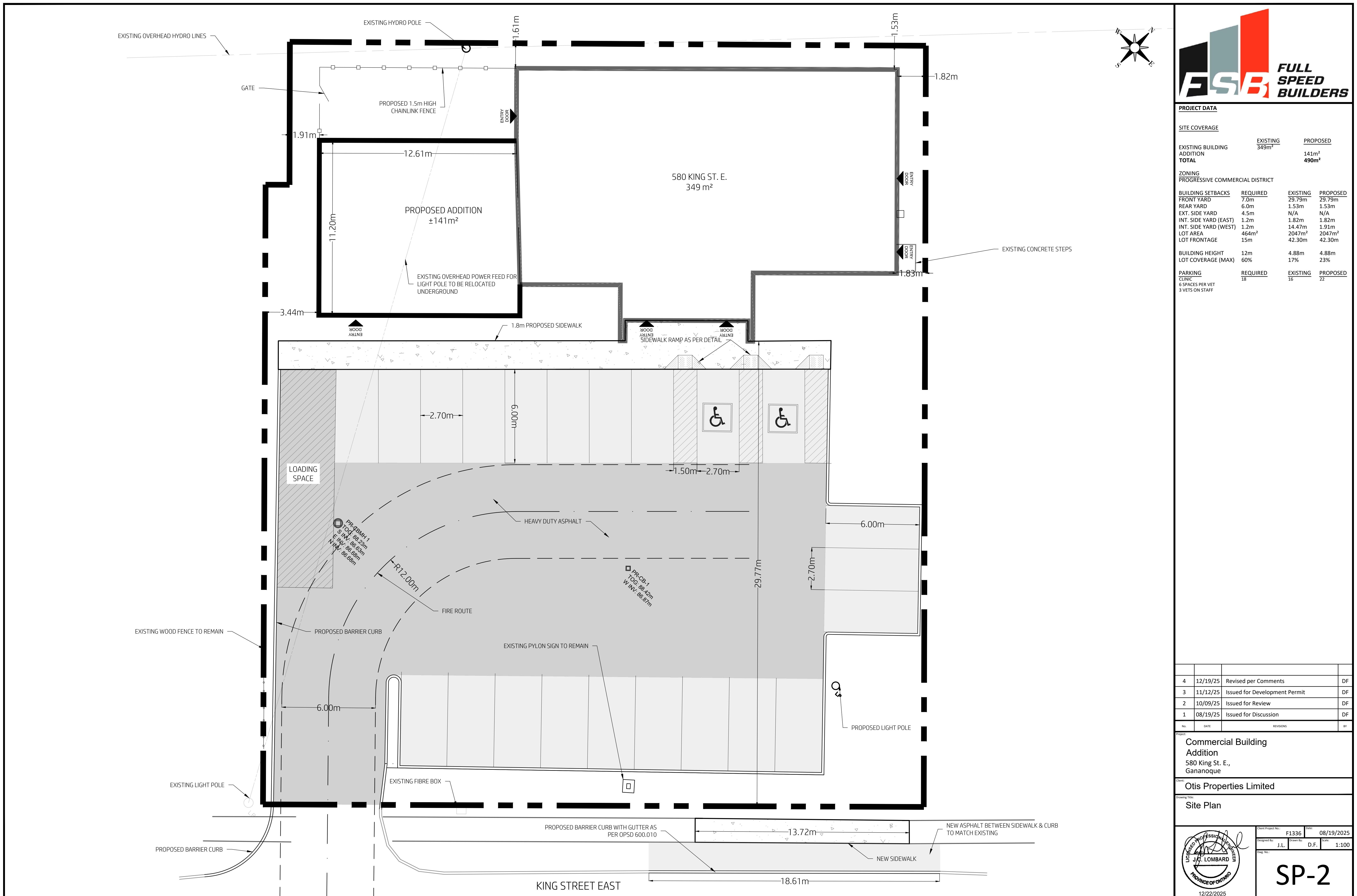
Print Name – Owner/Applicant

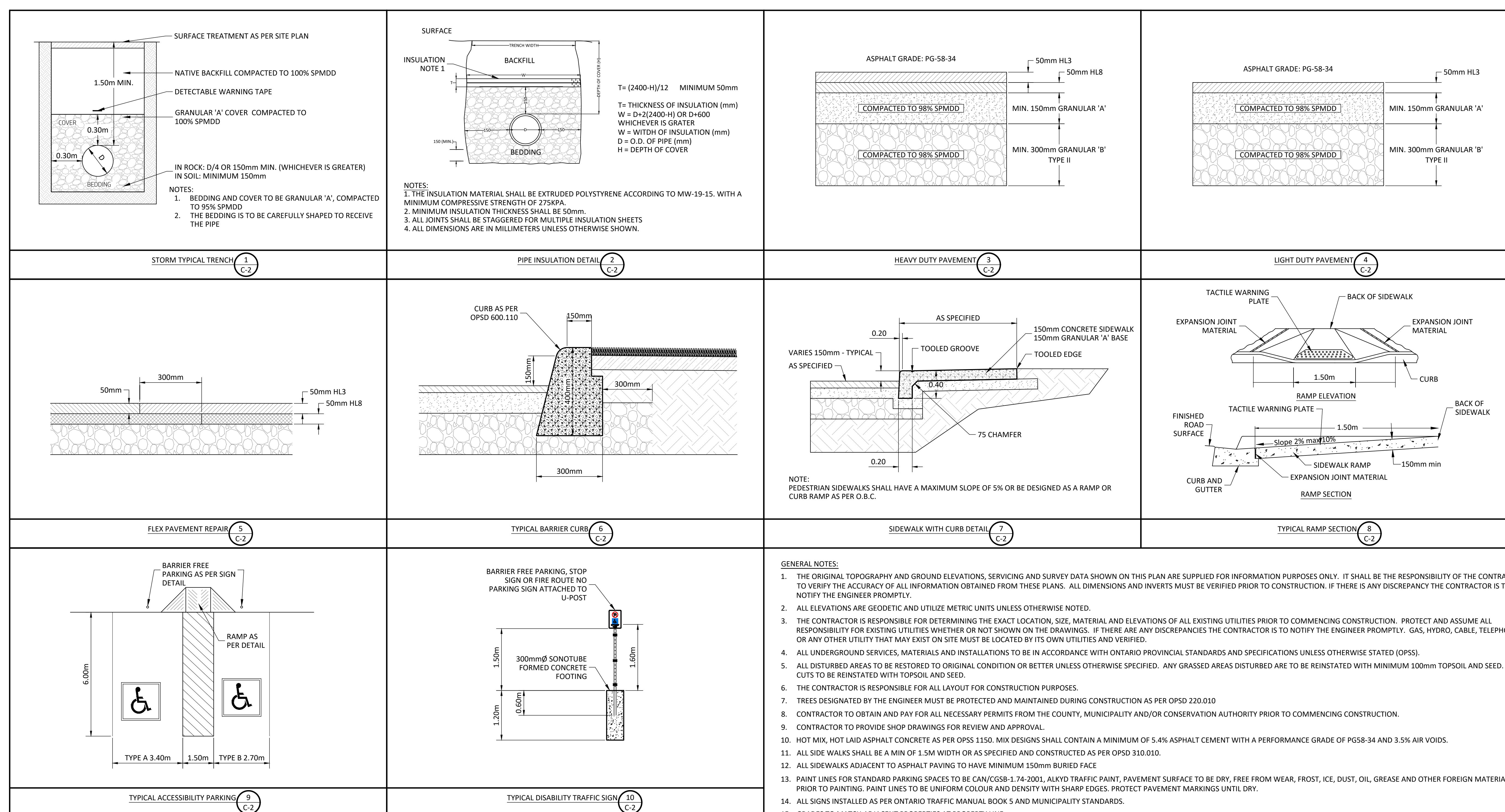
Signature – Owner/Applicant

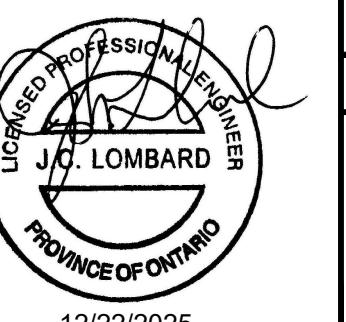
Date

Manager of Planning/Development or his/her designate







4	12/19/25	Revised per Comments	DF
3	11/12/25	Issued for Development Permit	DF
2	10/09/25	Issued for Review	DF
1	08/19/25	Issued for Discussion	DF
No.	DATE	REVISIONS	BY
Commercial Building Addition 580 King St. E., Gananoque			
Client: Otis Properties Limited			
Drawing Title: Typical Details & Notes			
		Client Project No.: XXXXXX Date: mm/dd/yyyy Designed By: X.X. Drawn By: X.X. Scale: As Shown Dwg. No.: 12/22/2025	
C-2			



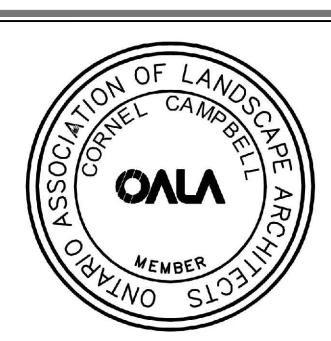
NORTHLANDARCH.CA

GENERAL NOTES

1. All dimensions are in millimetres unless noted otherwise. Do not scale the drawings.
2. It is the responsibility of the contractor to verify all existing and proposed grading and conditions on the project and immediately report any discrepancies to the consultant before proceeding with any work.
3. This drawing shall be read in conjunction with all other consultant drawings including, but not limited to the project architectural site plan, engineering drawings, tree inventory, and survey.
4. The contractor shall review and be aware of all existing and proposed services and utilities. The contractor is responsible for having all underground services and utility lines staked by each agency having jurisdiction prior to commencing work.
5. The contractor shall not leave any holes open overnight.
6. The Contractor shall thoroughly clean areas surrounding the construction zone at the end of each work day. The area surrounding the construction zone shall be kept clean and useable by others.
7. This drawing is only to be used for the purpose noted in the issuance section. This drawing shall not be used for construction unless issued and sealed for construction.
8. Contractor to make good any and all damages outside of the development area that may occur as a result of construction at no extra cost.

580 KING STREET E. GANANOQUE

LANDSCAPE DESIGN PACKAGE



2. ISSUED FOR SPA DECEMBER 19, 2025

1. ISSUED FOR SPA OCTOBER 06, 2025

REV # ISSUANCE DATE

SCALE

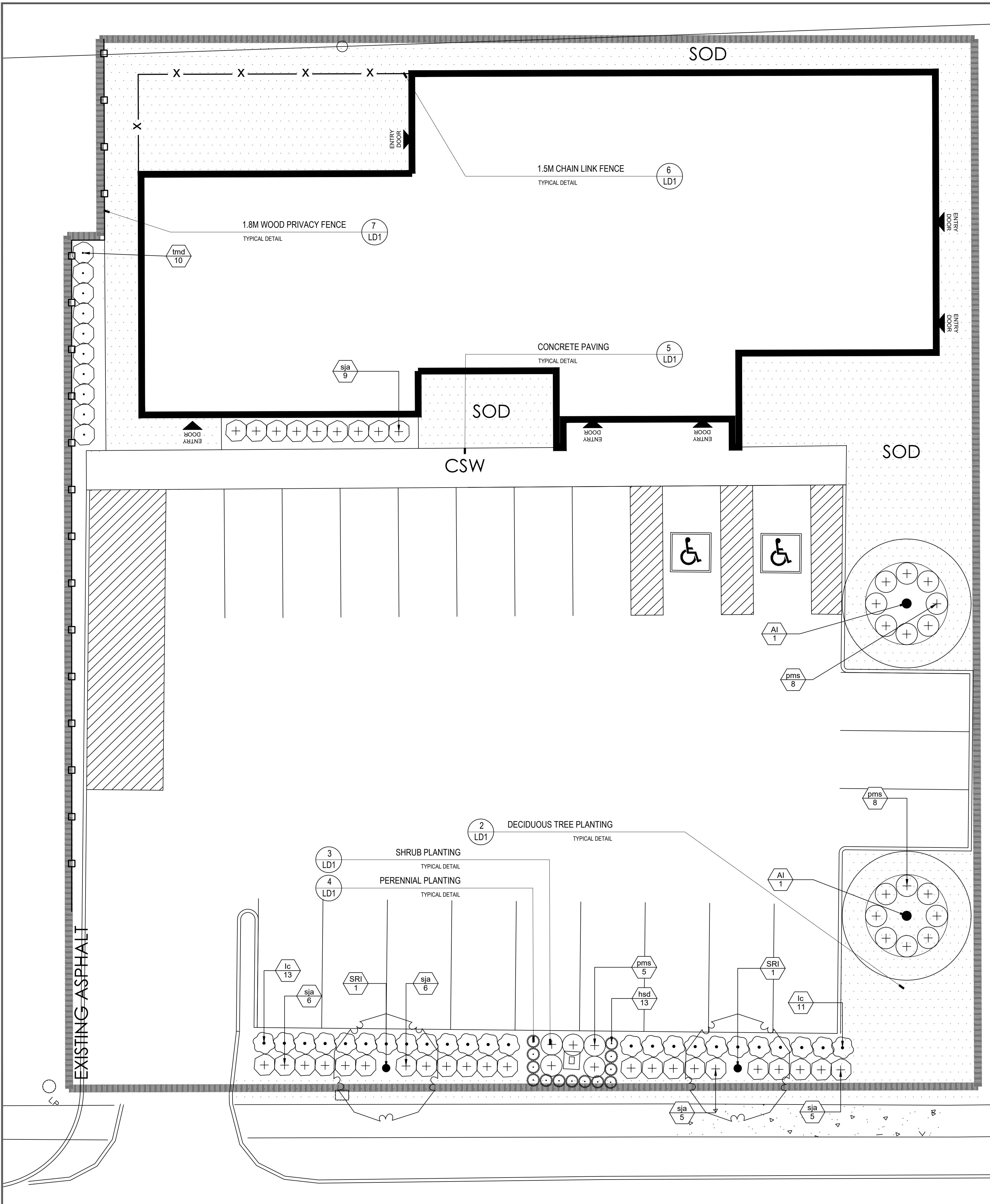
PROJECT NO. 4012B

PROJECT TITLE

580 KING STREET E.
GANANOQUE ONTARIO

DRAWING TITLE

TITLE PAGE



PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONT.
DECIDUOUS TREES					
AI	2	ACER X FREEMANII 'AUTUMN BLAZE'	AUTUMN BLAZE (JEFFERSRED) MAPLE	60MM CAL.	B&B
SRI	2	SYRINGA RETICULATA 'IVORY SILK'	IVORY SILK JAPANESE TREE LILAC	60MM CAL.	B&B
	4	SUBTOTAL:			
BROADLEAF EVERGREEN					
Ic	24	ILEX GLABRA 'CHAMZIN'	NORDIC™ INKBERRY HOLLY	3 GAL.	POT
	24	SUBTOTAL:			
CONIFEROUS SHRUBS					
pms	21	PINUS MUGO 'SLOWMOUND'	SLOWMOUND MUGO PINE	1 GAL.	POT
tmd	10	TAXUS X MEDIA 'DENSIFORMIS'	DENSE YEW	1 GAL.	POT
	31	SUBTOTAL:			
DECIDUOUS SHRUBS					
sja	31	SPIRAEA JAPONICA 'ANTHONY WATERER'	ANTHONY WATERER JAPANESE SPIREA	3 GAL.	POT
	31	SUBTOTAL:			
PERENNIALS					
hsd	13	HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY	1 GAL.	POT
	13	SUBTOTAL:			



NORTHLANDARCH.CA

GENERAL NOTES

1. All dimensions are in millimetres unless noted otherwise. Do not scale the drawings.
2. It is the responsibility of the contractor to verify all existing and proposed grading and conditions on the project and immediately report any discrepancies to the consultant before proceeding with any work.
3. This drawing shall be read in conjunction with all other consultant drawings including, but not limited to the project architectural site plan, engineering drawings, tree inventory, and survey.
4. The contractor shall review and be aware of all existing and proposed services and utilities. The contractor is responsible for having all underground services and utility lines staked by each agency having jurisdiction prior to commencing work.
5. The contractor shall not leave any holes open overnight.
6. The Contractor shall thoroughly clean areas surrounding the construction zone at the end of each work day. The area surrounding the construction zone shall be kept clean and useable by others.
7. This drawing is only to be used for the purpose noted in the issuance section. This drawing shall not be used for construction unless issued and sealed for construction.
8. Contractor to make good any and all damages outside of the development area that may occur as a result of construction at no extra cost.



PROPOSED DECIDUOUS TREE



PROPOSED SHRUB BED



CONCRETE SIDEWALK



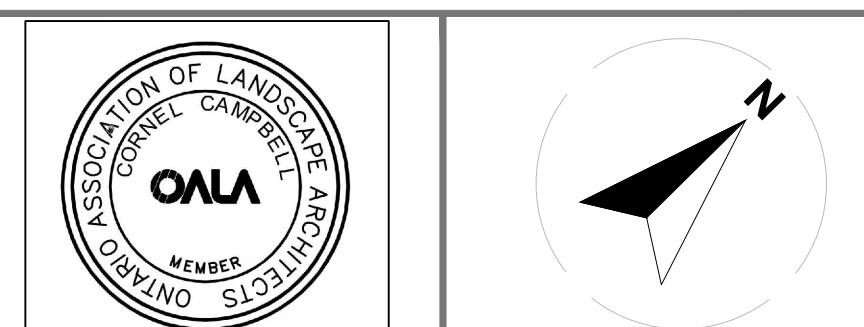
SODDED AREA



1.5M CHAIN LINK FENCE



1.8M WOOD PRIVACY FENCE



2. ISSUED FOR SPA DECEMBER 19, 2025
1. ISSUED FOR SPA OCTOBER 06, 2025

REV # ISSUANCE DATE

SCALE 1:100

PROJECT NO. 4012B

PROJECT TITLE

580 KING STREET E.
GANANOQUE ONTARIO

DRAWING TITLE
LAYOUT PLAN

Commercial Building Addition

580 King Street East
Gananoque, ON

Site Servicing Report

Submission Date
November 12, 2025

Revision 1
December 22, 2025



16788 Highway #7, Perth, ON, K7H 3C8 (613) 466-0400



FULL
SPEED

BUILDERS

16788 Highway #7, Perth, ON, K7H 3C8 (613) 466-0400

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Appendix D – Design Drawings		

1.0 Introduction

Full Speed Builders have been retained by Otis Properties (Client) to prepare the Stormwater Management & Servicing Brief for a Site Plan Control Application for a proposed 141m² building addition at 580 King St E, Gananoque.

The purpose of this report is to determine the servicing requirements for the proposed building addition in accordance with guidelines provided by the Town of Gananoque, Cataraqui Region Conservation Authority, and the Ministry of Environment, Conservation, and Parks. The report will address the water, sanitary, and stormwater requirements for the development, ensuring that the existing and proposed services are adequate for the site.

2.0 Site Description

The subject site is located at 580 King Street East. The approximately 0.2-hectare site currently has one 349m² retail building with surface parking. The site slopes from northwest, at the rear of the property, to southeast along King Street East.

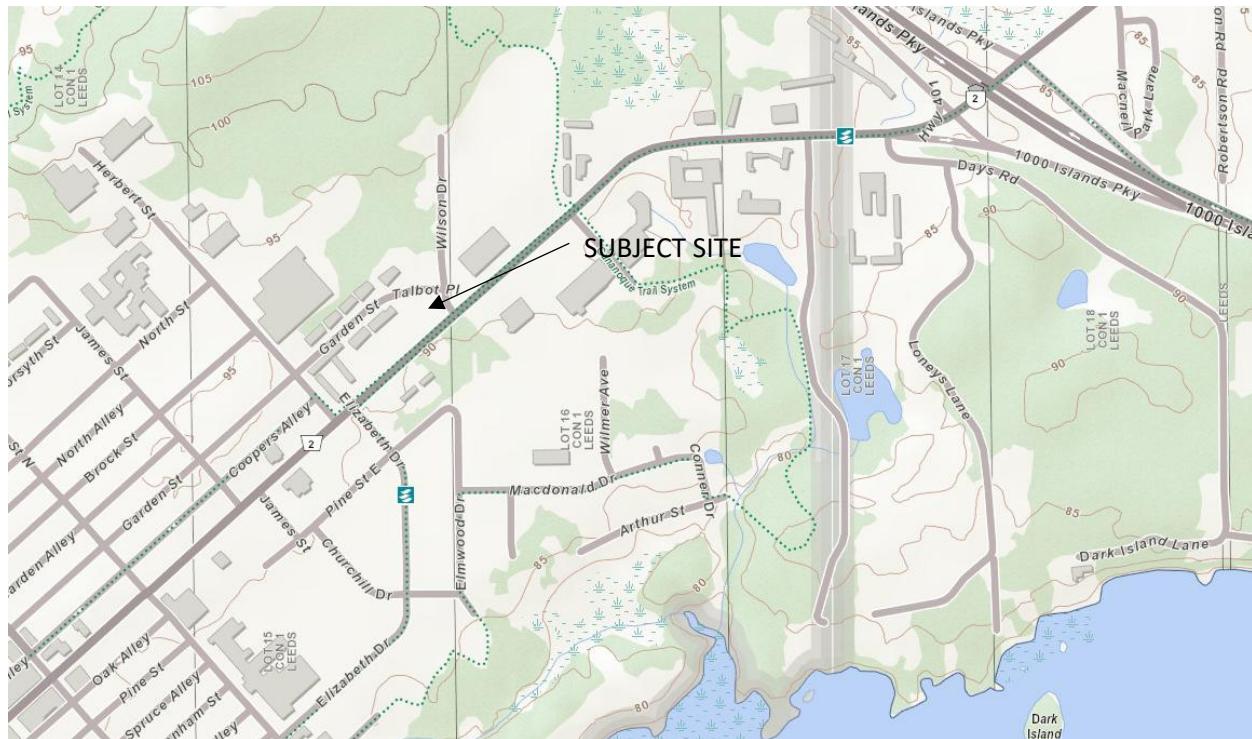


Figure 1: Site Location

3.0 Proposed Development

Proposed development of the subject property consists of the construction of a 141m² single storey addition and expansion and reconfiguration of the existing parking lot. The building has existing water and sanitary connections to municipal services.

4.0 Sanitary Sewer

The existing building is serviced with a 100mm diameter sanitary service. The service connects to an existing 300mm diameter sanitary main along King Street East.

The sanitary flow from the site was calculated to be 0.13L/s. Calculations assume a commercial average flow rate of 28,000 L/hectare per day with a peak factor of 1.5 and an infiltration allowance of 0.14L/sec/hectare. The existing sanitary service has sufficient capacity to service the existing building and proposed addition.

5.0 Water Servicing

The existing commercial building is serviced with a 19mm diameter copper water service. The service connects to the existing 200mm water main along King Street East. The existing water service will be sufficient to service the existing building and proposed addition

Required fire flow for a new building is calculated in accordance with the Fire Protection Underwriters Survey (FUS) – Water Supply for Public Fire Protection – 2020. The required fire flow is based on floor area, separation distance from other buildings, fire suppression systems, type of construction and building content type.

The proposed building addition will be constructed as ordinary construction. FUS describes ordinary construction as '*exterior walls are of masonry construction (or other approved material) with a minimum 1-hour fire resistance rating but where other elements such as interior walls, arches, floors, and/or roof do not have a minimum 1 hour fire resistance rating.*'

The required fire flows are calculated in Appendix A. The minimum fire flow was calculated to be 87 liters per second at 70 psi.

Hydrants are rated in accordance with the Ontario Fire Code as per the following criteria.

Class	Colour code	Rated flow US gal/min @ 20psi	L/s @ 70kPa
AA+ *	Blue	Greater than 2999	Greater than 189
AA	Blue	Greater than 1499	Greater than 95
A	Green	1000 to 1499	63 to 95
B	Orange	500 to 999	32 to 63
C	Red	Less than 500	Less than 32

* AA+ is a non-standard classification that assists fire departments in identifying hydrants and mains that are capable of providing higher flow rates.

The existing hydrant located across King St E. is colour coded Blue indicating a Class AA rating. Class AA hydrants are capable of providing 95 L/s, greater than the required fire flow of 87 L/s.

6.0 Utilities

6.1 Hydro

Electrical service is provided by Eastern Ontario Power. The existing building is currently service overhead from a pole located along Talbot Place. The existing service location will remain in place.

7.0 Stormwater Management

7.1 Design Criteria

To determine existing and proposed runoff rates the Rational Method was utilized. In order to delineate drainage areas existing topographic survey information and the proposed grading plan were utilized. Runoff calculations are derived using the Rational Method:

$$Q = 2.78CIA \text{ (L/s)}$$

Where: Q = Runoff Rate (l/s)

C = Runoff coefficient

I = Rainfall intensity (mm/hr)

A = Drainage Area (hectares)

The following coefficients were used to develop an average C for each area

Roofs/Concrete/Asphalt	0.90
Gravel	0.90
Landscaped	0.25

Rainfall intensities were derived from the Ministry of Transportation's (MTO) Intensity-Duration-Frequency curves. A minimum time of concentration of 15 minutes will be used. The IDF curve can be found in Appendix B.

7.2 Existing Drainage

The existing site is divided into four drainage areas. Pre-Development Area P-1 encompasses the landscaped area to the west of existing building; this area sheet flows to the west and onto the neighbouring gas station property.

Pre-Development area P-2 encompasses the existing building, the flow on the roof is directed towards roof drains which outlet at the rear of the building and sheet flow onto the neighbouring residential property to the northwest.

Post-Development Area P-3 encompasses the loading dock and the landscaped area north of the building; this area sheet flows towards a catch basin in the loading dock. There is a pipe from the loading dock into the existing building where it is assumed it flows into a sump pit and is ultimately pumped into the sanitary sewer.

Post-Development Area P-4 encompasses the existing parking lot. This area sheet flows towards King Street East and ultimately into a municipal catch basin at the south site entrance.

Existing drainage areas can be found in Appendix C.

7.3 Post-Development Drainage

The site will be regraded to ensure minimal off-site flow. Stormwater will be directed towards onsite stormwater infrastructure.

Post Development Area A-1 will encompass the landscaped area to the west of the proposed addition. This area contains a majority of the pre-Development area P-1. Due to grading constraints this area will be graded to direct runoff towards the neighbouring property.

Post Development Area A-2 will encompass the proposed and existing building. The existing buildings internal roof drain plumbing will be rerouted to divert water towards the addition. The roof drains on the proposed building will outlet underground and into PR-CBMH-1.

Post Development Area A-3 will encompass the new parking lot. The parking lot will be graded to direct runoff towards catch basins. The runoff will be piped underground and outlet into the municipal catch basin along King Street East.

Post Development Area A-4 will encompass the landscaped area between the new parking lot and King Street East. Runoff will be directed towards the roadway.

Post Development Area A-5 will encompass the site entrance along King Street East; the driveway will be graded to direct runoff towards the existing catch basin along King Street East.

Post-Development drainage areas can be found in Appendix C.

7.4 Temporary Sediment and Erosion Control

During Construction the risk of contamination by sediment to the stormwater receiver increases. Temporary sediment and erosion control measures will be implemented before construction and remain in place until construction and reinstatement of the lands are completed.

Suitable areas shall be designated and agreed upon for the disposal of any accumulated sediment or other debris or disposed of in accordance with OPSS 180.

In accordance with OPSD 219.110, light duty silt fence will be placed around the construction area. The sediment and erosion control measures will be inspected periodically and maintained during construction by the Contractor. These measures will be removed up completion of the permanent quality control devices and establishment of vegetation.

All areas disturbed by construction are to be reinstated as soon as possible. Damage to existing vegetated areas is to be minimized by fencing the work area to maintain constructions activities to pre-defined areas.

Stockpiles of excavated material or stockpiled granular are to be located to minimize the possibility of runoff beyond the construction zone. Silt fences will be required to contain runoff from stockpiles.

8.0 Conclusions

Based on the information provided above it is determined that the existing services will be able to service the proposed building addition. The existing water and sanitary services can remain in place and are adequately sized for the project.

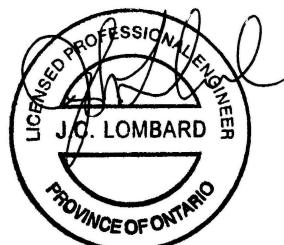
A stormwater management plan was developed to direct runoff to catch basins with an underground pipe network before it outlets into the existing municipal catch basin along King Street East. Since the runoff rate will not be significantly increased with the proposed addition and parking lot, no quantity control measures are required.

Prepared by:

Full Speed Builders Limited



Daniel Fox



Josh Lombard, M. Eng., P.Eng.

Appendix A

Servicing Calculation Sheets



Fire Flow Design Sheet
Project: Commercial Addition
Location: 580 King St E., Gananoque, ON

Building Footprint (m ²)	467	Construction Type (C):	Ordinary	1
Number of Storeys	1	Fire Supression System	No Supression	0
Total Floor Area (m ²) (A)	467	Distance from Other Buildings (m)	0m to 3m	0.25
		Content Type	Limited Combustable	-0.15

$$RFF = 220C\sqrt{A}$$

*Fire Underwriters Survey Water Supply for Public Fire Protection (2020)

Where: RFF = Required Fire Flow (Litres per min.)

C = Construction Coefficient

A = Total Effective Floor Area (m²)

RFF Before Reduction 4754 lpm

Total Change 10.00%

Total Required Fire Flow	5230 lpm
	87.2 l/s

Sanitary Sewer Calculation Sheet																			 FULL SPEED BUILDERS									
LOCATION	DRAINAGE AREA DESCRIPTION						SANITARY FLOWS								PIPE DATA													
	MANHOLE		INCREMENTAL AREA		CONTRIBUTING AREAS	Population	Σ	Σ	q	Peak Factor M	Peak Flow (L/s)	Σ	Infiltration (L/s)	Q (L/s)	SIZE (mm)	SLOPE (%)	WETTED PERIMETER (m ²)	HYDRAULIC RADIUS	CAPACITY (L/s)	Q/f _{full}	VELOCITY (m/s)	LENGTH (m)	FALL (m)					
	FROM	TO	Catchment Area (ha)	Population Density (pp/ha)																								
580 King St E	BLDG	MAIN	1	0.20	-	-	S1	-	5734.4	1.500	0.10	0.20	0.03	0.13	100	2.00%	0.0079	0.3142	0.0250	7.31	0.02	0.93	44	0.880				
DESIGN PARAMETER																			PROJECT:									
Mannings n =	0.0130	Average Daily Flow (q)=	28000 L/ha/day	(MOE Guidelines)	Designed By: D.F. Checked By: J.L. Dwg. Reference: C-2																							
Infiltration Rate (I) =	0.14 L/s/ha	(MOE Sanitary Sewers Design Criteria)	Date: Oct. 9, 2025																									



1:2 YEAR STORM

Project: Full Speed Office

Location: 16788 Highway 7, Perth

Client: Full Speed Builders

PRE-DEVELOPMENT

PRE-DEVELOPMENT													
LOCATION	AREAS										DESIGN FLOW		
	Catchment Areas	Area (m ²)	Building Area (m ²)	C	Asphalt & Gravel Area (m ²)	C	Landscaped Area (m ²)	C	Average C	C x A (m ²)	Time of Concentration	I (mm/hr)	Peak Flow (L/s)
A-1	266.95	0	0.90	0	0.90	266.95	0.25	0.25	66.7375		15	55.1	1
A-2	397.14	349.12	0.90	0	0.90	48.02	0.25	0.82	326.213		15	55.1	5
A-3	288.34	0	0.90	111.07	0.90	177.27	0.25	0.50	144.2805		15	55.1	2
A-4	1095.5	0	0.90	947.07	0.90	148.39	0.25	0.81	889.4605		15	55.1	14
											TOTAL		22

POST-DEVFI OPMENT

STORAGE REQUIREMENTS					
TIME	(mm/hr)	(L/s)	(L/s)	STORAGE RATE (L/s)	(m ³)
5	118.4	42	22	20	6
10	73.1	26	22	4	2
15	55.1	19	22	-3	-2
30	34	12	22	-10	-18
60	21	7	22	-15	-53



1:5 YEAR STORM

Project: Full Speed Office

Location: 16788 Highway 7, Perth

Client: Full Speed Builders

PRE-DEVELOPMENT

PRE-DEVELOPMENT												
LOCATION	AREAS										DESIGN FLOW	
	Catchment Areas	Area (m ²)	Building Area (m ²)	C	Asphalt & Gravel Area (m ²)	C	Landscaped Area (m ²)	C	Average C	C x A (m ²)	Time of Concentration	I (mm/hr)
A-1	266.95	0	0.90	0	0.90	266.95	0.25	0.25	66.7375	15	72.8	1
A-2	397.14	349.12	0.90	0	0.90	48.02	0.25	0.82	326.213	15	72.8	7
A-3	288.34	0	0.90	111.07	0.90	177.27	0.25	0.50	144.2805	15	72.8	3
A-4	1095.5	0	0.90	947.07	0.90	148.39	0.25	0.81	889.4605	15	72.8	18
										TOTAL		29

POST-DEVELOPMENT

STORAGE REQUIREMENTS					
TIME	(mm/hr)	(L/s)	(L/s)	STORAGE RATE (L/s)	(m ³)
5	156.5	55	29	26	8
10	96.5	34	29	5	3
15	72.8	26	29	-3	-3
30	44.9	16	29	-13	-24
60	27.7	10	29	-19	-69



1:100 YEAR STORM

Project: Full Speed Office

Location: 16788 Highway 7, Perth

Client: Full Speed Builders

PRE-DEVELOPMENT

PRE-DEVELOPMENT												
LOCATION	AREAS										DESIGN FLOW	
	Catchment Areas	Area (m ²)	Building Area (m ²)	C	Asphalt & Gravel Area (m ²)	C	Landscaped Area (m ²)	C	Average C	C x A (m ²)	Time of Concentration	I (mm/hr)
A-1	266.95	0	0.90	0	0.90	266.95	0.25	0.25	66.7375	15	121	2
A-2	397.14	349.12	0.90	0	0.90	48.02	0.25	0.82	326.213	15	121	11
A-3	288.34	0	0.90	111.07	0.90	177.27	0.25	0.50	144.2805	15	121	5
A-4	1095.5	0	0.90	947.07	0.90	148.39	0.25	0.81	889.4605	15	121	30
										TOTAL		48

POST-DEVELOPMENT



1:100 YEAR STORM

Project: Full Speed Office

Location: 16788 Highway 7, Perth

Client: Full Speed Builders

STORAGE REQUIREMENTS

TIME	(mm/hr)	(L/s)	(L/s)	STORAGE RATE (L/s)	(m ³)
5	260.4	92	48	44	13
10	160.6	56	48	8	5
15	121	43	48	-5	-5
30	74.6	26	48	-22	-39
60	46	16	48	-32	-115

5-Year Storm Sewer Calculation Sheet

STREET	STRUCTURE		AREA		CONTRIBUTING AREAS		RUNOFF DATA					PIPE DATA										
	From	To	No	Ha			C	AC	Σ AC	Tc (min.)	I (mm/hr)	Q (L/s)	Size (mm)	Slope (%)	AREA (m ²)	WETTED	HYDRAULIC	Capacity (L/s)	Q/Q _{full}	Velocity (m/s)	Length (m)	FALL (m)
580 King St East	PR-CB-1	PR-CBMH 1		0.082			0.90	0.074	0.074	20.0	70	14.48	200	1.00%	0.0314	0.6283	0.0500	32.8	0.442	1.04	18.8	0.19
	BUILDING	PR-CBMH 1		0.049			0.90	0.044	0.044	20.0	70	8.61	200	2.00%	0.0314	0.6283	0.0500	46.4	0.186	1.48	13.3	0.27
	PR-CBMH 1	EX-CB		0.181			0.90	0.163	0.163	20.2	70	31.74	200	1.50%	0.0314	0.6283	0.0500	40.2	0.790	1.28	22	0.33
DESIGN PARAMETER										Designed By:		PROJECT:										
										D.F.		Commercial Building Addition										
Mannings n = 0.013										Checked By:		LOCATION:										
Q = 2.78CIA										J.L.		580 King St East, Gananoque										
Q = Peak Flow in Litres per second (L/s)										Dwg. Reference:		Project Number:								Date:		
A = Area in Hectares (ha)										C-1		F1336								27-Oct-25		

Mannings n = 0.013
 Q = 2.78CIA
 Q = Peak Flow in Litres per second (L/s)
 A = Area in Hectares (ha)
 i = Rainfall Intensity in Millimeters per hour (mm/hr)
 [$i = 998.071 / (TC + 6.053)^{0.814}$] 5 YEAR
 [$i = 1735.688 / (TC + 6.014)^{0.820}$] 100 YEAR

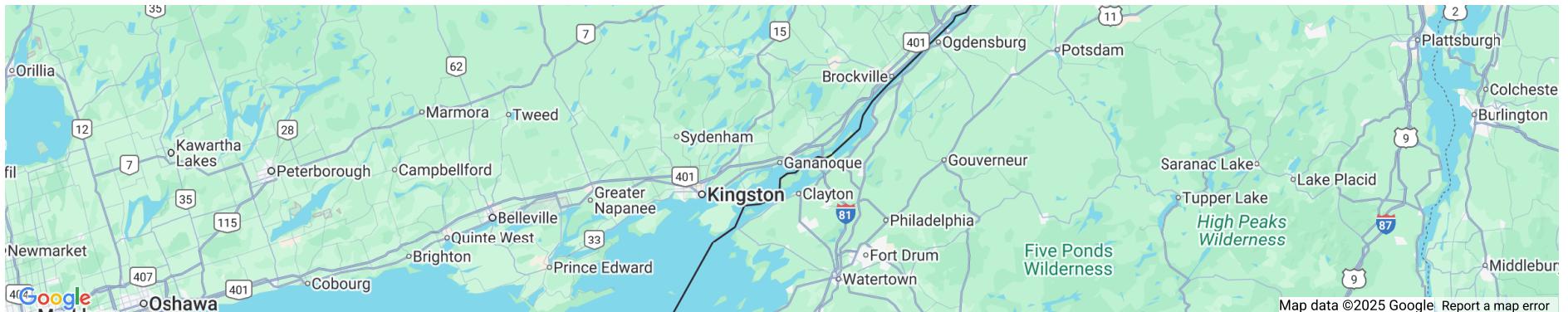
Appendix B

MTO IDF Data

Active coordinate

44° 20' 15" N, 76° 9' 15" W (44.337500,-76.154167)

Retrieved: Tue, 22 Jul 2025 14:33:02 GMT



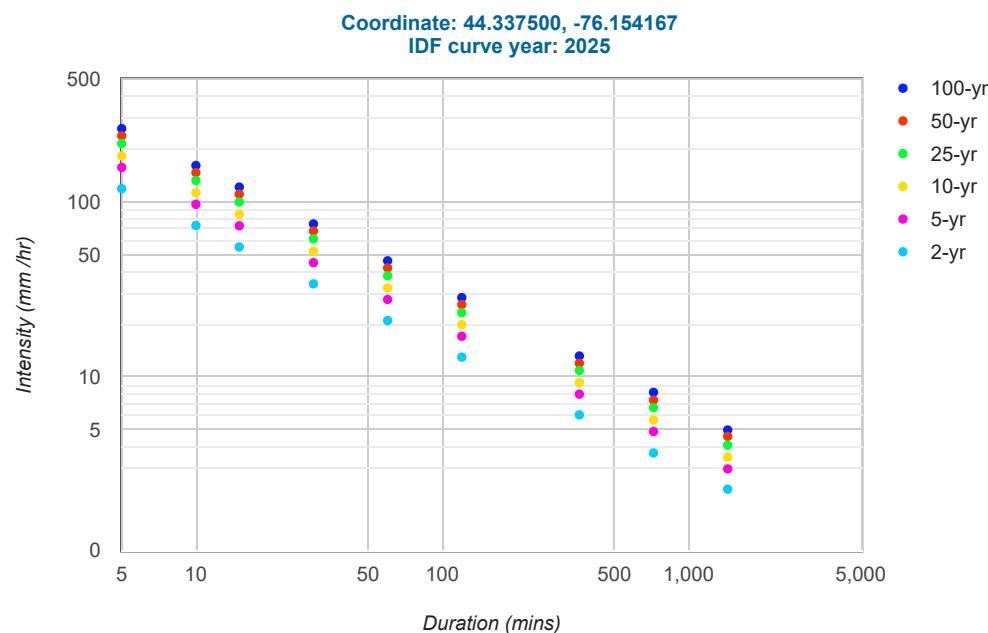
Location summary

These are the locations in the selection.

IDF Curve: 44° 20' 15" N, 76° 9' 15" W (44.337500,-76.154167)

Results

An IDF curve was found.



Coefficient summary

IDF Curve: 44° 20' 15" N, 76° 9' 15" W (44.337500,-76.154167)

Retrieved: Tue, 22 Jul 2025 14:33:02 GMT

Data year: 2010

IDF curve year: 2025

Statistics

Rainfall intensity (mm hr⁻¹)

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	118.4	73.1	55.1	34.0	21.0	13.0	6.1	3.7	2.3
5-yr	156.5	96.5	72.8	44.9	27.7	17.1	8.0	4.9	3.0
10-yr	182.1	112.3	84.6	52.2	32.2	19.9	9.3	5.7	3.5
25-yr	213.9	131.9	99.4	61.3	37.8	23.3	10.9	6.7	4.1
50-yr	237.1	146.2	110.2	68.0	41.9	25.9	12.0	7.4	4.6
100-yr	260.4	160.6	121.0	74.6	46.0	28.4	13.2	8.2	5.0

Rainfall depth (mm)

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	9.9	12.2	13.8	17.0	21.0	26.0	36.6	44.4	55.2
5-yr	13.0	16.1	18.2	22.4	27.7	34.2	48.0	58.8	72.0
10-yr	15.2	18.7	21.1	26.1	32.2	39.8	55.8	68.4	84.0
25-yr	17.8	22.0	24.9	30.6	37.8	46.6	65.4	80.4	98.4
50-yr	19.8	24.4	27.6	34.0	41.9	51.8	72.0	88.8	110.4
100-yr	21.7	26.8	30.3	37.3	46.0	56.8	79.2	98.4	120.0

Terms of Use

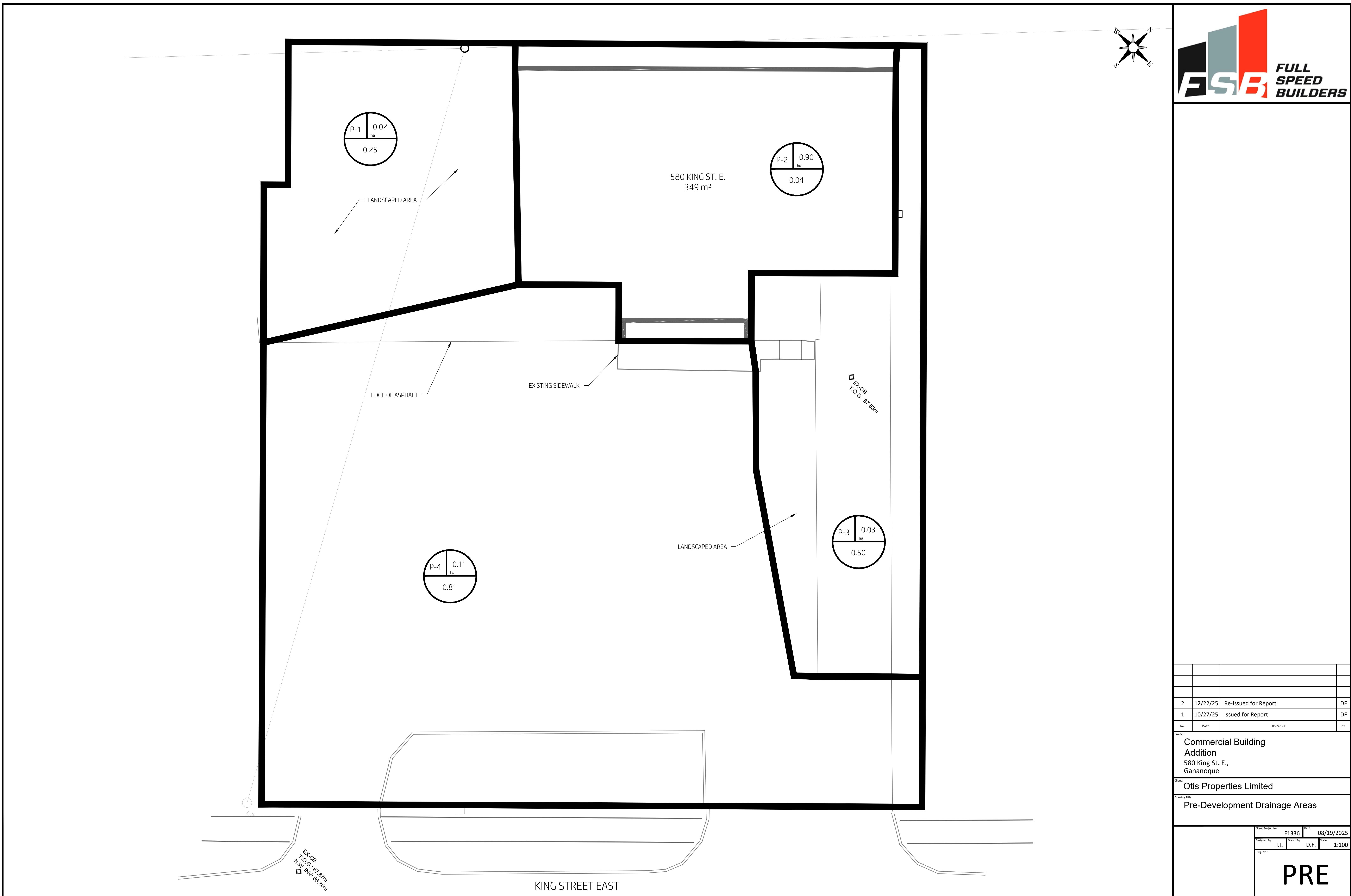
You agree to the [Terms of Use](#) of this site by reviewing, using, or interpreting these data.

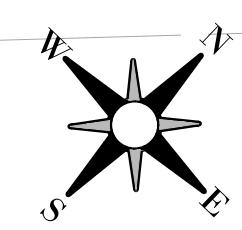
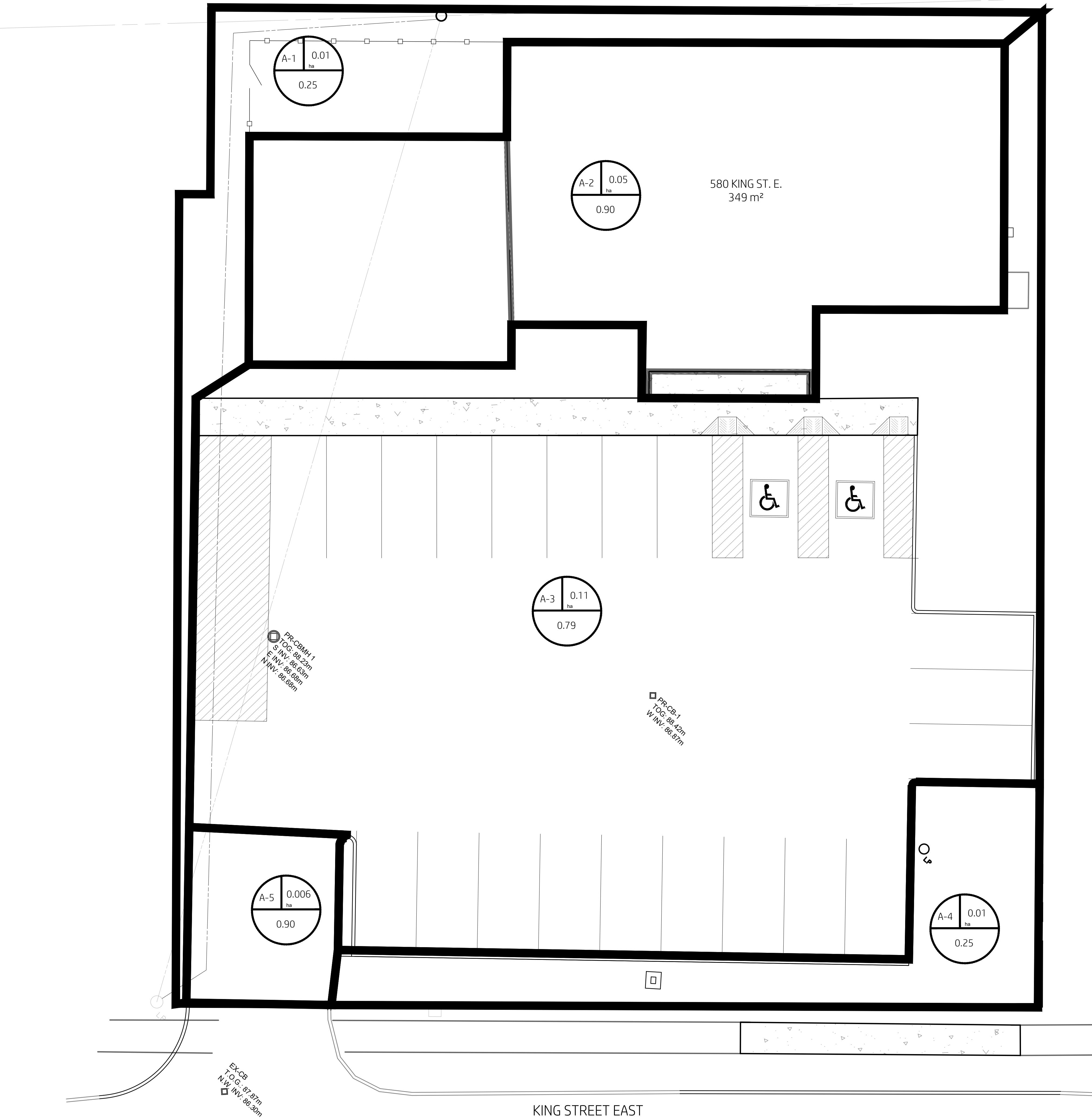
[Ontario Ministry of Transportation](#) | [Terms and Conditions](#) | [About](#)

Last Modified: September 2016

Appendix C

Pre & Post Development Drawings





2	12/22/25	Re-Issued for Report	DF
1	10/27/25	Issued for Report	DF
No.	DATE	REVISIONS	BY

oject:
**Commercial Building
Addition**
580 King St. E.,
Gananoque

ient:
Otis Properties Limited

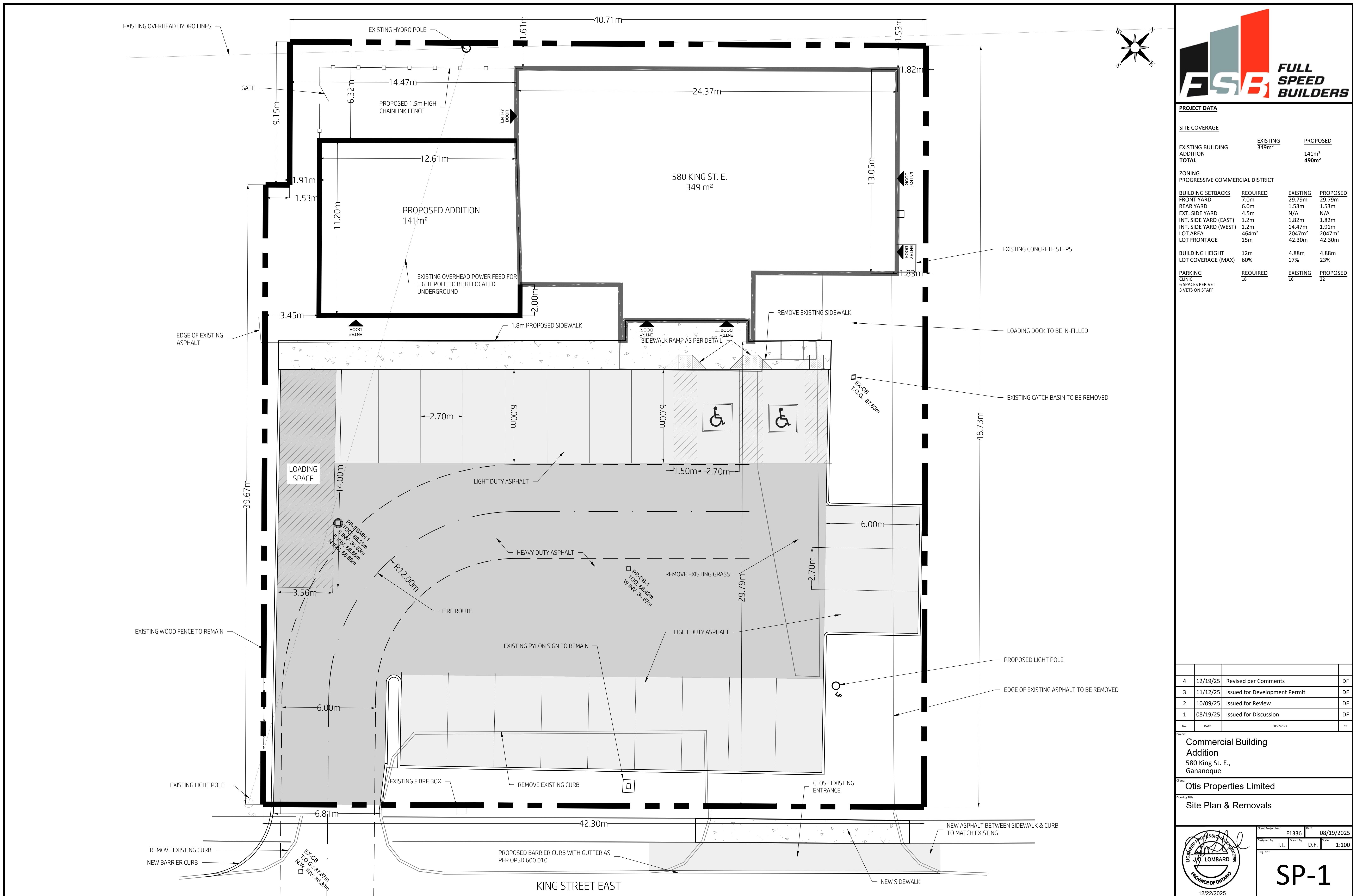
Pre-Development Drainage Areas

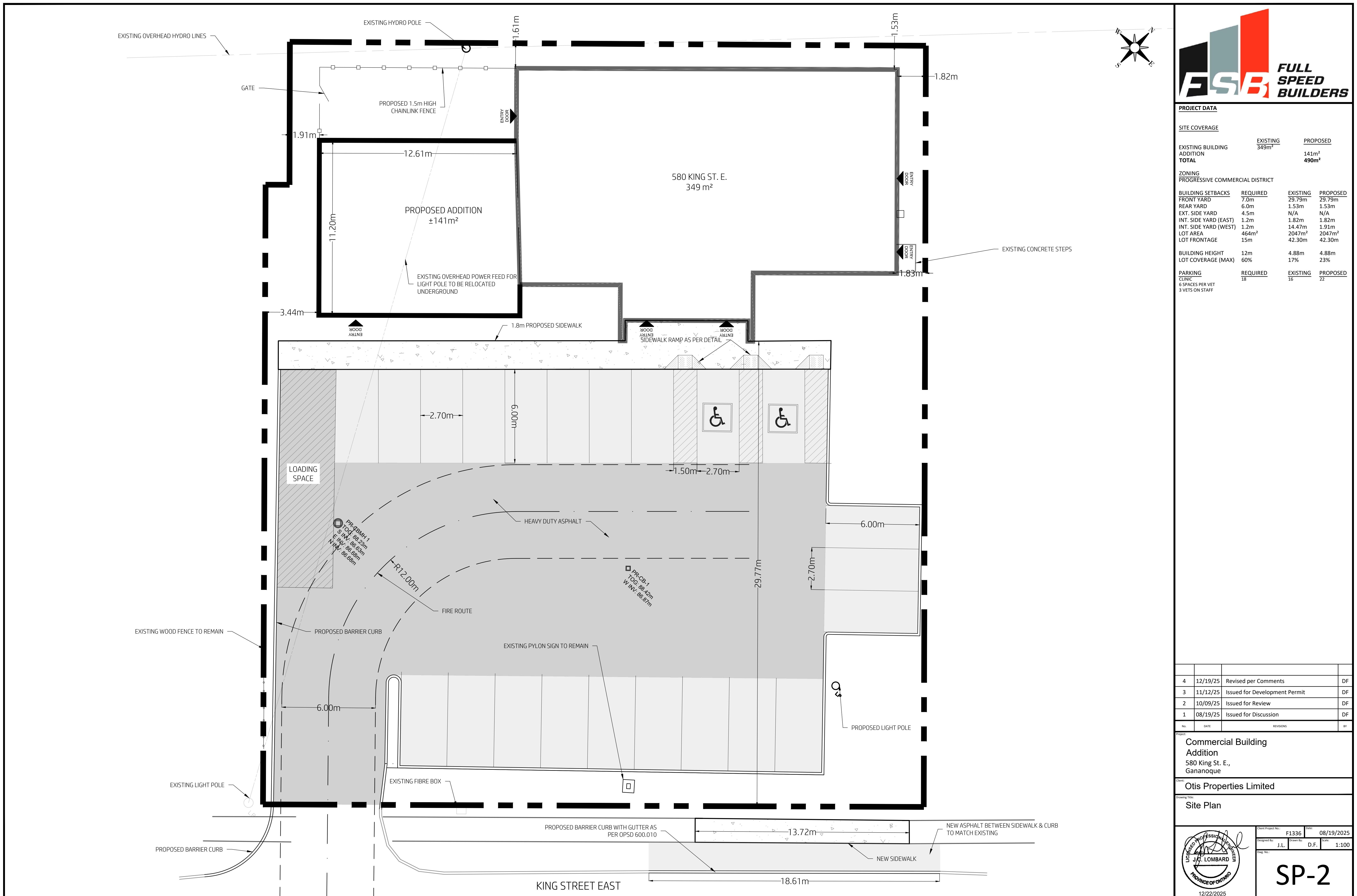
Client Project No.:		Date:
F1336		08/19/2025
Designed By:	Drawn By:	Scale:
J.L.	D.F.	1:100
Dwg. No.:		

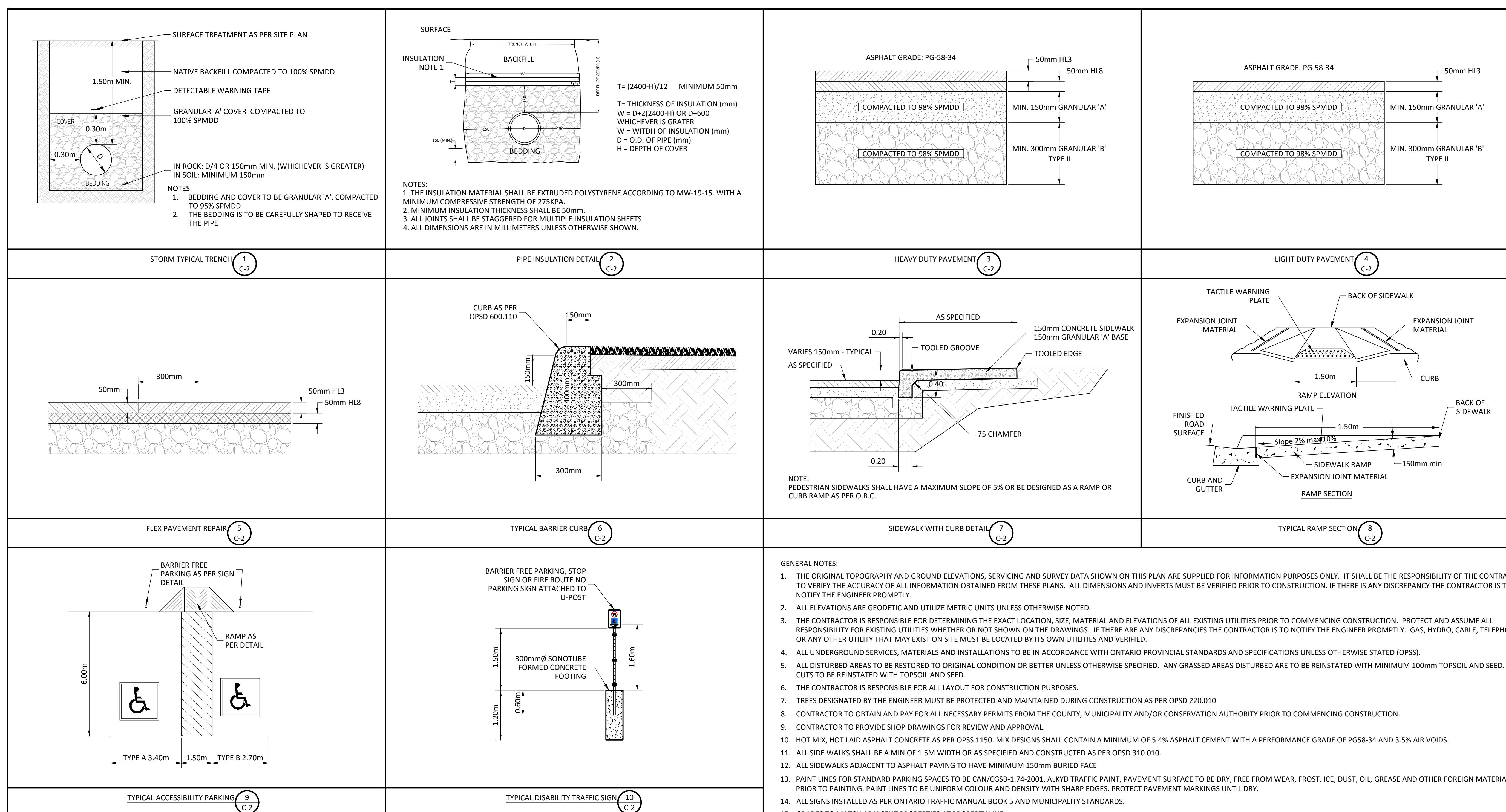
POST

Appendix D

Design Drawings







18. SUB-BEDDING, IF REQUIRED SHALL BE AS PER THE DIRECTION OF GEOTECHNICAL ENGINEER
19. BACKFILL TO AT LEAST 300mm ABOVE TOP OF PIPE WITH GRANULAR "A".
20. TO MINIMIZE DIFFERENTIAL FROST HEAVING, TRENCH BACKFILL (FROM PAVEMENT SUBGRADE TO 2 METRES BELOW FINISHED GRADE) SHALL MATCH EXISTING SOIL CONDITIONS.
21. EXTERIOR LIGHT FIXTURES TO BE NIGHT SKY COMPLIANT WITH NO LIGHT SPILLING OFF PROPERTY.
22. GARBAGE AND REFUSE TO BE STORED INTERNALLY WITHIN BUILDING.
ENVIRONMENTAL
23. EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED PRIOR TO CONSTRUCTION AND MONITORED AND MAINTAINED BY THE CONTRACTOR UNTIL COMPLETION. THE TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES MUST BE REMOVED ONCE THE SITE HAS BEEN STABILIZED AND SITE WORKS COMPLETED.
24. REGARDLESS OF SITE SPECIFIC ITEMS DETAILED ON THE PLANS, THE CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES TO SUIT THE PROPOSED WORK METHODS TO CONTROL SEDIMENT FROM RUNNING OFF THE SITE OR INTO WATER BEARING FEATURES PRIOR TO ANY DISTURBANCE. FOLLOWING CONSTRUCTION, DISTURBED AREAS, AS WELL AS PROPOSED GRASSED AND VEGETATED SURFACES SHALL BE REINSTATED.
25. IN THE EVENT THAT HUMAN REMAINS ARE ENCOUNTERED DURING CONSTRUCTION, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY AND THE REGISTRAR OR DEPUTY REGISTRAR OF THE CEMETERIES REGULATION UNIT OF THE MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS (416) 362-8392, SHALL BE NOTIFIED IMMEDIATELY.
26. IN THE EVENT THAT BURIED ARCHEOLOGICAL REMAINS ARE FOUND DURING CONSTRUCTION ACTIVITIES, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY.
27. WHILE UNDERTAKING CLEARING, DEMOLITION, EXCAVATION OR CONSTRUCTION THE OWNER AND THEIR CONTRACTORS SHALL BE VIGILANT FOR THE POTENTIAL PRESENCE OF UNDERGROUND FUEL TANKS, CONTAMINATED SOIL OR GROUNDWATER, BURIED WASTE OR ABANDONED WATER WELLS. IF ANY OF THE ABOVE ARE ENCOUNTERED OR SUSPECTED, THE OWNER SHALL ENSURE THAT:
27.A. THE TOWN OF GANANOQUE'S ENVIRONMENT DEPARTMENT IS TO BE ADVISED THAT CONTAMINANTS OR WASTES HAVE BEEN DISCOVERED OR ARE SUSPECTED.
27.B. ANY SOIL OR GROUNDWATER CONTAMINATION ENCOUNTERED IS REMEDIATED TO APPLICABLE STANDARDS AS DEFINED WITHIN O.REG 153/04 OR AS REVISED;
27.C. ANY WASTES GENERATED BY SITE CLEAN-UPS ARE MANAGED IN ACCORDANCE WITH APPLICABLE LAWS AND STANDARDS;

27.D. ANY ABANDONED FUEL TANKS ENCOUNTERED ARE DECOMMISSIONED IN ACCORDANCE WITH APPLICABLE LAWS AND STANDARDS;
27.E. ANY UNUSED WATER WELLS (DRILLED OR DUG) ARE PROPERLY ABANDONED IN ACCORDANCE WITH ONTARIO REGULATIONS 903 - WELLS OR AS ADVISED;
27.F. IF IT APPEARS LIKELY THAT CONTAMINATION EXTENDS BEYOND THE BOUNDARIES OF THE SUBJECT PROPERTY, THE OWNER NOTIFIES THE LOCAL OFFICE OF THE MINISTRY OF ENVIRONMENT AND THE TOWN OF GANANOQUE'S ENVIRONMENT DEPARTMENT;
27.G. CONSTRUCTION WASTES ARE NOT TO BE BURIED WITHIN THE PROPERTY THAT IS THE SUBJECT OF THIS AGREEMENT, AND
27.H. THE OWNER AND THEIR CONTRACTORS REPORT ALL SPILLS TO THE MINISTRY OF THE ENVIRONMENT'S SPILLS ACTION CENTRE (1-800-268-6060) AND TO THE MUNICIPALITY FORTHWITH.

STORM

28. ALL TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO CONSTRUCTION. CONTRACTOR TO MAINTAIN SILT FENCE.

29. CATCH BASIN TO BE AS PER OPSD 705.010. DISHED GRATE AS PER OPSD 400.010.

30. CBMH'S TO BE AS PER OPSD 701.010. DISHED GRATE AS PER OPSD 400.010.

31. INSULATE ALL SEWERS/SERVICES THAT HAVE LESS THAN 1.5M OF COVER WITH THERMAL INSULATION.

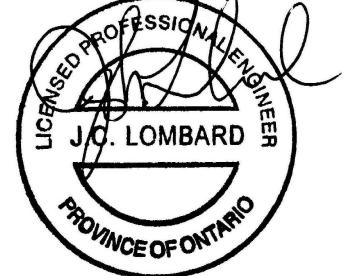
32. STORM SEWERS TO BE FLUSHED AND CCTV STUDY COMPLETED.

33. LEAK TESTING SHALL BE AS PER OPSS AND TOWN OF GANANOQUE STANDARDS.

ELECTRICAL AND COMMUNICATIONS

34. ALL ELECTRICAL AND COMMUNICATION DUCTS TO HAVE A MIN OF 150mm OF SAND BEDDING AND COVER AS PER DETAIL.

35. MINIMUM OF 600mm COVER MUST BE PROVIDED ON ALL SERVICES.

4	12/19/25	Revised per Comments	DF
3	11/12/25	Issued for Development Permit	DF
2	10/09/25	Issued for Review	DF
1	08/19/25	Issued for Discussion	DF
No.	DATE	REVISIONS	BY
Commercial Building Addition 580 King St. E., Gananoque			
Client: Otis Properties Limited			
Drawing Title: Typical Details & Notes			
		Client Project No.: XXXXXX Date: mm/dd/yyyy Designed By: X.X. Drawn By: X.X. Scale: As Shown Dwg. No.: 12/22/2025	
C-2			

PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, JANUARY 27, 2026

SUBJECT: DP2025-19 – 215 STONE STREET SOUTH (HOLBIK)
CLASS III DEVELOPMENT PERMIT

Background:

Property: 215 STONE STREET SOUTH

Legal Description: PLAN 86 LOT 81 LOT 82 GAN; RIVER ES

Official Plan: RESIDENTIAL

Development Permit: TRADITIONAL RESIDENTIAL SPECIAL EXCEPTION R-X7

Lot Coverage: 35%

Purpose and Effect:

The Applicant is requesting to operate a private school for 3 year period within the building at 215 Stone Street South. The private school is planned to be developed in two phases.

Bus pick up and drop off is proposed to be located along Stone Street South adjacent the front entrance into the building. A fully fenced play area will be located in the rear yard. No further uses or additions are proposed on the site.

Background:

The property of 215 Stone Street South is located at the corner of Stone Street South and Sydenham Street and abuts Cedar Alley. The property is situated across from two churches to the north and west and residential properties to the east and south.

According to MPAC records the existing building is a single detached dwelling consisting of 5,186 ft² built in 1890. An existing detached garage is located along Sydenham Street.

The property was subject to a Zoning By-law amendment (By-law 2005-19) permitted a clinic by not-for-profit institutions authorized by the province. The clinic has been closed for a number of years. The lands are designated R-X7.



Front view of 215 Stone Street South



Access to the rear of the building onto Sydenham Street

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-policy-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, place of worship and cemeteries).

2.2 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

1. *Settlement areas* shall be the focus of growth and development.

2.8 Employment

2.8.1 Supporting a Modern Economy

1. Planning authorities shall promote economic development and competitiveness by:
 - d) encouraging *intensification* of employment uses and compatible, compact, mixed-use development to support the achievement of *complete communities*

Complete communities: means places such as mixed-use neighbourhoods or other areas within cities, towns, and *settlement areas* that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, *public service facilities*, local stores and services. *Complete communities* are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations.

The proposal is in keeping with the residential policies of the Provincial Planning Statement. The use of the existing building for the use of a private school within the settlement area provides a service to the residents for daily living.

OFFICIAL PLAN:

The subject property is designated Residential within the Official Plan.

Goals and Objectives (3.2.1)

The goal of the Residential 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 while providing opportunities to develop new residential uses in mixed use buildings as well as non-residential neighbourhood components such as schools, community facilities, places of worship, parks and local commercial uses*”.

3.2.2.3 Non-residential Uses

Local commercial uses such as small local retail plazas and convenience stores, schools, places of worship and community facilities are permitted in the Residential Policy Area. Existing non-residential uses shall be zoned in the implementing zoning by-law. All new non-residential uses shall be subject to a zoning by-law amendment as well as site plan control. Proposed non residential uses shall be reviewed to ensure compatibility with the existing residential neighborhood. Proponents shall provide sufficient evidence to ensure that new development will not result in increased neighborhood traffic, noise or other emissions and will contribute to quality of life for local residents. In all cases the scale and architectural design of any new development shall be consistent with the local neighborhood.

3.2.2.4 Compatibility

Ensure that all new development, including infill residential development in existing neighbourhoods, maintains or enhances the surrounding area and is compatible with respect to built form, scale, urban design, intensity of use and streetscape.

3.2.2.6 Servicing

It is the long-term intent that all development in the municipality be on full municipal water and wastewater services.

3.2.2.9 Access

Development shall be permitted only where safe, convenient access to a public road is available to ensure ready accessibility for school buses, ambulances, fire trucks, and other essential service vehicles.

4.1.1 Infrastructure

A goal of the plan for ‘our infrastructures’ as being to ensure that efficient infrastructure services will be provided by the appropriate level of government or the private sector in a cost effective manner which recognizes development priorities and which ensures the protection of our environment. Further, water, waste water and stormwater will be managed in a fiscally and environmental responsible manner.

5.4.4 Development Criteria

The following development criteria (applicable to any new development or redevelopment) is summarized as follows:

- The provision of safe access onto or from a local or Town road
- Adequate access to, and provision of off-street parking,
- Barrier-free access to public and commercial buildings,
- Access and maneuvering of emergency vehicles to public and private properties,

- Adequate grade drainage or storm water management and erosion control,
- The preservation and protection, whenever possible, of street trees, street tree canopies and the urban forest, and
- Safety and Security (including lighting, site orientation, and lines of sight).

COMMENT:

The application is consistent with the objectives of the Residential designation in permitting a range of activities to include a school.

The Development Permit will address the site specific requirements and development criteria.

DEVELOPMENT PERMIT:

The subject property is designated Traditional Residential Special Exception R-X7 (for a clinic) within the Development Permit By-law. The Traditional Residential designation provides for various residential uses including a private school. A private school is identified as a discretionary use.

Discretionary Uses – 5.2.3

All discretionary uses shall be subject to the Class III Development Permit approval system.

COMMENT:

The request for the Development Permit is temporary (3 years) and there are no physical changes to the building itself. No other uses (residential or site specific clinic) will be permitted within the building. A private school is identified as a discretionary use in the Traditional Residential designation. The applicant is proposing to operate a private school regulated by the Ministry of Education under the name Thousand Islands Montessori Inc.

The applicant has proposed to develop the school in two phases. Phase 1 will occupy a classroom on the first floor and offices for the instructors on the second floor. Phase 2 will include a second classroom on the third floor.

Site Provisions (5.2.1)

Site Provision	Requirements	Existing/Proposed
Lot Area	464m ²	1351m ²
Lot Coverage (maximum)	35%	21%
Lot Frontage	15m	36.58 m (Sydenham St)
Front Yard Setback	6m	0.62m existing (Sydenham St)
Exterior Yard Setback	4.5m	7m (Stone Street S)
Exterior Yard Setback	4.5m	2.845m (Cedar Alley)
Interior Side Yard (south)	1.2m	4.4m
Rear Yard Depth	7.5m	21.9m
Building Height (max)	11m	existing

The front yard setback on Sydenham Street is non-compliant, however, it would enjoy legal non-conforming as it is existing and according to records the structure has existed since the 1890s.

GENERAL PROVISIONS SECTION 3.0

Parking and Storage of Vehicles (3.32)

- A standard parking space is 2.7m x 6m.
- 2 parking spaces per classroom and contained within the property limits
- The proposal includes a total of 4 parking spaces (including 1 in garage)



Existing Single Car Garage accessed by Sydenham St.

Rear of Garage and Fenced Play Area

COMMENT:

The property is a corner lot with driveway access from Sydenham Street and a proposed parking area on Cedar Alley. Consideration of accessible parking was undertaken, however, the parking area adjacent the ramp (Sydenham Street) to the building does not physically provide proper access with the existing structures. Providing accessible parking on Cedar Alley is not conducive as there is no proper pathway to the building. Given this application is being sought on a temporary basis (3 year), Staff considered minimal changes to the overall site.

A fenced play yard will be established in the rear/side of the building which will be accessible from the building. Existing pedestrian access to the sidewalks and landscaping will be maintained.

Pick-up and drop-off by the school bus is proposed to be located at the entrance of the building along Stone Street South adjacent the existing sidewalk. The applicant has indicated that parents will be assigned specific staggered arrival and departure times for the children which will occur within a designated loading zone. Garbage will be located within the existing garage.

Public Works have indicated that they do not support the use of Stone Street South for the purpose of a drop-off and pick-up and have requested that a Traffic Impact Brief (TIB) be submitted. The Traffic Impact Brief will address how the drop-off/pick-up operations will not result in adverse impacts to traffic operations, safety or roadway capacity on Stone Street South. The proposed location is within a designated No Parking zone; a loading zone would require an amendment to the Traffic and Parking By-law. The concern is raised with parent drop off and pick up at this location and the impact it will have for traffic on Stone Street South.

CIRCULATION TO AGENCIES

Circulation of 120 m to adjacent property owners and prescribed agencies (comments received to date):

CAO	
Clerk	
Chief Building Official	As per Division C, Article 1.2.2 of the Ontario Building Code, a general review by both an architect and a professional engineer is required to be provided for this use.
CRCA	
School Boards: CDSBEO/UCDSB	
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)	
EMS: Fire/LG Paramedic/Police	Fire Dept. – No objections
Public Works, Water/Sewer Utilities	Comments were incorporated into the report W/S Utilities – Backflow prevention survey and device are required and a lead sampling program under O. Reg 243/07 – Schools, Private Schools and Child Care Centres must be followed.
St. Lawrence Parks Commission/ MTO/ Southeast Public Health Unit	
Neighbourhood: Posting and 120m Circulation	Inquiries were received from three residents who were provided with additional information.

The applicant had previously indicated that she is an AMI Montessori instructor and will be operating a certified Montessori approved program. The applicant and instructors are subject to the requirements of the Ministry of Education.

Staff have no objection to DP2025-19 (Holbik) at 215 Stone Street S specifically for a private school and related offices for a period of 3 years from the date of decision, provided all necessary requirements are met by the Ministry of Education and Ontario Building Code and the following conditions are met;

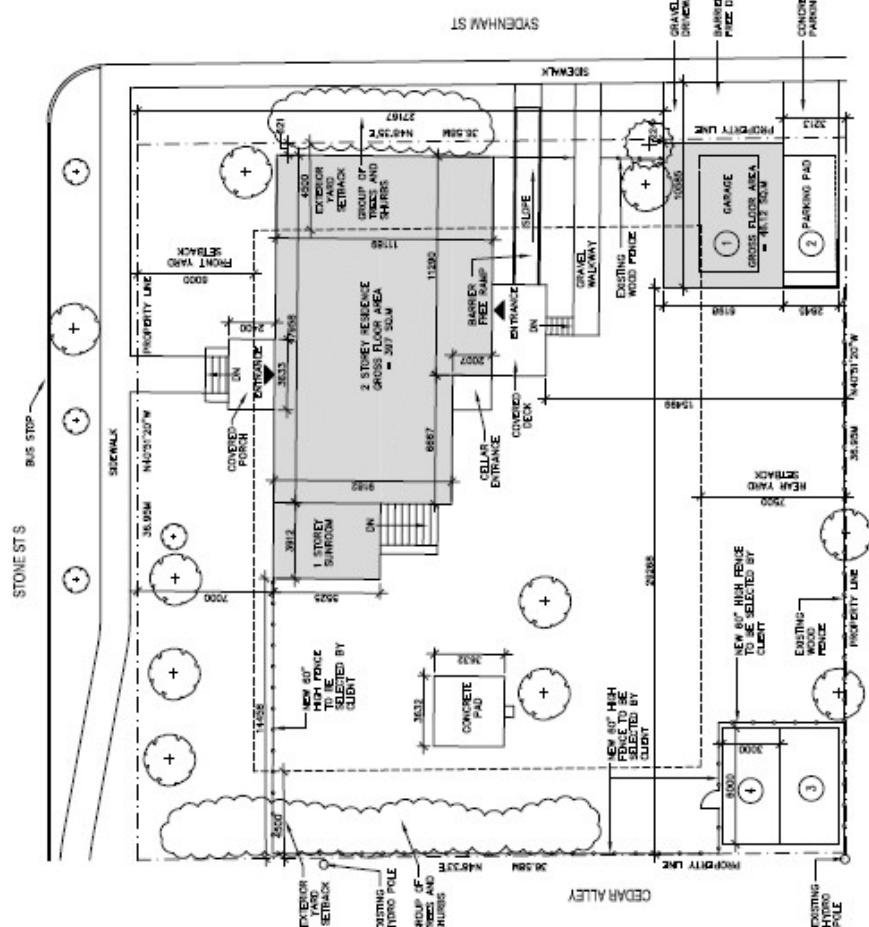
- All final plans to be submitted and approved by the Town prior to registration of the agreement on title,
- Clearance be obtained and submitted to Planning and Development for school bus drop off/pick up, loading and unloading and the municipal backflow by-law to the satisfaction of Public Works,
- No illuminated or backlit signage is permitted,
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

Attachment 1

Site Plan



KEY PLAN



APPROVAL

Trudy Gravel, Assistant Planner

Brenda Guy, Manager of Planning and Development



REVISED 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, JANUARY 27, 2026 at 6:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS**, 30 KING STREET EAST to consider following application.

AND TAKE FURTHER NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **WEDNESDAY, FEBRUARY 4, 2026 at 5:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS**, 30 KING STREET EAST to consider the 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-hallpublic-meetings/planning-advisory-committee-meeting-january-27-2026> prior to the meeting.

File No. **DP2025-19**

APPLICANT: **TATIANA HOLBIK**

OWNER: **NIKOLAOS GIANNAKOURAS**

The property municipally and legally described as

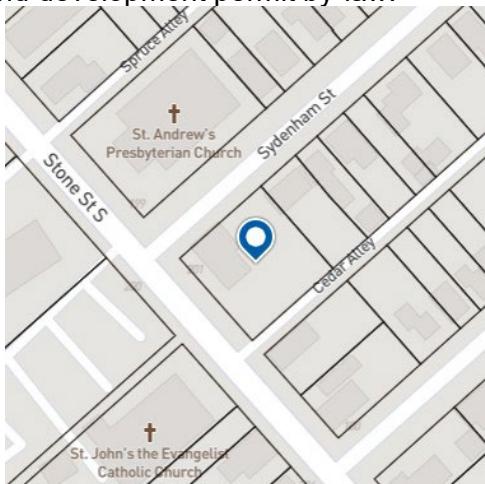
215 STONE STREET SOUTH

PLAN 86 LOT 81 LOT 82 GAN; RIVER ES Town of Gananoque

has applied to the Town of Gananoque for a Development Permit for
A PRIVATE SCHOOL PROVIDING CHILDREN'S CARE ON A TEMPORARY BASIS (3 YEAR)

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 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.

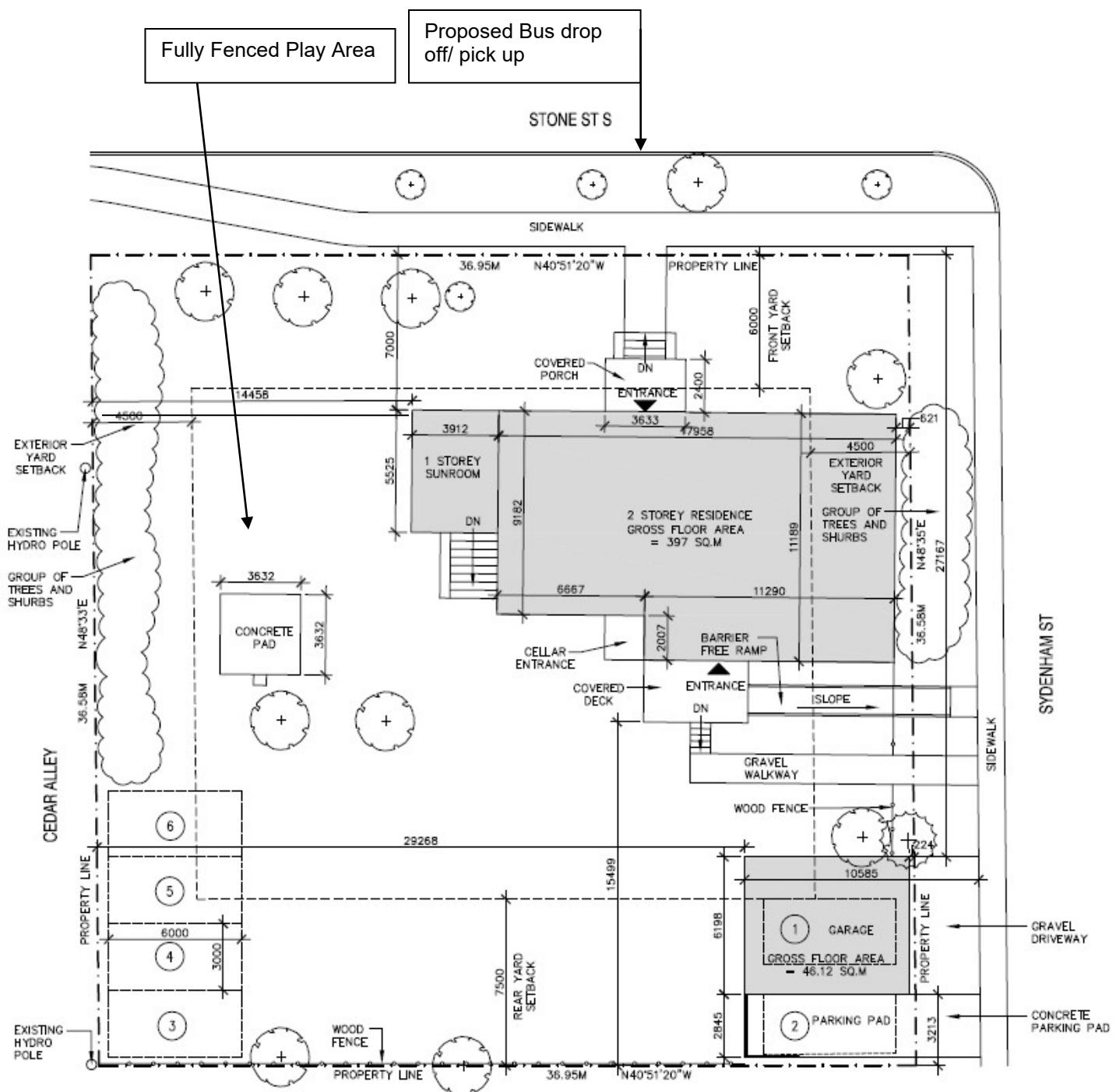
Note: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



DATED this 13th day of **JANUARY 2026**

Brenda Guy
 Manager of Planning and Development
bguy@gananoque.ca
 613-382-2149 ext. 1126

Proposed Plan



TG

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>Patricia Molnik</i>	Complete Address including Postal Code: <i>250 Wilson Drive Gatineau K1G 2W6. girlsdowntoearth@gmail.com.</i>	Phone: <i>613 929-0931</i>
	E-mail:	
Name of Property Owner (if different than applicant): <i>Nikolaos Giannaouras.</i>	Complete Address including Postal Code: <i>215 Stone St. South Gatineau.</i>	Phone: <i>613-484-5932</i>
	E-mail:	
Architect/Designer/Planner: <i>Drew Freedell.</i>	Complete Address including Postal Code:	Phone: <i>613-539 0810</i>
	E-mail:	
Engineer: <i>Cameras Monty</i>	Complete Address including Postal Code:	Phone: <i>613.893.2769</i>
	E-mail:	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

PROPERTY

Street or Property Address (if applicable): <i>215 Stone St. South Gatineau. K1G 2A3</i>	Roll Number (if known): <i>0814 0000 2041 700</i>
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LEGAL DESCRIPTION

Lot/Con/Plan: <i>Plan 86 Lot 81 Lot 82 Sav Riv. Cr.</i>			
Frontage (m/ft): <i>36.6 m. / 120ft.</i>	Depth (m/ft): <i>36.6 m. / 120ft.</i>	Lot Area: <i>14,400 ft.</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:

- Air, Noise or Vibration Study
- Archaeological Study
- Drainage and/or stormwater management report
- Environmental Impact Assessment for a natural heritage feature or area
- Erosion and Sediment Control Plan
- Geotechnical Study and Hydrogeological Study
- Heritage Resource Assessment/Study
- Hydrogeology/Groundwater Study
- Phase I Environmental, investigation if required
- Form 1's – Record of Future Alteration (Water, Sewer and Storm)

- Sanitary System Design & sufficient capacity
- Servicing Options Report
- Source Water Protection – Risk Management Assessment
- Sun/Shady Study
- Traffic Study
- Vegetation Inventory/Preservation
- Visual Impact Assessment
- Water Distribution System & sufficient capacity
- Wave Uprush Study
- Supporting Land Use Planning Report
- 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):

Previous use group home, office for medical health and CAS.

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

unbeknown.

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/Development Permit Agreement?	<input checked="" type="checkbox"/> Yes	<input 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? <i>used to be commercial.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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?

DP 2012-04 - approved.
ZBA - 2005 - for the use of the clinic. # 2005-19 by law

Proposed Use(s):

private children's program. Before and after school
school & lessons. for a period of 3 years.
not intended use for income boarding.

Is the Use permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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How has the applicable criteria have been addressed?

play area has been addressed as well as school bus loading/unloading.
barrier free ramp already there.

Is/Are variation(s) requested? <i>parking spaces.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, what variation is requested and why?

relief for parking spaces (extras)

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

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

Across the street Catholic church.
Residential on one side
Anglican church other side.

Is the Development to be phased?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
What is the anticipated date of construction?	<u>no construction.</u>	
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 checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/ Industrial	<input type="checkbox"/> Institutional
Building Coverage: <u>21</u> (%) <u> </u> (sq.m)		Landscape Coverage: <i>Remaining minor portions.</i> <u> </u> (%) <u> </u> (sq.m)	
Building Height: <i>existing</i>	No. of Storeys: <u>3</u>	No. of Units: <i>one</i>	Storage of Garbage: <i>garage existing</i>

Parking Area:	Existing Parking Surface <input checked="" type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input checked="" type="checkbox"/> Other <i>garage 2 space garage.</i>		
Proposed Parking Surface:	<input type="checkbox"/> Paved <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other		
# of Existing Parking Spaces	# of New Parking Spaces	# of Accessible Parking Spaces	Total # of Parking Spaces
4	2	1	6
Dimension of Parking Spaces (m/ft):	2.7m x 6m.	Dimensions of Accessible Parking Spaces (m/ft):	2.7 x 6m (1.5m each)

LOADING SPACES, if applicable:	Number of Loading Spaces: 	Dimensions of Loading Spaces (m/ft):
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Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:		<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: <i>u/a.</i>		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
NOTE: 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.							
Is this an application for a Bed and Breakfast?		<input type="checkbox"/> Yes	<input 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 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: <i>u/a.</i>	<input checked="" type="checkbox"/> Town Owned/operated Water System <input type="checkbox"/> Private Well <input type="checkbox"/> River <input type="checkbox"/> Other: <i>u/a.</i>	<input checked="" type="checkbox"/> Town Owned/Operated Sewage System <input type="checkbox"/> Private Septic and Tile Field <input type="checkbox"/> Other	<input checked="" 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:

Water Access (where access to the subject land is by water only)

Docking Facilities (specify) distance from subject land distance from nearest public road	<i>u/a.</i>	Parking Facilities (specify) distance from subject land distance from nearest public road
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EXISTING BUILDINGS:	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	<i>brick</i>	<i>dashed garage</i>
Date Constructed:	<i>1890</i>	
Front Line Setback:	<i>7 m.</i>	<i>2.24 mts.</i>
Rear Lot Line Setback:	<i>15.5 m.</i>	<i>29.3 mts</i>
Side Lot Line Setback: <i>exterior</i>	<i>0.62</i>	
Side Lot Line Setback: <i>exterior</i>	<i>14.5 mts.</i>	<i>2.84 mts.</i>
Height:	<i>existing</i>	<i>existing</i>
Dimensions:	<i>irregular</i>	<i>6.2 x 10.6 mts.</i>
Floor Area:	<i>397 sq.mts.</i>	<i>46.12 mts.</i>

PROPOSED BUILDINGS:	u/a.	Building 1 - Primary	Building 2 - Accessory
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 _____ (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.

NIKOLAOS GIANNAKOURAS

Owner Name (Please Print)

Nikolaos Giannakouras

Signature of Owner

Jill

Signature of Witness (not applicant)

Owner Name (Please Print)

Signature of Owner

Date

CONSENT BY OWNER

I/We, _____, (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.

Nikolaos Giannakouras

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

DECLARATION OF APPLICANT

(Print) I, Lynsey Zufelt of the Town of Gananoque in the Province 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.

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

Gananoque

this 22nd day of December,

2025.

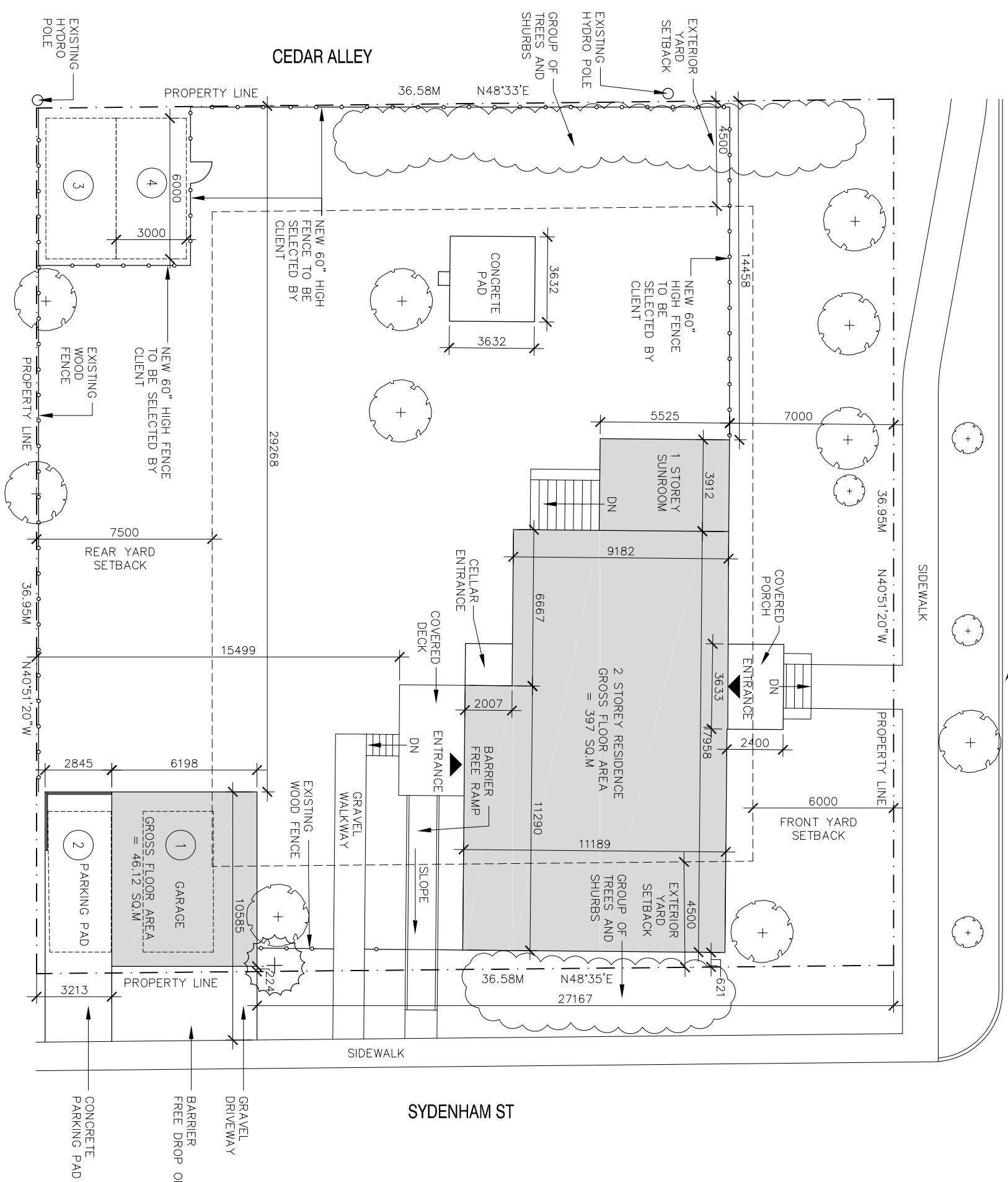
Commissioner
Lynsey Zufelt
Town of Gananoque
Lynsey Zufelt, Deputy Clerk
Signature of a Commissioner, etc

Lynsey Zufelt

Signature of Applicant

Office Use Only:				Roll No: 081400002041700	
Official Plan Designation: Residential	Development Permit Designation: Traditional Residential - R-X7			Other:	
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):			Other:	
Other Concurrent Applications:	<input type="checkbox"/> Cash-in-Lieu of Parking	<input type="checkbox"/> condo Approval	<input type="checkbox"/> Consent/ Severance	<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Subdivision Approval
Date Application Received: December 22, 2025	Date Application Deemed Complete: January 8, 2026			Fees Received: Dec. 22, 25 \$1900	

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



1
A1
KEY PLAN
SCALE NTS

project	EXISTING RESIDENCE TO CLASSROOM		
location	215 STONE ST S, GANANOQUE, ON		
for	A1	title	SITE PLAN
date	JAN 2026	scale	AS SHOWN
		job no.	2025-115













RECEIVED
JAN 8 2026

Thousand Islands Montessori Inc.

250 Wilson Drive, Gananoque, ON K7G 2W6

Attention: **Town of Gananoque** Planning and Development Department

30 King Street East, Gananoque, ON K7G 1E9

Planning Rationale for Temporary Use – Montessori-Based Children’s Programs at 215 Stone Street South, Gananoque, Ontario.

To the Planning and Development Department,

This Planning Rationale is submitted in support of an application for a **Temporary Use Permit** for the property located at **215 Stone St. South**. The intent of this application is to facilitate a Montessori-based children’s program, specifically providing a structured environment for school-aged children and essential before-and-after school care services. This document outlines the suitability of the land use, the business intent, and the mitigation strategies to be employed, ensuring the preservation of the neighbourhood’s character while highlighting the significant social benefits to the Town of Gananoque.

1. Business Background and Montessori Philosophy

Thousand Islands Montessori Inc. provides a specialized educational environment rooted in Montessori principles. Unlike traditional childcare models, the Montessori method is built upon the pillars of **Respect, Order, and Community**. Our programs emphasize "Grace and Courtesy," teaching children to move mindfully through their environment, respect their neighbours, and care for their physical surroundings.

In a Montessori setting, the "Prepared Environment" is designed to be aesthetically pleasing, quiet, and highly organized. We teach children that they are stewards of the land they occupy. This translates to a program that is inherently quieter and more orderly than typical recreational childcare. Our mission is to bridge the gap for local families who require high-quality care and supplemental programming outside of the standard elementary school day, fostering a generation of Gananoque citizens who value local harmony.

2. Ministry of Education Support and Family Accessibility

A vital component of this proposal is its alignment with provincial standards and social equity. Thousand Islands Montessori Inc. intends to operate as a licensed program supported by the **Ministry of Education**. This partnership is significant for the Town's planning considerations as it ensures the program adheres to rigorous provincial health, safety, and pedagogical standards.

Furthermore, being a Ministry-supported program allows us to offer **childcare subsidies** to eligible families through local municipal social services. By participating in the subsidy program, we ensure that high-quality Montessori-based care is not limited by a family's income. This addresses a critical "social infrastructure" need within Gananoque, supporting a diverse range of working families and ensuring that children from all economic backgrounds have access to stable, enriching before-and-after school environments.

3. Operational Intent and Phased Growth

The business intent is to operate with a gradual, responsible growth model that allows the site to settle into the neighbourhood fabric without sudden disruption. We are proposing a **two-phase implementation plan**:

- **Phase 1 (Year 1):** The program will launch with a single operational classroom. This initial phase allows us to establish our daily routines, verify our traffic assumptions, and build relationships with immediate neighbours while maintaining a very small footprint.
- **Phase 2 (Year 2):** Following a successful first year of monitoring and neighbourhood integration, we intend to open a second classroom. This expansion will allow the program to reach its full potential and meet the demonstrated community demand for these services while maintaining the intimate, small-scale nature of the facility.

4. Land Use Suitability: Why Montessori Fits in a Residential Area

The subject property is exceptionally well-suited for this proposed use because the Montessori philosophy thrives in a "home-like" environment. In fact, Dr. Maria Montessori's original schools were residential houses called *Casa dei Bambini* (Children's Houses).

The Harmony of Scale: A residential-scale property is more appropriate for this program than a traditional industrial or commercial setting. The home environment reinforces the Montessori lesson that education is not separate from life, but an extension of the home and community. By utilizing a residential structure, we maintain the "streetscape rhythm" of the neighbourhood. There will be no large-scale commercial signage, no sprawling parking lots, and no industrial equipment that would signal a departure from the residential feel of the area.

5. Strategic Impact Mitigation

We have carefully considered the potential impacts on the surrounding neighbourhood and have integrated the following mitigation strategies into our daily operating procedures:

- **Traffic and Pick-up/Drop-off Flow:** Recognizing that traffic and street parking are primary concerns, we have developed a "**Zero-Idle**" **policy**. Parents will be assigned specific, staggered arrival and departure windows. All pick-up and drop-off activities will occur within the property's designated loading zone. This ensures that no vehicles are queued on the public street, maintaining clear sightlines and safety for local pedestrians and motorists.
- **School Bus Integration:** In addition to private vehicle management, we have coordinated a **Designated School Bus Area**. This designated zone ensures that school buses can safely drop off and pick up children without obstructing the flow of traffic on the public roadway. By internalizing these movements, we minimize the impact on neighbours and ensure a high degree of safety for the children.
- **Lighting and Visual Esthetics:** To maintain the residential feel of the area, no commercial-grade floodlighting or high-intensity signage will be installed. Any necessary safety lighting will be residential in scale and **dark-sky compliant**. All fixtures will be fully shielded and directed downward to prevent "light trespass" into adjacent homes.
- **Waste and Recycling Management:** In keeping with our philosophy of environmental order, all garbage and recycling bins will be stored **discreetly inside the garage**. This eliminates visual clutter and prevents any issues with local wildlife. We view the management of waste as an extension of our educational program; therefore, the property will remain free of debris and litter.
- **Safety and Supervision:** All outdoor activity is strictly supervised by trained Montessori staff. Outdoor play is designed to be quiet and educational, ensuring that noise levels remain consistent with—or lower than—a typical residential family home.

6. Temporary Use Justification and Policy Alignment

Under the *Planning Act*, a Temporary Use Permit is a tool used to allow a use that is desirable for a set period while the Town evaluates its long-term compatibility. We are seeking this permit to provide empirical evidence that our Montessori program is a "good neighbour." This period ensures that the Town and the neighbours can observe the low-impact, high-value nature of the business firsthand.

This proposal aligns with the Provincial Policy Statement, which encourages the provision of a range of community services and the efficient use of existing land. Furthermore, it supports the Town of Gananoque's Official Plan goals of fostering a cohesive community by providing much-needed services for working families.

7. Conclusion

The proposed Montessori-based program fills a significant service gap in Gananoque, backed by Ministry standards and accessible through family subsidies. We intend to operate as a respectful, quiet, and valued member of the neighbourhood. This proposal represents "good planning" by utilizing existing infrastructure to provide a necessary community service with a philosophy that mirrors the quiet, orderly, and respectful nature of a residential street. We look forward to bringing this program to fruition.

Sincerely,

A handwritten signature in black ink, appearing to read "Tatiana Holbik".

Tatiana Holbik

Thousand Islands Montessori Inc.