



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

Tuesday, June 24, 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	
	Brian Brooks	
	Emery Groen	
	Neil McCarney	
	Jana Miller	
Regrets:	Lynda Garrah	
	Kathy Warren	

1.	Call Meeting to Order
	Chair Colin Brown called the meeting to order at 6:03 PM
2.	Adoption of the Agenda
	<p>PAC-COA-PSC Motion #2025-16 Moved by: Anne-Marie Koiner Seconded by: Neil McCarney BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED JUNE 24, 2025. - CARRIED</p>
3.	Disclosure of Pecuniary Interest & General Nature Thereof – None.
4.	Adoption of Minutes
	<p>PAC-COA-PSC Motion #2025-17 Moved by: Brian Brooks Seconded by: Jana Miller BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED MAY 27, 2025. - CARRIED</p>

5.	Public Question/Comments – None
6.	Unfinished Business – None
7.	Reports/New Business
	DEVELOPMENT PERMIT APPLICATIONS
	1. DP2025-09 – 580 Queen Street – Class III Development Permit
	<p>The owners Arden Deir and Tom Deir were in attendance in Council Chambers.</p> <p>Staff presented a Development Permit application for an addition consisting of a garage and upper storey living area to an existing single family dwelling. The application is seeking relief from a front yard setback of 6m to 4.4m and permission to construct within the 15m setback of the floodplain setback.</p> <p>The property is designated Residential in both the Official Plan and Development Permit By-law. Given the proximity to the Gananoque River the property is additionally located within the floodplain setback and is subject to unstable slopes along the shoreline as identified in the Official Plan. As part of the submission an Environmental Impact Statement and Stormwater Management was received. Recommendations were provided in the report. CRCA was contacted for early consultation. Provided a permit is obtained they have no objection to the application as presented as the proposal is compliant with the policies.</p> <p>Committee Members commented that the applicants have undertaken the proper procedure and note that the addition will be complementary to the neighbourhood. There was no concern with the reduced front yard setback given the applicants are maintaining the rear yard (adjacent the Gananoque River). The proposed reduction in front yard setback is largely due to the covered porch which is fitting for this property.</p> <p>PAC-COA-PSC Motion #2025-18 – DP2025-09 – 580 Queen Street Moved by: Neil McCarney Seconded by: Brian Brooks</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends to Council that they have no objection to application DP2025-09 (Deir) at 580 Queen Street for relief of the front yard setback from 6.0m to 4.4m to permit the construction of a two storey addition with garage and covered porch to the existing dwelling and relief for the construction of the addition within a 30m setback from a watercourse being the Gananoque River subject to the following conditions:</p> <ul style="list-style-type: none"> • Permit be obtained from the Cataraqui Region Conservation Authority under Ontario Regulation 41/24: <i>Prohibited Activities, Exemptions and Permits</i>; • The landowner maintain native vegetation and soil along the river embankment and the area of land between buildings, structures and top of bank;

	<ul style="list-style-type: none"> • Runoff is to be directed away from the river to an area of vegetation where infiltration can occur; • The grading plan as provided by Forefront Engineering Inc. stamped June 15, 2023 be implemented and included with the building permit application; • Recommendations for erosion and sediment control, tree and vegetation removal, landscape and the incorporation of wildlife exclusion fencing as outlined in the Environmental Impact Study dated February 13, 2025 be implemented; • Owner obtain approvals from Public Works/Utilities Department for water and sewer services in accordance with the Urban Service Requirements, • All costs associated with fulfilling the conditions of this decision are borne by the Owner, and • The Owner fulfill all conditions within one year of this approval or the application will lapse. <p style="text-align: right;">- CARRIED</p>
8.	Correspondence/Other
	<p>1. Official Plan Staff met virtually with the MMAH on the requirement for population projections in the Town's Official plan as required in the PPS2024. A subsequent meeting will be held in July with JL Richards (consultants on OP), Watson & Associates Economists Ltd., MMAH and Staff on how to meet the requirements. The population projections will additionally be used with other Town projects such as the Stormwater Management and Sanitary Master Plan currently underway with Public Works.</p>
9.	Regular Meeting: Tuesday, July 22, 2025 @ 6:00 pm
10.	Questions From the Media – None
11.	<p>Adjournment</p> <p>PAC-COA-PSC Motion #2025-15 Moved by: Neil McCarney Seconded by: Anne Marie Koiner BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, JUNE 24TH 2025 MEETING AT 6:38 PM.</p> <p style="text-align: right;">- CARRIED</p>
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Colin Brown, Chair</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Brenda Guy, Committee Secretary</div> </div>	