



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

Tuesday, May 27, 2025 @ 6:00 PM  
In Person and Via Webex Teleconference Meeting

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
<b>Chair:</b>	Councillor Colin Brown	Brenda Guy, Mgr of Plan/Dev
<b>Members:</b>	Councillor Anne-Marie Koiner	Trudy Gravel, Assistant Planner
	Lynda Garrah	
	Brian Brooks	
	Emery Groen	
	Jana Miller	
	Kathy Warren	
	Mayor Beddows – Ex-Officio	
<b>Regrets:</b>	Neil McCarney	

<b>1.</b>	<b>Call Meeting to Order</b>
	Chair Colin Brown called the meeting to order at 6:00 PM
<b>2.</b>	<b>Adoption of the Agenda</b>
	<p><b>PAC-COA-PSC Motion #2025-11</b>  <b>Moved by:</b> Brian Brooks      <b>Seconded by:</b> Kathy Warren            BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED MAY 27, 2025.</p> <p style="text-align: right;">- CARRIED</p>
<b>3.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None.</b>
<b>4.</b>	<b>Adoption of Minutes</b>
	<p><b>PAC-COA-PSC Motion #2025-12</b>  <b>Moved by:</b> Anne-Marie Koiner      <b>Seconded by:</b> Kathy Warren            BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT MINUTES DATED FEBRUARY 25, 2025.</p>

	- CARRIED
5.	Public Question/Comments – None
6.	Unfinished Business – None
7.	Reports/New Business
	<b>DEVELOPMENT PERMIT APPLICATIONS</b>
	<b>1. DP2025-07 – 250 Wilson Drive – Class III Development Permit</b>
	The owner Tatiana Holbik was in attendance at the meeting.
	Staff presented the request for an amendment to Development Permit DP2025-07 which approved a new accessory structure for the purposes of before and after school and summer programming under the Day Nursery Act. This amendment is to increase the number of children, relocate the classroom to the south side of the property with reliefs being sought. The relocation will provide additional space for the children with a fenced-in play area. The changes to numbers is regulated under the Ministry of Education.
	The application meets the intent of the Provincial Policy Statement, Official Plan and is a permitted use within the Development Permit By-law. Relief is being sought for relief of the size of the accessory building (max 1,723 ft²) and a maximum of 30 children provided all the necessary requirements are met by the Ministry of Education and the Ontario Building Code.
	Staff are recommending the proposed setback for the accessory building be increased, depressed curbing in the area of accessible parking space and the garbage enclosure be relocated to the side or rear of the property.
	Committee Members inquired as to the private servicing of the site. The Owner indicated that there will be two septic systems and two wells on site. Additional questions pertained to the rationale for the location, construction of the building, maintenance of the private sidewalk, school bus turning movements, parking and food preparation on site. The owner indicated the building will be slab on grade, bus will be turning at the end of Wilson Drive, parking area will remain gravel and there will be no food preparation on site. Children come with their own snacks.
	<b>PAC-COA-PSC Motion #2025-13 – DP2025-02 – 140 Sydenham Street</b> <b>Moved by:</b> Kathy Warren <b>Seconded by:</b> Neil McCarney
	BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE have no objection to the request for relief of the size of the accessory building (max 1,723 sq.ft) and maximum of 30 children under application DP2025-07 (Holbik) at 250 Wilson Drive for a private school in an accessory building, provided all necessary requirements are met by the Ministry of Education and Ontario Building Code and provided;

- A final, scaled site plan be provided for incorporation into a Development Permit Agreement to include an increase to the front yard setback for the accessory building, depressed curbing in the area of the accessible parking space, relocate garbage enclosure to the side or rear yard and exterior vinyl of the building complement the existing dwelling;
- 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.

- **CARRIED**

## **2. DP2025-08 – 90 King Street East – Class III Development Permit**

The owner, Lesley Poole on behalf of 1972528 Ontario Ltd., was not in attendance.

Staff presented the Development Permit Application for a Short Term Accommodation (1 unit) on the second floor of 90 King Street East. The existing ground floor commercial business, known as Pistachio Café, is operated by the owner of the building. There are two existing residential units located on the second floor. One residential unit will be maintained as a rental unit and one unit at is proposed for the purpose of the Short Term Accommodation.

A total of six parking spaces are located at the rear of the property, accessible from Coopers Alley. The requirement under the by-law is a total of two parking spaces (1 per resident unit or STA). The Downtown core does not require parking for commercial uses.

General questions from the Committee on how STA's are monitored. Staff monitor by reviewing various platforms and word of mouth is relayed to staff by STA peers. Additional questions pertained to the water servicing of the building which will be addressed by Utilities and their regulating By-law.

### **PAC-COA-PSC MOTION #2025-14 – DP2025-08 – 90 King Street East**

**Moved By:** Anne Marie Koiner

**Seconded By:** Kathy Warren

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE have no objection to application DP2025-08 – 90 King Street East - 1972528 Ontario Ltd, for one short term accommodation unit (1 bedroom), as the person occupying/operating the commercial store-front business is the owner of the building and a minimum of one parking space is provided for the short term accommodation. The application is subject to the following:

- Clearance letter is obtained from Fire Department that all requirements have been met.
- Clearance letter is obtained from Building Department that all requirements have been met.

	<ul style="list-style-type: none"> <li>• The Owner enter into an Agreement within one year of the Notice of Decision, and</li> <li>• All costs associated with fulfilling the conditions of this decision are borne by the Owner.</li> </ul> <p style="text-align: right;"><b>- CARRIED</b></p>
<b>8.</b>	<b>Correspondence/Other</b> – None
<b>9.</b>	<b>Regular Meeting:</b> Tuesday, June 24, 2025 @ 6:00 pm
<b>10.</b>	<b>Questions From the Media</b> – None
<b>11.</b>	<p><b>Adjournment</b></p> <p><b>PAC-COA-PSC Motion #2025-15</b>  <b>Moved by:</b> Anne Marie Koiner      <b>Seconded by:</b> Emery Groen  BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, MAY 27<sup>TH</sup>  2025 MEETING AT 6:42 PM.</p> <p style="text-align: right;"><b>- CARRIED</b></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>	