



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

Tuesday, July 28, 2026 @ 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	
	Jana Miller	
Regrets:	Neil McCarney	

1.	Call Meeting to Order
	Chair Colin Brown called the meeting to order at 6:00 PM
2.	Adoption of the Agenda
	PAC-COA-PSC Motion #2026-16 Moved by: Emery Groen Seconded by: Councillor Koiner BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE AGENDA DATED JULY 28, 2026. - CARRIED
3.	Disclosure of Pecuniary Interest & General Nature Thereof Councillor Brown declared a conflict of interest for applications SD2025-01 & DP2026-04 Vacant Lands South of Elmwood Drive and/West of Arthur Street
4.	Adoption of Minutes
	PAC-COA-PSC Motion #2026-17 Moved by: Anne-Marie Koiner Seconded by: Jana Miller BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE/COMMITTEE OF ADJUSTMENT/ PROPERTY STANDARDS COMMITTEE ADOPT THE MINUTES DATED JULY 28, 2026. - CARRIED

5.	Public Question/Comments – None
6.	Unfinished Business – None
7.	Reports/New Business
	DEVELOPMENT PERMIT APPLICATION
	DP2026-05 215 James A. Brennan Road - Songwood Contracting Ltd. – Class III Development Permit Application
	Theo Graham, the owner of Songwood Contracting, was in attendance. The application is to consider a change of use to convert an existing building to a building contractor's shop in the Employment District of the Development Permit By-law. A portion of the building will be used for coffee roasting production. The request also includes the construction of a new building to the north for the purpose of a storage building. Parking will be located along the front of the property with additional landscaping along the street. Outdoor storage is proposed to be located to the rear of the building. Questions from the Committee included whether there would be a retail component for the coffee roasting operation. The applicant had indicated that there would not be. As the parking is in a gravelled area at the front, the question was raised as to how the parking spaces will be marked on site. The applicant noted that it was anticipated that the parking area would be asphalted in the future. No comments were received from the public. The committee was favourable to the application. PAC-COA-PSC Motion #2026-18 – DP2026-05 – 215 James A. Brennan Road Moved by: Anne-Marie Koiner Seconded by: Lynda Garrah BE IT RESOLVED THAT PLANNING ADVISORY recommends to Council that they have no objection to Development Permit DP2026-05 Songwood Contracting Ltd. at 215 James A. Brennan Road, to operate a proposed contractor office and coffee roasting in an existing building consisting of 226m² and construct a new contracting storage building consisting of 279m² on the property subject to the following: • A grading and drainage plan to be submitted to the satisfaction of the Public Works Department; • The Owner comply with the Ontario Food Premises legislation to the satisfaction of the Southeast Public Health Unit; • 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

At 6:15pm Councillor Colin Brown declared a conflict of interest and Brian Brooks took over as Acting Chair for the meeting.

SD2025-01 – Vacant Lands South of Elmwood Drive and West of Arthur Street – Subdivision Application – 1000656284 Ontario Inc.

DP2026-05 – Vacant Lands South of Elmwood Drive and West of Arthur Street – Class III Development Permit Application - 1000656284 Ontario Inc.

In attendance on behalf of the applications were Jennifer Ailey of Tomlinson Group, Emily Elliott and Gillian Smith from MHBC Planning and Kyle Nielissen of Forefront Engineering. Approximately 40 members of the public were in attendance and online.

The proposed plan of subdivision file SD2025-01 is for the request to develop a plan of subdivision on the vacant lands and to phase the development for the proposed 66 single family dwelling lots and 5 blocks of multi-residential (35-37) for a total of 101 dwelling units.

The proposal includes file DP2026-04 to seek relief for a reduction of the lot frontage for single detached dwellings from 15m to 11m and reduce the floodplain setback from 30m to 15m.

The lands are located south of Elmwood Drive, east and west of Arthur Streets, east of John Street and abuts the St. Lawrence River to the south. Road connections are proposed to Elmwood Drive, Arthur Street (east) and John Street (west) with two cul-de-sacs within the development. Recreational pathways or open space pathways are provided throughout the development to connect local roads and areas of the wetlands. Blocks 73 & 74 are proposed as public parks and 75, 76 and 77 are proposed as open space intended to be conveyed to the Town. Sidewalks will be located on one side of the cul-de-sacs and will connect to Arthur Street

The lands are designated residential in the Town's Official Plan and Development Permit By-law. The lands have historically remained vacant and include a number of natural features including coastal wetlands, streams, unstable slopes in addition to the residential designation. Two archeological sites were identified on the lands. A Stage 4 Archeological Assessment is required for a portion of Street Two, Lots 55, 56 and 57 prior to development proceeding. The second site is within Block 76 intended to be conveyed to the Town.

A number of studies were submitted in support of the two planning applications and peer reviews were undertaken in review of the Traffic Impact Study, Environmental Impact Assessment, Sanitary Servicing, Water Supply Report and Stormwater Management Report.

Ms. Elliott provided an overview of the proposed development to the committee including timelines to date, housing variety, preservation of natural features and incorporating Staff and CRCA comments to date. The consultants are presently working on responding to comments provided in the peer review and the formal letter from the CRCA.

Staff provided an overview of the report to PAC. There are a few unresolved matters that may require revisions to the proposed road alignment, lot configuration, park and open space blocks, grading, stormwater management design and development permit. Given the foregoing, Staff were recommending deferral of both the Plan of Subdivision and the Development Permit By-law.

It was noted that details for final drawings, enhancement plans, traffic and construction routes would be set out as conditions of approval and incorporated in a subdivision agreement which follows issuance of Draft Plan Approval.

Questions from the Committee pertained to:

- Comments from the CRCA and connecting the two portions of Arthur Street. It was recommended by the Town to connect Arthur Streets, however, it was recognized that development has occurred on the north side of the unopen Arthur Street over the years.
- It was recommended that a sidewalk be installed along John Street from William Street for connectivity into the subdivision.
- Committee members discussed the trails and the option to have a waterfront trail available for the public. It was noted by staff that the Official Plan policies do not require waterfront trails as it is outside the Lowertown area. The Mayor spoke to the lands being private property and that the Town would have to buy lands for the public for a walkway.
- Concerns were raised with the Traffic Study which did not take into account the factory shift changes, Gananoque Secondary School, Curling Club and the Playhouse. The consultant indicated that there is ongoing discussion pertaining for Traffic.
- The density of the proposed subdivision was discussed, the reduction in the street width. It was suggested that a six storey apartment building be constructed. There will be a dedicated walkway and trails and open space.
- Additional questions pertained to the Stage 4 Archeological Study and consultation with the indigenous groups.

The following members of the public spoke at the meeting:

Jane Drexler (online)

Anthony Colvin (online)

Marion Sprenger – Elizabeth Drive

Mark Abley – 175 Elizabeth Drive

Ann Beer – 175 Elizabeth Drive

Chris McDonald – 240 John Street

Paul Phillips – 105 Elmwood Drive

	Whitney Haynes – 330 Elmwood Drive Greg Mclean – Elmwood Drive Kate Mclean – King Street E Gerry Brown – Charles Street Tim Corbett – 607 Arthur Street Marguerita Kluensch – 205 Elmwood Drive The comments are summarized as follows: • (on-line) Representatives of the Conner family spoke to a land-locked parcel which would about the Arthur Street (east) connection and the desire to include their lands for serving • (on-line) Archeological Assessments for the site and whether indigenous consultation has occurred • Questions pertaining to the peer review studies including the Traffic Study, density and oil grit separator as opposed to a pumping station and the Town accepting the long term maintenance • Short supply of green space, traffic concerns, stormwater and environmental impact concerns with the EIS, loss of threatened species, flooding concerns • Shifting of baselines, threatened ecosystems, tree removal • Waterfront pathway for the public • Volume of construction traffic already in the neighbourhood and safety of children • Construction time line and phasing of the subdivision • Conceptual plan, tree preservation plan, would like to see a buffer between the existing and proposed development • Environmental protection • Support for increased density of the development • Concern that the development will be fast tracked and not allowing adequate time to review the proposal
	PAC-COA-PSC Motion #2026-19 – SD2025-01 & DP2026-04 – Vacant Lands South of Elmwood Drive and West of Arthur Street Moved by: Councillor Koiner Seconded by: Jana Miller BE IT RESOLVED THAT PLANNING ADVISORY recommends to Council that consideration of Draft Plan of Subdivision application SD2025-01 and the related Development Permit Application DP2026-04 be deferred to address outstanding matters prior to the considering of the issuance of draft approval. - CARRIED
8.	Correspondence/Other – None
9.	Next Regular Meeting: Tuesday, August 25, 2026 @ 6:00 pm
10.	Questions From the Media – None
11.	Adjournment

PAC-COA-PSC Motion #2026-20

Moved by: Emery Groen

Seconded by: Lynda Garrah

BE IT RESOLVED THAT PAC/COA/PSC ADJOURN THE TUESDAY, JULY 29TH 2026 MEETING AT 9:10 PM.

- CARRIED

Colin Brown, Chair

Brenda Guy, Committee Secretary