



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

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

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

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

6.	Unfinished Business - None
7.	Reports/New Business
	DEVELOPMENT PERMIT APPLICATION
	1. DP2025-11 – 105 Oak Street – Class II Development Permit
	<p>Member Kathy Warren vacated her seat. Owner Tricia Baskin and applicant Don Sauve were in attendance.</p> <p>Development Permit application DP2025-11 is to permit a duplex within an existing two-storey single detached dwelling, seeking relief for the reduction in the lot frontage from 18m to 12.2m, a reduction in lot size from 557m² to 445.9m² and a reduction from 4 parking spaces to 2 parking spaces.</p> <p>The property is designated Residential in the Official Plan and Residential in the Development Permit By-law. The intent is to legalize a two bedroom unit on the ground floor and a separate two bedroom unit on the second floor. The proposal is compliant with the policies of the Official Plan and Development Permit By-law.</p> <p>Committee Members had questions pertaining to access of each unit, storage area (originally constructed as a garage) and parking.</p> <p>PAC-COA-PSC Motion #2025-26 – DP2025-11 – 105 Oak Street Moved by: Brian Brooks Seconded by: Jana Miller</p> <p>BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE have no objection to application DP2025-11 (Baskin) at 105 Oak Street to permit a duplex within the existing two-storey single detached dwelling and provide relief for the reduction in the lot frontage from 18m to 12.2m, a reduction in lot size from 557m² to 445.9m² and a reduction from 4 parking spaces to 2 parking spaces subject to the following conditions:</p> <ul style="list-style-type: none"> • 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.	<p>CONSENT APPLICATION B2-2025 – 200 Maple Street North – Hall/Rocky Acres Estate Inc. Member Kathy Warren resumed her seat. Owner Dewey Hall was in attendance in Council Chambers.</p> <p>The consent application at 200 Maple Street North is to sever an existing semi-detached dwelling from the surrounding vacant lands. The proposed severed lot will have a frontage of 18.3m (60 ft) and consist of 668.9m² (7,200ft²) and is consist</p>

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