

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, Assistant 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 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. - CARRIED
3.	Disclosure of Pecuniary Interest & General Nature Thereof – 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.
4.	Adoption of Minutes 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. - CARRIED

Planning Advisory Committee/Committee of Adjustment/Property Standards Committee Minutes

Tuesday, December 9, 2025

Page 1 of 6

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>

	<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.</p> <p>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.</p> <p>The Committee members were supportive of the improvements to the building including the exterior treatment, site and the parking area.</p> <p>No comments were received from the public.</p>
	<p>PAC-COA-PSC Motion #2025-42 – DP2025-16 – 77 Pine Street Moved by: Councillor Koiner Seconded by: Kathy Warren</p> <p>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:</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; • 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. <p style="text-align: right;">- CARRIED</p>
	<p>Disclosure of Pecuniary Interest: Councillor Anne-Marie Koiner and Kathy Warren left the meeting at 6:23 pm.</p>
	<p>OFFICIAL PLAN AMENDMENT & DEVELOPMENT PERMIT APPLICATION OPA8-25 & DP2025-13 145 River Street Class III Development Permit</p> <p>Applicant Bethanie Matthews was in attendance at the meeting.</p> <p>Revised applications for Official Plan Amendment OPA8-25 and DP2025-13 were received following the October 2025 meeting, to consider a site specific designation</p>

of Residential to Residential Exception for the use of a Private Community Fitness Facility with no accessory uses and no outside storage.

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

Staff provided an overview of the submitted applications before the committee including the policies that the Town have in place for the review of Planning Act applications. This includes the impact, need and effect of the proposed amendments.

It is the opinion of Staff that the applications continue to be difficult for Staff to support as it is not consistent with the intent of the residential designation. Land use planning policies apply to the land, not to the individuals submitting the application. Staff further noted that should the Committee recommend the application to Council, Staff have outlined a number of conditions including site specific use, no outside storage, no activities outside the parameters of the building and no illuminated signage.

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.

Most Committee members conveyed that the project will provide a service to the community with an accessible building and site in a safe location. The use will provide a service to various community groups (service clubs, canoe club, youth) while making use of an existing structure. It was felt that this was an opportunity to repurpose an existing building. Recommendations were made as to how to construct the larger addition to fit in with the existing residential neighbourhood in terms of roof lines, style and colours and materials. The applicants indicated it was not the final drawing for elevations.

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 and that Gananoque has limited residential infill lands. It was noted that they could not support the applications.

Bill Alton of Brock Street inquired on the 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 the addition triggers site alteration, grading including the proposed

French Drain. Any previous works would have been subject under the Fill and Alteration By-law administered by Public 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:

- o The subject lands (DP2025-13) within the Development Permit By-law be designated Residential Exception and the following shall apply:
 - o 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”*
 - o 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 9TH 2025 MEETING AT 7:05 PM.

- CARRIED

Colin Brown, Chair

Brenda Guy, Committee Secretary