



SPECIAL PLANNING ADVISORY COMMITTEE MINUTES

Thursday, January 18, 2024 – 5:00 p.m.
Council Chambers – 77 Beckwith Street North, Smiths Falls

ATTENDANCE:

Members Present:	Chair, J. Wanless Councillor J. Brennan (virtual participant) Councillor S. Robinson J. Grimes S. McGuire (virtual participant) Y. Robert
Members Absent:	None.
Staff Present:	M. Remmig, Planning Clerk, Secretary/Treasurer R. Grant, Planner I
Guests (Signed In):	None.

1. CALL TO ORDER & LAND ACKNOWLEDGMENT

J. Wanless called the meeting to order at 5:01 p.m., read the land acknowledgement aloud, and introduced committee members and staff who were in attendance.

A quorum was present.

2. APPROVAL OF AGENDA

The agenda was adopted as presented.

Moved: Y. Robert

Seconded: S. Robinson

CARRIED: (6-0)

3. APPROVAL OF MINUTES

- i) The minutes of the Planning Advisory Committee Meeting on December 14, 2023 were approved as presented.

Moved: S. Robinson

Seconded: J. Brennan

CARRIED: (6-0)

4. DISCLOSURE OF MONETARY INTERESTS

None at this time.

5. PUBLIC MEETINGS

- i) Report No. PAC-24-01 – Consent Application Revisions (B21-01)
Presented By: Richard Grant, Planner 1
Address: 103 Queen Street
Applicant/Owner: Christopher Pankow

- a) Planner I's Report and Presentation

R. Grant provided an overview of Report No. PAC-24-01. – *attached page 5.*

- b) Applicant/Agent Comments

None.

- c) Oral & Written Comments

None.

- d) Questions from the Committee

J. Brennan confirmed his support for the proposed changes. Although there are no plans for development, additional property to generate housing development is generally supported by Council.

J. Wanless asked about the difference between a 3 m and 6 m front yard setback scenarios provided to demonstrate potential building envelopes.

R. Grant noted that there would likely need to be a setback reduction request to accommodate construction on the property.

J. Wanless thought that a rear yard reduction may be appropriate. He expressed concern with the survey as he recalled a wider road allowance for Albert Street at the Philip Street intersection.

M. Remmig explained property owners' ability to vary the front yard setback under the Zoning By-law without a minor variance application.

J. Wanless asked about interior side yard setbacks.

R. Grant noted that the Zoning By-law permits structures to be no closure than 1.2 m to any lot line.

J. Brennan noted that he would consider a conceptual development plan at the time of minor variance application, if needed.

S. McGuire asked for staff to confirm that the Committee would have the opportunity to review a minor variance application.

R. Grant confirmed the Committee would review the application given that they are the decision making authority on the application.

Y. Robert asked about previous provisional approval conditions which were removed from the revised decision.

R. Grant noted that, upon further discussion, it was determined that some of the conditions would best be addressed at the building permit stage upon receipt of a development plan.

S. Robinson stated support for revisions to the severance application. He acknowledged a development concept may come forward to the Committee at a later date.

Motion #PAC-2024-01

THAT, the Planning Advisory Committee hereby revises provisional approval for consent application B21-01, as in motion #PAC-2022-01, to sever a 420.1 m² vacant parcel of land with frontage on Albert Street resulting in a retained parcel of 625.5 m² containing an existing dwelling and detached garage on the corner of Albert and Queen Streets subject to the following conditions:

1. An acceptable reference plan (survey) of the severed and retained lands and the deed or Instrument conveying the severed lands shall be submitted to the Secretary/Treasurer of the Planning Advisory Committee for review and consent endorsement within a period of one year after the "Notice of Decision" is given under Section 53 (17) or (24) of the Planning Act;
2. The owner shall supply one digital copy and two hard copies of the deposited reference plan for the severed lands;
3. The owner shall supply one digital and two hard copies of the deed or transfer document for the severed lands; and,
4. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town.

Moved: Y. Robert

Seconded: S. Robinson

CARRIED: (6-0)

6. PRIORITY ISSUES

- ii) None.

8. PROJECT UPDATES

- i) Request for Proposals 24-DEV-01 – Official Plan Update

M. Remmig informed the Committee that the Request for Proposal to procure services for the Official Plan Update was launched on January 16, 2024. Given the large scope of the project, interested parties have until March 12, 2024 to submit

their proposals.

M. Remmig also advised that staff are seeking a Committee appointment to sit on the Steering Committee for the project. She suggested the Committee give it some thought as this will be included on next month's agenda.

9. NEXT MEETING

- i) Planning Advisory Committee Meeting – February 8, 2024

10. ADJOURNMENT

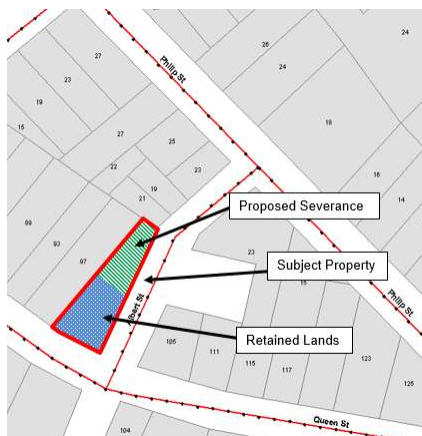
THAT, the Planning Advisory Committee adjourned its proceedings at 5:35 p.m. and stood so adjourned until the next duly called Committee meeting.

Motioned: S. Robinson

Consent Application B21-01 103 Queen Street

Public Meeting: December 9, 2021
Applicant: Christopher Pankow
Owner: James and Gail Pankow

Proposed Severance

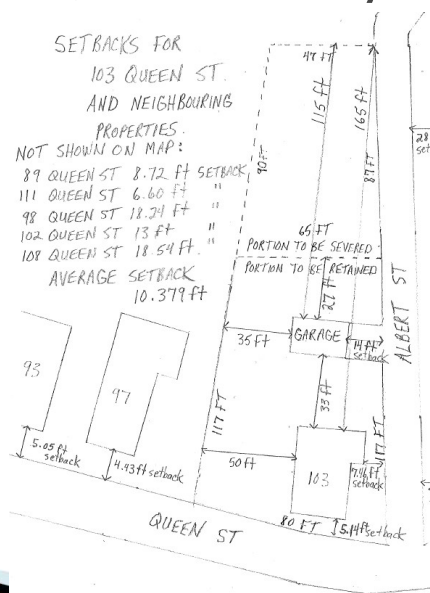


- ▶ Application seeks to sever vacant rear yard from 103 Queen St
 - Potential future residential development
- ▶ Severed lot 460 m² with 26.5 m of frontage on Albert St
- ▶ Retained lot 869.5 m² with combined frontage of 60 m along queen and Albert Streets
- ▶ Zoning By-law requires minimum lot size of 450 m² with 15 m of road frontage

Land Use Context (photos)



Site Sketch (Provided by Applicant)



Guiding Policies

PPS 2020

- ▶ Does not address specifics of lot creation however broadly supports a variety of housing options and densities
- ▶ Supports intensification in appropriate areas taking into account existing built form and availability of infrastructure

Town of Smiths Falls Official Plan

- ▶ Subject lands designated Residential (Section 6.3) – supports infill provided development is compatible in community:
 - Similar use, form, mass and density
 - Integrated into existing neighbourhood pattern (streetscape)
 - Large lots accommodate infill that is “low density”
- ▶ Intensification supported as more efficient use of services
- ▶ Section 4.5 (Infrastructure) states new lots shall only be created where there is sufficient water and sewer capacity

Zoning By-law

- ▶ Land use “rules” that implement the broad goals of OP
- ▶ Section 6.2 establishes provisions for single detached dwellings in R1 zone
 - Based on information provided, proposed severance and retained meet R1 zoning
 - Future development would need to meet setback requirements.
- ▶ Depth of severed parcel ranges from 14.3m to 19.8m
 - Zoning requires 6 m front yard and 8m rear yard setback
 - By-law allows 6 m Front Yard to be reduced to as little as 3 m where existing development is located closer to the road.

Purpose of Public Meeting

- ▶ Purpose of the public meeting is to involve the community in considering a decision on this application.
 - Opportunity for community and neighbours to ask questions and provide feedback
 - Proponents have opportunity to present proposal and respond to questions.
- ▶ Information received and exchanged helps inform the Committee's decision

Feedback Received

- ▶ Public Works and Utilities does not object and advises lot can be adequately serviced. Grading and drainage for the property can be accommodated through a Phase 1 grading/drainage plan at building permit
- ▶ Public Feedback
 - K. Darvell (97 Queen) – advises the proposed consent will affect the privacy of her yard and view of the Street from the rear of her property

Summary

- ▶ Approval authority may grant consent if application conforms with all applicable land use policies
- ▶ Provincial and municipal policy supportive of infill development where they can be adequately serviced and in a form/density compatible with neighbourhood.
- ▶ Large existing lot and substantial frontage on Albert gives opportunity for infill severance.
- ▶ Shape of proposed lot appears to limit size and configuration of future development. Future build to be designed around zoning.
- ▶ Committee asked to make decision based on application as currently presented.

Options

Option 1

- ▶ Approve application as presented, subject to suggested conditions

Option 2

- ▶ Request modification to the application to adjust proposed severance line toward Queen Street to possibly accommodate a larger building envelope for severed parcel.

Option 3

- ▶ Refuse to give provisional consent

Suggested Conditions

- ▶ If approved, Staff recommend that the Committee include the following conditions of approval:
 1. An acceptable reference plan (survey) of the severed and retained lands and the deed or Instrument conveying the severed lands shall be submitted to the Secretary/Treasurer of the Planning Advisory Committee for review and consent endorsement **within a period of one year** after the "Notice of Decision" is given under Section 53 (17) or (24) of the *Planning Act*.
 2. The owner shall supply one digital copy and two hard copies of the deposited reference plan for the severed and retained lands.
 3. The owner shall supply one digital and two hard copies of the deed or transfer document for the severed and retained lands.
 4. Servicing connections to the severed lot, including sidewalk and road reinstatement, shall be established at the expense of the applicant.
 5. The applicant shall undertake a curb cut to provide access to the lot, subject to the approval of the Town's Department of Public Works and Utilities.
 6. The balance of any outstanding taxes, including penalties and interest shall be paid to the Town.