



City of Kenora  
Planning Advisory Committee  
60 Fourteenth Street N., 2<sup>nd</sup> Floor  
Kenora, Ontario P9N 4M9  
807-467-2292

**Minutes  
City of Kenora Virtual Planning Advisory Committee  
Regular meeting held by way of Zoom Meeting  
Tuesday August 17, 2021  
6:00 p.m. (CST)**

[https://youtu.be/Hi6OMh\\_VJuw](https://youtu.be/Hi6OMh_VJuw)

**DELEGATION:**

**Present:**

<b>Robert Kitowski</b>	<b>Chair</b>
<b>Bev Richards</b>	<b>Member</b>
<b>John Barr</b>	<b>Member</b>
<b>John McDougall</b>	<b>Member</b>
<b>Ray Pearson</b>	<b>Member</b>
<b>Tanis McIntosh</b>	<b>Member</b>
<b>Melissa Shaw</b>	<b>Secretary-Treasurer</b>
<b>Kevan Sumner</b>	<b>City Planner</b>
<b>Adam Smith</b>	<b>Manager Development Services</b>
<b>Tessa Sobiski</b>	<b>Minute Taker</b>

- i. The Chair, Robert Kitowski called the meeting to order at 6:00 p.m. A Land Acknowledgement was delivered and the meeting protocol was reviewed.
- ii. Additions to the Agenda – there were none.
- iii. Declaration of Interest by a member for this meeting or at a meeting at which a member was not present – there were none.
- iv. Adoption of Minutes of previous meeting
  - The meeting minutes of July 20, 2021 and the minutes of the special meeting of August 10, 2021 were approved.
- v. Correspondence relating to applications before the Committee – no written correspondence was received.
- vi. Consideration of an Application for Minor Variance
  - D13-21-11

Louis Loranger, Owner

Mr. Loranger presented the application for minor variance to build a garage at 224 Fifth Street South that exceeds 10% of the total lot area. The proposed garage would be just over 1000 square feet. Mr. Loranger noted that this garage would be similar to other garages in the area.

Kevan Sumner, City Planner presented the Planning Report for the application to seek relief from the City of Kenora Zoning By-law 101-2015, Section 3.34.1(b)(vi) to allow for the proposed structure to cover 14.3% of the lot as opposed to the 10% limit.

The application is generally consistent with the Provincial Policy Statement and the City of Kenora Official Plan and the minor variance is required to be compliant with the regulations of the Zoning By-law.

After interdepartmental and agency circulation the following comments were received:

The Building Department noted that now would be the time to get an easement. The Engineering Department also recommended that the City seek easements for the sewer and water lines due to their close proximity to the structure. They also recommended that the garage be built with a below grade foundation on the west and south sides to eliminate the possibility of undermining. The Water and Wastewater Division will require easements for the existing sewer main and manhole and the Planner confirmed that the City would undertake those easements at the City's expense. No public comments were received.

The Planner recommended approval of the application subject to conditions.

The applicant expressed concern over the requirement to have a wall on the side of the garage where the manhole is located and concern that there is a private water line on the property. The Planner clarified that due to the 8 foot depth of the services, the Engineer was concerned about undermining of the garage if work had to be done on the services. The City Planner recommends that an easement be registered in favour of the neighbouring property owner for the private water line.

Mr. Sumner clarified for the applicant that the below grade foundation is required on the south and west side to prevent undermining if work is required on either the City's services or the private line.

The Chair asked for members of the public to speak in favour of or against the application. There were no members of the public to speak in favour of the application and one member of the public spoke against the application:

Karen Pries  
230 Fifth Street South  
Kenora, ON P9N 1L2

Ms. Pries expressed concern about the sewer and water lines that come from her property to the manhole and was concerned about the impact of vehicles driving over the water lines. The sewer and water department did not note any concerns about frost etc. impacting her line and the Planner clarified that the easement would allow Ms. Pries legal access if work was required on her line. Ms. Pries also inquired about the height of the garage and trees on the property line that may impact the proposed garage and the property line itself. Mr. Loranger clarified that

the maximum height of the structure is 7 meters and that if the trees on the property line were in the way of the garage, he has the right to trim the branches. The City Planner commented that if the proposed garage was to be built close to the required setback he would recommend a survey but that will be addressed with the building permit.

The Chair asked the committee for any questions or discussion. There were none.

Motion: John Barr

Seconded: Tanis McIntosh

That application D13-21-11 to seek relief from the City of Kenora Zoning By-law 101-2015, Section 3.34.1(b)(vi), to allow the applicant to build an approximately 96.4 square metre accessory garage that exceeds 10% of the total lot area be approved.

Carried.

vii. Consideration of an Application for Consent

- D10-21-08

Laura Wheatley, Agent  
Hook, Seller & Lundin, LLP

The agent presented the application to sever a piece of land from 1930 Highway 17 West to be added to 1930-A Highway 17 West. She explained that this application was brought in 2018 and approved by the committee but due to issues with the estate the transfer was delayed causing the consent to lapse. The severed portion would be added to the piece of property that has a residential tri-plex. This would increase the lot size of the added land and the retained land would maintain the required lot size under the Zoning By-law.

The City Planner presented the Planning Report. Mr. Sumner notes that there have been no changes to this application however, there are fewer conditions as some conditions have been met since the previous application. There were no comments or concerns identified from interdepartmental and agency circulation and no public comments were received.

The Planner recommended that the application for consent be approved subject to conditions.

The Chair asked if there were any members of the public to speak in favour of or against the application. There were none.

The Chair asked the committee for any questions or discussion. There were none.

Motion: John Barr

Seconded: Tanis McIntosh

That application D10-21-08 for consent for a lot addition to sever an approximately 0.43 ha parcel of land from 1930 Highway 17 West and add that parcel to 1930-A Highway 17 West be approved.

Carried.

- D10-21-09

Laura Wheatley, Agent  
Hook, Seller & Lundin, LLP

The agent presented the application for a lot addition to sever a strip of land along Veterans Drive that is currently attached to 1709 Veterans Drive. This will not create any additional lots and will add the severed portion to the other lot. It is currently vacant land with no proposed development. All properties are zoned rural residential and the severance would reduce the remainder property to an undersized lot, however, the agent clarified that they will be bringing an application for a minor variance to address those concerns.

The City Planner clarified that while the Staff Report refers to addresses on Veterans Drive, the actual addresses are located off of Greenwood Drive. The property being severed is 65 Greenwood Drive and would be added to 19 Greenwood Drive.

Mr. Sumner presented the Planning Report. The application is consistent with the Provincial Policy Statement and the City of Kenora Official Plan. The severance would reduce the size of 65 Greenwood Drive to .46 ha and would require a minor variance.

The City Planner recommended that the application be approved subject to conditions.

The Chair asked the agent for any questions or comments. The Planner had addressed the agents concerns.

The Chair asked if there was anyone from the public who wished to speak in favour of or against the application. There were none.

The Chair asked the members if there were any comments or discussion.

Bev Richards clarified the addresses of the property.

John Barr asked the agent to clarify that the retained lot would only have access off of Greenwood Drive. The agent confirmed and explained that the retained lot will be transferred and the owner did not want to transfer out that piece.

Motion: Bev Richards

Seconded: John McDougall

That application D10-21-09 for consent for a lot addition to sever approximately 0.40 ha parcel of land from 65 Greenwood Drive and add that parcel to 19 Greenwood Drive be approved.

Carried.

- viii. Recommendation to Council,
  - Amendment to the Zoning By-law
    - i. D14-21-07

Andrew Brookes, Agent  
LBE Group

The agent presented the application for a zoning change on lots 1, 2 and 3 on the old mill property from light industrial to commercial with the intent to construct a professional building. They felt that the application is consistent with the City Plan and that the CIP encourages these types of projects.

The Planner presented the Planning Report to change the zoning of a portion of the property from ML to GC to allow for future development of the property. He noted that the committee saw a plan for subdivision on the property but clarified that the subdivision has not been registered and the property remains in the same state it was. Some of the proposed uses would not be allowed on the current ML zone but all would be permitted under the GC zone. The application is generally consistent with the Provincial Policy Statement and the Official Plan. After interdepartmental and agency circulation, comments were received from MECP stating that it does not appear that the proposal requires a record of site condition and Synergy North noted that easements may be required for servicing.

The City Planner recommended that application for Zoning By-law Amendment be approved.

The Chair asked if the agent had any further questions. They did not.

The Chair asked the public if there was anyone who wished to speak in favour of the application. There were none.

The Chair asked if there was anyone who wished to speak in opposition to the application.

George MacNeil  
Fifth Street North  
Kenora, ON

The resident asked about the R3 sector. Mr. Sumner explained that this is high density residential zones and that there is a holding zone that prevents development of that area until environmental studies have been completed. He expressed concern with potential industrial development in the area and asked if there is any road access planned to the old mill site from Fifth Street North side. Mr. Sumner responded that there has been nothing approved for the proposed subdivision to date. Mr. MacNeil expressed concern regarding environmental studies. The agent responded that environmental studies are being completed where required. Mr. MacNeil wanted on record that there would be opposition to road access off Fifth Street due to ongoing safety issues and traffic volume along Matheson Street North.

The Chair asked the committee for any questions or comments.

Bev Richards asked the agent about the location and access of the building. Mr. Brookes clarified that there are two buildings flanking the east and west side with parking in the centre. He noted this project focuses on parking as that was an issue for their clients.

Ray Pearson asked the agent if they intend to have apartments on the second floor of the building as the zone change would allow for this. The agent said this will be a professional building only. The Planner clarified for Mr. Pearson that residential development would be allowed in the future if the zone was changed. The agent noted that their lots will be tied into the approval of the subdivision. The Planner comments that they haven't had any proposals relating to residential use but it would be subject to site plan control, internal review and applicable regulations. Adam Smith adds that if the applicant changed the use of the building to residential they would need to apply for that type of permit which would be reviewed by the building department.

John Barr commented that if the applicant changed the use they would need a record of site condition. He asked if there was anything done to remediate the site based on the 2010 report provided by Melissa Shaw. The agent was not aware of any work that has been done since that report. Mr. Barr asks about the quantity of fill that has been added to the area. The agent was not aware of the quantity of material that has been removed or added. The agent was asked how far south the buildings would be located and he responded that the two buildings would be located on lots 1 and 2, and lot 3 would be parking. There was discussion around the environmental conditions on the site. Tanis McIntosh commented that any bank that is providing a commercial loan would require an environmental assessment.

Motion: Bev Richards

Seconded: Ray Pearson

**RESOLVED THAT** the **PLANNING ADVISORY COMMITTEE** recommends that the Council of the Corporation of the City of Kenora approve Zoning By-law Amendment File No. D14-21-07, to change the zoning of a portion of the subject property identified as 661 Ninth Street North, locally known as the "Former Mill Site" and as identified in Schedule "A", from "ML" Light Industrial Zone to "GC" General Commercial Zone.

The effect of the Zoning By-law Amendment is to support the development of uses which conform to the "GC" General Commercial Zone, including but not limited to clinic, office and retail uses.

The Committee has made an evaluation of the application upon its merits against the Official Plan, Zoning By-law and the Provincial Policy Statement 2020, and provides a recommendation to Council purely based on these matters; whereas the Committee may not have had the opportunity to hear public comments in full.

Carried.

ix. New Business

- OP and ZBL Review – the City Planner had nothing new to report but is optimistic they are moving towards a draft of the Official Plan.
- In-person meetings - virtual meetings will likely continue in September unless there are concerns from the committee.

x. Adjourn

That the August 17, 2021 Planning Advisory Committee meeting be adjourned at 7:25 p.m.

Minutes of the Kenora Planning Advisory Committee meeting, Tuesday August 17 2021, are approved the 21<sup>st</sup> day of September, 2021

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Chair,

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Secretary-Treasurer, Melissa Shaw