



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

**Meeting Minutes**  
**City of Kenora Planning Advisory Committee**  
**Regular meeting held in the Operations Centre Building**  
**60 Fourteenth St. N., 2<sup>nd</sup> Floor – Training Room**  
**January 21, 2020**  
**6:00 p.m.**

**Present:**

Wayne Gauld	Chair
Ray Pearson	Member
Bev Richards	Member
John Barr	Member
Robert Kitowski	Member
John McDougall	Member
Melissa Shaw	Secretary Treasurer

**Regrets:**

Tanis McIntosh	Member
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**DELEGATION:**

- i. Wayne Gauld, Chair, called the meeting to order at 6:00 p.m. and reviewed the meeting protocol for those in attendance.
- 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 was none.
- iv. Adoption of Minutes of previous meeting  
The Chair asked the Committee if there were any questions or corrections to the minutes as circulated.
  - Approved as circulated: December 17, 2019
- v. Correspondence relating to applications before the Committee.  
The Secretary Treasurer indicated that there were minor adjustments to the conditions on both applications but have been discussed with the Agents for the files.

- vi. Consideration of Applications for Consent
  - D10-19-13- Douglas, Golf Course Road

Jeffrey Port, Agent  
JCP Planning & Development

The Agent highlighted key aspects of the application to the Committee. He explained that the owners of the subject property own a lot tucked in the back of Golf Course Bay and would like to transfer the back portion of the lot to their neighbour. Apart from a parking area and a two-stall dock, which the owners use to access their island property, the lot is vacant. If the portion of the lot is transferred, the neighbour intends to build a garage.

The Agent also explained that there is a physical disconnect with the property due to grade, which actually worked in favour of the application. The back third of the lot, which would be transferred, is at a higher grade than the retained portion and would be the same as the neighbours. The retained portion of the lot is at a lower grade. He explained that the lots in the area were also created before municipal services went in. The current zoning for the subject property and the abutting lot is R1-Residential First Density Zone. However, they were originally zoned as RR-Rural Residential, which is why the lots are so large. The Agent highlighted that the lots would still meet the R1 zone requirements once severed for lot addition.

The Agent addressed the encroachments on the municipal road allowance and was fine with the condition to add a letter of comfort as well as the entrance permit. He also acknowledged that Official Plan policy for Fisheries Habitat. He noted that because the lots had already been created and the dock was already constructed, it would not be an issue for this particular application.

The Secretary Treasurer read the planning report and confirmed that no public comments were received as of the date of the meeting. She noted that condition #4 was amended to state that PIN 42167-0158 be consolidated with part of PIN 42167-157 and that a merger agreement be registered thereon.

The Agent wished to add that they had provided the City with a site plan sketch to demonstrate development could still occur within the setback requirements for the R1 zone as well as the 20m setback to the high watermark.

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

The Chair asked the Committee for questions.

Ray Pearson requested clarification on the sketch and which side of the building envelope reflected 20m in length. It was confirmed that the width was 20m and the shortest side was 12m. The Agent noted that a large house wouldn't necessarily be possible, but 1500sqft could be accommodated. It was also confirmed that the existing driveway could be utilized for a future build.

The Agent explained that it was discussed with the Planning Department options of moving the parking more west. That way, the municipal road allowance would not be used because all the parking would take place on the lot and the letter of comfort would not be required. The Agent also confirmed the existing driveway relative to the sample building envelope on the sketch.

In reference to how tight the building envelope looked like on "Lot B", per the notice of application, the Agent explained that he used a 2.5m setback instead of the required 1.5m to demonstrate that there is more room than needed.

John Barr asked whether services go down Golf Course Road.

The Secretary Treasurer informed the Committee member that comments had not been received by the Water and Wastewater Department at the time of the report; however, servicing was confirmed on the inside of Gold Course Road with the GIS at the meeting.

There were no other questions.

The Chair asked the Committee for discussion.

The Chair confirmed with the Secretary Treasurer what the amended conditions were in the Planning Report.

**Moved by: Robert Kitowski**

**Seconded by: Bev Richards**

That the Kenora Planning Advisory Committee approves application D10-19-13 for consent, lot addition, for property located at an unassigned address on Golf Course Road, Kenora, ON, and that provisional consent be granted, subject to the conditions as outlined in the planning report as amended. Approval will enable approximately 0.0497 ha of land to be transferred from an unassigned address on Golf Course Road to the adjacent property, 1023 Golf Course Road.

Carried.

- D10-19-15, Christenson, 1509 Ontario Street

Tara Rickaby, Agent  
TMER Consulting  
Mike Christenson, Co-Owner

The Agent introduced the Committee to the application, explaining that the owners of the subject property own two pieces of abutting properties that run east to west. The intent of the application was to realign the lots, which would include making the existing building on the westerly side compliant with the Zoning By-law. They requested a 2.5m setback to the existing deck to ensure that it is permitted within the side yard for a two-storey building.

The Agent provided additional context on the subject property, which included a minor variance application being approved in 2002. That approval was to make the property more buildable at the time for Lot 9. When the modular home was purchased, the front yard setback was deemed 3.5m and so is considered legal non-complying. The Agent indicated that there are no plans for the retained lands at this time. Due to the severe drop-off, approval of this current application would create a buildable lot off of Ontario Street rather than the lane on the west end.

The Secretary Treasurer presented the planning report, highlighting it is a consent application for lot line adjustment. The terrain on the property greatly supported the application; notably, that there was a 13m difference in elevation from the southern portion of the lot. She confirmed that Lot 9 was subject to a minor variance application for front yard setback relief in 2002.

The unassigned address was also subject to a planning approval to add a portion of the laneway as lot addition for increased lot area. She referenced the photos in the report. She confirmed that no written public comments were referenced as of the day of the meeting.

It was recommended that the application be approved, subject to the amended conditions as per the Planning Report.

The Secretary Treasurer noted that in an original circulation of the planning report to Committee Members, an entrance permit was a condition of approval; however, it was removed because development is not planned for at this time. It would still be required at the time development does take place, prior to being issued a building permit.

The Agent did not have concerns and further explained that it was beneficial to wait to apply for an entrance permit at the building permit stage so that the proposed entrance did not affect where the building can be located.

The Chair asked if there was anyone in the public whom wished to speak in favour of or against the application.

Andrew Klassen  
1409 Ontario Street

Andrew Klassen expressed that he agreed with the recommendation for approval and highlighted that the application proposed efficient land use development.

The Chair asked the Committee for questions.

It was asked to clarify how Part 1 of Lot 9 became part of the legal description.

The Agent explained that it had been part of a road allowance and that at one point in time, Parts 2, 4, and 6 were added to Lots 10, 11, and 12 whereas Parts 1 and 3 were added to Lots 9 and 8, respectively. The purpose was to increase the lot area.

The Secretary Treasurer stated that Lot 7 and 8 were part of a consent application for the lot additions; however, it is not clear whether Lot 9 was subject to a consent as there is no record of it in City files. Despite this, the legal description does include Part 1 with Lot 9 and had been confirmed with GeoWarehouse.

John Barr referenced the comment submitted by the Water and Wastewater Department. He asked if they were talking about bringing the servicing connections to the red circled location rather than moving the east lot line to that point. The Secretary Treasurer confirmed and noted that it was a point made for the owners to be aware of and that services will need to travel a little further to connect.

The Chair asked the Committee for discussion. There was none.

**Moved by: Robert Kitowski**

**Seconded by: Ray Pearson**

That the Kenora Planning Advisory Committee approves application D10-19-15 for consent, lot line adjustment for property located at 1509 Ontario Street and an Unassigned address on Third Street, Kenora, ON; legally described as Lot 9 Block 8 Plan 18; Part 4<sup>th</sup> Street Plan 18, AKA Fourth Street between Block 8 & 11 Closed by R28500; PT 1, 23R9497; KENORA and Lot 8 Block 8 Plan 18; Part 4<sup>th</sup> Street Plan 18 AKA Fourth Street between Block 8 & 11 Closed by R28528; Part 3 23R9497; KENORA CITY OF KENORA; subject to the conditions as outlined in the planning report as amended.

Carried.

vii. New Business

- Election of Chair and Vice Chair

With the New Year, the Committee shall hold an election for the position of Chair and Vice Chair which hold these titles for both the Planning Advisory Committee and the Committee of Adjustment, of which this Committee represents.

The Secretary Treasurer asked the Committee members for nominations for the position of Chair.

John Barr nominated Wayne Gauld for the position of Chair.

The Secretary Treasurer called a second and third time for nominations for Chair; there were no further nominations made.

Wayne Gauld accepted the nomination, and the Secretary Treasurer declared that nominations for Chair were closed.

The Secretary Treasurer asked the Committee members for nominations for the position of Vice Chair.

Robert Kitowski nominated Ray Pearson for the position of Vice-Chair.

The Secretary Treasurer called for a second and third time for nominations for Vice Chair; there were no further nominations made.

Ray Pearson accepted the nomination and the Secretary Treasurer declared that the nominations for Vice Chair were closed.

- Correspondence prior to PAC meeting

The Chair wished to remind the Committee members that if there are questions with a planning application or with the staff report, that they should send an email to the Secretary Treasurer and cc' himself. The Secretary Treasurer will get the answer ahead of the meeting. He recognized that sometimes questions arise the day of the meeting but noted that the same process can be followed and that the Secretary Treasurer is typically able to answer those questions right away.

The Secretary Treasurer explained that if the question is important for the whole Committee, she will make sure everyone is circulated with the related correspondence. Typically, planning reports would be posted by Thursday; however, with limited resources at the moment sometimes they can be posted later. She highlighted to the Committee that they can still ask questions before receiving the planning report, if they have any upon review of the planning application itself. The planning report can be amended if needed.

Typically, most questions are technical in nature, such as consolidating PINs. The Secretary Treasurer expressed that for those types of questions/clarifications, it is beneficial to address in advance of the meeting so that the meeting can proceed as timely as possible, especially if people from the public attend. Asking questions in advance of the meeting would not mean that discussion of questions are prevented. She also explained that Committee members may email a question in advance of the meeting if it would give them clarification for a question that they may wish to ask for the meeting.

The Secretary Treasurer used the example of the K Sports application in 2019 to highlight that in that case, there was a lot of communication before the meeting and all the relating correspondence was brought forward at the meeting so the public was aware that there had been earlier discussions. In that example, because there was a lot of discussion, members had also been informed that anything further should be saved for the meeting.

viii. Adjourn

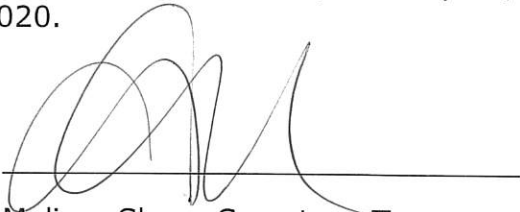
**Moved by: John Barr**

That the January 21, 2020 Planning Advisory Committee meeting be adjourned at 6:51 p.m.

Minutes of the Kenora Planning Advisory Committee meeting, Tuesday January 21, 2020, are approved this 18<sup>th</sup> day of February, 2020.



Wayne Gauld, Chair



Melissa Shaw, Secretary-Treasurer

