

CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE  
March 5, 2013  
PUBLIC MEETING UNDER THE PLANNING ACT

A Public Meeting under the Planning Act was held at 6:00 p.m. to consider a proposed amendment to the Zoning By-Law for the Township of McNab/Braeside in accordance with the provisions of Section 34 of the Planning Act, 1990.

All members of Council were in attendance for the meeting this evening with the exception of Councillor Aldene Styles.

Also in attendance was Patricia & Ken Forrest.

Members were asked to state any pecuniary interest and the general nature thereof before the item is discussed. No disclosures of pecuniary interest were declared at this time.

Moved by Councillor Campbell, seconded by Deputy Mayor Blimkie, **THAT** the Public Meeting agenda dated March 5, 2013 and Zoning By-Law Amendment proposed by Patricia and Ken Forrest be adopted as submitted and circulated. **CARRIED.**

The purpose of the proposed zoning by-law amendment is to rezone an existing 0.15 hectare lot from Residential to Commercial to permit the conversion of a dwelling to a business office use. The effect of the proposed zoning by-law amendment is to rezone the lot from Residential One (R1) to Hamlet Commercial (HAC). All other provisions of the Zoning By-Law shall apply.

Additional information regarding the Zoning By-law amendment was available for inspection at the Township of McNab/Braeside Municipal Office during regular office hours.

The lands affected by this amendment is Part Lot 17 Concession 2, geographic Township of McNab, in the Township of McNab/Braeside, and is located at 1670 Burnstown Road (Cty. Rd. 52).

The notice of the public meeting was read by the Clerk. The Clerk advised that the notice of the public meeting was circulated to all property owners within 120m of the subject property as well as all of the applicable agencies. The notice of the proposed amendment and public meeting was also posted on the Township website. The Clerk advised that verification was received that the notice of the proposed amendment was posted on the subject property as required.

The Clerk read information received from the Township Planner - Mr. Bruce Howarth that this amendment proposes to rezone an existing 0.15 hectare lot from Residential One (R1) to Hamlet Commercial (HAC) to permit a business office use (real estate office). The lands are located within Burnstown which is designated as a Settlement Area in the Official Plan. The Settlement Area designation permits a full range of commercial uses. Section 4.3(9) further identifies Burnstown as a unique heritage community and Council is to consider the importance of preserving and protecting

its cultural value. The policy continues, stating that both new development and renovations to the exterior of existing commercial buildings should be sympathetic and aim to preserve the 19<sup>th</sup> century appearance of Burnstown. This may be implemented through building permits, site plan agreements and notice on title.

It was recommended by the Township Planner that prior to passing the by-law, that a Site Plan be approved for the proposed development. The site plan would show the building, well, septic, and parking/driveway to ensure that the site is suitable for commercial use. The site plan would also demonstrate if there are any additional zoning standards that require relief for the conversion of the dwelling to a business.

It is also recommended that comments from the septic inspector/building inspector be received regarding the suitability of the existing septic and the need for a change of use permit.

The Clerk read correspondence received from the Township Chief Building Official Mr. Murray Gahan advising that this switch from residential to an office is considered a change of use and therefore will more than likely be subject to the building permit process. Mr. Gahan also advised that Ms. Forrest would be submitting a revised site plan showing the number of parking spaces, parking space/lot dimensions and how close these spaces are to the adjacent residential properties. Mr. Gahan further advised Ms. Forrest would also be providing information on the parking lot surface treatment and parking lot surface drainage.

The Clerk read correspondence received from Ontario Power Generation advising that they have no comments or concerns regarding the proposed application.

The Clerk read correspondence received from Hydro One advising that they have no comments or concerns regarding the proposed application.

The Clerk read correspondence received from Mr. Nathan Kuiack of the County of Renfrew Public Works and Engineering Department advised of the following comments: 1. No parking shall be permitted within the right of way of County Road 52, Burnstown Road; 2. An entrance permit must be obtained from this department, as the access will be changed from residential to commercial. It should be noted that the minimum width for a commercial entrance on County Road is 7.0 metres; 3. A site plan is required, outlining such items as property limits, parking, access, signage and drainage; 4. Any signage is to be reviewed by the County.

The Clerk read correspondence received from Mr. Hugh Stevenson of Stebro Contracting providing a letter of opinion stating that as a licensed septic system installer it is his opinion that the septic system at the subject property will be adequate for its intended use as an office. Mr. Stevenson further advised that this letter was strictly an opinion and not to be taken as a guarantee or a warrantee.

The Clerk advised that the revised site plan had been submitted by Ms. Forrest on March 3<sup>rd</sup>, 2013 which had been forwarded to both the Township Planner and Township Chief Building official for

comments.

The Clerk read correspondence from the Township Planner Mr. Bruce Howarth advising that the revised site plan looked good and also advised he had forwarded a copy of such to the County Public Works Department as requested as they may have entrance comments which were earlier introduced. The Clerk advised she had received further comments from Mr. Murray Gahan advising that the five parking spaces #5 - #9 were acceptable as the leasable area is 99.064 sq. m. therefore requiring 3.5 spaces. Mr. Gahan further noted that upon speaking with Ms. Forrest on Monday March 4<sup>th</sup>, 2013 about the revised site plan as submitted, Ms. Forrest indicated she might do a small retail business as well. Mr. Gahan advised there would therefore need to be an additional 5.4 parking spaces which would now require a total of nine spaces. Ms. Forrest advised she would submit a revised site plan outlining the new requirements for sufficient parking spaces.

The Clerk advised she had received a revised site plan once again outlining the revised parking today March 5<sup>th</sup>, 2013 which was once again reviewed by the Chief Building Official.

The Clerk read correspondence she received March 5, 2013 from the Township Chief Building Official on the revised site plan advising that the drawing received shows compliance with the parking requirements as listed in the Township Zoning By-Law. A total of nine spaces are required - nine spaces are proposed. The three (3) meter setback for the parking lot to the property line has been met. Mr. Gahan further advised that there is no detail for the parking lot grading or the type of material to be used for the construction of this lot.

The CAO advised that the Chief Building Official had informed her that he could not determine if there would be any adverse affects to the adjoining properties without the detailed information on the parking lot grading and type of construction material to be used.

Ms. Forrest who was present this evening advised she would provide this information to Mr. Gahan as soon as possible for his review and comments.

The Clerk advised there was no other correspondence received either to object or to support the proposed application.

Mayor Campbell inquired if Council members had any questions or concerns at this point.

Councillor McIlquham inquired if the County had granted a new access for this property as yet. The CAO advised an application had not yet been submitted for such, as comments from the County regarding the access had just been received by Ms. Forrest.

Mayor Campbell inquired if the members of the public in attendance this evening had any questions or comments at this time, which there were none.

The applicants Mr. Ken Forrest and Mrs. Patricia Forrest were in attendance this evening and had no further comments in this regard.

The CAO advised that should the zoning amendment by-laws be passed a notice of passing would then be circulated as required under the Planning Act. There would then be an appeal period of 20 days from the notice of passing.

The Clerk advised that should there be any members of the public in attendance who wished to receive further notification with regards to these amendments to please leave their name, address and phone number on the list at the back of the Council Chambers.

Mayor Campbell thanked everyone for their attendance.

The meeting adjourned at 6:45 p.m. on a motion moved by Councillor McIlquham, seconded by Deputy Mayor Blimkie.  
**CARRIED.**

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MAYOR

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CAO/CLERK

(Original signed by Mayor Mary M. Campbell and CAO/Clerk Noreen C. Mellema)