



## **Minutes**

### **Planning Advisory Committee**

February 6, 2023

6:00 pm

Municipal Operations Centre

408 James Street South, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Member Present	Chair Don Van Galen Mike Bolton Councillor Craigmile William Galloway Councillor Lucas
Staff Present	Grant Brouwer, Director of Building and Development Mark Stone, Town Planner Morgan Dykstra, Public Works and Planning Coordinator
Other Present	Caroline Baker, Baker Planning Group (Applicant's Agent)

#### **1. CALL TO ORDER**

Morgan Dykstra called the meeting to order at 6:00 pm.

#### **2. APPOINTMENT OF CHAIR**

Morgan Dykstra opened the floor for the nomination of Chair.

Councillor Craigmile nominated Don Van Galen.

Don Van Galen accepted the nomination.

There were no further nominations for chair.

**Moved By** Councillor Craigmile

**Seconded By** William Galloway

**THAT** Don Van Galen be appointed as the Chair of the Planning Advisory Committee effective February 6, 2023, to December 31, 2023.

**Carried**

**3. APPOINTMENT OF VICE CHAIR**

Morgan Dykstra opened the floor for the nomination of Vice Chair.

William Galloway nominated Councillor Craigmile.

Councillor Craigmile accepted the nomination of Vice Chair

There were no further nominations for Vice Chair.

**Moved By** William Galloway

**Seconded By** Don Van Galen

**THAT** Councillor Craigmile be appointed as the Vice-Chair of the Planning Advisory Committee effective February 6, 2023 to December 31, 2023.

**Carried**

Don Van Galen assumed the role of Chair.

**4. DECLARATION OF PECUNIARY INTEREST**

None declared.

**5. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Councillor Craigmile

**Seconded By** William Galloway

**THAT** the February 6, 2023, Planning Advisory Committee agenda be accepted as presented.

**Carried**

**6. ACCEPTANCE OF MINUTES**

**Moved By** Councillor Craigmile

**Seconded By** William Galloway

**THAT** the November 7, 2022, Planning Advisory Committee meeting minutes be approved and signed by the Chair and the Secretary - Treasurer.

## **7. COMMITTEE ORIENTATION**

Mark Stone, the Town's Planner and Grant Brouwer the Director of Building and Development provided an overview of the Planning Advisory Committee's role, the types of Applications the Committee will consider, and the Town's planning processes, and responded to questions from the Committee.

Councillor Craigmile recommended that Town staff consider an information campaign for the public as it relates to how the Town processes planning applications.

## **8. REPORTS**

### **8.1 DEV 06-2023 Application for Plan of Condominium (DPC 01-2022) for 275 James Street South by A. Paola**

Chair Don Van Galen advised how the Notice of Complete Application was distributed, and explained how members of the public may participate in the meeting as described on the Town's website and in the agenda.

Mark Stone, the Town's Planner spoke to the Application as detailed in the staff report.

Chair Don Van Galen asked the Applicant's Agent, Caroline Baker of Baker Planning Group to speak to the Application.

Caroline Baker explained that the application being presented is solely to deal with the ownership of the dwelling units and the long-term upkeep, maintenance and running of the property.

Caroline Baker added that should the application for draft plan of condominium be approved the Owner will be required to fulfill a number of conditions. Once those conditions are satisfied the Owner may register the condominium with the Land Registry Office, at which point individual dwelling units may be sold and a condominium board established.

Chair Don Van Galen asked the Committee if they have any questions.

William Galloway noted that the dwelling units are currently occupied, and asked if the current occupiers are prospective purchasers or tenants who will be evicted.

Caroline Baker responded that the current tenants are renters, and there is no current intent to remove or evict the tenants. Rather the Owner will maintain the units as rentals, but potentially sell individual units if they are not occupied, the proposal is to have some flexibility in the future.

Councillor Craigmile asked for clarification regarding the process for the replacement or maintenance of common elements such as fencing.

Caroline Baker explained that the Owner will be required to prepare a condominium declaration, which outlines the details regarding ownership and the inclusion of a reserve fund study. The reserve fund study outlines the costs for the condominium, including the monthly fees each condo unit owner will be required to contribute to activities such as fence up-keep, snow removal, and grass cutting but also determines contributions to a capital fund for when larger items need to be replaced. The Town of St. Marys will review the condominium declaration prior to registration with the Land Registry Office. Caroline Baker further explained that at time of registration, the Owner will own 24 dwelling units and if they sell units, those new unit owners may join the condominium board and will be required to contribute funds.

Mike Bolton asked why the property was originally proposed as rental property rather than condominium.

Caroline Baker explained that when dealing with a standard condominium application, the development cannot be registered until all of the buildings are built since an Ontario Land Surveyor needs to survey the demising walls and boundaries between each unit. The development has been constructed in phases, and therefore not in a stage where all buildings can be surveyed for registration, when the Building Department signs off on the occupancy of a unit, the Owner has been filling the vacancy.

Chair Don Van Galen asked if any members of the public would like to ask a question or provide comment on the application being considered.

Sharon Leslie (233 James Street South) asked if the development requires an emergency vehicle turnaround.

Mark Stone responded that the turning radiuses for emergency vehicles would have been reviewed by staff during the site plan approval processes.

Grant Brouwer demonstrated on the concept plan where emergency vehicles can maneuver on the property.

Sharon Leslie commented that since the property has been developed there has been more rodents in the area and have been entering homes.

Mark Stone responded that the comment is related to the development but does not impact the application being considered. Mark Stone commented that Town staff can have a separate discussion on this matter following the meeting.

Sharon Leslie further inquired if development is being proposed on the neighbouring vacant lot.

Mark Stone responded that the Town has not received any applications for the neighbouring vacant lot.

Sharon Leslie commented that there is excess dirt along the fence line.

Mark Stone advised that the site plan is registered on property title, and the Town has taken securities to ensure compliance with the site plan, and if there is concern related to compliance to speak with Town staff.

No further comments were received.

The Committee made the following recommendation:

**Moved By** William Galloway

**Seconded By** Mike Bolton

**THAT** DEV 06-2023 Application for Draft Plan of Condominium (DPC 01-2022) by A. Paola for 275 James South be received; and,

**THAT** the Planning Advisory Committee endorse the Application, in principle.

**Carried**

## **9. UPCOMING MEETINGS**

Town staff to contact the Committee when an application has been deemed complete.

## **10. ADJOURNMENT**

**Moved By** William Galloway

**Seconded By** Mike Bolton

**THAT** this meeting of the Planning Advisory Committee be adjourned at 7:15 pm.

**Carried**

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Don Van Galen, Chair

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Grant Brouwer, Committee Secretary