



City of Kingston  
Committee of Adjustment  
Addendum

2025-01  
Monday, December 16, 2024  
5:30 p.m.  
Council Chamber

**Committee Composition**

Councillor Cinanni  
Councillor Osanic  
Ken Dakin  
Douglas Perkins  
Gaurav Rehan  
Jeff Scott  
Somnath Sinha  
Peter Skebo  
Jordan Tekenos-Levy

Please provide regrets to Allison Hannah, Committee Clerk at 613-546-4291, extension 1209 or [ahannah1@cityofkingston.ca](mailto:ahannah1@cityofkingston.ca).  
Watch live on the [City of Kingston website](#) or register to receive the [Zoom link](#).

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Pages

**8. Request for Deferral**

**\*1. Application for Minor Variance - 9 George Street**

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File Number: D13-078-2024

District: 12 - Pittsburgh

Owner: George and Morgan Mainguy

Applicant: Mikaela Hughes Architect Inc.

The Report of the Commissioner of Growth & Development Services (COA-25-002) is attached.

**Recommendation:**

**That** minor variance application, File Number D13-078-2024, for the property located at 9 George Street to permit a raised foundation, a second-floor addition, a new covered front porch, a new carport, and two new decks, be approved, as described below:

**Variance Number 1: Maximum height**

By-Law Number 2022-62: Table 13.2.2.3

Requirement: Height existing as of the date of passing of this By-law

Proposed: 6.3 metres

Variance Requested: 0.3 metres

**Variance Number 2: Minimum interior setback**

By-Law Number 2022-62: Table 13.2.2.7

Requirement: Interior setback existing as of the date of passing of this By-law

Proposed: 1.2 metres

Variance Requested: 0.6 metres

**Variance Number 3: Maximum lot coverage**

By-Law Number 2022-62: Table 13.2.2.10

Requirement: Lot coverage existing as of the date of passing of this By-law

Proposed: 38%

Variance Requested: 6%

**Variance Number 4: Projections into Setbacks – Architectural Features in Other Zones**

By-Law Number 2022-62: Section 4.19.2

Requirement: 0.5 metres

Proposed: 0.3 metres

Variance Requested: 0.2 metres

**Variance Number 5: Projections into Setbacks – Exterior Stairs in Other Zones**

By-Law Number 2022-62: Section 4.19.3

Requirement: 0.5 metres

Proposed: 0.3 metres

Variance Requested: 0.2 metres

**Variance Number 6: Decks and Porches – Minimum front setback**

By-Law Number 2022-62: Table 4.20.4.2

Requirement: The lesser of the Zone provision or 3.5 metres

Proposed: 0.6

Variance Requested: 2.9 metres

**Variance Number 7: Decks and Porches – Minimum exterior setback**

By-Law Number 2022-62: - Table 4.20.4.4

Requirement: The lesser of the Zone provision or 3.5 metres

Proposed: 1.6 metres

Variance Requested: 1.9 metres

**Variance Number 8: Minimum garage setback to street line**

By-Law Number 2022-62: Section 7.4.8.8

Requirement: 6.0 metres

Proposed: 2.5 metres

Variance Requested: 3.5 metres; and

That approval of the application be subject to the conditions attached as Exhibit A (Recommended Conditions) to Report Number COA-25-002.

**9. Returning Deferral Items**

**\*1. Application for Minor Variance and Consent - 22-28 Ellice Street**

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**Note: Application for Minor Variance and Consent - 22-28 Ellice Street was misprinted as a regular Business Item, and has since been moved to Returning Deferral Items.**

File Number: D10-034-2024, D13-070-2024

District: 11 - King's Town

Owner: Matt Archibald

Applicant: Fotenn Planning + Design, Matt Archibald

The Report of the Commissioner of Growth & Development Services (COA-25-008) is attached.

**Recommendation:**

**That** minor variance application, File Number D13-070-2024 for the property located at 22-28 Ellice Street to permit the construction of a new semi-detached house on the severed lot, for a total of three dwelling units with three bedrooms in the aggregate across the severed lot, and to address deficiencies resulting from the proposed severance, be approved, as described below:

**Severed Lot**

**Variance Number 1: Minimum Lot Area for a Semi-Detached House**

By-Law Number 2022-62: Table 11.6.1.1.(b)

Requirement: 330.0 square metres per lot

Proposed: 187 square metres per lot

Variance Requested: 143 square metres; and,

**Variance Number 2: Minimum Landscaped Open Space**

By-Law Number 2022-62: Table 11.6.1.9. Minimum Landscaped Open Space

Requirement: 30%

Proposed: 13.9%

Variance Requested: 16.1%; and,

**Variance Number 3: Location of Vehicular Parking Space**

By-Law Number 2022-62: Section 7.1.1.

Requirement: Parking to be located on the same lot as the building or use.

Proposed: Parking can be located on-site or on an adjacent parcel (retained lot).

Variance Requested: Removing the requirement for the vehicular parking space to be located solely on the same lot as the corresponding use or building and instead enabling it to be located on the adjacent (retained) lot; and,

**Variance Number 4: Location of Bike Parking Space**

By-Law Number 2022-62: Section 7.3.1.

Requirement: Bike parking to be provided on the same lot as the use or building.

Proposed: Bike parking can be located on-site or on an adjacent



parcel (retained lot).

Variance Requested: Removing the requirement for the bike parking space to be located solely on the same lot as the corresponding use or building and instead enabling it to be located on the adjacent (retained) lot; and,

**Retained Lot:**

**Variance Number 5: Minimum Interior Setback for Semi-Detached and Townhouse**

By-Law Number 2022-62: Table 11.6.1.7.(b)

Requirement: Where a common party wall is located along a lot line: 0 metres from the lot line with the common party wall and 1.2 metres from the other interior lot line

Proposed: Where a common party wall is located along a lot line: 0 metres from the lot line with the common party wall and 0.7 metres from the other interior lot line

Variance Requested: 0.5 metres from the other interior lot line; and,

**Variance Number 6: Minimum Parking Space – In line with a driveway**

By-Law Number 2022-62: Table 7.4.1.

Requirement: A minimum parking space length of 6.0 metres

Proposed: A minimum parking space length of 5.6 metres

Variance Requested: 0.4 metres; and,

**That** approval of the minor variance application be subject to the conditions attached as Exhibit A (Recommended Conditions – Minor Variance) to Report Number COA-25-008; and,

**That** consent application, File Number D10-034-2024, to sever an approximately 189.5 square metre lot from the existing 708.2 square metre subject property located at 22-28 Ellice Street and to establish mutual access easements over both lots., be provisionally approved subject to the conditions included in Exhibit B (Recommended Conditions – Consent) to Report Number COA-25-008.

**10. Business**

**5. Application for Minor Variance - 205 Rideau Street**

**\*1. Updated Exhibit G**

The consent of the Committee is requested for the addition of new Exhibit G to Report COA-25-009 attached to the Addendum.



**City of Kingston  
Report to Committee of Adjustment  
Report Number COA-25-002**

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**To:** Chair and Members of the Committee of Adjustment  
**From:** Chris Wicke, Senior Planner  
**Date of Meeting:** December 16, 2024  
**Application for:** Minor Variance  
**File Number:** D13-078-2024  
**Address:** 9 George Street  
**District:** District 12 - Pittsburgh  
**Owner:** George and Morgan Mainguy  
**Applicant:** Mikaela Hughes Architect Inc.

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**Council Strategic Plan Alignment:**

Theme: Regulatory & compliance

Goal: See above

**Executive Summary:**

This report provides a recommendation to the Committee of Adjustment regarding an application for minor variances for the property located at 9 George Street. The applicant is proposing to make a number of modifications to the existing house including the construction of the following: a new approximately 0.3 metre raised foundation clad in limestone; a second-floor addition above an existing one storey addition; a new covered porch that faces Wellington Street; a new carport over the existing driveway; and two new decks that face the rear yard. An associated heritage permit application was approved on September 18, 2024.

The requested minor variances are consistent with the general intent and purpose of both the City of Kingston Official Plan and Kingston Zoning By-Law Number 2022-62. The requested minor variances are desirable for the appropriate development or use of the land, building or

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structure and are minor in nature. As such, the proposed application meets all four tests under Subsection 45(1) of the *Planning Act* and is recommended for approval.

**Recommendation:**

**That** minor variance application, File Number D13-078-2024, for the property located at 9 George Street to permit a raised foundation, a second-floor addition, a new covered front porch, a new carport, and two new decks, be approved, as described below:

**Variance Number 1: Maximum height**

By-Law Number 2022-62: Table 13.2.2.3

Requirement: Height existing as of the date of passing of this By-law

Proposed: 6.3 metres

Variance Requested: 0.3 metres

**Variance Number 2: Minimum interior setback**

By-Law Number 2022-62: Table 13.2.2.7

Requirement: Interior setback existing as of the date of passing of this By-law

Proposed: 1.2 metres

Variance Requested: 0.6 metres

**Variance Number 3: Maximum lot coverage**

By-Law Number 2022-62: Table 13.2.2.10

Requirement: Lot coverage existing as of the date of passing of this By-law

Proposed: 38%

Variance Requested: 6%

**Variance Number 4: Projections into Setbacks – Architectural Features in Other Zones**

By-Law Number 2022-62: Section 4.19.2

Requirement: 0.5 metres

Proposed: 0.3 metres

Variance Requested: 0.2 metres

**Variance Number 5: Projections into Setbacks – Exterior Stairs in Other Zones**

By-Law Number 2022-62: Section 4.19.3

Requirement: 0.5 metres

Proposed: 0.3 metres

Variance Requested: 0.2 metres

**Variance Number 6: Decks and Porches – Minimum front setback**

By-Law Number 2022-62: Table 4.20.4.2

Requirement: The lesser of the Zone provision or 3.5 metres

Proposed: 0.6

Variance Requested: 2.9 metres

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**Variance Number 7: Decks and Porches – Minimum exterior setback**

By-Law Number 2022-62: - Table 4.20.4.4

Requirement: The lesser of the Zone provision or 3.5 metres

Proposed: 1.6 metres

Variance Requested: 1.9 metres

**Variance Number 8: Minimum garage setback to street line**

By-Law Number 2022-62: Section 7.4.8.8

Requirement: 6.0 metres

Proposed: 2.5 metres

Variance Requested: 3.5 metres; and

**That** approval of the application be subject to the conditions attached as Exhibit A (Recommended Conditions) to Report Number COA-25-002.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY PLANNER

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Chris Wicke, Senior Planner

**In Consultation with the following Management of the Community Services Group:**

Tim Park, Director, Planning Services

James Bar, Manager, Development Approvals

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**Options/Discussion:**

On September 30, 2024, a minor variance application was submitted by Mikaela Hughes Architect Inc., on behalf of the owners, George and Morgan Mainguy, with respect to the property located at 9 George Street. The variance is requested to make a number of alterations and additions to the existing house including the following: raising the house approximately 0.3 metres on a new foundation clad in limestone; constructing a second-floor addition above an existing one storey addition to accommodate up to three bedrooms and two bathrooms; adding a new covered front porch that faces Wellington Street; constructing a new carport over the existing driveway; and adding two new decks that face the rear yard.

In support of the application, the applicant has submitted the following:

- Site Plan (Exhibit F)
- Planning Justification Report
- Owner Authorization
- Heritage Impact Statement
- Survey
- Floor Plans
- Elevations
- Site Photos
- Letter to address Grading Plan requirements

All submission materials are available online through the Development and Services Hub (DASH) at the following link, [DASH](#), using "Look-up a Specific Address". If there are multiple addresses, search one address at a time, or submission materials may also be found by searching the file number.

**Site Characteristics**

The subject property is located at 9 George Street in the Village of Barriefield. (Exhibit B – Key Map). The property is at the southwest corner of the intersection of George Street and Wellington Street, and it abuts single detached houses to the south and west, vacant lands to the east, and a residential subdivision that is under construction to the north (Exhibit C – Neighbourhood Context Map). The property contains a one-and-a-half storey house with a gable roof and an accessory building (shed). As part of the Barriefield Heritage Conservation District, the subject property is designated and is also surrounded by Part V heritage designated properties

**Provincial Planning Statement**

In addition to the four tests of a minor variance detailed below, Subsection 3(5) of the *Planning Act* requires that a decision in respect of the exercise of any authority that affects a planning matter shall be consistent with the Provincial Planning Statement (the PPS). The PPS provides policy direction on matters of provincial interest related to land use planning and development

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which are complemented by local policies addressing local interests. The application being considered is site specific to accommodate a specific proposal and does not involve any major policy considerations and as such, the proposal conforms to and is consistent with the PPS.

### **Minor Variance Application**

The review of an application for minor variance(s) is not a simple mathematical calculation, but rather a detailed assessment of whether the variance(s) requested, both separately and together, meet the four tests of a minor variance outlined in Subsection 45(1) of the *Planning Act*. The following provides this review:

#### **The general intent and purpose of the Official Plan are maintained**

The subject property is designated Residential in the City of Kingston Official Plan (Exhibit D – Official Plan Map). In considering whether this proposed variance is desirable, the Committee of Adjustment will have regard to the nine requirements included in Section 9.5.19 of the Official Plan.

The subject property is located within a Housing District on Schedule 2 – City Structure of the Official Plan. This proposal does not seek a significant change that would impact the surrounding properties or neighbourhood characteristics. The subject property is located in an area of the City whereby the land use is residential in a varied built form and consisting of a well-preserved heritage block of homes. The proposal to raise the house with a new foundation below, add a second-floor addition over an existing one-storey structure, build a new carport over an existing driveway, add a new covered front porch and construct two new decks is compatible with the surrounding area. The modifications are not anticipated to have any negative impacts on the neighbourhood. The proposed alterations and additions are to take place on multiple parts of the property including the front yard, exterior, interior and rear yards. No change to the primary use of the property is proposed as a result of the minor variance. An expansion to the building footprint is proposed, and it is in keeping with the surrounding heritage residences.

This proposal to permit the house to be raised, to add a second-floor addition, a carport, a new porch and two new decks meets all compatibility criteria and will not result in any negative off-site impacts to abutting properties. The proposed alterations and additions have been carefully positioned to diminish potential impacts and mitigate loss of privacy due to intrusive overlook. Increased levels of light pollution, noise, or odour are not anticipated. Adverse effects due to shadowing are also not anticipated as the proposed addition is the same height as the existing building, which will in its entirety be raised a nominal 0.3 metres. It is situated such that there is minimal potential for shadows to affect the adjacent property. No significant shadows will be created by the raising of the structure, the introduction of the second-floor addition, or the construction of a carport or front porch.

While the location of some of the proposed construction will be readily visible from the street and surrounding area due to the location of the home, no adverse impacts to the streetscape along George Street or Wellington Street are anticipated. Additional exterior changes are

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proposed to 9 George Street including historically-influenced windows, surrounds, trim and doors for all openings, metal roofing, two skylights that face the rear yard, new wood horizontal siding and trim, and new openings on the vestibule and east elevation and a reconfiguration of the window on the north elevation. No zoning relief is required for these elements. There is an existing vestibule on the George Street frontage of the house that encroaches into the City's right-of-way. An encroachment permit will be sought as part of this *Planning Act* application process.

The proposed addition, decks, porch and carport are of a suitable scale and will provide for a total of three bedrooms and two bathrooms within the house, weather-protected storage of vehicles, an improved entrance through the front porch, and additional amenity space on the decks. While designed to be sympathetic to the heritage characteristics of the house, the placement of the addition is on the west side of the house where it is located away from the prominent street views, and it will not be taller than the existing structure. The new covered front porch is located along Wellington Street, and it is designed to reflect a period porch and will not conceal any existing openings or architectural detailing of the property. The decks and carport are located to the side and rear of the house where their visibility from the prominent street views is reduced.

The proposal will not negatively impact the functional needs of the current or future residents. While the footprint of the principal building will not be increased through the introduction of the second-floor addition, the footprint of the principal building will be increased through the addition of the carport, front porch and two decks.

The proposed structures will have no negative impact to the site functioning in terms of access, parking for vehicles or bicycles, or universal accessibility. The existing provision of parking spaces will not be reduced and will be improved by weather protection. This proposal is not subject to Site Plan Control.

The proposal has been reviewed from an urban design perspective and with consideration for applicable urban design policies endorsed by Council. There are no concerns from a design perspective with the proposal.

The property is designated under Part V of the *Ontario Heritage Act*, and it is part of the Barriefield Heritage Conservation District (HCD) through By-Law Number 17-80. It is located adjacent to similarly designated properties. The property is classified as having "Heritage" value within the District. This work was subject to a heritage permit (P18-084-2022) which was approved by the Kingston Heritage Properties Committee on September 18, 2024 ([Report Number HP-24-038](#)). Consideration was given to how the property plays a role in the Barriefield Heritage Conservation District. The report reviewed the site's heritage value in detail and considered the alterations and additions to the site. Heritage Services staff found that the proposed development would not negatively impact the District and that the overall objectives of the HCD Plan will be upheld.



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The property is within an area of archaeological potential identified as 'Further Study Required'; however, Heritage Services have determined that no archaeological assessment will be required at this time given the scale of additions proposed and that the principal structure likely resulted in subsurface disturbance during its construction. The property uses municipal water and sewage services. As this application proposes to permit alterations and additions to the existing structure with no new services and an existing dwelling, no additional service usage is expected.

The cumulative impact of the variance requested for this proposal does not warrant a zoning by-law amendment. The Committee of Adjustment may require additional conditions as it deems appropriate to the approval of the application. Recommended conditions are listed in "Exhibit A – Recommended Conditions", attached to this report. Conditions may be added, altered, or removed at the Committee's discretion.

The proposal meets the intent of the Official Plan, as the proposed second-floor addition, new porch, new carport, raised foundation and two new decks will not result in any negative impacts to adjacent properties or to the neighbourhood.

### **The general intent and purpose of the Zoning By-Law are maintained**

The subject property is zoned Heritage Zone 1 – Village of Barriefield (HCD1) in Kingston Zoning By-Law Number 2022-62 (Exhibit E – Zoning By-Law Map). The HCD1 zone permits a range of residential uses including a house.

The proposal requires variances to several sections of the Kingston Zoning By-law. The following describes the required relief:

#### **Variance Number 1: Maximum height**

By-Law Number 2022-62: Table 13.2.2.3

Requirement: Height existing as of the date of passing of this By-law

Proposed: 6.3 metres

Variance Requested: 0.3 metres

The variance requested maintains the general purpose and intent of the applicable provisions of the by-law which is to limit the height of buildings and to ensure that in this zone they remain architecturally compatible with the heritage context. The definition of height in the by-law for principal buildings with a residential use means the vertical distance from finished grade to, in the case of a sloped roof, the average level between the eaves and the highest point of the building. In this instance, the existing building measures 6.0 metres to the average level between the eaves and the highest point of the building.

The built form of the area is primarily single-detached and semi-detached residential dwellings having a traditional range in height from one to two storeys. The structure is a one-and-a-half story home and is proposed to be elevated 0.3 metres in the process of creating a new foundation for the dwelling, which will ensure the long-term integrity of the structure. The proposed addition will be constructed to the same ultimate height as the existing house. The

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additional height also better protects the building from potential foundation damage as the ground level of the house is currently very close to grade and has potential to experience water damage. In addition, the foundation will be clad in limestone to better reflect the heritage context.

**Variance Number 2: Minimum interior setback**

By-Law Number 2022-62: Table 13.2.2.7

Requirement: Interior setback existing as of the date of passing of this By-law

Proposed: 1.2 metres

Variance Requested: 0.6 metres

The variance requested maintains the general purpose and intent of the applicable provisions of the by-law which is to ensure that there is an interior setback to create visual separation and to permit access and maintenance. In this instance, the reduction is to accommodate the proposed carport, which is to be constructed to the west of the dwelling.

For clarity, while the subject property is oriented towards, and addressed on, George Street, the northern lot line along the Wellington Street frontage is the front lot line. The eastern frontage on George Street is the exterior lot line; the western lot line is the interior lot line; and the southern lot line is the rear lot line.

The driveway is existing at this location, and locating the carport here both retains the existing function and places it in an area that is less visible from the street, with some separation retained between the proposed structure and the adjacent property.

**Variance Number 3: Maximum lot coverage**

By-Law Number 2022-62: Table 13.2.2.10

Requirement: Lot coverage existing as of the date of passing of this By-law

Proposed: 38%

Variance Requested: 6%

The variance requested maintains the general purpose and intent of the applicable provisions of the by-law which is to ensure that lots are not overdeveloped with structures and that there is sufficient permeable area on a lot to permit stormwater to infiltrate.

Due to the heritage characteristics of the area, lot areas in Barriefield are typically small, which increases the likelihood of a higher proportion of lot coverage. The lot in question measures 309 square metres, and in addition to the principal building there is a shed measuring approximately 20 square metres. The proposed additions to the property are located on the existing footprint of the house as much as possible. The second-floor addition is proposed on top of an existing single storey addition. The new front porch is slightly enlarging the existing structure with an attractive and functional entrance feature. The largest area of change from a lot coverage perspective is the carport, which is located over an existing impermeable driveway area. The areas under the rear decks will continue to be permeable, and the balance of the lot will remain unchanged, with permeable landscaped open space excepting the shed and patio. No relief is

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required regarding provision of landscaped open space. Both the carport and the front porch are also covered but unenclosed, retaining current extents of visual openness of the property.

**Variance Number 4: Projections into Setbacks – Architectural Features in Other Zones**

By-Law Number 2022-62: Section 4.19.2

Requirement: 0.5 metres

Proposed: 0.3 metres

Variance Requested: 0.2 metres

The variance requested maintains the general purpose and intent of the applicable provisions of the by-law which is to reduce the projection of architectural element into required yards to avoid obstructions, visual discontinuity, or issues of access for maintenance.

In this instance, the relief is associated with the eaves of both the proposed front porch and carport, which have been carefully designed to be sympathetic to the heritage context and are in keeping with similar projections into the front and exterior yards as other buildings in proximity. They have also been sized to retain a small setback to the lot line for maintenance and access.

**Variance Number 5: Projections into Setbacks – Exterior Stairs in Other Zones**

By-Law Number 2022-62: Section 4.19.3

Requirement: 0.5 metres

Proposed: 0.3 metres

Variance Requested: 0.2 metres

The variance requested maintains the general purpose and intent of the applicable provisions of the by-law which, in a manner related to the previous variance, is to reduce the projection of exterior stairs into required yards to avoid obstructions or visual discontinuity.

In this instance, the relief is again associated with the stairs for the proposed front porch, which has been carefully designed to be sympathetic to the heritage context, is aligned with the eaves, and is in keeping with similar projections into the front and exterior yards as other buildings in proximity and has been sized to retain a small setback to the lot line.

**Variance Number 6: Decks and Porches – Minimum front setback**

By-Law Number 2022-62: Table 4.20.4.2

Requirement: The lesser of the Zone provision or 3.5 metres

Proposed: 0.6

Variance Requested: 2.9 metres

The variance requested maintains the general purpose and intent of the applicable provisions of the by-law which is to locate decks and porches in areas where a spatial separation is retained from the lot line for visual separation, access and maintenance.

A new covered front porch is proposed in the front yard of the home adjacent to Wellington Street. Due to the historic placement of the existing home in close proximity to the lot line, the

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proposed porch would be located approximately 0.6 metres from the front lot line. This would still allow for sufficient space for access and maintenance, and the proposed front porch is designed to be consistent with the heritage characteristics of surrounding buildings and the District on general.

**Variance Number 7: Decks and Porches – Minimum exterior setback**

By-Law Number 2022-62: Table 4.20.4.4

Requirement: The lesser of the Zone provision or 3.5 metres

Proposed: 1.6 metres

Variance Requested: 1.9 metres

The variance requested maintains the general purpose and intent of the applicable provisions of the by-law which is to locate decks and porches in areas where a spatial separation is retained from the lot line for visual separation, access and maintenance.

While two decks are proposed in the rear yard to the south of the house, one is proposed to be in the area close to an existing enclosed porch located in the exterior yard along George Street and at the terminus of an existing walkway. Due to the placement of the existing home in close proximity to the lot line, the proposed deck would be located 1.6 metres from the exterior lot line at the terminus of a walkway. This would still allow for sufficient space for access and maintenance, and the area is currently screened by landscaping as well, providing additional privacy to users.

**Variance Number 8: Minimum setback from a private garage to the street line**

By-Law Number 2022-62: Section 7.4.8.8

Requirement: 6.0 metres

Proposed: 2.5 metres

Variance Requested: 3.5 metres

The minimum required setback from a private garage to the street line where the driveway gains access to a street is 6.0 metres. The variance requested maintains the general purpose and intent of the applicable provisions of the by-law which is to provide separation between the lot line and the structure used for parking.

The carport is proposed to be set back from the street line by 2.5 metres to align approximately with the face of the existing building, with some additional relief being provided beyond the 1.95 metre separation between the house and the front lot line. This positioning of the carport retains the functionality of the existing parking configuration while permitting a sympathetic addition to the house for covered parking in a location that is less visible from the streetscape.

The proposed design of the proposed changes has been deemed compatible with the heritage characteristics of the HCD. Further analysis in this regard can be found in [Report Number HP-24-038](#) pertaining to the heritage permit application.

The requested variances maintain the general intent and purpose of the zoning by-law.

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**The variance is minor in nature**

The requested variances to permit the proposed second-floor addition, decks, covered porch and carport are considered minor as they are related to the historic siting of the building on the lot, they will be limited to the site and are limited in the potential for any impacts. The additions and alterations are compatible with the principal dwelling, the surrounding properties and the existing neighbourhood, and they will support the residential use of the property. The property is in an area characterized as a heritage residential neighbourhood and designated as part of a Heritage Conservation District. The proposed raised foundation, second-floor addition, covered front porch, rear decks and carport are designed with an attention to detail and quality of construction that is in keeping with the adjacent structures and the surrounding neighbourhood. The proposed alterations and additions have received a heritage permit and are not anticipated to result in any adverse effects to the surrounding Heritage Conservation District.

The proposed raised foundation, second-floor addition, front porch, decks and carport comply with all other applicable zone provisions, including rear setback, aggregate interior setbacks, landscaped open space, number of storeys and number of dwelling units per lot. The proposal will not change the fundamental design characteristics of the neighbourhood. No impact on the surrounding land uses is anticipated.

The variance is considered minor in nature.

**The variance is desirable for the appropriate development or use of the land, building or structure**

The requested variance is desirable and appropriate use of the land as the scale and design of the second-floor addition, front covered porch, decks in the rear yard and carport are appropriate for the dwelling size, and the structures have been carefully detailed to be compatible with the heritage characteristics of the home and surrounding properties within the Barriefield Heritage Conservation District.

The proposed additions and alterations have been located such that they minimize the potential for impacts on both surrounding properties and the streetscape, while improving the liveability and function of the property for the residents, with increased living space, improved amenity space, and covered parking spaces without undue impact in a manner that is sensitive to and supportive of the heritage context.

The variance is desirable and appropriate use of the land.

**Technical Review: Circulated Departments and Agencies**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Building Services | <input checked="" type="checkbox"/> Engineering        | <input checked="" type="checkbox"/> Heritage Services    |
| <input type="checkbox"/> Finance                      | <input checked="" type="checkbox"/> Utilities Kingston | <input checked="" type="checkbox"/> Real Estate          |
| <input type="checkbox"/> Fire & Rescue                | <input checked="" type="checkbox"/> Kingston Hydro     | <input checked="" type="checkbox"/> Environment Division |
| <input checked="" type="checkbox"/> Solid Waste       | <input checked="" type="checkbox"/> Parks Development  | <input type="checkbox"/> Canadian National Railways      |

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- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Building Services | <input checked="" type="checkbox"/> Engineering         | <input checked="" type="checkbox"/> Heritage Services |
| <input checked="" type="checkbox"/> Housing           | <input checked="" type="checkbox"/> District Councillor | <input type="checkbox"/> Ministry of Transportation   |
| <input type="checkbox"/> KEDCO                        | <input checked="" type="checkbox"/> Municipal Drainage  | <input type="checkbox"/> Parks of the St. Lawrence    |
| <input checked="" type="checkbox"/> CRCA              | <input type="checkbox"/> KFL&A Health Unit              | <input type="checkbox"/> Trans Northern Pipelines     |
| <input type="checkbox"/> Parks Canada                 | <input type="checkbox"/> Eastern Ontario Power          | <input type="checkbox"/> CFB Kingston                 |
| <input type="checkbox"/> Hydro One                    | <input type="checkbox"/> Enbridge Pipelines             | <input type="checkbox"/> TransCanada Pipelines        |
| <input type="checkbox"/> Kingston Airport             |   |   |

**Technical Comments**

This application was circulated to external agencies and internal departments for their review and comment and there were no comments or concerns raised that would preclude this application from moving forward. Any technical comments that are received after the publishing of this report will be included as an addendum to the Committee of Adjustment Agenda.

**Public Comments**

At the time this report was finalized, no public comments were received. Any public comments received after the publishing of this report will be included as an addendum to the Committee of Adjustment Agenda.

**Previous or Concurrent Applications**

There are no concurrent or relevant historic planning applications on the subject property.

**Conclusion**

The requested variances maintain the general intent and purpose of both the City of Kingston Official Plan and Kingston Zoning By-Law Number 2022-62. The proposal is desirable for the appropriate development or use of the land, building or structure and the requested variances are minor in nature. As such, the proposed application meets all four tests under Subsection 45(1) of the *Planning Act* and the application is being recommended for approval, subject to the proposed conditions.

Approval of this application will permit the construction of a raised foundation, a second-floor addition, a new covered front porch, a new carport, and two new decks.

**Existing Policy/By-Law:**

The proposed application was reviewed against the policies of the Province of Ontario and City of Kingston to ensure that the changes would be consistent with the Province’s and the City’s vision of development. The following documents were assessed:

December 16, 2024

Page 14 of 15

**Provincial**

Provincial Planning Statement, 2024

**Municipal**

City of Kingston Official Plan

Kingston Zoning By-Law Number 2022-62

**Notice Provisions:**

A Committee of Adjustment Meeting is going to be held respecting this application on December 16, 2024. Pursuant to the requirements of the *Planning Act*, a notice of Statutory Public Meeting was provided by advertisement in the Kingston Whig Standard on Friday November 29, 2024. The notice was also placed on the City’s website and a sign was placed on the subject site.

Once a decision has been rendered by the Committee of Adjustment, a Notice of Decision will be circulated in accordance with the provisions of the *Planning Act*.

**Accessibility Considerations:**

None

**Financial Considerations:**

None

**Contacts:**

James Bar, Supervisor, Development Approvals, 613-546-4291 extension 3213

Chris Wicke, Senior Planner, 613-546-4291 extension 3242

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

Exhibit A Recommended Conditions

Exhibit B Key Map

Exhibit C Neighbourhood Context Map (2022)

Exhibit D Official Plan Map

December 16, 2024

Page 15 of 15

- Exhibit E Zoning By-Law Map
- Exhibit F Public Notification Map
- Exhibit G Site Plan, Floor Plans and Elevations
- Exhibit H Site Photos



## Recommended Conditions

The approval of minor variance application, File Number D13-078-2024, to construct an accessory structure in the side yard of the single detached house, shall be subject to the following recommended conditions:

### 1. Limitation

That the approved minor variance applies only to the proposed alterations and additions to 9 George Street as shown on the plot plan attached to the notice of decision.

### 2. No Adverse Impacts

The owner/applicant shall demonstrate to the satisfaction of the City that there are no adverse impacts on neighbouring properties as a result of any modifications to on-site grading or drainage.

### 3. Building Permit Application Requirements

The owner/applicant shall provide to the Building Services a copy of the decision of the Committee of Adjustment, together with a copy of the approved drawings, when they make application for a Building Permit.

The drawings submitted with the Building Permit application must, in the opinion of the City, conform to the general intent and description of the approved drawing(s), including any amendments and conditions approved by the Committee of Adjustment, as stated in the decision. It must be noted that additional planning approvals may be required should further zoning deficiencies be identified through the Building Permit application process.

### 4. Standard Archaeological Condition

In the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism ([archaeology@ontario.ca](mailto:archaeology@ontario.ca)) and City of Kingston's Planning Services (613-546-4291, extension 3180) must be immediately contacted.

In the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the Office of the Chief Coroner as a part of the Ontario Ministry of the Solicitor General (1-877-991-9959), the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism ([archaeology@ontario.ca](mailto:archaeology@ontario.ca)), and City of Kingston's Planning Services (613-546-4291, extension 3180) must be immediately contacted.

## **5. Civic Addressing**

The Owner shall be required to apply for a D20 Civic Addressing Application through DASH to recognize the change in orientation of the entrance of the unit.

## **6. Encroachment Agreement**

It shall be the responsibility of the applicant to enter into an encroachment agreement with the City of Kingston. The encroachment agreement will require the submission of the associated reference plan and will need to showcase the area where encroachment will occur following the proposed development.

The owner / applicant shall provide written approval from Transportation Services to the Secretary-Treasurer Committee of Adjustment that Transportation Services is satisfied with the location of the encroachment.


## **7. Grading Plan**

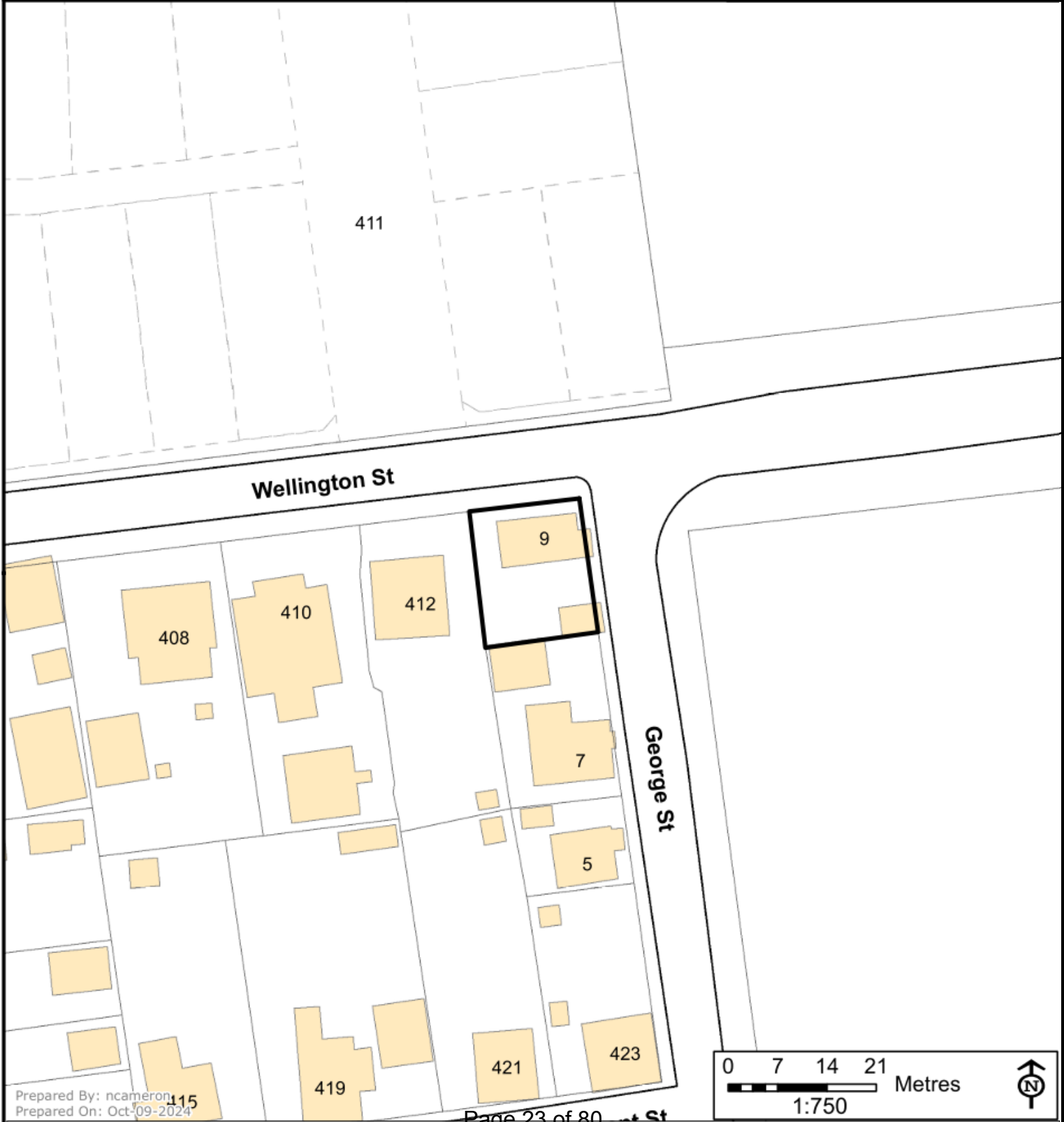
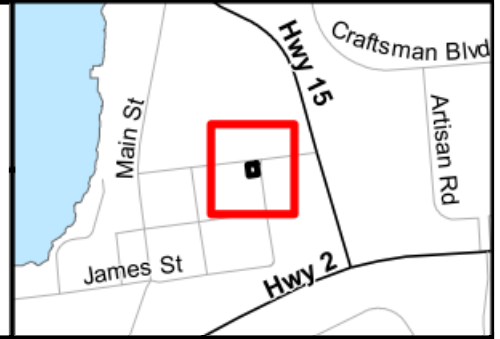
The owner/applicant is required to submit correspondence confirming that no extensive changes to grade are proposed including notes on the plot plan or a grading plan with their Building Permit which demonstrates that there will be no negative drainage impacts to neighbouring properties. The building form shall be suitable for adequate lot drainage.



# Committee of Adjustment Key Map

Address: 9 George Street  
File Number: D13-078-2024  
Prepared On: Oct-09-2024

 Lands Subject to Minor Variance



Prepared By: ncameron  
Prepared On: Oct-09-2024

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# Committee of Adjustment Neighbourhood Context

Address: 9 George Street  
File Number: D13-078-2024  
Prepared On: Oct-09-2024

- Subject Lands
- Property Boundaries
- Proposed Parcels



Prepared By: neameron  
Prepared On: Oct-09-2024



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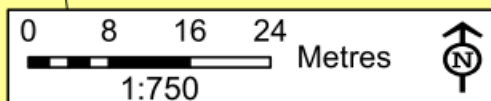
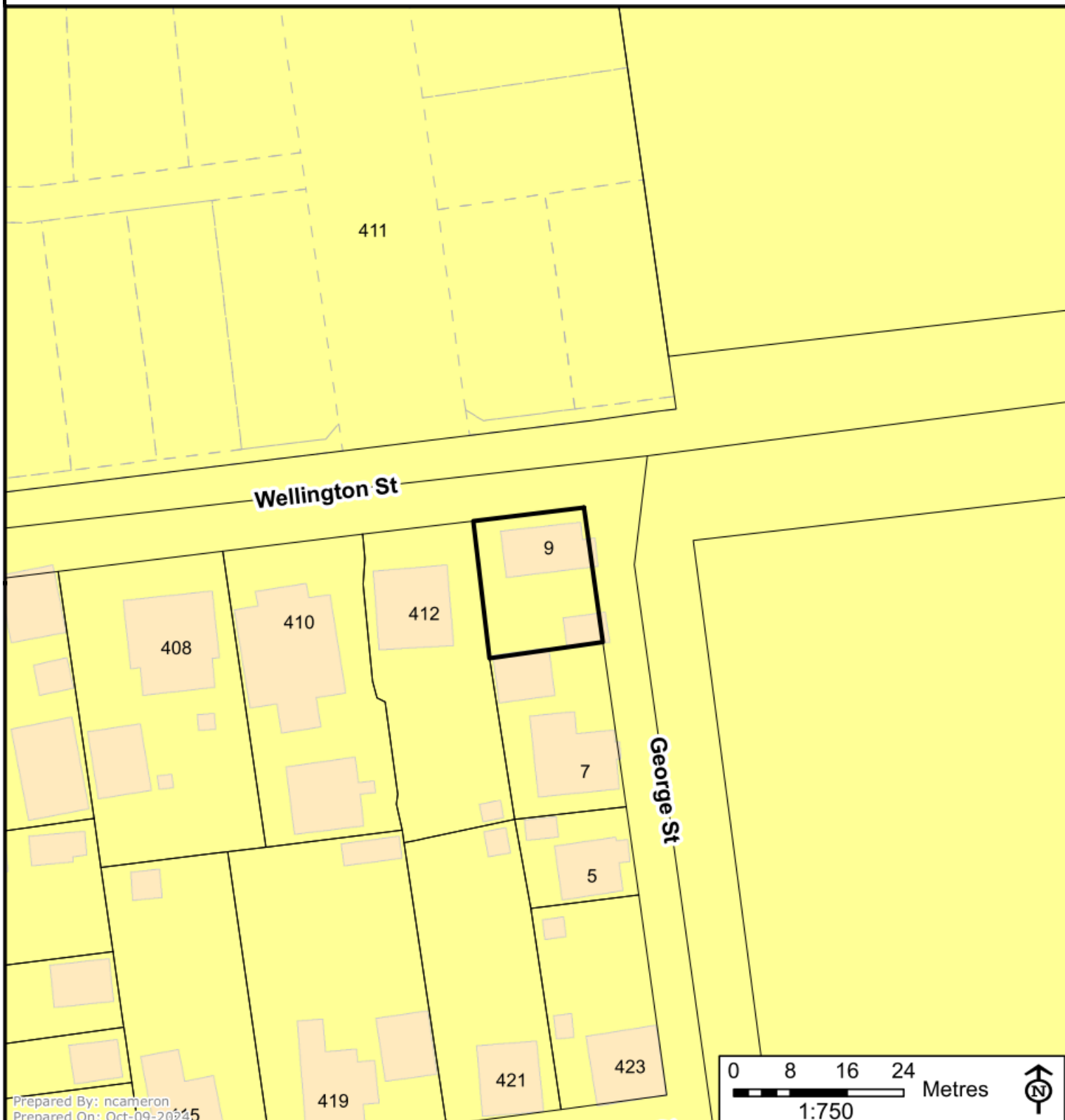




# Committee of Adjustment Official Plan, Existing Land Use

Address: 9 George Street  
File Number: D13-078-2024  
Prepared On: Oct-09-2024

-  Subject Lands
-  RESIDENTIAL



Prepared By: ncameron  
Prepared On: Oct-09-2024

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Planning Committee  
Existing Zoning  
Kingston Zoning By-Law 2022-62

Planning Services

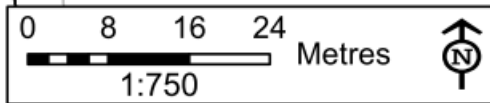
Address: 9 George Street  
File Number: D13-078-2024  
Prepared On: Oct-09-2024

Subject Lands  
Schedule 1 Zoning Map  
Zone

Schedule E - Exception Overlay  
Legacy Exceptions (LXXX)  
Exceptions (EXXX)  
Schedule F - Holding Overlay  
Holding Overlay (HXXX)



Prepared By: -ncameron  
Prepared On: Oct-09-2024



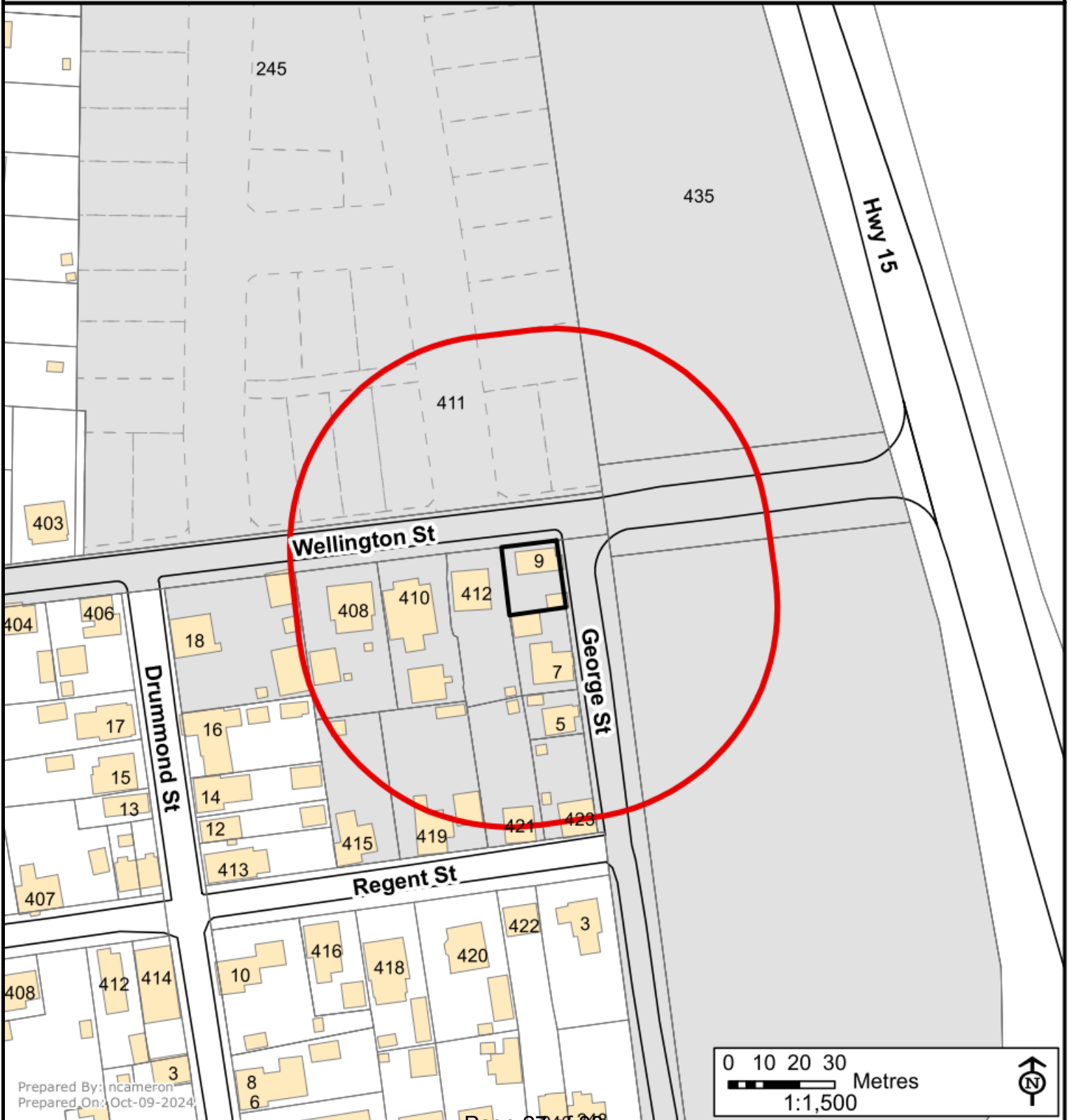
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# Committee of Adjustment Public Notice Notification Map

Address: 9 George Street  
File Number: D13-078-2024  
Prepared On: Oct-09-2024

- 60m Public Notification Boundary
- Subject Lands
- Property Boundaries
- Proposed Parcels
- 16 Properties in Receipt of Notice (MPAC)



Prepared By: incameron  
Prepared On: Oct-09-2024

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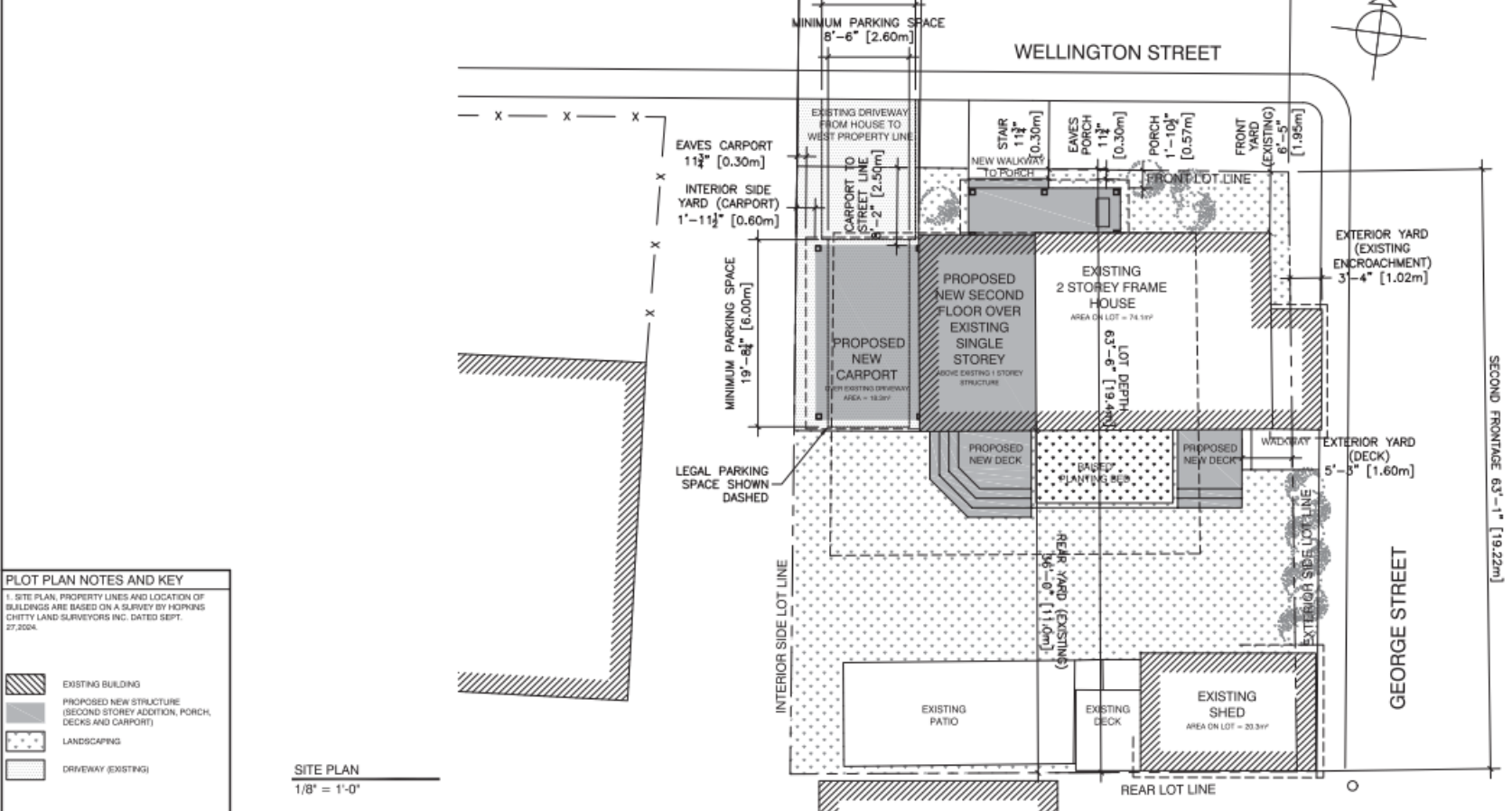
Mikaela Hughes  
Certificate of Practice 3867

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SKETCH  
NOT TO SCALE

**9 GEORGE STREET**  
LOT AREA = 309.7m<sup>2</sup>  
EXISTING LOT COVERAGE = 32%  
NEW LOT COVERAGE INCLUDING CARPORT = 38%  
LANDSCAPED OPEN SPACE = 59%  
  
GRADES AND DRAINAGE ON SITE NOT TO BE ALTERED BY CONSTRUCTION



**PLOT PLAN NOTES AND KEY**

1. SITE PLAN, PROPERTY LINES AND LOCATION OF BUILDINGS ARE BASED ON A SURVEY BY HOPKINS CHITTY LAND SURVEYORS INC. DATED SEPT. 27, 2024.

- EXISTING BUILDING
- PROPOSED NEW STRUCTURE (SECOND STOREY ADDITION, PORCH, DECKS AND CARPORT)
- LANDSCAPING
- DRIVEWAY (EXISTING)

**SITE PLAN**  
1/8" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION  
PLOTTED: Oct 21, 2024, 4:14pm

|   |          |                  |
|---|----------|------------------|
| 4 | 30/09/24 | MINOR VARIANCE   |
| 3 | 25/07/24 | HERITAGE CHANGES |
| 2 | 27/05/24 | HEAT PUMP MOVED  |
| 1 | 13/03/24 | PLANNING REVIEW  |
| # | DMV      | REVISION DETAILS |

PROJECT  
RENOVATIONS TO THE  
**MAINGUY HOUSE**  
9 GEORGE ST.  
BARRIEFIELD, KINGSTON  
DRAWING  
PROPOSED  
**SITE PLAN AND SKETCH**  
DRAWN BY MJH  
DATE 13 FEB, 2024  
SCALE AS NOTED  
PRINT ON 18x24 PAPER

JOB NO.  
**2309**  
DWG. NO.  
**MV-1**

REV. NO.  
**4**



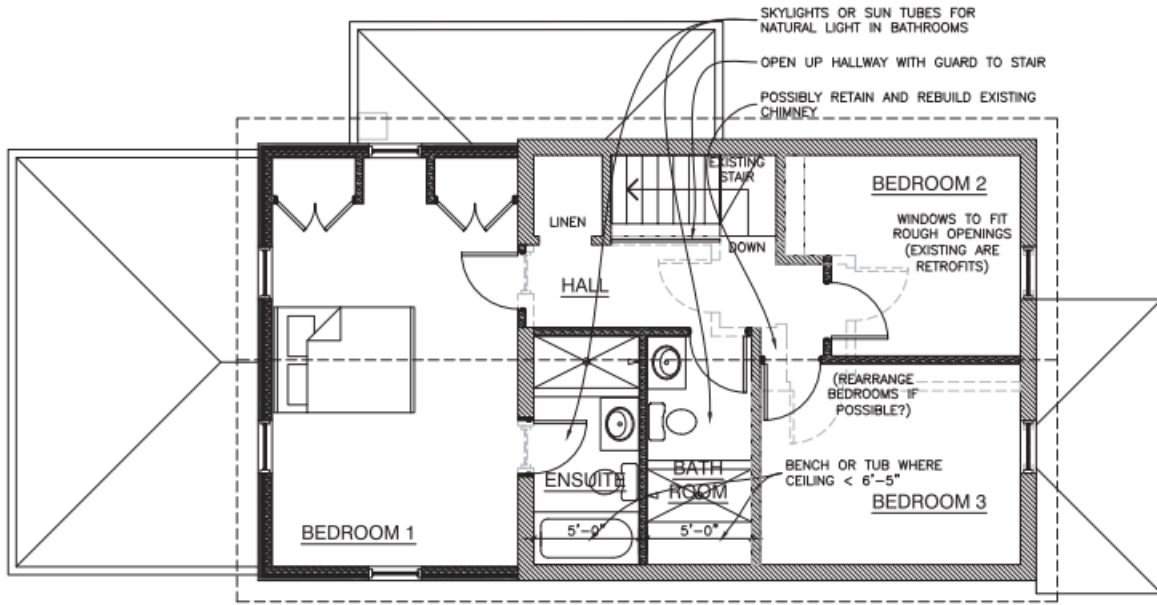


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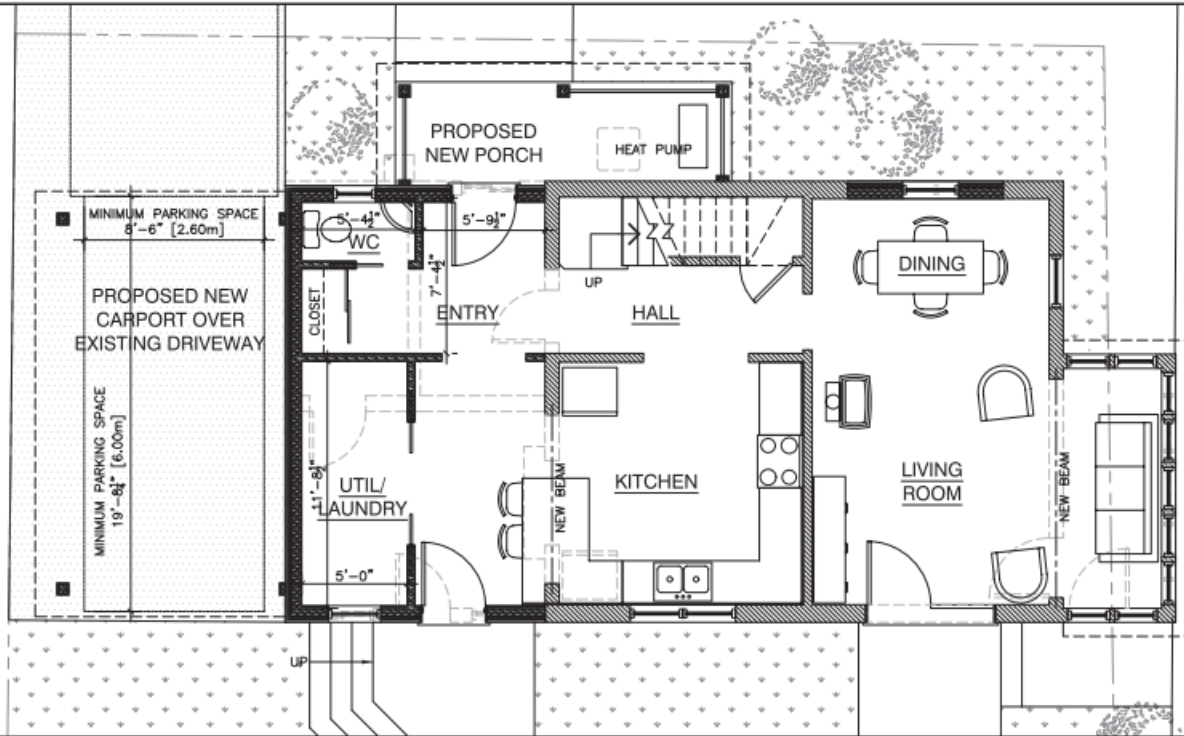
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**FLOOR PLAN NOTES**  
1. INTERIOR OF HOUSE WAS NOT MEASURED AND HAVE NOT BEEN VERIFIED. THEY ARE TO THE BEST OF OUR KNOWLEDGE AND BASED ON DRAWINGS AND DIMENSIONS PROVIDED BY REAL ESTATE AGENT.  
2. FLOOR PLANS ARE DIAGRAMMATIC TO ILLUSTRATE OVERALL DESIGN INTENTIONS.

**WALL KEY**  
  
 EXISTING WALL RETAINED  
 EXISTING WALL REMOVED  
 NEW WALL



SECOND FLOOR PLAN  
1/4" = 1'-0"



GROUND FLOOR PLAN  
1/4" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION  
PLOTTED: Oct 21, 2024, 4:14pm

|   |          |                  |
|---|----------|------------------|
| 4 | 30/08/24 | MINOR VARIANCE   |
| 3 | 25/07/24 | HERITAGE CHANGES |
| 2 | 27/05/24 | HEAT PUMP MOVED  |
| 1 | 13/02/24 | PLANNING REVIEW  |
| # | DMY      | REVISION DETAILS |

PROJECT  
RENOVATIONS TO THE  
MAINGUY HOUSE  
9 GEORGE ST.  
BARRIEFIELD, KINGSTON  
DRAWING  
PROPOSED  
FLOOR PLANS

DRAWN BY: MJH  
DATE: 13 FEB., 2024  
SCALE: 1/4" = 1'-0"  
PRINT ON 18x24 PAPER

JOB NO.  
**2309**  
DWG. NO.  
**MV-2**  
REV. NO.  
**4**

Mikaela Hughes Architect Inc.  
82 OAK POINT ROAD, WOLFE ISLAND ON N0H 2Y0 619-544-9183



MikaelaArchitects@gmail.com  
Certificate of Practice 3667

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EXISTING SOUTH ELEVATION  
1/4" = 1'-0"



PROPOSED SOUTH ELEVATION  
1/4" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION  
PLOTTED: Oct 21, 2024, 4:14pm

|   |          |                  |
|---|----------|------------------|
| 4 | 30/09/24 | MINOR VARIANCE   |
| 3 | 25/07/24 | HERITAGE CHANGES |
| 2 | 27/05/24 | HEAT PUMP MOVED  |
| 1 | 13/02/24 | PLANNING REVIEW  |
| # | DMY      | REVISION DETAILS |

PROJECT  
RENOVATIONS TO THE  
MAINGUY HOUSE  
9 GEORGE ST.  
BARRIEFIELD, KINGSTON  
DRAWING  
EXISTING & PROPOSED  
SOUTH ELEVATION

DRAWN BY MJH  
DATE 13 FEB., 2024  
SCALE AS NOTED  
PRINT ON 18x24 PAPER

JOB NO.  
**2309**  
DWG. NO.  
**MV-3**  
REV. NO.  
**4**

Mikaela Hughes Architect Inc.  
82 OAK POINT ROAD, WOLFE ISLAND ON N0H 2Y0 613-944-8183



ONTARIO ASSOCIATION  
OF  
ARCHITECTS  
NOT FOR PERMIT OR CONSTRUCTION  
WITHOUT SIGNATURE & REV. NOTE  
MIKAELA J. HUGHES  
LICENCE  
8615

MikaelaArchitect@gmail.com  
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EXISTING EAST ELEVATION  
1/4" = 1'-0"



EXISTING WEST ELEVATION  
1/4" = 1'-0"



PROPOSED EAST ELEVATION  
1/4" = 1'-0"

REINSTATE WINDOW IN ORIGINAL  
ROUGH STUD OPENING. TO BE SIZED  
AND LOCATED WHEN FRAMING IS  
EXPOSED.

FINISHED GRADE (AVERAGE ELEVATION  
OF THE GROUND SURFACE AT THE  
BASE OF THE MAIN WALL, MEASURED  
AT THE FOUR MOST DISTANT POINTS  
REPRESENTING THE OUTERMOST  
CORNERS OF THE BUILDING).



PROPOSED WEST ELEVATION  
1/4" = 1'-0"

DESIGN ONLY - NOT  
FOR CONSTRUCTION  
PLOTTED: Oct 21, 2024, 4:14pm

|   |          |                  |
|---|----------|------------------|
| 4 | 30/09/24 | MINOR VARIANCE   |
| 3 | 25/07/24 | HERITAGE CHANGES |
| 2 | 27/05/24 | HEAT PUMP MOVED  |
| 1 | 13/02/24 | PLANNING REVIEW  |
| # | DMY      | REVISION DETAILS |

PROJECT  
RENOVATIONS TO THE  
MAINGUY HOUSE  
9 GEORGE ST.  
BARRIEFIELD, KINGSTON  
DRAWING  
EXISTING & PROPOSED  
EAST AND WEST  
ELEVATIONS

DRAWN BY MJH  
DATE 13 FEB., 2024  
SCALE AS NOTED  
PRINT ON 18x24 PAPER

JOB NO.  
**2309**  
DWG. NO.  
**MV-4**

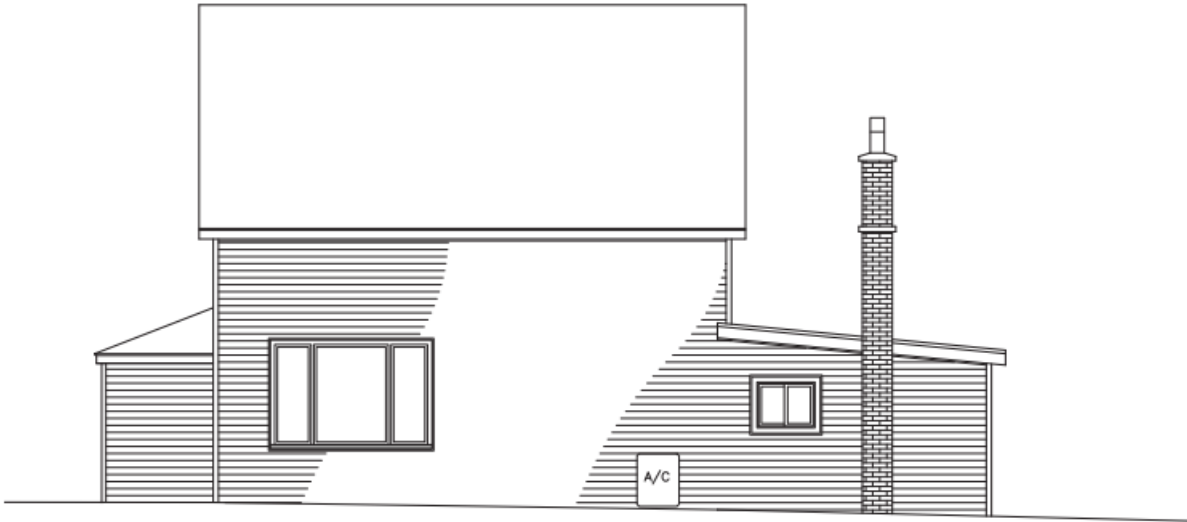
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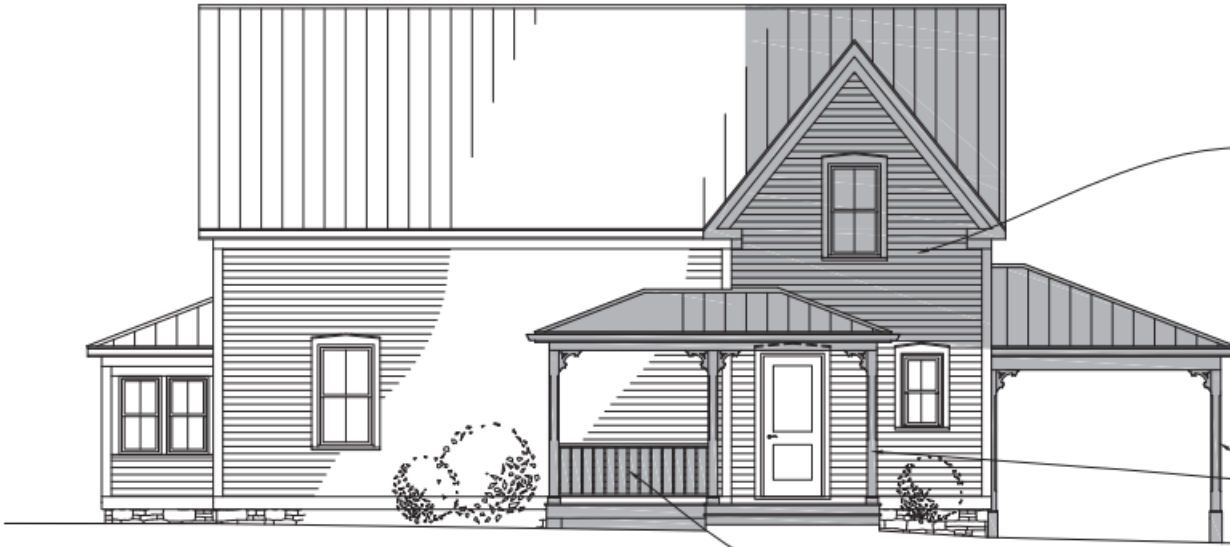


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DOCUMENTS.



EXISTING NORTH ELEVATION  
1/4" = 1'-0"



FACE OF ADDITION SET BACK 3-4"  
FROM ORIGINAL WALL FACE TO READ  
AS A SEPARATE ELEMENT. SOUTH  
SIDE MAY OR MAY NOT BE SET  
BACK EQUAL AMOUNT.

PROPOSED NORTH ELEVATION  
1/4" = 1'-0"

DESIGN ONLY - NOT  
FOR CONSTRUCTION  
PLOTTED: Oct 21, 2024, 4:19pm

|   |          |                  |
|---|----------|------------------|
| 4 | 30/09/24 | MINOR VARIANCE   |
| 3 | 25/07/24 | HERITAGE CHANGES |
| 2 | 27/05/24 | HEAT PUMP MOVED  |
| 1 | 13/02/24 | PLANNING REVIEW  |
| # | DAVY     | REVISION DETAILS |

PROJECT  
RENOVATIONS TO THE  
MAINGUY HOUSE  
9 GEORGE ST.  
BARRIEFIELD, KINGSTON  
DRAWING  
EXISTING & PROPOSED  
NORTH ELEVATION

DRAWN BY MJH  
DATE 13 FEB., 2024  
SCALE AS NOTED  
PRINT ON 18x24 PAPER

JOB NO.  
**2309**  
DWS. NO.  
**MV-5**  
REV. NO.  
**4**

Mikaela Hughes Architect Inc.  
82 OAK POINT ROAD, WOLFELIFE ISLAND ON N0H 2Y0 613-344-8183





Figure 1: Looking west at the front of the subject property.



Figure 2: Looking southeast at the side and rear yards of the subject property.



Figure 3: Vacant lands east of the subject property across George Street.



Figure 4: Subdivision under construction north of the subject property across Wellington Street.



Figure 5: Looking south along George Street at the property adjacent to the subject property.



Figure 6: Looking east along Wellington Street from the frontage of the subject property.



**City of Kingston  
Report to Committee of Adjustment  
Report Number COA-25-008**

---

**To:** Chair and Members of the Committee of Adjustment  
**From:** Niki Van Vugt, Intermediate Planner  
**Date of Meeting:** December 16, 2024  
**Application for:** Minor Variance and Consent  
**File Numbers:** D10-034-2024, D13-070-2024  
**Address:** 22-28 Ellice Street  
**District:** District 11 – King’s Town  
**Owner:** Matt Archibald  
**Applicant:** Fotenn Planning + Design, Matt Archibald

---

**Council Strategic Plan Alignment:**

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

**Executive Summary:**

This report provides a recommendation to the Committee of Adjustment regarding applications for minor variance and consent submitted by Fotenn Planning + Design and Matt Archibald on behalf of the owner, Matt Archibald, for the property located at 22-28 Ellice Street.

The purpose of the consent application (File Number (D10-034-2024)) is to sever an approximately 189.5 square metre lot with 9.7 metres of road frontage on Ellice Street from the existing 708.2 square metre property located at 22-28 Ellice Street. The proposed retained lot will have approximately 518.7 square metres of area, 25 metres of road frontage on Ellice Street, and will maintain the existing four residential dwellings located in the house which resembles a townhouse structure located on the subject property. The applicant notes that proposed severed parcel is to be developed with a new three storey semi-detached house – resembling a townhouse - containing three residential dwelling units, accessed via a communal



December 16, 2024

Page 2 of 16

stairway from the front of the building. As part of the consent application, the application seeks to establish a reciprocal access easement to recognize the proposed shared driveway and rear parking and bike area, with the associated walkway for the severed and retained lots (Exhibit G – Site Plan & Easement).

The minor variance (File Number D13-070-2024) is requested to seek relief from the Kingston Zoning By-Law 2022-62 for the future proposed development on the severed lot, to develop the lot with a three-storey semi-detached house containing three residential dwelling units, and to address performance standards associated with the retained lot. Through the minor variance application, the retained lot requires relief from parking requirements and the minimum interior setback for the Urban Residential 5 (UR5) Zone from the Zoning By-Law 2022-62. In addition, relief is being requested for the severed lot from parking requirements under Section 7 and the minimum lot area and minimum landscaped open space of the Urban Residential 5 (UR5) Zone from By-Law 2022-62.

The requested minor variance and consent applications are consistent with the Provincial Planning Statement and conform with the general intent and purpose of both the City of Kingston Official Plan and Kingston Zoning By-Law Number 2022-62. The requested minor variances are desirable for the appropriate development or use of the land, building or structure and are minor in nature. The proposed minor variance application meets all four tests under Subsection 45(1) of the *Planning Act* and is recommended for approval. The requested consent application has regard to the matters set out in subsection 51(24) of the *Planning Act* and a plan of subdivision is not necessary for the proper and orderly development of the property, as such, is recommended for provisional approval.

**Recommendation:**

**That** minor variance application, File Number D13-070-2024 for the property located at 22-28 Ellice Street to permit the construction of a new semi-detached house on the severed lot, for a total of three dwelling units with three bedrooms in the aggregate across the severed lot, and to address deficiencies resulting from the proposed severance, be approved, as described below:

**Severed Lot**

**Variance Number 1: Minimum Lot Area for a Semi-Detached House**

|                        |                             |
|------------------------|-----------------------------|
| By-Law Number 2022-62: | Table 11.6.1.1.(b)          |
| Requirement:           | 330.0 square metres per lot |
| Proposed:              | 187 square metres per lot   |
| Variance Requested:    | 143 square metres; and,     |

**Variance Number 2: Minimum Landscaped Open Space**

|                        |   |
|------------------------|---|
| By-Law Number 2022-62: | Table 11.6.1.9. Minimum Landscaped Open Space |
| Requirement:           | 30%   |
| Proposed:              | 13.9%   |
| Variance Requested:    | 16.1%; and,                                   |

December 16, 2024

Page 3 of 16

**Variance Number 3: Location of Vehicular Parking Space**

By-Law Number 2022-62: Section 7.1.1.

Requirement: Parking to be located on the same lot as the building or use.

Proposed: Parking can be located on-site or on an adjacent parcel (retained lot).

Variance Requested: Removing the requirement for the vehicular parking space to be located solely on the same lot as the corresponding use or building and instead enabling it to be located on the adjacent (retained) lot; and,

**Variance Number 4: Location of Bike Parking Space**

By-Law Number 2022-62: Section 7.3.1.

Requirement: Bike parking to be provided on the same lot as the use or building.

Proposed: Bike parking can be located on-site or on an adjacent parcel (retained lot).

Variance Requested: Removing the requirement for the bike parking space to be located solely on the same lot as the corresponding use or building and instead enabling it to be located on the adjacent (retained) lot; and,

**Retained Lot:**

**Variance Number 5: Minimum Interior Setback for Semi-Detached and Townhouse**

By-Law Number 2022-62: Table 11.6.1.7.(b)

Requirement: Where a common party wall is located along a lot line: 0 metres from the lot line with the common party wall and 1.2 metres from the other interior lot line

Proposed: Where a common party wall is located along a lot line: 0 metres from the lot line with the common party wall and 0.7 metres from the other interior lot line

Variance Requested: 0.5 metres from the other interior lot line; and,

**Variance Number 6: Minimum Parking Space – In line with a driveway**

By-Law Number 2022-62: Table 7.4.1.

Requirement: A minimum parking space length of 6.0 metres

Proposed: A minimum parking space length of 5.6 metres

Variance Requested: 0.4 metres; and,

**That** approval of the minor variance application be subject to the conditions attached as Exhibit A (Recommended Conditions – Minor Variance) to Report Number COA-25-008; and,

**That** consent application, File Number D10-034-2024, to sever an approximately 189.5 square metre lot from the existing 708.2 square metre subject property located at 22-28 Ellice Street and to establish mutual access easements over both lots., be **provisionally approved** subject to the conditions included in Exhibit B (Recommended Conditions – Consent) to Report Number COA-25-008.



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**Authorizing Signatures:**

ORIGINAL SIGNED BY PLANNER

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Niki Van Vugt, Intermediate  
Planner

**Consultation with the following Management of the Community Services Group:**

Tim Park, Director, Planning Services  
James Bar, Manager, Development Approvals

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**Options/Discussion:**

On September 5, 2024, applications for minor variance and consent were submitted by Fotenn Consultants and Matt Archibald, on behalf of the owner Matt Archibald, for the subject property located at 22-28 Ellice Street.

The purpose of the consent application (File Number (D10-034-2024)) is to sever an approximately 189.5 square metre lot with 9.7 metres of road frontage on Ellice Street from the existing 708.2 square metre property located at 22-28 Ellice Street. The proposed retained lot will have approximately 518.7 square metres of area, 25 metres of road frontage on Ellice Street, and will maintain the existing four residential dwellings with a total of 12 bedrooms located in the existing house, which resembles a townhouse-built form, located on the subject property. As part of the consent application, the application seeks to establish a reciprocal easement to recognize the proposed shared driveway and rear vehicular and bike parking area, with associated walkways for the severed and retained lots (Exhibit G – Site Plan & Easement).

The minor variance (File Number D13-070-2024) is requested to seek relief from the Kingston Zoning By-Law 2022-62 for the future proposed development on the severed lot, to develop the lot with a three-storey semi-detached house containing three residential dwelling units, and to address performance standards associated with the retained lot. Through the minor variance application, the retained lot requires relief from parking requirements under Section 7 and the minimum interior setback for the Urban Residential 5 (UR5) Zone in Section 11.6. from the Zoning By-Law 2022-62. In addition, relief is also being requested for the severed lot from parking requirements under Section 7 and the minimum lot area and minimum landscaped open space of the UR5 Zone in Section 11.6. from By-Law 2022-62.

In support of the applications, the applicant has submitted the following:

- Site Plan & Easement (Exhibit G);
- Planning Justification Report dated September 3, 2024;
- Floor Plans (Exhibit J);
- Architectural Elevations (Exhibit K);
- Archaeological Assessment dated May 15, 2023, prepared by Abacus Archaeological Services;
- Heritage Review dated November 24, 2023, prepared by Heritage Studio;
- Stormwater Management Design Brief dated July 8, 2024, prepared by Forefront Engineering Inc;
- Grading and Servicing Plans;
- Turning Movements (Exhibit L);
- Survey dated October 2022, prepared by Hopkins Chitty Land Surveyors Inc;
- Minor Variance Addendum dated September 3, 2024; and
- Noise Impact Study dated February 20, 2024, prepared by J.E. Coulter Associated Limited.

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All submission materials are available online through the Development and Services Hub (DASH) at the following link, [DASH](#), using “Look-up a Specific Address”. If there are multiple addresses, search one address at a time, or submission materials may also be found by searching the file number.

### **Site Characteristics**

The subject property is located at 22-28 Ellice Street (Exhibit C – Key Map). The subject lands are approximately 708.2 square metres in area with 34.8 metres of frontage on Ellice Street. The lot is currently developed with four dwelling units, with a total of 12 bedrooms, in what appears to be the built form of a townhouse on the subject property. However, through the recent administrative amendments approved by Council July 9, 2024, changes were made to the definition section of the By-law.

The approved amendments delete the individual definitions of single detached houses, duplexes and triplexes and replace them with one simplified definition of “house”. The definitions of “semi-detached house” and “townhouse” have been updated to focus on the land division element that is inherent to the Bill 23 changes, with new language recognizing the potential for semi-detached houses and townhouses to be converted in a manner that increases the number of residential units up to 4 per lot. As such, under Section 3.8.14. of the By-Law this existing four unit building falls under the definition of a house but resembles that of a townhouse (Exhibit H – Site Photos).

The property abuts a two storey building that is Part IV designated under the *Ontario Heritage Act* municipally addressed as 34-40 Ellice Street and 227-229 Division Street to the west, a one-storey house addressed as 14 Ellice Street to the east, is across the street from a two-and-a-half house addressed as 31 Ellice Street and three-and-a-half storey apartment addressed as 8 Vine Street to the north, and abuts two-and-a-half to three storey houses addressed as 143, 145 and 149 Colborne Street south of the subject lands (Exhibit D – Neighbourhood Context). As indicated above, the built form in the surrounding neighbourhood ranges from houses, semi-detached houses, townhouses to low-rise apartment buildings.

### **Provincial Planning Statement**

The Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development which are complemented by local policies addressing local interests. The application being considered is site specific to accommodate a specific proposal and does not involve any major policy considerations and as much, the proposal conforms to and is consistent with the PPS.

### **Consent Application**

The review of an application for a consent is subject to Section 53 of the *Planning Act* which requires the approval authority be satisfied that a plan of subdivision is not necessary for the

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proper and orderly development of the municipality having regard to the matters addressed in subsection 51(24).

The proposal will result in the creation of an approximately 189.5 square metre separately conveyable residential lot with 9.7 metres of frontage on Ellice Street for the purpose of accommodating additional residential density on the severed parcel, while establishing mutual access easements for the purpose of vehicular and pedestrian egress/ingress into the severed and retained lots. The proposed consent meets the tests set out in the *Planning Act* and plan of subdivision is not required for the proper and orderly development of the property.

### **Official Plan**

The subject property is designated Residential in the City of Kingston Official Plan. The Residential land use designation on Schedule 3-A denotes urban residential land uses that are intended to be on full municipal services. Residential uses are primarily forms of housing including low-rise residential buildings, mid-rise residential buildings and high-rise residential buildings contemplated by Section 2.6 of various types, tenure, and density that respond to a wide range of housing needs. The proposed addition to the existing house results in a semi-detached house across both lots, resembling a lower-rise townhouse-built form, is compatible with the underlying designation and allows for increased opportunities for a range of housing options in the Urban Boundary of the City.

The creation of individual parcels of land by way of consent is subject to the consent policies of the Official Plan. In considering whether the proposal is appropriate, the Committee of Adjustment will have regard for the requirements included within the Official Plan, specifically Section 9.6.13 titled: "Criteria for Consent Approval".

The proposed consent will result in the creation of two lots, one severed and one retained, intended to accommodate additional residential density on the severed parcel. The Kingston Zoning By-Law Number 2022-62 requires a minimum lot area of 330.0 square metres per lot for a semi-detached built form for lots in the Urban Residential 5 (UR5) Zone. The proposed area of the severed lot is consistent with nearby residential lots and is appropriate for the future residential use. The severed and retained parcels have been designed appropriately to accommodate the proposed addition on the severed lot and existing built form on the retained lot, subject to obtaining the requested relief through the minor variance application and meeting the requirements of the Kingston Zoning By-Law Number 2022-62 at the time of future development.

The proposal will result in the creation of a new somewhat irregularly shaped lot in the urban area. However, the existing lot fabric of the parcel reflects an irregular configuration which will be improved through this consent process to sever and establish mutual access easements. The severed lot will have approximately 9.7 metres of frontage on Ellice Street, is 23 metres long, will have an area of 189.5 square metres, and will maintain a somewhat rectangular shape. The proposed retained lot will have approximately 25 metres of frontage on Ellice Street and will be 26 metres long, will have an area of 518.7 square metres, and will maintain a

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squarer shape. As indicated above, the lots will retain frontage on Ellice Street, a municipally maintained and Local Road as per Schedule 4 of the Official Plan and will maintain vehicular and pedestrian access through a mutual right-of-way established through the consent process. The severed lands will include the driveway and a portion of the turnaround area to benefit the retained lands and the retained lands containing the two vehicular parking spaces, walkway and bike parking to benefit the severed parcel (Exhibit G – Site Plan & Easement).

Engineering staff were circulated through the application process and have indicated that a road widening was not required along Ellice Street. As part of the Development Agreement associated with these lands, any altered entrances on the severed lot will require an Entrance Permit from the Engineering Department prior to any excavation or work within the road allowance (Exhibit B – Recommended Conditions – Consent). The severance is not anticipated to result in any negative traffic hazards based on the mutual easement and frontage allocated to the severed lot. The applicant has adequately demonstrated that there is sufficient turnaround space to make the proposed two standard vehicular parking spaces functional without the need for someone to reverse onto Ellice Street (Exhibit L – Turning Movements).

The subject property is not designated or listed under Part IV or Part V of the *Ontario Heritage Act* or located within or adjacent to a Heritage Conservation District. However, the subject lands are adjacent to a Part IV designated property under the *Ontario Heritage Act* (33-40 Ellice Street and 227-229 Division Street) and were identified as having composite archaeological potential. As a result, Heritage Services staff were circulated as part of the application process. Staff reviewed the Heritage Review letter, prepared by Heritage Studios, and have no concerns with its findings and no additional comments to provide. In addition, staff are in receipt of the requested Archaeological Assessment for the property prepared by Abacus Archaeological Services, dated May 15, 2023, and the property has been cleared of archaeological resources.

The proposed severed and retained lots are located within the Urban Boundary and will be serviced by municipal services. Utilities Kingston, Kingston Hydro, and Engineering staff have been circulated and reviewed the servicing plan, grading plan, and stormwater management brief. As a condition of provisional consent approval, the applicant/owner will be required to provide written approval from Utilities Kingston to the Secretary-Treasurer Committee of Adjustment, that Utilities Kingston is satisfied that the existing services to the retained lot do not encroach on the severed lot (Exhibit B – Recommended Conditions - Consent). Recommendations from the stormwater management brief and compliance with the servicing and grading plan will be required to be included in the future Development Agreement that will be registered on title (Exhibit B).

The proposal meets the intent of the Official Plan, as the proposed severed and retained lots will not result in any negative impacts to adjacent properties or to the neighbourhood, including areas of archaeological potential, with the application of the recommended conditions of approval.

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## Zoning By-Law

The subject property is zoned Urban Residential 5 (UR5) Zone in Kingston Zoning By-Law Number 2022-62 (Exhibit F – Kingston Zoning By-Law Number 2022-62). The UR5 Zone permits a house, semi-detached house, and townhouse as a residential use as per Table 11.1.2.

Concurrent with this application for consent, minor variances have been requested to facilitate the proposed severance of the subject property and its future redevelopment, as described further in the proceeding section.

## Minor Variance Application

The review of an application for minor variance(s) is not a simple mathematical calculation, but rather a detailed assessment of whether the variance(s) requested, both separately and together, meet the four tests of a minor variance outlined in Subsection 45(1) of the *Planning Act*. The following provides this review:

### 1) The general intent and purpose of the Official Plan are maintained

The subject property is designated Residential in the City of Kingston Official Plan (Exhibit E – Official Plan, Existing Land Use).

In considering whether this proposed variance is desirable, the Committee of Adjustment will have regard to the nine requirements included in Section 9.5.19 of the Official Plan.

The subject property is located within a Housing District as shown on Schedule 2 of the City of Kingston Official Plan. Section 2.2.5. identifies that Housing Districts are planned to continue to mature and adapt as the City evolves in a manner that ensures land use compatibility while supporting the construction of new housing. Re-investment and upgrading will be encouraged through minor infilling and minor development. Housing Districts will be designated for residential uses of different types, but will also contain areas of open space, community facilities and commercial uses. The proposal is anticipated to supply a range of housing options within an existing established low-rise neighbourhood, while ensuring that the proposed built form accounts for the existing surrounding development.

The proposal has been designed to ensure that the adjacent built heritage resources are properly considered and that the built form remains compatible with the surrounding buildings and development standards. The property is in an area characterised by mature residential neighbourhood and heritage architecture. A Heritage Review was prepared in support of the proposed development as there are known cultural heritage features adjacent to the site. The review demonstrated that the design of the proposed addition will not adversely impact the cultural heritage value and attributes of the adjacent protected heritage property. The architectural features of the proposed development were informed by the existing townhouse dwellings, and the built form was selected to ensure consistency and compatibility across the

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severed and retained lands. The proposed addition is zone compliant with the underlying parent zone, separate from the minimum lot area and landscaped open space for the severed lot and the minimum interior setback for the retained lot (an existing situation), and results in a zone compliant and similar height, built form, and massing of the surrounding area.

In regards to on-site functionality, vehicular access will be afforded via the mutual easement over the severed lands into a rear parking area on the retained lands to provide the required one standard vehicular parking space for both lots. The property is currently located in Parking Area 3 (PA3) which requires 1 standard vehicular parking space per lot for a semi-detached house. This proposal is able to meet the base requirement, subject to seeking relief from the location requirement for the severed lot to allow the parking to be located on the retained lot and the parking space length to ensure adequate turnaround is afforded. Similarly, seven long-term bike parking are provided on the retained lands, with the easement establishing access for the severed lands, to ensure that alternative transportation options are considered through this application. No concerns were raised as it relates to functionality and access through the technical review associated with this application.

The proposed severed and retained lots are located within the Urban Boundary and will be serviced by municipal services. Utilities Kingston, Kingston Hydro, and Engineering staff have been circulated and reviewed the servicing plan, grading plan, and stormwater management brief. As a condition of provisional consent approval, the applicant/owner will be required to provide written approval from Utilities Kingston to the Secretary-Treasurer Committee of Adjustment, that Utilities Kingston is satisfied that the existing services to the retained lot do not encroach on the severed lot (Exhibit B – Recommended Conditions - Consent). Recommendations from the stormwater management brief and compliance with the servicing and grading plan will be required to be included in the future Development Agreement that will be registered on title (Exhibit B).

The proposal meets the intent of the Official Plan, as the proposed severed and retained lots will not result in any negative impacts to adjacent properties or to the surrounding Residential lands, including areas of archaeological potential, with the application of the recommended conditions of approval.

**2) The general intent and purpose of the Zoning By-Law are maintained**

The subject property is zoned Urban Residential 5 (UR5) Zone in Kingston Zoning By-Law Number 2022-62 (Exhibit F – Kingston Zoning By-Law Number 2022-62). The UR5 Zone permits a house, semi-detached house, and townhouse as a residential use as per Table 11.1.2.

The proposal is seeking the following variances to facilitate the proposed development:

**Variances for Lot Area, Landscaped Open Space, and Interior Setback**

**Severed Lot Variance Number 1: Minimum Lot Area for a Semi-Detached House**

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By-Law Number 2022-62: Table 11.6.1.1.(b)  
 Requirement: 330.0 square metres per lot  
 Proposed: 187 square metres per lot  
 Variance Requested: 143 square metres; and,

**Severed Lot Variance Number 2: Minimum Landscaped Open Space**

By-Law Number 2022-62: Table 11.6.1.9. Minimum Landscaped Open Space  
 Requirement: 30%  
 Proposed: 13.9%  
 Variance Requested: 16.1%; and,

**Retained Lot Variance Number 5: Minimum Interior Setback for Semi-Detached and Townhouse**

By-Law Number 2022-62: Table 11.6.1.7.(b)  
 Requirement: Where a common party wall is located along a lot line: 0 metres from the lot line with the common party wall and 1.2 metres from the other interior lot line  
 Proposed: Where a common party wall is located along a lot line: 0 metres from the lot line with the common party wall and 0.7 metres from the other interior lot line  
 Variance Requested: 0.5 metres from the other interior lot line; and,

The severed lot requires a minor variance from the minimum lot area and landscaped open space provision of the UR5 Zone. The Kingston Zoning By-Law requires a minimum lot area of 330 square metres per lot for a semi-detached use in the UR5 Zone. The minimum lot area requirement is generally intended to preserve landscaped open space, ensure that on-site functionality is not impacted (i.e., vehicular and bike parking area), and that overdevelopment of a property does not occur. Despite the reduced lot area, the proposal is adequately able to satisfy the minimum requirements for vehicular and bike parking through the establishment of the mutual easement and landscaped open space required for the retained lot.

As indicated earlier, the applicant/owner was required to submit a stormwater management brief prepared by a qualified individual to describe current drainage conditions and post development conditions. Through the technical review portion of this file, it was determined that the Stormwater Management Design Brief (Forefront Engineering Inc, July 2024) demonstrated it is feasible to provide adequate stormwater controls for the site. Given the reduced landscaped open space on the severed parcel in order to provide consolidated access for the two parcels, it has been demonstrated that there is adequate stormwater management controls to be put in place and recommendations from the requested plans/reports will be incorporated on title through provisional approval of the consent application.

The UR5 Zone requires a minimum interior setback of 0 metres from the lot line with the common party wall and 1.2 metres from the other interior lot line for a semi-detached house. The intent of the interior setback is to protect the surrounding properties from adverse impacts, such as intrusive overlook and privacy concerns, that could result in a reduction of the ability to



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enjoy one’s property. The applicant is seeking relief from the minimum interior setback for the other lot line of the retained lot to recognize an existing deficiency and has indicated that the built form on the retained lot is to remain unchanged, with no development being considered at this time (Exhibit G – Site Plan & Easement). Functional access remains feasible through the proposed right-of-way over the severed lot and with the existing 0.7 metre setback for existing and future occupants of the site.

**Variations for Location of Vehicular and Bike Parking Spaces and Vehicular Parking Space Length**

**Severed Lot Variance Number 3: Location of Vehicular Parking Space**

By-Law Number 2022-62: Section 7.1.1.

Requirement: Parking to be located on the same lot as the building or use.

Proposed: Parking can be located on-site or on an adjacent parcel (retained lot).

Variance Requested: Removing the requirement for the vehicular parking space to be located solely on the same lot as the corresponding use or building and instead enabling it to be located on the adjacent (retained) lot; and,

**Severed Lot Variance Number 4: Location of Bike Parking Space**

By-Law Number 2022-62: Section 7.3.1.

Requirement: Bike parking to be provided on the same lot as the use or building.

Proposed: Bike parking can be located on-site or on an adjacent parcel (retained lot).

Variance Requested: Removing the requirement for the bike parking space to be located solely on the same lot as the corresponding use or building and instead enabling it to be located on the adjacent (retained) lot; and,

**Retained Lot Variance Number 6: Minimum Parking Space – In line with a driveway**

By-Law Number 2022-62: Table 7.4.1.

Requirement: A minimum parking space length of 6.0 metres

Proposed: A minimum parking space length of 5.6 metres

Variance Requested: 0.4 metres; and,

The applicant is seeking relief from the locational requirement for vehicular and bike parking to be located on the same lot as the corresponding use for the severed property. The intent of this provision is to ensure that functional needs for the users of the site are adequately met on the premises where the use is found. However, as indicated earlier in the report, a mutual easement will be established through the consent process for the purpose of ensuring that vehicular and bike parking spaces are provided on the retained lot and accessible by the users of the severed land (Exhibit G – Site Plan & Easement). Considering the establishment of the easement, there are no concerns with the functional needs of the site being adequately addressed and the requested variances meeting the general intent of the zoning by-law.

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In addition, to ensure adequate space is afforded for vehicular users to turn around, relief is being sought from the minimum parking space length under Section 7.4. of the By-law. The minimum parking space dimensions in the Kingston Zoning By-Law vary depending on the type of driveway or drive aisle access and require a minimum length of 6.0 metres where spaces are accessed directly by a driveway. The intent of this length is to ensure that adequate maneuverability and functionality for parking a variety of vehicle types. A 5.5 metre parking space length is permitted when a space is accessed perpendicular to a drive aisle. In this context, of completing a consent to sever one new urban residential lot in an area where the turning movements have been shown to remain functional, permitting a reduced parking space dimension length to 5.6 metres is appropriate.

The requested variance maintains the general intent and purpose of the zoning by-law.

### **3) The variance is minor in nature**

The proposed variances provide for a functional and compatible development that supports the creation of a residential lot in a location that is intended to supply a wide variety of housing options through various built forms and is in close proximity to transportation and commercial opportunities, parks and community facilities. The severed parcel is proposed to be developed with a total of three residential dwelling units, containing a total of three bedrooms aggregate to the lot in compliance with Section 4.28.1.1 of Kingston Zoning By-Law Number 2022-62. The development is consistent with the surrounding neighbourhood and the requested variances contemplate the site-specific constraints of the subject lands. The applicant has placed careful consideration into the design of the proposed development, through the placement of building and setbacks for the proposed three-unit semi-detached building on the severed lot to ensure that potential overlook and privacy concerns are mitigated. The variances are considered minor as there are no anticipated negative off-site impacts.

### **4) The variance is desirable for the appropriate development or use of the land, building or structure**

The variance is desirable and appropriate use of the land. The proposed severed lot, while conceding the minimum lot area and vehicular and bike parking location requirements of the zoning by-law, remains similar to the existing built form in the surrounding area. The applicant has contemplated the inclusion of the mutual easement to ensure that the vehicular and bicycle parking requirements can be met for the severed and retained lots. The setbacks of the proposed semi-detached building on the severed lot complies with the Kingston Zoning By-Law Number 2022-62 and the relief sought for the existing deficient setback on the retained lot will recognize the existing deficiency, with no development being contemplated on the retained lot at this time. The proposed development provides the minimum required vehicular and bike parking rates for the proposed built form and is able to accommodate a walkway which complies with the standards of the By-Law. The variances are desirable and appropriate use of the land.

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**Technical Review: Circulated Departments and Agencies**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Building Division | <input checked="" type="checkbox"/> Engineering         | <input checked="" type="checkbox"/> Heritage Services    |
| <input type="checkbox"/> Finance                      | <input checked="" type="checkbox"/> Utilities Kingston  | <input type="checkbox"/> Real Estate                     |
| <input type="checkbox"/> Fire & Rescue                | <input checked="" type="checkbox"/> Kingston Hydro      | <input checked="" type="checkbox"/> Environment Division |
| <input checked="" type="checkbox"/> Solid Waste       | <input checked="" type="checkbox"/> Parks Development   | <input type="checkbox"/> Canadian National Railways      |
| <input checked="" type="checkbox"/> Housing           | <input checked="" type="checkbox"/> District Councillor | <input type="checkbox"/> Ministry of Transportation      |
| <input type="checkbox"/> KEDCO                        | <input type="checkbox"/> Municipal Drainage             | <input type="checkbox"/> Parks of the St. Lawrence       |
| <input type="checkbox"/> CRCA                         | <input type="checkbox"/> KFL&A Health Unit              | <input type="checkbox"/> Trans Northern Pipelines        |
| <input type="checkbox"/> Parks Canada                 | <input type="checkbox"/> Eastern Ontario Power          | <input checked="" type="checkbox"/> Forestry             |
| <input type="checkbox"/> Hydro One                    | <input type="checkbox"/> Enbridge Pipelines             | <input type="checkbox"/> TransCanada Pipelines           |
| <input type="checkbox"/> Kingston Airport             |   |  |

**Technical Comments**

The applications were circulated to external agencies and internal departments for their review and comment and there were no comments or concerns raised that would preclude the applications from moving forward. Any technical comments that are received after the publishing of this report will be included as an addendum to the Committee of Adjustment Agenda.

**Public Comments**

At the time this report was finalized, no comments were received with regard to the applications. Any public comments received after the publishing of this report will be included as an addendum to the Committee of Adjustment Agenda.

**Previous or Concurrent Applications**

There are no concurrent or relevant historic planning applications on the subject property.

**Conclusion**

The requested minor variance and consent applications are consistent with the Provincial Planning Statement and conform with the general intent and purpose of both the City of Kingston Official Plan and Kingston Zoning By-Law Number 2022-62. The requested minor variance(s) **are** desirable for the appropriate development or use of the land, building or structure and **are** minor in nature. The proposed minor variance application meets all four tests under Subsection 45(1) of the *Planning Act* and is being recommended for approval, subject to the proposed conditions.

The requested consent application has regard to the matters set out in subsection 51(24) of the *Planning Act* and a plan of subdivision is not necessary for the proper and orderly development of the property. As such, the requested consent application is recommended for provisional approval.

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Provisional approval of these applications will permit the creation of one new lot, along with a reciprocal access easement, and facilitate the development of the three-storey semi-detached building, containing three residential dwelling units, on the severed lot while addressing performance standards associated with the retained lot.

**Existing Policy/By-Law:**

The proposed applications were reviewed against the policies of the Province of Ontario and City of Kingston to ensure that the changes would be consistent with the Province’s and the City’s vision of development. The following documents were assessed:

**Provincial**

Provincial Planning Statement, 2024

**Municipal**

City of Kingston Official Plan

Kingston Zoning By-Law Number 2022-62

**Notice Provisions:**

A Committee of Adjustment Meeting is going to be held respecting this application on December 16, 2024. Pursuant to the requirements of the *Planning Act*, a notice of Statutory Public Meeting was provided by advertisement in the form of signs posted on the subject site 14 days in advance of the meeting. In addition, notices were sent by mail to a total number of 59 properties (according to the latest Assessment Roll) within 60 metres of the subject property and a courtesy notice was placed in The Kingston Whig-Standard (Exhibit I – Public Notice Notification Map).

Once a decision has been rendered by the Committee of Adjustment, a Notice of Decision will be circulated in accordance with the provisions of the *Planning Act*.

**Accessibility Considerations:**

None

**Financial Considerations:**

None

**Contacts:**

James Bar, Manager, Development Approvals 613-546-4291 extension 3213

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Niki Van Vugt, Intermediate Planner, 613-546-4291 extension 3253

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

- Exhibit A Recommended Conditions – Minor Variance
- Exhibit B Recommended Conditions – Consent
- Exhibit C Key Map
- Exhibit D Neighbourhood Context
- Exhibit E Official Plan, Existing Land Use
- Exhibit F Kingston Zoning By-Law Number 2022-62
- Exhibit G Site Plan
- Exhibit H Site Photos
- Exhibit I Public Notice Notification Map
- Exhibit J Floor Plans
- Exhibit K Architectural Elevations
- Exhibit L Turning Movements

## Recommended Conditions

The approval of minor variance application, File Number D13-070-2024, to seek relief from the Kingston Zoning By-Law 2022-62 for the future proposed development on the severed lot, to develop the lot with a three-storey semi-detached building containing three residential dwelling units, and to address performance standards associated with the retained lot, shall be subject to the following recommended conditions:

### 1. Limitation

That the approved minor variance applies only to the severed lot and the retained lands as shown on the approved drawings attached to the notice of decision.

### 2. No Adverse Impacts

The owner/applicant shall demonstrate to the satisfaction of the City that there are no adverse impacts on neighbouring properties as a result of any modifications to on-site grading or drainage.

### 3. Building Permit Application Requirements

The owner/applicant shall provide to the Building Services a copy of the decision of the Committee of Adjustment, together with a copy of the approved drawings, when they make application for a Building Permit.

The drawings submitted with the Building Permit application must, in the opinion of the City, conform to the general intent and description of the approved drawing(s), including any amendments and conditions approved by the Committee of Adjustment, as stated in the decision. It must be noted that additional planning approvals may be required should further zoning deficiencies be identified through the Building Permit application process.

### 4. Standard Archaeological Condition

The City of Kingston is in receipt of an Archaeological Assessment for the property located at 22-28 Ellice Street prepared by Abacus Archaeological Services dated May 15, 2023. This report is on file with the Ministry of Citizenship and Multiculturalism. The City has received and relies upon the report of the professional archaeologist as filed but reserves the right to require further reports should further evidence be uncovered.

The applicant may be required to further review the state of archaeological resources on the property depending on the recommendations of the report and subject to input and review from the Ministry of Citizenship and Multiculturalism. The City shall not be restricted in its ability to determine requirements related to review, assessment and/or protection should archaeological resources be found on site. Any

costs arising from such requirements of the City or any other duly authorized Government body shall be borne solely by the applicant.

## Recommended Conditions

The provisional approval of consent application, File Number D10-034-2024, to sever an approximately 189.5 square metre lot with 9.7 metres of road frontage on Ellice Street from the existing 708.2 square metre property located at 22-28 Ellice Street and establish a reciprocal access easement to recognize the proposed shared driveway and rear vehicular and bike parking area with the associated walkways for the severed and retained lots, shall be subject to the following recommended conditions:

### 1. Certificate of Official and Deadline

That all conditions are satisfied and the Certificate of Official be presented to the Secretary-Treasurer, Committee of Adjustment for certification under Section 53(42) of the Planning Act, R.S.O. 1990 as amended, within two years of mailing of this notice. We suggest that the Land Registry Office be consulted for preapproval of the Certificate of Official to avoid delays.

The Certificate must be registered within two years from the issuance of the certificate as required under Section 53(43) of the Planning Act, R.S.O. 1990, as amended. A copy of the registered transfer certificate shall be provided to the Secretary-Treasurer, Committee of Adjustment to complete the file.

### 2. Reference Plan

That a digital version of a Reference Plan be provided in a PDF and AutoCAD Windows readable format on a compact disc (CD), USB memory stick or by email, illustrating the consents and easements as parts on a plan prepared and presented to the Secretary-Treasurer, Committee of Adjustment prior to the issuance of the Certificate of Official.

### 3. Payment of Taxes

The owner/applicant shall contact the Tax Department at [tax@cityofkingston.ca](mailto:tax@cityofkingston.ca) and secure in writing from the Treasurer or the Manager of Taxation and Revenue, proof of payment of current taxes and any special charges (not simply a copy of the tax bill) required to be paid out and a statement of proof that is received and shall be provided to the Secretary-Treasurer Committee of Adjustment, prior to the issuance of the consent certificate. The owner/applicant must pay any outstanding realty taxes and all local improvement charges levied against the property.

### 4. Standard Archaeological Condition

The City of Kingston is in receipt of an Archaeological Assessment for the property located at 22-28 Ellice Street prepared by Abacus Archaeological Services dated May 15, 2023. This report is on file with the Ministry of Citizenship and Multiculturalism. The City has received and relies upon the report of the professional archaeologist as filed but reserves the right to require further reports should further evidence be uncovered.

The applicant may be required to further review the state of archaeological resources on the property depending on the recommendations of the report and



subject to input and review from the Ministry of Citizenship and Multiculturalism. The City shall not be restricted in its ability to determine requirements related to review, assessment and/or protection should archaeological resources be found on site. Any costs arising from such requirements of the City or any other duly authorized Government body shall be borne solely by the applicant.

**5. Associated Minor Variance**

That associated Minor Variance Application D13-070-2024 is approved and all related conditions of approval are fulfilled.

**6. Cash-in-Lieu of Parkland**

That \$2,428.00 shall be paid to the City of Kingston as cash-in-lieu of land dedication for park or public recreational purposes for each new building lot being created. The applicant may choose to pay the fee through their DASH application, provide a certified cheque or provide payment at the front desk at 1211 John Counter Boulevard, prior to the issuance of the Certificate of Official.

**7. Civic Address**

The owner/applicant shall contact the Planning Division once the Reference Plan has been deposited and provided to the City, and obtain a draft civic address for each new lot created and all appropriate fees shall be paid. The owner/applicant shall provide to the Secretary-Treasurer, Committee of Adjustment, written confirmation from the City that the civic address has been obtained prior to the issuance of the consent certificate.

**8. Building Permit Application Requirements**

The owner/applicant shall provide to the Building Division a copy of the decision of the Committee of Adjustment, together with a copy of the approved drawings.

The drawings submitted with the building permit application must, in the opinion of the City, conform to the general intent and description of the approved drawings, including any amendments and conditions approved by the Committee of Adjustment, as stated in the decision. Additional variances may be required should further zoning deficiencies be identified through the Building Permit application process.

**9. Utilities Services**

Prior to the issuance of the Certificate of Official, the owner/applicant shall provide written approval from Utilities Kingston to the Secretary-Treasurer Committee of Adjustment, that Utilities Kingston is satisfied that the existing services to the retained lot do not encroach on the severed lot.

**10. Easement or Right-of-Way**

Prior to the issuance of the Certificate of Official, the owner/applicant shall provide a draft transfer (easement) to the City for its review and approval as it relates to the

- (a) easement on the severed lands benefitting the retained lands for the purposes of pedestrian and vehicular ingress and egress; and
- (b) the easement on the retained lands benefitting the severed lands for the purposes of pedestrian and vehicular ingress and egress, a vehicular and bike parking area with associated walkways.

After the issuance of the Certificate of Official, the owner/applicant's solicitor shall register the transfer (easement).

## **11. Development Agreement**

The owner shall enter into a development agreement satisfactory to the City to be registered on title to the severed and retained lands. All legal costs associated with the preparation and registration of the agreement shall be borne by the owner. The applicant shall provide a copy of the registered executed agreement to the Secretary-Treasurer, Committee of Adjustment, prior to the issuance of the consent certificate. The agreement shall contain conditions to ensure:

- (a) The Owner shall complete all works on the Owner's Lands in accordance with the stormwater management brief prepared by Forefront Engineering Inc and dated July 8, 2024.
- (b) The Owner shall complete all works on the Owner's Lands in accordance with the approved grading and servicing plan prepared by Forefront Engineering Inc and dated October 16, 2024.
- (c) Any recommendations resulting from the Noise Impact Study prepared by J.E. Coulter Associates Limited dated February 20, 2024, and its proposed conditions be included in the Development Agreement.
- (d) Any recommendations resulting from the Archaeological Assessment shall be included within the development agreement for the lands.
- (e) The maximum number of bedrooms and maximum number of units permitted on the property shall be as per the zoning by-law.
- (f) In the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca) and City of Kingston's Planning Services (613-546- 4291, extension 3180) must be immediately contacted.
- (g) In the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the Office of the Chief Coroner as a part of the Ontario Ministry of the Solicitor General (1-877-991-9959), the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism (archaeology@ontario.ca), and City of Kingston's Planning Services (613-546-4291, extension 3180) must be immediately contacted.
- (h) That the owner be advised that any new or altered entrance to the site will require an entrance permit from the Engineering Division.

(i) That a Building Permit is required prior to the construction or removal of all structures 15 square metres in area or greater. Issues such as but not limited to O.B.C., grading and servicing will be agreed through the permit review process.

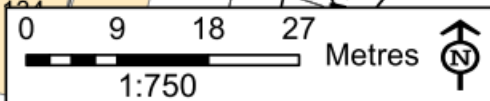
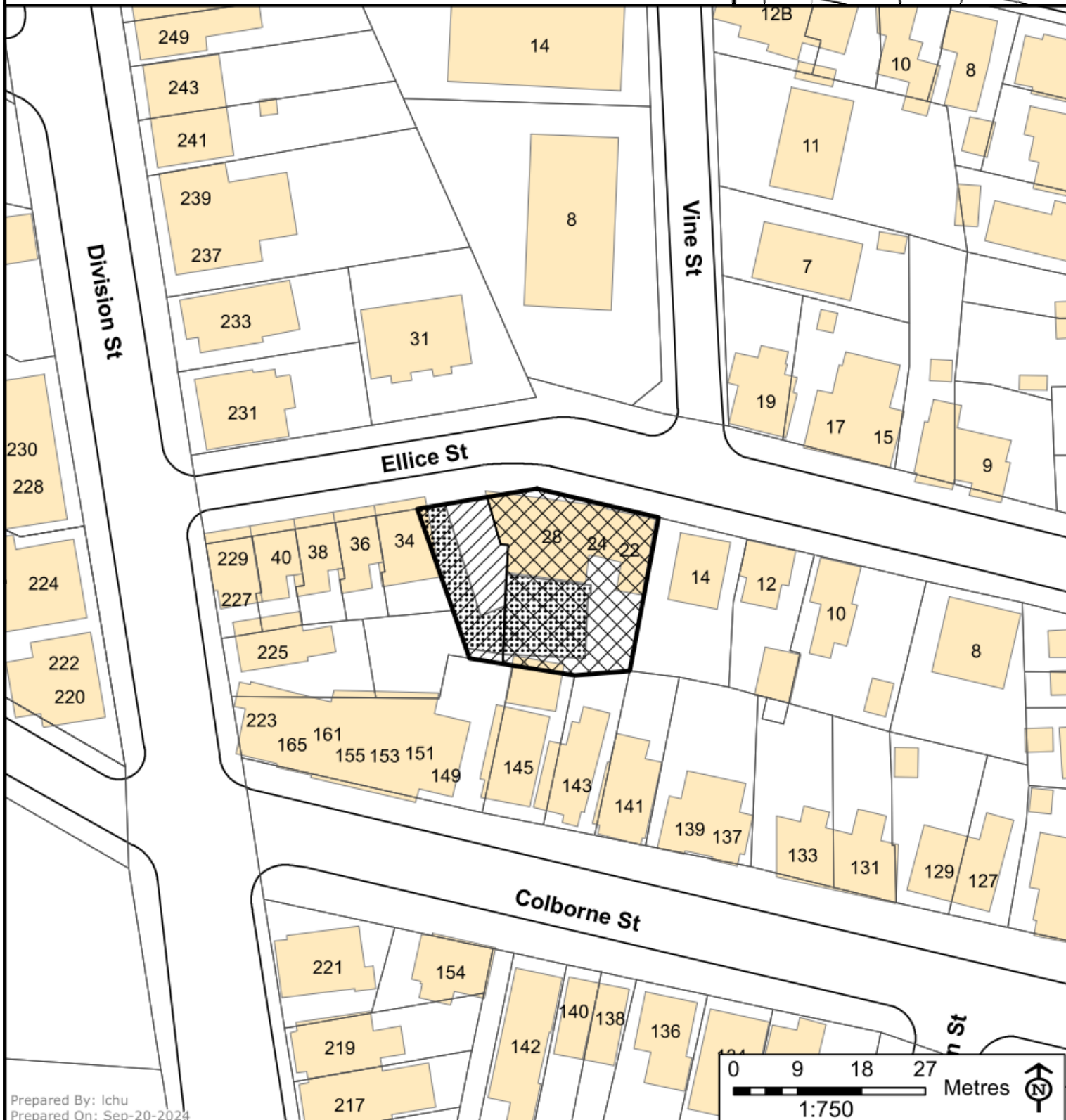


### Committee of Adjustment

### Key Map

Address: 22-28 Ellice Street  
File Numbers: D10-034-2024 & D13-070-2024  
Prepared On: Sep-20-2024

- Subject Lands
- Retained Lands
- Severed Lands
- Easement










Planning Services

### Committee of Adjustment Neighbourhood Context

Address: 22-28 Ellice Street

File Numbers: D10-034-2024 & D13-070-2024

Prepared On: Sep-13-2024

-  Subject Lands
-  Property Boundaries
-  Proposed Parcels



Prepared By: lchu  
Prepared On: Sep-13-2024

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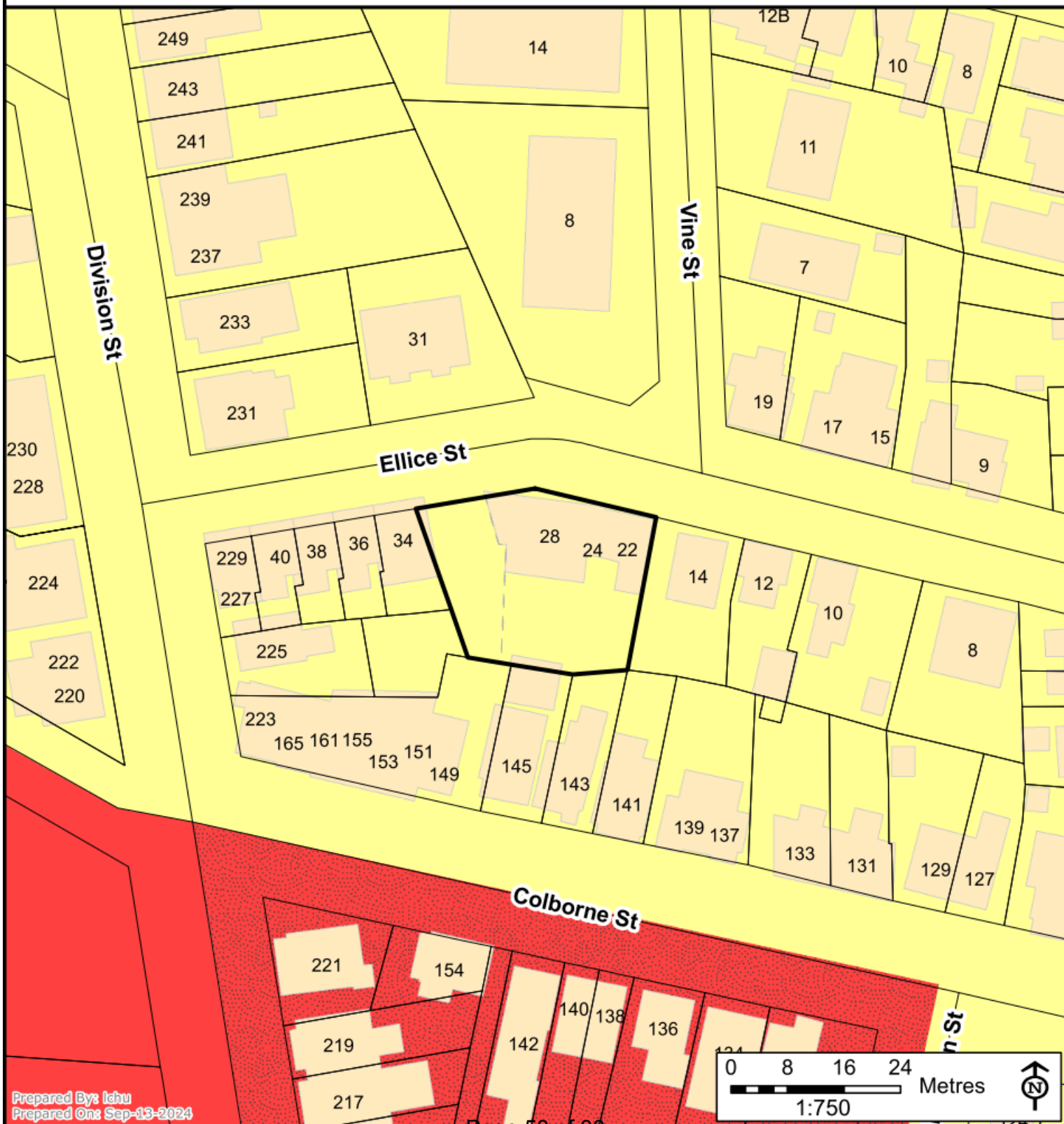


Planning Services

Committee of Adjustment  
Official Plan, Existing Land Use

Address: 22-28 Ellice Street  
File Numbers: D10-034-2024 &  
D13-070-2024  
Prepared On: Sep-13-2024

-  Subject Lands
-  CENTRAL BUSINESS DISTRICT
-  MAIN STREET COMMERCIAL
-  RESIDENTIAL



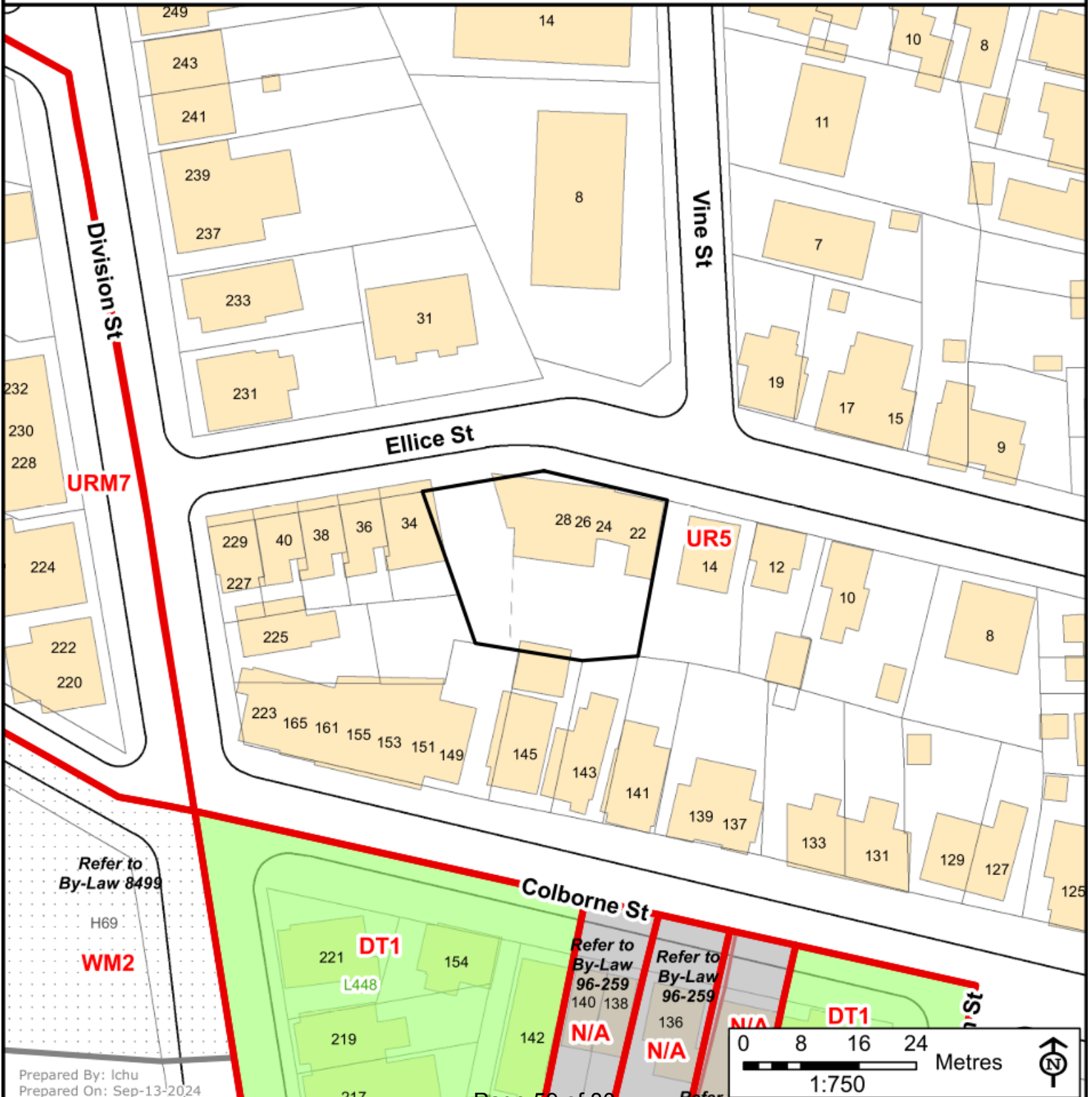


Committee of Adjustment  
Kingston Zoning By-Law Number  
2022-62

Planning  
Services

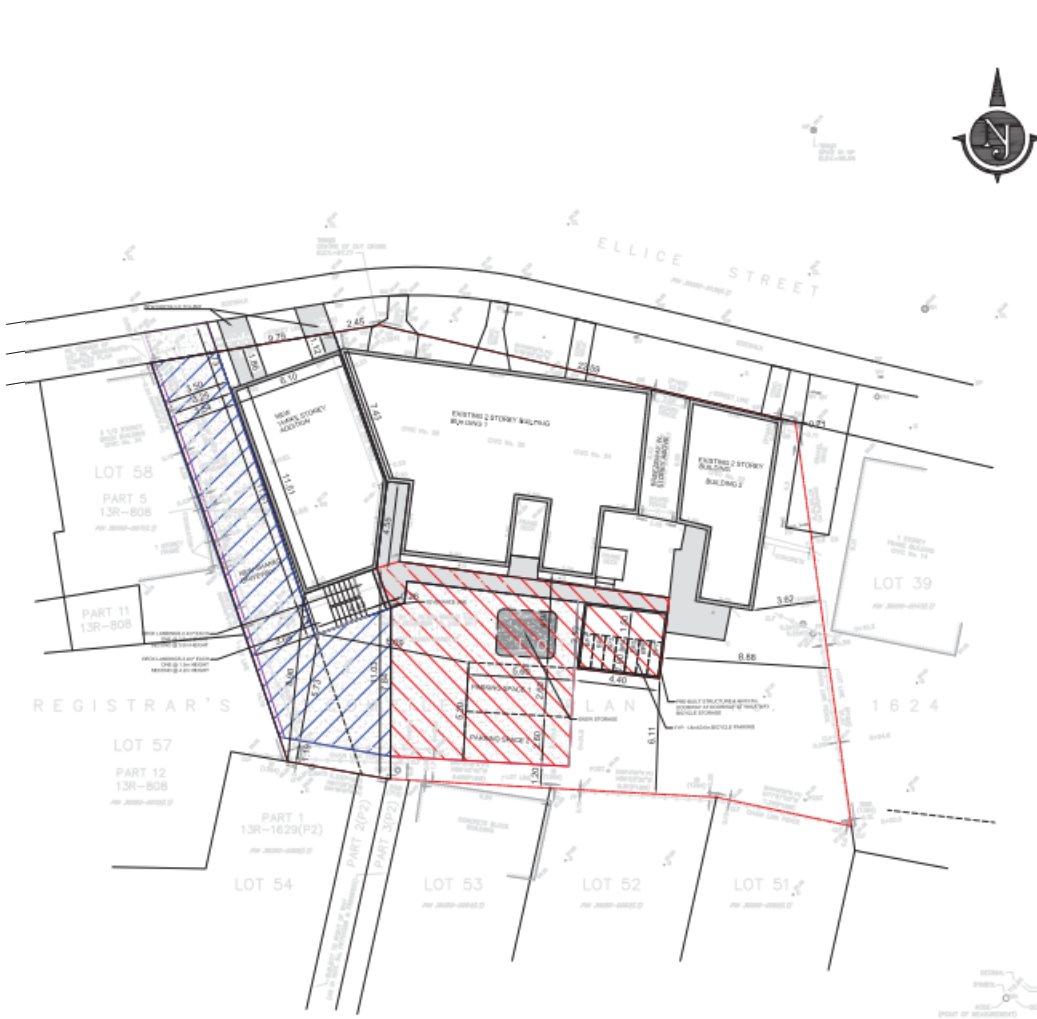
Address: 22-28 Ellice Street  
File Numbers: D10-034-2024 & D13-070-2024  
Prepared On: Sep-13-2024

- Subject Lands
- Schedule 1 Zoning Map Zone
- Not Subject to the Kingston Zoning By-law
- Schedule E - Exception Overlay Legacy Exceptions (LXXX)
- Exceptions (EXXX)
- Schedule F - Holding Overlay HoldingOverlay (HXXX)



Prepared By: Ichu  
Prepared On: Sep-13-2024

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PLAN OF SURVEY  
OF LOT 38, REGISTRAR'S COMPLEX  
PLAN No. 1624  
CITY OF KINGSTON  
COUNTY OF FRONTENAC  
SCALE: 1 : 100

METRIC  
DIMENSIONS AND COORDINATES ON THIS PLAN  
ARE IN METRES AND ARE TO BE TAKEN TO THE  
CENTRE OF A LINE.

THIS REPORT WAS PREPARED FOR  
THE PURPOSES OF THE PLAN AND THE  
UNDERGROUND UTILITIES AND PERFORMANCE  
FOR USE BY OTHER PARTIES.



**22-28  
ELLICE STREET  
KINGSTON**  
Site Plan

**SITE INFORMATION**

|                       |                      |
|-----------------------|----------------------|
| TOTAL LOT AREA:       | 708.2 m <sup>2</sup> |
| SEVERED LOT:          | 189.5 m <sup>2</sup> |
| RETAINED LOT:         | 518.7 m <sup>2</sup> |
| <b>BUILDING AREAS</b> |                      |
| BUILDING 1:           | 132.4 m <sup>2</sup> |
| BUILDING 2:           | 43.0 m <sup>2</sup>  |
| BREEZEWAY:            | 13.5 m <sup>2</sup>  |
| NEW BUILDING:         | 65.0 m <sup>2</sup>  |

|                   |                      |
|-------------------|----------------------|
| DRIVEWAY/PARKING: | 183.2 m <sup>2</sup> |
| REAR SIDEWALKS:   | 33.9 m <sup>2</sup>  |

|                          |       |
|--------------------------|-------|
| TOTAL BUILDING COVERAGE: | 36.0% |
| SEVERED LOT COVERAGE:    | 36.4% |
| RETAINED LOT COVERAGE:   | 34.8% |

**LANDSCAPE OPEN SPACE**

|           |                              |
|-----------|------------------------------|
| TOTAL:    | 214.4 m <sup>2</sup> (30.3%) |
| SEVERED:  | 26.3 m <sup>2</sup> (13.9%)  |
| RETAINED: | 188.1 m <sup>2</sup> (36.3%) |

**EASEMENT BOUNDARIES**

|                       |                      |
|-----------------------|----------------------|
| EAST (RED) BOUNDARY:  | 97.2 m <sup>2</sup>  |
| WEST (BLUE) BOUNDARY: | 117.7 m <sup>2</sup> |

- NOTE & LEGEND:**
- BOUNDARY SURVEY POINTS AND NEW SURVEY POINTS FROM THE SURVEYING STATION WILL BE INDICATED BY A SMALL CIRCLE AND WILL BE REFERRED TO AS "STATION NO." OF THE SURVEYING STATION. ALL DIMENSIONS SHOWN IN BRACKETS ARE TO ADJOINING BOUNDARIES. ALL DIMENSIONS SHOWN IN PARENTHESES ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN SQUARE BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN OBLIQUE BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN CIRCULAR BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN TRIANGULAR BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN QUADRANGULAR BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN PENTAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN HEXAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN SEPTAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN OCTAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN NONAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN DECAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN UNDECAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN DODECAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN TRIGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN QUADRANGULAR BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN PENTAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN HEXAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN SEPTAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN OCTAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN NONAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN DECAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN UNDECAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL. ALL DIMENSIONS SHOWN IN DODECAGONAL BRACKETS ARE TO THE CENTERLINE OF THE ROAD OR CANAL.

|     |           |            |    |
|-----|-----------|------------|----|
| 1   | SITE PLAN | 2024.10.22 | ET |
| No. | REVISION  | DATE       | BY |

**CLIENT**  
MATT ARCHIBALD

**FOTENN  
Planning + Design**

CITY OF KINGSTON  
388 Queen Street  
Suite 202  
Kingston, ON K7P 2H7  
613.752.0700  
www.fotenn.com

KINGSTON  
4 Cornwall St.  
Suite 210  
Kingston, ON K7K 1Z7  
613.542.2666

TORONTO  
175 Spadina Ave.  
Suite 504  
Toronto, ON M5T 2C2  
416.594.0208

DATE: 2024.10.22

**P1**



**Site Photos – 22-28 Ellice Street**

City Files D13-070-2024 & D10-034-2024



**Figure 1:** Front facing view of the of the subject property at 22-28 Ellice Street, taken from the north side of Ellice Street (September 26, 2024).



**Figure 2:** Existing sidewalk and walkways located along the front of the subject property along the Ellice Street frontage (September 26, 2024).





**Figure 3:** Existing apartment building located at 8 Vine Street, north of the subject property (September 26, 2024).



**Figure 4:** Existing built form directly adjacent and located east of the subject property addressed as 14 Ellice Street (September 26, 2024).





**Figure 5:** Existing vehicular access along Ellice Street to the gravel parking area, located west on the subject property (September 26, 2024).



**Figure 6:** Existing landscaped open space at the rear of the subject property (September 26, 2024).





**Figure 7:** Existing built form located north of the subject property at 31 Ellice Street (September 26, 2024).



**Figure 8:** East facing view of the subject property along the south side of Ellice Street, showing examples of existing built form in the surrounding area (September 26, 2024).





**Figure 9:** Adjacent heritage property addressed as 34-40 Ellice Street, located west of the subject property (September 26, 2024).



**Figure 10:** Existing built form in the surrounding area, properties addressed as 228-232 Division Street (September 26, 2024).





**Figure 11:** Existing built form in the surrounding area, properties addressed as 220-224 Division Street (September 26, 2024).



**Figure 12:** Bus Stop located along Division Street, near the intersection of Colborne Street, located within walking distance of the subject property (September 26, 2024).





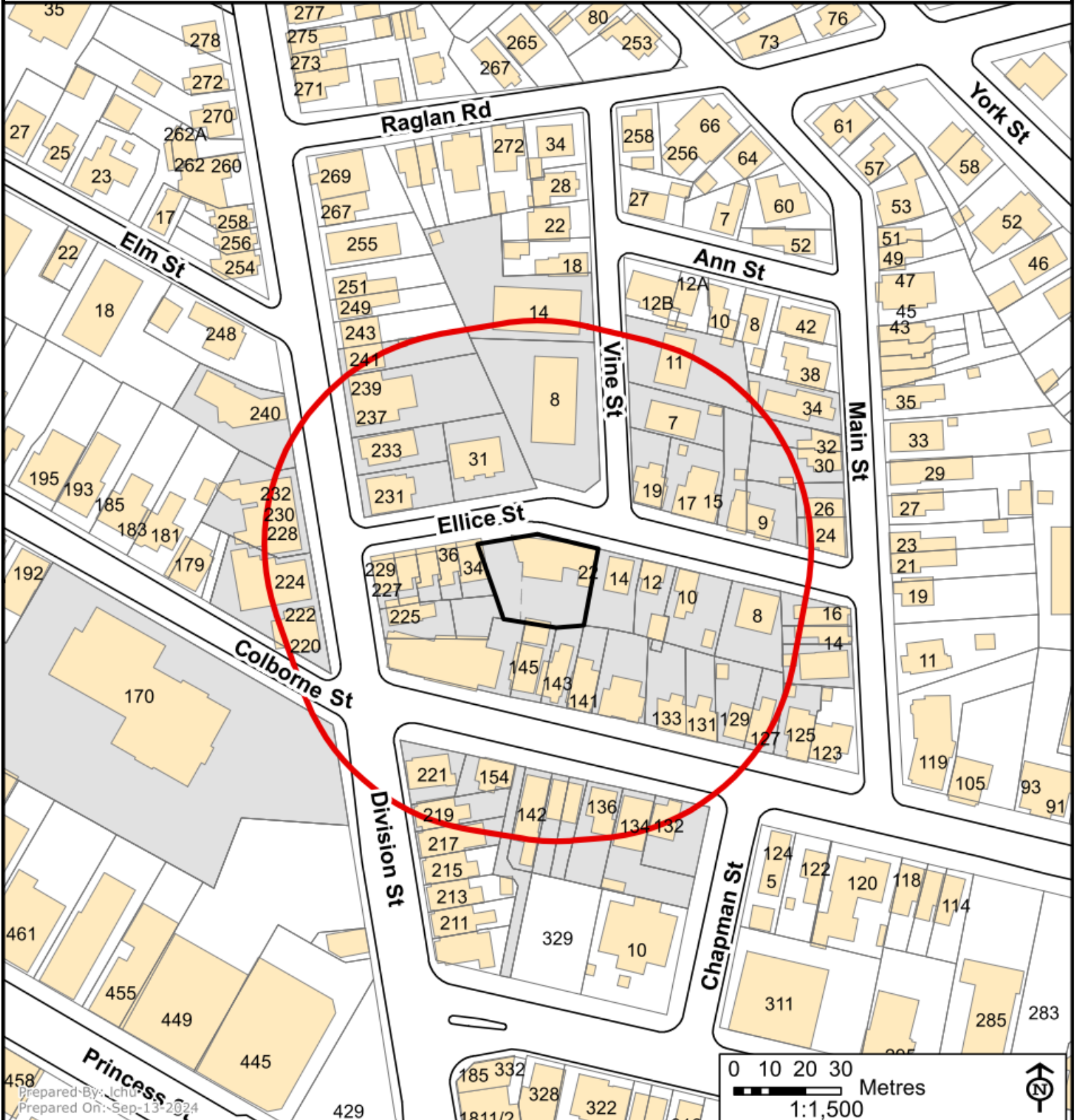
**Figure 13:** Existing built form south and located adjacent to the subject lands addressed as 143 and 145 Colborne Street (September 26, 2024).



Committee of Adjustment  
**Public Notice Notification Map**

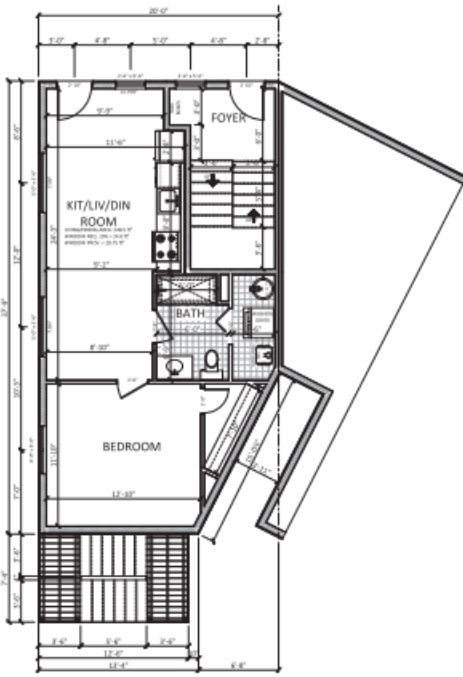
Address: 22-28 Ellice Street  
File Numbers: D10-034-2024 &  
D13-070-2024  
Prepared On: Sep-13-2024

- 60m Public Notification Boundary
- Subject Lands
- Property Boundaries
- Proposed Parcels
- 59 Properties in Receipt of Notice (MPAC)

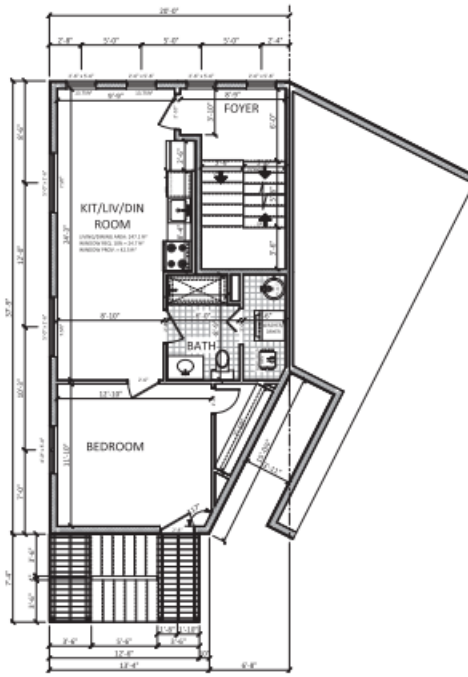


Prepared By: Ichu  
Prepared On: Sep-13-2024

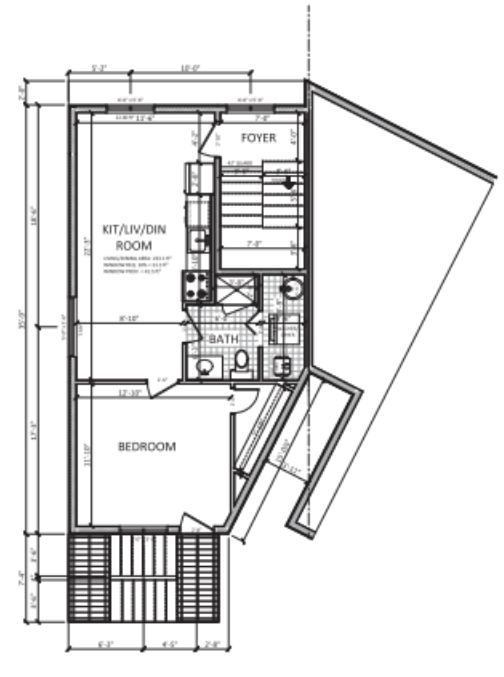
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GROUND FLOOR



SECOND FLOOR



THIRD FLOOR

THE UNDERSIGNED HAS REVIEWED AND TAKES THE RESPONSIBILITY FOR THIS DESIGN, HAS QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE BUILDING CODE TO BE A DESIGNER  
 HAND DRAFTING & DESIGN 40845  
 FIRM BCRT  
 DESIGNER *Jordan Van Leuken* 38999 BCIN

**FLOOR PLANS**

THESE PLANS FOR THE BASIS FOR PERMIT ISSURANCE AND ANY DEVIATION FROM THESE PLANS AND DETAILS, INCLUDING THE VENTILATION OR HEATING SYSTEMS, WOOD STOVES, FIREPLACES, DECKS, BALCONIES AND FINISHED BASEMENT, WILL REQUIRE A REVISED DRAWING AND CLEARANCE BY THE BUILDING INSPECTION DEPARTMENT

AREA 0000.0 ft<sup>2</sup>

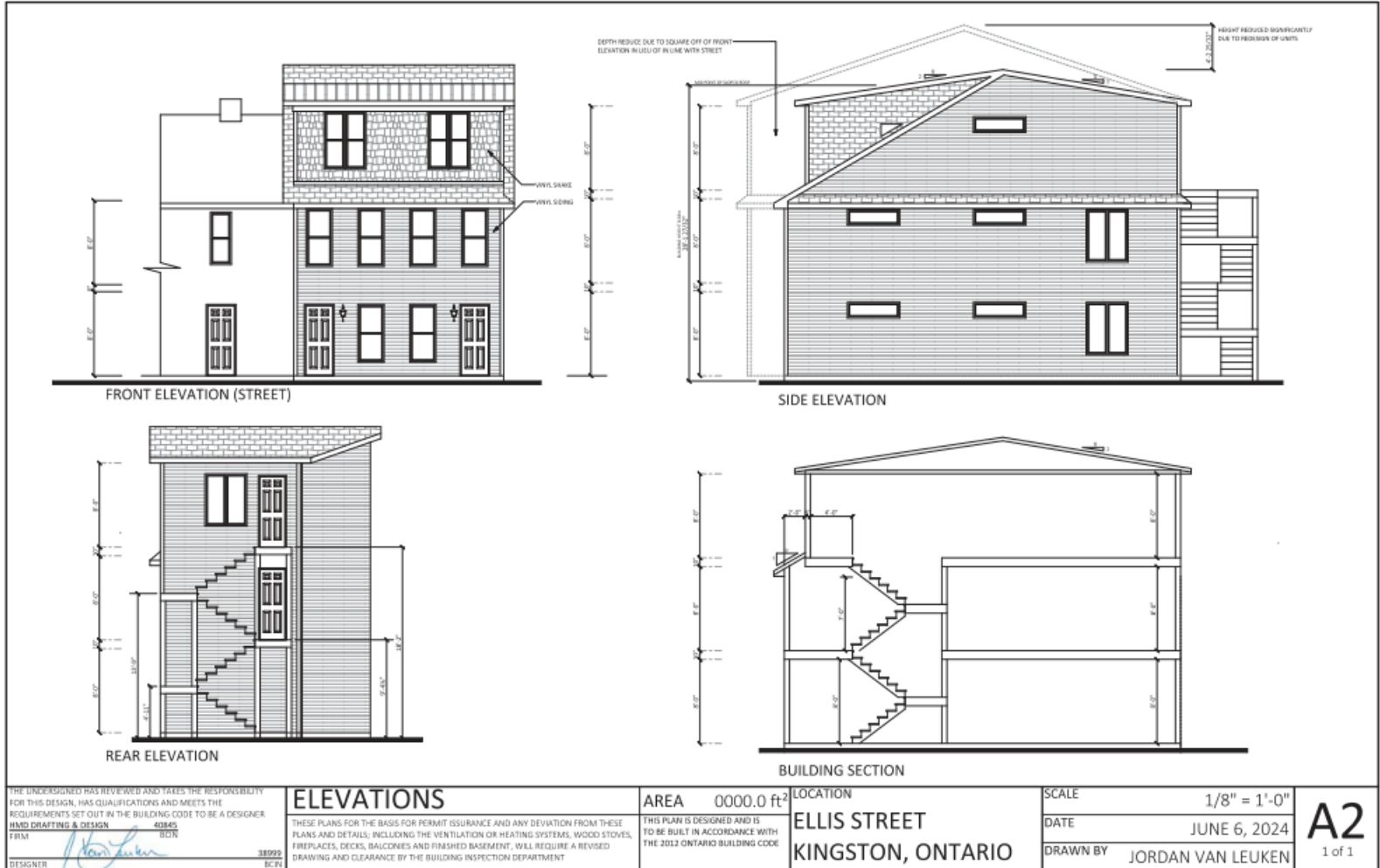
THIS PLAN IS DESIGNED AND IS TO BE BUILT IN ACCORDANCE WITH THE 2012 ONTARIO BUILDING CODE

LOCATION  
**ELLIS STREET  
 KINGSTON, ONTARIO**

SCALE 1/8" = 1'-0"  
 DATE NOVEMBER 20, 2023  
 DRAWN BY JORDAN VAN LEUKEN

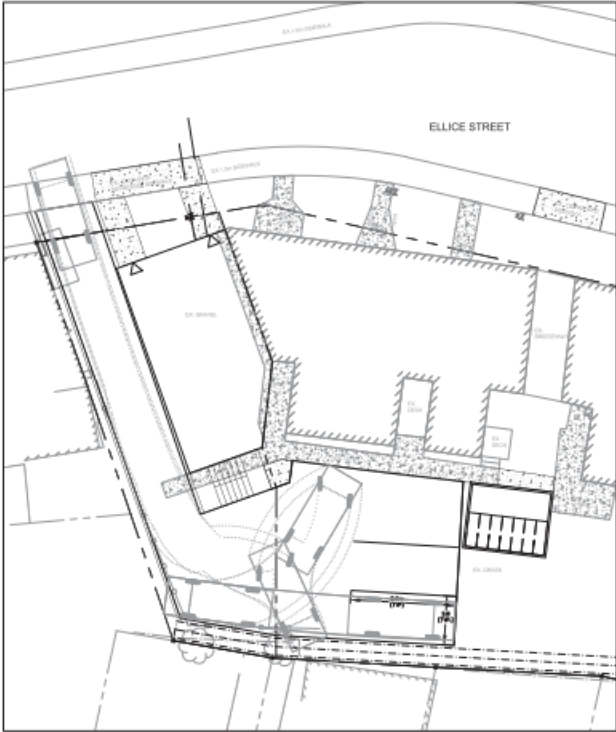
**A1**  
 1 of 1



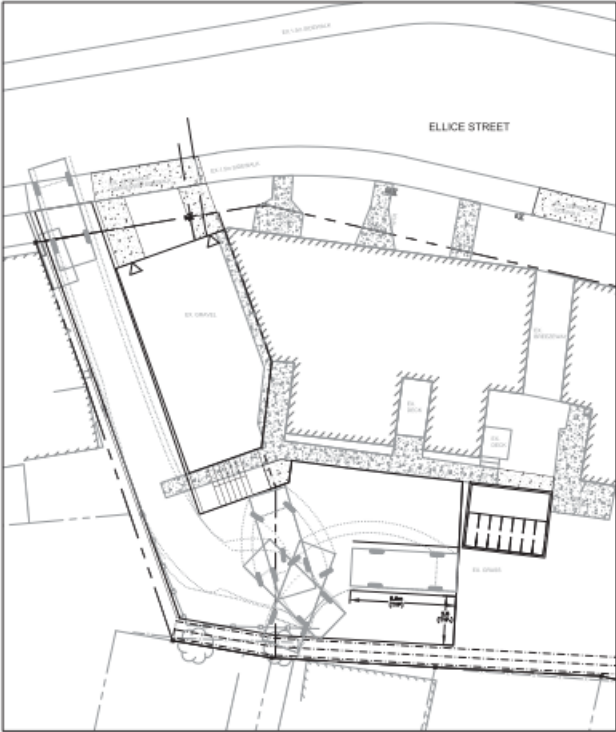




VEHICLE TURNING  
SOUTH PARKING SPACE



VEHICLE TURNING  
NORTH PARKING SPACE



|  |                                   |
|--|-----------------------------------|
|  | LIGHT DUTY ASPHALT                |
|  | HEAVY DUTY ASPHALT                |
|  | CONCRETE                          |
|  | PROPERTY LINE                     |
|  | PROPOSED ONE SERVICE              |
|  | PROPOSED SANITARY SERVICE         |
|  | PROPOSED STORM SERVICE            |
|  | PROPOSED WATER SERVICE            |
|  | PROPOSED VALVE                    |
|  | EXISTING SANITARY                 |
|  | EXISTING STORM                    |
|  | EXISTING WATER                    |
|  | EXISTING GAS                      |
|  | EXISTING BELL CABLE               |
|  | EXISTING METER PIT/BOX            |
|  | EXISTING FENCE                    |
|  | EXISTING SIDEWALK                 |
|  | EXISTING STORM MAN. CHAM.         |
|  | EXISTING SANITARY MAN.            |
|  | EXISTING ELECTRICAL CONDUIT/CHAM. |
|  | EXISTING LIGHT STANDARD           |
|  | RETENTION WALL                    |
|  | EXISTING GRAVEL                   |
|  | PROPOSED GRAVEL                   |

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|----------|--|
| Date:    |  |
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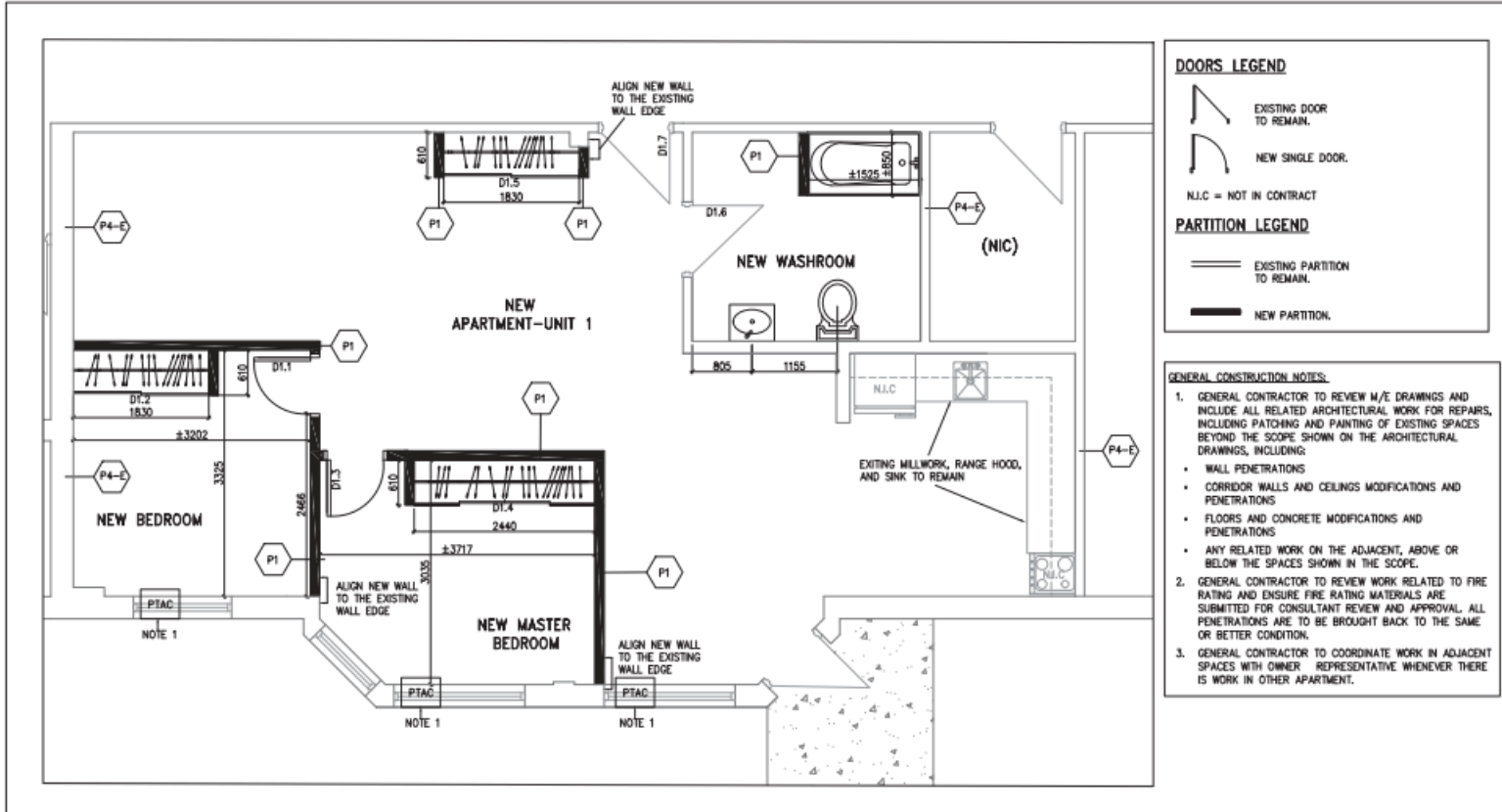
**Forefront**  
Engineering Inc.

10250 Sanderson Blvd, Suite 200  
Ferguson, MO, 63024  
SECURED BY: [Signature]  
11000 BUCKLE, VA.

BY: **MATT ARCHIBALD**

PROJECT: **22-28 ELLICE STREET**

|   |               |
|---|---------------|
| SHEET TITLE: <b>TURNING RADII SHEET</b> |               |
| Scale:                                  | Sheet No.:    |
| Project No.:                            | Revision No.: |
| Drawn By:                               | Checked By:   |
| Scale:                                  | Sheet No.:    |
| <b>C2</b>                               |               |



**DOORS LEGEND**

EXISTING DOOR TO REMAIN.

NEW SINGLE DOOR.

N.I.C. = NOT IN CONTRACT

**PARTITION LEGEND**

EXISTING PARTITION TO REMAIN.

NEW PARTITION.

- GENERAL CONSTRUCTION NOTES:**
- GENERAL CONTRACTOR TO REVIEW M/E DRAWINGS AND INCLUDE ALL RELATED ARCHITECTURAL WORK FOR REPAIRS, INCLUDING PATCHING AND PAINTING OF EXISTING SPACES BEYOND THE SCOPE SHOWN ON THE ARCHITECTURAL DRAWINGS, INCLUDING:
    - WALL PENETRATIONS
    - CORRIDOR WALLS AND CEILINGS MODIFICATIONS AND PENETRATIONS
    - FLOORS AND CONCRETE MODIFICATIONS AND PENETRATIONS
    - ANY RELATED WORK ON THE ADJACENT, ABOVE OR BELOW THE SPACES SHOWN IN THE SCOPE.
  - GENERAL CONTRACTOR TO REVIEW WORK RELATED TO FIRE RATING AND ENSURE FIRE RATING MATERIALS ARE SUBMITTED FOR CONSULTANT REVIEW AND APPROVAL. ALL PENETRATIONS ARE TO BE BROUGHT BACK TO THE SAME OR BETTER CONDITION.
  - GENERAL CONTRACTOR TO COORDINATE WORK IN ADJACENT SPACES WITH OWNER REPRESENTATIVE WHENEVER THERE IS WORK IN OTHER APARTMENT.

**FINISHES NOTES:**

- ALL NEW FLOORING TO BE LVT, KARNDIEN VAN GOGH, COLOUR: WEATHERED ASH VGM43T, GLUE DOWN
- ALL NEW AND EXISTING WALLS TO HAVE NEW STANDARD GREY 4" VINYL WALL BASE, INSTALLED ON BOTH SIDES WHERE APPLICABLE
- ALL NEW CEILINGS TO BE GWB

**NOTE 1**

CONTRACTOR TO PROVIDE PTAC UNIT SHOP DRAWINGS FOR M/E CONSULTANT REVIEW AND APPROVAL, AND TO CONFIRM THAT IT CAN FIT WITHIN THE LOWER PART OF THE WINDOW.

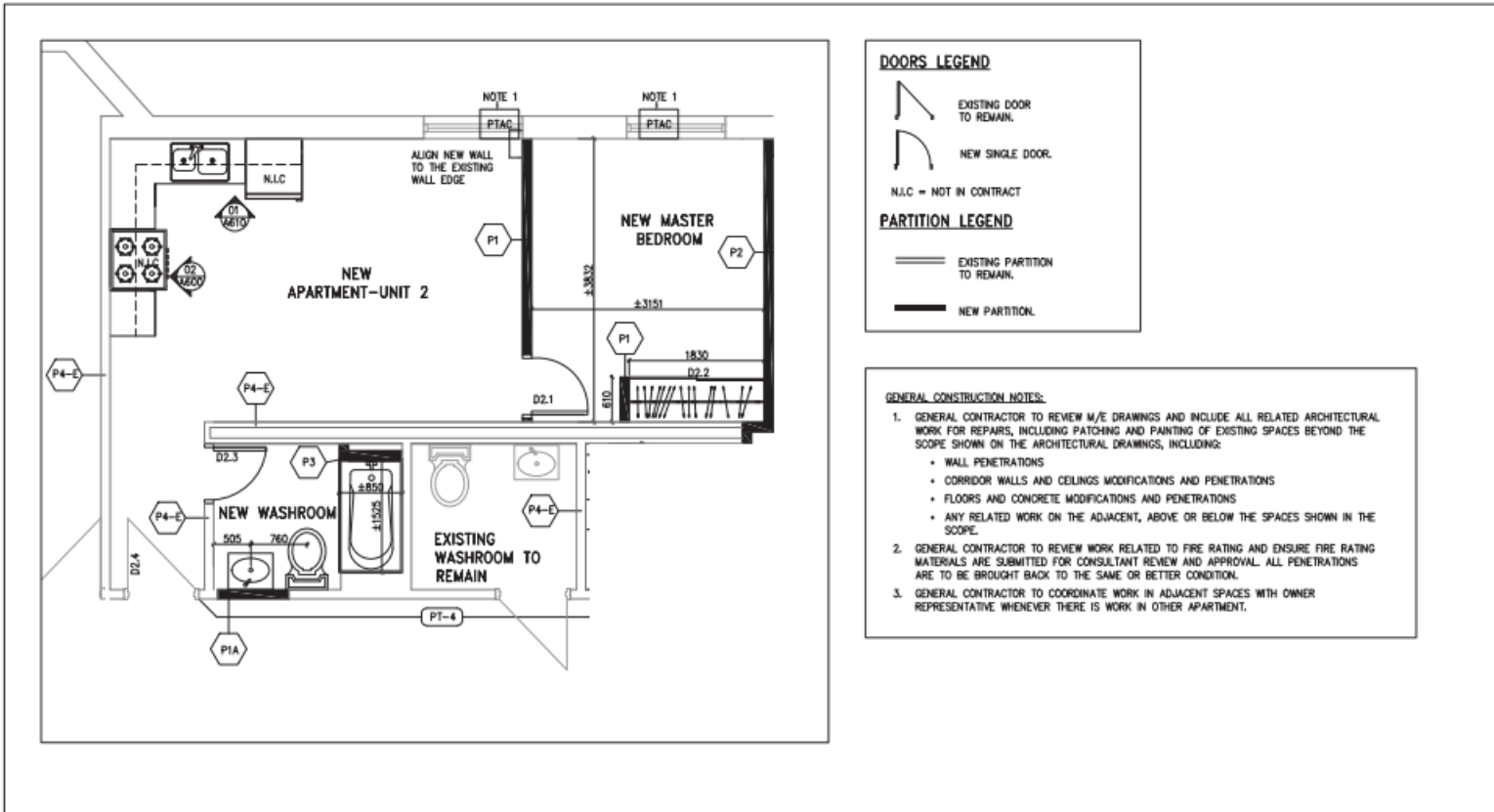


Sheet Title:  
NEW FLOOR PLAN - APARTMENT UNIT 1

Project:  
KINGSTON & FRONTENAC HOUSING CORPORATION  
COMMON ROOM CONVERSION  
205 RIDEAU STREET, BASEMENT FLOOR, KINGSTON, ON

**ARCHICANA**

|                        |                              |
|------------------------|------------------------------|
| Date:<br>12/07/2024    | Scale:<br>1:50               |
| Drawn By:<br>SS        | Revision:<br>PERMIT / TENDER |
| Sheet Number:<br>A-300 |                              |



**DOORS LEGEND**

EXISTING DOOR TO REMAIN.  
 NEW SINGLE DOOR.  
 N.I.C. = NOT IN CONTRACT

**PARTITION LEGEND**

EXISTING PARTITION TO REMAIN.  
 NEW PARTITION.

- GENERAL CONSTRUCTION NOTES:**
- GENERAL CONTRACTOR TO REVIEW M/E DRAWINGS AND INCLUDE ALL RELATED ARCHITECTURAL WORK FOR REPAIRS, INCLUDING PATCHING AND PAINTING OF EXISTING SPACES BEYOND THE SCOPE SHOWN ON THE ARCHITECTURAL DRAWINGS, INCLUDING:
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    - CORRIDOR WALLS AND CEILINGS MODIFICATIONS AND PENETRATIONS
    - FLOORS AND CONCRETE MODIFICATIONS AND PENETRATIONS
    - ANY RELATED WORK ON THE ADJACENT, ABOVE OR BELOW THE SPACES SHOWN IN THE SCOPE.
  - GENERAL CONTRACTOR TO REVIEW WORK RELATED TO FIRE RATING AND ENSURE FIRE RATING MATERIALS ARE SUBMITTED FOR CONSULTANT REVIEW AND APPROVAL. ALL PENETRATIONS ARE TO BE BROUGHT BACK TO THE SAME OR BETTER CONDITION.
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- ALL NEW AND EXISTING WALLS TO HAVE NEW STANDARD GREY 4" VINYL WALL BASE. INSTALLED ON BOTH SIDES WHERE APPLICABLE
- ALL NEW CEILINGS TO BE GWB

**NOTE 1**

CONTRACTOR TO PROVIDE PTAC UNIT SHOP DRAWINGS FOR M/E CONSULTANT REVIEW AND APPROVAL, AND TO CONFIRM THAT IT CAN FIT WITHIN THE LOWER PART OF THE WINDOW.

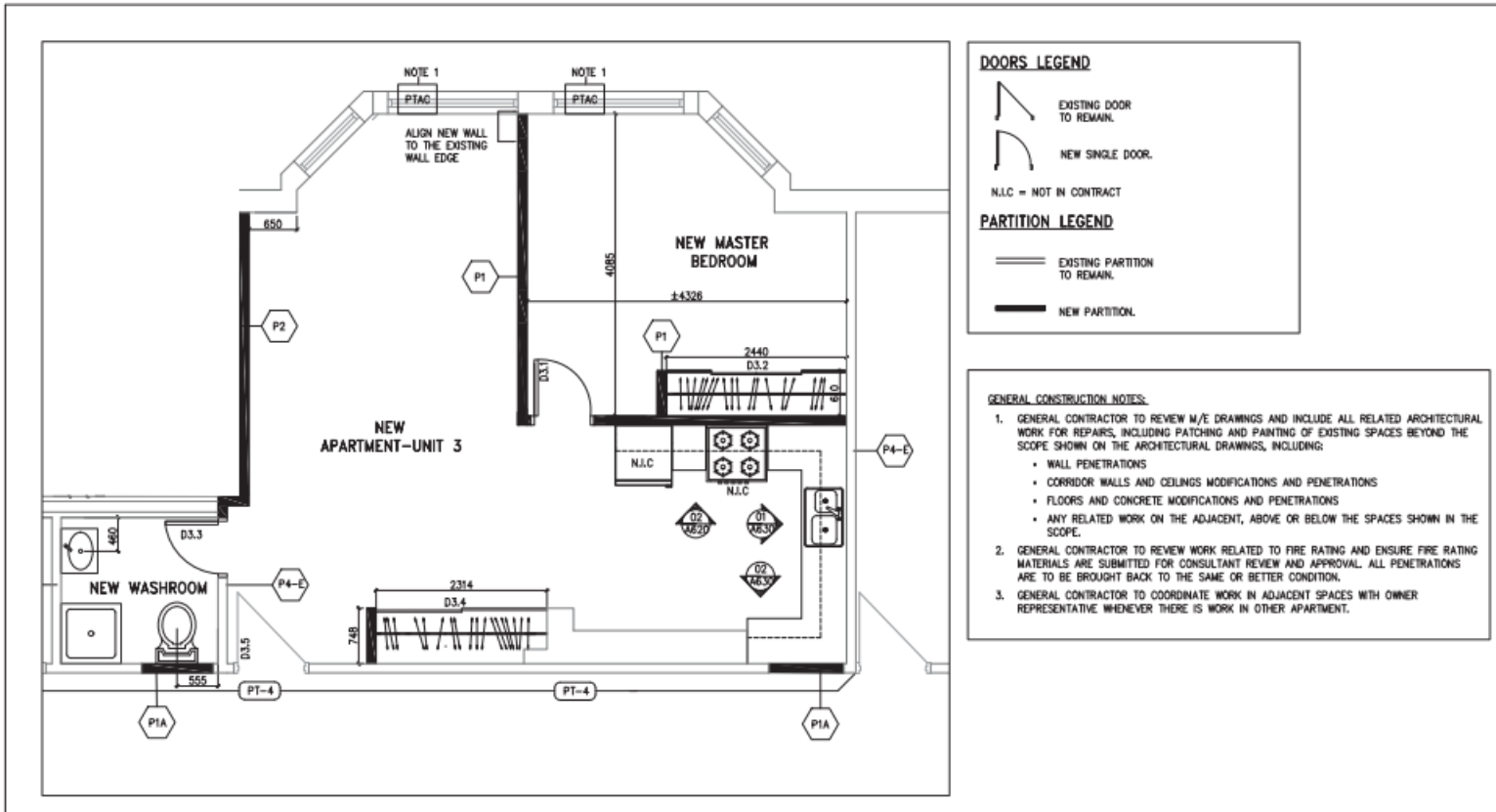


Sheet Title:  
NEW FLOOR PLAN - APARTMENT UNIT 2

Project:  
KINGSTON & FRONTENAC HOUSING CORPORATION  
COMMON ROOM CONVERSION  
205 RIDEAU STREET, BASEMENT FLOOR, KINGSTON, ON

**ARCHICANA**

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| Date:<br>12/07/2024    | Scale:<br>1:50               |
| Drawn By:<br>SS        | Revision:<br>PERMIT / TENDER |
| Sheet Number:<br>A-310 |                              |



**DOORS LEGEND**

- EXISTING DOOR TO REMAIN.
- NEW SINGLE DOOR.
- N.I.C = NOT IN CONTRACT

**PARTITION LEGEND**

- EXISTING PARTITION TO REMAIN.
- NEW PARTITION.

**GENERAL CONSTRUCTION NOTES:**

1. GENERAL CONTRACTOR TO REVIEW M/E DRAWINGS AND INCLUDE ALL RELATED ARCHITECTURAL WORK FOR REPAIRS, INCLUDING PATCHING AND PAINTING OF EXISTING SPACES BEYOND THE SCOPE SHOWN ON THE ARCHITECTURAL DRAWINGS, INCLUDING:
  - WALL PENETRATIONS
  - CORRIDOR WALLS AND CEILINGS MODIFICATIONS AND PENETRATIONS
  - FLOORS AND CONCRETE MODIFICATIONS AND PENETRATIONS
  - ANY RELATED WORK ON THE ADJACENT, ABOVE OR BELOW THE SPACES SHOWN IN THE SCOPE.
2. GENERAL CONTRACTOR TO REVIEW WORK RELATED TO FIRE RATING AND ENSURE FIRE RATING MATERIALS ARE SUBMITTED FOR CONSULTANT REVIEW AND APPROVAL. ALL PENETRATIONS ARE TO BE BROUGHT BACK TO THE SAME OR BETTER CONDITION.
3. GENERAL CONTRACTOR TO COORDINATE WORK IN ADJACENT SPACES WITH OWNER REPRESENTATIVE WHENEVER THERE IS WORK IN OTHER APARTMENT.

**FINISHES NOTES:**

- ALL NEW FLOORING TO BE LVT, KARIDEAN VAN GOGH, COLOUR: WEATHERED ASH VGM43T, GLUE DOWN
- ALL NEW AND EXISTING WALLS TO HAVE NEW STANDARD GREY 4" VINYL WALL BASE, INSTALLED ON BOTH SIDES WHERE APPLICABLE
- ALL NEW CEILINGS TO BE GWB

**NOTE 1**

CONTRACTOR TO PROVIDE PTAG UNIT SHOP DRAWINGS FOR M/E CONSULTANT REVIEW AND APPROVAL, AND TO CONFIRM THAT IT CAN FIT WITHIN THE LOWER PART OF THE WINDOW.



Sheet Title:

NEW FLOOR PLAN - APARTMENT UNIT 3

Project:

KINGSTON & FRONTENAC HOUSING CORPORATION  
COMMON ROOM CONVERSION  
205 RIDEAU STREET, BASEMENT FLOOR, KINGSTON, ON

**ARCHICANA**

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| Date:<br>12/07/2024    | Scale:<br>1:50               |
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| Sheet Number:<br>A-320 |                              |