



**City of Kingston
Report to Planning Committee
Report Number PC-24-032**

To: Chair and Members of the Planning Committee
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Tim Park, Director, Planning Services
Date of Meeting: May 2, 2024
Subject: Community Meeting Report
File Numbers: D01-006-2024

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

Executive Summary:

The following is a Community Meeting Report enclosing information about the following applications that will be subject to a Community Meeting at Planning Committee, with a presentation by the applicant:

- Address: 22-28 Ellice St (File Number D01-006-2024, Future Application Type: zoning by-law amendment)

May 2, 2024

Page 2 of 4

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,
Growth & Development Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Priorities	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

May 2, 2024

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Options/Discussion:

Non-Statutory Community Meeting

The purpose of the Community Meeting is to provide the applicant with an opportunity to present a potential development proposal in the early stages of the development process and to seek feedback from the public and members of Planning Committee before a complete application is submitted to the City. Anyone who attends a Community Meeting may present an oral submission, and/or provide a written submission on the proposals being presented.

A Community Meeting Form (completed by the applicant) and a standard map package showing the location of the subject site, and relevant Official Plan land use designation and zoning information for each proposal is included as an exhibit to this report, as follows:

- 22-28 Ellice Street, File Number D01-006-2024 (Exhibit A)

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.

Statutory Public Meeting

If the applications proceed to a complete application, a statutory Public Meeting for each application will be scheduled at a later date and further Notice regarding the Public Meeting will be provided in accordance with the *Planning Act*.

Existing Policy/By-Law:

Planning Act

Provincial Policy Statement, 2020

City of Kingston Official Plan

Kingston Zoning By-Law Number 2022-62

By-Law Number 2007-43, A By-Law to require Development Proponents to Pre-Consult with The Corporation of the City of Kingston respecting Planning Matters

Notice Provisions:

Notices were sent by mail to all property owners (according to the latest Assessment Rolls) within 120 metres of the subject properties and a notice sign was posted on the subject properties.

May 2, 2024

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Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

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

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A Community Meeting Form, Application Materials and Map Package for 22-28 Ellice Street (File Number D01-006-2024)



City of Kingston Community Meeting Form

Note to Applicant: This Form is to be completed by the Applicant and is intended to provide a detailed description of the site, locational context and the proposed application as the basis for a Community Meeting at Planning Committee. The only supplementary information that will be provided by Staff for the Community Meeting is a map package (location, Official Plan, zoning, etc). Please keep residents and members of Planning Committee in mind when completing this form by ensuring that all information is thorough, detailed and understandable. Where a field is not applicable to the site or proposal, please indicate "N/A". Since this Form will be attached as an exhibit to a staff report, this Form must be completed in a manner that is accessible. Please refrain from using formatting or tables that are not accessible. If this form is completed in a manner that is not accessible, it may result in delays to the timing of the Community Meeting and may require staff to make amendments or adjustments prior to attaching the form as an exhibit to a staff report.

Owner/Application Information

Owner: Matt Archibald

Applicant (if Owner is not the Applicant): Fotenn Planning + Design

Site Characteristics

Site address: 22-28 Ellice Street, Kingston

Site area: 716 square metres

Description of existing use and buildings on site (height, floor area, units, bedrooms, parking spaces, setbacks, etc): Four two-storey townhouse dwellings with three parking spaces.

Official Plan designation: Residential

Zoning by-law (zone and other relevant schedules and overlays): Urban Residential 5 (UR5) Zone

Existing number of trees: 0

Number of existing trees to be retained: 0

Description of heritage status (not a heritage building, listed, designated or located in a heritage conservation district): No heritage status.

Description of Surrounding Uses and Buildings

East: Residential (1-storey single-detached)

West: Residential (3 storey, single-detached)

North: Residential (2.5 storey semi-detached / 3.5 storey apartment)

South: Residential (2.5 storey townhouse)

Description of Proposal

Summary description of the proposal (use, height, floor area, setbacks, units, bedrooms, condominium, rental, affordability level, parking and bike spaces, will existing building or any existing features be retained/renovated/demolished etc.):

The proposed consent seeks to establish one new residential lot on the west side of the subject site. A new three-storey townhouse is proposed on the severed lot, to function as an addition to the existing townhouse development on the retained parcel. The proposed dwelling has been designed to reflect the historical architecture adjacent to the site. The dwelling will be oriented towards Ellice Street, with complementary architectural features and materials to respect the surrounding stable neighbourhood. Though the dwelling proposed on the severed lot is slightly taller than the adjacent townhouse dwellings, the height complies with the zoning proposed on the site. The new townhouse dwelling will contain three residential dwelling units, accessed via a communal stairway from the front of the building.

In addition to lot creation, the consent application will seek to establish easements to recognize the proposed shared driveway and rear parking area and associated walkways.

Type of Application: Zoning By-law Amendment, Consent to Sever

Proposed use: Residential

Proposed number and type of residential units and bedrooms (if residential): 1 townhouse dwelling with 3 dwelling units

Proposed gross floor area (of each use): 66 sq. m.

Proposed height: 3-storeys

Proposed setbacks:

Front: 0.9 metres

Interior: 3.5 metres (aggregate)

Exterior: n/a

Rear: n/a

Proposed number of vehicular parking spaces (include breakdown of occupant, visitor, car-share, accessible, etc): 3 spaces

Proposed number of bicycle parking spaces: 7 spaces

Proposed landscaped open space: 14.4%

Proposed amenity area (if residential): n/a

Proposed number of trees to be planted: 0

Description of how the application conforms with the Official Plan: The site is designated Residential on Schedule 3 Land Use of the City of Kingston Official Plan. Section 3.3 of the Official Plan outlines policy direction for residential uses, including policies regarding residential infill and intensification, as well as policies based on residential density. The proposed built form represents medium density residential development, however the lot area of the severed lot results in 166 units per net hectare, which would qualify as high density residential development per the density range of Section 3.3.C.1. of the Official Plan. As such, the policies pertaining to both medium and high density residential development will be reviewed as part of the zoning by-law amendment and consent applications. The proposal is in conformity with the medium and high density residential policies of the OP. The site is in an area that continues to support residential use, is sufficiently serviced by transit and surrounding commercial uses, and this density is compatible with the surrounding neighbourhood. The proposal represents contextually appropriate residential intensification in a stable neighbourhood. The proposed lot areas, building setbacks, and building heights and massing have been designed to reflect the scale and character of the surrounding neighbourhood. The contemporary, compact built form will make efficient use of space, and will incorporate landscaping and stormwater management interventions. The development provides an opportunity for increased housing in a desirable location in proximity to open spaces, educational and employment uses, active transportation infrastructure, and public transit.

If located in an area that is subject to Official Plan policies related to source water, natural heritage system, natural heritage features and areas, hazards, cultural heritage resources, areas of archaeological potential, or areas of archaeological significance, description of how the proposal will conform with the policies: A Heritage Review was prepared by Heritage Studio, dated November 24,

2023. The objective of this review is to demonstrate that the design of the proposed addition will not adversely impact the cultural heritage value and attributes of the adjacent protected heritage property. The two-storey terrace at 22-28 Ellice Street has been heavily modified since its original construction; however, it retains its massing, scale, and original window and door openings. The review found that the subject property contributes to the character of the historic streetscape through its form and massing, but a high-level evaluation of its cultural heritage value confirms that it does not meet the criteria for designation under Part IV of the Ontario Heritage Act. The review concludes that the proposal will be compatible with the overall character of Ellice Street and will not adversely impact the cultural heritage value and attributes of the adjacent protected property.

Description of amendment(s) required to the Zoning By-law: A zoning by-law amendment will be required to permit the proposed residential use on the site and to establish appropriate performance standards. The applicant proposes to maintain the UR5 Zone on the site and to introduce two new exception overlays for the severed and retained lots respectively.

Other information that would be valuable for a Community Meeting: n/a

List of Drawings/Studies Submitted

- Architectural Elevations
- Enhanced Pre-Application Planning Letter
- Floor Plans
- Grading + Servicing Plans
- Heritage Review
- Noise Impact Study
- Site Plan
- Stormwater Management Report
- Survey

Community Meeting Form Prepared by: David Nanton, Senior Planner, Fotenn Planning + Design

Date: March 21, 2024

By-Law Number 2024-XX

A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (Introduction of Exception Numbers EX-1 (22-28 Ellice Street) and EX-2 (XX Ellice Street))

Passed: [Meeting Date]

Whereas the Council of The Corporation of the City of Kingston enacted By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (the “Kingston Zoning By-law”);

Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend the Kingston Zoning By-law;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-law Number 2022-62”, is amended as follows:
 - 1.1. Schedule E – Exception Overlay is amended by adding Exception Numbers EX-1 and EX-2, as shown on Schedule “A” attached to and forming part of this By-Law;
 - 1.2. By adding the following Exception Numbers EX-1 and EX-2 in Section 21 – Exceptions, as follows:

“**EX-1.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

 - (a) The **uses** permitted by the applicable zone must comply with the following provisions:
 - (i) The minimum aggregate of **interior setback** is 0.7 metres
 - (b) A minimum of 2 **parking spaces** must be provided.
 - (c) The minimum **drive aisle** width is 3.5 metres and is permitted on the adjacent lot to the west.”
 - “**EX-2.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

- (a) In addition to the uses permitted by the applicable Zone, the following use is permitted:
 - (i) **Townhouse.**
- (b) The **uses** permitted by (a) must comply with the following provisions:
 - (i) The minimum **lot area** is 181 square metres
 - (ii) The minimum **lot frontage** is 9.8 metres
 - (iii) The minimum aggregate of **interior setback** is 3.5 metres
 - (iv) The minimum **landscaped open space** is 14.4%
- (c) The minimum **drive aisle** width is 3.5 metres
- (d) A minimum of 1 **parking spaces** must be provided and will be located on the adjacent lot the east
- (e) **Long-term bike parking spaces** are permitted on the adjacent lot to the east.”

2. This By-Law shall come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed: [Meeting Date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



Schedule 'A' to By-Law Number

Address: 22-28 Ellice Street
File Number: D01-006-2024



Certificate of Authentication

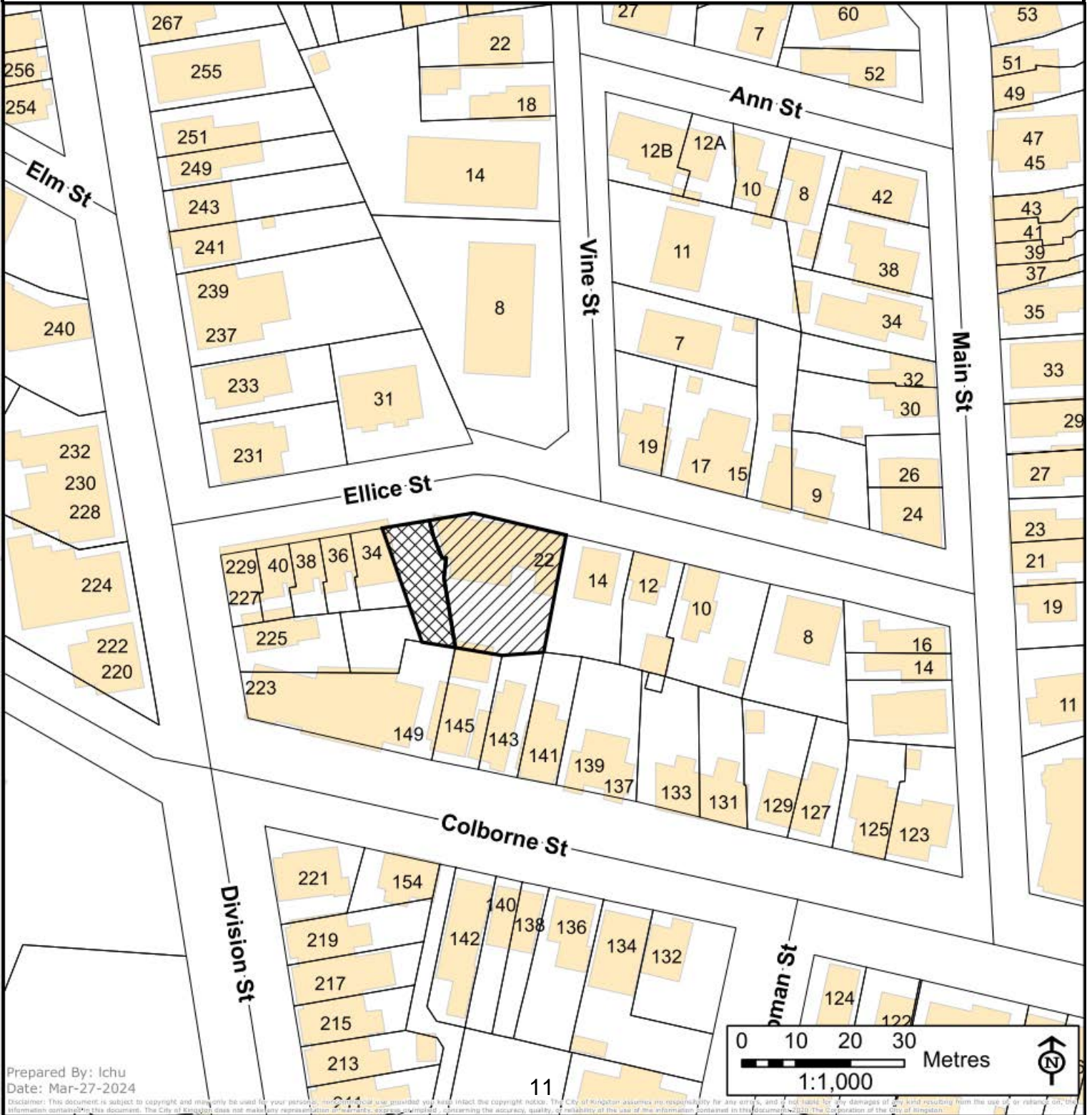
This is Schedule 'A' to By-Law Number _____, passed this _____ day of _____ 2024.

Mayor

Clerk

Kingston Zoning By-Law 2022-62 Schedule E - Exception Overlay

-  Lands to be added as EX-1
-  Lands to be added as EX-2





Planning Committee
Neighbourhood Context

Address: 22-28 Ellice Street
File Number: D01-006-2024
Prepared On: Mar-27-2024

- Subject Lands
- Property Boundaries
- Proposed Parcels



Prepared By: lchu
Prepared On: Mar-27-2024

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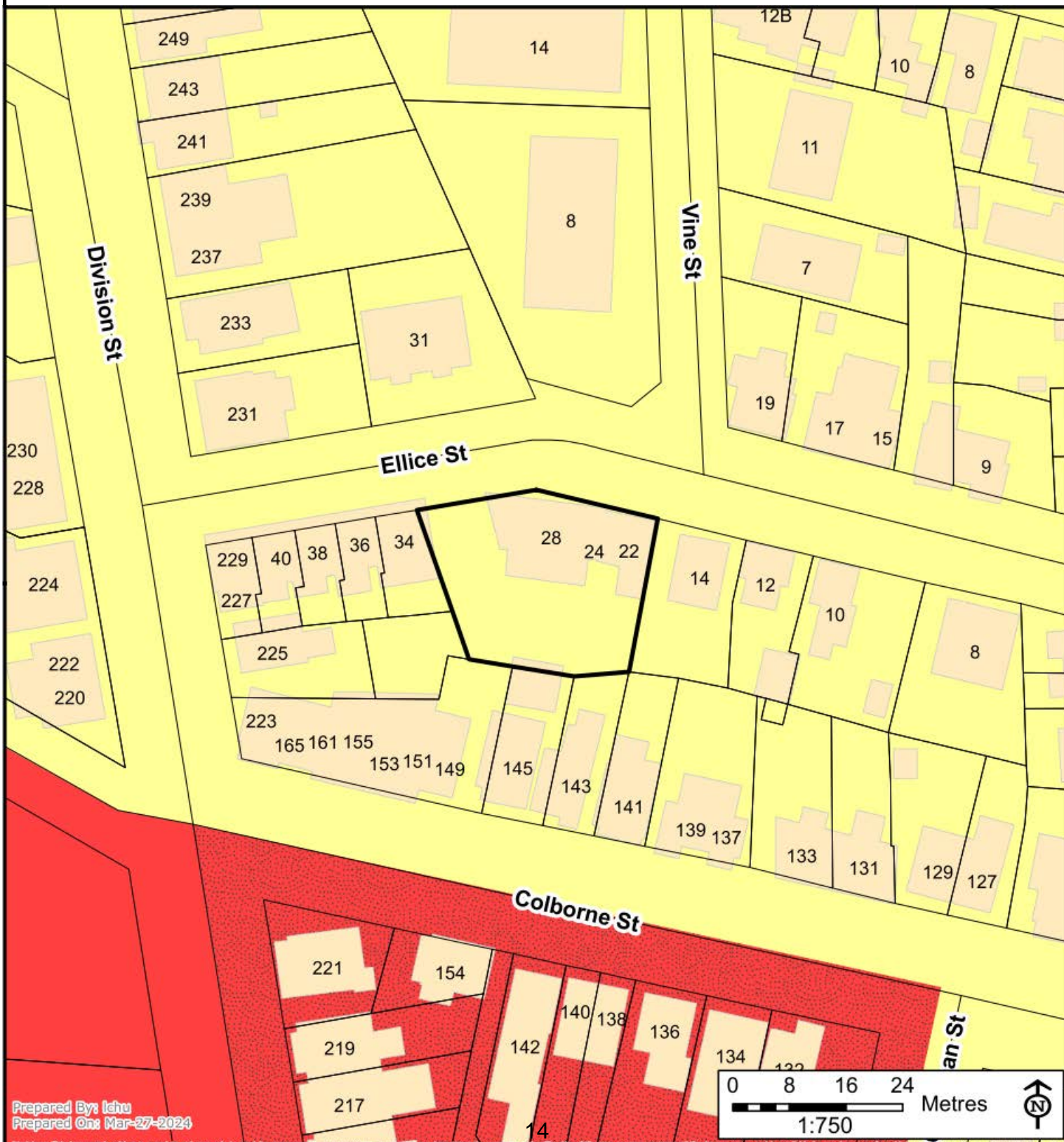


Planning Services

Planning Committee
Official Plan, Existing Land Use

Address: 22-28 Ellice Street
File Number: D01-006-2024
Prepared On: Mar-27-2024

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



Prepared By: Ichu
Prepared On: Mar-27-2024

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Planning Committee
Kingston Zoning By-Law 2022-62

Address: 22-28 Ellice Street
File Number: D01-006-2024
Prepared On: Mar-27-2024

- 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
- Holding Overlay (HXXX)



Prepared By: Ichu
Prepared On: Mar-27-2024

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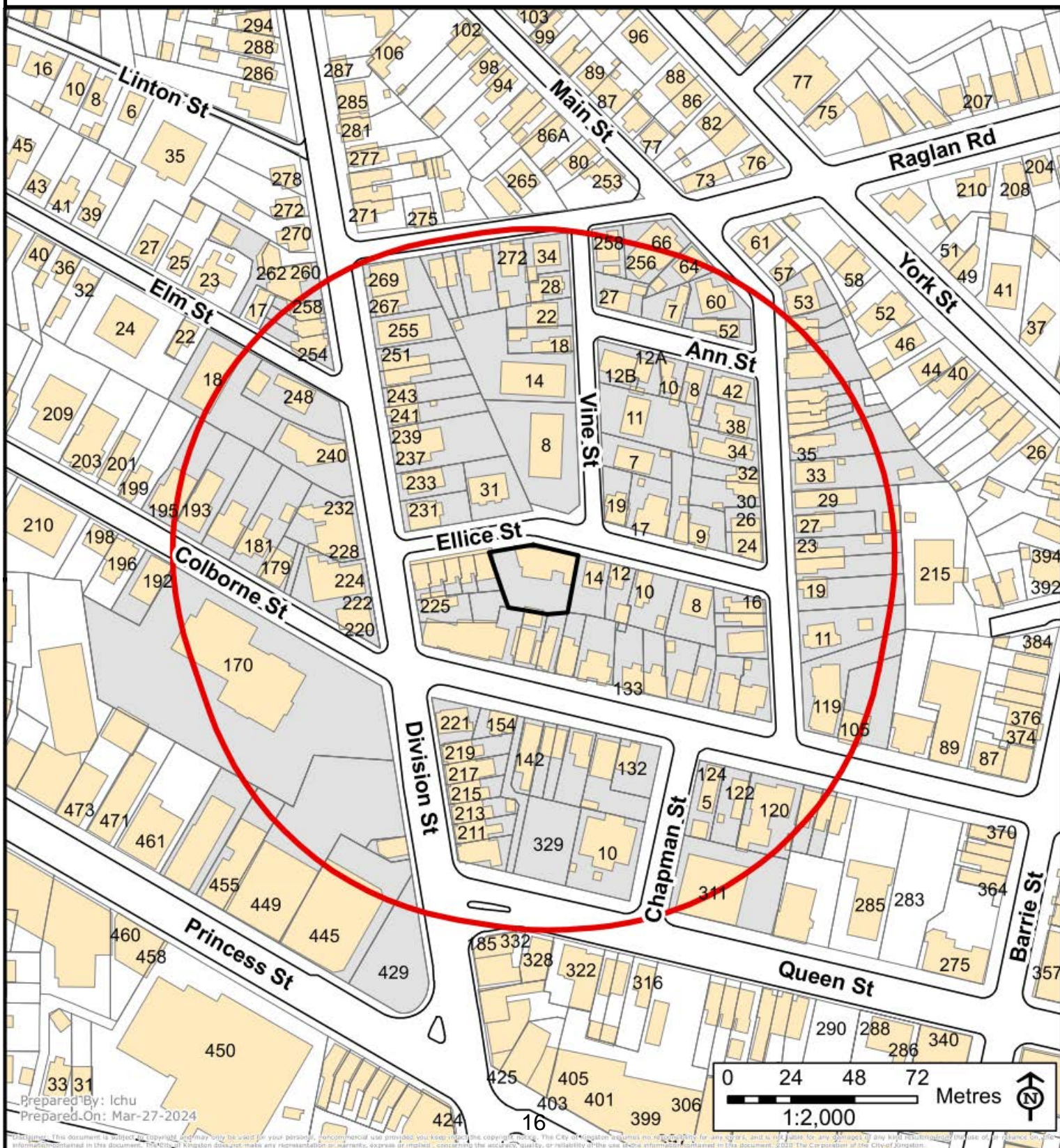


Planning
Services

Planning Committee Public Notice Notification Map

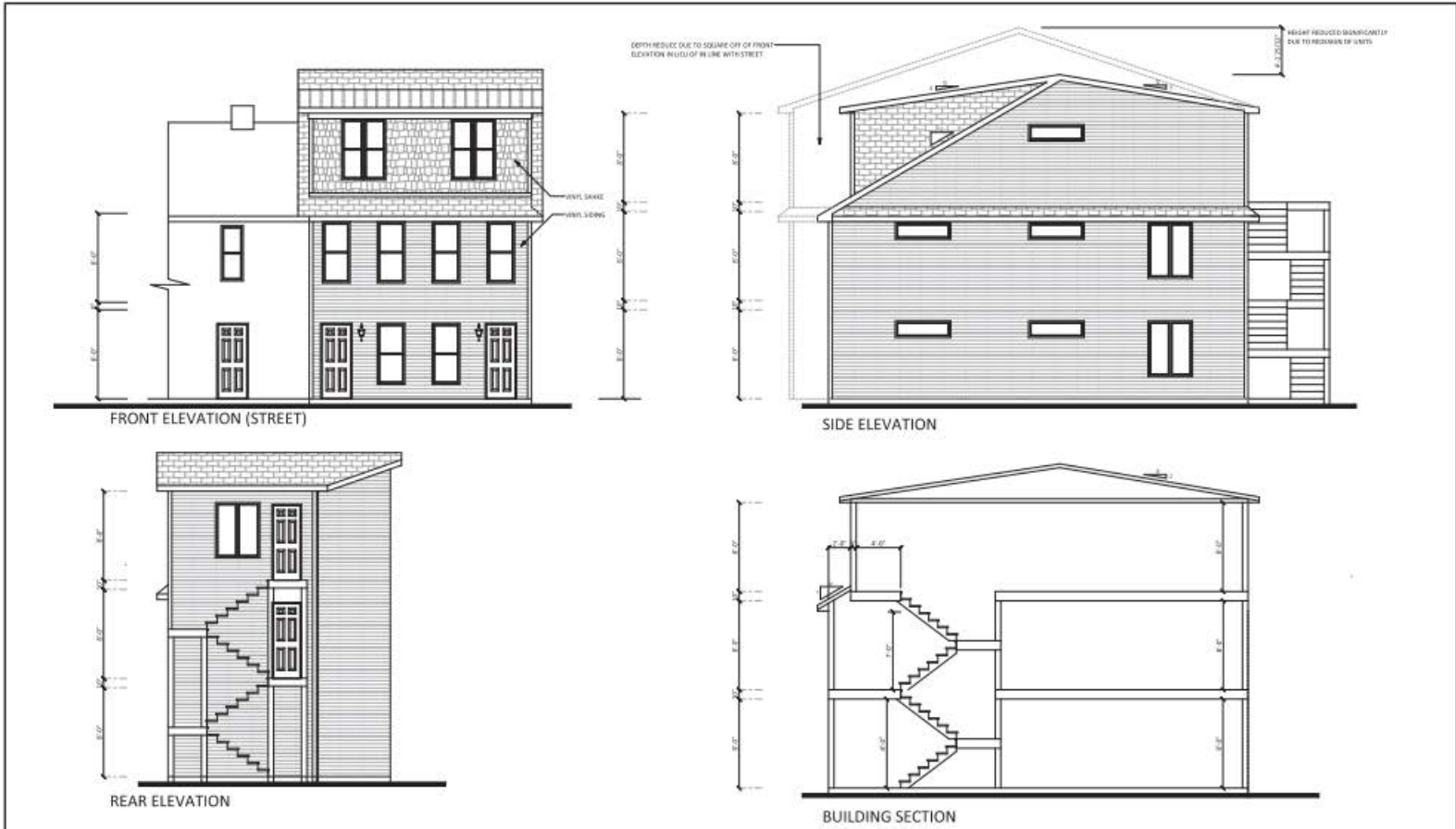
Address: 22-28 Ellice Street
File Number: D01-006-2024
Prepared On: Mar-27-2024

- 120m Public Notification Boundary
- Subject Lands
- Property Boundaries
- 136 Properties in Receipt of Notice (MPAC)

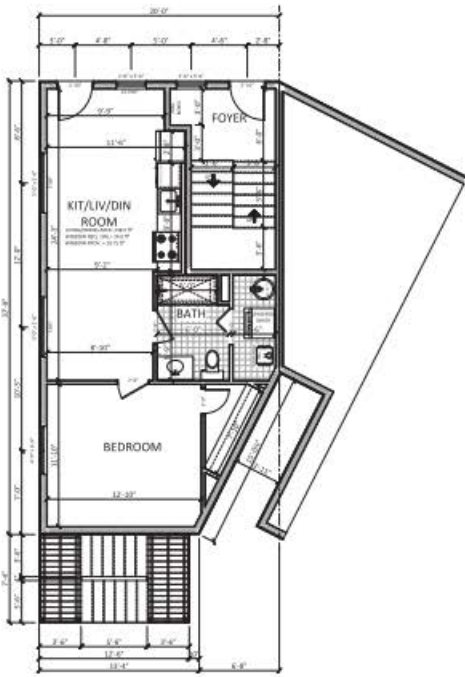


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Prepared On: Mar-27-2024

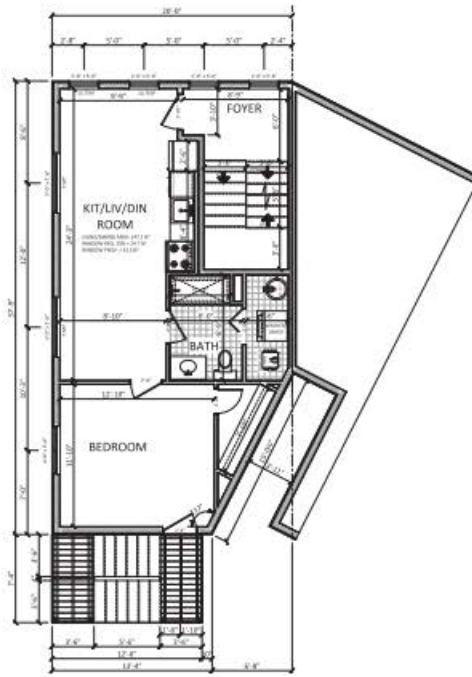
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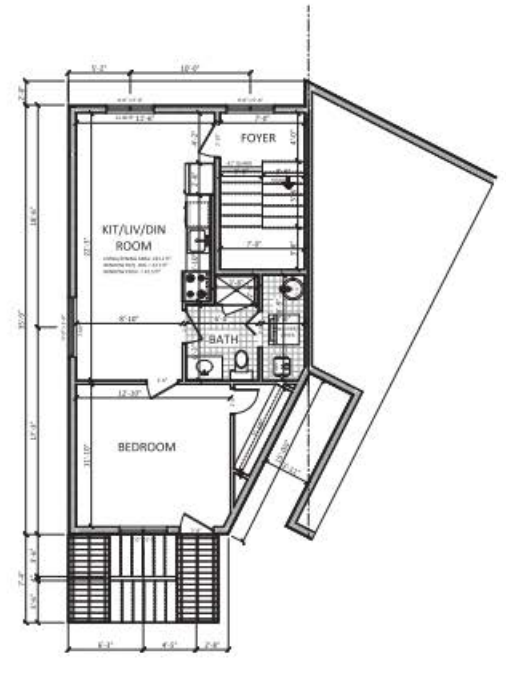
<p>THE UNDERSIGNED HAS REVIEWED AND TAKES THE RESPONSIBILITY FOR THIS DESIGN, HAS QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE BUILDING CODE TO BE A DESIGNER HMD DRAFTING & DESIGN 488-63 BCIN</p>	<p>ELEVATIONS</p> <p>THESE PLANS FOR THE BASIS FOR PERMIT ISSURANCE AND ANY DEVIATION FROM THESE 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</p>	<p>AREA 0000.0 ft²</p> <p>THIS PLAN IS DESIGNED AND IS TO BE BUILT IN ACCORDANCE WITH THE 2017 ONTARIO BUILDING CODE</p>	<p>LOCATION ELLIS STREET KINGSTON, ONTARIO</p>	<p>SCALE 1/8" = 1'-0"</p> <p>DATE NOVEMBER 20, 2023</p> <p>DRAWN BY JORDAN VAN LEUKEN</p>	<p>A2 1 of 1</p>
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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 INC. 403615
 BCPI
 DESIGNER *Jordan Van Leuken* 389990 BCIN

FLOOR PLANS
 THESE PLANS FOR THE BASIS FOR PERMIT ISSUANCE 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 ft²
 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