



Policy Review Committee Action Report
for November 22nd, 2011 held in the
Council Chambers Immediately following Council

PRESENT: Mayor LeBlanc, Deputy-Mayor Sonnenburg, Councillor Antonakos, Councillor Flynn, Councillor Probert, Councillor Black, Councillor Strike, Lisa Young, Director of Planning and Development, Duncan Rogers, Clerk

- 1) **DECLARATION OF PECUNIARY INTEREST** - now or anytime during the meeting
- 2) **REGISTRATION OF PUBLIC WISHING TO SPEAK** - with the secretary
- 3) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
- 4) **If there is an addendum, in accordance with Section 15.2.4 (of Striking Report) does the committee wish to approve this addendum?**

The following items are for information only and will not be discussed unless the Committee chooses to do so. The Chair will entertain a motion to receive and file for those items not pulled out for discussion.

122456 Received from Paul Knowles, Chief Administrative Officer
Addressed to Community Issues Committee
Date October 12th, 2011
Topic AMCTO and MMAH Intern Program

SUMMARY

AMCTO and MMAH offer an Intern Program where a graduate student works for a (or group) municipality for one year. The intern is to spend some time in each department to develop an appreciation for each area of responsibility. The cost to the municipality(s) is \$20,000. The County may be interested to partnering with a local municipality to sponsor an intern. Staff feel that an intern would be useful and could contribute as well as gain considerable experience.

UPDATE

The County has now decided not to participate in Intern Program. Mississippi Mills was asked if they were interested but they did not respond. No application, for the Intern Program, will be submitted this year.

COMMENT

For Council's Information

STAFF RECOMMENDATION

Receive and File.

COMMITTEE DECISION

Receive and File.

122511 Received from Lanark County United Way
 Addressed to Town of Carleton Place
 Date November 16th, 2011
 Topic Payroll Deductions

SUMMARY

United Way is encouraging donations by payroll deduction. Authorization forms have been posed in municipal workplaces.

COMMENT

For Council's Information.

STAFF RECOMMENDATION

Receive and file

COMMITTEE DECISION

Receive and file

TO BE DISCUSSED

122383 Received from Lisa Young, Director of Planning and Development
 Addressed to Town of Carleton Place
 Date September 13th, 2011
 Topic DP3-02-2011 – 400 Franktown Road

SUMMARY

An application has been submitted for the development of a 3 storey, 27 unit apartment building at 400 Franktown Road. The proposed building will have 3 bachelor units, 6 one bedroom units and 18 two bedroom units. Vehicle access will be from Franktown Road with the majority of the parking area to be located in the rear of the building. The garbage enclosure and additional parking will be located on the east side of the building. The main entrance of the building faces the parking area and the adjacent residential units on Knox Street. There are a total of 41 parking spaces provided. Four of which are handicapped.

The development is proposing to maintain a similar setback, massing and size of building as the neighbouring condominium development. This will allow the existing vegetation along Franktown Road to be preserved.

COMMENT

The proposal is consistent the Provincial Policy Statements and development within a settlement area and the use of existing infrastructure services. The application is consistent with Section 4.2.3.7 of the Official Plan (OP) designation being Residential and the majority of the provisions of the Development Permit (DP) designation for Residential. In order to maintain the existing streetscape setback that has been established by the neighbouring condominium project, the front yard setback needs to be altered which also impacts the landscaped open space requirement in the rear yard. The project is only deficient by one percent and the placement of the building on the lot actually allows that landscaped open space to be located in the front yard.

122383 Continued

Servicing for the property will be from an easement from Knox Street. There is a bylaw in place that deals with the financial requirements associated with the services that were installed in 1980's. In 1994, development of the property was considered and in Resolution No. 13-105-35 the Town agreed to accept a payment of \$20,000.00 for the Town to recover its cost associated with installing these services. The existing private services will be required to be removed and remediated and signed off by the approval authority. A fire hydrant will be required to be installed as part of this development and will be located at the rear of the property. These requirements will be included in the Development Permit Agreement.

The existing trees along Franktown Road have been incorporated in the landscape plan and will be preserved as part of this development. The Developer is proposing a 1.2 metre wooden privacy fence along the parking area on the east side of the development adjacent to the rear yards of the properties on Alexander Street. The garbage enclosure is also located adjacent to this parking area. It will be required to be enclosed as per the Development Permit provisions and additional landscaping will be required around the perimeter. The building design has patio doors with ground access for the first floor and balconies for the remaining floors. A landscape detail will be required to be provided to include a patio area and some landscape screening for these areas. In addition, the existing trees in the rear of the property will be required to be retained and preserved. Additional plants will be required in order to create a vegetated buffer between the existing residential rear yards and the parking area. This will need to be addressed on the landscape plan as well as on the grading and drainage plan.

The proposed light standards detail will be required to be provided prior to final approval of the site and landscape plan. The exterior finish of the building is brick with architectural details such as quoins and soldier courses. The sections of the building where the balconies are located are projected in order to enhance the design of the building. The finishing products have not yet been provided.

There are 41 parking spaces provided on site which allows for visitor parking and the required provisions indicated in the Development Permit Bylaw. A hammerhead will need to be incorporated in the parking lot design and the sidewalk will be required to be extended. There are limited areas for snow storage on the site which will require the snow to be removed and not stored on site. These provisions will be included in the agreement.

The site is not of a sufficient size to be able to provide an adequate park and there is an existing park in the neighbouring subdivision. The applicant will be required to pay 5% cash in lieu of parkland.

UPDATE 1

Committee requested clarification on the following issues:

- location of fire hydrant
- adequate snow storage
- number of handicapped parking spaces
- parkland dedication
- reinstate neighbouring property after installation of services
- fence on rear and west property line (sound barrier?)

These issues have been identified to the applicant however, revisions have not yet been provided.

122383 Continued

UPDATE 2

The applicant has submitted revised drawings to reflect the changes discussed at the previous Committee meeting. Staff have reviewed the location of the proposed fire hydrant and are satisfied with the proposed location. The location of the parking area has been adjusted to increase the setback from the rear lot line to the parking area. The applicant is proposing three accessible units and is providing four handicapped parking spaces adjacent to the main access to the building. This exceeds the requirement and provides 1.25 spaces per accessible unit. There is an existing community park at the intersection of Alexander Street and Knox Street. Cash in lieu of parkland will allow existing parks to be improved.

The Development Agreement will state that the snow will be required to be removed and not permitted to be stored permanently on site. It will also incorporate a clause that indicates that the neighbouring properties will be reinstated following the installation of services. A 1.8 m privacy fence has been proposed to be incorporated along the entire perimeter of the property.

The attached petition has been submitted from neighbouring residents. The following items have been requested to be addressed:

- 1) ***The ownership of the residential units (condominium or rental).*** The Municipality has no legislation or regulation related to the ownership of the units. The property is designated Residential in the Development Permit By-law and generally meets the provisions for an apartment building.
- 2) ***Request of a sound barrier fence between existing units.*** A sound barrier fence is used along arterial and collector roads and is not required between various densities of residential units.
- 3) ***Allocating money to existing park and request that this percentage is based on after construction value.*** Cash in lieu of parkland is based on the Planning Act requirements and budget items are approved by Council.
- 4) ***Front of building and main entrance should face Franktown Road.*** The orientation of the building contributes to the function of the site.
- 5) ***A garden shed should not be a substitute for the area for the dumpster that should be fenced.*** The area for the garbage is required to be enclosed and shielded from view by fencing walls or shrubbery at least 1.5 metres in height around the perimeter.
- 6) ***That the fire hydrant be placed at the front of the building.*** Staff are satisfied with the placement of the fire hydrant.
- 7) ***That sidewalks should be completed on both sides of Franktown Road and that a turning lane and increased signage and reduced speeds be posted.*** The traffic volumes do not warrant a turning lane and staff are investigating pedestrian and vehicular movements on Franktown Road.
- 8) ***Excess snow should be removed from site.*** Staff will include a clause in the Development Permit Agreement related to snow removal

The residents have been contacted informing them that this item would be on the November 22nd agenda.

STAFF RECOMMENDATION

That staff are authorized to prepare and execute the Development Permit Agreement.

122383 Continued

COMMITTEE DECISION

That staff are authorized to prepare and execute the Development Permit Agreement with the following conditions:

1. That the garbage be enclosed in a brick structure that matches the main building;
2. That a 2.4 metres high fence be erected along the perimeter of the property;
3. That a clause be included to indicate that snow will be required to be removed and not permitted to be stored permanently on site; and
4. That the landscape plan include additional trees along the perimeter of the property as well as along the amenity areas of the building.

122512 Received from Carleton Place & District Memorial Hospital Auxiliary
Addressed to Town of Carleton Place
Date November 16th, 2011
Topic Bowlathon

SUMMARY

Hospital Auxiliary Bowlathon is seeking teams of up to 5 members to bowl from noon to 8:00 p.m. on Sunday January 29th, 2012.

STAFF RECOMMENDATION

THAT those available participate.

COMMITTEE DECISION

THAT a Town team be entered into the Bowlathon. Receive and file.

122513 Received from Paul Knowles, Chief Administrative Officer
Addressed to Policy Review Committee
Date November 16th, 2011
Topic Striking Committee Report - 123rd Council

SUMMARY

A draft of the next Striking Committee Report is attached. The Clerk is advertising for Community volunteers. Appointments to various Committees will be discussed at the December 13th, 2011 meeting.

STAFF RECOMMENDATION

THAT any proposed changes to the body of the Striking Committee Report be forwarded to the Clerk.

COMMITTEE DECISION

Bring forward