



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: Frontenac Property Management

Applicant (if Owner is not the Applicant): Mr. Justin Armitage

Site Characteristics

Site address: 93 Division Street

Site area: 320 m²

Description of existing use and buildings on site (height, floor area, units, bedrooms, parking spaces, setbacks, etc): The site is currently developed with two-and-a-half-storey semi-detached dwelling. Pedestrian access to the site is provided from Division Street, while vehicular access to the sites parking is provided from William Street. The site includes a gravel driveway and two tandem parking spaces accessed from William Street, along with a rear porch.

Official Plan designation: Residential

Zoning by-law (zone and other relevant schedules and overlays): The site is currently zoned Urban Residential Zone 5 (UR5) Zone in the Kingston Zoning By-law 2022-62

Existing number of trees: 4

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): N/A

Description of Surrounding Uses and Buildings

East: Residential

West: Residential

North: Residential

South: Residential

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 proposal seeks to build an addition along the southern portion of the existing semi-detached dwelling located at 93 Division Street. The addition will have the effect of converting the existing semi-detached dwelling to a townhouse as the addition will be located on a new lot which is to be created by a common party wall severance. The new lot will be developed with a three-storey townhouse dwelling containing a total of eight (8) bedrooms. Pedestrian access to the new dwelling will be provided from Division Street, while vehicular access will be provided from William Street. A total of two (2) parking spaces are proposed on the severed lot, while both the severed and retained lot will contain one long-term bicycle parking space in their respective rear yard. The new parking spaces will be provided as two standard parking spaces as opposed to existing tandem parking on the site. Pedestrian access from both the retained and severed lots to the new parking area will be provided by a new walkway and associated reciprocal access easement located at the rear of the site.

Type of Application: Zoning By-law Amendment + Consent

Proposed use: Residential – Townhouse

Proposed number and type of residential units and bedrooms (if residential):

The proposed development will contain 2 dwelling units (one on the severed lot and one on the retained lot) with a total of 13 bedrooms (five on the severed lot and 8 on the retained lot).

Proposed gross floor area (of each use): Residential GFA: ~ 496 m² (258 m² existing – 238 m² proposed)

Proposed height: 3 storeys (new development) – 2 storeys (existing building on retained lot)

Proposed setbacks (severed):

Front: 0.8 m

Interior: 0 m

Exterior: 3.2 m

Rear: N/A

Proposed setbacks (retained):

Front: 0.8 m

Interior: 0 m

Exterior: N/A

Rear: N/A

Proposed number of vehicular parking spaces (include breakdown of occupant, visitor, car-share, accessible, etc): A total of two (2) parking spaces are proposed in a reconfigured paved parking area at the southeastern corner of the severed lot.

Proposed number of bicycle parking spaces: 2 (one on the severed lot and one on the retained lot).

Proposed landscaped open space: ~51% severed lot - >30% retained lot

Proposed amenity area (if residential): To comply.

Proposed number of trees to be planted: To be determined through technical review.

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 addition represents a medium density residential development, however the retained lot following the consent will result in the existing dwelling at 93 Division Street in having a density of 80 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. 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.

It is noted that a City-initiated Official Plan and Zoning By-law Amendment, titled Housing and Administrative Amendments, have been proposed to simplify policies relating to residential density in the Official Plan and to address inconsistencies, and permit the intended built form on the proposed severed lot. The amendment (D0-002-2024) is not anticipated to be in effect prior to full submission of the proposed applications.

The proposed development will intensify the site through infill with a built form that is compatible with the surrounding neighbourhood. The site is designated Residential and residential land uses are permitted in the Housing District. The proposed development will require a zoning by-law amendment to establish appropriate performance standards and permit the intended built form. The predominant zone on the residential lands surrounding the site is the Urban Residential 5 (UR5) Zone. The development will comply with the provisions of the UR5 Zone, as amended. The proposed development is anticipated to be compatible with the surrounding residential neighbourhood. The proposed built form is intended to reflect and respect the established characteristics of the surrounding area.

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.

The proposed development is in keeping with both the established and permitted density, heights and massing, and landscaping expectations of the surrounding area. The development is intended to provide a built form that is complementary to the surrounding stable neighbourhood, with little impact on shadowing, privacy, light pollution, or safety and functionality of traffic.

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 Stage 1-2 Archaeological Assessment was conducted. Based on the findings in this assessment, no further archaeological study is required.

Description of amendment(s) required to the Zoning By-law: The site is regulated by the City of Kingston Zoning By-law 2022-62 and is zoned Urban Residential 5 (UR5) Zone. A zoning by-law amendment is required to establish a site-specific exception overlay to permit the proposed residential built form and to establish performance standards on the proposed severed parcel which addresses minimum lot area, minimum interior yard setback, minimum aggregate interior setback, minimum sight triangle, and allows a townhouse as permitted use. A site-specific exception is also required on the proposed retained lot to address site deficiencies resulting from the proposed severance which addresses minimum lot area, minimum lot frontage, minimum interior yard setback, minimum aggregate interior setback, and allows a townhouse as permitted use.

Other information that would be valuable for a Community Meeting: Please refer to the Planning Brief submitted with this application for further details of the proposed development, including a summary of all supporting studies, the applicable Provincial Policy Statement and Kingston Official Plan policies, and a zoning table that provides a review of the development against the Kingston Zoning By-law 2022-62.

List of Drawings/Studies Submitted

- Conceptual Site Plan;
- Floor Plans and Architectural Elevations;
- Grading and Servicing Plan;
- Serviceability and Stormwater Management Report;
- Sight Triangle and Driveway Review;
- Stage 1-2 Archaeological Assessment;
- Noise Impact Study; and
- Enhanced Pre-application Planning Letter.

Community Meeting Form Prepared by: Tyler Hamilton, MCIP RPP (Co-Applicant)

Date: April 19th, 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 (93 Division Street) and EX-2 (XX Division 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) 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 125 square metres;
 - (ii) The minimum **lot frontage** is 5.8 metres;
 - (iii) The minimum **interior setback** is 0 metres; and

(iv) The minimum aggregate of **interior setback** is 0 metres.”

“**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 195 square metres;

(ii) The minimum **interior setback** is 0 metres;

(iii) The minimum aggregate of **interior setback** is 0 metres; and

(c) The minimum **sight triangle** dimension is 4.5 metres by 4.5 metres.”

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

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

Address: 93 Division Street
File Number: D01-009-2024

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

Certificate of Authentication

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

Mayor Clerk



Prepared By: cbarratt
Date: May-29-2024



Planning Committee

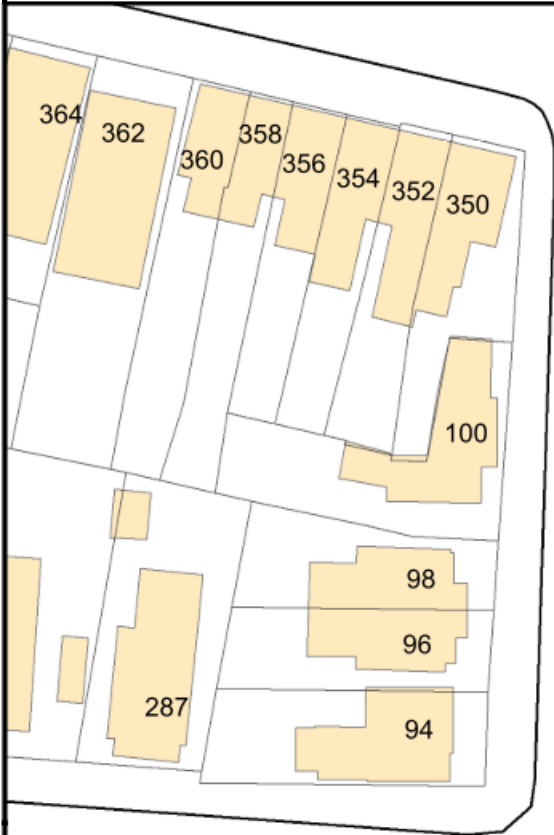
Key Map

Address: 93 Division Street

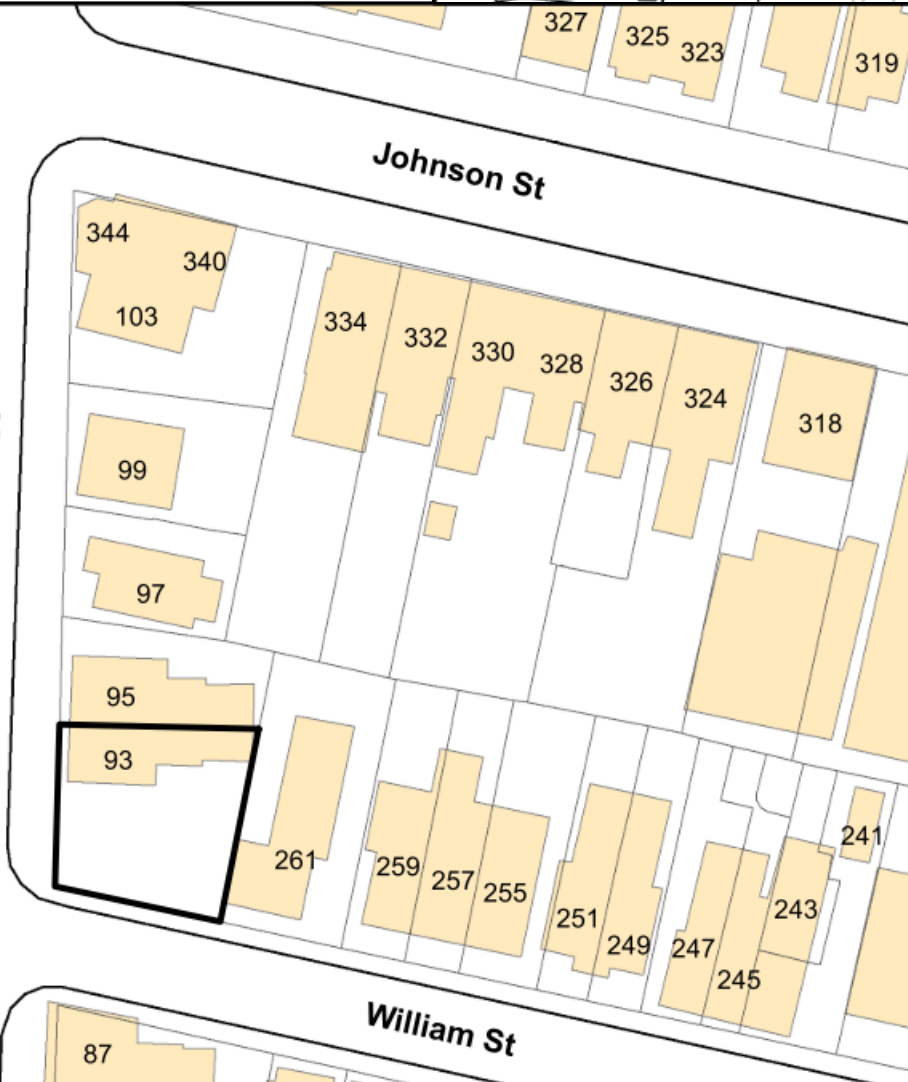
File Number: D01-009-2024

Prepared On: May-27-2024

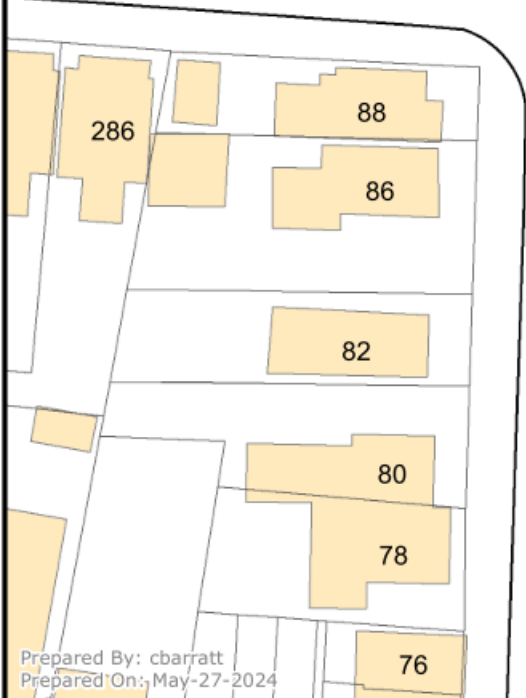
Subject Lands



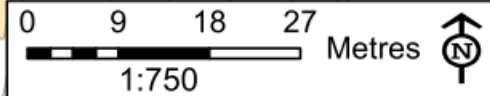
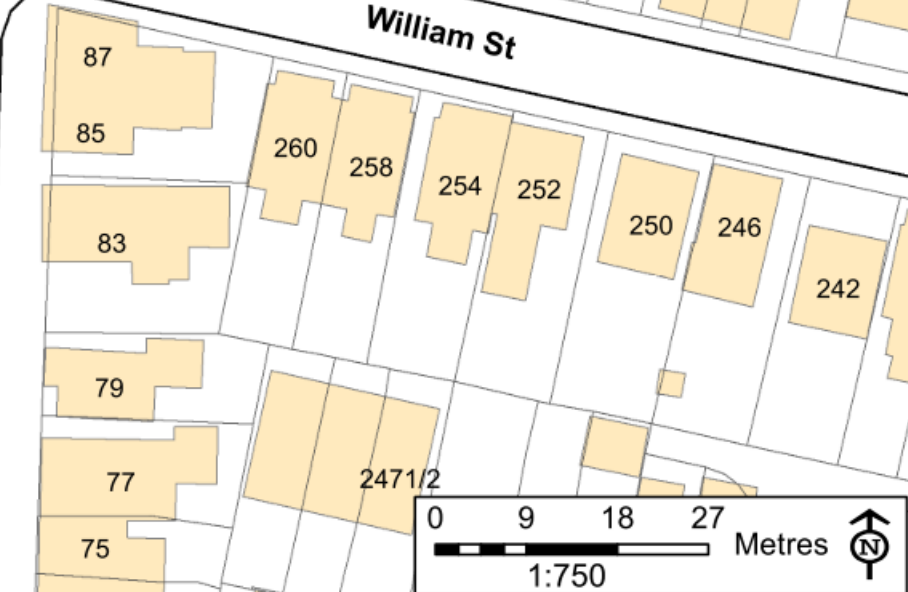
Division St



Johnson St



William St



Prepared By: cbarratt
Prepared On: May-27-2024



Planning Committee
Neighbourhood Context

Address: 93 Division Street
File Number: D01-009-2024
Prepared On: May-27-2024

- Subject Lands
- Property Boundaries
- Proposed Parcels



Prepared By: cbaratt
Prepared On: May-27-2024



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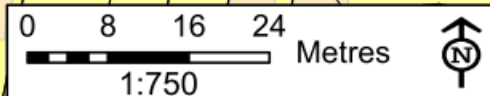
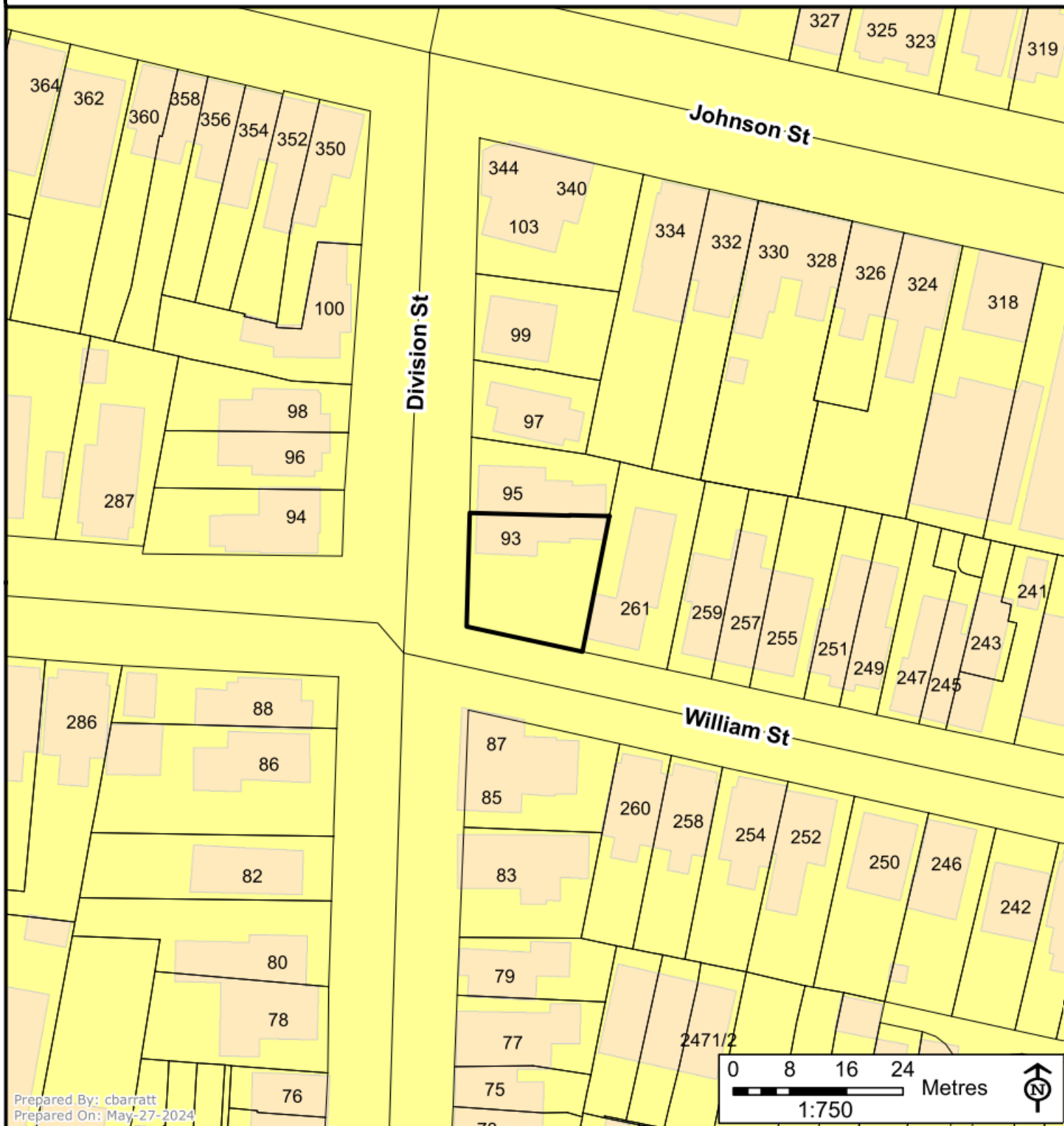


Planning Services

Planning Committee Official Plan, Existing Land Use

Address: 93 Division Street
File Number: D01-009-2024
Prepared On: May-27-2024

-  Subject Lands
-  RESIDENTIAL



Prepared By: cbarratt
Prepared On: May-27-2024

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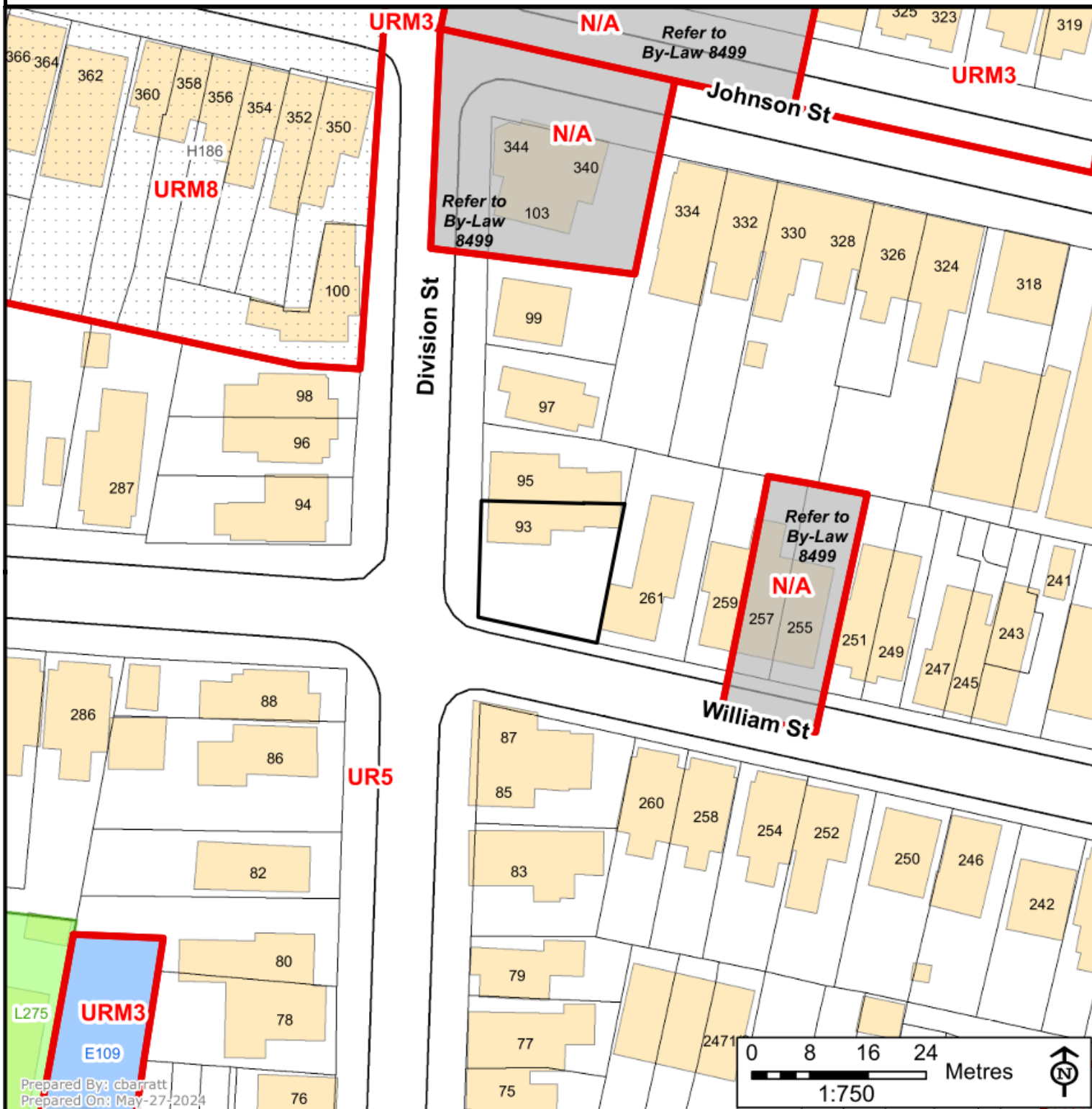


Planning Committee
Kingston Zoning By-Law 2022-62

Planning Services

Address: 93 Division Street
File Number: D01-009-2024
Prepared On: May-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)



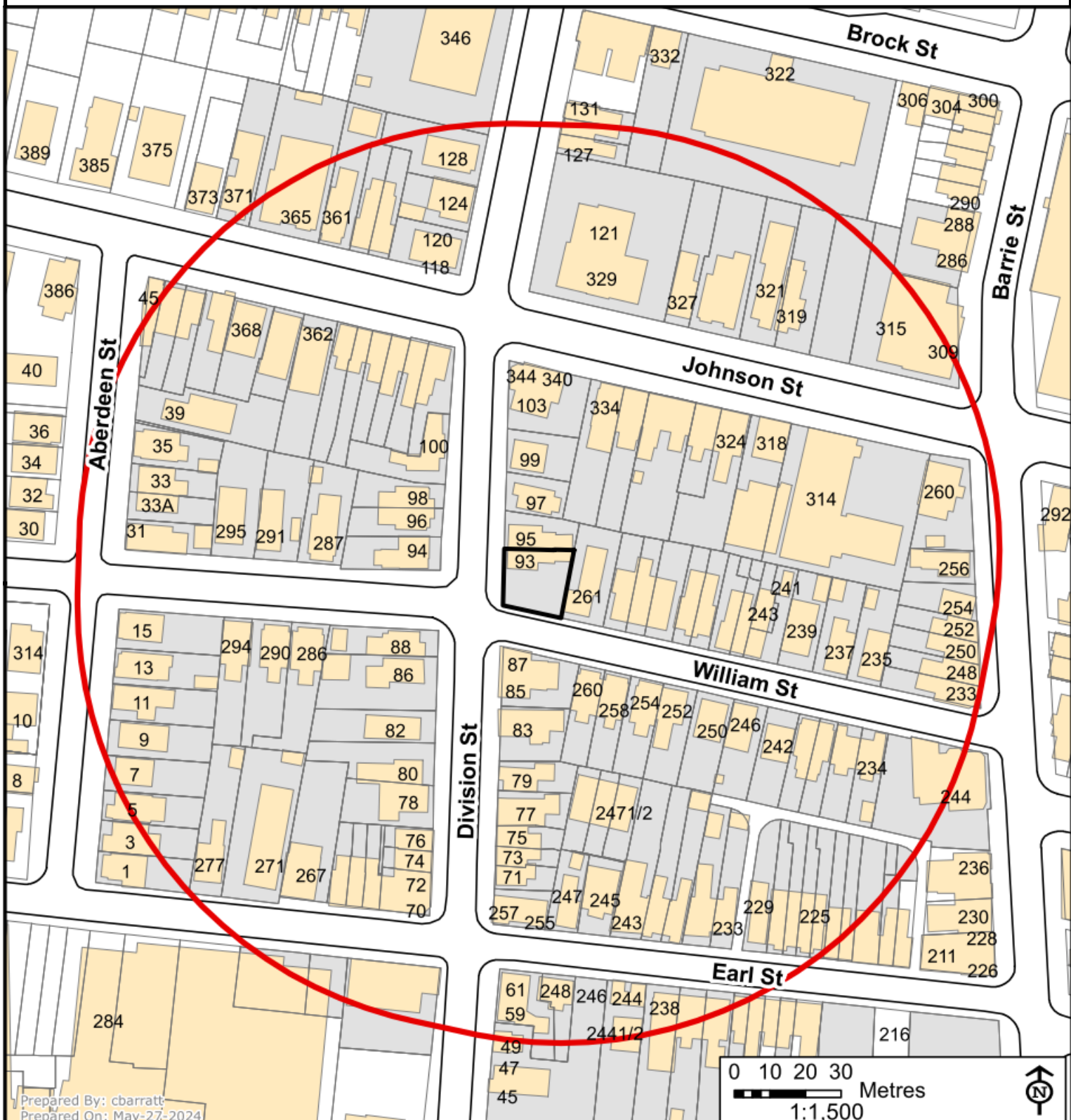
Prepared By: cbarratt
Prepared On: May-27-2024



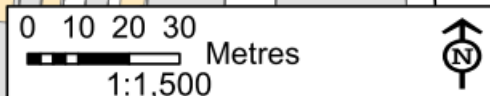
Planning Committee Public Notice Notification Map

Address: 93 Division Street
File Number: D01-009-2024
Prepared On: May-27-2024

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



Prepared By: cbarratt
Prepared On: May-27-2024



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93 DIVISION ST
Concept Plan



DEVELOPMENT STATISTICS

RETAINED SITE AREA:	125 m ²
SEVERED SITE AREA:	166 m ²
TOTAL SITE AREA:	330 m ²
PROPOSED BUILDING FOOTPRINT	
BUILDING FOOTPRINT:	88 m ²
BUILDING QFA (PROPOSED):	238 m ²
PROPOSED LOT	
LOT FRONTAGE:	10.7 m
LOT COVERAGE:	38%
LANDSCAPE AREA:	89 m ² (31%)
SETBACKS REQUIRED:	
FRONT YARD:	0.9 m
INTERNAL SIDE YARD (NORTH):	0.0 m
EXTERNAL SIDE YARD (SOUTH):	3.2 m
REAR YARD:	7.5 m

- NOTES**
1. Parking Space 2.0m x 5.0m, Bike Space 1.8m x 0.6m.
 2. Parking Space for 93 Division (Retained), accessed via the severed lot, subject to required easement(s). See proposed reciprocal access easement.
 3. Total building QFA (gross) includes basement, plus three levels above: Basement - 88 m², Level 1 - 88 m², Level 2 - 88 m², Level 3 - 88 m².
 4. The base plan lot lines, existing roads and surrounding areas is based on provided KMMAPs and aerial images. The site area and all dimensions to be confirmed.

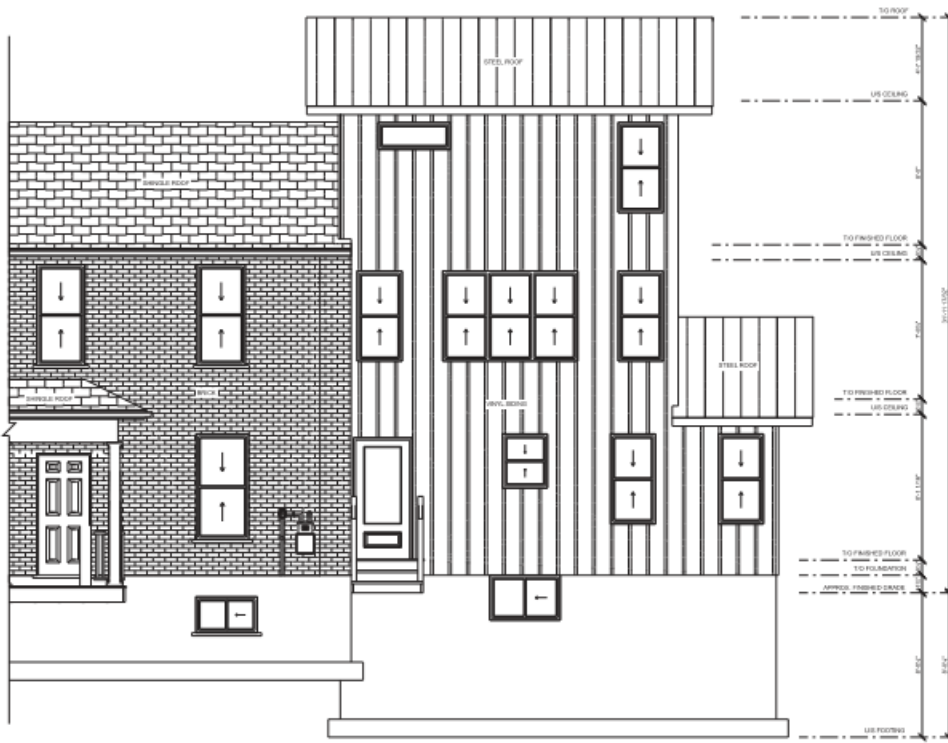
NO.	REVISION	DATE	BY

CLIENT
FRONTENAC PROPERTY MGMT

FOTENN
Planning + Design

OTTAWA: 385 Cooper Street, Suite 300, Ottawa, ON K2P 2H1, 613-238-1100, www.fotenn.com
 KINGSVILLE: 4 Catherine St., Kingsville, ON N0X 1G7, 519-242-2424
 TORONTO: 214 Spadina Ave., Suite 204, Toronto, ON M5T 2C2, 416-763-0820

P1



FRONT ELEVATION FOR PLANNING APPLICATION

HOUSE OF THREE
LISA HENDERSON, M.A.M.T., C.B.C.D.
3800 HOLMES RD.
INVERARY, ON, N0H 1X0
PHONE: 519-261-1111
EMAIL: info@houseofthree.ca
WEB: www.houseofthree.ca
INDIVIDUAL BCN: 10044

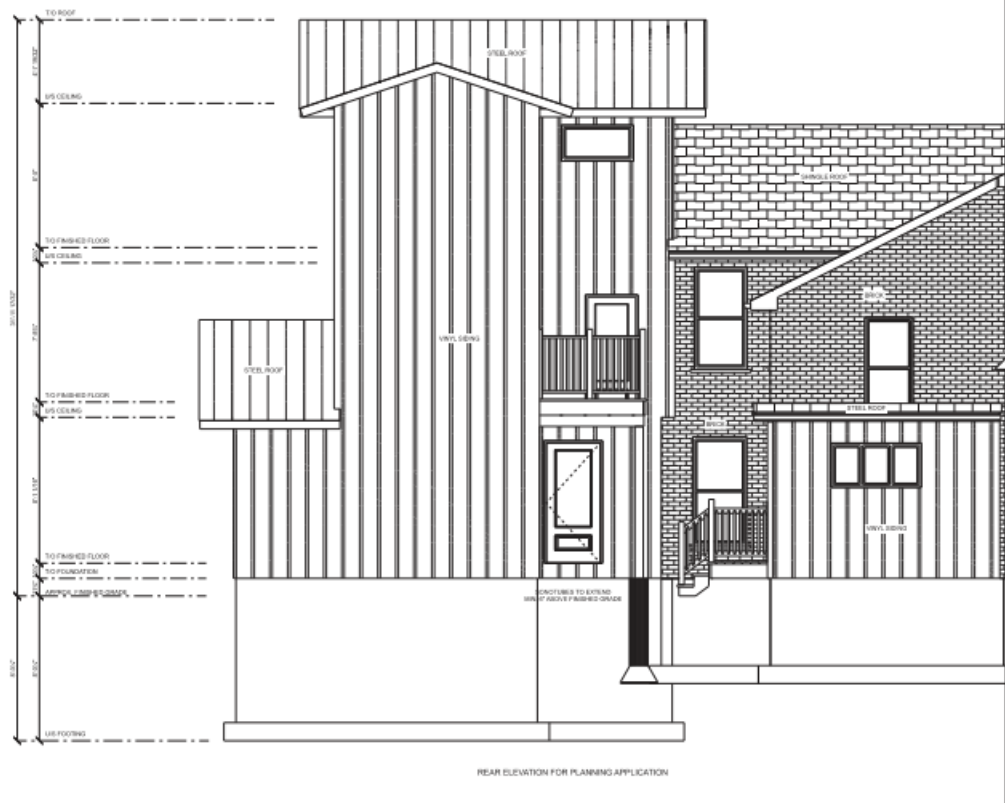
HOUSE OF THREE ARCHITECTURE
1100 UNIVERSITY AVE. SUITE 100
TORONTO, ONT. M5G 1R7
PHONE: 416-929-1111
EMAIL: info@houseofthree.ca
WWW: www.houseofthree.ca

DATE: 06/12/2024
SCALE: 1/8" = 1'-0"
DRAWN BY: LISA HENDERSON

PROJECT: LISA HENDERSON
SHEET: 001

HOUSE OF THREE ARCHITECTURE
1100 UNIVERSITY AVE. SUITE 100
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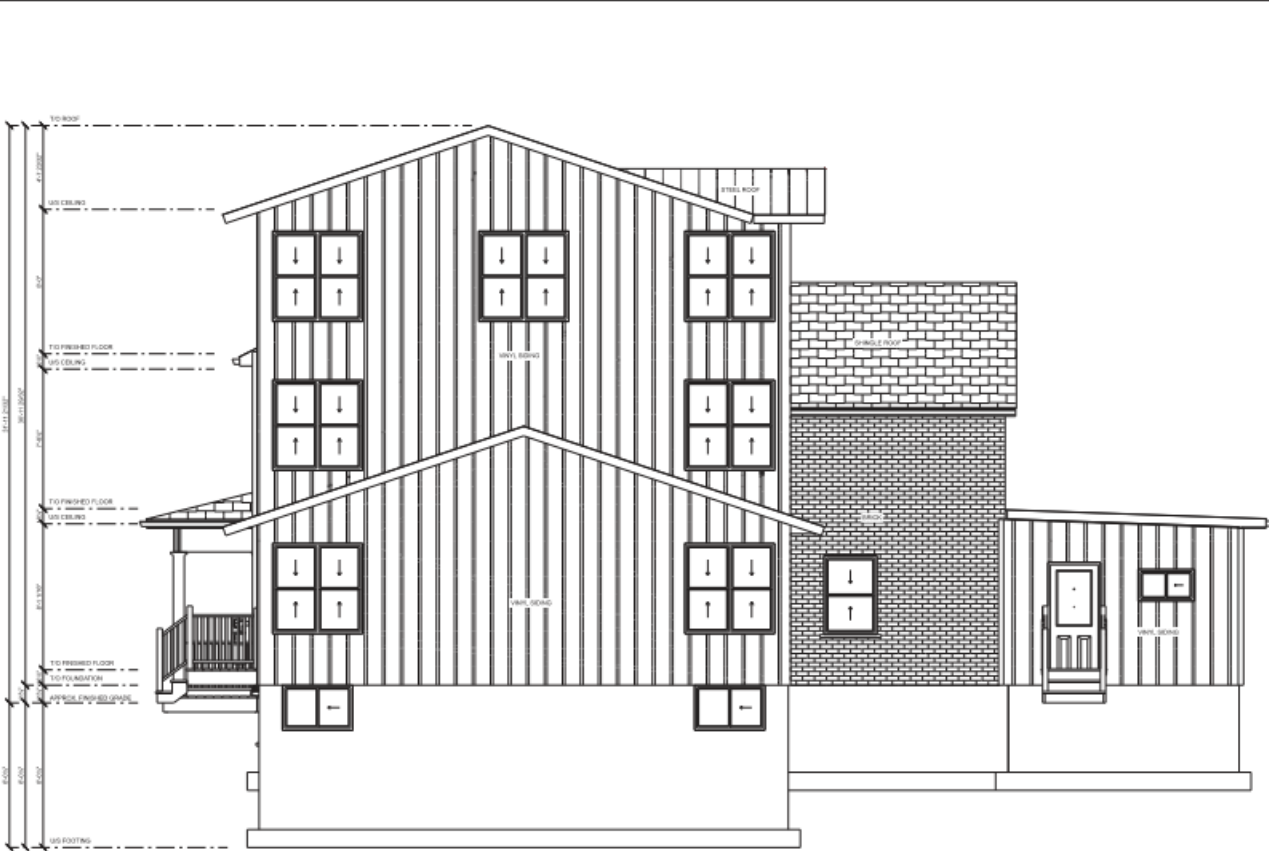
STATE OF OHIO
 DEPARTMENT OF AGRICULTURE
 16700 EAST AVENUE, COLUMBUS, OHIO 43240-2096
 COUNTY OF WASHINGTON, 10000
 MARIETTA, OHIO 45750
 COUNTY OF WASHINGTON, 10000
 MARIETTA, OHIO 45750

L. Henderson

DESIGNER	L. HENDERSON
DATE	05/11/2024
PROJECT	REAR ELEVATION
SCALE	1/4" = 1'-0"
PLANNING	INVENTORY
ADDRESS	3800 HOLMES RD. INVENTORY, OH 45750
APPROVAL	90. FT

HOUSE OF THISE
 LISA HENDERSON, M.A.S., CIBC
 3800 HOLMES RD.
 INVENTORY, OH 45750
 TEL: 614.398.2300
 FAX: 614.398.2300
 EMAIL: lh@houseofthise.com
 WWW: www.houseofthise.com
 FIRM BCIN: 1227168
 INDIVIDUAL BCIN: 1804





RIGHT ELEVATION FOR PLANNING APPLICATION

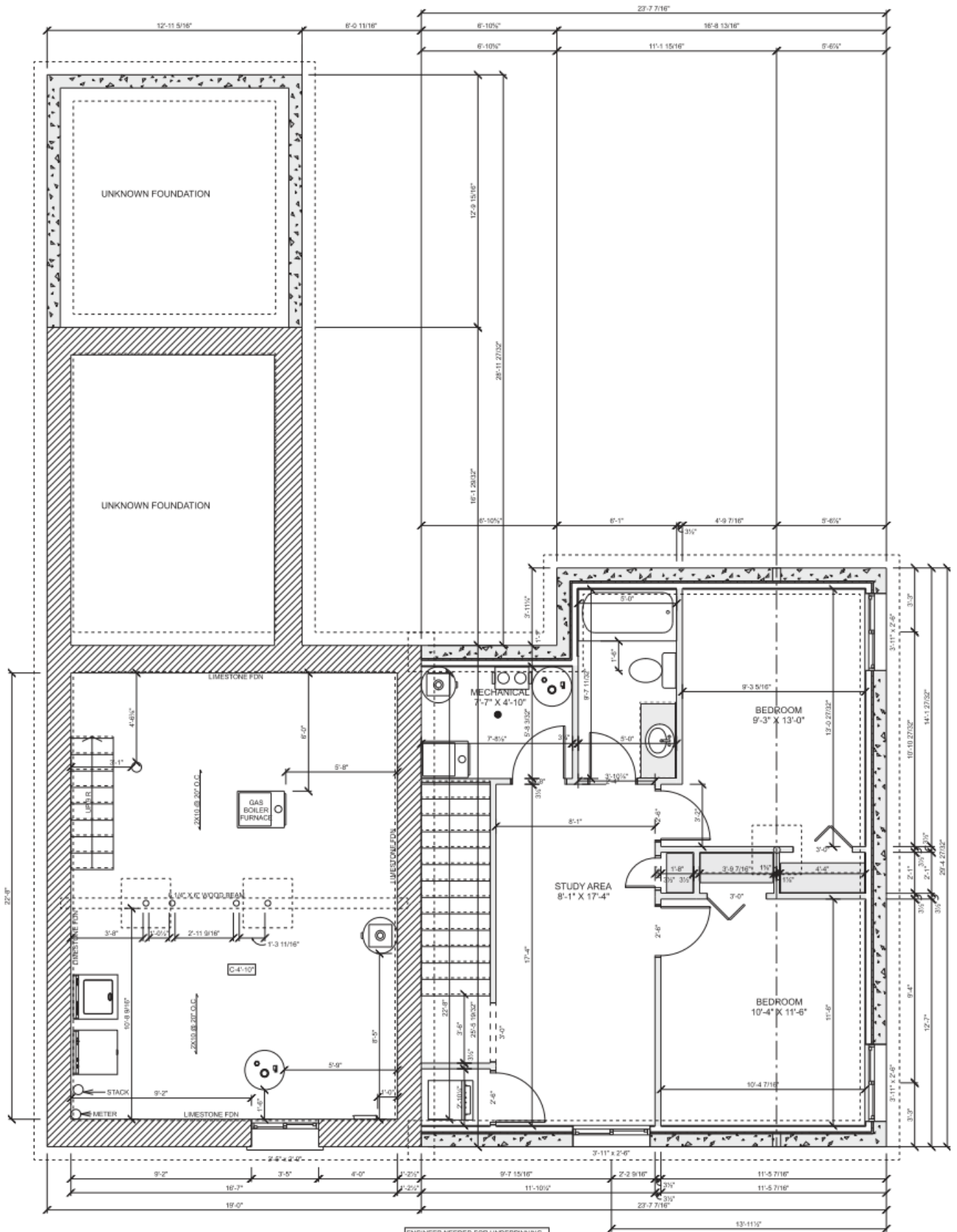
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 LISA HENDERSON, ARCHITECT
 HOUSES OF THOSE ARCHITECTS, INC.
 10000 N. STATE ST., SUITE 100
 INDIANAPOLIS, IN 46240

DESIGNER:	L. HENDERSON
DATE:	10/24
PROJECT NAME:	30 BRIDGEMAN DR., INDIANAPOLIS, IN
SCALE:	1/8" = 1'-0"
DATE:	10/24/2024
PROJECT:	80' FT

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 INDIANAPOLIS, IN 46240
 INDIANAPOLIS, IN 46240





ENGINEER NEEDED FOR UNDERPINNING OF FOUNDATION OR FOUNDATION TO BE STEPPED UP APPROX. 3'-2" FROM TOP OF EXISTING TO TOP OF NEW FOUNDATION

