

# City of Kingston Report to Committee of Adjustment Report Number COA-25-026

To: Chair and Members of the Committee of Adjustment

From: Victoria McCutcheon, Planner

Date of Meeting: March 24, 2025

Application for: Minor Variance and Permission

File Number: D13-001-2025

Address: 1037 Montreal Street

District: District 7- Kingscourt-Rideau

Owner/Applicant: Hughson Development Corporation

#### **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 variance and permission for the property located at 1037 Montreal Street.

The purpose of the application is to legalize an existing third-storey balcony which exceeds the minimum interior setbacks and maximum horizontal projection requirements. The balcony is 3.66 metres wide and 2.44 metres deep. A permission application is required to permit the expansion of the third-storey balcony at legal non-complying interior setbacks. The minor variance is requested to permit the third-storey balcony to exceed the maximum permitted horizontal projection.

The requested permission is desirable for appropriate development of the subject property and will not result in undue adverse impacts on the surrounding properties and neighbourhood. Therefore, it is recommended that this application for permission under Section 45(2)(a)(i) of the *Planning Act* be approved. The requested minor variance is consistent with the general purpose

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

#### Recommendation:

**That** the application for permission, File Number D13-001-2025, for the property located at 1037 Montreal Street to expand a legal non-complying balcony, be **Approved**; and,

**That** the application for minor variance, File Number D13-001-2025, for the property located at 1037 Montreal Street to exceed the maximum permitted horizontal balcony projection, be approved, as described below:

#### Variance Number 1: Balconies- Maximum Horizontal Projection from Main Wall

By-Law Number 2022-62: 4.20.2.1
Requirement: 2.0 metres
Proposed: 2.44 metres
Variance Requested: 0.44 metres

**That** approval of the application be subject to the conditions attached as Exhibit A (Recommended Conditions) to Report Number COA-25-026.

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**Authorizing Signatures:** 

ORIGINAL SIGNED BY PLANNER

Victoria McCutcheon, Planner

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

Tim Park, Director, Planning Services Malcolm Norwood, Supervisor, Development Approvals

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#### **Options/Discussion:**

On January 9, 2025, a permission and minor variance application was submitted by the owner and applicant, Hughson Development Corporation, with respect to the property located at 1037 Montreal Street.

The property is located within Site Specific Policy Area 5. The Official Plan recognizes a development framework for Area 5. As per Section 3.17.5 of the Official Plan, an amendment to the Official Plan, the zoning by-law or a new site plan application is proposed for this site, the policies of Section 3.17.4 must be addressed prior to the approval of any application or issuance of any Building Permit. As the current application involves a minor variance and does not include an OPA, ZBA, or SPC application, this would not be applicable to the proposed development.

As per Section 4.20.2.2 of the Kingston Zoning By-Law, balconies that project from the main wall of a semi-detached house must comply with the setback provisions that apply to decks greater than 1.2 metres in height. As per Section 4.20.4, decks greater than 1.2 metres in height must comply with the zone provision. The URM4 zone requires a minimum interior setback of 3.0 metres for two-storey structures and 4.2 metres for three-storey structures.

The Kingston Zoning By-Law indicates that any portion of a building partly below ground is deemed a storey where any part of its ceiling is 1.0 metres or more above finished grade. The existing building has been constructed on a slope and would be considered to have three stories at the rear of the property and two stories at the front of the property. As such, the 4.2 metre interior setback requirement would apply to the third-storey balcony.

The purpose of the permission application is to permit an enlargement of the existing third-storey balcony at a legal non-complying interior setback. Based on MPAC records and aerial imagery, the existing semi-detached dwelling was constructed in 1999. At the time of construction, the property would have been zoned B1 under the former 8499 Zoning By-Law which did not recognize the basement as an additional storey. As such, the required interior setbacks at the time of construction would have been 3.0 metres for a two-storey building. The required interior setback for the balconies would have been 1.2 metres on the northern side and 0.3 metres on the southern side with the common party wall. As the existing dwelling and accompanying balconies have legal non-complying interior setbacks, a permission application is required to facilitate an expansion or enlargement at the previously established setback.

The new second storey balcony matches the footprint of the former balcony and, as such, a permission application is not required. The new third storey balcony has been enlarged beyond its previous setbacks and horizontal projection and, as such, requires relief. The purpose of the minor variance application is to permit an increased horizontal projection for a third-storey balcony. The horizontal projection of the previous third-storey balcony was compliant with the zoning by-law. As such, increasing the horizontal projection beyond the maximum 2.0 metres permitted in the zoning by-law requires relief through a minor variance application.

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

- Construction Drawings (Exhibit F)
- Plot Plan

All submission materials are available online through the Development and Services Hub (DASH) at the following link, <u>DASH</u>, 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 on the east side of Montreal Street within the Urban Boundary (Exhibit B – Key Map). The property abuts single and semi-detached houses to the north, south, and west and a Development Reserve area to the east (Exhibit C – Neighbourhood Context Map). The subject property has been developed with a three-storey semi-detached house with balconies on the second and third storey.

The subject property is designated Residential in the Official Plan and is subject to Site Specific Policy Number 5 (Exhibit D – Official Plan Map). The property is zoned Urban Multi-Residential 4 (URM4) in Kingston Zoning By-Law Number 2022-62 (Exhibit E – Zoning By-Law Map).

#### **Provincial Planning Statement**

The Provincial Planning Statement (the 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 such, the proposal conforms to and is consistent with the PPS.

#### **Permission Application**

Pursuant to Subsection 45(2)(a)(i) of the *Planning Act*, the Committee of Adjustment may permit the enlargement or extension of a legal non-complying building or structure, but no permission may be given to enlarge or extend the building or structure beyond the original limits of the land where the legal non-complying building or structure is situated. In considering whether to grant a permission pursuant to Subsection 45(2)(a)(i), the relevant test is:

## 1) Whether the application is desirable for appropriate development of the subject property

The application is desirable for the appropriate development of the subject property as it will improve the functionality of the existing dwelling by increasing the amount of private exterior amenity space available to residents and match the legally established footprint of the second-storey balcony.

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The third-storey balcony does not encroach beyond the existing interior setbacks that have been established by the existing building and second-storey balcony but rather seeks to increase the extent that the structure is located at non-complying setbacks. The balcony matches the footprint and horizontal projection of the lower second-storey balcony with an approximately 3.2 metre interior setback from the northern property line and an approximately 2.48 metre interior setback from the southern property line and shared party wall.

The neighbourhood context is appropriate for the proposed development as the residential building to the north is similarly setback from the shared lot line with the subject property, with intervening walkways and fencing between the properties, as identified in Exhibit C. The existing built form of the balconies on the subject property, combined with the real separation distances with the dwelling on the neighbouring property to the north suggest that the proposal is an appropriate balcony expansion within the northern interior setback on the subject property.

Similarly, balconies on the southern property have also been similarly setback from the common party wall. There is also existing vegetative buffering and a small portion of fencing along the common party wall to provide some privacy screening between the two properties.

## 2) Whether the application will result in undue adverse impacts on the surrounding properties and neighbourhood

The third-storey balcony will not result in any undue adverse impacts on the surrounding properties and neighbourhood. The balcony is proposed at the rear of the property and would not be visible from the street line. The proposed balcony is consistent with the footprint of the lower second-storey balcony. As described above, existing fencing and vegetative buffering, as well as similar setbacks of adjacent balconies serve to mitigate against intrusive overlook.

#### Official Plan

The subject property is designated Residential and subject to Site Specific Policy Number 5 (Exhibit D – Official Plan Map).

In certain circumstances, it may be desirable to grant the extension, enlargement, or relocation of a non-conforming use as provided by the *Planning Act*. When reviewing an application for such extension, enlargement or relocation, the Committee of Adjustment must be satisfied that the legal non-conforming use continued to the date of the application to the Committee, and that the application would not extend such use beyond the area and site owned or used on the day of passage of the implementing zoning by-law. In addition, the Committee of Adjustment may have regard to the eight criteria included in Section 9.5.13 of the Official Plan.

The proposed balcony is consistent with provincial policy and conforms with the intent of Official Plan policies. The proposed balcony expansion will improve the existing dwelling unit by providing additional private exterior amenity space that is consistent with the lower unit. Adjacent properties to the north and south have been developed with second and third-storey balconies that are similarly setback from the shared lot lines of the subject property. As such,

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the proposal is not anticipated to set an undesirable precedent for the neighbourhood nor is it anticipated to result in any negative noise, odour, or traffic impacts.

No additional servicing is required to accommodate this proposal, and no additional concerns or conditions of approval have been identified by staff through the technical review.

The requested permission to construct a third-storey balcony at a legal non-complying interior setback meets the general intent and purpose of the City of Kingston Official Plan.

#### **Zoning By-Law**

The subject property is zoned Urban Multi-Residential 4 (URM4) in Kingston Zoning By-Law Number 2022-62 (Exhibit E – Zoning By-Law Map). The balcony provisions outlined in Section 4.20 of the Kingston Zoning By-Law requires balconies that project from the main wall of a semi-detached house to comply with the setback provisions applicable to decks greater than 1.2 metres. As such, the URM4 interior setback provisions would apply to the balcony.

The URM4 zone requires an interior setback of 4.2 metres for three-storey residential buildings. The existing building and lower balcony have an interior setback of approximately 3.2 metres from the northern property line, abutting 1041 Montreal Street. The lower balcony has an interior setback of approximately 2.48 metres from the southern property line and common party wall.

The intent of the minimum interior setback provision is to mitigate against adverse impacts on adjacent properties, ensure a consistent built form along residential streets, prevent overdevelopment, and ensure adequate space to access the rear of one's property. The expanded third-storey balcony is not visible from the street line, does not seek to expand the building itself, and will not impede access to the rear yard.

Adjacent properties have been developed with second and third-storey balconies, with reduced horizontal projections for third-storey balconies. Adjacent balconies have been similarly setback from the subject property with vegetative buffering and fencing to mitigate against intrusive overlook. As such, the proposal is consistent with the intent of the Zoning By-Law.

#### **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 D – Official Plan Map).

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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 proposed increased horizontal projection will result in additional private exterior amenity space, improving the functionality of the existing unit. Adjacent properties have been similarly developed with second and third storey balconies, many of which have established reduced horizontal projections for the upper balconies. Adjacent balconies have been similarly setback from the subject property with vegetative buffering and fencing to mitigate against intrusive overlook.

The subject property is not designated under the *Ontario Heritage Act*. The property abuts 1081 Montreal Street, a listed property to the east. Heritage Staff have reviewed the application and have expressed no concerns with the proposed balcony impacting the adjacent property. The property has been identified as having composite archeological potential. As the structures have already been erected and the posts have been located in approximately the same location as the previous balcony, no assessment is required at this time.

The proposal does not involve any additional servicing and does not seek to alter the existing access to the site. The proposed balcony expansion seeks to align the third-storey balcony with the second-storey balcony without expanding beyond the footprint of the lower balcony. As such, the application will not set an undesirable precedent. A zoning amendment would not be appropriate to facilitate this minor expansion.

No additional conditions of approval have been identified by staff through the technical review process. The proposal meets the intent of the Official Plan, as the proposed balcony will not result in any negative impacts to adjacent properties or to the neighbourhood.

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

The subject property is zoned Urban Multi-Residential 4 (URM4) in Kingston Zoning By-Law Number 2022-62 (Exhibit E – Zoning By-Law Map). Balconies are permitted to be established on semi-detached houses in conformity with Section 4.20.2.

The proposal requires a variance to Section 4.20.2.1

#### Variance Number 1: Balconies- Maximum Horizontal Projection from Main Wall

By-Law Number 2022-62: 4.20.2.1
Requirement: 2.0 metres
Proposed: 2.44 metres
Variance Requested: 0.44 metres

The intent of the maximum horizontal projection provision is to prevent intrusive overlook on adjacent properties. The third-storey balcony does not extend beyond the horizontal projection established by the lower second-storey balcony and exceeds the required rear

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setback of 4.0 metres. The existing property has a lot depth of approximately 63 metres, with approximately 46.7 metres from the rear lot line to the rear wall of the existing dwelling. As adjacent balconies have also been similarly setback from shared lot lines, there is adequate space at the rear of the subject property to accommodate an increased horizontal projection without creating adverse impacts on adjacent properties.

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

The variance is considered minor as the proposal seeks to facilitate a third-storey balcony expansion that will match the footprint of the existing second-storey balcony. The proposal does not seek to expand beyond the projection established by the second-storey balcony.

### 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 as it will facilitate additional private exterior amenity space for an existing residential unit. The balcony is located at the rear of the property and is not visible from the street line. The depth of the property is large enough to accommodate an increased horizontal projection from the dwelling while ensuring an appropriate rear setback.

#### **Technical Review: Circulated Departments and Agencies**

| $\boxtimes$ | Building Services |                         |  | Services          |
|-------------|-------------------|-------------------------|--|-------------------|
| $\boxtimes$ | Forestry          | □ Utilities Kingston    | □ Real Estat   | е                 |
|             | Fire & Rescue     |                         | ⊠ Environme  | ent Division      |
|             | Solid Waste       | □ Parks Development     |  | National Railways |
|             | Housing           | ☐ District Councillor   | ☐ Ministry of  | Transportation    |
|             | KEDCO             | ☐ Municipal Drainage    | □ Parks of the | ne St. Lawrence   |
| $\boxtimes$ | CRCA              | ☐ KFL&A Health Unit     | ☐ Trans Nor  | thern Pipelines   |
|             | Parks Canada      | ☐ Eastern Ontario Power | ☐ CFB Kings  | ston              |
|             | Hydro One         | ☐ Enbridge Pipelines    | ☐ TransCan   | ada Pipelines     |
|             | 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.

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

The requested permission is desirable for appropriate development of the subject property and will not result in undue adverse impacts on the surrounding properties and neighbourhood. Therefore, it is recommended that this application for permission under Section 45(2)(a)(i) of the *Planning Act* be approved, subject to the proposed conditions.

Approval of this application will legalize the existing third-storey balcony.

#### **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:

#### **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 March 24, 2025. 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 10 days in

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advance of the meeting. In addition, notices were sent by mail to a total number of 32 property owners (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 H – Public 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:

Malcolm Norwood, Supervisor, Development Approvals, 613-546-4291 extension 3262

Victoria McCutcheon, Planner, 613-546-4291 extension 3237

#### Other City of Kingston Staff Consulted:

None

#### **Exhibits Attached:**

Exhibit A Recommended Conditions

Exhibit B Key Map

Exhibit C Neighbourhood Context Map (2025)

Exhibit D Official Plan Map

Exhibit E Zoning By-Law Map

Exhibit F Construction Drawings

Exhibit G Site Photos

Exhibit H Public Notification Map

#### **Recommended Conditions**

The approval of permission/minor variance application, File Number D13-001-2025, to legalize an existing third-storey balcony, shall be subject to the following recommended conditions:

#### 1. Limitation

That the approved minor variance applies only to the existing third storey balcony 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

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.

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.

**Exhibit B Report Number COA-25-026** Committee of Adjustment Weller Ave **Key Map** KINGSTON Address: 1037 Montreal Street Drennan St File Number: D13-001-2025 **Planning** Briceland St Prepared On: Feb-12-2025 Services Lands Subject to Minor Variance 1079 1048 1075 1046 1069 1067 5 3 1053 1051 D<sub>rennan</sub> St 1043 1041 1037 1035 Montreal S<sub>t</sub> 1027 1021 14 21 1015 Metres Prepared By: Ichu Prepared On: Feb-12=2025 1:750



## Committee of Adjustment **Neighbourhood Context**

Address: 1037 Montreal Street File Number: D13-001-2025 Prepared On: Feb-12-2025 ☐ Property Boundaries
☐ Proposed Parcels

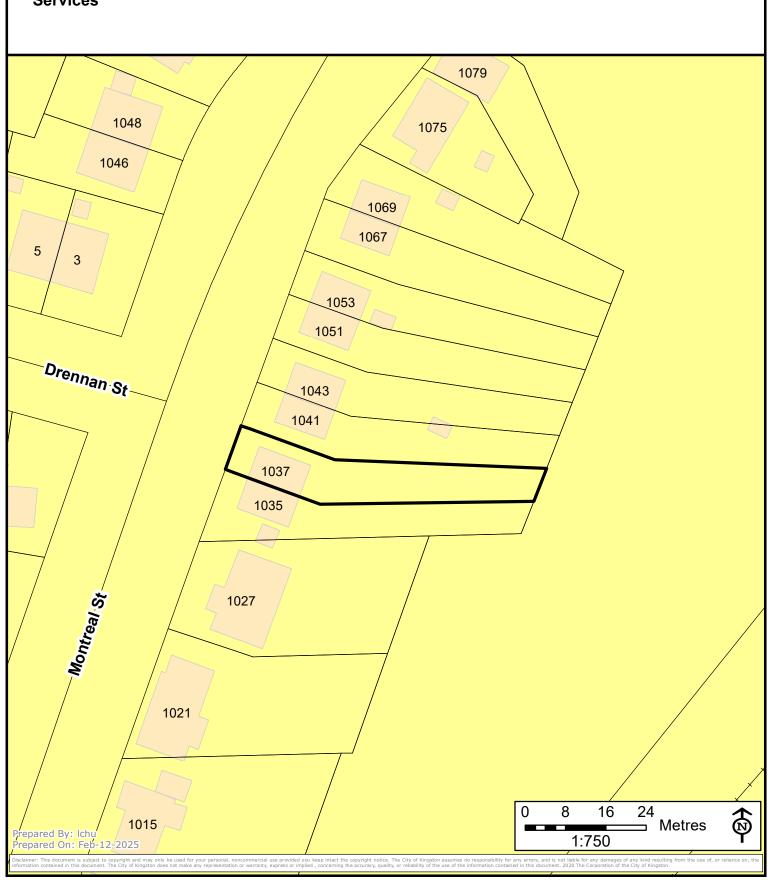




Committee of Adjustment
Official Plan, Existing Land Use

Address: 1037 Montreal Street File Number: D13-001-2025 Prepared On: Feb-12-2025 Subject Lands

Residential



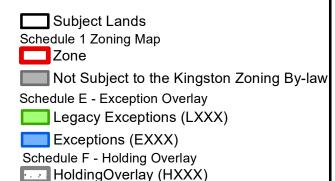


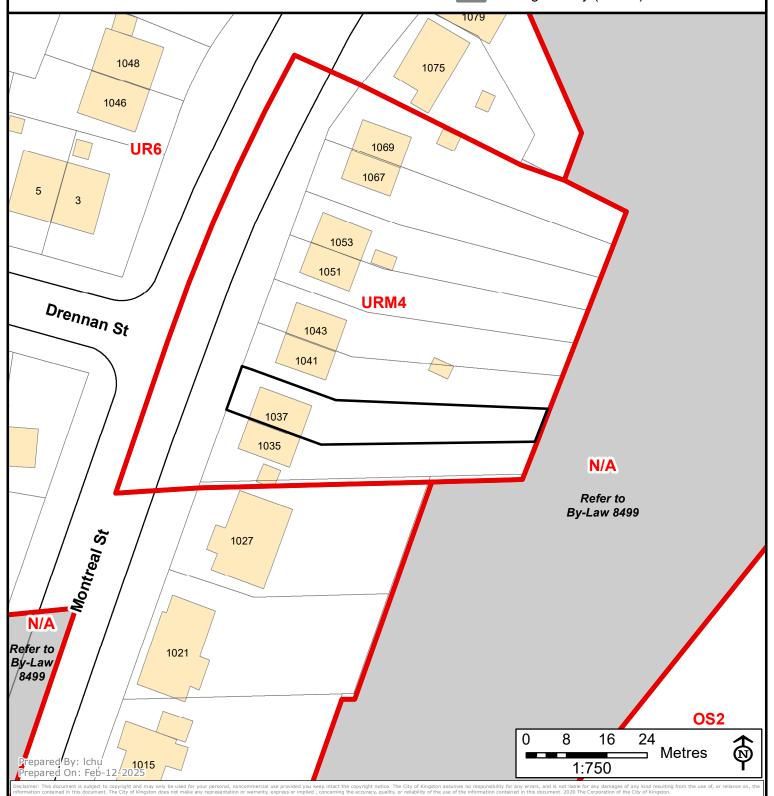
Planning Committee

## **Existing Zoning Kingston Zoning By-Law 2022-62**

Planning Services

Address: 1037 Montreal Street File Number: D13-001-2025 Prepared On: Feb-12-2025













Randy Dykstra
eal Street PHONE: 1037 Montreal Street Kingston Ontario MOBILE:

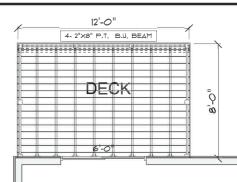
DESIGNED BY: Tyson Myers DESIGN FIRM: Myers Design & Build DATE: Tuesday, July 23, 2024

DESIGNER BCIN# 127982 DESIGN FIRM BCIN#

RAILING CONSTRUCTION: MIN. 42" HIGH AND CONSTRUCTED IN ACCORDANCE WITH THE REQUIRMENTS OF SB-1 OF THE 2012

DECK RAILINGS SHALL BE CONSTRUCTED TO WITHSTAND A 50-POUND PER FOOT HORIZONTAL FORCE.

DECK RAILING NOT LESS THAN 42" IN HEIGHT WITH PATTERN / SPACING SUCH THAT A SPHERE 4" IN DIA. CANNOT PASS THROUGH



DECK CONSTRUCTION: 5/4 P.T. DECK BOARDS ON  $2^8 \times 8^8$  P.T. JOISTS 6MAX IS  $^8$  O.C. DECK JOISTS TO HAVE STAGGERED SOLID

BLOCKING & MAX T' O.C. 4 - 2" X 8" BUILT UP BEAM TO SUPPORT HUNG

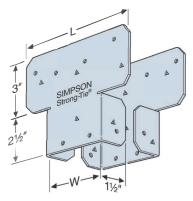
4 - 2 X & BUILT UP BEAM TO SUPPORT HUNG JOISTS MIN 6" X 6" P.T WOOD POSTS ANCHORED TO 10" DIA. SONOTUBES ON BIGFOOT BE 24 OR EQUIVALENT FOOTING,

MIN. 4' BELOW FINAL GRADE COLUMNS REQUIRE LATERAL SUPPORT

BEAM TO POST CONNECTIONS PROVIDED BY SIMPSON STRONG-TIE ACGZ POST CAP

Upper Deck

#### BEAM TO POST CONNECTION DETAIL



SIMPSON STRONG-TIE AC6Z POST CAP

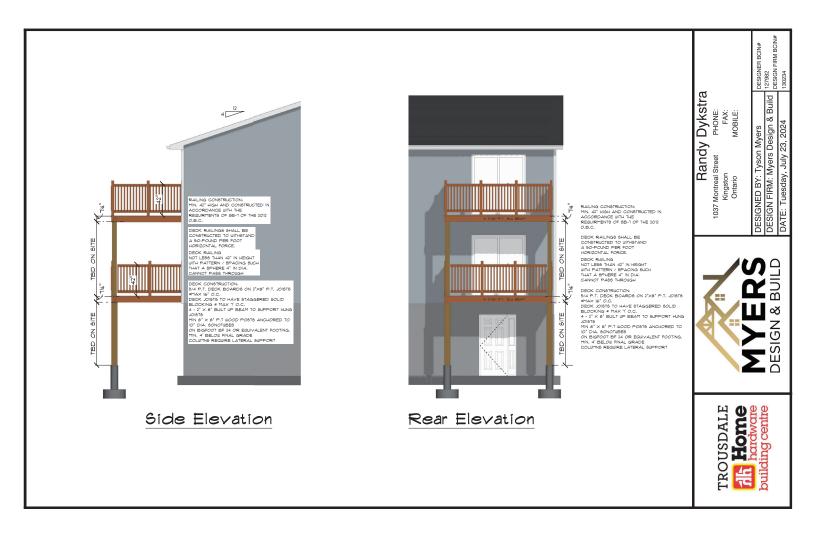


DESIGNED BY: Tyson Myers DESIGN FIRM: Myers Design & Build DATE: Tuesday, July 23,

DESIGNER BCIN# 127982 DESIGN FIRM BCIN<sup>3</sup> 130234







### Site Photographs-February 18, 2025



Figure 1: Rear Balcony Expansion (1037 Montreal Street on the Right)



Figure 2: Rear Balconies on Adjacent Properties to the North (1041 and 1043 Montreal St)



### Committee of Adjustment

**Public Notice Notification Map** 

Address: 1037 Montreal Street File Number: D13-001-2025 Prepared On: Feb-12-2025

60m Public Notification Boundary

Subject Lands

**Property Boundaries** 

Proposed Parcels

