



**City of Kingston
Report to Planning Committee
Report Number PC-25-032**

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: July 17, 2025
Subject: Community Meeting Report
File Numbers: D14-010-2025

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

1.2 Promote increase in purpose-built rental 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: 391 Barrie Street (File Number D14-010-2025)

July 17, 2025

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Community
Services, 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 & Emergency Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Ian Semple, Acting Commissioner, Transportation & Infrastructure	Not required

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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. 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:

- 391 Barrie Street, File Number D14-010-2025 (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

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 Planning Statement, 2024

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.

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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 391
Barrie Street (File Number D14-010-2025)



City of Kingston Community Meeting Form Owner/Application Information

Owner: Mr. David Kay

Applicant (if Owner is not the Applicant): N/A

Site Characteristics

Site address: 391 Barrie Street

Site area: 275 square metres

Description of existing use and buildings on site (height, floor area, units, bedrooms, parking spaces, setbacks, etc):

The site is located within the Urban Boundary of the City of Kingston. The existing building on the site is a 1-storey (3.3 metre tall) flat roofed red brick medical office built in 1950 which, until recently, was the location of the Community Midwives of Kingston. The 275 m² lot is triangular and is the only lot on a 558 m² block that is bound by three streets – York Street (north), Ordnance Street (south), and Barrie Street (west). These streets are single lane and provide on-street parking. Within the public realm there is grass lawn on each side of the block. There is a Norway Maple on the corner of York and Barrie. A hydro pole sits on the block along Barrie Street. Two sidewalks are on the block one along York Street and the other on Barrie Street. There is a sidewalk that leads to the entrance of the building along York Street and there is a sidewalk that ramps to the entrance extending from Ordnance Street.

The existing building on the 275 m² lot has a footprint 230 m² which covers approximately 84% of the site. The main entrance is in a roofed open area between the walls of the building and a chimney at the intersection of York and Ordnance. There is another point of entrance close to the Norway Maple accessible from the sidewalk on York Street up a short flight of concrete steps. The steps and the landing extend approximately 0.30 metres outside of the property boundary.

The setbacks to the lot line differ slightly on each side of the building. Along York Street the setback narrows from 0.75 metres (near the Norway Maple) to 0.28 metres near the

main entrance. The setbacks from the building along Barrie Street move from 1.13 metres near the Norway Maple to 1 metre near the corner of Barrie and Ordnance. The setbacks from Ordnance move from 0.79 metres at the Barrie corner to 0.70 near the chimney. There are flower beds along York and Ordnance Streets.

The red brick chimney near the entrance is a noticeable architectural feature to the property. Another prominent architectural feature are the molded golden eaves that extend 0.5 metres outward from the top of the building. They wrap around the entirety of the building and extend beyond the property boundary by approximately 0.22 metres close to the chimney along Ordnance Street.

Official Plan designation: Housing District - Residential

Zoning by-law (zone and other relevant schedules and overlays): A.119. This property is a 'Red Exception' subject to both the A.199 Zoning in Zoning By-Law 8499 and the CN Zone in Zoning By-law 2022-62.

Existing number of trees: Zero trees on the site. There is one tree near the site.

Number of existing trees to be retained: The tree near the site is to be protected through the development process as indicated in the Tree Preservation Plan.

Description of heritage status (not a heritage building, listed, designated or located in a heritage conservation district):

The property is within the St. Lawrence Ward Heritage Character Area. Property is not listed or designated heritage. The building has historical interest due to the architect. The proposal will maintain architectural features of the existing building such as the brick cladding and the distinct chimney.

Description of Surrounding Uses and Buildings

East: East of the site is McBurney Park, and low-rise residential uses.

West: West of the site are primarily low-rise residential uses. Near is a 3-storey apartment building.

North: North of the site are primarily low-rise residential uses. Across the street is a convenience store.

South: South of the subject area are primarily low-rise residential, a mix of commercial and institutional uses.

Description of Proposal

Summary description of the proposal:

The proposal looks to convert a 1-storey medical office building to a 3-storey residential apartment containing 9 units and 22 bedrooms. The developer is built upon the existing building using wood frame construction techniques. The proposal shows four entrances to the building. One of the entrances, the main entrance, is located at the intersection of York and Ordnance Streets. Two new entrances that are being proposed are off Ordnance Street, and the third, which is the existing secondary entrance off York Street is maintained. The three are there, for the most part, for fire exits. The York and Ordnance Street entrance can be reached by ramp from Ordnance Street; there are two accessible apartment units that are accessed off this entrance. The two new entrances off Ordnance are accessible from concrete steps. These, like the York Street entrance, extend beyond the property boundary onto City owned lands by approximately 0.11 metres. There are two stairwells. One stairwell is located at the main entrance and the other off York Street. Access to apartments 1 (1 bedroom) and 2 (4 bedrooms) in the basement is through the main and York Street entrances. There are 3 apartments on the main floor; apartments 3 (an accessible unit with 2 bedrooms), 4 (an accessible unit with 1 bedroom), and 5 (2 bedrooms). Apartment 3 is accessible from the main entrance and the York entrance. Apartment 4 is accessible from the main entrance and an entrance off Ordnance. Apartment 5 is accessible from one of the Ordnance entrances. On the second floor there are two apartments; apartments 6 (1 bedroom) and 7 (4 bedrooms). They are both accessible from the main and the York Street entrances. The third floor has 2 apartments; apartments 8 (1 bedroom) and 9 (4 bedrooms). They are both accessible from the main and the York Street entrances. The second and the third floors are outfitted with balconies which are approximately 1.6 metres wide. The width of the balconies extends equally that of the existing eaves. They are approximately 3.3 metres above the ground with extrude from the building by 0.5 metres; the same as the existing eaves. The impact being that a small portion of the balconies along York Street intrude upon public property above lawn space.

Type of Application: Zoning by-law amendment that will remove a site specific medical office use from ZBL 8499 to a site specific URM3 zone from ZBL 2022-62.

Proposed use: Residential Apartments

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

There are 9 apartment units proposed containing a total of 22 bedrooms.

Proposed gross floor area (of each use): The amenity area is approximately 175 square metres. The 9 apartment units total 647 square metres.

Proposed height: The height is 10.3 metres to the top of the flat roof. To the top of the stairwells the building is 13 metres.

Proposed setbacks:

Front: The front setbacks will remain as currently exists.

Interior: N/A

Exterior: N/A

Rear: N/A

Proposed number of vehicular parking spaces (include breakdown of occupant, visitor, car-share, accessible, etc): Given the constraints of the site zero parking spaces are provided.

Proposed number of bicycle parking spaces: 9 bicycle spaces are provided. 8 long-term and 1 short-term.

Proposed landscaped open space: Maintain some of the existing lawn and flower beds. Approximately 10% of the site area.

Proposed amenity area (if residential): The amenity area is proposed to be 175 square metres. It is located on the roof of the building and accessed by two stairwells.

Proposed number of trees to be planted: No trees are proposed to be planted.

Description of how the application conforms with the Official Plan:

The subject lands are located within the Residential land use area of Kingston which supports 3-storey apartment buildings. The proposed development builds upon the sustainability goals of the Official Plan by providing through adaptive reuse of an existing structure. The development provides contributes to increasing the density of the urban area through infill and through providing a higher and better use to a unique block within a well-established neighbourhood. The development supports active transportation, is compatible with the existing urban fabric, and will not negatively impact natural heritage features. The development is supported by existing servicing infrastructure. The proposed zoning by-law amendment is supported by the policies of the Kingston Official Plan. Please see the planning justification report for additional details.

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:

The property is within the St. Lawrence Ward Heritage Character Area. The property is not listed or designated as a heritage property.

Description of amendment(s) required to the Zoning By-law:

The zoning by-law amendment will replace a site specific medical office use from ZBL 8499 to a site specific URM3 zone from ZBL 2022-62. The unique nature and constraints of the site required modifications be made the URM3 zone to accommodate the proposed development. Below is a list of the proposed modifications and

accompanied with a rationale for the changes. For a more detailed understanding please refer to the planning justification prepared for this proposal.

1. Minimum Lot Area (Table 12.4.1.1) - URM3 requires a minimum lot area of 370 m². The proposed development is being pursued on legally non-complying building on a lot that is 275 m². The footprint of the building is not being altered but will be built upon.
2. Minimum Lot Frontage (Table 12.4.1.2) - The proposed development looks to intensify a lot that is triangular on a block that is triangular. The lot has a frontage of zero metres. The proposed amendment will reflect the existing lot frontage.
3. Maximum Height (Table 12.4.1.3) - The maximum height in URM3 for a flat roofed building is the lesser of 9.0 metres or 3-storeys. Other types of buildings are capped at 10.7 metres. The proposed development has a flat roof, and its height is 10.3 metres. A difference of 1.3 metres. The height of the building is, in part, to have two additional floors mirror the height of the existing building. This measurement does not include the additional height caused by the stairwell or parapet as they can be excluded from the measurement. With their inclusion the highest point of the building is 13 metres. The zoning by-law provides 5 metres from the maximum height to be added for such features as stairwells and parapets. The combined height (9 metres + 5 metres) would be 14 metres. The proposed development would be 1 metre under this maximum. Relief is requested to allow for a maximum height of 11 metres.
4. Minimum Landscaped Open Space (Table 12.4.1.9) - The current landscaped area makes up approximately 10-15% of the site. URM3 requires 30%. The development will further reduce the opportunity for landscaping due to the addition of window wells, bicycle parking, and staircases. A relief to remove this requirement is being requested due to the constraints of the lot. Consideration of using the amenity space to add to the landscaping should be considered as there should be discussions with the developer and the City to provide landscaping features on the portions of the block owned by the City.
5. Maximum Building Depth (Table 12.4.1.11) - URM3 requires residential buildings to have a maximum building depth of 18 metres and the rear wall must not be closer than 7.5 metres to the rear lot line. The proposal does not look to alter the lot or the footprint and will request relief from this requirement.
6. Maximum Number of Principal Dwelling Units Per Lot (Table 12.4.1.12) - The proposal provides for 9 dwelling units in the lot. This is 3 more than is permitted with the URM3 zone. The increased density is supported by the PPS and Official Plan policies. There is demonstration that the building can accommodate this number of units through the architectural drawings and through the servicing report. Relief is required to allow 9 units.
7. Maximum Density (Table 12.4.1.13) - The proposal provides for approximately 330 units per net hectare. URM3 requires 69 dwellings per net hectare. The increased density is supported by the PPS and Official Plan policies. There is demonstration that the building can accommodate this number of units through the architectural drawings and through the servicing report. Relief is required to allow for an increase in density.

8. Minimum Parking Requirements (Table 7.1.1.1, Section 7.2.3.1) - The development is in parking area 3. As noted in the table above, the proposed development is required to provide a minimum of 5 residential parking spaces, one of which would be accessible parking, and would also need to provide one visitor parking space. Due to the constraints of the site no parking spaces are provided. The development does provide for the required bicycle parking and supports a mix of housing types, complete communities, and policies regarding active transportation and reductions of greenhouse gas emissions. As previously expressed, the proposed development is in walking distance of many other land uses inclusive of park spaces, Queen's University, hospital, grocery stores, cultural centres, etc. Additionally, the location is well serviced by public transit. Cash-in-lieu of parking will be required to address the lack of spaces.
9. Projections into required setbacks (Section 4.19.2 and 3) 0.45 metre eave exists along Barrie Street. It is 0.55 metres from the lot line. 0.50 metre eave exists along York Streets. It extends outside of the property boundary. A 0.50 metre eave exists along Ordnance Street. It sits less than 0.5 from the property line. URM3 requires that such an eave to be setback 0.50 metre from the lot line. Relief is required to provide allowance for this shortcoming. An encroachment agreement to address the overhang outside of the property boundary will also be required. Exterior stairs are also to be setback by 0.5 metres from any lot line. The existing development has a set of stairs to a fire exit door along York Street that extend slightly onto the public realm. Two other stairs are being proposed along Ordnance Street also led to a fire exit door. They also extend pass the property boundary. To accommodate the building code requirements these have had to be designed to a certain width that require their need to extend into the 0.5 metre setback and into the public right-of-way. Relief from the setback requirement is requested. An encroachment agreement will be needed with the City to address this matter.
10. Balcony Projections (Sections 4.20.1.2 and 3) - Balconies are proposed on each side of the building on the second and third floors. The width of the balconies are the same as the width for the eaves and will project out equally to them. A one metre setback is required by URM3 and relief to remove this requirement will be requested. An encroachment agreement will be required to address the overhang onto the public realm along Ordnance Street. Maximum 45% of the horizontal length of each face of the main wall of each storey may be occupied by balconies. The following are the percentage of the horizontal length of each face of the main wall occupied by balconies: York St. = 69.5%; Ordnance St. = 66.0%; and Barrie St. = 58.5%. The balconies are to provide an architectural feature for the building and will allow for greater light and air within the units. A relief to allow for 70% will be requested.

Other information that would be valuable for a Community Meeting:

1. The proposal can be serviced by existing water, wastewater, and stormwater servicing.
2. The site is walking distance a number of transit stops as well as several commercial, cultural, recreational, and institutional uses.

3. There are two new emergency exits proposed that will encroach on the public realm.
4. Two accessible units are provided for on the first floor.
5. Bike lockers are proposed on the exterior of the building along Barrie Street.

The existing hydro line along Barrie Street is to be buried to remove the need for a required set back.

List of Drawings/Studies Submitted

- Conceptual Plan
- Floor Plans
- Architectural Elevations
- Grading and Servicing Plan
- Zoning Compliance Table
- Planning Justification
- Serviceability Report
- Stormwater Management
- Tree Inventory and Preservation Plan
- Load Calculation
- Record of Site Condition

Community Meeting Form Prepared by: Bart Ryan MPL, RPP, MCIP (Arcadis)

Date: June 13, 2025

By-Law Number 2025-XX

A By-Law to Amend By-law Number 2022-62, “Kingston Zoning By-law Number 2022-62” (Transfer of Lands into Kingston Zoning By-law and Introduction of Exception Number EXXX, (391 Barrie 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 subject lands are identified as “Not Subject to this By-law” on Schedule 1 of 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 to incorporate the subject lands into the Kingston Zoning By-law and to introduce a new exception number;

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 1 – Zoning Map is amended by removing reference to “Not Subject to this By-law”, and by adding the zone symbol ‘URM3’, as shown on Schedule “A” attached to and forming part of this By-Law.
 - 1.2. Schedule E – Exception Overlay is amended by adding Exception Number EXXX, as shown on Schedule “B” attached to and forming part of this By-Law.
 - 1.3. By adding the following Exception Number EXXX in Section 21 – Exceptions, as follows:

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

 - (a) The minimum number of **parking spaces** is 0 per unit.
 - (b) The minimum number of **visitor spaces** is 0 per unit.

- (c) The minimum number of **accessible spaces** is 0 per unit.
 - (d) The minimum **lot area** is 270 square meters.
 - (e) The minimum **lot frontage** is 0 metres.
 - (f) The maximum **height** is the lesser of 12 metres or 3 **storeys**.
 - (g) The minimum **landscaped open space** is 0%.
 - (h) The maximum **building depth** does not apply.
 - (i) The maximum number of **principal dwelling units** per lot is 9 units.
 - (j) The maximum **density** is 350 **dwelling units** per net hectare.
 - (k) Projections into required **setbacks** is 0 metres for eaves and stairs.
 - (l) Maximum 70% of the horizontal length of each face of the **main wall** of each **storey** may be occupied by **balconies**.
 - (m) Minimum **setback** from lot line for **balconies** is 0 metres.
2. The lands shown on Schedule "A" attached to and forming part of this By-Law are incorporated into the Kingston Zoning By-law and the provisions of City of Kingston By-Law Number 8499, entitled "Restricted Area (Zoning) By-Law of the Corporation of the City of Kingston", as amended, no longer apply to the lands.
3. 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: 391 Barrie St
File Number: D14-010-2025

Certificate of Authentication

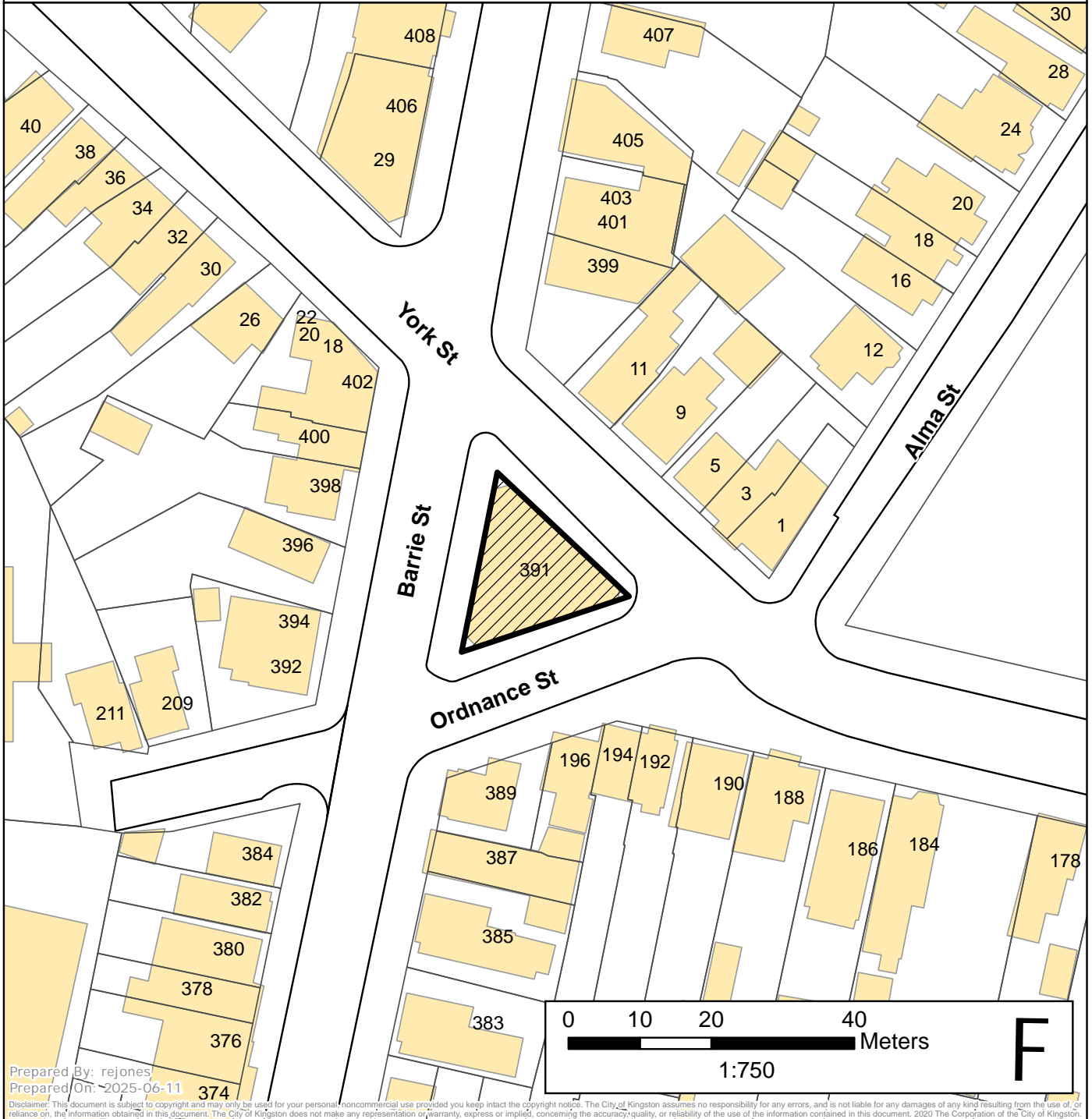
This is Schedule 'A' to By-Law Number _____, passed this _____ day of _____ 202_.

**Kingston Zoning By-Law 2022-62
Schedule 1 - Zoning Map**

 Lands to be rezoned to URM3

Mayor

Clerk



Prepared By: rejoness
Prepared On: 2025-06-11

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**Schedule 'B'
to By-Law Number**

Address: 391 Barrie St
File Number: D14-010-2025

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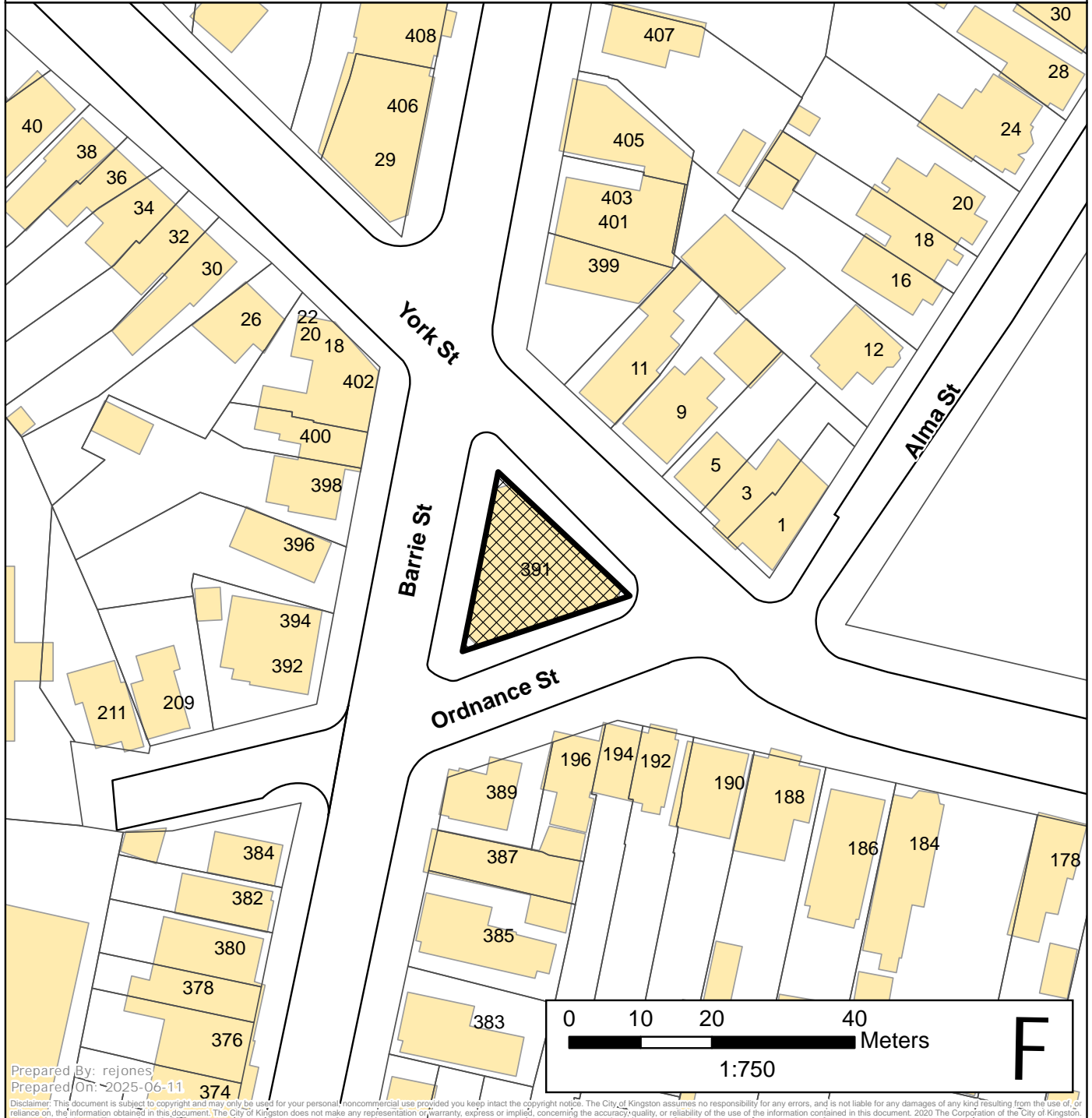
This is Schedule 'B' to By-Law Number _____, passed this _____ day of _____ 202_.

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

 Lands to be added as EXXX

Mayor

Clerk



Prepared By: rejoness
Prepared On: 2025-06-11

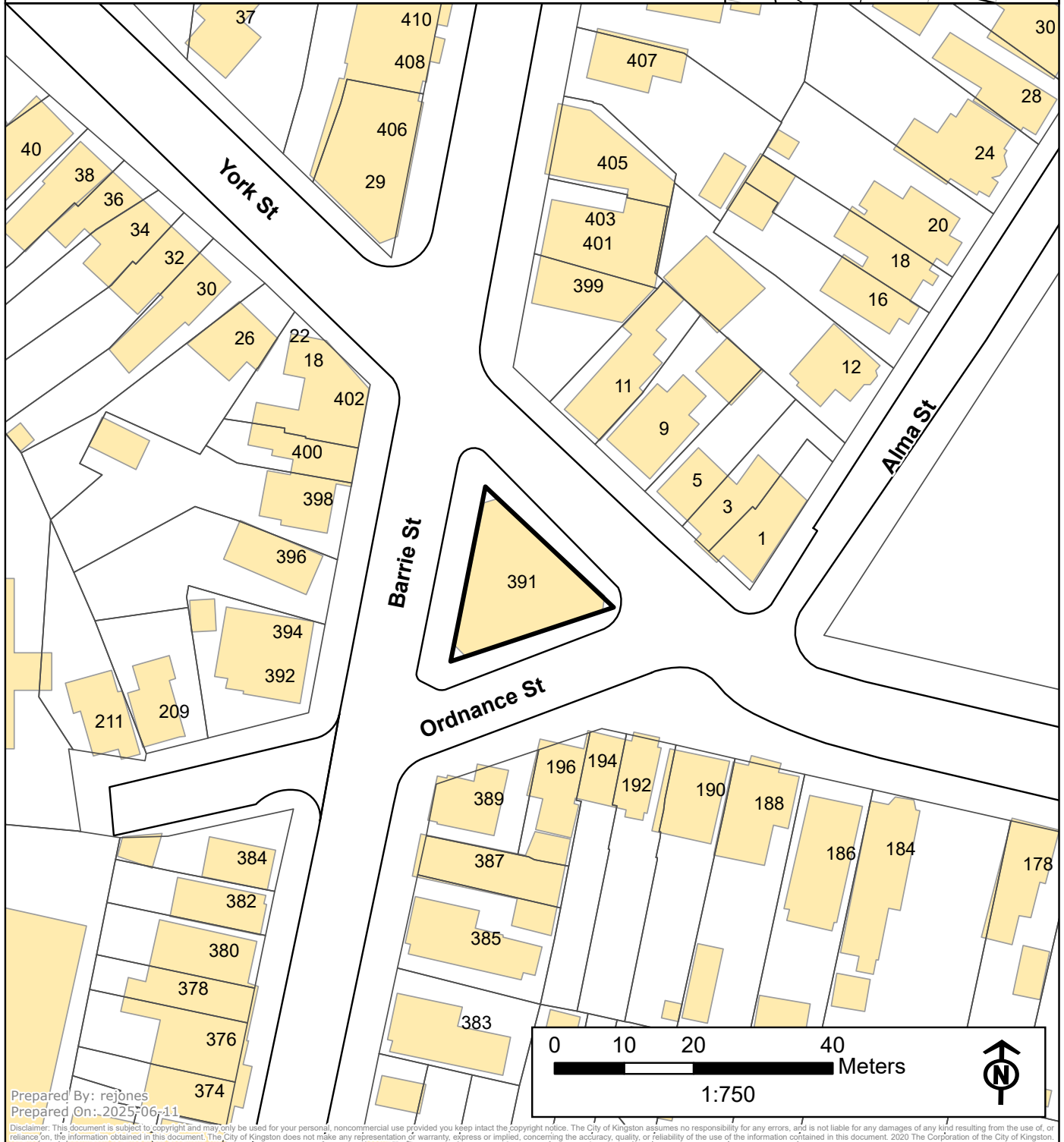
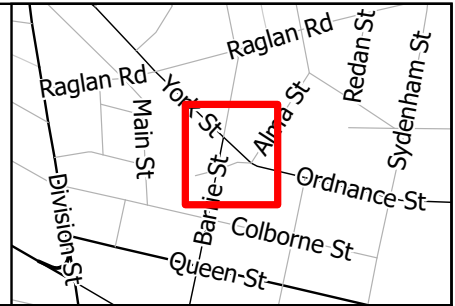
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Planning Committee
Key Map

Address: 391 Barrie St
File Number: D14-010-2025

 Subject Lands



Prepared By: rejones
Prepared On: 2025-06-11

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City of Kingston
Neighbourhood Context
Address: 391 Barrie St
File Number: D14-010-2025

- Subject Lands
- Property Boundaries
- Proposed Parcels



Prepared By: rejones
Prepared On: 2025-06-11

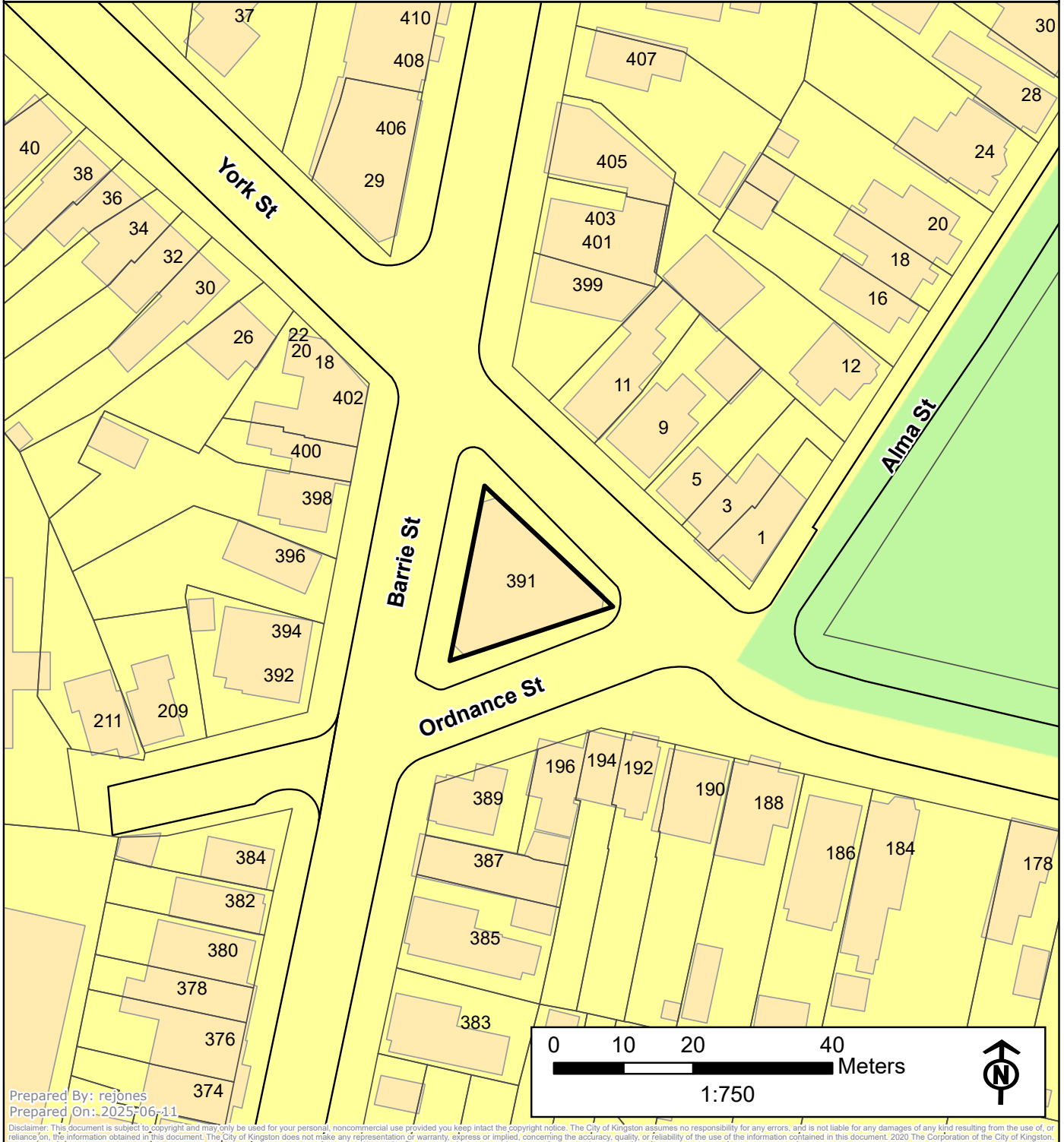
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Planning Committee
Official Plan
Existing Land Use
Address: 391 Barrie St
File Number: D14-010-2025

Open Space
Residential

Subject Lands



Prepared By: rejones
Prepared On: 2025-06-11

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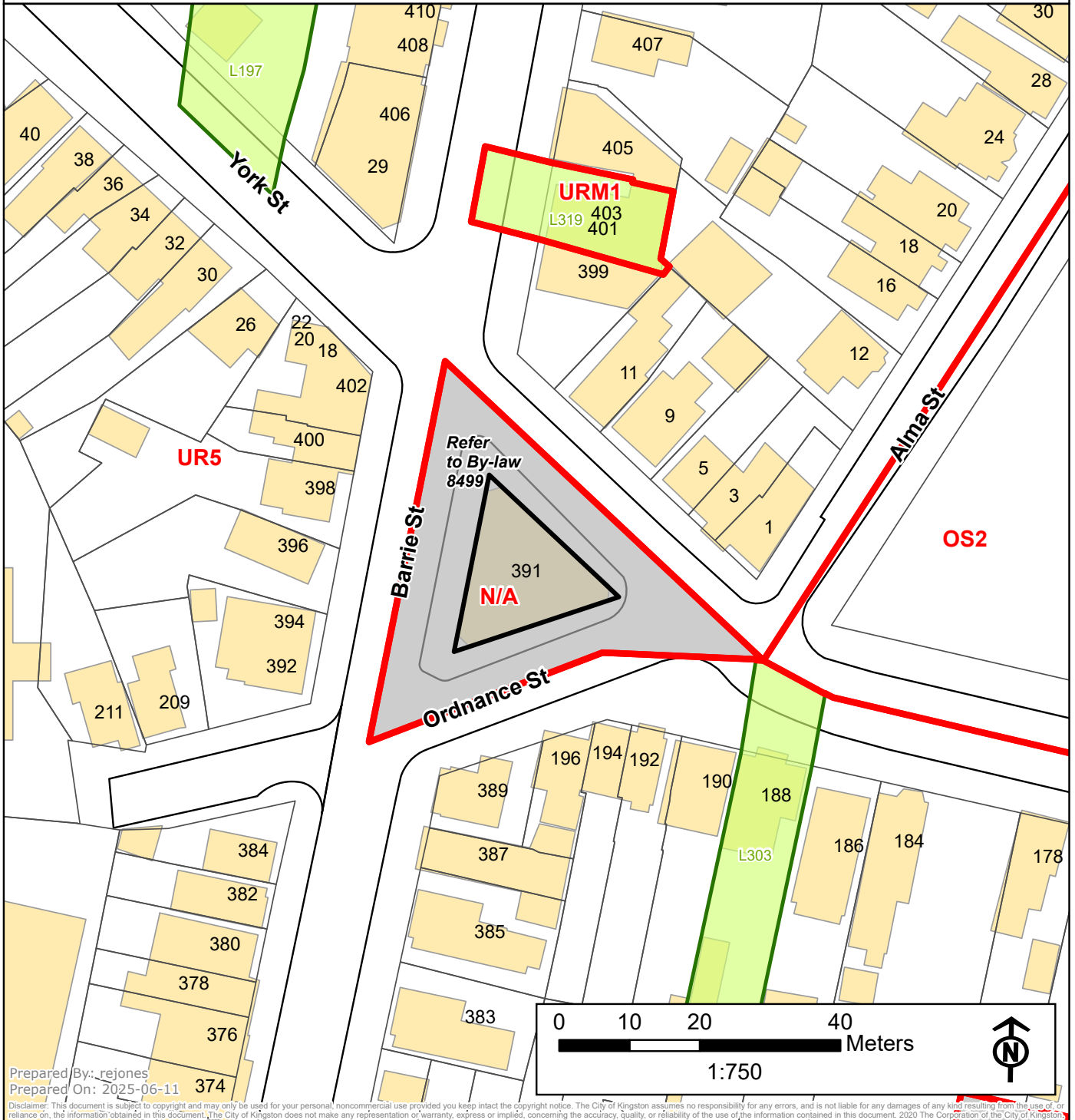
Planning Committee
Existing Zoning
Kingston Zoning By-Law 2022-62

Address: 391 Barrie St
File Number: D14-010-2025

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: rejonas
Prepared On: 2025-06-11

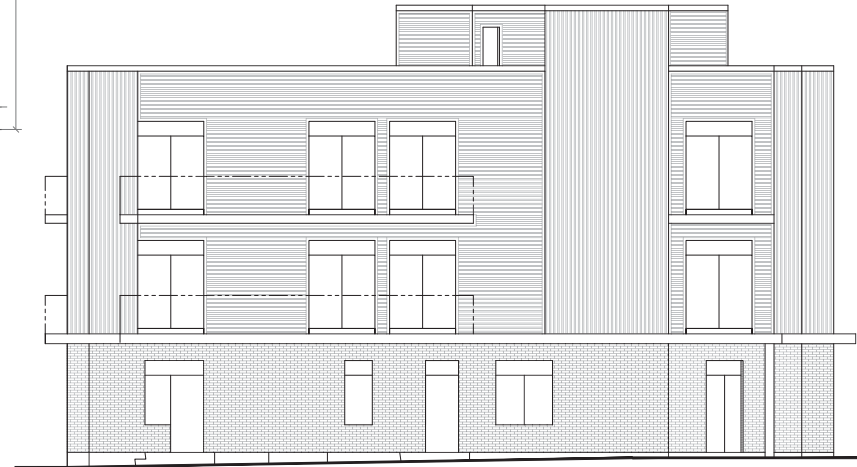
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1 PROPOSED YORK STREET ELEVATION
3/16" = 1'-0"



2 PROPOSED ORDNANCE STREET ELEVATION
3/16" = 1'-0"



3 PROPOSED BARRIE STREET ELEVATION
3/16" = 1'-0"

No.	DATE	DESCRIPTION	BY
REVISIONS			

DRAWINGS MUST NOT BE SCALED. CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SHALL REPORT ANY DISCREPANCY TO THE ENGINEER BEFORE PROCEEDING.

THESE PLANS WERE DESIGNED IN ACCORDANCE WITH THE ONTARIO BUILDING CODE. THESE PLANS FORM THE BASIS FOR PERMIT ISSUANCE AND ANY DEVIATIONS FROM THESE PLANS AND DETAILS, INCLUDING THE VENTILATION SYSTEM, HEATING SYSTEM, WOODSTOVE, FIREPLACES, DECKS, BALCONIES AND FINISHED BASEMENTS, WILL REQUIRE A REVISED DRAWING AND CLEARANCE BY THE BUILDING DEPARTMENT.

APARTMENT BUILDING

LOCATION:
391 BARRIE STREET KINGSTON

FOR:
DAVID KAY

DRAWING:
PROPOSED ELEVATION VIEWS

REVIEWED BY	SCALE	DRAWING No.
DEPT. NAME	3/16" = 1'-0"	A1
ARCH. JM		
STR. ET		
MEC. NA		
ELE. NA	DATE	
JOB# 25010	MAY 9, 2025	
SHEET 2 OF 7		25010