

## NOTICE OF COMPLETE APPLICATION CONCERNING PROPOSED ZONING BY-LAW AMENDMENT AND PLANNING ADVISORY COMMITTEE MEETING

**Date:** August 4, 2021  
**File No:** Z03-2021  
**Property Owner:** 2398315 Ontario Limited (KLM Properties)  
**Property Address:** 615 Queen Street East

**TAKE NOTICE** that the Corporation of the Town of St. Marys has received an Application for Zoning By-law Amendment (by 2398315 Ontario Limited, File Z03-2021) pursuant to Section 34 of the Planning Act R.S.O. 1990 and have deemed same to be complete pursuant to the provisions of the Planning Act R.S.O. 1990.

The Town's Planning Advisory Committee (PAC) will be reviewing the Application at its meeting on **Monday, August 23, 2021**, and you are invited to attend this meeting.

**PLEASE NOTE** that due to the COVID-19 pandemic state of emergency, all Planning Advisory Committee meetings will be held online, until further notice. As this will be an online meeting, there will be no physical in person attendance. Please refer to "Part II: Public Input and Attending the Public Hearing" section of this Notice for details on how to attend the online meeting and/or provide comments to the Town respecting this Application.

### Part I: Application for Zoning Amendment (Z03-2021)

The 0.54 hectare (0.32 acre) Subject Property has frontage onto the north side of Queen Street East as shown on the General Location Map. As per the Town's Zoning By-law, Z1-1997, as amended, the Subject Property is current zoned "Residential Zone Three (R3)" and the Heritage Classified overlay applies (for information purposes). The rear of the Subject Property is located within the Upper Thames River Conservation Authority (UTRCA) Regulation Limit.

The Subject Property contains an existing one and a half storey stone residential structure and detached garage. The building is currently occupied by two residential dwelling units in the lower level and a main floor office unit. The R3 Zone does not permit three dwelling units in one building. The purpose and effect of the Application is to amend the Town's Zoning By-law to change the zoning from "Residential Zone Three (R3)" to "Residential Zone Four (R4)" to permit the conversion of existing building's main floor from an office unit to a residential dwelling unit containing four (4) bedrooms.



### Part II: Providing Public Input and Attending the Planning Advisory Committee

Please note that this Planning Advisory Committee (PAC) meeting is not the required public meeting under the Planning Act. At this meeting, the PAC will: review the application; consider information and comments provided by the Applicant, Town staff and public; and consider making recommendation(s) to Council with respect to the further processing of the Application. A second notice will be issued indicating a public meeting date when scheduled.

Any person may attend a public meeting and/or make written or verbal representation either in support of or in opposition to the proposed zoning by-law amendment.

There are multiple opportunities for public input as outlined below however, to ensure that your comments are clearly understood and received prior to the Committee considering the Application, you are strongly encouraged to submit comments prior to the Committee meeting even if you intend

**TOWN OF ST. MARYS | BUILDING & DEVELOPMENT**  
Municipal Operations Centre, 408 James St. S., PO Box 998, St. Marys ON N4X 1B6

to attend the online meeting. **Oral or written submissions will be received at the Public Hearing. Please ensure that any written submission (including by regular mail, email or facsimile) contains your first and last name, mailing address and contact phone number.**

You can participate in 5 different ways:

1. **Mail** your comments to Grant Brouwer of the Town of St. Marys (mailing address below).
2. **Email** your comments to [planning@town.stmarys.on.ca](mailto:planning@town.stmarys.on.ca)
3. **Leave a voicemail message** detailing your comments or questions regarding this Application by calling 519-284-2340 ext. 213. Your comments and other contents of your recorded message will become part of the public record. However, you must leave your first and last name, mailing address and contact phone number for your comments to be part of the public record.
4. **Register to be a delegation** by emailing [planning@town.stmarys.on.ca](mailto:planning@town.stmarys.on.ca) no later than noon on Friday, August 20, 2021 requesting to be a delegation and include any materials you wish to share with the Committee. Town Staff will assist delegates to become familiar with the online meeting process and provide specific connection instructions prior to the date of the meeting.
5. **Attend the meeting** and participate by:
  - a. Visiting the Town's YouTube channel during the meeting for a livestreaming of the proceedings, using the following link:  
<https://www.youtube.com/channel/UCzuUpFqxcEI80G-dOYKteFQ>.  
You will be able to use the same link after the meeting for the archived record;
  - b. Providing your comments and or questions by emailing [planning@town.stmarys.on.ca](mailto:planning@town.stmarys.on.ca) Public comments will be received until the Chair states that the public commenting period is closing; and/or,
  - c. Joining the Zoom Webinar as follows:
    - For video connection, please join using the following link and password:  
<https://us06web.zoom.us/j/83298624502?pwd=eFRwdHRCR1U1LzFWM0ZrZ3lBb1JmZz09>  
Password: 023316  
  
During the meeting, select the "raise hand" function to be placed in the queue for questions and comments. The moderator will unmute each attendee in sequence order for an opportunity to address the Committee.
    - For telephone connection, please call the following number and insert the meeting ID:  
  
Dial (for higher quality, dial a number based on your location): 1-855-703-8985  
Webinar ID: 832 9862 4502                      Passcode: 023316  
  
During the meeting, select "\*9" to be placed in queue to provide questions and comments

You are strongly encouraged to contact the Town prior to the meeting if you have any questions or require assistance regarding the online meeting.

Please note that if you are not able to submit comments prior to the or during the PAC meeting, Council will be apprised of all public comments received prior to making a decision on the application at a later date.

Comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a staff report and will be included in the PAC and/or Council agenda and minutes. Agendas and minutes are published on the Town of St. Marys website [www.townofstmarys.com](http://www.townofstmarys.com) .

### **Part III: Appealing a Decision of the Council**

If a person or public body would otherwise have an ability to appeal the decision of Council of the Corporation of the Town of St. Marys to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or making written submissions to the Town of St. Marys before the proposed zoning by-law is passed, the person or public body is not entitled to appeal the decision.

**TOWN OF ST. MARYS | BUILDING & DEVELOPMENT**  
Municipal Operations Centre, 408 James St. S., PO Box 998, St. Marys ON N4X 1B6

---

Phone: 519-284-2340, ext. 215 | Fax: 519-284-0902  
[gbrouwer@town.stmarys.on.ca](mailto:gbrouwer@town.stmarys.on.ca) | [www.townofstmarys.com](http://www.townofstmarys.com)

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Town of St. Marys before the proposed zoning by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

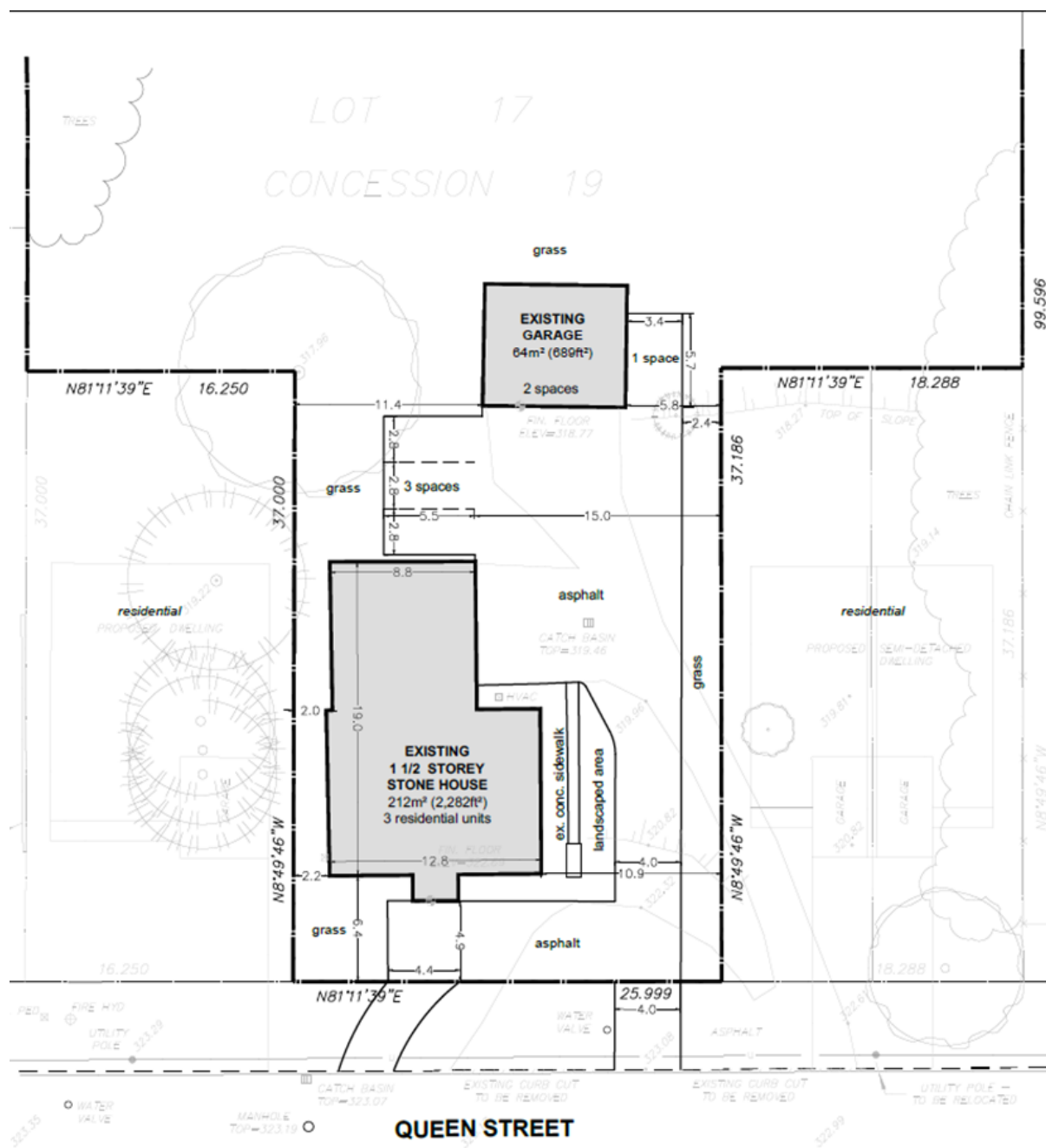
#### Part IV: Notification

If you wish to be notified of the decision of the Town of St. Marys on the proposed zoning by-law amendment, you must make a written request to Jenna McCartney, Clerk of the Town of St. Marys (175 Queen Street East, P.O. Box 998, St. Marys, ON N4X 1B6; Telephone: 519-284-2340; Fax: 519-284-3881; Email: [jmccartney@town.stmarys.on.ca](mailto:jmccartney@town.stmarys.on.ca) )

Additional Information relating to this Application is available for inspection by contacting Grant Brouwer, Director of Building and Development (contact information provided in the page footer) or can be accessed on the Town's Current Planning / Development Applications webpage at:

[www.townofstmarys.com/en/current-planning--development-applications.aspx](http://www.townofstmarys.com/en/current-planning--development-applications.aspx)

Information can also be provided in an accessible format upon request.



### TOWN OF ST. MARYS | BUILDING & DEVELOPMENT

Municipal Operations Centre, 408 James St. S., PO Box 998, St. Marys ON N4X 1B6

Phone: 519-284-2340, ext. 215 | Fax: 519-284-0902

[gbrouwer@town.stmarys.on.ca](mailto:gbrouwer@town.stmarys.on.ca) | [www.townofstmarys.com](http://www.townofstmarys.com)