



**REPORTS FROM OFFICIALS (for information)**

Building Report for the Month of January 2017.

By-law Enforcement Report for the Month of January 2017.

Society for the Prevention of Cruelty to Animals – Statement of Pound Services for the Month of January 2017.

Planning Report No. P17-005, 02/07/2017, with respect to a Zoning By-law Amendment for 2460 Carlyon Line.

MOTION PD021517-02: *Moved by Member Stevens and seconded by Member Westcott that the following Reports from Officials be received as information:*

- a) Building Report for the Month of January 2017;*
- b) By-law Enforcement Report for the Month of January 2017;*
- c) Society for the Prevention of Cruelty to Animals – Statement of Pound Services for the Month of January 2017;*
- d) Planning Report No. P17-005, 02/15/2017 with respect to a Zoning By-law Amendment for 2460 Carlyon Line.*

CARRIED

**REPORTS FROM OFFICIALS (for direction)**

- “NIL”

**CORRESPONDENCE (for information)**

Ministry of Housing with respect to The Promoting Affordable Housing Act, 2016.

Community Investments, 12/09/2016, with respect to Ontario Trillium Foundation Funding.

MOTION PD021517-03: *Moved by Member Burkett and seconded by Member Dunlop that the following correspondence be received as information;*

- (a) Ministry of Housing with respect to The Promoting Affordable Housing Act, 2016; and*
- (b) Community Investments, 12/09/2016, with respect to Ontario Trillium Foundation Funding.*

CARRIED

**CORRESPONDENCE (for direction)**

Justine Weiler, 02/02/2017, with respect to Lots on Simcoe Avenue.

MOTION PD021517-04: *Moved by Member Cox and seconded by Member Stevens that a letter from Justine Weiler, dated February 2, 2017, with respect to Simcoe Avenue be referred to staff for a response on Ms. Weiler's available options; AND FURTHER THAT Ms. Weiler be advised that the municipality is not interested in purchasing these lots at this time.*

*CARRIED*

Pamela Martin, 01/19/2017, with respect to parking in Coldwater.

MOTION PD021517-05: *Moved by Member Dunlop and seconded by Member Taylor that a letter from Pamela Martin, dated January 19, 2017, with respect to parking in Coldwater be received; AND FURTHER THAT 2 large free parking signs be placed at the intersection of Gray Street and Coldwater Road and at the Firehall Lane Parking Lot.*

*CARRIED*

The Couchiching Conservancy, 01/26/2017, with respect to 2017 Grant Funding.

MOTION PD021517-06: *Moved by Member Stevens and seconded by Member Westcott that a request of the Couchiching Conservancy, dated January 26, 2017, with respect to 2017 grant funding be denied; AND FURTHER THAT the Conservancy be advised that all requests for grant funding are required to be submitted by September 30<sup>th</sup> of the previous year for consideration by Council.*

*CARRIED*

Ministry of Agriculture, Food and Rural Affairs, 01/30/2017, with respect to the Rural Economic Development Program.

MOTION PD021517-07: *Moved by Member Taylor and seconded by Member Dunlop that a letter from the Ministry of Agriculture, Food & Rural Affairs, dated January 30, 2017, with respect to the Rural Economic Development Program be referred to staff for a report.*

CARRIED

Tulloch Engineering, 02/02/2017, with respect to D.M. Hill Municipal Drain.

MOTION PD021517-08: *Moved by Member Cox and seconded by Member Stevens that a letter from Tulloch Engineering, dated February 2, 2017, with respect to the D.M. Hill Drain be forwarded to Mr. Vandergeest for his information.*

CARRIED

**CONFIDENTIAL**

**Reports from Officials**

- "NIL"

**Correspondence**

- "NIL"

**ADJOURNMENT** – 8:00 p.m.

Motion to adjourn.

MOTION PD021517-09: *Moved by Member Dunlop and seconded by Member Burkett that this meeting be and it is hereby now adjourned.*

CARRIED

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John Betsworth  
Chair

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Sharon Goerke  
Clerk

MINUTES OF THE MEETING OF THE PLANNING & DEVELOPMENT COMMITTEE  
HELD IN THE ADMINISTRATION OFFICE, 1024 HURLWOOD LANE, WEDNESDAY,  
FEBRUARY 15, 2017 AT 7:00 P.M.

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PRESENT:	Chair	John Betsworth
	Members	Mike Burkett Judith Cox Jane Dunlop Ron Stevens Mark Taylor Donald Westcott
STAFF:	Director of Planning & Development	Andrew Fyfe (part of meeting)
	Clerk	Sharon Goerke

*Chair Betsworth advised those in attendance that there is one public meeting called this evening with respect to development within the municipality.*

*The Chair advised that the purpose of public meetings are to inform and provide the public with an opportunity to ask questions or express views with respect to development proposals. In accordance with By-law No. 2007-153, members of the Planning & Development Committee are here to observe and listen to comments.*

*The Chair advised that the format of the public meeting will be as follows:*

- 1. The Township's Consultant will generally explain the purpose and details of the application;*
- 2. Next, the applicants or their agents will be permitted to present additional information;*
- 3. Next, the public will be permitted to ask questions and express views on the proposal and then the public portion of the meeting will be closed; and*
- 4. Next, members of the Committee will be given the opportunity to ask questions for clarification on the proposal.*

*The Chair advised that at the conclusion of the meeting Township staff will be given the opportunity to respond to the questions and comments received. After the public meeting is concluded, the Committee will have due regard to the presentations and views expressed this evening. As requested, the Committee will then provide a recommendation to the Ontario Municipal Board on behalf of the Township of Severn.*

*The Chair requested staff to present the particulars of an Application for a Zoning By-law Amendment for 2460 Carlyon Line.*

The purpose and effect of the proposed Zoning By-law Amendment is to amend Zoning By-law No. 2010-65, as amended, to rezone property located at the South Half of Lot 13, Concession 5, geographic Township of North Orillia, now in the Township of Severn, municipally known as 2460 Carlyon Line from Agricultural (AG) to a site specific AG Exception (RR-XX) Zone to allow the temporary use of the subject lands for the accommodation of a “garden suite” accessory dwelling unit.

Notice of the proposed Zoning By-law Amendment was given on January 18, 2017 and the following correspondence has been received:

**Planning Report No. P17-005, 02/07/17**

**Background:**

County Official Plan:	Rural & Agricultural
Township Official Plan:	Agricultural
Township Zoning:	Agricultural (AG)
Legal Description:	Part South Half of Lot 13, Concession 5, geographic Township of Orillia, North Division
Municipal Address:	2460 Carlyon Line ( <b>Appendix 1</b> )

The applicant is seeking a zoning amendment to allow the temporary use of the subject lands property for the accommodation of a “garden suite” accessory dwelling unit.

The subject lands have frontage of approximately: 320 metres (1,050 ft.) on the west side of Carlyon Line and an area of approximately 23 ha (58 acres). The subject parcel contains a detached dwelling and accessory farm buildings in the north-west corner of the property (**Appendix 2 – Aerial Imagery**). The applicant wishes to construct an accessory building containing a garden suite in a “detached barn type structure” which would be converted to an accessory use (i.e. not a dwelling unit) when family members no longer live there.

Planning and Development staff site inspected the property prior to the writing of this report.

**Discussion:**

A discussion of the various planning documents that have bearing on this application follows.

***The Planning Act***

Garden suites are by section 39.1 of the *Planning Act* and are defined as one-unit detached residential structures containing bathroom and kitchen facilities that are ancillary to existing residential structures and that are designed to be portable. Garden suites are also commonly known as “granny flats”.

Municipalities are allowed to approve them as a “temporary” land use through the passage of a Temporary Use By-law, for up to twenty years (recently increased from ten years).

***Provincial Policy Statement, 2014***

A new lot is not being created; therefore there are no conflicts with the PPS. Garden suites are considered to be supported by the policy direction towards affordable housing and the provision of a variety of housing types.

***Growth Plan for the Greater Golden Horseshoe, as amended***

The Growth Plan is silent on the issue of garden suites.

***County of Simcoe Official Plan, 2007***

This proposal does not result in the creation of a new lot and therefore does not appear to create a policy conflict with the new Official Plan.

***Township of Severn Official Plan***

Section B5 provides specific policy direction on this type of unit as follows:

**B5 GARDEN SUITE DWELLING UNIT**

Notwithstanding any other provisions of this Plan, the establishment of a "Garden Suite" may be permitted, subject to a Temporary Use By-law, on land designated "AGRICULTURAL AREA OR RURAL AREA". The "Garden Suite" shall be considered secondary and incidental to the existing dwelling unit.

In considering "Garden Suite" dwelling units Council, prior to passing a Temporary Use By-law, shall be satisfied that:

- a) The "Garden Suite" is being permitted in conjunction with a single detached dwelling unit;
- b) The "Garden Suite" is secondary to the single detached dwelling unit and no more than two dwelling units in total, including the Garden Suite, shall be permitted per lot;
- c) Adequate parking for the "Garden Suite" is available;
- d) Where necessary buffering of adjacent uses is provided;
- e) The "Garden Suite" shall not cause an encroachment into any required yard imposed by the Zoning By-law. In the case where an existing single detached dwelling is legally non-complying, the "Garden Suite" shall not cause further encroachment;
- f) The internal construction of the "Garden Suite" i.e. washrooms, kitchen, etc. comply with the applicable codes and regulations and shall be portable;
- g) The "Garden Suite" is serviced through an extension from the existing dwelling unit and the private services are adequate to service the principle residential unit and the "Garden Suite";
- h) An agreement is entered into with the Township regarding the maintenance, alterations and improvements and eventual removal of the "Garden Suite" unit. This agreement may include a bond or security held by the Town that would ensure the removal of the unit.

Like the Planning Act, the Township's OP policy directs that the building must be "portable". Generally the suites are a "mobile home" or similar structure, which is trailered on-site and the running gear removed. The idea is that the use is not to be a permanent one – when the temporary approval expires, the unit is to be removed. However, as part of a provincial initiative when garden suites were first addressed in the Planning Act, units which were designed to be lowered onto a foundation and later removed where created. Thus, the design and method of construction have to satisfy the applicable provisions of the Building Code; but the unit does not have to qualify as a "mobile home" – it just has to be "portable". The use of modular construction may help to address this statutory requirement. As the proposed building is only a concept at this point, additional discussions with the applicant will be required in this regard.

***Township of Severn Zoning By-law 2010-65***

The subject property, is zoned Agricultural (AG). The requirement for Minimum Lot Area for lots in the AG Zone is 40 hectares (98.8 acres) and the requirement for Minimum Lot Frontage is 60 metres (196.8 feet). Therefore, the property is currently an existing non-complying lot in accordance with Section 3.19 of Zoning By-law 2010-65, meaning it have less lot area than the current by-law specifications, but this appears to predate the By-law requirement.





Appendix 2

County of Simcoe - Web Map



Map(s), either in whole or in part, may not be reproduced without the written authorization of The Corporation of the County of Simcoe.  
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**PROPOSED ZONING AMENDMENT**

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2017-XX

BEING A ZONING BY-LAW TO REGULATE THE USE OF LAND AND THE CHARACTER, LOCATION AND USE OF BUILDINGS OR STRUCTURES ON CERTAIN LANDS DESCRIBED AS PART OF THE SOUTH HALF OF LOT 13, CONCESSION 5, GEOGRAPHIC TOWNSHIP OF ORILLIA, NORTH DIVISION, NOW IN THE TOWNSHIP OF SEVERN (2460 CARLYON LINE)

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WHEREAS the matters hereinafter set out comply with the Official Plan in effect for the Township of Severn;

AND WHEREAS the Council of the Corporation of the Township of Severn deems it advisable to amend the provisions of Zoning By-law No. 2010-65, as otherwise amended, as they apply to those lands described as Part of the South Half of Lot 13, Concession 5, geographic Township of Orillia, North Division;

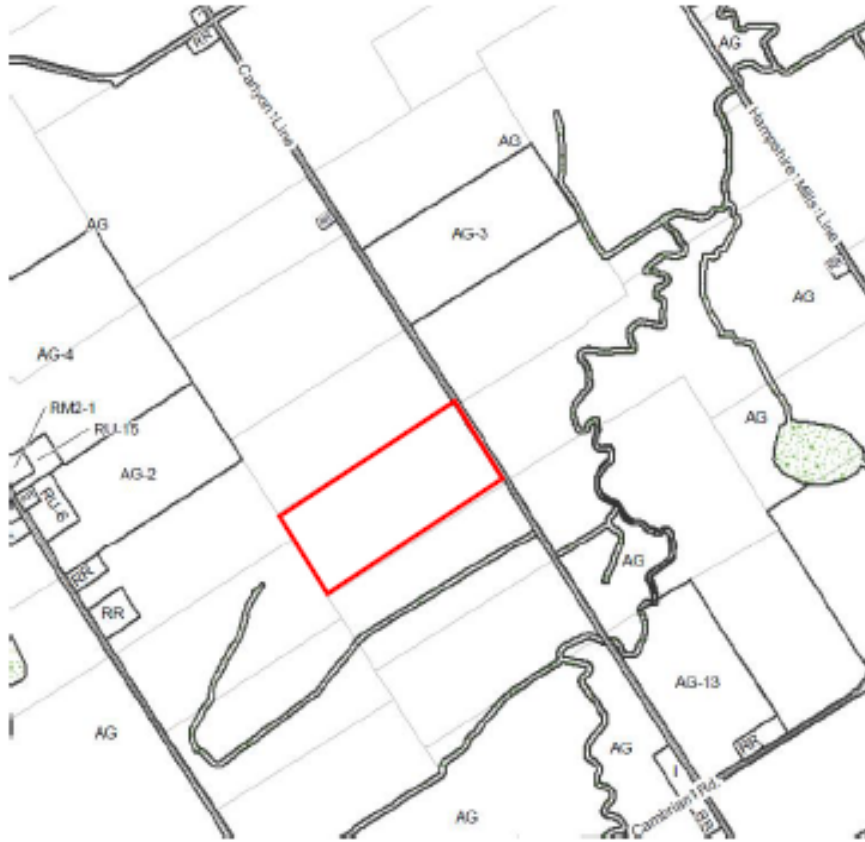
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:


1. THAT Schedule " D-3 " of Zoning By-law No. 2010-65, as otherwise amended, is hereby amended by changing the Zone Classification on certain lands described as Part of the South Half of Lot 13, Concession 5, geographic Township of Orillia, North Division, now in the Township of Severn, from Agricultural (AG) to Agricultural Special Exception (AG-XX) in accordance with Schedule "1" attached hereto and forming part of this By-law.
2. THAT Section 5.5.1 entitled "Exceptions to Agricultural (AG) Zone" of Zoning By-law No. 2010-65, as amended, is hereby further amended by adding the following Table:



SCHEDULE "1"

**PART OF THE SOUTH HALF OF LOT 13, CONCESSION 5, GEOGRAPHIC TOWNSHIP OF ORILLIA, NORTH DIVISION, NOW IN THE TOWNSHIP OF SEVERN (2460 CARLYON LINE)**



 Property to be rezoned from Agricultural (AG) Zone to a site-specific Agricultural (AG-XX) Zone

This is Schedule '1' to By-law No. 2017-XX  
Passed the day of \_\_\_\_\_, 2017

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

*The Chair inquired if there were any persons present who had either questions or comments on the applications? The Chair requested that those providing comments on the applications please rise, state their name and address and spell their last name for the minutes. The Chair also advised that the names and addresses of those individuals who speak at the meeting will appear in the meeting minutes which are public documents.*

Kim Lewis, owner of 2460 Carlyon Line, addressed the Committee and provided the following information:

- She purchased the 50 acre parcel of land in 2007 and built a new home.
- The property has been remodeled and improved since that time.
- She wishes to erect a granny suite for her parents who are now in their 80's and wish to live on site.
- The new building will be a detached barn structure with the accessory unit included. Once the temporary use is removed, it will become storage for hay.
- She is willing to enter into the Temporary Use Agreement and the structure will be removed when it is required by the Township.

Bill Gowanlock of 2503 Burnside Line addressed the Committee and advised that he is a neighbour and in favour of the application.

*The Chair inquired if the applicant had any further information to provide?*

There were no further comments from the applicant.

*The Chair inquired if there were any further information which staff may wish to provide?*

Staff advised that the application is similar to the one approved last year and it meets the intent and purpose of Provincial Policy Statements and the Township's Official Plan. The zoning amendment is required as an accessory dwelling structure is not permitted on one parcel of land and the structure will be for temporary use only.

As there were no further comments on this application, the Chair declared the public portion of the meeting closed at 7:10 p.m.

*The Chair inquired if members of the Committee required further clarification of the application or had any further comments.*

Member Stevens advised that he is in support of the application.

Member Taylor advised that he is in support of the application but inquired if a new or separate septic system would be required.

- The Building Department will be reviewing this during the building permit process. A new septic or an upgrade to the current septic is not always required but staff will ensure that the system is adequate.

Member Betsworth inquired if the proposed building would be gutted or entirely removed at the end of the temporary use.

- The Building Department will ensure that the plans are designed for the temporary use to be removed.

Member Cox inquired if the limit of temporary use was 10 years.

- Under the Official Plan, the temporary use can be for 5 or 10 years and then renewed for a total of 20 years if required. A new agreement would be required to extend the temporary use.

Member Burkett advised he is in support of the application and inquired if the temporary structure would be taxed as an accessory unit.

- The unit would be taxed as an accessory unit and then MPAC would revisit the assessment once the structure is removed.

Member Dunlop inquired if the structure would be a barn with the living unit inside and how it would be taxed.

- There would be an assessment on the living quarters and the remaining barn which would be converted to an agricultural use following the end of the temporary use.

**(See Resolution No. PD021517-01)**