

# TOWN OF FORT FRANCES

## Planning & Development Executive Committee

### AGENDA - October 1, 2018 at 8:00 AM

#### MEETING - Civic Centre - Civic Centre

	Page
1. <b><u>Call to Order</u></b> Session #48.	
2. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
3. <b><u>Approval of Previous Committee Minutes</u></b> 3.1 Approval of September 17th, 2018 meeting minutes.	2 - 3
4. <b><u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u></b>	
5. <b><u>In-Camera</u></b>	
6. <b><u>Items Referred from Council</u></b> 6.1 Request letter from T. Ross - Construct a 10 foot fence - back to PDEC for further consideration as per direction from Committee of the Whole 6.2 255 Scott Street (Brockie's Building) - Proposed Side Entrance. 6.3 Letter from Ahlan & Judith Johanson - Property Standards.	4 - 5 6 - 9 10 - 11
7. <b><u>New Business</u></b> 7.1 Traffic By-Law #21/14 - Amendment H. 7.2 Amendment to Site Plan Control Agreement for 810-840 King's Highway	12 - 13 14 - 16
8. <b><u>Outstanding Items</u></b>	
9. <b><u>Information</u></b>	
10. <b><u>Non-agenda Items</u></b>	
11. <b><u>Adjourn / Next Meeting Date</u></b> Monday November 5th, 2018.	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #47

September 17, 2018

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on September 17, 2018 from 8:00 a.m. to 8:26 a.m.

PRESENT: Councillor, J. Albanese, Chair, Mayor, R. Avis.

ALSO PRESENT: D. Brown, CAO, T. Dennis, CBO/Planner, P. Briere, Secretary.

- 1. Call to Order - 0800am**  
Session #47
- 2. Disclosure of pecuniary interest and the general nature thereof**  
None.
- 3. Approval of Previous Committee Minutes**
  - 3.1 Approval of September 4th, 2018 meeting minutes.  
- Approved as presented.
- 4. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**  
None.
- 5. In-Camera**  
None.
- 6. Items Referred from Council**  
None.
- 7. New Business**  
None.
- 8. Outstanding Items**  
None.
- 9. Information**
  - 9.1 350 Pit Road - Severance to Enlarge Lot 15 Pit Road.  
- An overview of this item was provided to the Committee. The Planning & Development Executive Committee accepted the report as information and no further action is required.
  - 9.2 1525 Colonization Road West - Consent for a New Residential Lot.  
- An overview of this item was provided to the Committee. The Planning & Development Executive Committee accepted the report as information and no further action is required.
- 10. Non-agenda Items**  
None.
- 11. Adjourn / Next Meeting Date - 0826am**  
Monday October 1st, 2018.

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Executive Committee Chair

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Secretary, Planning & Development Executive  
Committee

Date: September 4<sup>th</sup>, 2018

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer

Re: Request Letter from Mr. T. Ross – Construct a 10 Foot Fence.

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Mayor & Council will recall that at the regular meeting of Council held on July 9<sup>th</sup>, 2018, a request letter from Mr. T. Ross to construct a 10 foot fence was received by Council and referred to the Planning & Development Executive Committee for recommendation.

The Planning & Development Executive Committee at their regular meeting held on September 4<sup>th</sup>, 2018, reviewed this request and found that the Fence By-Law #40/17 allows for Commercial & Industrial Properties to build at a maximum height of 9 feet. It was discussed to amend the request letter to only allow a 9 foot fence to be constructed. The Committee and Administration felt that this 9 foot maximum height would be sufficient to rectify the issues identified within the request letter and remain consistent with the Fence By-Law.

With this stated, the Planning & Development Executive Committee is recommending that Council approve a 9 foot maximum height fence for this location.

Respectfully submitted,

Original Signed By

Patrick Briere  
By-Law Enforcement Officer

<p><b>Council approval of this report will:</b> approve a 9 foot maximum height fence for this location.</p>
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TO whom it concern  
My name is Terry Ross and I own a double lot at  
1115 2nd E for 8 going on 9 years now. The houses next  
to me are both rental's west owned by Sonja Ratta  
and east native housing by Neil Cable. I wish to build  
a new higher 10' fence between the rental properties  
and my own. There is an existing fence that is old and  
in need of repair as well as way two short 5'6" or so.  
For the reasons below I would like to request to build  
a 10' fence - The west side neighbor has been warned  
by police and since then town by-law has been involved  
as well as the landlord. She throws dog feces, hair, garbage  
over the fence, comments to me and my company, telling  
me not to look over there and turn around etc... to the  
point of throwing hot coffee on me, threatening to kill my  
dog, have me beat up ... using my fence as a clothes  
hanger when she has an existing line. She has a 3' step  
at the back of her house close to my fence for her to  
see over, her kitchen window matches mine at the same  
height over 6'. I cannot close my kitchen window  
for the smell of dog feces, urine and marijuana  
is overpowering. As the East side is native housing in  
which is vacant till repairs from the last tenant have  
been complete, I need not say more for obvious  
reasons. Having a taller fence would let my dog run free  
in the backyard supervised like always.

I don't think this is an unreasonable request, thank you  
for your time and consideration in this matter

Terry Ross 807 271-2244

Date: September 28, 2018

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **TBT Request For Side Entrance**

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On September 19, 2018, Council received a request from TBT Engineering (Rob Frenette) for the installation of an entrance door and windows at 255 Scott Street facing the newly developed Rainy Lake Square. In Rob Frenette's letter, he describes the reasoning behind the changes to the building.

This matter was referred to the Planning and Development department. The request was given to all Fort Franks Town division for comments on the request. Please see below:

#### **Tannis Drysdale Economic Development**

- YES ... x 1,000

We will need to have an agreement with tenants around secured access on those occasions when the square is rented for a private purpose. (In year one there has not been any events that have not been open to the public, but we did and will have ticketed events)

That agreement will need to set a protocol for events with a liquor licensed vendor. Basically - we should retain the ability to close off (by temporary gate) this entrance/exit if required by law (for a liquor permit) or if required for a ticketed event.

#### **Patrick Briere/Arlene Byrens By-Law Enforcement**

- Snow Shovelling of the Square Walkway that runs along the building. Who will be doing this? Is this something that we can add into an agreement with TBT to have them shovel, salt/sand this one walkway during the winter months, similar to what they would be required to do on Scott Street (their frontage).
- Construction of the Door – Is this going to be built similar to the front entrance with an alcove or door that swings in? Concerns we have are if the door swings outward into the Square than it is a potential hazard to people using the square.

#### **Operations and Facilities Travis Rob, Milt Strachan, Craig Miller and Trish Law**

- Winter snow removal is limited in the square. The Town sidewalk snow removal by-law wouldn't apply in this case. How do we make sure removal is complete at owners' expense?
- How will the new doorway impact the existing walkway?
- Could the entrance be on the back-alley wall?

- Unsure of elevation difference between the 255 Scott and the Rainy Lake Square. This should be checked.

**Chief Building Official and Municipal Planner Tyson Dennis**

- I would suggest having the windows installed with no issue facing the Rainy Lake Square
- The Door entrance should be on the rear of 255 Scott or the South/West Corner allowing the new door entrance to be fenced off without major issue during any events at the square. This would allow for proper parking and access to 255 Scott and the Rainy Lake Square.
- Door swing could be interior if occupant load of the office is below 50 persons.
- Elevations should be confirmed for access to the office as well

Please discuss the options and determine a recommendation for Council to move forward on TBT Engineering's request.

Respectfully submitted,

Original Signed By

Tyson Dennis

Chief Building Official/Municipal Planner

September 19, 2018

Mr. Tyson Dennis  
Chief Building Official/Municipal Planner  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A3P9

**RE: 255 Scott Street (Brockie's Building) – Proposed Side Entrance**

TBT Engineering Limited and our associated subsidiary business entity TBT Surveyors Inc. have been operating in the Town of Fort Frances since June 2017 after acquiring the business assets of EXP Geomatics (formerly Jim Bowman Land Surveying).

An associated company, 1358862 Ontario Ltd. has recently acquired the property at 255 Scott Street (formerly Brockie's Jewellers) as a commercial rental property.

Our intention is to maintain the current tenancy agreement with OPSEU at the rear of the building and perform renovations throughout the space previously used by Ted Brockie for his retail store to better facilitate TBT Engineering and TBTE Surveyors commercial operations in Fort Frances.

We would like to construct windows and an entry doorway into the western side wall of 255 Scott Street, providing egress and ingress to both suites from the Rainy Lake Square. The new proposed door opening would be approximately 60 feet from the front face of the building.

This change is part of a comprehensive architectural plan to upgrade the property interior AND exterior to make it more consistent with the attractive market space within the Rainy Lake Square.

Please advise if this request can be accommodated and additional architectural and engineering details will be provided in support of our application.

Yours truly,



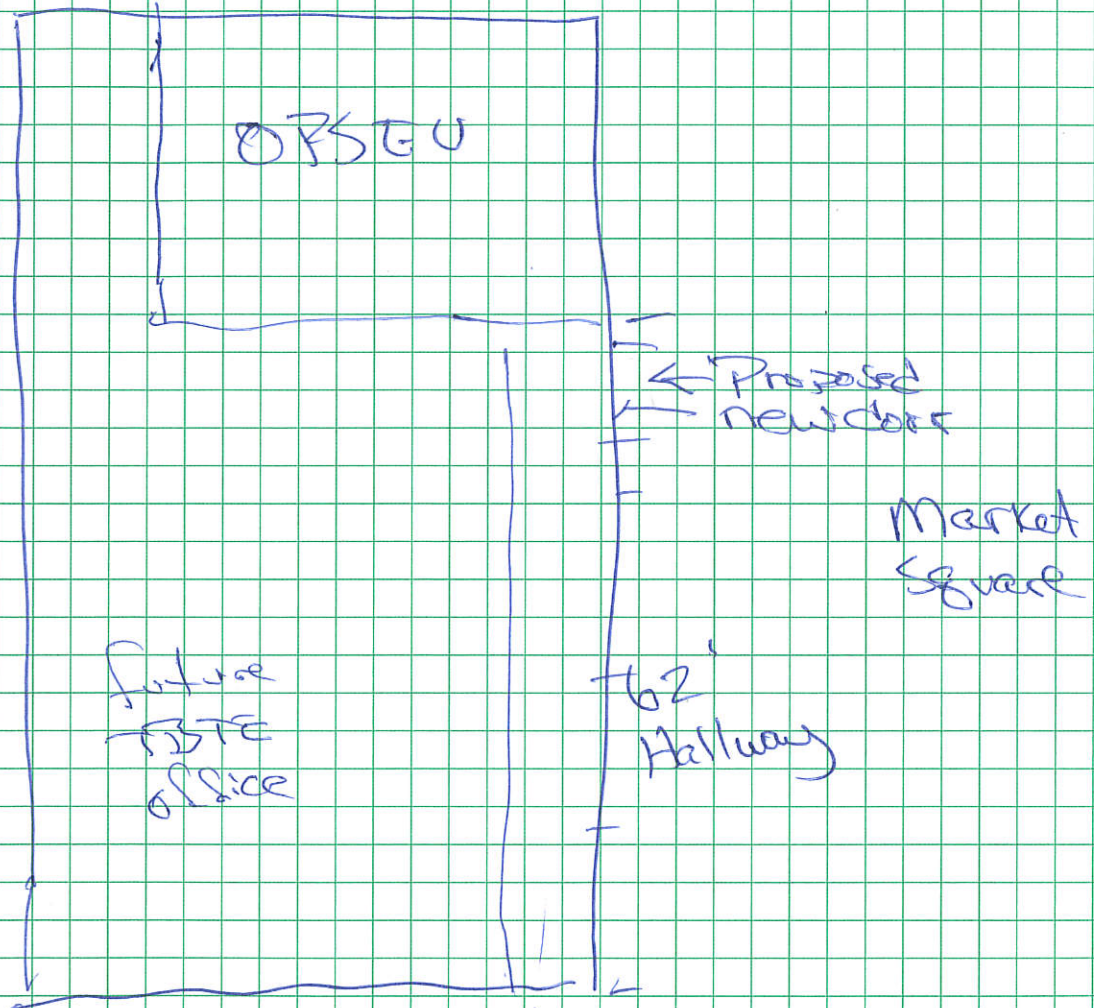
Rob Frenette, P. Eng.  
President, TBT Engineering Limited  
President, TBTE Surveyors Inc.  
President, 1358862 Ontario Ltd.



TBTE PROJECT NO.: \_\_\_\_\_

CLIENT PROJECT NO.: \_\_\_\_\_

DATE: \_\_\_\_\_ CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



Scot St.

Rob Frenette - President TBTE  
 " 1358862 Ont. Ltd.

John Bradica - Architect

711 King's Highway,  
Ft. Frances ON  
P0A 2X2  
September 12 2018

The Mayor and Council  
Fort Frances ON  
320 Portage Avenue  
Ft. Frances ON



Dear Sir:

Please find enclosed a letter sent to the Bylaw Officer, Patrick Briere, regarding a long standing situation with a neighbouring property.

The municipal bylaw dealing with General Standards For All Property speaks to this issue and would resolve the situation if enforced.

Your attention to this matter would be appreciated.

Yours truly,

Ahlan Johanson

Judith Johanson

711 King's Highway  
Fort Frances ON  
P9A 2X2  
September 12 2018



Patrick Briere  
Bylaw Enforcement Officer  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON

Dear Sir:

Earlier this summer, we contacted your office twice regarding the condition of the property at 709 King's Highway; this house abuts our property to the East.

Two years ago, after considerable interaction with your office, this property was cleaned up to a certain extent. As of now there are, once again, a number of items lying in disarray around the back yard and two derelict trucks parked there with even more debris inside the trucks' beds. The white truck has no licence plates and two flat tires. The green truck has licence plates with a sticker dated November 2017.

The tenant renting this property is in residence only infrequently and works out of province in Saskatchewan as far as we know; when here, he has shown no attempt to have the trucks removed or to clean up the back yard. Someone comes to cut the front lawn, but little is done at the back of the house where weeds, grass and other debris clutter the area.

In a conversation with you this year, it was indicated to us that unlicensed, derelict vehicles are not allowed to be kept on private residential property. We have checked the town's bylaws on line and would refer you to the bylaw under the title General Standards For All Property, Part III, numbers 3.03 and 3.04 parts 4, 5, and 8. It would seem that if these bylaws were enforced, as indeed they should be, this ongoing problem would be solved.

Yours truly

Ahlan Johanson

Judith Johanson

c.c. to the Mayor and Fort Frances Town Council



Date: September 18<sup>th</sup>, 2018

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Traffic Control By-Law #21/14 Amendment H.

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The By-Law Enforcement Department has received another request for removal of Loading Zone from a business who currently has a stall designated. The attached Draft By-Law Amendment H is attached for your reference.

As this is a housekeeping item and normal practice for this department. The signage for this location has already been removed and the parking space has resorted back to the necessary traffic controls currently in place in the area and are back open for public use. (For instance, this stalls is located within the BIA Area and has resorted back to 2 Hour Parking).

Therefore, we are asking that The Planning & Development Executive Committee recommend that Council approve the report as presented and direct Administration to have the By-Law Amendment prepared for signing by Mayor and Clerk.

Respectfully submitted,



Patrick Briere  
By-Law Enforcement Officer

**TOWN OF FORT FRANCES**

**BY-LAW NO. 21/14 - H**

(Being a by-law to amend by-law 21/14, being a by-law for the regulation of traffic on the highways and regulating the use of highways by pedestrians or vehicles within the Municipality. The *Municipal Act, 2001*, S.O. 2001, c. 25 and the *Highway Traffic Act*, R.S.O. 1990, CH.8.)

**WHEREAS** the Corporation of the Town of Fort Frances is authorized to regulate traffic on the highways and to regulate the use of highways by pedestrians or vehicles within the Municipality,

**AND WHEREAS** on **October<sup>th</sup>, 2018**, Council approved a report from the Planning & Development Executive Committee recommending an amendment to the Traffic Control By-law regarding the **removal of** private parking stalls, loading zones and church loading zones from the Traffic Control By-Law #21/14.

**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Fort Frances **HEREBY ENACTS** the **removal of** the following:

**TOWN OF FORT FRANCES**

**BY-LAW NO. 21/14**

**Loading Zones**

**SCHEDULE AA**

<b><u>NO.</u></b>	<b><u>STREET</u></b>	<b><u>SIDE</u></b>	<b><u>LOCATION</u></b>
6.	Portage Ave	West	Commencing from a Point 45.0 m South of First Street, and continuing Southerly for a distance of 6.7m.

READ THREE TIMES and finally passed in open Council this **th day of October 2018.**

\_\_\_\_\_  
R. Avis, Mayor

\_\_\_\_\_  
E. Slomke, Clerk

Date: September 28, 2018

Report To: Planning and Development Executive Committee

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Amendment to Site Plan Control Agreement for 810-840 King's Highway**

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On June 23, 2008, Council approved a Site Plan Control Agreement for 810-840 King's Highway with Borderland Hotel INC. The agreement was for the local Super 8 Hotel and Boston Pizza to have shared sites, parking and maintenance requirements.

The Super 8 Hotel is applying for a 24-room addition to the rear (North Side) of the building. Attached to this report is a preliminary site plan showing the addition. The original site plan control agreement By-Law NO. 41/08 will have to be amended to show changes to the site agreement.

The amended Site Plan Control Agreement will include the following:

- Application fees are paid for the amendment for Site Plan Control
- Requirements of Site Plan layout as submitted to the Planning and Development Department during the application process
- Storm water management as submitted and approved by the Operations and Facilities Department
- All legal and registration costs will be covered by Borderland Hotel INC. for Site Plan Control Agreement
- The Town will collect a letter of credit, cash or cheque of worth 5% of construction costs as represented on the Building Permit. The holding will be released when the Planning and Development Department of the Town of Fort Frances is satisfied with the work completed on the project and all conditions of the Site Plan Control Agreement are final

It is the recommendation of the Planning and Development Department to issue a building permit for the proposed 24-room addition on the existing Super 8 Hotel and amend the original Site Plan Control Agreement with Borderland Hotel INC.

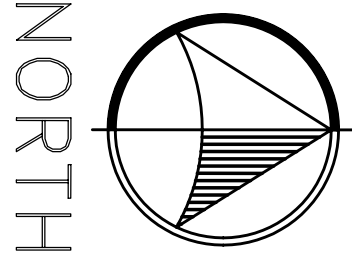
Respectfully submitted,

Original Signed By

Tyson Dennis

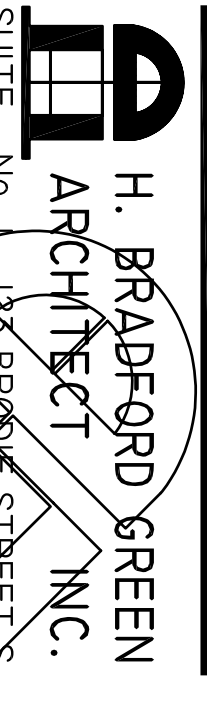
Chief Building Official/Municipal Planner

**Planning and Development Executive Committees approval of this report will:** recommend to Council the Borderland Hotel INC. amend the Site Plan Control Agreement listed as By-Law NO. 41/08 with the Town of Fort Frances. The Planning and Development will work with Borderland Hotel INC. to finalize the application, receive the holding costs of the amendments for the project and issue building permit to allow for foundation work to begin in the 2019 building season.



**PRELIMINARY**  
NOT FOR CONSTRUCTION

FILENAME : 18116-SP1-SP2.DWG		SEPT. 00/18
NO. I/M/D/Y REVISIONS		
Δ	*** ISSUED FOR ***	M.E.
BY		



**H. BRADFORD GREEN**  
**ARCHITECT INC.**  
SUITE NO. - 182 BROOK STREET S.  
THUNDER BAY, ONTARIO P7B 1B8  
PHONE: (807) 622-0800  
WWW.HBGARCHITECT.CA

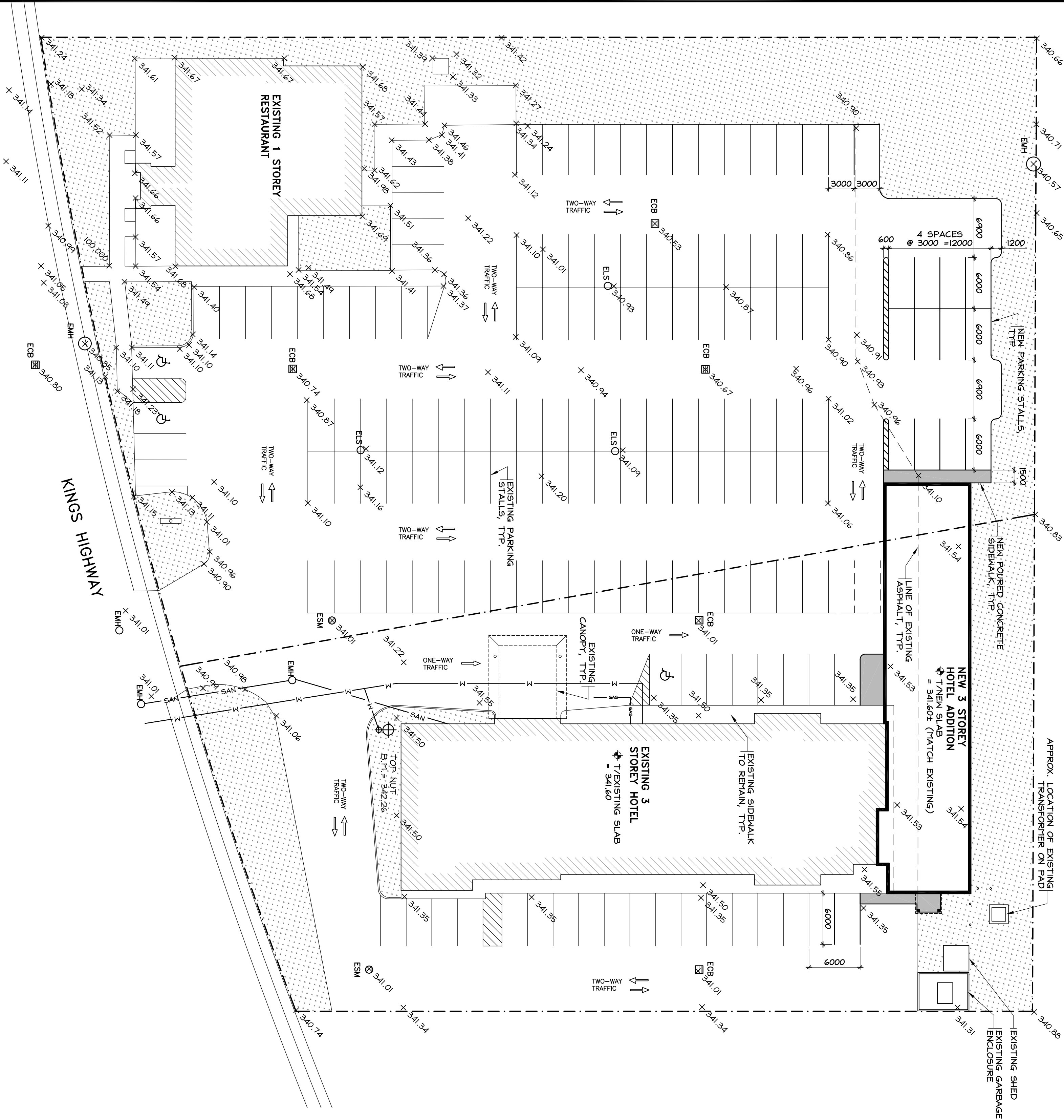
CONTRACTOR SHALL CHECK ALL DIMENSIONS & REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO CONSTRUCTION. THESE DRAWINGS SHALL STRIKE AND BE VOID UNLESS SIGNED BY THE ARCHITECT  
DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

PROJECT: **SUPER 8 MOTEL**  
**3 STOREY ADDITION**  
810 KINGS HWY., FORT FRANCES, ON.

DRAWING TITLE: SITE PLAN, SITE LEGEND, ZONING REVIEW, ENLARGED PLAN			
SCALE:	DRAWN BY:	PROJECT NO.:	DRAWING NO.:
AS NOTED	M.E./ D.G.	18116	
DATE:	CHECKED BY:	APPROVED:	
SEPT., 2018	D.M.G.	H.B.G.	<b>SP1</b>

**SITE LEGEND:**

- REMAIN GRASS AREAS TO REMAIN
- NEW SOD ON MIN. 75mm(3") TOP SOIL
- NEW CONCRETE SIDEWALK TO MATCH EXISTING SIDEWALK TO MATCH EXISTING ASPHALT, TYP.
- NEW POURED CONCRETE SIDEWALK, TYP.
- NEW PARKING STALLS, TYP.
- 4 SPACES @ 3000 = 12000
- MAIN ENTRANCE DOOR
- EXIT DOOR
- SERVICE DOOR
- RELOCATED FIRE HYDRANT AS PER TECH. SPEC.
- EXISTING SANITARY MAN HOLE
- EXISTING GATED STORM MAN HOLE
- EXISTING LIGHT STANDARD
- EXISTING CATCH BASIN
- EXISTING GRADE ELEVATION IN METERS
- PROPERTY LINE
- YARD SETBACKS
- SAN - SANITARY SEWER LINE
- M - WATER LINE
- H - HYDRO LINE
- T - TELEPHONE LINE
- GAS - GAS LINE
- (F.A.R.) - FIRE DEPARTMENT ACCESS ROUTE (AS PER O.B.C. 32.55, 32.56, 25.7)



**PARTIAL SITE PLAN**  
SCALE 1:300