

WINDSOR PLANNING ADVISORY COMMITTEE MEETING MINUTES

January 18, 2017

7:00 – 8:20 PM

Council Chambers

Town Hall

Present: Chair of the Committee, Deputy Mayor Laurie Murley
Mayor Anna Allen
Councillor Shelley Bibby
Councillor Jim Ivey
Citizen Member Creelman MacArthur
Citizen Member Bill Butler

Ex-Officio Planner Devin Lake
Chief Administrative Officer, Louis Coutinho

Staff: Planning Advisory Recording Secretary Janet Redden

Regrets: Councillor John Bregante

Delegation: Noel Tiani and Kirk McCulloch, Parsons Green Developments Ltd.

Public: 2

1. CALL TO ORDER

As this was the first meeting of 2017, Planner Lake called the meeting to order at 7:00 pm and called for nominations for the position of Chair of the Windsor Planning Advisory Committee.

Moved By: Councillor Bibby

TO NOMINATE DEPUTY MAYOR MURLEY FOR THE POSITION OF CHAIR OF THE WINDSOR PLANNING ADVISORY COMMITTEE.

Seconded By: Citizen Member MacArthur

Planner Lake called for other nominations, and after three (3) calls and no further nominations brought forward, it was declared nominations were closed. Deputy Mayor Murley was declared Chair of the Windsor Planning Advisory Committee.

Chair Murley then called for nominations for the position of Vice-Chair.

Moved By: Mayor Allen

TO NOMINATE COUNCILLOR BIBBY FOR THE POSITION OF VICE-CHAIR OF THE WINDSOR PLANNING ADVISORY COMMITTEE.

Seconded By: Councillor Ivey

Chair Murley called for further nominations and, as there were none, it was declared that nominations close. Councillor Bibby was declared Vice-Chair of the Windsor Planning Advisory Committee.

2. APPROVAL/ADDITIONS TO AGENDA – Chair Murley called for approval of the agenda.

MOVED BY COUNCILLOR BIBBY AND SECONDED BY MAYOR ALLEN THAT THE AGENDA BE APPROVED AS CIRCULATED. MOTION CARRIED.

3. APPROVAL OF MINUTES –

Chair Murley requested approval of the Planning Advisory Committee Minutes of November 23, 2016.

MOVED BY MAYOR ALLEN AND SECONDED BY COUNCILLOR BIBBY THAT THE PLANNING ADVISORY COMMITTEE MINUTES OF NOVEMBER 23, 2016 BE APPROVED IF FOUND CORRECT. MOTION CARRIED.

4. BUILDING INSPECTOR AND DEVELOPMENT OFFICER REPORT

a) Monthly Reports of November and December 2016

Members of the Committee were provided with a copy of the Building/Development Permits for the months of November and December 2016. Chair Murley requested a motion to receive these reports.

MOVED BY COUNCILLOR IVEY AND SECONDED BY CITIZEN MEMBER MACARTHUR THAT THE REPORT OF THE BUILDING INSPECTOR AND DEVELOPMENT OFFICER FOR THE MONTHS OF NOVEMBER AND DECEMBER 2016 BE RECEIVED AND PLACED ON FILE. MOTION CARRIED.

Councillor Ivey as for an explanation on why the difference from 2016 to 2017. Secretary Redden explained this was due to the construction of the new Waste Water Treatment Facility in 2016. For clarification, it was also indicated that signs require a Development Permit and there is a \$15 fee for Sandwich Board Signs.

5. NEW BUSINESS –

a) New Chair Procedure

This matter was covered at the beginning of the meeting.

BUSINESS ARISING FROM THE MINUTES

a) Expression of Interest – Parsons Green Developments Ltd.

Planner Lake provided a presentation to the Committee on the background regarding the Expression of Interest. He reported the Town purchased the former Windsor Wear building at a tax sale and before any money was spent on structural engineering or otherwise staff were directed to issue a Call for Interest. The Expression of Interest was issued and also sent to various developers on October 11, 2016 with a deadline for submissions of November 15, 2016. One (1) submission has been received (Parsons Green Development Ltd.) In the broader context, it was indicated it's difficult to look at this site in isolation so a wider planning area is under consideration as it was felt important to engage adjacent landowners to see what their intentions are moving forward.

A Waterfront Action Plan was adopted by Council in March 2016. Key redevelopment sites were identified including this property. In addition, in the recent strategic planning that's been done by Council, one of the directions given was to create a vibrant downtown core and waterfront.

Planner Lake also provided a summary of the Memorandum of Understanding. It lays out the expectations on process primarily led by the developer but both parties would work in good faith towards a positive outcome. It gives time to ensure due diligence by giving time for site and market analysis, talking with adjacent landowners and doing some additional consultation. It acknowledges that amendments may need to be made to planning documents. It provides consideration to adjacent lands that are owned by the Town of Windsor. It also outlines that a subsequent agreement may be warranted to outline the details of the land sale and a development agreement will be required. Following the due diligence piece, Council will have to make another decision on whether to proceed.

Parsons Green Developments Ltd. provided a presentation on the project which included the objectives for the project, the approach to achieving these objectives and their experience (both Parsons Green Developments Ltd. and Fairwyn Developments). The objectives include responding to the needs of the Town and local demographic trends, enhancing the vibrancy of the waterfront and act as a catalyst for renewed growth of the downtown. The approach followed is to run two streams: 1) involve stakeholder consultation and 2) provide a site analysis stream.

Stakeholder consultation is integral to this project. It's important to identify and engage stakeholders, and identify potential uses. A working paper will be prepared which can be reviewed and refined and present the outcome of the consultations to stakeholders with the ultimate outcome being a development agreement.

When performing the site analysis a topographical survey, geotechnical and environmental survey as well as site services, access, flood plain implications (if any) and market analysis will

be completed. A preliminary site plan and building concept design will follow along with a refinement of plans. The hope is to be approval by the Town and a development agreement in place.

The presentation also included an overview of the developers' experience and projects.

Following the presentation, the floor was open for questions and comments.

Mayor Allen remarked on the timeliness of the proposed project and referred to the aging demographic, the growing number of downsizers and the importance of affordable housing for Windsor.

Other members were encouraged by the inclusion of participation of stakeholders and questioned how the developers would be encouraging stakeholders to participate.

When questioned regarding the timeline going forward, it was indicated that there will be a post meeting with the Planner to determine.

Discussion on the matter concluded with the following recommendation being made:

**MOVED BY MAYOR ALLEN AND SECONDED BY CITIZEN MEMBER BUTLER
THAT THE PLANNING ADVISORY COMMITTEE RECOMMENDS THAT COUNCIL
EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF
WINDSOR AND PARSONS GREEN DEVELOPMENTS LTD., AS DETAILED IN
ATTACHMENT 1. MOTION CARRIED.**

Noel Tiani and Kirk McCulloch departed the meeting at 7:50 p.m.

b) Laying Hens Request –

In June 2016, staff received a request from a resident to allow laying hens within the Town of Windsor. At the time of the request, this would only be permitted in the Agricultural zone in the Town. Direction was given for staff to investigate the matter further and provide a report on the issue. It was requested that the issue of beekeeping be included in the investigation.

Staff sought feedback from the public through the Town website and social media with many emails and comments received (18 emails (13 in favor, 5 against) and 31 comments on social media (26 in favor, 5 against). Primary issues of those not in favor were related to noise, smells, attraction of rodents and other nuisance animals, enforcement, solid waste impact, and property values. These issues were addressed in the staff report.

Planner Lake reported the proposed land use by-law amendments provided in his staff report are consistent with the relevant policies of the Municipal Planning Strategy and land use regulation already present in other municipalities across the country. Members of the Planning Advisory Committee suggested that a development permit be required to allow the use and identify properties where urban agriculture is occurring. The permit would be "property" specific. Additionally, it was suggested that an educational piece be provided and available to the public so that they are aware of the requirements and restrictions in allowing laying hens and bees.

Should Council give first reading to the amendments, a Public Hearing would be scheduled and public notice would be given. Section 210 of the Municipal Government Act states that a Public Participation Program for such an amendment is at the discretion of Council and could be organized by staff but given the feedback already sought, it was felt the Public Hearing Process would suffice.

MOVED BY MAYOR ALLEN AND SECONDED BY CITIZEN MEMBER BUTLER THAT THE PLANNING ADVISORY COMMITTEE RECOMMENDS THAT COUNCIL GIVE FIRST READING TO AMEND THE LAND USE BY-LAW (LUB), AS DETAILED IN ATTACHMENT 1, TO ALLOW CHICKENS (LAYING HENS) AND BEEKEEPING ON RESIDENTIAL PROPERTIES IN THE TOWN OF WINDSOR. MOTION CARRIED.

6. Updates/Recap -

a) Housing Symposium –

Planner Lake reported there is a housing symposium to be held January 19, 2017 in Wolfville with a public session to be held between 7 to 9 pm. A member of the Affordable Housing Committee will be presenting in the morning. There are four different streams. Different experts, academics, and planners from other areas have been invited. There are four streams: 1) Residential Rental Business (bylaw specific to Wolfville regulating boarding houses), 2) Social Integration, 3) Age Friendly Community Design, and 4) Affordable Housing.

b) Public Information Meeting – Proposed Development Agreement Amendment re 257 Wiley Avenue

Planner Lake reminded the Committee of the Public Information Meeting regarding 257 Wiley Avenue and the proposal of increasing the number of units from eleven to thirteen. The meeting is to be held Thursday, January 26 at 7 p.m. in the Town Council Chambers.

7. ADJOURN/NEXT MEETING –

AT 8:20 P.M. AND HAVING NO FURTHER MATTERS TO DISCUSS, IT WAS MOVED BY MAYOR ALLEN AND SECONDED BY COUNCILLOR BIBBY THAT THE MEETING ADJOURN. MOTION CARRIED.

The next meeting will be held February 8, 2017.