

## **WINDSOR PLANNING ADVISORY COMMITTEE MEETING MINUTES**

**January 10, 2018**

**7:00 – 7:37 PM**

**Council Chambers**

**Town Hall**

Present: Chair, Deputy Mayor Laurie Murley  
Vice Chair, Councillor Shelley Bibby  
Councillor John Bregante  
Councillor Jim Ivey  
Citizen Member Creelman MacArthur  
Citizen Member Jamie O'Hanlon

Regrets: Mayor Anna Allen  
Citizen Member Joanna Goulde-Thorpe  
Chief Administrative Officer, Louis Coutinho

Ex-Officio Planner Jeremy Banks

Staff: Planning Advisory Recording Secretary Janet Redden

Public: None

### **1. CALL TO ORDER**

Chair Murley called the meeting to order at 7:00 p.m. and welcomed new citizen member Jamie O'Hanlon. An introduction of the committee members followed.

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

**MOVED BY COUNCILLOR IVEY AND SECONDED BY VICE CHAIR BIBBY  
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 6, 2017.

**MOVED BY COUNCILLOR BREGANTE AND SECONDED BY COUNCILLOR  
IVEY THAT THE PLANNING ADVISORY COMMITTEE MINUTES OF NOVEMBER  
6, 2017 BE APPROVED BARRING ANY ERRORS OR OMISSIONS. MOTION  
CARRIED.**

#### **4. BUILDING INSPECTOR AND DEVELOPMENT OFFICER REPORTS**

##### **a) Monthly Reports – November and December 2017**

Members of the Committee were provided with a copy of the Building/Development Permits for the months of November and December 2017. Chair Murley requested a motion to receive these reports.

**MOVED BY VICE CHAIR BIBBY AND SECONDED BY COUNCILLOR BREGANTE THAT THE REPORTS OF THE BUILDING INSPECTOR AND DEVELOPMENT OFFICER FOR THE MONTHS OF NOVEMBER AND DECEMBER 2017 BE RECEIVED AND PLACED ON FILE. MOTION CARRIED.**

#### **5. BUSINESS ARISING FROM THE MINUTES**

##### **a) WMPS/WLUB Amendment Application – Ground Signs in Town Centre (TC) and Pesaquid Comprehensive Development District (P-CDD)**

Planner Banks provided an update indicating ads in newspaper have been placed for Public Hearing which is to be held on January 23, 2017 at 6 p.m. As this is a planning matter, there is an expectation that PAC members attend. A recommendation will be put forth to Council following the Public Hearing. In addition to the application made by the business owner, it was indicated that CAO Coutinho wanted to ensure the property owner is aware and has signed the application as this could impact any other tenants in the building who may also want to have a sign.

Discussion followed regarding the mini bus parked at the entrance of the parking lot and it was questioned as to whether this would be considered a sign as it advertises the business in question or simply considered a vehicle parked in a private parking lot. It was questioned as to whether this should be a discussion of a more comprehensive review such as a plan review.

##### **b) Bill 177 & Commercial Development District (CDD)**

Planner Banks reported a Public Information Meeting was held on December 12, 2017 and the next step in the process is to hold a Public Participation Meeting on February 14 prior to the regularly scheduled PAC meeting.

#### **6. NEW BUSINESS**

Planner Banks reported the 2016 census data has been released and an online tool (referred to as the “Census Mapper”) is available which provides population maps and other information. He indicated he would provide the committee with an update and asked if there were particular statistics the committee would be interested in. Demographic information, rental verses home ownership statistics as well as enrollment statistics for

schools was requested. Planner Banks also indicated this type of information is beneficial when doing a plan review.

With regards to the municipal plan review, Planner Banks indicated that this is a lengthy process and, as this has financial implications, this needs to be discussed during budget discussions. The Committee stressed the importance of getting the plan review underway and wanted to ensure their support for a plan review was reflected in the minutes.

For the benefit of the new committee member, Planner Banks provided a brief explanation on the current planning strategy matters being addressed.

He reported there was a motion made to enable 40 Water Street to have a ground sign as well as enable other businesses in the downtown core to apply for extra signage through a development agreement. This matter will go to a Public Hearing on January 23, 2017 with a decision by Council to follow.

Bill 177, introduced by the Province, is a way of providing incentives for commercial development in the downtown core by phasing in taxes for commercial development. This has to be adopted in the Municipal Planning Strategy. Designation of a Commercial Development District as well as policy changes are required. The process has been started with a Public Information Meeting held on December 12, 2017 and the next step is to present the proposed amendments at a Public Participation Meeting which has been scheduled prior to PAC on February 14. A recommendation by PAC to Council to go to a Public Hearing will follow after which Council will make a final decision and the amendments can become part of the Municipal Planning Strategy.

A brief round table discussion followed with a request to confirm whether an elevator is part of the plan for the new building on Gerrish Street. Secretary Redden will provide confirmation.

In addition, the question was raised as to whether information on proposed developments could be shared with citizen members so they are aware if asked by public. It was recommended that information not be disclosed unless formally accepted.

## **7. ADJOURNMENT**

**AT 7:37 P.M. AND HAVING NO FURTHER MATTERS TO DISCUSS, IT WAS MOVED BY COUNCILLOR BREGANTE AND SECONDED BY CITIZEN MEMBER O'HANLON THAT THE MEETING ADJOURN. MOTION CARRIED.**