

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

**April 18, 2018**

**7:00 – 8:10 PM**

**Council Chambers**

**Town Hall**

Present: Chair, Deputy Mayor Laurie Murley  
Vice Chair, Councillor Shelley Bibby  
Mayor Anna Allen  
Councillor Jim Ivey (*arrival 7:02 pm*)  
Citizen Member Creelman MacArthur  
Citizen Member Jamie O'Hanlon

Regrets: Councillor John Bregante  
Citizen Member Joanna Goulde-Thorpe

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

Staff: Planning Advisory Recording Secretary Janet Redden

Delegations: Martin Taiani, Parsons Green Developments  
Noel Taiani, Parsons Green Developments  
Kirk MacCulloch, Fairwyn Developments

Public: 1

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

Chair Murley called the meeting to order at 7:00 p.m.

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

**MOVED BY VICE-CHAIR 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 February 14, 2018 and the Public Participation Meeting of February 14, 2018. It was noted there was no meeting held in March.

**MOVED BY MAYOR ALLEN AND SECONDED BY CITIZEN MEMBER MACARTHUR THAT THE PLANNING ADVISORY MEETING OF FEBRUARY 14, 2018 AND THE PUBLIC**

**PARTICIPATION MEETING OF FEBRUARY 14 , 2018 BE APPROVED  
AND PLACED ON FILE. MOTION CARRIED.**

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

**a) Monthly Reports – February and March 2018**

Members of the Committee were provided with a copy of the Building/Development Permits for the months of February and March 2018. Chair Murley requested a motion to receive these reports.

**MOVED BY VICE-CHAIR BIBBY AND SECONDED BY COUNCILLOR  
IVEY THAT THE REPORTS OF THE BUILDING INSPECTOR AND  
DEVELOPMENT OFFICER FOR THE MONTHS OF FEBRUARY AND  
MARCH 2018 BE RECEIVED AND PLACED ON FILE. MOTION  
CARRIED.**

**5. NEW BUSINESS**

**a) Waterfront Redevelopment (former Windsor Wear land) and EOI and Memorandum of Understanding**

**i. Staff Presentation** – Planner Lake provided the committee with a background of events leading up to the current Memorandum of Understanding (MOU) between the Town and Parsons Green Developments Ltd. (PGD). The MOU was signed in February 2017 and extended to May 1, 2018. The MOU outlined “a pre-development due diligence and consultation process with the goal of an eventual project which would further the Town’s strategic direction to have a vibrant downtown and waterfront area.” Waterfront planning and economic development has been a long standing issue for many years and includes studies which date as far back as 1966. A Windsor Waterfront Action Plan was created and endorsed by Council in March 2016. This included work completed by the former Windsor Waterfront Committee and the various studies and provided a framework for action. Focus on the downtown/waterfront area is part of Council’s Strategic Plan. Various aspects of their strategic directions can be impacted by moving this project forward. It was indicated that Staff is recommending the existing MOU moves toward a Memorandum of Agreement (MOA) with the Developer which would include a concept design, purchase terms, etc. If Council decides to move forward with a MOA, a draft would be brought to PAC and Council for discussion prior to being executed. Amendments to Town planning documents (Municipal Planning Strategy and Land Use By-Law) was considered key in enabling development in this area and the importance of the Town being “investment-ready” was emphasized. The existing policy and the necessary amendments were reviewed. Rather than utilizing Development Agreements to enable new residential development for this area as in the existing policy, it was proposed site plan approval would be used to enable development. Site plan approval is currently enabled by planning documents for approvals in the Wentworth Road Commercial Zone. The MPS and LUB need to be updated to ensure these documents align with the renewed strategic direction.

**ii. Parson's Green Developments Ltd. Presentation** – Parsons Green Developments, by way of a PowerPoint Presentation, reviewed their approach to date and thinking moving forward and included concepts of the planning area for the proposed waterfront development of the former Windsor Wear Factory Outlet location. They referred to deliverables and the work to date. This included discussions held with adjoining property owners, stakeholder consultations held including a focus group, site planning of the planning boundary/study area, three high level planning concepts for the study area drafted, as well as an environmental investigation of the site. When discussing the planning boundary, a “blue sky” approach was taken and planned for an entire area as it was felt important to have development which was “compatible”. During community consultation some common themes arose. There appeared to be a strong demand for quality rentals and a vibrant space where residents use public amenities and shop at local businesses. Townhouses were not viewed favorably. In addition, there was strong support for mixed use (i.e. mix of private, public, residential, commercial) and the development has to be a “draw” for the area. A Phase 1 Environmental assessment was completed on the Windsor Wear site and no further site assessment is recommended.

Kirk MacCulloch reviewed the evaluation of the three scenarios (Working Concept A, B and C) drafted by Ekistics Planning and Design. Concept C provided development for the highest and best use. The Master Plan (“Massing Model”) was reviewed and included potential for 6 residential units, 2 mixed use units and 1 commercial plaza creating greater density for the downtown area. Maintaining public access to the waterfront was important in the plan.

**iii. Discussion and Motions** - Generally, members of the committee were impressed with what was presented and felt the value of the land was being maximized with this type of development. It was noted that the conceptual design appeared to be quite modern and some concern was raised over how it would fit with the historical appearance of much of the downtown. In response, it was indicated that, while at first appearing to look modern, attention would be paid to incorporating some historic details in the design. It was confirmed that these would be rental units and that the number of units would be fluid as it is in the early stages of development and would depend on what land becomes available. Parsons Green indicated that they would like to break ground by 2020.

Next steps included secondary planning providing a better idea of depth of the market, moving from an MOU to a MOA, proceeding with policy amendments to enable an investment ready area and the purchase of land.

Following conclusion of the presentations and discussion, the following motions were made:

**MOVED BY MAYOR ALLEN AND SECONDED BY CITIZEN MEMBER MACARTHUR THAT STAFF MOVE FROM THE EXISTING MEMORANDUM OF UNDERSTANDING (MOU) TO A MEMORANDUM OF AGREEMENT (MOA) WITH PARSONS GREEN DEVELOPMENTS LIMITED AND THAT THE MOA INCLUDE A CONCEPT DESIGN, PURCHASE TERMS, AND OTHER TERMS THAT THE PARTIES MAY AGREE TO, CONSISTENT WITH THE EXISTING MOU. MOTION CARRIED**

**MOVED BY COUNCILLOR IVEY AND SECONDED BY CITIZEN MEMBER MACARTHUR THAT STAFF BEGIN NECESSARY MUNICIPAL PLANNING STRATEGY AND LAND USE BY-LAW AMENDMENTS TO CREATE AN INVESTMENT-READY WINDSOR WATERFRONT AREA. MOTION CARRIED**

At 8:05 p.m. presenters and public departed the meeting.

**b) LPPANS 2018 Planners Conference (May 16-18, Lord Nelson Hotel)** – It was indicated that every year two (2) members of the PAC are invited to attend this conference and if any member is interested in attending they are to contact the recording secretary to make arrangements. Citizen member O’Hanlon indicated she may be interested and will confirm. An email to all members regarding the conference will be sent as not all members were in attendance at this meeting.

## **6. BUSINESS ARISING FROM THE MINUTES - UPDATES**

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

It was reported that these amendments have been approved and are now in effect.

### **b) C-DD (Bill 177) & MPS AMENDMENTS**

It was reported these amendments to the MPS were approved by Council and have been sent to the Provincial Director of Planning. Once comments, if any, received back from Director, Notice of Approval will be advertised in the local newspaper and will be in effect the date of notice. It should be noted that this will also require a by-law be drafted and approved.

## **7. ADJOURNMENT**

**AT 8:10 P.M. AND HAVING NO FURTHER MATTERS TO DISCUSS, IT WAS MOVED BY MAYOR ALLEN AND SECONDED BY COUNCILLOR IVEY THAT THE MEETING ADJOURN. MOTION CARRIED.**

The next meeting is scheduled for May 9, 2018.

Chair Murley advised that she will be unable to attend that meeting and requested Vice-Chair Bibby to chair.