



QUISPAMISIS PLANNING ADVISORY COMMITTEE
MEETING MINUTES – June 8, 2021

Present: Darin Lamont John Groden
 Brenda Fowlie Kendall Mason
 Brent Preston Chrissy Scott, GIS Technologist
 Darren Bishop Jennifer Jarvis, Planning Technologist
 Marc Gosselin Violet Brown, PAC Secretary
 S. Dwight Colbourne, Municipal Planning Officer

1. Call to Order

Darin Lamont called the meeting to order at 7:00 p.m.

2. Approval of Agenda

Moved By Darren Bishop

Seconded By John Groden

That the Agenda be approved as written.

Motion Carried

3. Disclosures of Interest

No disclosures were declared.

4. Approval of Previous Minutes

Moved By Brent Preston

Seconded By Brenda Fowlie

That the minutes of the previous PAC meeting be received and filed.

Motion Carried

5. Business Arising from Minutes - Notice of Decisions

Moved By Brenda Fowlie

Seconded By John Groden

That the Notices of Decision be received and filed.

Motion Carried

6. Unfinished Business

None

7. New Business

7.1 56 Sky View Terrace - Foundation Elevation Variance

Mr. John Stevens attended seeking approval for the construction of a dwelling on the property of 56 Sky View Terrace, PID 30257083 where the main floor elevation is proposed at three (3) metres below the street elevation. Mr. Stevens noted that he met with immediate landowners and sent letters to let them know that he would have development equipment on site soon and reviewed the precautions for the safety of children; the neighbors had no concerns.

Ms. Jarvis reviewed the application stating that the proposed elevation of the finished floor of the first storey is proposed to be three (3) metres below the centerline grade of the street. Section 6.(F) of the Town's Zoning By-law requires that all new structures foundation be at least one (1) metre above the final centerline grade of the street, therefore, a four (4) metre variance is required. Notice was sent to property owners within 100 metres of property. No concerns were received, staff had no concerns, and no one attended to speak for or against this application.

Moved By John Groden

Seconded By Kendall Mason

That the Planning Advisory Committee approve the four (4) metre Foundation Elevation Variance to Section 6.(F)(1) of the Zoning By-law 038, for 56 Sky View Terrace, PID 30257083, subject to the following terms and conditions:

1. The preparation of the "Hold Harmless" agreement should be executed prior to approval of the final inspection of the dwelling; and
2. A building permit is issued prior to construction.

Motion Carried

7.2 30 Maple Grove Court - Waterfront Development

Mr. Greg O'Leary attended seeking approval for the construction of a retaining wall and pool on the waterfront property of 30 Maple Grove Court PID 30187371.

Ms. Jarvis reviewed the application stating that the applicant is proposing to erect a two decimal three (2.3) metre retaining wall twenty-seven decimal four (27.4) metres from the highwater mark of Ritchie Lake. As per the Town's Zoning By-law, any construction within thirty (30) metres of the watercourse requires approval from the Provincial Department of the Environment and Local Government. Mr. O'Leary noted that the Watercourse and Wetland Alteration (WAWA) permit was

received and sent to the Town. The PAC Secretary confirmed this was received today.

The applicant is also proposing to install an inground pool in their side yard, but no variances were required for this application. Notice was sent to property owners within 50 metres of property. No concerns were received, staff had no concerns, and no one attended to speak for or against this application.

Moved By Brent Preston

Seconded By Brenda Fowlie

That the Planning Advisory Committee approve the development of a retaining wall and installation of an in-ground pool at 30 Maple Grove Court, PID 30187371 subject to the following terms and conditions:

1. Approval is received from the Department of Environment and Local Government for the proposed works within the 30 metre Watercourse Buffer Zone and filed with the Town; and
2. A Building Permit is issued prior to construction.

Motion Carried

7.3 168 Vincent Road - Front Yard Setback

Mr. Rick Turner attended on behalf of Mark Taylor seeking approval to construct a single-family dwelling unit at 168 Vincent Road, PID 30343545.

Ms. Jarvis reviewed the application stating that the setback should be at least fifteen (15) metres in the case of an arterial or collector highway or seven decimal five (7.5) metres in the case of any other street and Vincent Road is a collector road. Therefore, a Front Yard Setback of seven decimal thirty-eight (7.38) metres is required to allow the development to occur. She added that this was an oversight during the departments approval process and permits were issued so the foundation work has already commenced. Ms. Jarvis also noted that the staff have no concerns for this application, and it is not setting a precedence since there are other dwellings with similar setbacks on Vincent Road. Notice was sent to property owners within 50 metres of the location, no concerns were received, and no one attended to speak for or against the application.

Moved By Kendall Mason

Seconded By Marc Gosselin

That the Planning Advisory Committee approve the front yard setback of seven decimal thirty-eight (7.38) metres at 168 Vincent Road, PID 30343545 subject to the following condition:

1. The site must be graded to limit direct drainage onto the road surface.

Motion Carried

7.4 12 Waters Edge Lane - Waterfront Development

Mr. Ben Scholten, of Scholten's Landscaping, attended on behalf Margaret McTague, seeking approval to construct a fence on a waterfront property located at 12 Waters Edge Lane, PID 30327464.

Ms. Jarvis reviewed the application noting that the intention of requiring approval for construction on waterfront property is to ensure the applicant is aware of the Department of Environment (DOE) 30-meter Watercourse Buffer Zone adjacent to regulated watercourses. She added that while reviewing the project for the fence permit staff became aware of the removal of all the vegetation within the thirty (30) metres and enquired on whether a Watercourse and Wetland Alteration (WAWA) permit was obtained. Mr. Scholten noted that he met with the property owner in the Spring regarding the privacy wall and that was when they recognized that a WAWA permit was required for anything done within the 30 metres of the waterfront. The DOE met with him and the owner this morning and determined a revegetation of the area that Mr. Scholten will be assisting the owners with as part of the land development. He said that the meeting was informative and helpful and will follow with directions for complete restoration of vegetation. Ms. Jarvis also noted that a Foundation Elevation Variance was granted to the subject property on April 11, 2018, with the condition that a Hold Harmless Agreement be executed. The Agreement that was missed in 2018 and is being looked after now.

Mr. Colbourne noted that the vegetation that must be replaced as per the direction of the DOE and the Town would like a copy of the approval once everything is complete. The Town will then be able to release the permit for the privacy fence.

Notice was sent to property owners within 100 metres, no concerns were received, and no one attended to speak for or against the application.

Moved By Darren Bishop

Seconded By John Groden

That the Planning Advisory Committee approve the construction of a fence on the waterfront property at 12 Waters Edge Lane, PID 30327464, subject to the following condition:

1. A Watercourse and Wetland Alteration Permit must be obtained prior to the issuance of a building permit and the Department Of Environment plans are approved and copied to the Town for the work within the 30 metre waterfront buffer.

Motion Carried

7.5 Tentative Subdivision Plan - Kings View Phase 19

Mr. Peter Donovan attended seeking approval for Kings View Subdivision Phase 19 – a Tentative Plan (PIDs 172171, 30246102 and 30247670) for Schooner Point Development Inc.

Mr. Colbourne reviewed his staff report and the concern for the street layout and connectivity with respect to traffic and safety. One of the functions of the PAC is to examine the overall street layout for connectivity, abutting parcels for future development, and alternate access for emergency purposes and traffic flow. When staff examined the overall area and the need for an alternate access to the Squire Drive from Blenheim Court, it appears that a street connection is possible. If a street grade in the order of 10% to 12% can be achieved, it would be reasonable to consider the street connection. While previous communications from the Developer (the former and the current) have indicated that the topography is too challenging to construct a street connection to Squire Drive, that has never been supported with an engineering design concept. Mr. Donovan stated that he estimated the grade in the Blenheim to Squire Drive area would be about 16% but will look at this further and have an Engineer Report of the elevation and a line-of-sight analysis from Squire Drive. Mr. Donovan asked the PAC if he could move forward with the plan as it is today to get started and if the report stated a road could be put in, that they bring this plan back to PAC for further review. Mr. Colbourne noted that the Storm Water Management Plan (STWMP) has water directed onto adjacent property that does not have any ditches or plans yet so that must be reconsidered to direct water down Kingsway Drive. He also added the concerns for addressing the civic numbering of the lots 171 and 172 that are on the end of Blenheim Court. The court must end at the Kingsway Drive and the other two lots must be considered on another street.

Notice was sent to property owners within 100 metres, a few concerns were received for the traffic and alternate access, for clear cutting close to existing lots, and the elevation of Blenheim Court to adjacent property. The concerns were reviewed. No one attended to speak for or against the application.

Moved By Darren Bishop

Seconded By John Groden

That the Planning Advisory Committee support the Development Officer in the approval of the Kings View Subdivision Phase 19 subject to the following conditions:

1. That the Planning Advisory Committee grant lot width variances for:

Lot 161 – 1.94 m	Lot 168 – 1.42 m
Lot 162 – 1.46 m	Lot 170 – 1.50 m
Lot 164 – 3.00 m	Lot 171 – 1.50 m
Lot 167 – 3.00 m	

- Recognizing these may change if a revised street layout is considered.
- 2. Changes to the proposed street layout to examine a street connection to Squire Drive with the developer to see what can be done there or other access points from other locations and addressing the civic numbering concerns associated with Lots 171 and 172, with a revised plan to return to the PAC for review and possible variance consideration.
- 3. A Line-of-sight analysis for lot access to Lot 166 is to be completed;
- 4. Land for Public Purposes obligations to be satisfied through dedicated of 1691 square metres of land – those being from PIDs 252973 and 30268429;
- 5. The Stormwater Management Plan be revisited:
 - as the street grade is 8% with open ditches versus a storm sewer system as per the requirements of the Subdivision By-law; and
 - to address ditches being directed to the Hilcrest Holdings Ltd. property.

The Municipal Planning Officer conditions of approval will include:

1. A Town approved engineered design for the sanitary sewerage system;
2. Final subdivision plan to have additional Local Government Services Easement along rear of lots 160 – 163 for stormwater management and from Blenheim Court to rear of 61 Squire Drive for sanitary sewerage service;
3. Adherence to the requirements of the Comprehensive Water Supply Source Assessment (Hydrogeological Assessment) report regarding water usage and the intended land use;
4. Revisions to the comprehensive Stormwater Management Plan inclusive of engineered design drawings to address the concerns outlined above;
5. Standard Development Agreement, bonding and subdivision fees will be required;
6. Subdivision filing fees in the amount of Three Hundred Twenty dollars (\$320.00) for a twelve (12) lot phase, which may be adjusted should the final plan have a revised total number of lots; and
7. Confirmation from the public utility companies that the Public Utility Easements as submitted are acceptable.

Motion Carried

7.6 Tentative Subdivision Plan - Aucoin - Nightingale Lane

Mr. Gerald Brown attended on behalf of Mr. Daniel Aucoin seeking approval for the subdivision of two residential lots off the property of 28 Nightingale Lane, PID 30004048.

Mr. Brown noted that he is building a house on one of the lots being subdivided. He asked Mr. Colbourne to review the application. Mr. Colbourne noted there are no variances required but because the plan is providing a strip of land as Land for Public Purposes (LPP), the PAC must review and approve the proposed plan. He added that the area of LPP will be dedicated to the trails and the Town is very pleased with the support and assistance of the property owners plus the land dedicated was more than required as per the LPP policy.

This application was not sent out to property owners in the area due to the fact that there was no variance or infrastructure or new streets to be reviewed.

Moved By Brent Preston

Seconded By Kendall Mason

That the Planning Advisory Committee support the Municipal Planning Officer in the approval of the proposed Land for Public Purposes of 488 sqm for the Aucoin Tentative Subdivision Plan at 28 Nightingale Lane, PID 30004048.

Motion Carried

8. Information Items and/or Discussion

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Moved By John Groden

Seconded By Brenda Fowle

That the Information Items be received and filed.

Motion Carried

9. Adjournment

The PAC meeting adjourned at 8:00 p.m.

Moved By Darren Bishop

Seconded By John Groden

Motion Carried

Respectfully Submitted,


CHAIRMAN


SECRETARY