



**QUISPAMIS PLANNING ADVISORY COMMITTEE**  
**MEETING MINUTES – October 8, 2019**

Present:	Darin Lamont	Kendall Mason
	Darren Bishop	Marc Gosselin
	Brenda Fowlie	S. Dwight Colbourne
	Brent Preston	Violet Brown

Absent: John Groden

**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** Kendall Mason

That the Agenda be approved as written.

**Motion Carried**

**3. Disclosures of Interest**

No disclosures were declared.

**4. Approval of Previous Minutes**

**Moved By** Darren Bishop

**Seconded By** Brent Preston

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

**Motion Carried**

**5. Business Arising from Minutes - Notice of Decisions**

80 Millennium Drive - Sign Variances

474 Hampton Road - Coach Home

2 Clarwood Drive - Podiatry Business

575 Gondola Point Road - Waterfront Development

Queensbury Heights Phase 13 - Tentative Subdivision Plan

**Moved By** Brent Preston

**Seconded By** Brenda Fowlie

That the Notices of Decision be received and filed.

**Motion Carried**

**6. Unfinished Business**

None

**7. New Business**

**7.1 Home Occupation - 15 Susan Street**

Ms. Elena Ziefer attended seeking approval for a Home Business, that of Hairdressing and Microblading, at 15 Susan Street, PID 449769.

As per the Zoning By-law 038 Section 6.K., the Planning Advisory Committee may permit home occupations in residential areas located within the home subject to Section 53 of the Community Planning Act. It was recognized that this application is a perfect example of the intention of a Home Based Business. It was asked if there were any harsh chemicals on site and Ms. Ziefer noted that only hair product are being used and these will be safe for the environment.

No one attended to speak for or against this application.

**Moved By** Kendall Mason

**Seconded By** Brenda Fowlie

That the PAC proceed with approving the Home Occupation of Hairdressing and Microblading at 15 Susan Street, PID 449769, subject to the following terms and conditions:

1. It shall be secondary to the main residential use of the dwelling;
2. Not more than one person is engaged therein in addition to any permanent resident of the dwelling unit in which it is located;
3. It is confined to the dwelling unit and no part of it is located in an accessory building or structure;

4. The floor area of the dwelling unit, which is devoted to it, does not exceed the lesser of twenty-five (25) percent of the floor area of the dwelling unit, or thirty-two (32) square meters;
5. No change, except for a sign, pursuant to the Town's Sign By-law is made in the outside appearance of the building which would indicate that a home occupation is being conducted therein;
6. No goods or services other than those directly pertaining to the home occupation are supplied or sold therein or therefrom;
7. No equipment or material used therein is stored other than in the dwelling unit;
8. Not more than one (1) commercial vehicle used in connection therewith, or not more than one (1) vehicle of any kind bearing a sign in connection therewith is parked on the lot;
9. There is to be no parking on the street or within Town property; and
10. The PAC approval to operate the business is non-transferable. The approval is solely for the benefit of the owner and the property named herein. In the event the business is discontinued, or the lands are transferred, the said approvals shall terminate.

**Motion Carried**

**7.2 Fence Setback - 99 Queensbury Drive**

David Fitzgerald attended requesting approval to erect fencing just inside the property lines on three sides on the property of 99 Queensbury Drive, PID 30185870. Mr. Fitzgerald said he spoke to his neighbors and no one had concerns. He stated that he is installing a pool but wanted meet the by-laws first by having the fence, which is also used to keep children and pets safe and deer out. Mr. Fitzgerald applied for the pool at the same time as applying for the black chain link.

**Moved By** Darren Bishop

**Seconded By** Marc Gosselin

That the PAC approve the setback variance of approximately zero decimal six (0.6) metres from Section 6.(S)(7) of the Zoning By-law 038 for a fence on 99 Queensbury Drive, PID 30185870, subject to the following terms and conditions:

1. All construction work, including fence post holes, is to be done on the applicant's property with clear and accurate account of the property lines; and
2. A building permit is issued in accordance with the Town's Building By-law #055 prior to any construction.

**Motion Carried**

### 7.3 Waterfront Development - 573 Gondola Point Road

Paula Spicer attended seeking approval for the construction of a retaining wall on the waterfront property of 573 Gondola Point Road, PID 00248054. Ms. Spicer noted that they recently had a property survey completed to ensure the work to be done was fully on their property.

It was noted that many homeowners are applying for similar permits with consideration to the need to protect their homes following the two years of flooding. It was recognized that the Department of Environment has the jurisdiction and also noted that permit deadlines have been extended later in the year than previous years so as to assist residents in their construction needs.

No one attended to speak for or against this application.

**Moved By** Brenda Fowlie

**Seconded By** Kendall Mason

That the PAC support the construction of a retaining wall on the waterfront property of 573 Gondola Point Road, PID 00248054, subject to the following conditions:

1. A building permit must be issued within a one (1) year timeframe from the date of this decision;
2. Department of Environment approvals are required for waterfront development and a copy of this approval is filed with the Town; and
3. The retaining wall construction must not be constructed in the location of the cross culvert and drainage system nor block it in any way.

**Motion Carried**

### 7.4 Queensbury Heights Phase 13 - Tentative Subdivision Plan Revised

Mr. Colbourne reviewed the tentative subdivision plan was approved by the Planning Advisory Committee (PAC) on September 24, 2019. As the Municipal Planning Officer, he has the authority to reject a subdivision plan and with this plan, he found an error in the labels of the parcels of land, some shown as LPP, one shown as being owned by the Town so it was rejected. Mr. Colbourne noted that the middle section of proposed LPP was not labelled correctly, and as such, it would become a section of land that had no access – a land locked parcel. He showed the parcels belonging to Hillcrest Holdings and Christa Carpenter and noted that the land was locked due to not having a right-of-way across the Hillcrest Holdings Ltd. land.

Mr. Colbourne explained that a meeting was held with the property owners of each parcel of land shown on the plan, the future developer and their surveyor to discuss the required changes and the proposed LPP parcels from 2013 that were discussed at the last PAC meeting.

The new plan shows the road, labelled as a future street, extended to reach the Christa Carpenter land as well as the proper LPP designated lines that were missing on the first plan. The LPP is labelled "to be conveyed to the Town" but Mr. Colbourne noted that the original plans of the proposed LPP of 2013 were signed over at a meeting with Town staff on October 4, 2019.

Mr. Carpenter, for Hillcrest Holdings Ltd., agreed to sign over the parcel of land shown as Lot 13-2 on the 2013 plan, as well as another parcel in the vicinity of Selkirk Drive and what is proposed as Montana Drive, in order to clear out the LPP debt from Queensbury Heights Subdivision Phases 6 to 11. Ms. Christa Carpenter agreed to sell her parcel of land shown as Lot 13-1, as per the 2013 agreement with the Town, instead of signing it over to Hillcrest Holdings Ltd. to be used towards the LPP debt for that company.

**Moved By** Darren Bishop

**Seconded By** Brent Preston

That the PAC support the extension of the future street, beyond Montana Drive as shown on the plan, in order to access the land locked parcel belonging to Christa Carpenter, currently PID 30247019, and to support the LPP proposals of Lot 13-2 and the 3462 square metre parcel on the 'future street' off Selkirk Drive to eliminate the LPP debt of Hillcrest Holdings Ltd.

**Motion Carried**

**7.5** Christa Ann Carpenter Subdivision - Parcel 13-1 - Land for Public Purposes (LPP)

Mr. Colbourne reviewed the 2013 subdivision plan and 2014 Notice of Decision for this subdivision plan that proposed a strip of land along the Canadian National Railway to be purchased or conveyed to the Town for LPP and Municipal Services purposes.

**Moved By** Darren Bishop

**Seconded By** Marc Gosselin

That the PAC grant the approval of the proposed subdivision plan creating Parcel 13-1 for the Land for Public Purposes and Municipal Services purposes.

**Motion Carried**

7.6 Hillcrest Holdings Ltd. Subdivision - Parcel 13-2 - Land for Public Purposes (LPP)

Mr. Colbourne reviewed the 2013 plan and 2014 Notice of Decision for this subdivision plan that proposed a strip of land along the Canadian National Railway to be conveyed to the Town for the Land for Public Purposes and Municipal Services purposes.

**Moved By** Marc Gosselin

**Seconded By** Brenda Fowlie

That the PAC grant the approval of the proposed subdivision plan creating Parcel 13-2 for the Land for Public Purposes and Municipal Services purposes.

**Motion Carried**

**8. Information Items and/or Discussion**

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**Moved By** Brenda Fowlie

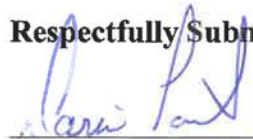
That the Information Items be received and filed.

**9. Adjournment**

**Moved By** Darren Bishop

Meeting adjourned at 7:50 p.m.

**Respectfully Submitted,**



CHAIRMAN



SECRETARY