



Agenda
Town of Westville
Planning Advisory Committee
Council Chambers
December 20, 2023 – 6:00 pm

1. Call to Order
 2. Roll Call
 3. Additions, Deletions and/or Approval of the Agenda
 4. Declarations of Conflict of Interest
 5. Approval of the Minutes
 - a. October 18, 2023
 6. Planning & Development Report
 7. Development Agreement for a Garage Suite – Glenwood Dr.
 8. Site Plan Approval – Robinson Way
 9. TownSuite Rollout
 10. Updates
 - a. LUB Amendments Concerning Compact Homes – Update
 - b. Active Living / Transportation Plan
 - c. Civic Addressing – Google Maps and missing Civic #s
 - d. Queen Street Townhouses
 - e. Main Street Improvements
 11. Delegations on Issues or Discussion Arising from Business / Other Business
 12. In-camera Discussion
 13. Adjournment
-

Backburner

- Vacant Buildings – Housing Lost



Meeting Minutes
Town of Westville
Planning Advisory Committee
Council Chambers
November 15, 2023 – 6:00 pm

1. **Call to Order** 6:07
2. **Roll Call:** Mayor Lennie White, Councillor Clarrie MacKinnon, Councillor Bernie Murphy, Councillor Mitchell MacGregor, Member Doug Oliver, Councillor Sarah MacKinnon, Chair Robert Partington, Planner / Development Officer, Sean Day. CAO Scot Weeres.
3. **Additions, Deletions and/or Approval of the Agenda** – None.
4. **Declarations of Conflict of Interest** - None
5. **Approval of the Minutes**
 - a. **October 18, 2023** – motion to approve, moved & seconded. Motion carried.
6. **Planning & Development Report**
 - Regarding amendments that will foster compact housing development and the challenge of multiple municipalities, it was noted that NG has given notice to quit.
 - Rather than lump into an overall review, it was suggested that we must push toward getting needed changes now. Let's not worry about others. Lets' get it done. It's critical.
 - Use SPS to adopt mixed use zone. Need everyone to allow us to have the zone listed.
 - Councillor MacGregor asked what was hampering approval currently. S. Day noted that it was largely due to the requirement for large wall widths (intended to prevent mini homes from being erected outside Mini Home Parks.
 - S. Day noted that there was likely no policy directing that this requirement remain in place. As such, the amendment becomes easier provided other partners are supportive.
 - S. Weeres noted that the province would like us to move forward with the whole review. If Cherry picking – need to have policy support and where it's housing, should be fine. Mayor White suggested that he is confident that the province will support it. S. Day suggested that the work that goes into this will remove it from being something that has to be considered in the course of the comprehensive review. Also, where it should not be considered a bylaw revision needed to enact policy, the province will not be reviewing it.
 - S. Weeres commented on more proactive approach to planning. Opening eyes to opportunities.
 - At this juncture, C. MacKinnon made note of two attendees who are involved in matters relating to a land acquisition process the town was engaged in.. They are very keen to know where things stand.

S. Weeres indicated that the issue was before the courts and therefore it was not an appropriate item for public discussion.

- C. Mackinnon, who had clearly read the planning report, asked what was meant by the line, "...the Church St. Lot was fighting back". S. Day suggested that it was a humorous way of saying that guaranteeing clean title was proving difficult. S. Weeres went on to explain the background.

7. LUB Amendments Concerning Compact Homes – Discussed during Planning Report Review

8. Active Living / Transportation Plan

- S. Day noted that car-independent living played a large roll in not only improving overall community health, but also, if fostered around the downtown, can help resuscitate the core and aid in making housing more affordable.
- He went on to note that Cycle NS, a division of Sport NS, provides assistance in writing an Active Transportation plan. This process has now commenced with the Active Living Coordinator leading the project.

9. Main Street Improvements Discussion

This work flows from a community consultation that took place early in 2020 as carried out by Fowler, Bauld Mitchel under contract to the NS Federation of Municipalities.

- S. Day began reviewing the many comments offered by the community and, as a means of better understanding them in the appropriate context, placing them in 5 categories. This elicited substantial discussion and it became clear that it could not be completed during the meeting.
- Next steps. S. Day will categorize all comments. PAC members will review these and identify their choices for top 3 in each bucket. PAC will compare notes, distill down to key initiatives and prioritize them – identifying the low hanging fruit in the process.

10. Vacant Buildings – Housing Lost

- S. Day noted the significant number of long-vacant homes in town that could be used to ease the housing crisis. He noted that the town had started working on a bylaw regarding this problem and suggested that it be revisited.
- Councillor S. MacKinnon has heard many stories about vacant houses. In many cases, these are inherited by people who are away. During discussion, it was clear that there were no easy answers on this. That said, the town suffers from a very high ratio of vacant to occupied homes.

11. Civic Addressing – Discussed during Planning Report in relation to an illegal unit that was uncovered due to Canada Post having the Dwelling listed as a single unit which in turn extends from the Town keeping civic addressing and permitting up to date.

12. Delegations on Issues or Discussion Arising from Business / Other Business - None

13. In-camera Discussion

7:45 pm. Motion to move in-camera moved, seconded and carried.

Motion to return to regular meeting moved, seconded and carried.

14. Adjournment – 8:30



PLANNING & DEVELOPMENT REPORT

Prepared for: Westville Planning & Advisory Committee
Submitted By: S. Day, mcip / lpp.
Date: December 15, 2023
Subject: Planning Department Update – November 11th to December 15th, 2023

Permitting

New Building & Development Permits

1000 Park Lane. Mini Home

- Approved, Nov. 15. Occupancy issued Nov. 28

1081 Park Lane. Mini Home.

- Approved Dec. 7.

New SFD – 1026 Fraser

This building comprises both a manufactured dwelling and site-built garage.

- Development Permit issued Nov. 15.
- Building Permit issued Nov. 24.

1688 Office Street. New Single Detached Dwelling

- Dev permit issued Nov.15.
- Not likely to build until spring.

Ongoing Development

1269 Drummond- Renovation Permit to Create an Indoor Golf Simulator

Pre-Drywall Inspection completed.

2227 Queen ST.- Demolition Permit

(in process) Century home on Queen (vacant and in poor condition)

Porter's Lane, Deck and Wheelchair Ramp application

Project stalled due to complexities relating to accessibility code requirements.

1751 Park Street – Garage Addition

Nov. 14, Insulation and Vapour Barrier

Truro Road- Addition to Commercial Building.

Framing just started.

Irving Street – Permit to Erect a Compact Modular Home

An order to cease occupancy (prior to occupancy being granted) has been issued.

1715 Park Street – Permit to Construct a 2-Unit Home

Nothing to report.

New House- 1310 Drummond Road

Most recent inspection was Insulation / vapour barrier in July. OK to drywall. Awaiting call for final.

New House Build – Old Church Road

Mech / plumbing rough in and Pre-Drywall Completed this period.

New Garage Build – 1622 North Main Street

Nov. 16. Occupancy Granted on Building 1.

Residential Building Addition- 2204 Queen Street

Nothing to report in this period.

New Roof-top Solar Panels – 2361 Truro Road

Nothing to report in this period.

Two New Duplexes – North Main Street at Leaf Lane

Nearing Request for Occupancy. Civic addressing and servicing concerns have been addressed.

Mini-home Relocation – 1875 Purvis Avenue

Nothing to report in this period.

New Single Family Dwelling – Prince Albert Street

Waiting for call on Framing Inspection.

New Garage Build – 2161 Spring Garden Road

Not started.

Permit Files Closed During this Period or Removed from Ongoing

1011 Glen Forest Drive – New Mini Home.

- Final Occupancy Issued.

New House Build – 2255 Cowan Street

Note – Final was issued in August.

New Shed – 1768 Temperance Street

Shed. No inspections required.

Projects Under Discussion

Large Projects

Truro Road

- An initial plan review was favourable. Detailed planning underway.

Innovative Housing Complex

Nothing to report on this project.

Jerry Lane

Staff met with the owner of the Jerry Lane project to discuss closing the current phase, new options, and small revisions to aspects of the DA concerning the main accessory building (as yet unbuilt). Note that the road is now paved and, in lieu of being ditched now features curb and gutter.

Nothing further on this project currently.

Housing Project Aimed at Workers

Discussions have commenced with a company which is struggling to attract workers. They are now considering investing in a multiunit housing complex within the town.

- Nothing new on this currently, however further meetings are planned.

Smaller Projects and Miscellaneous Inquiries

1269 Drummond – New As-of Right Development

Work on new Golf Simulator nearing completion. Existing Site Plan Approval to be discharged.

General Inquiries -

Our office received several inquiries related to building and development within the Town up to November 15th, 2023. A brief description of each is provided for information below.

Residential Projects

New Secondary Dwelling – Diamond Street.

Staff visited this site and discussed the project and need for a survey as it appears that there are several encroachments.

Small Lots / Compact Homes Program

Staff have had several further discussions on this program.

On a related note, staff have recently had discussions on a larger parcel that could contain as many as 20 small lots. Work is ongoing on this.

Possible Carport – Spring Garden.

Staff is awaiting design drawings.

Development of an ADU on Diamond Street

Just feeling out the options, permit requirements etc at this point.

Commercial & Mixed-Use Projects

Highway Commercial – Water Sales

re Electrolyser. Conversion of Heavy Equipment to run on Hydrogen.

Highway Commercial Development Discussions

Nothing new on these.

Main at College – Mixed Use Redevelopment

Initial plans were insufficient for permitting. Awaiting on a full plan package.

Cell Tower Placement

Progress continues respecting this location. Pending completion of due diligence public consultation can commence.

Variances

Nothing to report.

Development Agreement & Site Plan Approvals

Site Plan Approvals

1131 Robinson Way

Continuation of aggregate storage and minor processing. New metal finishing use. Existing building. Approved site plan issued and mailed out. Now in appeal period.

Development Agreements

Glenwood Drive.

DA application for garage suite. Site plan received, commented on and revised. Building drawings in discussion.

Zoning Confirmation Letters

Nothing to report during this period.

Follow up required on the Victoria Street Request (consideration of multiple units)

Orders & Complaints

Stop Work Orders

Two properties under investigation for work occurring without a permit.

Dangerous & Unsightly Orders

Irving Street.

Cease occupancy order issued re occupation of a unit under construction.

Drummond – Illegal Apartment Conversion

Property manager was contacted for an update on proposed renovations to make the unit code-compliant. They promised it soon.

Complaints

Nothing to report.

Truro Road

Staff is working with the owner to determine the most suitable course of action concerning the accessory building. A variance application is being considered.

Subdivision of Lands

Subdivision to Realign Property Boundaries – North Street.

Final approval in process.

Land Use By-law Items for Discussion

Review of Land Use By-laws & Inter-municipal Planning Strategy

Discussion concerning whether to advance quick amendments to permit a broader range of housing at the expense of the larger review process is underway amongst the various units involved.

Other Town Activities

Engineering Services

Further information has been provided to several engineering firms (and municipal offices) as we continue to work toward the best possible solution for Westville.

Main Street Assessment

Largely with a view to improve pedestrian safety and generally fostering pedestrian activity in the downtown, Staff have entered discussions concerning an assessment of work needed along the Main. This work, if undertaken, can play a helpful role in informing the capital budget process and provide a mapping basis for AT planning.

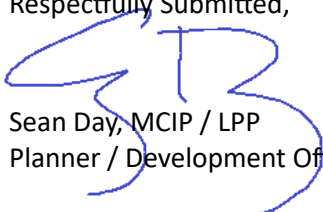
Active Transportation

Everything is in place for us to start our Active Transportation planning. The kickoff meeting is scheduled for the afternoon of Tuesday, January 9th.

Meghan's Place

Nothing to report on this initiative.

Respectfully Submitted,



Sean Day, MCIP / LPP
Planner / Development Officer