



Agenda

Town of Westville
Planning Advisory Committee

Council Chambers

January 17, 2024 – 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 of December 20, 2023, PAC
6. Planning & Development Report
7. Active Transportation Plan Kickoff
8. Development Agreement for a Garage Suite – Glenwood Dr. Update
9. Flaglot Requests
10. Civic Addressing Issues
11. Misc. Updates
12. Main Street Improvements
13. Delegations on Issues or Discussion Arising from Business / Other Business
14. In-camera Discussion.
15. Adjournment

Backburner

- Vacant Buildings – Housing Lost



Minutes

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

1. Call to Order

Chairman Robert Partington called the meeting to order at 6:00pm.

2. Roll Call

Chair Robert Partington, Deputy Mayor Bernie Murphy, Councillor Sarah MacKinnon, Clarrie MacKinnon, Mitchell MacGregor, Planner / Development Officer Sean Day

Via Teams Video Conference: Mayor Lennie White, CAO Scot Weeres

Regrets: Doug Oliver

3. Additions, Deletions and/or Approval of the Agenda

Motion to approve the agenda. Moved & Seconded. Motion Carried

4. Declarations of Conflict of Interest

None Reported

5. Approval of the Minutes of November 15, 2023

Moved & Seconded, to approve the minutes as circulated. Motion Carried.

6. Planning & Development Report

Planner, S. Day briefly reviewed the planning report, touching on points of interest.

Drummond Golf Simulator. S. Day indicated that it was expected that the simulator would open in early January. Councillor MacGregor asked whether this was proceeding as of right or the existing Approved Site Plan had been modified. S. Day indicated that this was a permitted use and further noted that the applicant had agreed to site landscaping improvements which should aid in better integrating the development with the neighbourhood.

Highway Commercial Projects. S. Day noted that he had not had any update on previous inquiries around potential development at Exit 21. CAO Weeres commented on discussions he'd had with a developer considering a substantial warehouse /showroom at that location and indicated that proceedings were stalled due to confusion respecting the Tax Deferral program. Further investigation is required.

Cell tower. S. Day indicated that he'd visited the site and that it seemed well chosen both with respect to coverage and minimal neighbourhood impact. It is expected that the interested party will make a presentation to Committee of the Whole in January.

Compact Homes Program. Regarding adoption of policy supportive of rollout of the compact homes program, a concern was expressed by other municipal stakeholders that this would slow down the Full Review process.

CAO Weeres indicated that in talks with other CAOs, he feels they will be onboard with proposed changes.

Councillor C. MacKinnon urged that we press on and go our own if needed.

Engineering Services. CAO Weeres discussed conversations he's had with departments in the Towns of Truro and Stellarton. He indicated that he will also be speaking to the municipal engineer in Pictou. During the same period, Planner S. Day has been in conversation with 2 Private Engineering companies who provide similar services to other municipalities. It is hoped that by February staff will have recommendations for council's consideration.

Motion to Approve the Planning Report. Seconded. Carried.

7. Development Agreement for a Garage Suite – Glenwood Dr.

S. Day reviewed the site plan for the proposed garage suite on Glenwood Drive. He noted that this was a form of gentle density, adding new housing within existing neighbourhoods in a manner which was unobtrusive. In this instance, existing trees around the rear and side of the property and a large garage immediately adjacent to the proposed location all aid in minimizing any impact from this development on the neighbourhood. It is hoped that a full package including the agreement and planning report will be ready for the next meeting of PAC.

8. Site Plan Approval – Robinson Way

Planner S. Day briefly reviewed the main elements of the Site Plan Approval relating to 1131 Robinson Way. He noted that the properties within 60m of the subject property have been notified of their right to appeal the approval. He added that the site plan confers many benefits to the neighbourhood with respect to what is essentially the continuation of an existing use and within an existing building. Councillor MacDougall noted that this is a more robust submission that was previously under consideration. CAO Weeres indicated that this process has resulted in a good working relationship with the proponents.

9. TownSuite Rollout

S. Day reviewed recent work in more fully utilizing TownSuite software and noted that it is already proving very helpful in identifying developments which had not been fully reported to PVSC. With time, the program will allow reports on development statistics to be generated better and ensure the tax roll is kept up to date.

10. Updates

a. LUB Amendments Concerning Compact Homes – Update

Previously discussed.

b. Active Living / Transportation Plan

In conjunction with Cycle Nova Scotia through Sport Nova Scotia, the town will be proceeding with development of an Active Transportation Plan with a kick-off meeting on January 9th.

c. Civic Addressing

S. Day discussed recent civic addressing work including work related to a concerning event where police were dispatched to an address on a 911 call only to find the route blocked. S. Day will be following up with Chief Dunbar regarding this incident.

He also mentioned the ongoing process of identifying locations which have not been assigned civic addresses as well as streets which may or may not be owned by the municipality and the ramifications of this.

d. Queen Street Townhouses

Planner S. Day commented that during a meeting with an area realtor he had presented the concept, and it was met with very positive response. He observed that the land was not being used, that the location was ideal in that it was by the library, recreational facilities and was also within a 5-minute walk of groceries and other amenities in the downtown. S. Day asked whether developing the concept further would be welcomed by Council – especially given the dire need for housing.

Councillor C. Mackinnon suggested that this should appeal to everyone and that he welcomed moving it forward. It was then Moved and seconded that the Planner should investigate the initiative further.

Question on the motion – confirmation that we were moving only to gather more information at this time. This was confirmed. Motion Carried.

11. Main Street Improvements

Planner, S. Day updated the committee with regard acquiring survey information along sidewalks in the downtown. Data would include curbing, presence of sidewalk, signage, building locations and other details necessary to not only inform capital budgeting for maintenance, but also regarding pedestrian safety and opportunities for improving the downtown streetscape.

He went on to note that he had tweaked the project scope to lower costs, but that there was a notable range in the quotes which required investigation.

12. Delegations on Issues or Discussion Arising from Business / Other Business

No Delegations or Business Arising.

13. In-camera Discussion.

7:00 pm. Moved and seconded, to enter an In-Camera Meeting. Motion Carried.

14. Adjournment

Meeting adjourned. 8 pm.



PLANNING & DEVELOPMENT REPORT

Prepared for: Westville Planning & Advisory Committee
Submitted By: S. Day, mcip / lpp.
Date: January 15, 2024
Subject: Planning Department Update – December 16th to January 12th, 2024

Permitting

New Building & Development Permits

No Permits Issued leading up to the Christmas holidays.

Ongoing Development

New SFD – 1026 Fraser

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

- 240108. Footing Inspection
- 231124. Building Permit issued.
- 231115. Development Permit issued

1688 Office Street. New Single Detached Dwelling

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

1269 Drummond – Renovation Permit to Create an Indoor Golf Simulator

Nearing Completion.

Porter's Lane, Deck and Wheelchair Ramp application

Project stalled due to complexities relating to accessibility code requirements. The owner does expect to move forward with the project however.

Truro Road - Addition to Commercial Building.

Framing just started.

Irving Street – Compact Modular Home

Construction is proceeding as expected.

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

- 231114. Insulation / vapour barrier
- 231013. Framing

New House - 1310 Drummond Road

Front stairs now installed. Awaiting call for final.

Most recent inspection was Insulation / vapour barrier in July. OK to drywall.

New House Build – Old Church Road

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

Residential Building Addition - 2204 Queen Street

Nothing to report in this period.

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

2227 Queen ST. – Demolition Permit

Demolition now complete.

1751 Park Street – Garage Addition

- 231218. Last required inspection completed.
- Nov. 14, Insulation and Vapour Barrier

1081 Park Lane. Mini Home.

- Approved Dec. 7.

Two New Duplexes – North Main Street at Leaf Lane

- Occupancy Permit issued for Building 1. The project manager indicated that they hope to break ground on the second duplex after the spring thaw.

Projects Under Discussion

Large Projects

Exploration of Permitting development of Flag/Land-Locked Lots

Two developers have requested that the Town look at permitting flag or land locked lots.

Truro Road

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

Innovative Housing Complex

Potential New Partner considering joining in.

Jerry Lane

Nothing further on this project currently. This will be tabled after this report unless new activity takes place.

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

Truro Road – Townhouses

A small townhouse project is currently discussion. Other avenues for the same lot are also being considered.

General Inquiries -

Our office received several inquiries related to building and development within the Town up to January 12th, 2024. A brief description of each is provided for information below.

Residential Projects

New. South Main – Property Acquisition for Residential Purposes

231219. Innovative proposal. Large 2.6-acre lot in the RR zone. Inquiring about development potential a status of servicing. (Water is possible, sanitary is too far currently)

New. Shipping Container for Residential Storage

Interested in bringing in a 40 hi-top. Property is split-zoned including commercial zoning. Awaiting further information.

New. Subdivision, Foxbrook Rd

Unserviced lot. Being gifted by family. Proponent wants a modular or mini-home. Closest water is 350' away. Sewer is uphill. Staff noted that the bylaw doesn't allow smaller lots when there is water, but not sanitary. **Add to LUB amendment list.**

1805 Main – Possible Mixed Use Development

231219. Inquiry from Trueline Design. Zoning inquiring. Restaurant w housing above.

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. Requires follow-up.

Development of an ADU on Diamond Street

Nothing new on this.

Commercial & Mixed-Use Projects**New. Subdivision / Rezoning – Church Street.**

Inquiry re subdivision and rezoning of a 4 acre, unserviced property on the southern part of Church st. Intent would be to sell house and develop a shop in support of a commercial construction business.

New. Neighbourhood Commercial Inquiry – Cowan Street.

4 potential uses for this residential property were put forward as of interest: Used Car Dealership, Boxing and Wrestling Gym, Boutique Coffee Shop and lastly, a convenience store. Under discussion.

Highway Commercial – Water Sales

re Electrolyser. Conversion of Heavy Equipment to run on Hydrogen. Expecting News in February.

Highway Commercial Development Discussions

Nothing new on these.

Main at College – Mixed Use Redevelopment

Full plan set for review expected in February.

Cell Tower Placement

Nothing to report. Pending completion of due diligence public consultation can commence.

Variances

No applications for variance were made during this period.

Development Agreement & Site Plan Approvals

Site Plan Approvals

1131 Robinson Way

This has passed the appeal period. Permits for operation are now in the works.

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

One property under investigation for work occurring without a permit.

Dangerous & Unsightly Orders

Irving Street.

Cease occupancy order issued re occupation of a unit under construction. Construction on this project is now proceeding as expected.

Drummond – Illegal Apartment Conversion

Property manager was contacted for an update on proposed renovations to make the unit code-compliant. They promised it soon (in late November). Still nothing to report.

Complaints / Enforcement

Nothing to report.

Truro Road – Setback Non-compliance

Over Christmas the owner determined to either give away the building in question or move it to the rear of the property so as to address the non-conformity. This will be done by the end of the month.

Subdivision of Lands

Nothing new to report.

Land Use By-law Items for Discussion

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

With the Christmas holidays now behind us, work on this is expected to recommence in the near term.

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. Pricing is now in and is quite reasonable. That noted, and while it would be helpful to have this information both for capital budgeting and for informing the AT plan, it is not a budgeted item and so could reasonably wait for spring conditions.

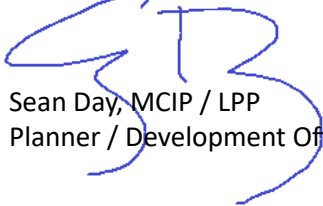
Active Transportation

The Kickoff meeting took place on Tuesday, January 9th. An update on this will form part of the PAC Agenda.

Meghan's Place

Nothing to report on this initiative.

Respectfully Submitted,



Sean Day, MCIP / LPP
Planner / Development Officer