

**REGION OF QUEENS MUNICIPALITY
PLANNING ADVISORY COMMITTEE
MAY 6, 2019
7:00 P.M.**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES – MARCH 11, 2019**
- 4. ACTION ITEMS AND UPDATES**
- 5. REZONING APPLICATION – 3 WHITE POINT ROAD, LIVERPOOL**
- 6. MUNICIPAL PLANNING REVIEW**
- 7. OTHER**
- 8. NEXT MEETING – JUNE 3, 2019**
- 9. ADJOURNMENT**

**PLANNING ADVISORY COMMITTEE
REGULAR MEETING
MARCH 11, 2019 - 7:00 P.M.**

MINUTES

Present: Councillor Heather Kelly, Chair
Councillor Susan MacLeod
Maddie Charlton
Don Kimball
Julie Petrella
Mary White
Mike MacLeod, Planner
Wendy Connors, Development Officer

UNAPPROVED

Regrets: Councillor Raymond Fiske
Paul Connolly
Robert Ross

1. CALL TO ORDER -

The meeting was called to order at 7:00 p.m.

Heather Kelly welcomed Maddie Charlton to the meeting, the new PAC representative for District 3.

2. APPROVAL OF AGENDA -

It was **MOVED** by **Don Kimball** and **SECONDED** by **Julie Petrella** that the Agenda be approved as circulated.

Motion Carried Unanimously.

3. APPROVAL OF MINUTES - February 4, 2019

It was **MOVED** by **Don Kimball** and **SECONDED** by **Mary White** that the Minutes of February 4, 2019 be approved as circulated.

Motion Carried Unanimously.

4. ACTION ITEMS AND UPDATES -

Eastlink Development Agreement - Mike MacLeod informed the Committee that Council denied the application to allow Eastlink to install a cellular tower at the end of Meadow Pond Lane. Eastlink had 14 days to appeal Council's decision to the NS Utility and Review Board

and that time period has ended. Mike indicated that he will have UPLAND look at the notification process, as well as setbacks for new towers, during the MPS/LUB review.

5. MUNICIPAL PLANNING REVIEW -

5.1 PROGRESS REPORT – FEBRUARY 2019

Mike MacLeod went over the progress report from UPLAND for the month of February. Julie Petrella was pleased to see that UPLAND has added a 'Predicted Completion Date' category. Mike noted that everything is mostly on track with the exception of the Infrastructure Paper being delayed. Mike is hoping to have UPLAND meet with Council in late April, depending on the meeting on March 29th with the Committee.

5.2 DRAFT VISION, GOALS & OBJECTIVES

The Committee reviewed the draft Vision, Goals and Objectives prepared by UPLAND and felt that the Vision needed some wordsmithing. Diversity, growth, quality of life, stable and livable community character, lifestyle and economic prosperity are all important to the Region and should be taken into consideration. The committee also felt that 'seasonal' should be removed.

Mike passed around Robert Ross' suggested changes. These have also been sent to UPLAND.

There were a number of suggested changes for the Goals and Objectives. Mike and Wendy work on these changes and send them along to UPLAND. A revised draft will be forwarded to the committee prior to the March 29th meeting with UPLAND.

5.3 DISCUSSION PAPERS

Mike passed around the General Policy Paper. The Infrastructure Paper should be completed by mid-March. These papers will be discussed during the meeting on March 29th.

6. OTHER - /

7. NEXT MEETING

The next meeting is scheduled for May 6th, 2019.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:07 p.m.

Date

ITEM 4

Planning Advisory Committee -

Action Plan



Region of Queens Municipality

Action	Date	Responsibility	Status
Mersey Seafoods Rezoning	March 5, 2018	Mike	Completed
17 School Street, Milton rezoning	March 5, 2018	Mike	Completed
Lewis MacLachlan Development Agreement in Caledonia for automobile repair	April 9, 2018	Mike	Completed
Rezoning Municipal lands on Payzant and Brunswick Streets in Liverpool		Mike	Completed
Devan Smith Development Agreement in Harmony -- automobile repair	May 7, 2018	Mike	Completed
Eastlink Development Agreement	October 10, 2018	Mike	Application Denied
MPS / LUB Review RFP		Mike	Ongoing



Staff Report: Rezoning Request– 3 White Point Road in Liverpool

Submitted By: Mike MacLeod

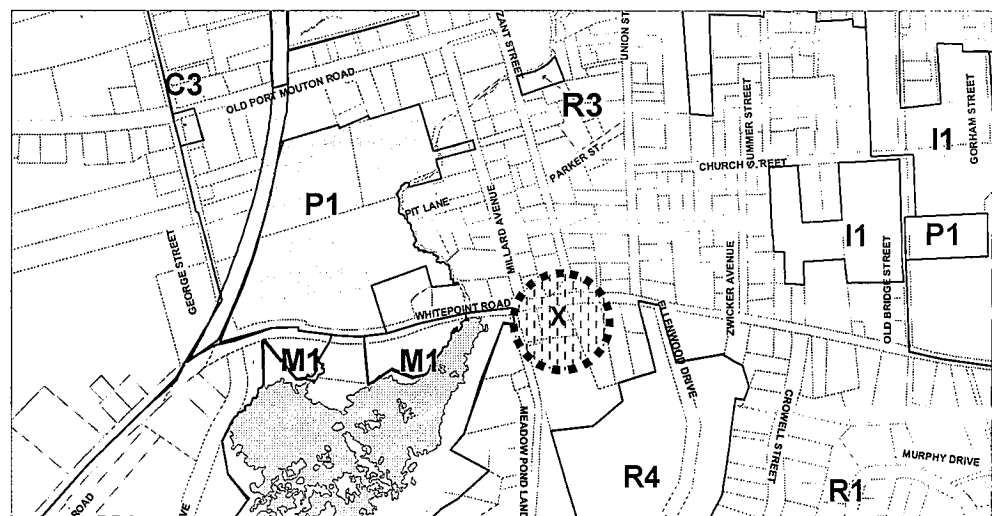
Date: May 6, 2019

Recommendation: THAT the Council of the Region of Queens Municipality give notice of its intention to rezone PID# 70020482 from Restricted Residential (R1) to Neighbourhood Commercial (C3);

AND THAT a Public Hearing be held on June 25, 2019 in the Council Chambers of the Municipal Building, 249 White Point Road in Liverpool, NS. at 9:00 am.

Background: The Region of Queens Municipality has received an application to rezone property identified as PID# 70020482 and located at 3 White Point Road in Liverpool from Restricted Residential (R1) to Neighbourhood Commercial (C3). The owner of the property wishes to convert the vacant building to an art studio (Arts and Craft shop). In order to accommodate this request, the property would have to be rezoned to Neighbourhood Commercial (C3).

The property is zoned as Restricted Residential (R1) under the Land Use Bylaw.



Zoning Map 1

Within the Restricted Residential (R1) Zone, a development permit shall only be issued for one or more of the following uses:

- *Bed and breakfast establishments with not more than three (3) rooms to let and subject to Section 10.5;*

- *Converted dwellings to a maximum of three (3) dwelling units subject to Section 10.4;*
- *Day nurseries and kindergartens;*
- *Duplex dwellings;*
- *Home business subject to the requirements of Section 9.1;*
- *Parks and playgrounds;*
- *Semi-detached dwellings;*
- *Single detached dwellings;*
- *Small options homes*

The Region's Municipal Planning Strategy sets out that:

Policy 4.4.19

It shall be the intention of Council to consider proposals for new Neighbourhood Commercial (C3) uses in areas zoned Restricted Residential (R1), General Residential (R2), Multiple Unit Residential (R3), and Land Lease Residential (R4) by amendment to the *Land Use Bylaw* (re-zoning) and in considering such developments Council shall have regard to the following criteria:

- a. Policy 12.5.2;
- b. that the proposed use is located so as to avoid undue concentration of local commercial uses, with consideration being given to such things as the overall volume of traffic being generated, parking provisions, headlight glare from vehicles, and hours of operation;
- c. the impact of the proposed development with respect to its bulk and scale in relation to the existing surrounding development;
- d. the proposal is for a local commercial use intended to serve a local neighbourhood;
- e. the conflict with adjacent residential uses will be kept to a minimum through buffering or landscaping;
- f. on-site parking is provided according to standards in the *Land Use Bylaw*.

In looking at proposed amendments to the Land Use Bylaw, Council has established, through policy, a number of evaluation criteria and are as follows:

Policy 12.5.2

It shall be the intention of Council, when considering amendments to the Land Use Bylaw, to have regard to the following:

- a. *that the proposal conforms with the intentions of this MPS and to the requirements of all other Region Bylaws and regulations.*
- b. *that the proposal is not inappropriate, or could create potential problems in relation to:*
 1. *the financial capability of the Region to absorb any costs relating to the development;*
 2. *adequacy of sewer, water, and fire protection services to support the proposed development;*
 3. *adequacy and proximity of recreational and other community facilities;*
 4. *the adequacy of road networks in, adjacent to, or leading to the proposed development in terms of ability to handle traffic that the proposed development will generate;*
 5. *the potential for the contamination of watercourses or the creation of erosion, sedimentation and /or flooding; and*



- 6. *the potential for damage to or destruction of designated historical buildings and sites.*
- c. *that adequate requirements are contained in the Land Use Bylaw to reduce conflict between the proposed development and any adjacent or nearby land uses by reason of:*
 - 1. *type of use;*
 - 2. *height generation, access to and egress from the site and parking provisions;*
 - 3. *traffic generation, access to and egress from the site and parking provisions;*
 - 4. *outdoor storage;*
 - 5. *signs;*
 - 6. *provision is made for buffering, landscaping, screening and access control to reduce potential incompatibility with adjacent land uses and traffic;*
 - 7. *development is located so as not to obstruct any natural drainage channels or watercourses;*
 - 8. *the adequacy of the building separations to provide sufficient space to permit access for fire fighting equipment and to prevent the spread of fire; and*
- d. *site suitability in terms of percentage of slope, soil and geological conditions and other environmental and physical constraints; and*
- e. *potential for buffer areas, landscaping and screening to reduce potential incompatibility with adjacent land uses and transportation networks.*

Within the Neighbourhood Commercial (C3) Zone, a development permit shall only be issued for one or more of the following uses:

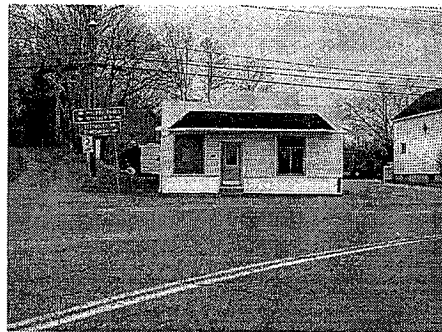
➤	Arts and crafts shops;
➤	Convenience stores;
➤	Dwelling units in association with a commercial use with a maximum of one such unit;
➤	Personal service shops;
➤	Movie rental shops

CRAFT SHOP means a building or part of a building where products made by hand or by small custom processes; including products such as pottery, jewellery, leatherwork, hand woven goods and similar articles; are offered for sale to the general public.

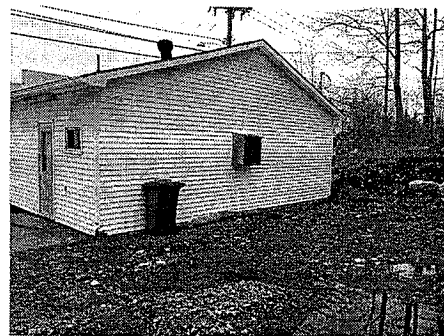
Considerations:

- The subject property had previously been home to Hanks Variety Convenience Store, which operated at this location since the 1960's.
- The store ceased operation in 2014 and ownership of the property was transferred.

- The new owner of the property intended to convert the existing building into a single family dwelling. As such, application was made to rezone the property from the then Neighbourhood Commercial (C3) to Restricted Residential (R1). The property was successfully rezoned in May of 2015. However, the structure was never converted to residential and has remained vacant.
- The property was recently sold to the current owner, who wishes to operate an art studio (Arts and Craft shop).
- Work has been done to the property at the rear of building to accommodate off street parking.
- It is the intent of the owner to move the entrance to the east side of the building and eliminating the current access off White Point Road.
- Owner has had conversations with abutting property owner to the west, with whom she shares the driveway, and he has indicated support for the proposed change of use.
- Proposed business is not intended to have regular retail hours. Customers by appointment. As a result, traffic impact on neighbourhood should be minimal.
- Art work is to be hand carved, resulting in minimal noise issues.



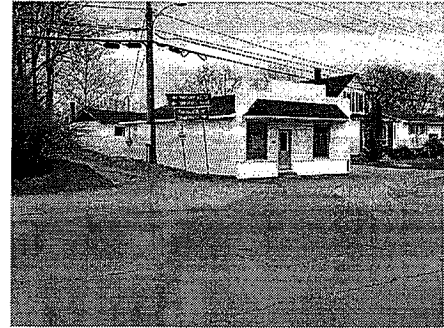
North Side (Front)



South Side (Rear)



West Side



East Side



Rear Parking Area

Options:

1. Maintain status quo (deny amendment request); or
2. Amend the Land Use Bylaw to rezone PID# 70020482 from Restricted Residential (R1) to Neighbourhood Commercial (C3).

Staff have reviewed the application and proposed use of the property and are of the opinion that the operation will have minimal impact on the surrounding community and recommend in favor of the rezoning application.

Tentative Timeframe:

<u>DATE</u>	<u>PROCEEDURE</u>
May 6, 2019	Planning Advisory Committee
May 28, 2019	Council
June 5, 2019	First Public Notice
June 12, 2019	Second Public Notice
June 25, 2019	Public Hearing
June 25, 2019	Council
July 3, 2019	Notice of Passing
July 18, 2019	Appeal Period Ends



Region of Queens Municipality

ITEM 5

Report Author:



Region of Queens Municipality

REGION OF QUEENS MUNICIPALITY LAND USE BYLAW AMENDMENT & DEVELOPMENT AGREEMENT APPLICATION

For Internal Use Only

Acceptance Date: _____
Processing Date: _____



1. Application Type:

- Land Use Bylaw Amendment
- Development Agreement

2. Property Information:

Civic address of subject property - 3 White Point Rd.
 Property Identification Number (PID) - 70020482
 Present use of subject property - vacant
 Proposed use of subject property - Art Studio (Woodcarving)
 Existing Lot Size - 0.06 acres
 Existing Lot Frontage - 40 feet

3. Property Owner Information:

Name - Elizabeth Brown

Applicant is:

- Owner
- Agent of Owner

Civic Address - 40 McDonald Rd. Liverpool

Mailing Address (If different from Civic Address) - P.O. Box 952

Telephone Number - 902 350-3401

Email Address - lizbcarverchick@gmail.com

4. Zoning Information:

Existing Zoning - R1 - Restricted Residential

Proposed Zoning - C3 - Neighborhood Commercial

5. Property Servicing Information:

Water Services –

- Municipal System - Existing Proposed
Drilled Well - Existing Proposed
Dug Well - Existing Proposed
Other - _____

Sewer Services –

- Municipal System - Existing Proposed
On-site System - Existing Proposed
Other - _____

Access –

- Public Road - Existing Proposed
Private Road - Existing Proposed
Other - _____

6. Declaration:

- Registered Owner of Property (Please print)

I / We Elizabeth A. Brown do solemnly declare that I / We are the current registered owner(s) of the property described in this application. I / We have examined the contents of this application and certify that the information submitted is accurate.

Registered Owner Elizabeth A. Brown
Signature EA Brown
Date _____

Registered Owner (if more than one) _____
Signature _____
Date _____

- Authorization of Registered Owner (Please print)

I / We _____ authorize _____
To act as agent and sign this application on my / our behalf for property located at
(Civic Address) _____ and identified as PID# _____.

Notes:

1. The requirements of a Land Use Bylaw amendment or development agreement application are established by the Planning Department of the Region of Queens Municipality. An application approval process will not commence until a completed application and advertising deposit are received.
2. Please make cheques payable to the Region of Queens Municipality. Following completion of the amendment process, the unused balance will be returned to the applicant. However, should the deposit be insufficient to cover the cost of advertising, the applicant will be responsible for the difference.
3. It is recommended that an applicant have a pre-consultation meeting with staff of the Planning Department prior to submitting this application.

To Whom It May Concern,

In applying to have the property at 3 White Point Road changed from Restricted Residential (R1), to Neighborhood Commercial (C3), I would like to explain the vision I have for said property.

I have operated a woodcarving studio in Liverpool since 2003. It has moved from my home to the Woodpile Carvings & Café on Main Street, and back to its current location in a separate building on my property.

My current studio is an increasingly insufficient space as the volume and size of my carvings continues to grow. My interest in 3 White Point Road is to utilize the space for my private carving studio.

The usage involves moving my current studio into that space, allowing me room for my carvings, wood, tools and workspace. I will not have a retail space with set hours. It will remain my private studio where I create my work. Customers will be able to meet me in this space by chance or appointment like any other private art studio.

The intention for the building is to completely upgrade the exterior, taking it from what is currently a dilapidated, unused building to an eye-catching and attractive building. While no major structural additions or changes will be made, the plan is to relocate the existing front door to the north side of the building, and the existing side door on the south face to be relocated to the rear. The façade will be removed and returned to the original roof line, with the overhang removed and three long narrow windows put in its place. The siding and roof will be replaced as well.

I have had the rear of the property cleared of trees and rocks and a two-car driveway put in. Because this is my private studio, the parking is primarily for my own vehicle.

The interior of the building will be completely upgraded but left open concept with the exception of the bathroom and a partition-wall to act as a storage area.

My work is all hand-carved using knives and gouges which means noise is not a factor in the creation of my work. All new insulation and siding will create extra sound proofing as well.

The building at 3 White Point Road has been part of the community for decades, serving as a corner store for all the years it was open. My proposal allows for an historic neighborhood building to be restored and utilized without the volume of traffic created by a traditional convenience store. I have an excellent relationship with my close neighbour, Doug Zwicker, who is pleased with the plans and upgrades and very helpful as we begin the yard cleanup and preparation for improvements. Other members of the neighborhood have stopped by to hear the plans and have been overwhelmingly positive and supportive.

I am confident my vision for this space will be viewed by the community as a welcome improvement and good fit in the neighborhood.

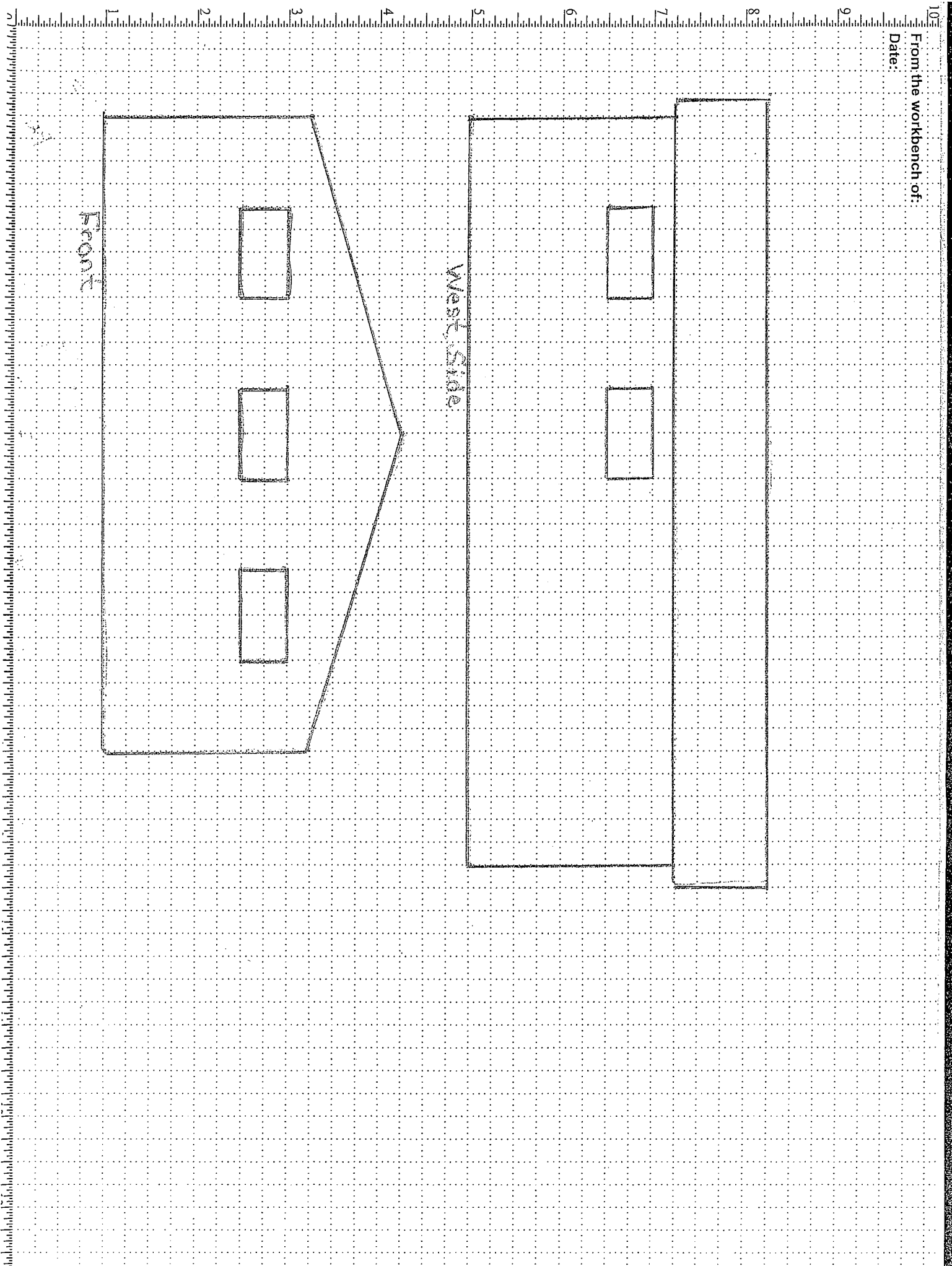
I thank you for your consideration in this application.

Regards,

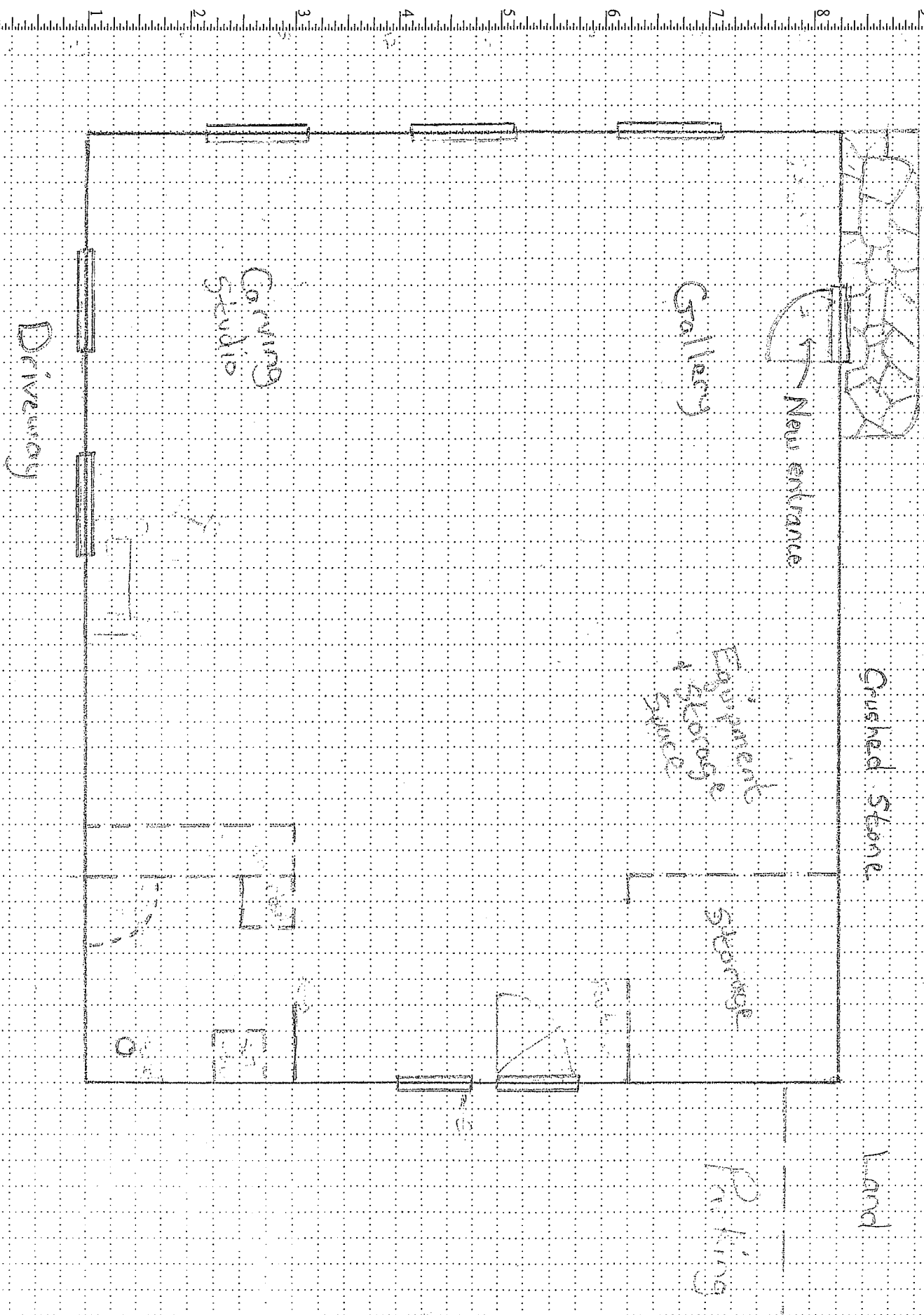
Elizabeth Brown

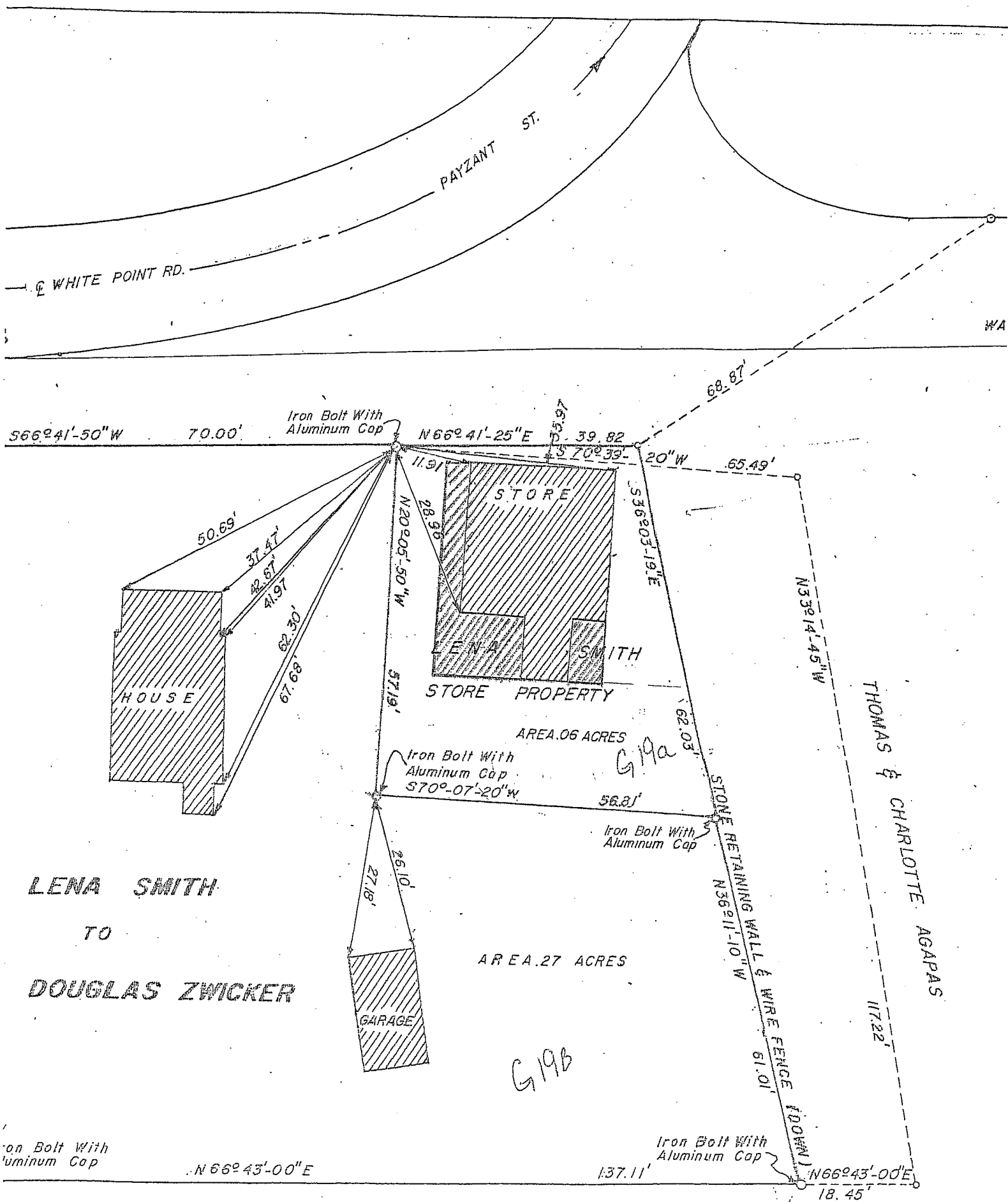
From the workbench of:

Date:



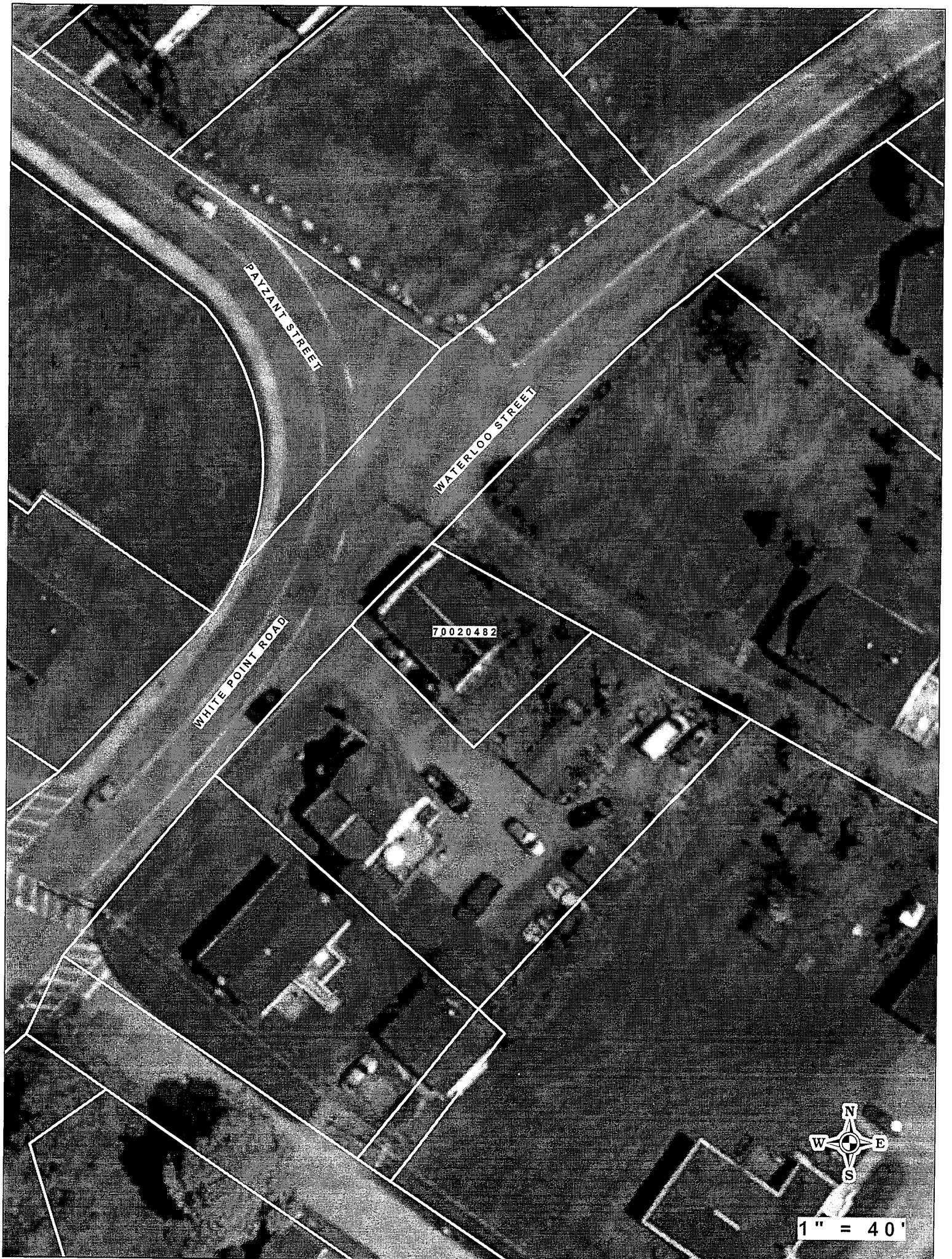
From the workbench of:
Date:





LENA SMITH
 TO
DOUGLAS ZWICKER

1" = 20'



PAYZANT STREET

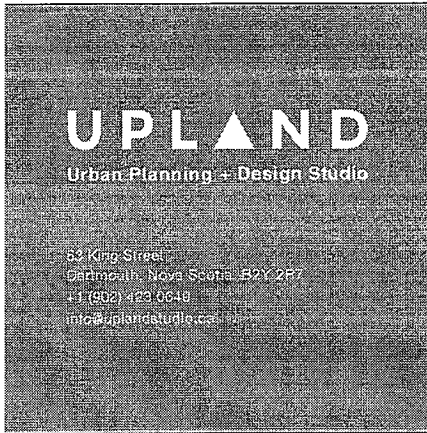
WATERLOO STREET

WHITE POINT ROAD

70020482



1" = 40'



Progress Report

30
April
2019

Project:
Region of Queens Plan Review

Reporting Period:
April 2019

Dear Mr. MacLeod and the Queens Planning Advisory Committee,

Please find attached a progress report for the work completed during the month of April, 2019.

Due to staff vacation and various bouts of illness around the office, none of the work items for the April period were fully completed before the end of the period. We are currently revising the Discussion Paper and Policy Direction Paper as per PAC's comments, and are setting up mechanisms for the public to provide feedback on policy directions. We expect to have these online by May 10th and then communicate their release to the public and directly to stakeholders. We will also have an updated version of the Vision document to PAC by the 10th.

This coming period we will also begin drafting of the "structural" portions of the planning documents. In other words, the portions that do not deal directly with specific policy directions. This will include setting up GIS data structures, developing a document layout, and writing administrative sections of the documents.

If you have any questions or seek further clarification, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Watson", is written over a horizontal line.

Ian Watson, MCIP

Complete

**Phase 1:
Project Initiation and Continuous Management**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 1.1: Start Up Meeting + Site Visit</i>	Complete	-
<i>Task 1.2: Data Collection</i>	Complete	-
<i>Task 1.3: Document Review</i>	Complete	-
<i>Task 1.4: Project Brand</i>	Complete	-
<i>Task 1.5: Engagement Plan</i>	Complete	-
<i>Task 1.6: Project Web Presence</i>	Complete	-
<i>Task 1.7: Monthly Progress Reports</i>	Ongoing	Last day of each month

Ongoing

**Phase 2:
Citizen and Stakeholder Engagement**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 2.1: Communications</i> This coming period we will advertise the release of the discussion papers.	50%	Communications will occur on schedule with other engagement tasks
<i>Task 2.2: Stakeholder Engagement</i> We will notify stakeholders of the discussion paper release and invite feedback on the proposed policy directions. PAC also identified Acadia First Nation as an important additional stakeholder.	90%	Notification to stakeholders along with public release of discussion papers Engage with AFN by end of May.
<i>Task 2.3: Staff Engagement</i>	Pending	This period
<i>Task 2.4: Survey</i>	Complete	-
<i>Task 2.5: Open House Meetings</i>	Complete	-
<i>Task 2.6: Creative Tactics</i> As per PAC discussion, outstanding creative engagement events will be moved to the end of summer to benefit from the draft planning documents.	30%	September

<p>Task 2.7: Community Vision We received feedback from PAC and submitted a second draft this period. Now, with results from the PAC workshop we will update the draft one more time for inclusion in the draft MPS (will circulate the final draft to PAC). Future discussions of Vision to occur through MPS discussions.</p>	85%	Final draft submitted as an information item to PAC by May 10 and then included in draft MPS.
<p>Task 2.8: Metric Reporting</p>	50%	Updates after public feedback on discussion papers and after next round of open houses
<p>Task 2.9: What We Heard Report</p>	35%	September, following the second round of open houses.

Complete

**Phase 3:
Analysis and Discussion Papers**

We are currently making the edits to the Discussion Papers and adding additional content resulting from the PAC workshop. These should be online by May 10th.

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 2.1: Population and Demographics Paper</i>	Complete	-
<i>Task 2.2: Environment Paper</i>	Complete	-
<i>Task 2.3: Residential Development Paper</i>	Complete	-
<i>Task 2.4: Economic Paper</i>	Complete	-
<i>Task 2.5: Infrastructure Paper</i>	Complete	-
<i>Task 3.6: General Policy Paper</i>	Complete	-

Complete

**Phase 4:
Project Findings and Recommendations**

We are currently establishing a tailored online feedback form allowing people to give clear feedback on specific recommendations of the Policy Directions report. We expect to have it online by May 10th.

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 4.1: Policy Report</i>	Complete	-
<i>Task 4.2: Issues Workshop with PAC</i>	Complete	-

Pending

**Phase 5:
Drafting / Policy Development**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 5.1: Prepare Draft MPS</i>	Pending	July
<i>Task 5.2: Prepare Draft LUB</i>	Pending	July
<i>Task 5.3: Prepare Mapping</i>	Pending	July
<i>Task 5.4: Submit Draft MPS & LUB</i>	Pending	July
<i>Task 5.5: Draft Plan Presentation</i>	Pending	July
<i>Task 5.6: Community Consultation</i>	Pending	September

Pending

**Phase 6:
Final Presentation and Approvals**

Task	Estimated Task Progress	Predicted Completion Date
<i>Task 6.1: Community Input Summary</i>	Pending	September
<i>Task 6.2: Final Revisions</i>	Pending	October
<i>Task 6.3: Formal MPS and LUB Adoption</i>	Pending	November
<i>Task 6.4: Project Wrap-Up</i>	Pending	November

List of Outputs and Deliverables to Date

- Start up meeting
- Final project brand
- www.queensplan.com
- Engagement Plan
- Internal document review
- Project launch communications
- Project business cards
- Two pop-up events
- Seven public open houses
- Four stakeholder meetings
- PAC communication materials
- General survey in online and paper format
- Business survey in online format
- Advertising materials
- Council project update and workshop
- Meeting with PAC to update on project and discuss Community Vision
- Stakeholder calls
- Six discussion papers
- Policy Direction paper
- PAC policy direction workshop
- Second draft of Vision, Goals, and Objectives

Next Month Steps

- Edits and posting of discussion papers
- Communications for release of discussion papers
- Public release of Policy Directions paper
- Invitation to stakeholders and public to comment on Policy Directions paper
- Updated Vision document submitted to PAC
- Staff workshop
- Reach out to Acadia First Nation as a stakeholder
- Begin drafting of "structural" portions of planning documents