



Planning Review and Adjustment Committee

Date of Meeting: November 25, 2015
Location: Board Room, 650 Main Street, Woodstock

Attendance: Andy Leech, Chair
Brent Pearson, Vice Chair
Alan McLaughlin
Elaine English
Kenneth Clark
Mark Atwater

Regrets: Trevor Welch

Staff: Katelyn Hayden
Bev Gullison

Meeting was called to order by Andy Leech at 7:00 pm.

Approval of Minutes

A motion was made by Mark Atwater and seconded by Elaine English to approve the Minutes of the October 14, 2015 meeting.

MOTION CARRIED

Conflict of Interest

None

Zoning Applications

1. Azra Khan – 8 School St., Hartland - Z-2-2015

Katelyn Hayden, Planning Director presented Planning Staff Report # 21/15 to the Committee members. Katelyn Hayden advised Azra Khan has made an application to rezone the property located at 8 School Street from Open Space to Institutional and to amend the Institutional Zone to permit senior citizen housing. The proposed rezoning would also require an amendment to Schedule B of the Town of Hartland Municipal Plan.

Katelyn Hayden noted term and conditions 'g', 'h', and 'i' were added after concerns from an area resident were addressed. The addition of term and condition 'g' will ensure the garbage dumpsters and



refuse are not visible. The addition of term and condition 'h' will confirm residents must be age 65 or older and the added term and condition 'i' guarantees the number of residential units cannot exceed 36.

Andy Leech requested clarification regarding if the committee's responsibility was to only recommend the application to Town Council and Katelyn Hayden confirmed this was correct.

Andy Leech asked if there was any priority in the order in which the rezoning and amendments must be approved by council. Katelyn Hayden advised during the meeting of council both the municipal plan and the zoning bylaw will be dealt with at the same meeting, with the Municipal Plan amendment being heard first, and the zoning amendment being heard second.

Andy Leech addressed a concern regarding the committee approving term and condition 'f', as it relates to the Hartland Recreation Department. Andy Leech stated he believes approval relating to the use of the soccer field should be the responsibility of the Town of Hartland and should not require PRAC approval. Allan McLaughlin asked if this term and condition was proposed by the owner, and Andy Leech stated the owner was asked to include this term and condition.

The committee discussed the use of the soccer field being requested during a prior rezoning application for this property. However, Katelyn Hayden advised the previous rezoning request was never finalized and the by-law was never registered. The Committee agreed that term and condition 'f' should be removed.

Andy Leech stated the maximum 36 unit restriction is reasonable given the total square footage of the building is approximately 60,000. Katelyn Hayden advised the total square footage also includes the gymnasium, which will be used for community use and social use for their clients.

Brent Pearson questioned if this property was zoned institutional previously and Katelyn Hayden confirmed this was correct. Andy Leech advised when the new Municipal Plan was created, which was approximately the same time as the school closed, it was zoned as open space. Katelyn Hayden informed the committee by rezoning the property to open space ensured all future development would require council approval.

Brent Pearson asked if senior citizen housing units are typically zoned institutional and Katelyn Hayden confirmed this was generally accurate, but that senior citizen housing is not listed as a permitted use any zone contained in the *Hartland Zoning By-Law*. Andy Leech stated in some instances they can be zoned multi family/residential mix. Andy Leech stated this proposal has



less commercial and more residential than the previous rezoning application reviewed a few years prior.

Katelyn Hayden advised the only commercial component would be what is permitted under a senior citizen housing definition, or permitted in the Institutional Zone.

Andy Leech asked if there was a percentage of space allowed for offices. Katelyn Hayden advised the letter of intent was for 1-2 offices, such as an office where a doctor could possibly visit residents or clients by appointment on certain days. Katelyn Hayden stated these particular details would be determined by the engineering drawings and the building inspectors. Andy Leech advised the Fire Marshall would also be involved in these types of decisions.

Katelyn Hayden asked Paul Walton, a member of the public, if he wished to address the committee. Mr. Walton advised prior to the meeting he received further clarification after discussion with Katelyn Hayden regarding his concerns and is now satisfied.

Andy Leech requested term and condition 'g' regarding the dumpster be revised to state the location of the dumpster must be approved by the development officer. Mr. Walton stated this was a concern, as some of the surrounding properties are elevated and the residents concern was they would be looking down on a dumpster. Katelyn Hayden inquired if the committee wished to include a fence height requirement. Andy Leech stated he believed this was covered under term and condition 'g', as it states the dumpster area shall be surrounded by an opaque fence.

Alan McLaughlin inquired regarding a size definition of a housing unit. Katelyn Hayden stated there would be requirements under the National Building Code and Zoning By-Law, which would regulate the size requirements of the units. Andy Leech inquired if this would apply under assisted care and Katelyn Hayden stated it is still considered a residential unit and not a nursing home.

Andy Leech asked if there were any further questions.

Alan McLaughlin requested clarification if the committee's responsibility was to only recommend the application to the Town of Hartland. Andy Leech confirmed this was correct. Alan McLaughlin asked for confirmation regarding the requirements, such as a building permit, engineering plans and Fire Marshall approval. Katelyn Hayden stated, once the plans are drafted by a professional engineer they must first be approved by the Fire Marshall and then



reviewed by the Building Inspector. Katelyn Hayden also advised they will be required to submit a parking plan and the location of the dumpster must be indicated on the final site plan.

Andy Leech informed the committee this application will require first and second readings by the Town of Hartland, which can be accomplished at the same meeting but will also require a third reading including further public consultation.

Alan McLaughlin inquired if the Town of Hartland could add or change the term and conditions. Andy Leech stated the Town of Hartland could include a condition that they approve the plan first. Katelyn Hayden confirmed they could add a term and condition, such as adding exterior facia requirements or environmental issues.

It was moved by Elaine English and seconded by Brent Pearson to approve the recommendation of the application to the Town of Hartland, as prepared by Planning Director, Katelyn Hayden incorporating the following term and condition amendments:

- Remove term and condition 'f'
- Add the following statement to term and condition 'g': *"The location of the dumpster area is to be at the satisfaction of the development officer"*.

MOTION CARRIED

Subdivision Applications

1. **W. E. Hodges Surveys Ltd. – 2571 Route 390, Odell - S-11-2015**

Katelyn Hayden, Planning Director presented Planning Staff Report # 20/15. W.E. Hodges Surveys Ltd. has made application for approval of a tentative plan of subdivision to create one lot on a private right-of-way, located on Route 390, Odell and to transfer ownership to the Department of Transportation and Infrastructure primarily due to the fact the property is subject to seasonal flooding.

Katelyn Hayden advised there is currently a single family dwelling on the property, which DTI has purchased and will demolish and they have indicated the property would likely serve as water access and will not be sold for redevelopment.

Andy Leech requested clarification regarding the proposed land use as it appears to be primarily green space and Katelyn Hayden confirmed this is accurate.



Alan McLaughlin inquired if the road will be a public road when the land is transferred to DTI, and Katelyn Hayden advised the farm will retain the road. DTI will only own the land being subdivided off around the house and reviewed the survey map with the committee members indicating where the private right-of-way will exist.

Alan McLaughlin asked if the committee was only approving the right-of-way. Katelyn Hayden stated, we are also approving the creation of the lot on a private right-of-way, but technically this application did not require approval of the Planning Review and Advisory Committee, as the Province is able to exempt themselves from application of the Community Planning Act.

A motion was made by Ken Clark and seconded by Alan McLaughlin to approve the subdivision plan as presented by Katelyn Hayden.

MOTION CARRIED

Variance Applications

None

Old Business

None

New Business

None

Adjournment:

A motion was made by Mark Atwater to adjourn.

Meeting adjourned at 7:45 pm.

X 
Andy Leech, Chair