



Minutes
Town of Three Rivers
Special Planning Board Meeting

January 20, 2022, 6:00 pm
Web

Members Present Chair Councillor Jane King, Mark Baker, Tricia Johnston-Martell,
Councillor Cameron MacLean, Derek Nicholson, Reg Conohan

Staff Present Manager of Corporate Services Danielle Herring, Development
Officer Lee Kenebel, Planning Technician Patrick Donahoe,
Administrative Assistant Chelsey Leard

1. Call to Order

The meeting was called to order at 6:00 PM.

2. Approval of Agenda

Moved By Tricia Johnston-Martell

Seconded By Councillor Cameron MacLean

THAT the agenda be approved as written.

Carried

Members recalled their discussion on Imperial measurements also being shown in the bylaw and it had not been minuted- a correction was asked for then they were adopted

3. Disclosure of Conflict of Interest

There was none.

4. Adoption of Minutes

4.1 Adoption of January 13, 2022 Special Planning Board Meeting Minutes

Moved By Reg Conohan

Seconded By Tricia Johnston-Martell

THAT the minutes of the January 13, 2022, Town of Three Rivers Special Planning Board be adopted as written.

Carried

5. **Presentations and Delegations**

None.

6. **Items to be Addressed**

6.1 **Official Plan Draft Document Discussion**

Members turned to Definitions for open discussion

Lot **types was discussed** - Should water lots should be included here? Members cited a number of examples in the Town.

Members discussed the front lot line – in the case where the lot line abuts on two streets, indicating the shorter of the two is used to determine the frontage – is that standard practice taking the shorter of the two. Members queried this with the development officer who confirmed it provided a benchmark to orient a site and it would be helpful to applicants.

Members asked how a corner with frontage on two right of ways would be assessed in determining the frontage. The development officer confirmed that on such an occasion a more detailed assessment may be required.

Members noted that among duplexes, **a zero-lot line**, a firewall splitting two dwellings exists. Following discussion members requested “Zero Lot Line”

The definition of Municipality – was questioned, specifically why corporation? Staff cited the utility provision was delivered under a corporation and the definition was broad to reflect this.

Park – owned by? I don’t think a park needs to be owned by, could be leased by.

Private Road – “at least two abutting lots” does that need to be there? If it only goes to one lot, wouldn’t it be a driveway. Two lots, but not abutting. Could all be one PID

Private Driveway definition and Private Road definition - Definitions of roads, need to be looked at.

Need to maintain minimum standard, can increase ours.

Grey area between what’s missing in our own bylaws and what’s in planning act – always discrepancy in the interpretation. Try to avoid those.

If we were increasing the standard, need to make sure we can enforce it. The Provincial minimums are in place for a reason, and we would only want to supersede those where it makes sense.

Renewable energy generation facility - Solar farms, we need to expand on the wording to take some of the swamp land and put in a solar farm... start generating some energy for our community

Restaurant – do food trucks fall under this? There is a vendor policy, it is separate. Add to the end “including food trucks” – no, restaurants are permanent structures – adding it here would confuse people.

Food truck park – do we need anything zoning wise? Fall into a category
Ask Fotenn about the **Food Truck Park** – DN to look into definitions

Sight Triangle – is there a minimum standard not marked on here?

Sign – because the province dictates a lot of what you can do, no wording there about signs that aren’t appropriate, LED signs – comes up later in bylaw

Secondary Suite – provision that secondary suite be part of the main dwelling, this is saying that it is detached. That’s an accessory apartment

Subdivision Agreement – would like wording changed to what Derek said.
Derek to email it.

Members queried Subdivision Plan requirements with the development officer. It was confirmed that a scale drawing certified by a PEI land surveyor is needed as it represents the division of the land. The development officer confirmed at the beginning of the application process a sketch plan may be appropriate, but a certified plan would eventually be needed.

Warehouse – “shall not include facilities for a truck or transport terminal or yard” does that cause an issue? Does it need to be in there? Should clarify it.

Yard – Front Yard – front yard can change if you put up another building?
Definition is just for if you are applying for accessory building or. Remove main from “Rear Yard”

3.1) Administration

If someone applies for a commercial development in a commercial zone, should determine a square footage, as long as it checks off all the boxes, give Development Officer authority to approve up to so many sq ft, doesn’t need to come to the planning board.

Regards to the staff comments – clarification, anything outside of the definitions staff would like to see there? Staff in agreement that if it conforms to zoning, setbacks are appropriate, no need for it to go to planning board?

Firstly, yes, members its within your gift to say if there is a threshold. Anything over 3000 would automatically go to planning board, providing checks all the boxes, approve at DO level, no PB meeting.

Industrial use & Commercial use – defined

Should we be looking at square foot or zoning designation, what should be going to Planning Board or not.

Pat and Lee to look at commercial proposals, suggest a common average size for those, and PB can decide on threshold on those. % of lot size?

Put some language in here just to run things through the board electronically, not require a meeting, have correspondence, Planning Board let Development Officer proceed. L – where does that line get drawn? Parameters are in the bylaws themselves.

We don't have anything that says if we refuse something, no bylaws that says it becomes a planning board decision. Can be written in.

7. Adjournment

The meeting was adjourned at 8:01 PM.

Moved By Tricia Johnston-Martell

Seconded By Derek Nicolson

THAT the meeting be adjourned.

Carried

Jane King

Councillor Jane King, Chair