

A meeting of the Planning Services Public Advisory Panel (PSPAP) was held at the Town Hall on Tuesday, May 24, 2016, starting at 7:00 p.m.

## **PRESENT**

Chairing the meeting, Deputy Mayor Smith; Councillor Darren Boates; Citizens-at-large Colin Crowell, Mike Hazelwood, and Reinhold Griff; Chief Administrative Officer, Rachel Turner; Planner and Development Officer, Chris Millier; and Recording Secretary, Sharon McAuley.

Regrets: Tom Spinney.

### **1. CALL TO ORDER**

Chair Smith called the meeting to order at 7:00 p.m.

### **2. APPROVAL OF THE AGENDA**

**160524.01: It was moved and seconded to approve the agenda as circulated. Motion carried.**

### **3. APPROVAL OF THE MINUTES**

**160524.02: It was moved and seconded, that the minutes of the Planning Services Public Advisory Panel of May 09, 2016, be approved as circulated. Motion carried.**

### **4. REVIEW: MPS SECTOR / LAND USE POLICIES**

Planner and Development Officer, Chris Millier facilitated a review of the existing Municipal Planning Strategy (MPS) policies relating to infrastructure and signs and noted that where infrastructure goes, development follows and it sets the direction for growth.

When the Panel provides Council with its recommendations, it should be recommending upgrading the Subdivision Bylaw and Municipal Servicing Specification Manual.

#### **a. TRANSPORTATION POLICY**

The hierarchy of roads in the current MPS-LUB include arterial roads, collector roads and local roads with different roles and standards.

- Arterial roads connect destination points and carry the majority of traffic and include Main, Commercial, Bridge and Brooklyn Streets.
- Collector roads collect traffic from local roads and feed traffic into arterial roads. They make up the majority of streets in Middleton.
- Local roads feed into collector roads and include Queen, Maple, Park, Ross, Mackenzie and Reagh Streets. All remaining roads are collector roads (except Main, Commercial, Bridge and Brooklyn Streets).

Policy #	Policy	Changes
T 1	Street Classification	Keep
	Map C	<ul style="list-style-type: none"><li>• Keep with following changes:<ul style="list-style-type: none"><li>• delete proposed road through Rotary Park;</li><li>• delete proposed road through protected lands;</li><li>• add North Street extension.</li></ul></li></ul>
T 2	Road Reserves	Keep

T 3	Traffic Flow	<ul style="list-style-type: none"><li>• Merge T 3 and T 5 as they say the same thing.</li><li>• C. Millier will revise the wording.</li></ul>
T 4	R-O-W Standards	Move to Subdivision Bylaw and Municipal Servicing Specification Manual.
T 5	R-O-W Standards	Merge with T 3.
T 6	Construction Standards	Keep – links MPS to Subdivision Bylaw.
T 7	Street Maintenance	Delete
T 8	R-O-W Maintenance	Delete
T 9	Intersection Separation	Move to Municipal Servicing Specification Manual.
T 10	R-O-W Maintenance	<ul style="list-style-type: none"><li>• Delete maintenance</li><li>• C. Millier will reword to incorporate support for the corner vision triangle.</li></ul>
T 11	Subdivision Access	Move to Subdivision Bylaw.

b. PARKING POLICY

Policy #	Policy	Changes
P 1	Parking Required	<ul style="list-style-type: none"><li>• Keep</li><li>• Keep same exemption area.</li><li>• Include institutional, business and industrial policies.</li><li>• Divide into three policies:</li><li>• Policy 1: All new developments in the Town shall be required to provide suitable parking.</li><li>• Policy 2: New uses establishing in the Business District between Main Street and George Street and facing on Commercial Street and between Main Street and Church Street and fronting on School Street shall be exempt.</li><li>• The amount, type and location of on-site parking shall be in accordance with the Land Use Bylaw (see Policy C 11).</li></ul>
P 2	Parking Incentives	Delete
P 3	Public Parking	Keep
P 4	Off-street Loading	<ul style="list-style-type: none"><li>• Keep</li><li>• Modify to have the same exemption area as the P1 parking exemption.</li></ul>
P5	Barrier Free Parking	Delete

Other:

The Panel agreed to retain the same exemption area even though the core business area has been expanded. Expansion of the exemption area may cause conflicts where it abuts residential zones, as the roadways will become the parking lots.

c. PEDESTRIAN POLICY

Policy #	Policy	Changes
PED 1	Sidewalk Construction	Delete as it is covered in the Capital Investment Plan.
PED 2	Neighbourhood Pedestrian Connections	Move to Subdivision Bylaw and Municipal Servicing Specification Manual.

**d. BICYCLE POLICY**

Delete the policy as it is not required.

**e. SERVICING AND UTILITY USE POLICY**

Policy #	Policy	Changes
S 1	Location of Uses	Delete
S 2	Outdoor Storage	Move to General Provisions for all Zones in the Land Use Bylaw.
S 3	As a Business Use	Delete
S 4	Utility R-O-W	Delete

**f. SANITARY SEWER POLICY**

Policy #	Policy	Changes
SS 1	Separation Program	Move to Subdivision Bylaw and Municipal Servicing Specification Manual.
SS 2	New Servicing – Private Responsibility	<ul style="list-style-type: none"> <li>• Divide into two policies and delete third part:</li> <li>• Keep: Council shall require all subdividers to install and bear the costs of sanitary sewer mains and laterals within any new subdivision in an area requiring these services.</li> <li>• Keep: Subdividers shall also bear all costs of installation of mains required to connect to the existing Town mains.</li> <li>• Delete: Subdivision requiring servicing shall typically abut an existing serviced area.</li> </ul>
SS 3	Construction Standards	<ul style="list-style-type: none"> <li>• Delete as it is a duplication of SS 2.</li> </ul>
SS 4	Service Boundary	<ul style="list-style-type: none"> <li>• C. Millier to provide wording stating Town may support expansion that encourages the expansion to the south of exit 18.</li> </ul>

**Other:**

C. Millier will combine the sanitary sewer, storm drainage and water policies into one category.

**g. STORM DRAINAGE POLICY**

Policy #	Policy	Changes
SD 1	Maintenance Program	Delete as it is covered in the Capital Investment Plan.
SD 2	Service Separation	Delete
SD 3	New Subdivision	Move to Subdivision Bylaw.
SD 4	Construction Standards	Move to Municipal Servicing Specification Manual.
SD 5	Service Separation	Move to Subdivision Bylaw.
SD 6	Service Boundary	C. Millier to provide wording stating Town may support expansion that encourages the expansion to the south of exit 18.

Other:

C. Millier will combine the sanitary sewer, storm drainage and water policies into one category.

h. WATER POLICY

Policy #	Policy	Changes
W 1	Public System	Delete as it is covered in the Capital Investment Plan.
W 2	Watershed Protection	Delete
W 3	New System – Private Responsibility	<ul style="list-style-type: none"><li>• Divide into two policies and delete third part:</li><li>• Keep: Council shall require all subdividers to install and pay for water mains.</li><li>• Keep: It shall be the policy of the Town only to permit new serviced subdivisions where the subdivision has available servicing or abuts an existing serviced area.</li><li>• Delete: The Town may, however, at the discretion of Council, construct water mains under a capital contribution agreement with a developer or subdivider.</li></ul>
W 4	Construction Standards	Move to Municipal Servicing Specification Manual.

Other:

C. Millier will combine the sanitary sewer, storm drainage and water policies into one category.

i. SOLID WASTE POLICY

Delete the policy as there is an Inter-Municipal Agreement in place for solid waste.

j. FIRE AND SAFETY POLICY

Delete the policy as the fire department is covered in Town operations and EMO is covered by an Inter-Municipal Agreement.

k. SIGN POLICY

Policy #	Policy	Changes
SN 1	Signage Regulations	Keep

5. NEXT MEETING

The next meeting will be on Monday, June 13, 2016 and include a review of Definitions (Land Use Bylaw - Part 2) and General Provisions for All Zones (Land Use Bylaw - Part 3).

The Panel agreed to meetings in July and S. McAuley will send out the revised schedule.

6. ADJOURNMENT

160524.03: It was moved and seconded to adjourn the meeting at 8:57 p.m. Motion carried.



CHAIR



RECORDING SECRETARY