

A meeting of the Planning Services Public Advisory Panel (PSPAP) was held at the Town Hall on Monday, February 27, 2017, starting at 7:04 p.m.

PRESENT

Chairing the meeting, ; Mayor Sylvester Atkinson; Councillor Brad Reid; Citizens-at-large Colin Crowell, Reinhold Griff and Tom Spinney; Chief Administrative Officer, Rachel Turner; Planner and Development Officer, Chris Millier; and Recording Secretary, Sharon McAuley.

Regrets: Councillor Clayton MacMurtry and Mike Hazelwood.

Also in attendance were: Councillor Michael Fairn and two (2) citizens.

1. CALL TO ORDER

Mayor Atkinson called the meeting to order at 7:04 p.m.

2. APPROVAL OF THE AGENDA

170227.01: It was moved and seconded to approve the agenda as circulated. Motion carried.

3. SELECTION OF CHAIRPERSON

170227.02: It was moved and seconded, to approve Clayton MacMurtry as Chairperson of the Planning Services Public Advisory Panel. Motion carried.

4. APPROVAL OF THE MINUTES

170227.03: It was moved and seconded, that the minutes of the Planning Services Public Advisory Panel of September 12, 2016, be approved as circulated. Motion carried.

5. UPDATE ON MUNICIPAL PLANNING STRATEGY REVIEW

Chris Millier, Planning and Development Officer for the Town of Middleton provided the Panel with an update on the Municipal Planning Strategy (MPS) Review:

- the existing Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) was implemented in 1998 and has served the Town well;
- late in 2015, Council asked the PSPAP to begin a review of the existing documents with an eye to simplifying them, minimizing development regulations and focusing on major development issues;
- issues covered by strategic documents such as the Integrated Community Sustainably Plan (ICSP) and the Municipal Climate Change Action Plan (MCCAP) will be deleted from the MPS and LUB;
- PSPAP has been taking a high level scan of the documents by going through the documents policy by policy and chapter by chapter;
- the next step will be a public consultation process seeking feedback from the community through a number of public meetings, focus groups, websites, etc.;
- the third piece involves PSPAP taking the community input, drafting the new documents and presenting them to Council for review;
- it is Council's responsibility to adopt the documents, after holding a public hearing and affording the public the opportunity to again speak to the documents.

Two (2) citizens left the meeting at 7:29 p.m.

6. REVIEW; MPS SECTOR/LAND USE POLICIES (GENERAL PROVISIONS & DEFINITIONS)

Planner and Development Officer, Chris Millier facilitated a review of the General Provisions and Definitions sections of the Land Use Bylaw (LUB)

a. **GENERAL PROVISIONS (PART 5.0 – LOADING REQUIREMENTS)**

Section #	Subject	Changes
5.1	In any zone, no person shall erect any building or structure for manufacturing, storage, warehouse, department, store, retail store, wholesale store, market, freight or passenger terminal, hotel, hospital, mortuary or other uses involving the frequent shipping, loading or unloading of persons, animals, or goods, unless there is maintained on the same premises with every such building, structure or use one off-street space for standing, loading and unloading for every 2,500 m ² (26,910.65 sq. ft.) or fraction thereof of building floor area used for any such purpose to a maximum of six loading spaces.	Keep
5.2	Each loading space shall be at least 3.5 m (11.48 ft.) by 12 m (39.37 ft.) with a minimum of 4.5 m (14.76 ft.) height clearance.	Keep
5.3	The provision of a loading space for any building with less than 1,400 m ² (15,069.96 sq. ft.) floor area shall be optional.	Keep
5.4	No such loading spaces shall be located within any required front yard or be located within any yard which abuts a Residential Restricted, Residential, Recreation or Institutional zone.	Keep
5.5	Loading space areas, including driveways leading thereto, shall be constructed of and maintained with a stable surface which is treated so as to prevent the raising of dust or loose particles.	Keep
5.6	Ingress and egress, to and from the required loading space areas shall be provided by means of unobstructed driveways of a minimum width of 3.5 m (11.48 ft.) for one-way traffic and a minimum width of 7 m (22.96 ft.) for two-way traffic.	Keep
5.7		<ul style="list-style-type: none">• Add clause to deal with lighting (%).• Same language as 6.2.
5.8		<ul style="list-style-type: none">• Add clause regarding refrigerated trucks (i.e. ...prohibit in a yard adjacent to a residential zone).

b. GENERAL PROVISIONS (PART 6.0 – PARKING REQUIREMENTS)

Section #	Subject	Changes
6.1	Parking Requirements	<ul style="list-style-type: none"> Delete B: Nurses Residences May update wording on convalescent home
6.2	Parking Standards (4 units or more)	Delete C

c. GENERAL PROVISIONS (PART 7.0 – SIGNS)

Section #	Subject	Changes
7.1	General	Keep
7.2	Safety	Keep
7.3	Limit on Number	Keep
7.4	Signs Permitted in all Zones	Keep
7.5	Signs Prohibited in all Zones	Add “affixed” to 7.5 (h)
7.6	Projecting Wall Signs	Keep
7.7	Ground Signs	<ul style="list-style-type: none"> Sign sizes are required C. Millier to bring examples of ground sign from other Municipalities.
7.8	Roof Signs	Keep
7.9	Business Signs in Residential Zone	<ul style="list-style-type: none"> Look at restrictions on location and type of sign. Clarify where the sign is located for Main, Commercial & Bridge St.
7.10		<ul style="list-style-type: none"> Add fascia signs

d. GENERAL PROVISIONS (PART 2.0 – DEFINITIONS)

Discussion on the Part 2.1 – Definitions was deferred to the next meeting.

Councillor Fairn left the meeting at 9:17 p.m.

7. NEXT MEETING

The next meeting will be on Monday, March 13, 2017 at 7 p.m. and include a review of the Land Use Bylaw: Part 2 (Definitions) and Parts 8-17 (Zones).

8. ADJOURNMENT

170227.04: It was moved and seconded to adjourn the meeting at 9:18 p.m. Motion carried.


CHAIR


RECORDING SECRETARY