



WEST HANTS REGIONAL MUNICIPALITY
Planning & Heritage Advisory Committee (PAC/HAC)
September 8, 2022 – 6:00pm
Zoom

**NOTE: Four Public Information Meetings (PIMs) were held at 6:00pm.
PAC/HAC began immediately following the close of the PIMs.**

PRESENT: Councillor Jim Ivey (District 11, Chair)
Abraham Zebian (Mayor)
Councillor Rupert Jannasch (District 1)
Councillor Debbie Francis (District 5)
Councillor John Smith (District 9)
Jane Davis (Hantsport Representative)
Jennifer Nicholls (WHRM Representative)
Lisa Bland (WHRM Representative)
Jamie O’Hanlon (Windsor Representative)
Bill Preston (Hantsport Representative)
Tasha Rogers (WHRM Representative)

STAFF: Madelyn LeMay (Director of Planning and Development)
Sara Poirier (Senior Planner)
Alex Dunphy (Planner)
Todd Richard (Director of Public Works)
Brad Carrigan (Projects Engineer)

Troy Burgess (Traffic Authority)

Vanessa Lake (Meeting Secretary)

GUESTS: Shawn Foote (Mainland South Investments, Applicant)
Darren Shupe (Brighter Community Planning, Applicant)

PUBLIC: No members of the public were present for the meeting.

REGRETS: Councillor Mark McLean (District 3)
Shelley Bibby (Windsor Representative)

Public Information Meeting

Four Public Information Meetings (PIMs) were held prior to the PAC/HAC meeting. Chair Ivey called the PIMs to order at 6:02pm. These meetings concluded at 7:14pm, and the members of public in attendance left the Zoom meeting.

Call to Order and Attendance

Chair Ivey called the PAC/HAC meeting to order at 7:15pm. Madelyn LeMay took attendance. Regrets had been received from Shelley Bibby. All other members but Mark McLean were present. Applicants Darren Shupe and Shawn Foote were in attendance. Todd Richard, Troy Burgess, and Brad Carrigan from Public Works were in attendance.

Announcements

Chair Ivey read the Land Acknowledgements. There were no further announcements.

Approval of Agenda and Additions

Madelyn LeMay added item 7.8, Affordable Housing in Falmouth. Sara Poirier added item 7.9, Windsor Plan Review Meeting. Moved by Mayor Zebian and seconded by Lisa Bland that the agenda be approved as amended. Motion carried.

Conflict of Interest

There were no conflicts declared.

Approval of Minutes

Moved by Mayor Zebian and seconded by Debbie Francis that the minutes be approved as circulated. Motion carried.

Business Arising from the PIMs

File #s 22-12; 22-13, 22-14 Secondary Suites in Accessory Buildings (Sara Poirier, Sept. 6, 6:00pm)

This PIM was held on September 6 at 6:00pm. The committee had no comments.

File #s 22-06; 22-07; 22-08 WHLUB, Housekeeping Amendments (Madelyn LeMay, Sept. 6, 6:30pm)

This PIM was held on September 6 at 6:30pm. The committee had no comments.

File # 21-17 WHLUB Amendments: Wentworth Road PID 45190386 and Cole Drive PID 45366457 (Sara Poirier)

Sara will incorporate all the comments received from the public during this session into her report. Bill Preston asked how many dwellings in total, and Sara said she would check and include it in her report.

File # 22-04 WHLUB Amendment PID 45038361, 4245 Hwy 14 (Alex Dunphy)

There were no questions or comments on this PIM.

File # 22-10 Development Agreement: 4701 Hwy 1, Three Mile Plains (Sara Poirier)

There were no questions or comments on this PIM.

File # 22-19 WHLUB Amendment 697 Greenhill Rd., Greenhill, PID 45026010 (Alex Dunphy)

There were no questions or comments on this PIM.

Business Arising from the Minutes

Update: File # 21-15 65 Fort Edward St., Windsor (Alex Dunphy)

Alex reminded the committee that the Public Hearing for this topic was adjourned by Council until October 25, to wait for the results of the Phase 2 ARIA.

Update and Decision: File # 22-02 Heritage Plaques (Madelyn LeMay)

Design options for the new Heritage Plaques have been presented. The committee discussed Options A – F and decided on Option D, which includes the name of the Heritage property. Due to the low number of these plaques being made, including the name on each will not significantly impact the cost. Rupert Jannasch asked about cases where the property has no name, and Madelyn replied that that section will be left blank with the artwork adjusted around the space.

Moved by Debbie Francis and seconded by Lisa Bland that PAC/HAC recommends that Council approve the design and use of a heritage plaque bearing the Region's name, the stylized sun, and the name of the registered property, with the appearance similar to that shown as Version D in Appendix A of the report "Municipal Heritage Plaques" dated September 8, 2022.

Motion carried with Rupert Jannasch opposed.

Update: File # 22-03 Development Agreement, Wentworth Rd., Windsor PID 45059631 (Sara Poirier)

Council held Public Hearing and second reading on July 26; Council approved the application at that time. The 14-day appeal period was advertised and expired on August 17 with no appeals being filed. The development agreement was signed on August 30 and has been sent to the Land Registry Office for registration.

Update: Heritage Grant Request: 376 Falmouth Dyke Road (Sara Poirier)

The PAC/HAC recommendation went to Council on July 26. Council approved the grant request of up to 50% of eligible project costs to a maximum of \$10,000 to Mrs. Perry in order to facilitate the replacement of the kitchen door and repairs to the stone foundation of the main building and replacement of railing and gate attached to the building.

Update: File # 22-05 Cole Drive, Garlands Crossing/Windsor (PID 45366432) Windsor and West Hants Planning Document Amendments – Second Information Report (Alex Dunphy)

As requested by the Committee, Alex gathered information and had inventory maps prepared for more information about available Industrial, Residential, and Commercial land in the Region. Shawn Foote was present to answer questions about the application. It was determined that allowing residential uses on the property would not affect the ability of nearby industrial land to be developed. As this property straddles two jurisdictions, amendments must be made to two documents.

Moved by Lisa Bland and Seconded by Mayor Zebian that PACHAC recommend amending the map of the Windsor Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Residential designation and amending the map of the Windsor Land Use By-law to include PIDs 45366432 and 45366457 in the Two Unit Residential (R-2) zone; and amending the map of the West Hants Municipal Planning Strategy to include PIDs 45366432 and 45366457 in the Three Mile Plains Growth Centre and the Residential Designation, as well as amending the map of the West Hants Land Use By-law to include PID 45366432 in the Multiple Unit Residential (R-3) zone. Motion carried.

The applicants left the meeting at this time.

Update: File # 21-10 Development Agreement, Community Way, Windsor, PID 45055167, 45364775, 45421146 (Sara Poirier)

The recommendation from PAC/HAC went to Council on July 26 for First Reading. The Public Hearing and second reading will be held on September 27; this is where Council will make its final decision on the application.

Public Works Presentation and Q&A Regarding Transportation and Stormwater Planning

Todd Richard, Director of Public Works, Troy Burgess, Traffic Authority, and Brad Carrigan, Projects Engineer, were present to provide information and answer questions for the Committee. Six reports were sent to the Committee prior to the meeting, with information regarding stormwater management and transportation infrastructure. They outlined these reports and opened the floor to questions.

Jennifer Nicholls asked if there was a plan regarding Active Transportation. Todd replied that there are new Municipal Specifications being presented to Council this month which cover all means of transport, with required sidewalks and community connectivity. It was noted that there is an Active Transportation Committee, and members are needed, should anyone be interested. For safety reasons, sidewalks on new roads are carefully considered. If it would be unsafe, a sidewalk would not be implemented.

Todd Richard, Brad Carrigan and Troy Burgess left the meeting at this time.

Affordable Housing in Falmouth (Madelyn LeMay)

Madelyn reminded the Committee of the Provincial Affordable Housing initiative within the Region. The proposal deadline for Tremain Crescent in Windsor was August 31, and proposals have been received. There is currently no timeline for these proposals to be reviewed. Information for Falmouth will likely be published tomorrow (Sept. 9). Madelyn provided an overview of the available lots.

Windsor Plan Review Meeting (Sara Poirier)

For some background information, the Province requires that a Municipality conduct a full review of their planning documents every 8-10 years. The current Windsor documents were approved in 2005, the current West Hants document in 2008, and the current Hantsport documents in 2010. Each of these documents is long overdue for review.

The West Hants Planning Department began the review process of the West Hants and Hantsport documents in 2017 and held 16 public meetings to gather community feedback on the current planning documents between 2018-2020. Following consolidation with the former Town of Windsor, staff knew they wanted to host at least one meeting in Windsor to gather feedback from those that work, play and shop in Windsor. Staff are pleased to announce that they will be hosting a Windsor Plan Review meeting at the Windsor Community Centre at 6 p.m. on Thursday September 22. This meeting will be used to guide the review of the Windsor planning documents. Everyone is welcome to attend.

Building and Development Activity Report (July and August)

The reports were sent prior to the meeting. There were no comments.

New Business

Small Options Housing: Hantsport, West Hants and Windsor Amendments (Madelyn LeMay)

On June 6, 2022, The Nova Scotia Department of Municipal Affairs and Housing posted an information bulletin regarding Small Options Housing. According to a survey, planning documents need to be amended to allow for Small Options Housing to be allowed as-of-right. Madelyn provided a description for Small Options Housing, from the Disability Support Program; Small Option Homes (SOH) are community-based homes, indistinguishable from other homes, that typically support three or four residents capable of living independently. SOHs are built and operated by DSP Service Providers and licensed under the Homes for Special Care Act. To allow for this, wording needs to be changed in each of the Hantsport, Windsor, and West Hants planning documents. The comment period for this amendment closed on August 4, and no comments were received. Bill asked if it was a mandate to build these houses, and Madelyn replied it was mandated they be allowed.

Three motions were presented to the Committee.

Moved by Mayor Zebian and seconded by Debbie Francis that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the Hantsport Land Use By-law by redefining Institutional Use, Home for Special Care and Dwelling Unit, deleting the terms and definitions Group Home and Residential Care Facility; and adding Home for Special Care to the list of permitted uses in the Institutional (I) Zone, all as shown in Appendix F of the September 8, 2022 report #22-06 Hantsport Land Use By-law Amendment: Small Options Housing. Motion carried.

Moved by Tasha Rogers and seconded by Bill Preston PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the West Hants Land Use By-law by redefining the terms Home for Special Care, Institutional Use, and Dwelling Unit, deleting the terms and definitions Residential Care Facility and Senior Citizen Housing and in the Institutional (I) Zone replacing the phrase Any Institutional Use which is incorporated under the Societies Act with the phrase Any Institutional Use in the list of permitted uses in the Institutional (I) Zone all as shown in Appendix F of the September 8, 2022 report 22-07 West Hants Land Use By-law Amendment: Small Options Housing. Motion carried.

Moved by Mayor Zebian and seconded by Lisa Bland that PAC/HAC recommends that Council give First Reading and hold a Public Hearing to consider amending the Windsor Land Use By-law by deleting the terms and definitions Residential Care Facility, Retirement Home and Senior Citizen Housing; redefining the terms Home for Special Care, Institutional Use and Dwelling Unit; and replacing the permitted use Residential Care Facility in the High Density Residential

(R-4) Zone with the permitted use Home for Special Care, all as shown in Appendix F of the September 8, 2022 report File #22-08 Windsor Land Use By-law Amendment: Small Options Housing. Motion carried.

Notices from Adjacent Municipal Units

There were no announcements.

Questions and Comments from the Public

All questions and comments received through social media will be addressed by the appropriate staff member as time permits. The public is encouraged to contact staff directly if there are any specific questions or comments.

Next Meeting Date / Adjournment

The next PAC/HAC meeting is scheduled for October 13, 2022, at 6:00pm. The technology in the Council Chambers should be ready by then and the meeting will be held in person.

Madelyn reminded the Committee that applications for the next PAC/HAC Committee close on September 29, and those interested should send their applications to Deanna Snair. The first meeting with the new Committee will be held on November 10, 2022.

The meeting adjourned at 8:50pm.