Planning Board Committee Meeting Minutes

November 3, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay, Co-Chair
Councillor Cory Snow
Councillor Greg Campbell
Councillor Brian McFeely, Chair
Councillor Carrie Adams, Co-Chair
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Director of Financial Services
Aaron MacDonald. Director of Technical Services
Linda Stevenson, Development Officer
Brian Hawrylak, HR Officer
Member of the Media

Call to Order

The meeting was called to order

Agenda was approved

Recommendation Discretionary use – 149 Industrial Crescent

Purpose: The purpose of the zoning amendment (Discretionary Use) is to allow a business or professional office use in a portion of the building located at 149 Industrial Crescent. A business or professional office requires a discretionary use approval from Council in the M1(Light Industrial) zone.

Business or **Professional office** means a *building* or part thereof used for transacting business, or for providing professional services to clients, such as by accountants, architects, engineers, insurance agents, financial advisers, lawyers, and realtors, but shall not include retail selling of any products on the premises and does not include a *medical office*.

Background: An application was received from Roberts Holdings Inc. (Blaise Roberts) for 149 Industrial Crescent (PID #310573) to allow business or professional office as a Discretionary Use in the Light Industrial (M1) zone. The existing building is 44,617 sq. ft., 35,050 sq. ft which is industrial use and will remain as such. The remaining 9,567 sq. ft. represents existing office or space that is not suitable for

industrial use because of its limited size and/or location (second floor). The applicant is proposing to utilize the existing/proposed office space as individual office(s) and lease these spaces to tenants.

Report: **Under section 5.7 of the zoning bylaw when Planning Board reviews a discretionary use, it shall consider the following general criteria, as applicable:**

a. Conformity with all requirements of this Bylaw (Zoning Bylaw).

Staff Comment: This application requires a discretionary use approval in the M1 (light Industrial) zone in order to conform to this Bylaw. If Council approves the discretionary use for the business or professional office use, the applicant will be permitted to convert the existing office space(s) into independent office(s), subject to a building permit(s).

b. Conformity with the Official Plan.

Staff Comment: The discretionary use conforms to the Official Plan.

c. Suitability of the site for the proposed development.

Staff Comment: This site is suitable for this development, as the applicant is converting an existing building. There is enough on-site parking for the proposed use.

d. Compatibility of the proposed development with surrounding land uses, including both existing and projected uses.

Staff Comment: The property is zoned Light Industrial (M1), the existing M1 zone allows office space as an accessory use to a main industrial use. The surrounding land uses are light industrial, with high density residential to the north of the subject property. There is also a restricted use (place of worship) nearby, that was approved by Council in 2013.

e. ***Any comments from residents or other interested persons.***

A public meeting was held on October 14, 2020. The public meeting notice was advertised in the October 2nd, edition of the Guardian. Fourteen (14) letters were mailed to fifteen (15) property owners. Blaise Roberts (Roberts Holdings Inc.) spoke providing an overview of the proposed intent for the discretionary use.

Staff Comment: No written comments were received, prior to the public meeting, regarding this application. No one from the public spoke at the meeting, regarding this application.

f. ***Adequacy of existing water, sewer, road, storm water and electrical services, city parking and parklands for accommodating the development, and any projected infrastructure requirements.***

Staff Comment: The City's water supply and sewer treatment systems can handle the additional loading created by the discretionary use. Industrial Crescent has a 200mm distribution main on the east side of the road and has a 200mm gravity collection sewer main on the west side of the road that fronts this property. The existing street and storm sewer will accommodate the proposed discretionary use for the building. The property has 3 phase electrical service currently. If the proposed discretionary use requires a change in the electrical service size the property owners electrical engineer will determine the new load of the building the City can

size the pad mount transformer accordingly. Please note new pad mount transformers can take up to 6 months to arrive once ordered. Depending on site conditions there may be additional costs to upgrade the service. There is adequate parking for this development.

g. Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally.

Staff Comment: The proposed development does not or has minimal impact on pedestrian/vehicular access and safety, and on public safety generally. The net increase to the existing traffic flow, as a result of the discretionary use, will be a negligible amount of volume on Industrial Crescent. The existing parking will accommodate the 22 parking spaces that are required.

h. Compatibility of the development with environmental, scenic and heritage resources.

Staff Comment*:* No negative impact.

i. Impacts on City finances and budgets.

Staff Comment*:* This development does not impact City finances or budgets.

j. ***Other matters as specified in this Bylaw.***

k. Other matters as considered relevant.

Staff Comment: The applicant recognizes the demand for business and office rental space.

STAFF REVIEW: City Staff supports the application, from Roberts Holdings Inc., for a discretionary use.

As per Section 5.10 (b, iii) of the Zoning Bylaw, the Planning Board shall make a recommendation to Council on this application before it is approved or denied.

The planning board recommendation whether carried or defeated will be brought forward for Council for a final decision.

PLANNING BOARD RECOMMENDATION: That the application from Roberts Holdings Inc. for 149 Industrial Crescent (PID #889626) to allow a "business/professional office" as a Discretionary Use in the Light Industrial (M1) zone be recommended to be approved by Council.

Moved by: Councillor Adams Seconded by: Councillor Ramsay

Motion:

Carried	X		For	4
Defeated			Against	0

Recommendation – Zoning amendment
64 St. Clair Street

Purpose: The purpose of the zoning amendment is rezone form R1 to R2 to allow a semi-detached dwelling. The applicant is proposing a semi-detached dwelling on the corner of St Clair Street and Hallie Drive, the semi-detached dwelling will be fronting St Clair Street.

Semi-Detached means a building that is divided vertically into two side-by-side dwelling units. Both units are constructed directly on grade and separated from each other by a vertical wall of concrete or masonry firewall. Semi-detached dwellings require individual public utilities and street frontage for each dwelling unit and can be subdivided as per Section 8.15.

Background: An application was received from RM Investments Inc. for PID #1077213 to amend the *City Zoning Bylaw* from Single Family Residential (R1) zone to Low Density Mixed Residential (R2) zone. A public meeting was held on October 14, 2020 and Council gave first reading on the same date.

Report: Under section 5.7 of the zoning bylaw when Planning Board reviews a zoning bylaw amendment, it has to consider the following general criteria, as applicable. Under Section 8.4 of the Parks and Green Space Plan, the criteria of b, c, e, g and h must be considered:

c. *Conformity with all requirements of this Bylaw.*
Staff Comment: If Council approves the zoning map amendment, from R1 to R2, the applicant will be permitted to construct a semi-detached dwelling subject to the R2 development standards as noted below. A minor variance for lot depth will be required subject to Development Officer approval. The proposed building location meets or exceeds all required setbacks from property lines.

R2 zone		**Lot area**	**Lot depth**	**Frontage**	**Front yard**	**Side yards**	**Rear yard**	**Max. height**	**Flankage yard**
Single-family dwelling	m	630	30	21	6	2	5	10.5	4
	ft	6,781.3	98.4	69.8	19.7	6.5	16.4	34.4	13.1
Individual semi-detached dwellings	m	390	30	13	6	2	5	10.5	4
	ft	4,198	98.4	42.6	19.7	6.5 (end of building)	16.4	34.4	13.1 (end of building)
Duplex dwelling	m	750	30	25	6	3	5	10.5	4
	ft	8,073	98.4	82	19.7	9.8	16.4	34.4	13.1

d. *Conformity with the Official Plan.*
Staff Comment: The rezoning conforms to the Official Plan Section 5.1 (Residential Development) and Section 4.4.1 (Neighborhood Parks).

5.1 Residential Development

The first part of this section describes general residential development policies pertaining to housing options, zoning categories and residential land allocations. The second part describes specific policies

pertaining to special planning and development areas, and locations for high density housing. The third part deals with other residential issues.

Table 5-1 Residential Densities	Housing Type	Minimum Lot Size (approx.)
LOW DENSITY	• Single-family • Semi-detached (2 units) • Duplexes	6,781 to 7,500 sq. ft 8,000 sq. ft. 8,000 sq. ft.

Neighbourhood Parks: Summerside has 6 neighbourhood parks, which are orientated to more active recreation needs:

- Lions Club Park 40
- Leger Park 220
- Billy Bridges Park 290
- Wilmot Community Centre/Park 410
- Lefurgey Park 460
- Meadow Heights Park 490

The average size of neighbourhood parks is 4.0 a. (1.61 ha), though Billy Bridges and Meadow Heights Parks are considerably smaller. Typically, neighbourhood parks include a baseball field and, sometimes, a tennis court or basketball court. They may also include some of the same facilities typically found in mini-parks.

c. Suitability of the site for the proposed development.

Staff Comment: This site is suitable for low density residential land use. Existing public street network and municipal services and parkland are available for this development.

d. Compatibility of the proposed development with surrounding land uses, including both existing and projected uses.

Staff Comment: The subject property abuts residential land uses, with R1 zoning along the north and east boundaries and R2 zoning along the south and west boundaries. The rezoning from R1 to R2 would be compatible with the surrounding zoning as both R1 and R2 zoning are low density land uses.

e. Any comments from residents or other interested persons.

Staff Comment: A public meeting was held on October 14, 2020. The public meeting notice was advertised in the October 2nd, edition of the Guardian. Twenty-two (22) letters were mailed to eighteen (18) property owners. Robert Moffatt (RM Investments Inc.) provided an explanation, along with a proposed site plan and building plans.

No written comments were received from the public, regarding this application and no one from the public spoke at the meeting, regarding this application.

f. Adequacy of existing water, sewer, road, storm water and electrical services, city parking and parklands for accommodating the development, and any projected infrastructure requirements.

Staff Comment: The City water supply and sewer treatment systems can handle the additional loading created by the change in zoning. Rezoning this development from R1 to R2 increases the loading on the lift station by less than 1% of the calculated future loading for the entire drainage basin. The City does not see this as a significant load change therefore there is no expectation of the Developer contributing to an upgrading of a new lift station.

St Clair Street has a 200mm distribution main on the west side of the street that can handle the water requirements for this change in zoning. The Developer is responsible for any new water service requirement and the connection to the City water distribution system. The City's sewer main infrastructure for this development is a 200mm gravity collection main on the east side of St. Clair Street that can handle the additional sewer loading from this development. The Developer is responsible for the new service connection to the main. All costs associated with this development into the City's infrastructure is a cost to the Developer. The existing street and storm sewer will accommodate the proposed rezoning from R1 to R2. The existing electrical service can accommodate the proposed change from R1 to R2. There is ample parkland (5 acres), within 400m of the subject property, Lefurgey Park .

g. Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally.

Staff Comment: There will be one additional access added due to this zoning change which will have minimal effect on pedestrian and vehicle access and safety.

h. Compatibility of the development with environmental, scenic and heritage resources.

Staff Comment*:* There is no impact on environmental, scenic and heritage resources.

i. Impacts on City finances and budgets.

Staff Comment*:* There is no impact on City finances and budgets

j. Other matters as specified in this Bylaw.

Staff Comment: There are no other matters as specified in this bylaw.

k. Other matters as considered relevant.

Staff Comment: The 4 lots to the immediate south of the subject property were rezoned from R1 to R2 and approved by Council in July 2016.

STAFF REVIEW: Staff have reviewed the criteria under section 5.7 of the zoning bylaw and section 8.4 of the Parks and Greenspace Plan, staff support the application, from RM Investments Inc., to rezone from R1 to R2.

As per Section 5.10 (b, iii) of the Zoning Bylaw, the Planning Board shall make a recommendation to Council on this application before it is approved or denied.

The planning board recommendation whether carried or defeated will be brought forward for Council for a final decision.

PLANNING BOARD RECOMMENDATION: The planning board have reviewed the criteria under section 5.7 of the zoning bylaw and section 8.4 of the Parks and Greenspace Plan, the planning board recommend the application received from RM Investments Inc. for PID #1077213 to amend the *City Zoning Bylaw* from Single Family Residential (R1) zone to Low Density Mixed Residential (R2) zone be approved by Council:

Moved by: Councillor Ramsay Seconded by: Councillor Adams

Motion:

Carried	X		For	4
Defeated			Against	0

Adjournment

Motion It was moved and seconded;
That The meeting be adjourned.
Motion Carried

Police, Fire & Emergency Planning Committee Meeting

Minutes

November 3, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay, Chair
Councillor Cory Snow
Councillor Greg Campbell, Co-Chair
Councillor Brian McFeely
Councillor Carrie Adams
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Director of Financial Services
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs
Dave Poirier, Chief of Police
Brian Hawrylak, HR Officer
Member of the Media
Members of the public

Call to Order

The meeting was called to order

Agenda was approved

CS-25 Taxi Bylaw review

CAO Philpott gave a brief introduction to the Taxi Bylaw review. A first reading has been held. The Bylaw, Policy and Review Committee have met to help streamline and update the Taxi Bylaw. The purpose of tonight is to hear feedback on the proposed changes.

Chris Pye, owner of Air Cab, inquired if ride share cars have to be affiliated with taxi stands. He was told they would be and Mr. Pye stated that it should be included in section 14.

In Section 8.1 Mr. Pye asked why the liability insurance is not 2 million instead of 1 million because he said that owners will see a significant increase in premiums and if fares are not regulated it would be difficult to make that up. He stated in Charlottetown it is 1 million.

The 2 million liability was recommended by the City's insurance company and it will be something that will be taken into consideration for further discussion.

In Section 13, Mr. Pye inquired about delivery from PEI Cannabis stores as he said it would be a safer option for customers. He stated that there is nothing in the current bylaw regarding it, so he stated that he assumes that it is legal to do. The Bylaw, Policy & Review Committee will discuss this further.

There was a discussion on what the term "ride-sharing" means. Mr. Pye stated that it means sharing rides with different calls, others believe that ride sharing refers to companies such as Uber. This will be looked at further by the Bylaw, Policy Review Committee.

Judy Arsenault, a co-owner of United Taxi, stated that she would like to have the term ride-sharing defined and regulated properly as the modern use of the term refers to companies such as Uber. She stated that while an increase in liability insurance to 2 million would protect the drivers, but the cost would be prohibitive to some drivers

Mr. Pye stated that ride shares should be affiliated with a taxi stand and have an identification topper on the vehichle.

CAO Philpott stated the Bylaw, Policy and Review Committee will meet in the next coming weeks to review what was discussed and bring back something for the December committee meetings.

Glen Drive speed reduction

Councillor MacDougall has requested a reduction in speed on Glenn Drive from approximately Linkletter Farms (City limit) toward South Drive. Speed limit is 50km/hour and he would like staff to look at that area and the speed limit.

Staff will look at that area and bring back a recommendation at next month's meeting.

CS-27 Traffic and Parking Bylaw Appendix C time restricted parking zones

In June of 2019 Downtown Summerside approached the City regarding changing time limit parking in Downtown Summerside and based on their recommendations, a resolution was made to make the change for 6 months. The current signage reflects that temporary change and not what is in the current bylaw.

Deputy Mayor McColeman will speak with Downtown Summerside with information to come back to CA) to discuss further.

Downtown Summerside holiday parking

A resolution to come forward at the November monthly meeting to asdjust time limits for parking downtown during the holiday season.

Adjournment

Motion	It was moved and seconded;
That	The meeting be adjourned.
Motion Carried	

Special Council Meeting Minutes

November 3, 2020

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron
Councillor Barb Ramsay
Councillor Cory Snow
Councillor Greg Campbell
Councillor Brian McFeely
Councillor Carrie Adams
Rob Philpott, Chief Administrative Officer
Kristen Dunsford, Acting Director of Financial Services
Brian Hawrylak, HR Officer
Member of the Media

Call to Order / Approval of Agenda / Any Conflict of Interest Declaration

The meeting was called to order by Mayor Stewart

Motion It was moved and seconded;
That The Agenda be approved as circulated.
Motion Carried

Resolution COS 20-106 Safe-restart program

It was moved and seconded

WHEREAS the Safe Restart Agreement will provide financial assistance for reopening municipal services in PEI to support critical needs for transit, protection of public health and safety, prepare for potential future waves of the COVID-19 virus, and further support the safe reopening of economies across Canada.

AND WHEREAS a signed agreement to participate reflects the municipality's understanding on shared objectives and terms established by the Safe Restart Agreement between the Government of Canada and the Province of PEI.

AND WHEREAS the Safe Restart Agreement requires a formal resolution outlining participation in the program;

BE IT RESOLVED that the Council authorizes the **City of Summerside** to execute the "Confirmation of Municipal Services and Agreement to Participate.

Resolution carried 8-0

Resolution COS 20-107 Discretionary use 149 Industrial Crescent

It was moved and seconded

WHEREAS an application was received from Roberts Holdings Inc. for a Discretionary Use for PID #889626 to allow a *"business or professional office"* use at 149 Industrial Crescent in the Light Industrial (M1) zone under the *City of Summerside Zoning Bylaw*;

AND WHEREAS the applicant has requested to utilize 882 sq. m (9,567 sq. ft.) of existing office or proposed space that is not suitable for industrial use, for the Discretionary Use.

BE IT RESOLVED THAT the Council approve a Discretionary Use to allow a *"business or professional office"* use at 149 Industrial Crescent in the Light Industrial (M1) zone under the *City of Summerside Zoning Bylaw*;

This bears the recommendation of the Planning Board Meeting of November 3, 2020.

Resolution carried 8-0

Resolution COS 20-108 Zoning amendment 64 St. Clair Street second reading

It was moved and seconded

WHEREAS an application was received from RM Investments Inc. for a zoning amendment for PID # 1077213 from Single Family Residential (R1) zone to Low Density Mixed Residential (R2) zone under the *City of Summerside Zoning Bylaw*;

AND WHEREAS zoning bylaw amendment 366, a bylaw to amend the *City of Summerside Zoning Bylaw* was read and declared as read a first time at the Council meeting held on October 14, 2020;

AND WHEREAS in accordance with section 5.7 of the zoning bylaw, Council shall consider the following general criteria, as applicable:

- Conformity with all requirements of this Bylaw;

- Conformity with the Official Plan;
- Suitability of the site for the proposed development;
- Compatibility of the proposed development with surrounding land uses, including both existing and projected uses;
- Any comments from residents or other interested persons;
- Adequacy of existing water, sewer, road, storm water and electrical services, city parking, and parklands for accommodating the development, and any projected infrastructure requirements;
- Impacts from the development on pedestrian/vehicular access and safety, and on public safety generally;
- Compatibility of the development with environmental, scenic and heritage resources;
- Impacts on City finances and budgets;
- Other matters as specified in this Bylaw;
- Other matters as considered relevant.

BE IT RESOLVED THAT zoning amendment 366, a bylaw to amend the *City of Summerside Zoning Bylaw* be hereby declared as read a second time.

This bears the recommendation of the Planning Board meeting held on November 3, 2020.

[schedule B is attached]

ZONING AMENDMENT 366
A BYLAW TO AMEND THE CITY OF SUMMERSIDE ZONING BYLAW

The Council of the City of Summerside under authority vested in it by Section 18 and Section 19 of the *Planning Act R.S.P.E.I. 1988 Cap. P-8* hereby enacts as follows:

I. The zoning for a portion of PID #889626 shown on Schedule B of the *City of Summerside Zoning Bylaw*, is designated as Low Density Mixed Residential (R2) zone, hereby excluding it from its former designation of Light Industrial (M1).

Resolution carried 8-0

Resolution COS 20-109 Zoning amendment 64 St Clair Street formal adoption

It was moved and seconded

WHEREAS an application was received from RM Investments Inc. for a zoning amendment for PID # 1077213 from Single Family Residential (R1) zone to Low Density Mixed Residential (R2) zone under the *City of Summerside Zoning Bylaw*;

AND WHEREAS zoning bylaw amendment 366, a bylaw to amend the *City of Summerside Zoning Bylaw,* was read and declared as read at two separate meetings of Council held on different days;

BE IT RESOLVED THAT zoning bylaw amendment 366, a bylaw to amend the *City of Summerside Zoning Bylaw* be hereby formally adopted.

Resolution carried 8-0

Adjournment

Motion	It was moved and seconded;
That	The meeting be adjourned.
Motion Carried	

Basil L. Stewart
Mayor

Brian Hawrylak
HR Officer