

Planning Board Committee Meeting Minutes

August 3, 2021

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
Kristen Dunsford, Director of Financial Services
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs
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

476 Central Street – Official Plan and Zoning amendment

SUPPORTING EXPLANATION:

Purpose: The purpose of the official plan and zoning amendment is to allow an apartment building development. The applicant is proposing to change the use of the building from commercial use (fitness centre) to residential use (6-unit apartment building).

Apartment Building means a *building* containing more than two dwelling units except a *Row House* and *Town House* as defined in this *Bylaw*.

Background: An application was received from Core Ventures Inc. for PID #1052323 to amend the *City Official Plan* from Commercial land use to Residential land use and the *City Zoning Bylaw* from Service Commercial (C2) zone to High Density Residential (R4) zone. A public meeting was held on July 28, 2021 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:

a. *Conformity with all requirements of this Bylaw.*

Staff Comment: If Council approves the zoning map amendment, from C2 to R4, the applicant is proposing to convert the existing building into a 6-unit apartment building. On site parking (6 spaces) is required.

b. *Conformity with the Official Plan.*

Staff Comment: The rezoning conforms to the Official Plan Section 5.2.2 (Location of High Density Housing). The proposed amendments have no impact on the Parks and Green Space Plan.

5.2.2 *Location of High Density Housing*

Council intentions about locating high density housing are important to residents concerned about potential location of row houses and apartment buildings into their predominantly low density neighbourhoods. To help allay these concerns, Council lays out specific policies below on where they may allow future high density housing, some of which elaborate on their foregoing policies for special planning and development areas.

LOCATION CRITERIA:

Council's criteria for locating high density housing in the City of Summerside include:

- the desirability of infilling properties which are already partly developed for higher density housing;
- the desirability of locating high density housing close to jobs, community facilities and services, and of promoting pedestrian access;
- opportunities for maximizing the number of opportunities for scenic views through higher density and taller residential buildings (but with protection of adequate view planes);
- benefits of locating higher density housing in difficult-to-service areas so that they can help distribute expensive development costs among more users;
- opportunities for innovative mixes of higher density housing with other residential development in CDA's;
- opportunities for recycling older (non-heritage) residential properties with higher density development;
- opportunities for apartments in residential/commercial use buildings;
- avoidance of negative economic and physical impacts on surrounding land uses, whether existing or proposed;

Objective *To encourage high density housing in specific areas*

Policies

The following are Council's statements of policy

1. *Promote high density housing on properties already partly developed for high density housing.*

2. *Consider applications for high density housing in the following situations:*
 3. *a mix of housing types in CDA 's;*
 4. *areas presently occupied by conforming mobile home parks (see Council Policy 5.3.2.5);*
 5. *re-zonings in areas presently designated for medium density R3 zone residential use:*
 6. *areas immediately north of the Downtown, (defined as: Notre Dame Street to the North, Granville Street to the East, Heather Moyle Drive to the South and Duke Street to the West) subject to no harmful impacts on local heritage housing;*

- d.) *within residential/ commercial buildings*

7. *Downtown (D) zone (Urban Core Area – all districts).*

8. *City arterial or collector roads as referenced in Section 7.1 and Figure 7-1.*

9. *Consider applications for high density housing in other areas with careful consideration of Council's 'location criteria' listed above.*

7.1.2. Urban Collectors

- Water Street (Downtown)
- Bayview Avenue
- Pope Road
- Ryan Street
- Notre Dame Street/ Harvard Street
- **Central Street**
- Granville Street
- MacEwen Road
- Walker Avenue

c. Suitability of the site for the proposed development.

Staff Comment: This 0.49 acre site is suitable for high density residential land use. Existing public street network and municipal services are available on Granville Street 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 two uses, the land use to the immediate east, south is zoned C2. The lands to the north and west is zoned R2. The rezoning from C2 to the proposed R4 would be compatible with the surrounding properties and would be considered a down zoning.

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

Staff Comment: A public meeting was held on July 28th, 2021. The public meeting notice was advertised in the July 14th, edition of the Guardian. Seven letters (7) letters were mailed to seven (7) property owners. Corey Arsenault (Core Ventures Inc.) provided an overview of the development and noted that the housing is needed in the Community. There were no concerns raised by the public at the public meeting and no members of the public spoke at the public meeting.

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 loading created by the change in zoning from its current C2 designation to R4. The sewer main is on the west side of Central Street and the water main is on the east side of Central Street

The existing building is currently serviced with water and sewer. The developer will have to determine if the existing services are adequate for the proposed 6-unit apartment building. If the designer/developer needs/wants to increase the size of the services, it may will be at the developers cost. The existing storm drainage will be adequate for the change of use from the fitness centre to the proposed 6-unit apartment building. Central Street is a collector street, there should be a reduction in traffic from the current commercial use to the proposed residential use. The existing fitness centre has 3-phase (120/208 V) overhead electrical service to the building. All service upgrades are at the cost of the developer.

There is ample existing parkland (Rotary Park – 53 acres) located within 1 km of the subject development and the park is accessible by street/walkway network. Parkland dedication is not required being as there is no subdivision of lands.

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

Staff Comment: The existing access to this property will accommodate the proposed apartment use. There is a sidewalk on the east side of Central Street.

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

Staff Comment: There are no compatibility issues regarding environmental, scenic or heritage resources.

i. *Impacts on City finances and budgets.*

Staff Comment: Not applicable

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

Staff Comment:

k. *Other matters as considered relevant.*

Staff Comment: The change of building use will require professional design.

STAFF REVIEW: City Staff supports the application, from Core Ventures Inc. to rezone from C2 to R4.

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 to Council for a final decision.

PLANNING BOARD RECOMMENDATION: The application received from Core Ventures Inc. for PID #1052323 to amend the *City Official Plan* from Commercial land use to Residential land use and the *City Zoning Bylaw* from Service Commercial (C2) zone to High Density Residential (R4) zone be recommended to be approved by Council:

Moved by: Councillor Adams Seconded by: Councillor Ramsay

Discussion:

Councillor MacDougall inquired if there would be parkland dedication. Staff stated that there is parkland dedication when land is subdivided and would not apply in this case.

Staff explained that the provincial act requires a professional design.

Councillor Ramsay stated that it nice to see these accessible units.

Motion:

Carried	X
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For	4
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Defeated	
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Against	0
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105 Industrial Crescent – Restricted use

SUPPORTING EXPLANATION:

Purpose: The purpose of the Restricted Use is to allow a fitness centre in a portion of the main building on the subject property. The subject property is currently zoned as Light Industrial (M1).

Background: An application was received from Corey Arsenault for 105 Industrial Crescent (PID #538884) to allow a “Fitness Centre” as a Restricted Use in the Light Industrial (M1) zone.

FITNESS CENTRE means a building intended for physical fitness, which may include, game courts, exercise equipment, locker rooms, fitness classes, or hot tub or sauna.

Report: Under section 5.7 of the zoning bylaw when Planning Board reviews a restricted use, it has to consider the following general criteria, as applicable:

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

Staff Comment: This application requires a restricted use approval in the M1 zone in order to conform to this Bylaw. The current zoning, Light Industrial (M1) does not change. One of the purposes of the Restricted Use designation is to accommodate uses where rezoning would result in undesirable land uses due to the “as of” rights in that zone. A fitness centre is permitted in other zones, if the property were to be rezoned to one of these zones just to accommodate the fitness centre, it would result in other undesirable land uses in an Industrial Park. The specific use of a fitness centre can be achieved by designating a portion of the property as a restricted use allowing only the fitness centre use.

d. Conformity with the Official Plan.

Staff Comment: The restricted use conforms to the Official Plan, as the land use will remain as Industrial. Should the fitness centre cease to operate for 12 months, the restricted use lapses and the zoning remains as Light Industrial (M1) and can be utilized as such.

c. Suitability of the site for the proposed development.

Staff Comment: The site is serviced and is suitable for this development. The proposed fitness centre will occupy a 5000 sq. ft. space within the main building. There are other businesses located within the building.

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

Staff Comment: The existing land uses surrounding this property is Light Industrial (M1) as it is located in the Industrial Park. There are two other restricted uses in the area that have been approved by Council.

e. Any comments from residents or other interested persons.

A public meeting was held on July 28th, 2021. The public meeting notice was advertised in the July 14th, edition of the Guardian. Seventeen (17) letters were mailed to eighteen (18) property owners. Corey Arsenault spoke, providing an overview of the proposed intent for the restricted use.

Staff Comment: The applicant provided an explanation of his request for a restricted use (fitness centre). There were no concerns raised by the public at the public meeting and no members of the public spoke at the public meeting.

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 existing building has adequate water and sewer servicing to accommodate the fitness centre. Industrial Crescent is a collector street which handles 8000-9000

VPD and will accept the loading as a result of the proposed restricted use. Industrial Crescent has an existing storm system and an on-site system, which handle the developments in the Industrial Park. 105 Industrial Crescent is serviced with 3-phase 347/600V power to the existing building. On site parking is available for the fitness centre. Parkland dedication is not required for a restricted use application.

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

Staff Comment: The development will utilize the existing access to Industrial Crescent, to serve and accommodate the restricted use.

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

Staff Comment: There are no compatibility issues regarding environmental, scenic or heritage resources.

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:

RECOMMENDATION: City Staff supports the application, from Corey Arsenault to allow a fitness centre as a restricted 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 to Council for a final decision.

PLANNING BOARD RECOMMENDATION: The applications received from Corey Arsenault to allow a "Fitness Centre" as a Restricted Use in the Light Industrial (M1) zone be recommended to be approved by Council:

Moved by: Councillor Ramsay Seconded by Councillor Adams

Councillor Snow expressed concern on whether this restricted use is a good use of this zone. Councillor McFeely stated that Mr. Arsenault said that this was the only space in the city that would be adequate for his use.

Councillor Snow inquired if there was a discussion with the Economic Development Department on their thoughts on this applications. Councillor McFeely stated when you look at the map, you see the creeping of discretionary use into the industrial park.

Councillor McFeely stated that he believes the economic development department would be opposed to this application based on recent feedback on another application in the area.

Motion:

Carried	X
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For	4
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Defeated	
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Against	
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3 Briggs Street

SUPPORTING EXPLANATION:

Purpose: The purpose of the discretionary use application is to seek approval for a 4-unit row house/town house at 3 Briggs Street.

***Row House** means a building that is divided into three or more vertically adjacent, joined dwelling units, separated by a vertical wall with each unit being constructed directly on grade. Row houses do not require individual public utilities for each unit, street frontage and cannot be subdivided.*

***Town House** means a building that is divided into three or more vertically adjacent dwelling units, separated by a vertical concrete or masonry fire-wall, with each unit being constructed directly on grade. Town houses require individual public utilities and street frontage for each dwelling unit and can be further subdivided as per Section 8.15.*

Background: An application was received from Ryan Collicutt for PID #1094812. This application requires Council approval to allow a 4-unit rowhouse/townhouse as a Discretionary Use in the Medium Density (R3) zone. The proposed 4-unit rowhouse/townhouse is proposed to be fronting on Briggs Street. A discretionary use for a 4-unit rowhouse, was approved on August 19, 2019, for this property. Unfortunately, due to the increasing costs for building materials, the row house was not completed and the approval since lapsed (August 19, 2020). The proposed row house in 2019, was to be sited with 2 units fronting Briggs Street and 2 units fronting West Drive.

Report: Under section 5.7 of the zoning bylaw when Planning Board reviews a discretionary use, 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:

A. Conformity with all requirements of this Bylaw.

Staff Comment: If Council approves the discretionary use, the applicant would be permitted to construct a 4-unit row house/ town house on the subject property, subject to the development standards of the R3 zone.

R3 zone	Lot area	Lot depth	Frontage	Front yard	Side yards	Rear yard	Max. height		
Corner Lot								Flankage Yard	
Townhouse/Row house	m	285	30	9.5	6	3	5	10.5	4
	ft	3,068	98.4	31.1	19.7	9.8	16.4	34.4	13.1

b) Conformity with the Official Plan.

Staff Comment: The rezoning conforms to the Official Plan Section 5.1.1 Residential zones. The proposed discretionary use has no impact on the Parks and Green Space Plan.

Objective *To promote all housing types in the City*

Policies	The following are Council's statements of policy
	<ol style="list-style-type: none"> Promote a sufficient diversity of housing types, residential densities and tenure options to meet varied segments of market demand.
	<ol style="list-style-type: none"> Require that all housing be connected to community water and sewer services, except that where it is impractical to make connections in an agricultural zone, on-site servicing may be utilized in compliance with minimum lot size requirements under the P.E.I. Planning Act Regulations.

c. Suitability of the site for the proposed development.

Staff Comment: This site is suitable for a medium density residential land use. A public street and municipal services are available.

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

Staff Comment: The abutting property to the west is zoned R2 as well as the property to the north, on the north side of West Drive. The property to the south is zoned R2. The property to the east is zoned R1. Briggs Street acts as a buffer between the existing R1 and R2 zones. Projected uses in the area will likely be medium to high residential land uses as it borders Industrial lands and is in close proximity of a Provincial arterial highway.

e. Any comments from residents or other interested persons.

Staff Comment: A public meeting was held on July 28, 2021. The public meeting notice was advertised in the July 14th, edition of the Guardian. Fifteen (15) letters were mailed to eleven (11) property owners. Rob Herbert spoke and explained to Council his reasoning for the discretionary use application. Mr. Herbert is

currently developing elsewhere in the City and recognizes the need for housing units in Summerside. A site plan of the proposed 4-unit rowhouse/townhouse was presented. Councillor MacDougall stated he had received a call from a resident and the residents in the area don't want 4 driveways on Briggs Street. Rebecca Wooldridge (124 West Drive) asked how far the development would be located from the corner and would there be any other units behind the proposed units. The nearest wall of the proposed building is located 13.7m (45') from the south edge of asphalt on West Drive and the nearest north edge of the driveway is 15.4m (50.5') to the south edge of asphalt on West Drive. There are 4 units being proposed for this property. The remaining lands west of this property are currently vacant and are zoned R2. There is no sewer main on West Drive beyond Briggs Street. Staff clarified that the developer is seeking approval for a 4 unit rowhouse/townhouse. The difference between a row house and a townhouse is town houses can be individually serviced and the units may be subdivided to allow individual ownership. The location of the existing sewer main on Briggs Street will determine whether or not the individual services can be achieved. Councillor MacDougall asked if the residents should be notified again because it may be a town house and not a row house. Staff determined there is no need to notify the residents again as there is no change in the building form or density, Furthermore, the Public Meeting media ad and the notification letters to residents did state that the approval being sought was for a rowhouse/townhouse. The Media Ad and one of the notification letters is attached to this report.

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 proposed 4 unit row house development increases the loading on the lift station by less than 0.5% 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. Briggs Street and West Drive have a 150mm distribution water main on the Street that can handle the water requirements for the proposed development. The City's sewer main infrastructure for this development is a gravity main that is on Briggs Street, no gravity sewer main is fronting the property on West Drive. The Briggs Street line can handle the sewage requirements for the proposed 4-unit rowhouse/townhouse. The lot is currently serviced for a semi-detached units (two water and two sewer services). The additional two water and sewer services from building to the mains will be at the Developers cost. The proposed access's meet TAC and City Standard. Briggs Street is a local street and has capacity for the traffic generated. The developer will be responsible for costs to install culverts along Briggs Street access'. The existing storm system is a ditch along the west side of Briggs street, which has the capacity to handle the development. The developer will be required to provide a lot drainage plan showing the site grading to run the drainage to either the West Drive or to the Briggs Street ditches. Electrical services are provided by Maritime Electric. On site parking will be provided. Fairview Park is located within 500m of the subject property.

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

Staff Comment: Access are shown fronting Briggs Street, a local street with low traffic volume, as compared to accesses on West Drive local street with considerably higher traffic volume. West Drive has commercial traffic volume to the industrial businesses, as well, it serves as a connection to the All Weather Highway at the west end of West Drive. The proposed Briggs Street accesses result in a safer connection point to a local street. There are no sidewalks in this area although the east side of Briggs Street has been widened with asphalt shoulder and curbing which allows pedestrian traffic into the subdivision.

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: Not applicable

j. Other matters as specified in this Bylaw.

k. Other matters as considered relevant.

Staff Comment:

STAFF REVIEW: City Staff supports the application, from Ryan Collicutt for the discretionary use to allow a 4-unit row house/ town house.

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 to Council for a final decision.

PLANNING BOARD RECOMMENDATION: The application received from Ryan Collicutt for a discretionary use approval to allow a 4-unit row house/town house in the Medium Density Residential (R3) zone be recommended to be approved by Council:

Moved by: Councillor Ramsay Seconded by: Councillor Adams

Discussion:

Councillor MacDougall stated that he did have some questions that he received clarification on. He stated that he would prefer 2 double driveways on Briggs. He stated for ditch infilling, with 2 double driveways there would not be as much of a cost and wondered if this would be offered to the developer. Staff stated that they would speak with the developer on this.

Motion:

Carried	X
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For	4
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Defeated	
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Against	0
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Adjournment

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

Technical Services Committee Meeting Minutes

August 3, 2021

Present

Mayor Basil Stewart
Deputy Mayor Norma McColeman
Councillor Bruce MacDougall
Councillor Justin Doiron, Chair
Councillor Barb Ramsay
Councillor Cory Snow, Co-Chair
Councillor Greg Campbell
Councillor Brian McFeely
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs
Kristen Dunsford, Director of Finance
Brian Hawrylak, HR Officer
Aaron MacDonald, Director of Technical Services
Member of the Media

Call to Order

The meeting was called to order

Agenda was approved

Glenn Drive

Staff stated that they did get pricing on upgrades to the area from South Drive to Glenn Drive in the vicinity of \$120,000, but do not have the budget approval to do it.

Councillor MacDougall stated that this item could be tabled to later in the month.

Councillor Dorion stated that he did get confirmation from the COA that there would be enhancements to the crossing area.

Adjournment

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

Electric Committee Meeting Minutes

August 3, 2021

Present

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

Call to Order

The meeting was called to order

Agenda was approved

Energy Efficiency Switch

Staff stated that have began to look at information from the Federation of Canadian Municipalities in regards to low interest loans.

Councillor Snow stated that he did read information on the project that would provide loans for energy efficient upgrades in their home. He stated that they are no interest repayable loans and noted that Charlottetown and Stratford are taking part in the program.

Councillor MacDougall stated that he has a meeting in the morning where he will try to get more information.

Adjournment

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

Special Council Meeting Minutes

August 3, 2021

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
Kristen Dunsford, Director of Financial Services
Gordon MacFarlane, Deputy CAO and Director of HR & Legal Affairs
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

Resolution COS 21-145

It was moved and seconded

Whereas an application was received from Lorne Perry at 332 Chestnut Avenue, PID #308015.

And Whereas Section 11.2 of the City of Summerside Zoning Bylaw states that no partition fence shall exceed a maximum height of 2.5m (8 feet).

And Whereas Section 7.2 of the zoning bylaw allows for a variance to be granted after Council has considered the following tests:

- a. That the hardship is due to unique physical conditions of the lot or property, including small lot size, irregular lot shape, existing building location on the property, or exceptional topographical conditions,

which make it impractical to develop in strict conformity with Bylaw standards. Exceptional topographical conditions may include, but are not limited to: trees, slope of the land, etc.

- b. That the proposed variance meets the general intent of the official plan.
- c. That the proposed variance meets the general intent of the zone.
- d. That the proposed variance would not impact negatively on adjacent properties, or on the essential character of the surrounding neighborhood, including taking into consideration any comments from neighbors.

Be It Resolved that Council grant a variance of 19%, to allow a fence height of 2.5 meters (8.2 feet).

This application bears the recommendation of the Planning Board Meeting of July 28, 2021.

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