

**ECONOMIC DEVELOPMENT, PLANNING AND LAND USE
DEVELOPMENT COMMITTEE MINUTES**

Town of Carbonear

Council Chambers, Wednesday July 9, 2025 @ 3:30 pm

Present: Councillor	Danielle Doyle
Councillor	Chris O'Grady
Councillor	Peter Snow
CAO	Cynthia Davis
Dir of Oper & PW	Ian Farrell
EDTO	Kerri Abbott
EA	Janice Green

1. Business Arising from previous minutes
 - 73 Water Street, variance distributed to neighbours, deadline July 11.
 - 149 Water Street, siding installed without permit. Staff to check on the status of the order,
 - 164 Water Street – An order was delivered in June 2024. Further contact was made when no response was received in the fall of 2024. There was notification received in writing from the owner that the siding will be replaced with wooden siding by June 2025. This has not been completed to date so correspondence has been sent to the property owner requesting an update on the status. The deadline for a response is July 25, 2025.
 - Municipal Plan - There are no updates to report at this time. The planner has requested the commissioner to block out possible dates in August for the public hearing.
 - 15 Powell Drive, relocate business - Further review is required to confirm that the use is in accordance with the Municipal Plan and Development Regulations as the sale of propane is proposed. Staff will inform committee prior to the regular council meeting so a recommendation can be made at the meeting and a draft motion prepared.
 - 58 Southside Lower Road, fence – The committee will recommend the construction of a new fence conditional upon the fence not be located in the street reservation per the legislation and the fence regulations.
 - Line Road, request for electrical service, application to dig septic test holes This permit has not been released as further review has identified that this seasonal dwelling may be on a lot that was combined with a neighbouring lot and a new seasonal dwelling approved to be constructed conditional upon the other seasonal dwelling being removed. More review is required on the application.
 - 12 Canada Place, garage -The applicant was informed the request for variance was not recommended as it was identified there is room on the lot to obtain the 3m setbacks required under the regulations. There has not been any response. Deferred.
 - 22 Willoughby Drive, shed relocation to ditch easement, refusal sent The lawyer representing the owner explained that even though the application

indicated relocation of a shed, it was not relocated. The portion of the shed located in the NL Power easement was removed reducing the size of the shed. The shed was likely built in 2004. A portion of the shed is over the town's ditch easement. The lawyer is requesting that the town allow it to remain under the condition that the owner will be responsible to remove it if required for the town to complete repairs at the property owners expense. It has been identified that there are other structures placed over the easement along this street. The committee has no objection to allowing it to remain under those conditions but recommends further discussion with council on the matter.

2. EDTO Report

a) YOLO maps

The YOLO Nomad map will be expected to be live by the end of next week. Additional information and revisions to the map will be made prior to going live.

3. Development Applications

a) 111 Columbus Drive, 80 Powell Drive, installation of signage

The development application to place signage on the façade of the building was reviewed. The proposed signage does not meet the requirements for a wall sign, as it lacks the required 3-metre clearance from the ground for signs installed on the building façade. It isn't a projecting wall sign so staff cannot provide rationale for why a 3 m clearance is required. A review of signage regulations from other municipalities was completed and an update to the town's regulations is recommended to consider wall signs with a maximum projection to be specified may be permitted. Sample wording of another municipality was provided. The committee recommends proceeding with the change. They recommend approving the two signage applications. A draft motion will be prepared.

b) 69 Southside Lower Road, replace front step

The deck is not in compliance with the minimum building line setback requirement; however, it is required to access the dwelling. Recommended for approval, per Section 10, Discretionary Powers of Council in the Development Regulations. A draft motion will be prepared.

c) Merchant Drive, subdivision

The town is in receipt of an application to construct a new subdivision. The tax structure does not list a specific fee. Staff will research application/permit fees of other municipalities. There will be further information required before a review can be completed and the new Municipal Plan and Development Regulations will require approval.

d) 95 Water Street, curb

The application to construct a curb was received and reviewed. It is located in the street reservation but per the photos submitted, the curb is behind the pole and appears to be in line with the dwelling which is close to the street. The application is deferred for further review and discussion.

4. Correspondence

5. New Business

a) Occupancy Permits

Legislation requires that issuance of occupancy permits. The town does not have building inspectors so it has been a concern issuing these permits. A further review of another town issuing these permits without an inspector has been investigated and they have a specific policy and require submission of signed certificates that it has been constructed per National Electrical Code, Plumbing Code, Fire Code and National Building Code. This model is recommended for the town. A policy will be drafted for review with committee.

b) 192 Water Street, signage

The property owner was previously approved to operate a business from the location. Signage was included as part of the original permit application but only on the front of the building. There is also a sign on the side of the building. It is located in a commercial area so the committee had no objections to the signage placed on the building. A draft motion will be prepared.

6. Ongoing Items

These are items that may not require discussion every meeting but are to be kept on the agenda so they are not overlooked.

Applications still pending

There was follow up with Service NL on the status of the approvals per the list below. Per Service NL, there are only 2 applications received for processing. Staff will follow up with the applicants below. It appears that some may have already opened their businesses. If they do not submit the required applications to Service NL, orders will be sent to cease business operations. Some of these businesses have opened illegally and have not had the required inspection completed by the CVFD.

- Home Décor, TC Square Mall, Referrals sent, pending government approvals
- 56-58 Lemarchant Street, renovations to business, approval in principle provided. Deferred pending government approvals
- 48 Powell Drive, Hair Salon, Government Services received – Permit issued but waiting review of signage proposed.
- 223 Water Street, place amour stone along the shoreline, pending government approvals
- Fox Farm Road, hay farm, pending government approvals
- Liquidation centre retail, TC Square Mall, Referral sent, pending government approvals
- Take out and event space, 195 Water Street, Referral sent, pending government approvals.
- Hair Salon and Spa, 195 Water Street, Referral sent, pending government approvals

- 198 Water Street, fence and gate, Heritage Area, Director to follow up with applicant.
- 167 Forest Road, Home Based Business application, AI Automation Agency, pending new plan
Applicant advised application on file pending new plan
- 3 Mutreyville Street, shed. Placed on file until new plan
- 141 Water Street, new business, contracting warehouse. On file pending new plan
- 67-73 Earle's Lane – 15 Residential units, correspondence sent to applicant
- 203-211 Water Street – Floating dock, wharf - Waiting on plan review and Government approval
- 203-211 Water Street, business operations ongoing, being forwarded to lawyer
- 183 Water Street – Oceanside deck – waiting on plan review and governmental approvals
- 62 Powell Drive, Office space –waiting Service NL approval
- Waterfront Property
- Strategic Plan action items

7. Adjournment 5:10 pm