

**ECONOMIC DEVELOPMENT, PLANNING AND LAND USE
DEVELOPMENT COMMITTEE MINUTES
Town of Carbonear**

Council Chambers, February 19, 2026 @ 4 p.m.

Present: Chair – Deputy Mayor	Fred Earle
Councillor	Amanda Dowden
Councillor	Peter Snow
Interim CAO	Cathy Somers
EDTO	Kerri Abbott
EA	Janice Green
Absent: Mayor	Sam Slade
MEO	Matt Burke

1. MEO Report
No Report

2. Business arising from previous minutes

- Portable signage

The EDTO has been helping the MEO begin to contact businesses as well as the portable sign companies to discuss the annual licence fee that is required.

Comparison with other communities show that our annual fee is the cheapest in the Avalon region. Ranging from 100 to 250 dollars a year. (Carbonear is \$75.00). Staff is moving forward in this endeavour.

- 62 Powell Drive, signage

The applicant has been advised of the regulations. Staff is waiting to hear back.

- 33B O'Driscoll's Lane

The property owner was advised that the new regulations will allow for an accessory dwelling on the property. The accessory dwelling is at Council's discretion and would be subject to public advertising. The properties will be assessed as a single parcel and is issued one tax invoice. This option was discussed with the applicant; however, the applicant was not satisfied with the arrangement of having only one tax invoice.

The permit has not yet been issued and is pending a response from the applicant.

- Development Process Information Session / Presentation

The Committee is exploring the option to host a session in the spring. The EDTO will work on a presentation.

3. EDTO Report

Due to scheduling conflicts, the Town could not host a workshop with businesses to have them learn about the importance of google advertising (having the correct address/contact info and hours) on their google entry. Working on having the session in April. The EDTO stresses that businesses should be tagging the Town in their posts if they want anything promoted- with over 250 businesses it is hard for one person to check them daily/hourly for updates and posts, tagging takes a second and ensures that Town staff see the post and can then re-share it in the days after.

4. Development Applications

- a) 12 Canada Place, detached garage, variance not recommended. Permit outstanding since May 2025.

For information purposes, staff informed committee the application to construct a detached was previously reviewed and not recommended by Council. The proposed plot plan places the garage within the 3 m minimum side yard requirement. It was determined that there is sufficient space to locate the garage to be complying. The applicant was advised and was informed to contact the town on his intentions to construct. There has not been any response. The application will be placed on file until spring and if no response, the town will proceed to send a letter of refusal.

- b) 78 Lemarchant Street, home based business – electrical

The proposed home-based business will take place at no fixed address; the committee considers this a discretionary use and recommends approval conditional upon a public notice where objections or representations can be considered. The conditions of the Home-Based Business Regulations will be identified to the applicant. The committee will recommend the application conditional upon the application being advertised in accordance with the development regulations. If there are any objections to the discretionary notice being distributed to neighbouring properties, the application is to be revisited by council. A draft motion will be prepared.

- c) It was reported there are several other development applications that will need to be reviewed since the new plan is registered. Staff will provide these applications for the next meeting.

The committee recommends staff revise the permit received listing for a more accurate update on all permits received and approved.

It was reported per the new plan all permits received must be actioned within 8 weeks.

The committee had some discussion on the plan to host an information session for residents regarding the permitting process.

5. Correspondence

6. New Business

- a) Alternate Chairperson

The Chair reported he will provide advance notice to committee members in the event the chair is absent from a committee meeting.

- b) Update on land on Irishtown Road

An individual contacted Council members regarding the purchase of additional land from the Town to construct a backlot dwelling. Backlot development may be considered in situations where there is limited land available for development. However, it was noted that this property is a large parcel of land; therefore, this circumstance does not apply.

This matter has been deferred pending further review of the land survey. Staff will contact the individual to further discuss. Deferred.

- c) 22 Willoughby Drive
It was reported the town has not received an agreement from the lawyer regarding approval by the town to provide a conditional approval of the development application to reduce the size of the shed and allow it to remain in its location on the ditch easement. Staff to follow up with the law firm.
- d) There was some discussion on the Legion submitting a funding application for work on the war memorial. Staff will reach out.

7. 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

- Crowdy Street / Bunker Hill Home Based Business no permit. Staff continues to monitor.
- 120 Columbus Drive, Liquidation Retail – Fee paid. Deferred pending Service NL Approval.
- 15 Powell Drive, relocate business, correspondence sent requesting intention. Staff to reach out to applicant.
- Merchant Drive subdivision, approval in principle provided
A committee members inquired if he would be in conflict on this item since he has property in the area. It was noted the councillor could either declare a conflict or ask Council if they feel there is a conflict.
- Line Road, request for electrical service, application to dig septic test holes, deferred for further investigation
- Home Décor, TC Square Mall, Referrals sent, pending government approvals
- 56-58 Lemarchant Street, renovations to business, approval in principle provided. Deferred.
- Fox Farm Road, hay farm, 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. To be revised at the next meeting.
- 3 Mutreyville Street, shed. To be reviewed at the next meeting.
- 141 Water Street, new business, contracting warehouse. To be reviewed at the next meeting.
- 67-73 Earle's Lane – 15 Residential units, correspondence sent to applicant. To be removed from the list until further updates are received. Placed on file.
- 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. Provincial approval received. Waiting on federal approval

Other Ongoing items

- Storyboard installation, location to be investigated
- Waterfront Property

- Strategic Plan action items
- Permit processing fee subdivisions

8. Adjournment 5:20 pm