

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

**Town of Carbonear**

*Council Chambers, February 5, 2026 @ 4 p.m.*

Present:	Chair – Deputy Mayor	Fred Earle
	Councillor	Amanda Dowden
	Councillor	Peter Snow
	Mayor	Sam Slade
	CAO	Cynthia Davis
	MEO	Matt Burke
	EDTO	Kerri Abbott
	EA	Janice Green
Absent:	Director Operations & Public Works	Ian Farrell

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1. MEO Report

The report was reviewed with the committee. The committee recommends the following:

- 10 Pike's Lane - proceed to the next step which is issue a removal order for the temporary structure that was placed without a permit

The shed located at 16 Cross Roads has been removed, and no further action is required. The door hangers are being completed and will be placed on properties to notify occupants that the MEO has visited the property. The MEO and the EDTO are working together to discuss requirements related to portable signage with local businesses. Some businesses will be permitted to continue using portable signage upon annual renewal of their permits, while other portable signs not in compliance to the Signage Regulations will be required to be removed. Portable signs are required to be located at the site of the business operation. Contact will be made with the portable sign rental installer to inform them of the regulations. Deferred for further review and investigation on compliance.

2. Business arising from previous minutes

- Grasse Lane Report – Report reviewed. It is the opinion of the Committee that the fence in question is not in need of repair and; therefore, is not in violation of Section 14 of the Fence Regulations. There is no apparent regulation or policy violation for council to take action on the fence erected at 22 Grasse Lane. *The committee does not recommend any action.* This decision will be communicated to the complainant.
- 151 Water Street, Re: New retail shop - The use is permitted within the Heritage Zone. *The committee recommends approval of the application conditional upon receipt of approval from Service NL, other applicable government departments and agencies and compliance with the Carbonear Municipal Plan and Development Regulations.* A draft motion will be prepared.
- Use of Town Logo Policy – The policy was provided to committee for review. *The committee recommends the policy as presented.* A copy will be placed in Dropbox

for council review and recommendation. A draft motion will be prepared.

- Portable signage - Discussed earlier

3. EDTO Report

- a) The EDTO continues to receive inquiries for businesses looking for suitable office space. She continues to research options.

4. Development Applications

- a) 71 Forest Road, subdivide property

The application is in compliance with the Development Regulations. *Application recommended for approval.* A draft motion will be prepared.

- b) 62 Powell Drive, signage

The location proposed is not in compliance with the regulations. A 3.0 m vertical clearance above ground surface is required. This is not possible with the building roof line. Options include placing the sign on the roof, in a window or the window of a door, or an amendment to the regulations to reduce the minimum clearance. Staff will discuss the options with the business owner who may be open to placement in another location. A copy of the Signage Regulations will be placed in Dropbox for review and discussion at the next meeting. Deferred.

- c) 100 Columbus Drive, new digital menu board signage for drive thru on existing base

*The committee will recommend conditional upon the development being in compliance with the Signage Regulations.* A draft motion will be prepared.

- d) 33B O'Driscoll's Lane, subdivide property

This previously existed as two properties with a dwelling on each. It was combined and the vacant dwelling was identified to become an accessory building. Now the owner would like to subdivide the property again so the other dwelling can be occupied by a family member. The minimum building line setback is less than the minimum required. The new regulations that will become law after being placed in the NL Gazette on Friday, February 6, will allow for an accessory dwelling and since it is a back lot, will allow council to use their discretion in placement in front of the main dwelling. This will be discussed with the applicant as an option to allow occupancy of the dwelling. *The committee recommends approval of the application conditional upon no objections to the discretionary notice, and compliance with the Municipal Plan and Development Regulations 2025. If there are any objections to the discretionary notice the application is to be revisited by council.* A draft motion will be prepared.

5. Correspondence

- a) Department of Municipal and Community Affairs

Town of Carbonear Municipal Plan 2025 and Development Regulations 2025 is now registered. The municipal plan and development regulations will come into effect on Friday February 6, 2026 when it is published in the gazette.

Staff to reach out to the developer waiting registration of the plan.

6. New Business

- 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.
- Vacant Land, owner's unknown  
Further discussion to take place on how to identify vacant land / owner unknown.
- A copy of the RCMP presentation at the last Joint Council meeting will be forwarded along to Council for their information.

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***

- 120 Columbus Drive, Liquidation Retail – Fee paid. Waiting Service NL
- 15 Powell Drive, relocate business, correspondence sent requesting intention
- Merchant Drive subdivision, approval in principle provided
- 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 pending government approvals
- 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. 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. 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

9. Adjournment                      5:30 pm