

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

Council Chambers, January 21, 2026 @ 4 p.m.

Present: Chair – Deputy Mayor	Fred Earle
Councillor	Amanda Dowden
Councillor	Peter Snow
Dir of Oper & PW	Ian Farrell
MEO	Matt Burke
EDTO	Kerri Abbott
EA	Janice Green

1. Business arising from previous minutes
 - Grassey Lane Brief - The committee has requested more time to review the report. Deferred until the next meeting.
 - 151 Sheet Metal Shop – new business
This application is still being reviewed as the regulations do not seem clear. This item is being deferred for further investigation.
 - Centre for Health Data Integration, Statistic Canada
Stats Canada is setting up portable trailers in the town for 8 weeks this summer and schedule appointments to collect data. They hope to visit the town sometime in February to further investigate possible locations that will meet their criteria.

2. MEO Report
 - The MEO will provide photos of the Battery Rock/Cherry Orchard site for committee review.
 - The committee recommends that the MEO contact the property owner on Pikes Lane to obtain an update on the permit application.
 - The committee reviewed the list of portable signs provided that have been placed without permits. Per the Signage Regulations, portable signs are required to be reviewed annually. It was noted that some signs will meet the regulations, while others will not. The committee discussed whether there are alternative options for businesses to advertise near the Columbus Drive entrance to town. It was agreed that the best approach at this time will be for the MEO to contact businesses to advise them of the regulations verbally. The EDTO offered to assist with this effort as well.

The MEO left the meeting.

3. EDTO Report
 - The EDTO has been in contact with CBDC Trinity Conception to discuss working together with the Youth Ventures Program and promoting young business owners in the Town, potentially to offer space and integrate young business owners into town events.
 - The EDTO provided an update on business applications and Service NL submissions status. Business owners are working through the process. Service

NL is experiencing a backlog due to staff shortages and illness in the office, and are working to bring the file load back up to present.

- Business Session was recapped – Calls and messages from businesses who missed the last session expressing their regrets were received. The structured approach with guest speakers/experts was seen as appealing to businesses and the EDTO is working to identify speakers for the next session in April. The Town is working with other tourism and municipality partners to identify and promote the region as a viable location for meetings, conferences, and events especially during the downtime of the visitor season. Quotes for production of map will be acquired with the goal of a map being produced for the 2027 season. (including an interactive online version). Contact will be made with regional associations and see if there is any interest in pursuing a regional component of this product. New businesses are consistently reaching out in various stages of the process- some aren't sure of a location, while others have a location but are just beginning the stages to complete required forms. Interim Environmental Health Officer met with the EDTO to update on submissions and added duties they offer as part of their role. A direct line of communication is necessary for the staff with the Town of Carbonear to assist businesses and the Interim Environmental Health Officer is happy to ensure the line stays open.

4. Development Applications

- a) 110 White's Road, Domestic Sawmill Renewal
The permit is required to be renewed annually. There have been no complaints or concerns received. *The committee recommends renewal of the permit for another year.* A draft motion will be prepared.
- b) 27 Goff Avenue, New business, Office space
This is a permitted use for the zone. Approvals from the Department of Digital Government and Service NL will be required. *The committee will recommend.* A draft motion will be prepared.
- c) 138 Water Street, home based business, Sale of burgers and fries
This is not a permitted or discretionary use in the RMD zone. The Department of Digital Government and Service NL visited the property today and will not be providing governmental approval. *The committee does not recommend approval. A draft motion will be prepared.*
- d) O'Keefe's Plains, Domestic Sawmill Renewal
The permit is required to be renewed annually. There have been no complaints or concerns received. *The committee recommends renewal of the permit for another year.* A draft motion will be prepared.
- e) 46 Powell Drive, StarNorth Marketing Ltd, New business, bakery
This is a permitted use for the zone. Approvals from the Department of Digital Government and Service NL will be required. *The committee will recommend.* A draft motion will be prepared.
- f) 120 Columbus Drive, Retail Store and Music Studio
This is a permitted use for the zone. Approvals from the Department of Digital Government and Service NL will be required. *The committee will recommend.* A draft motion will be prepared.

5. Correspondence
 - a) Request to use town logo for retail store
The committee will consider approval. A policy with conditions is being drafted for approval.

6. New Business
 - a) Portable Signage along Columbus Drive / Powell Drive – previously discussed.
 - b) Business Meetings. The committee felt there is value in hosting the business meetings. It was suggested to host similar information session in the spring for residents to explain policies and procedures of the permitting process and regulations.

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

- 46 Powell Drive, Hair Salon, pending Service NL approval
- 15 Powell Drive, relocate business, correspondence sent requesting intention. The Director will follow up with the applicant.
- Merchant Drive subdivision, approval in principle provided. Waiting on the new plan. The plan is reviewed and is being registered with the province.
- 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. The committee recommends to file this application until updates are available. It will be removed from the list of ongoing items.
- 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. The Director reported this will be placed in the spring. The Liaison will relay this information to the Heritage Society.
- Waterfront Property

- Strategic Plan action items spreadsheet to be placed in dropbox.
- Permit processing fee subdivisions - The Director reported he collected some research on the matter. This will be placed in dropbox for further discussion.

9. Adjournment 5:45 pm