

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

Town of Carbonear

Council Chambers, March 5, 2026 @ 4 p.m.

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

1. MEO Report

The MEO report was presented for committee review.

The property owner at 149 Water Street will be making application in the spring to replace the vinyl siding with wood. The town lawyer is suggesting that a new Order be served prior to proceeding with a prosecution. The reason is that the Provincial Offences Act has a 1-year limitation period. The order for 10 Pike's Lane is drafted for signing. The demolition order for 18 English Hill was overlooked for signing and the date has since lapsed. The order to be amended to include a new deadline date of June 1, 2026. The MEO noted he will speak to the property owner when the hand delivers the order to ask his intention.

The EDTO joined the meeting.

2. Business arising from previous minutes

- Portable signage

The Committee continued its discussion regarding portable signage along Columbus Drive. It was clarified that the concern relates specifically to portable signage and not to permanent signage placed on a property to advertise the business located there. Staff will review the matter further to determine the best approach to address the issue. It was also noted that businesses have the option to advertise on the digital signs located on Columbus Drive and Powell Drive.

The MEO left the meeting

- 62 Powell Drive, signage

Waiting to hear back from the applicant

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

The applicant submitted an application in January to subdivide the property. Previously, the land consisted of two separate properties, each containing a dwelling. One of the dwellings later became vacant, and the property owner subsequently applied to combine the two properties into a single parcel. As part of that process, the vacant dwelling was identified as an accessory building. The

property owner has now requested to subdivide the property again so that the second dwelling can be occupied by a family member. This matter was reviewed with the Committee, and it was noted that the minimum building line setback is less than the minimum required and therefore could not be approved under the previous plan. As previously discussed under the current regulations, an accessory backlot dwelling may be permitted at Council's discretion. A motion was initially obtained to allow occupancy of the dwelling under this provision. However, this option was discussed with the applicant, who indicated that they did not wish to proceed with the discretionary notice and instead wished to continue pursuing the subdivision of the property. The application to subdivide the property cannot be approved as submitted, as the proposed development does not meet the requirements of the Town of Carbonear Municipal Plan and Development Regulations. The committee recommends to refuse the application to subdivide. A draft motion will be prepared. Further review has also determined that the previous motion permitting the accessory dwelling on the property cannot be approved as the location of an accessory dwelling can only be in the rear or side yard and cannot be in the front yard. A motion to rescind the previous motion is recommended. A draft motion will be drafted.

- 22 Willoughby Drive, shed on easement
Staff to check with lawyer on agreement
 - 18 English Hill, demolition order
Discussed earlier
 - Request from property owner to purchase town land on Irishtown Road
The Committee requested an update on the application to purchase land from the Town. Staff reported that they met with the resident who is requesting to purchase land on Irishtown Road for the construction of a new home. It was noted that the property owner has sufficient space to subdivide the existing property in order to create a second lot for the proposed home. The resident was advised to submit a formal application to the Town, along with a survey, for further review. It was suggested that this matter be added to the Administration and Finance Committee agenda, as this committee is currently investigating possible lands for sale. It was also noted that Council must be cautious when selling Town land to ensure that any sale does not prejudice or limit future development opportunities. The Committee recommends that the matter be deferred for further investigation to determine whether the sale of approximately 50–100 feet of land would jeopardize any future development.
3. EDTO Report
The EDTO continues working with businesses. She is working on spotlight female business owners for International Women's Day, March 8. She also reported this is a busy time of the year for proposal writing.
 4. Development Applications
None at this time
 5. Correspondence

None at this time

6. New Business

a) 73 Water Street, correspondence from lawyer

The Town has received a correspondence from the law firm noting the property owners are working towards resolving the issue with their property and asked if the town could confirm what issues are non-compliant. This information to be provided to the lawyer.

7. Action Items

a) Updated permit received listing

The updated spreadsheet was added to the Dropbox for committee review. The Committee plans to proceed with a public information session to educate residents on the new Town Plan and the permitting process. The EDTO will moderate the session. The session will be recorded and later shared on social media for residents who are unable to attend. This item was deferred for further discussion with the full Council.

8. 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

- 78 Lemarchant Street, home based business – electrical company. Deferred pending deadline date.
- Crowdy Street / Bunker Hill Home Based Business no permit.
- 120 Columbus Drive, Liquidation Retail – Fee paid
- 15 Powell Drive, relocate business

The applicant is not pursuing. To be removed from the list.

- 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. A letter of support was forwarded. Deferred pending further information.
- 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), Home Office is a discretionary use for the RLD, zone. The conditions of the Home-Based Business Regulations will be identified to the applicant. The committee will recommend approval conditional upon a public notice where objections or representations can be considered 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.

- 141 Water Street, new business, contracting warehouse. Waiting review per new plan.
- 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 5:05 pm