

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

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

Present:	Chair – Deputy Mayor	Fred Earle
	Councillor	Amanda Dowden
	Councillor	Peter Snow
	Mayor	Sam Slade
	CAO	Cathy Somers
	Town Clerk	Christa-Lee Earle-Baker
	EDTO	Kerri Abbott
	EA	Janice Green
Also Present:	MEO	Matt Burke
	2 nd Assistant Fire Chief	Don Antle

1. Delegate – Fire Department

The Deputy Mayor reviewed the draft business permit process with the Committee and requested feedback. Deputy Mayor Fred Earle welcomed 2nd Assistant Fire Chief Don Antle to the meeting. Mr. Antle attended on behalf of the Fire Department to discuss the process for new business permits moving forward.

It was reported that the Fire Department is responsible for completing Fire and Life Safety Inspections for all businesses. Once the Town receives approval from Service NL, the approval is forwarded to the Fire Department to complete the required inspection. The Town will not issue a permit to operate until the final inspection has been completed and approved by the Fire Department.

The Committee discussed that the inspection process can at times be lengthy, as multiple visits may be required by the Fire Department. The Town will work collaboratively with the department to identify ways to streamline the process and reduce frustrations that may arise for businesses establishing operations within the Town.

Mr. Antle advised that currently only two members of the Fire Department are trained to complete these inspections. The Committee encouraged the department to avail of any training opportunities that may assist in expanding capacity within the department. It was noted that the Town and the Fire Department will continue to work together to improve the overall process.

The Committee thanked the Fire Department for its continued hard work and dedication to the Town and thanked Mr. Antle for attending the meeting.

2. Business arising from previous minutes

- 22 Willoughby Drive
CAO advised the agreement has not been received from the lawyer. Staff will follow up.
- Land on Irishtown Road – correspondence received
It was reported the first step is to proceed to have the land surveyed. Staff will reach out to the surveyor. Per legislation, all vacant land for sale by the town is required to be tendered and approved for sale by Council. Land must be surveyed and have a detailed description as well. This will be relayed to the resident.
- 7 Cole's Lane
Applicant advised he is required to obtain a permit from Water Resources Management Division.
- 100A Valley Road
Rezoning is required. The property owner has paid the appropriate fee and quotes are being obtained from planners. The committee recommends to proceed with the amendment.
- 141 Water Street -The applicant is revising the application. Applicant has met with the EDTO and they are reviewing permitted uses under the new municipal plan.

3. MEO Report

The MEO's report is in Dropbox for Committee's review.

- MEO spoke to resident regarding parking vehicles on street on Chapel Hill and advised the property owner that due to safety reasons multiple vehicles cannot be parked on the street. The property owner was advised to have the vehicles removed from the roadside. MEO will continue to monitor the situation. Some discussion if a Home Based Business was operating from this location. This will be monitored as well.
- Applications for renewal of portable signage are being delivered to businesses for completion. Businesses are responding.

- The committee reported they would support the MEO in availing of any training opportunities or appropriate safety equipment relevant to his position.

MEO left meeting

2nd Assistant Chief left meeting

4. EDTO Report

a) Info Graphic

EDTO is preparing new graphics from the new Municipal Plan to be used on our social media and website. These graphics and posters will make it easier to understand the rules and regulations in the new plan. Draft graphics were presented to Committee. EDTO is also working on revamping the Plot Plan that has to accompany many development applications to make it easier to complete and understand what is required from residents.

EDTO also showed the flyer she has prepared for the Business Clean up that is happening from June 1-5. Businesses will have to register with the Town to be entered into the draw for a free Coffee Break for their staff. Before and after pictures will be sent to the Town for review.

Business Breakfast will take place in the community room on June 15 from 8am-10am. Staff and Council will promote the event.

The Grand Opening for Sleep Culture at 210 Water Street is taking place in June 13th and Council is invited to attend.

It was noted that more development applications are coming in the near future from some vacant buildings in the Town that will now be used. Some discussion was had regarding permits and their fees. CAO advised that permits are required for any work that is completed in the Town, however, fees for these permits are decided by Council. Committee will have further discussion on the permitting process and the fees associated.

5. Development Applications

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- a) 8 Line Road, request to construct second cottage on lot.

Committee discussed the application. It was reported it was understood only one cottage is permitted per lot in the Watershed Area and only if a cottage previously existed on the lot when lease was granted. The committee recommends to refuse the application for a second cottage on the lot. A draft motion will be completed.

- b) Application to operate quarry, Highroad North - Freshwater

This land is between Victoria and Carbonear on the Carbonear side the land is zoned rural and a quarry is not a permitted use. Staff reviewed the map provided and it was identified a portion of the land is within the Town boundary. Following receipt of the application, staff reached out to the applicant regarding the same. The applicant forwarded written correspondence to the town noting he would not be operating the quarry from the portion of land within the town boundary. The Committee is not prepared to approve the application at this time as more information is required. The Town will respond to Department of Industry, Energy and Technology, Mineral Lands Division.

- c) White Carriage Lane, request to subdivide

The applicant is proposing to subdivide the property into 5 building lots. Currently the property is zoned Rural Residential and Rural per the survey provided one lot is located in the Rural Zone. The committee recommends staff reach out to the applicant to further discuss the application.

- d) 1 Gunners Pond, Camp McCarthy request for separate electrical service to accessory building.

The application for a separate electrical service was reviewed. Camp McCarthy added a separate building on the lot for accessible showers. Municipal approval is required by NL Power prior to any new electrical service being provide. The committee recommends to approve the application. A draft motion will be completed.

6. Correspondence

- a) Complaint of cars parked on road continuously on Chapel Place.

This was discussed in MEO's report.

- b) Inquiry on land for sale Clarke's Road

The Town received an inquiry on property on Clarkes Road to construct a new dwelling. Staff recommends further discussion with the planner on the zoning map provided in the new plan.

7. New Business

a) Update Permits received to date

The updated list was placed in Dropbox for committee review. Staff is working through the permit applications. Some discussion was had on how to streamline the permit system. Deputy Mayor Earle advised the committee will continue to meet over the summer months, following their regular schedule, as this is the busy season for development applications.

Committee agreed that the CAO should acquire assistance to review permits in the absence of the Director of Operations and Public Works. There was some discussion on whether the town could avail of workterm students.

b) Permit process – timeline for permit approval – discussed earlier.

8. Action Items

- CAO will contact the surveyor to have the missing survey pins placed on the property on Grassey Lane.

9. 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/ Music Studio. Service NL approval received. Fire Department inspection scheduled for later this week.
- Crowdy Street / Bunker Hill Home Based Business no permit
- Merchant Drive subdivision, approval in principle provided, permit expected soon
- 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

- 198 Water Street, fence and gate, Heritage Area, Director to follow up with applicant.
- 3 Mutreyville Street, shed. Review now under the rules of the new plan.
- 203-211 Water Street – Floating dock, wharf - Waiting on plan review and Government approval -Add to MEO's report
- 203-211 Water Street, business operations ongoing, being forwarded to lawyer – Add to MEO's report
- 183 Water Street – Oceanside deck. Provincial approval received. Waiting on federal approval

Other Ongoing items

- Storyboard installation, location has been decided. Waiting on an approval to dig from NL Power and Bell.
- Strategic Plan action items. Committee recommended to review the strategic plan.
- Permit processing fee subdivisions, discussion in the new year.

Other discussion:

- An update was given on Water Street Phase 2 – Swail and electrical to be fixed. CAO to contact contractors as work is not complete.
- Water Street Phase 3 – CAO advised we are waiting on a response from WSP to answer questions regarding the project.
- CAO reported that a meeting is now being requested regarding the Lemarchant Street Extension project. Committee recommends that a meeting with WSP be scheduled for early next week. CAO to set up this meeting.
- Committee also recommends that the Town consider acquiring services of a private inspector for the upcoming projects where deemed necessary.

9. Adjournment 5:55 pm