

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

Council Chambers, July 14, 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
Absent	MEO	Matt Burke

1. Delegation

- a) The presentation was concerning construction of a fence by a neighbour. The delegation understood that the permit specified the privacy fence would be movable and not permanently affixed to the ground as it currently exists. Concerns were raised that the fence is located too close to the residents fence, causing an obstruction and preventing access for maintenance of their own fence. Concerns were also raised that an animal could get stuck between the fences or cause an issue for fire and emergency services. The delegation requested that Council require the fence to be removed and if replaced, leave enough room between both fences to allow access for maintenance of his fence. Permit information were provided by the delegation for the Committee's review. Committee will review the information submitted and provide written correspondence to the delegate.
The delegate left the meeting.
- b) The presentation was concerning the issuance of compliance letters. The resident was in the process of purchasing a home in the area, however, the property was noted as being in non-compliance with the Towns Development Regulations. A letter was issued noting that the present council would not be acting on the properties non-compliance, however, the mortgage company was not satisfied with that. The resident is requesting an update regarding any possible Development Regulation Amendments that would allow a compliance letter to be issued on the property. The CAO did advise that the Town has been in contact with the Planner and is working on an amendment that would see the sideyard changed from 3m to 2m in Residential Low Density. If this amendment is approved, this would make the property in question compliant. It was also

noted that this is a lengthy process that could take a year. The resident requested the Town provide a letter noting the Town's plan for the amendment.

The delegates left the meeting.

- c) The property owner requested to speak to committee and expressed her concerns that she was not made aware of the rear yard non-compliance of the property until the recent sale fell through. She provided copies of previous permits and drawings and indicated during the review process, staff should identify the non-compliance.

Mayor left the meeting as he had another meeting to attend.

The CAO advised the Town is working with the Planner to complete a Municipal Plan and Development Amendment for houses that have been in existence for 25 or more years. This may allow Council the ability to vary more than 10%. The delegate asked if the Town can improve the process of permitting as she feels the issue of non-compliance should have been brought to her attention when she applied for various permits. A copy of all the permits that were issued on the property was also requested. The Committee advised they are working hard to help residents. Delegate asked to be updated on any updates on the process. The delegation then left the meeting.

2. Business arising from previous minutes

- a) Canada Post – update on placement of mailboxes
CAO sent diagrams of subdivisions to Canada Post. Waiting on the diagrams to be returned with exact locations of the mailboxes.
- b) Inventory of vacant land and buildings
MEO not in attendance. No update.
- c) 3 Pike's Lane – staff completing investigation on new plot plan
Further investigation needed. Staff need to confirm which street the units will front on as that will determine if a Variance is required.
- d) 4 Pondsides Hill
Staff have been investigating what is required to extend the water and sewer lines to the property. Deferred for further investigation.
- e) 84 London Road – Wheel chair ramp
Staff advised that the Discretionary Powers of Council, which were previously noted under Section 10 of the Municipal Plan and Development Regulations is not noted in the Town's new plan. CAO has been in contact with the Planner regarding having this added to the new plan. Committee agrees to issue permit.
- f) SharedSpaces
Committee agreed that the organization can present to Committee at the next meeting on August 11th at 4pm.
- g) Theatre Board Agreement
The CAO reviewed the contract. The Town is responsible for the infrastructure of the Theatre and the Theatre Board is responsible for the

operations. Committee recommends moving to the Administration and Finance Committee Agenda for further review.

- h) T'Railway
No correspondence received from organization.
 - i) White Carriage Lane
Refusal letter has been drafted but some changes need to be made before it is sent to resident. Alternate options for property to be included with refusal letter.
 - j) 141 Water Street
Economic Development and Tourism Office to meet with resident to review application.
3. MEO Report
The MEO was not in attendance. Committee will schedule a meeting upon the MEO's return to discuss his report.
4. EDTO Report
- a) Public Meeting on Development Permits
EDTO advised that the new date is August 5th. Information will be shared on the Towns website and Social Media as well as Carbonear Connect.
- The EDTO reported that she is working with multiple businesses and assisting them with their move to the Town.
Landscape NL has offered to host a workshop in the Town helping beautify properties.
Chamber of Commerce is having an event on July 28th, more details to follow.
Communities in Bloom judges arrive on Thursday, with a Meet and Greet Breakfast on Friday morning at 8am with Council and Staff.
Garfield Forward Monument 25th Anniversary is July 17th from 2-4 at the Rorke Store Museum
Community BBQ is taking place on Friday, July 17th at 6pm at the Multipurpose Room at the Conception Bay Regional Community Centre.
5. Development Applications
- a) 9 Bemister's Hill – Extension to rear of home
Deputy Mayor Earle asked if he was in conflict as he lives in the neighbourhood. Council agreed he was not in conflict.
The rearyard of the property is 7.2m before the extension. An extension would put the property in non-compliance so the application cannot be approved. Options were discussed with the applicant. *Motion to refuse to be drafted.*
 - b) 41 Highroad South – Separate electrical service for subsidiary apartment.
Committee recommends the separate electrical service. *Motion to approve to be drafted.*

6. Correspondence

- a) Department of Municipal and Community Affairs – Appeal for 14 Soper Ave.

The Appeal Application was sent to an Appeal Adjudicator for review to determine if the Appeal would be heard. The Adjudicator reviewed the information and made the decision to dismiss the appeal and no appeal hearing shall take place on this appeal, under the authority of Section 43(4) of the Urban and Rural Planning Act, 2000.

7. New Business

- a) Update on Permits received to date

Committee reviewed the list of permits that was added to Dropbox.

Committee asked that the outstanding permits be highlighted so they are easily identified. Staff are working through the permits that are received to date.

- b) Demolition of structure/town removal of structures

The CAO advised that the Town removing properties is a last resort and that property owners need to be responsible to remove properties if they are required to be demolished. Committee recommends staff reach out to the owners of vacant buildings within the Town and determine the intentions for the buildings. A letter to be sent to the Department of Transportation and the MHA regarding the Interfaith and Harbour Lodge buildings. The MEO is also working on a list of vacant and abandoned houses and buildings.

- c) 18-22 English Hill – Demolition Order

An order has been prepared and the MEO will deliver upon his return.

- d) 47 Irishtown Road – Variance request

To complete the Compliance Letter Request for the property a variance is required to vary the sideyard from 1.5m to 1.39m. This is within the 10% that the Town can vary a sideyard under the Municipal Plan and Development Regulations. *A motion will be drafted.*

- e) 28 Earle's Lane – Variance request

To complete the Compliance Letter Request for the property a variance is required to vary the sideyard from 1.5m to 1.39m. This is within the 10% that the Town can vary a sideyard under the Municipal Plan and Development Regulations. *A motion will be drafted*

8. Action Items

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 inspection did a second visit, still not compliant. Town has drafted second letter to be delivered today identifying the deficiencies. Correspondence to be sent to Mall Management. Deadline of June 25. Next step will be cease business. Staff reached out to Fire Department on July 14th to see if there is an update.
- Crowdy Street / Bunker Hill Home Based Business no permit – Further investigation is required.
- 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 – Second request has been sent from Service NL with no response from applicant. No Plot Plan submitted. Staff reached out to applicant on July 14th. Application ongoing since April 2025.
- 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, Start process with Letter of Intent.
- 183 Water Street – Oceanside deck. Provincial approval received. Waiting on federal approval

Other Ongoing items

- Strategic Plan action items. Committee will review in the early fall.
- Permit processing fee subdivisions

Zoning issues

Land on Irishtown Road

Deputy Mayor Earle asked on a status update for the Appeal for 33B O'Driscoll's Lane. Information has been compiled. Date for the appeal will be given once all information is submitted and been reviewed.

9. Adjournment 6:00 pm