

**TOWN OF NORMAN WELLS**  
**TOWN PLANNING AND LAND USE COMMITTEE**  
**Regular Scheduled Meeting for Thursday, January 28, 2020**  
**Zoom conference meeting @ 6:30 pm**

**MEETING MINUTES**

<b>Present:</b>	David Wever	Councillor –Chairperson
	Carol Lorentz	Member (phone)
	Cindy Collier	Member
	Dee Opperman	Member
<b>Regret:</b>	Jean-Paul Bernard	Councillor-Alternate Chairperson (work)
<b>Administration:</b>	Johannie Lapierre	Development Officer
<b>Guest:</b>	Alexis Peachey	Deputy Mayor

1. **Call to Order –6:36 PM**
2. **Declaration of Conflict of Interest**  
None.
3. **Review and Adoption of Agenda**  
**'Be is resolved that the agenda of the Town Planning and Land Use committee meeting dated January 28th is hereby adopted.'**

**Moved: Member Opperman**  
**Seconded: Member Collier**

**Adopted**

4. **Delegation**
5. **Review and Adoption of Minutes**
6. **Old Business:**
  - a) Zoning by-law review

The committee continues the discussion on the key topics list.

**Buffers/setbacks/fencing:** This topic wouldn't apply to existing developments. There is a possible conflict between the residential manufactured homes zone and the service commercial zone regarding the noise generated by equipment. Historically, there has not been fencing issues nor enforcement. In the industrial area, fencing is required for containment and sightliness. The property standards by-law also provides some regulations for properties to remain sightly. The updated by-law has to provide for access to the utilidor, fire hydrant and avoid obstruction to vision at intersection. Fencing should be added to the permit exemptions.

**Right-of-ways/easements:** For new developments, the Town could reserve the right to have right of ways and enter into easement agreements for public use of the land such

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as the utilidor and trails. The Trans-Canada Trail along the road is part of the right-of-way.

**Drainage:** There is a general requirement for more drainage. This topic is related to new developments and road improvements. There is a minimum grade requirement. The following rule regarding the preparation of the land for construction should be included in the updated Zoning by-law: "Subject to engineering expertise and where residential lots are identified, all lot preparation and roadway development shall occur a minimum of one year before building on the site. Areas requiring substantial leveling of the lot with granular material, at least two years before construction."

**Walkways and trails:** directional signal, waste disposal and lighting were already mentioned in previous discussions, especially along Canol drive. The lights to the Coast guard dock are on the other side of the road at the moment but lighting is part of the trail expansion project. The Recreation committee has also discussed the lighting on the trails. Ensure that the ATV by-law prohibits use of all-terrain vehicles on the walking trails and the Trans Canada Trail as per the funding agreement. More signs and education are needed. Issues are mostly in tight spaces close to intersections where there are a lot of trees, which reduce the visibility.

**Roads:** Maintenance of roads is not part of the scope of the Zoning by-law. There is no need for more roads. There could be regulations about the brushing at intersections, especially by the dump and Jackfish road as it is a safety hazard. The regulations should ensure that the utility vehicles can safely go in and out the driveway, having a clear view of the road, especially when the lot is along Mackenzie drive.

**Culvert:** It is currently the property owner's responsibility to install the culvert as well. The existing regulations states that the size is to be determined by the development officer. The practice is to get advice from the Public Works Department. Property owners are responsible to build the access to the road as part of their land development but the culverts are most probably on the Town rights-of-way. The committee wonders if the responsibility to maintain and repair is the Town's. The owner would be responsible of the installation only and the rights-of-way are the Town's responsibility. The land survey would show the dimensions of the right-of-way.

**Parking spaces:** The parking on roads is an issue to address because it became an issue near the school and in front of the stores. Truckers currently must follow the Covid regulations.

**House sizes and types:** Tiny homes are to be included in the by-law. This house type would be defined as less than 500 sqft and typically less than 8ft by 20ft. As for manufactured homes, tiny homes would be permitted in certain areas only. The updated by-law should include that a manufactured home existing in another zone than the one reserved for this type of homes (grandfathered) shall not be replaced by another manufactured home. Any new development shall comply with the zone.

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Seacans: The committee is open to permitting the use of seacans as it is a functional type of storage. Seacans are not assessed but the by-law proposes that it becomes an accessory structure after three months. A development permit should be required. The regulations would be the same as for a garage. The property standards by-law would ensure the seacans are being maintained.

Lighting: This topic was discussed in a previous meeting. Lighting is necessary in all parks and playgrounds and according to the CPTED principles. Adequate lighting is required for new developments. Most of dumpsters are already aligned with the lights. The DOT area has less lighting but the standards have to be different between the country residential area and the downtown core in terms of intensity.

Design: There is no need to include design regulations other than ensuring an extension to a building in the downtown has to be complementary to the main building.

Conditional use: Projects that are an anomaly, seem unusual in that zone, create a doubt in the interpretation of the by-law or is not covered in the by-law would be conditional and then brought to the committee and Council.

“Vacancy”/“For sale” signs: The signs to be used for the Town properties for sale will be standard cardboard real estate signs.

A Development Appeal board shall be established.

**7. New Business:**

**8. Open Forum**

The Town is applying for ITI funding which includes the purchase of signage. The committee’s advice is to plan for fifty signs. The details will be discussed at a future meeting. From the discussions, some signs were already identified: Jackfish Lake or Hodgson Lake, Town core, ski cabin, Bandy lake, hospital, airport, gas station, cemetery, ski-doo and pedestrian crossing signs, “no stopping”, “for sale”, “no exit”.

The Chairperson suggests partnering with the Northwest Territories housing corporation and to advertise their available funding programs as there are unknown opportunities to develop lands and help the housing market.

**9. Adjournment: 8:12 PM**