



# MINUTES

## MAIN ST DEVELOPMENT REVIEW COMMITTEE

OCTOBER 6<sup>TH</sup>, 2020 AT 7:00 P.M.  
ELECTRONIC PARTICIPATION – Via Zoom

### A. CALL TO ORDER

Manager of Planning, Robert Brown called the meeting to order at 7:00 p.m. with the following Committee members in attendance:

#### Members of Committee

Deputy Mayor Gord Queen  
Councillor Kimberly DeYong  
Brenda Gagnier  
Bruce Durward  
David Hunt  
Dennis Rogers  
Heather Brown  
Joe Wilds  
Laura Mastronardi  
Mary Ellen Havlik  
Sarah Sacheli  
Tasha Slater  
Tom Greenall

#### Members of Administration

Manager of Planning – Robert Brown  
Town Planner – Kristina Brcic  
Administrative – Stephanie Coussens

### B. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Chairperson, Gord Queen reminded Committee members to disclose any interest they may have prior to each agenda item being discussed.

### C. ITEMS FOR REVIEW:

#### 1. STUDY GROUP OUTLINE

Manager of Planning, Robert Brown provided the study group with an outline of the areas of review. Areas of review for study:

1. Traffic
2. Urban Design
3. Heritage Preservation, Restoration and Protection
4. Zoning/Landscaping and Signage
5. Policy review – specifically the current Official Plan policy.

#### MSD-03-2020

Moved by Laura Mastronardi, seconded by Sarah Sacheli that the Main St Development Review Committee receive the study group outline provided by the Manager of Planning Services, Robert Brown.

**CARRIED**

## Main St. Development Review – Items/Areas of Study

The intent of four groups is to have three members in each group. Discussions are not limited to meeting dates however notes should be taken and information prepared for submission to the committee as a whole and Planning Services to review, discuss and include in the minutes. Also keep in mind that as discussions continue there may be other areas of consideration that get raised such as further discussion on the high school site or potential development of a downtown Community Improvement Plan. As we move through the initial items above and complete, groups may be tasked with other directions.

The Manager of Planning Services, Robert Brown, Town Planner, Kristina Brcic and Administration support Stephanie Coussens, are available for questions and assistance on the topics and to help with resources. Please keep in mind that it can take time for staff to reply based on the request made.

### 1) Traffic – Mary Ellen Havlik / Laura Mastronardi / Tom Greenall

- this group will review and provide recommendations to the committee on how to best address the traffic concerns related to areas such as but not limited to safety, volume, routing and active transportation.

### 2) Urban Design – Brenda Gagnier / David Hunt / Tasha Slater

- this group will review the current mix of architectural design, scale and placement of buildings along Main St. and provide recommendation to the committee on possible development of specific guidelines for future development related to style, scale, placement etc. This could also include a recommendation that an urban design manual or other control tools be developed.

### 3) Heritage Preservation, Restoration and Protection – Sarah Sacheli / Gideon Spevak / Joe Wilds

- this group will review the location of both designated and properties of interest currently identified in the Kingsville Official Plan. Recommendations back to the committee should consider what steps will need to be taken moving forward on new development in relation to heritage. Restoration should also be a consideration for bringing back heritage look on buildings such as the removal of cladding.

Sarah Sacheli will provide the Heritage report to the review committee, this report was prepared by Veronica Brown. Ms. Sacheli asked where the Heritage Preservation, Restoration and Protection group will go when their work is done. Manager of Planning Services, Robert Brown suggested that the Heritage group join another group that may need more help, throughout our findings we may even find other topics that we want to look into. Kim DeYong, suggested the Heritage group make a choice now for another group. Heritage work is going to be completed sooner than the other groups as the Heritage report prepared by Veronica Brown will cover a lot of the material.

## **MSD-04-2020**

Moved by Kim DeYong, seconded by Sarah Sacheli that the Heritage Preservation, Restoration and Protection group join another group to bring the groups to 4 members. Sarah Sacheli will join the Urban Design group. Gideon Spevak will join Zoning/Landscaping and Signage group. Joe Wilds will join the Traffic group.

**CARRIED**

- 4) Zoning/Landscaping and Signage – Heather Brown / Bruce Durward / Dennis Rogers
- this involves a number of smaller pieces including review of the current zoning regulations along Main St. The group will provide recommendations on revisions such as setbacks, height, lot coverage etc. Landscaping along the Main St. corridor can play a significant role in the overlay look and feel of the Town particularly the idea of maintaining the small town feel and soften both existing and future development. Recommendation should focus on both landscaping standards for private development along with recommendations for potential road allowance (Town) property works. Lastly signage can either add to or detract from the corridor. Are standards something the committee would like to consider? If so what are they?

Heather Brown referred to the BIA facelift grant, would the Zoning/Landscaping and Signage group be working together with the BIA? Ms. Brown could bring the BIA grant policy to the committee, and review the guidelines. Ms. Brown mentioned that size and lighting is not included in the BIA policy. Beautify, the building but not just with flowers, We need to work together with the BIA, through the Urban Design and Zoning Landscape and Signage.

- 5) Policy review – Robert/Kristina
- specifically the current Official Plan policy. Suggested that the Manager of Planning and the Town Planner undertake this review and then provide an overview and suggestions on possible areas of change. I only suggest this because amendments to the plan have to be considered in light of the Planning Act, Provincial and County policy and this is not something that is easily explained to a non-planner. The committee will certainly have final review and say prior to moving forward on any direction.

**Designates for the groups (co-ordinate comments)**

Group 1 – Mary Ellen Havlik  
Group 2 – Brenda Gagnier  
Group 3 – Sarah Sacheli  
Group 4 – Heather Brown  
Group 5 – Robert Brown

**MSD-05-2020**

Moved by Gideon Spevak, seconded by Dennis Rogers that the study groups; assignments and designates for the group be approved.

**CARRIED**

**2. QUESTIONS REGARDING STUDY GROUP TOPICS**

Sarah Sacheli asked where Gord Queen and Kim DeYong fit in? Chairperson Gord Queen, council will be receiving the report so he wants to stay neutral. Kim DeYong is happy to help in any group that needs or wants her help. Deputy Mayor Queen and Councilor DeYong are welcome to join one of the groups or participate as needed in each of the five.

### **3. DATE OF NEXT MEETING**

First Tuesday of each month, November 3<sup>rd</sup>, 2020.

Location: TBD

Time: 7pm (is this still good for the committee)

#### **MSD-06-2020**

Moved by Sarah Sacheli, seconded by Gideon Spevak that the committee will meet the first Tuesday of each month at 7:00 PM.

**CARRIED**

### **E. OTHER BUSINESS**

Next meeting will be held on Tuesday November 3<sup>rd</sup>, 2020 at 7:00 PM

### **F. ADJOURNMENT**

#### **MSD-07-2020**

Moved by Tom Greenall, seconded by Sara Sacheli there being no further items scheduled, the meeting was adjourned at 7:28 p.m.

**CARRIED**

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CHAIRPERSON, G. QUEEN

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SECRETARY-TREASURER, R. BROWN