



## The Corporation of the City of Stratford Planning and Heritage Sub-committee MINUTES

Date: October 31, 2019  
Time: 4:30 P.M.  
Location: Council Chamber, City Hall

Sub-committee Present: Councillor Ingram - Chair Presiding, Councillor Ritsma - Vice Chair, Councillor Clifford, Councillor Vassilakos

Regrets: Councillor Bunting

Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, Jeff Leunissen - Manager of Development Services, \*Mike Beitz - Corporate Communications Lead, Quin Malott - Manager of Parks, Forestry and Cemetery, David St. Louis – Director of Community Services, Danielle Clayton - Recording Secretary

### 1. Call to Order

The Chair called the meeting to Order.

Councillor Bunting provided regrets for this meeting.

### 2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence

from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

No disclosures of pecuniary interest were made at the October 31, 2019 Planning and Heritage Sub-committee meeting.

**3. Delegations**

None scheduled.

**4. Report of the Manager of Development Services**

**4.1 Possible Revisions to the City of Stratford Sign By-law No. 159-2004 (PLA19-039)**

**Staff Recommendation:** THAT staff consult with the community, which will include holding an open house, on possible revisions to the Sign By-law;

AND THAT staff bring back a report on changes to the Sign By-law later this year.

**Sub-committee Discussion:** The Manager of Development Services reviewed the management report, outlining the various types of signs that are located throughout the City. He noted that at this time, the Sign By-law is enforced on a complaint basis only. The Development Services Division has received complaints regarding banner signs.

The Manager noted that staff have not received any complaints regarding feather flag signs and that it is recommended the Sign By-law be amended to contain provisions regulating this type of sign. Staff would like the portable sign provisions, outlined in the report, to be considered, along with the banner signs on a temporary basis with specific conditions. The Manager recommended the by-law be revised to permit Help Wanted/Now Hiring signs, Change Copy signs and Electric Media signs with specific regulations.

The Manager noted the Development Services Department has received numerous complaints regarding sidewalk signs. He stated most sidewalk signs are acceptable provided they are appropriately located and spaced.

Staff have recommended that new provisions be added to the by-law to ensure all sidewalk signs are located correctly as to not impede pedestrian traffic.

The Manager advised that at a February 2015 Council meeting, a resolution was passed requesting not-for-profit and charitable signs be incorporated into the by-law. He noted that commercial signs within the road allowance are still prohibited and that if staff locate a sign within the road allow it will be removed.

The Manager reviewed the table that summarized the possible changes to the by-law. He noted that there will need to be amendments throughout the by-law regarding current staff titles, division names and additional provisions that would require amending.

The Manager of Development Services stated that an open house should be held so that staff can consult with the community and Heritage Stratford.

In response to Sub-committee questions, the Manager advised there should be a limited amount of time that a lawn sign be allowed on a private property advertising for a contractor. Staff are looking to Council for direction on if it should be on a complaint basis or proactively monitored. He clarified that only one sign is permitted per 30m of frontage. The Manager advised clarification is require on whether feather flags would be permanent or if they are required to be removed after a specific period of time.

In response to Sub-committee questioning, the Manager advised that complaints regarding location and sightlines of lawn signs advertising contractors are often received from the competitor.

\*The Corporate Communications Lead arrived at 4:46 p.m.

In response to if there is enough manpower to proactively enforce the By-law, the Manager stated that a blitz would be conducted once formal direction from Council is given. After the initial blitz is completed, staff will continue to proactively enforce.

It was suggested that once the by-law has been amended, the Corporate Communications Lead promote the changes on social media to inform citizens. It was requested that staff consult with the Ontario Sign

Association to ensure that consistent terms and standard language is used when amending the by-law.

In response to Sub-committee questions regarding election signs, the Manager stated the by-law outlines the acceptable locations of signs as well as Third Party advertising. Sub-committee questioned if the City could legally restrict election signs to 2-3 specific areas throughout the City. It was suggested that this question be addressed in the next report.

Motion by Councillor Ritsma

**Sub-committee Recommendation: THAT staff consult with the community, which will include holding an open house, on possible revisions to the Sign By-law;**

**AND THAT staff bring back a report on changes to the Sign By-law later this year.**

**Carried**

## **5. Report of the Manager of Parks, Forestry and Cemetery**

### **5.1 Private Tree By-law (PLA19-038)**

**Staff Recommendation:** THAT the management report titled Private Tree By-law (PLA19-038) be received for information.

**Sub-committee Discussion:** The Manager of Forestry and Cemetery reviewed the report, advising that staff were directed to bring back information showing what a private tree by-law in Stratford would look like using the City of St. Thomas' by-law as a model.

The Manager advised the by-law regulates destruction of trees that are located on private property. He outlined the sections of the by-law highlighting that a permit, which contains specific conditions and requirements, must be obtained prior to any work being done on a private tree that is over 30cm diameter at breast height (dbh). He noted specific exemptions would be included to ensure that general maintenance would not be prevented. The Manager stated that applicants are able to appeal the decision to City Council if the permit is refused or revoked.

It was recommended the by-law be enforced by forestry staff that have been appointed by Council. Appointed by-law officers would be unable to issue fines. Enforcement would only take place if concerns are brought

forward from citizens. The Manager outlined the penalties that any person in contravention of the by-law would be subject to.

In response to Sub-committee questions, there is currently a process for removing healthy trees in specific cases, for example if a driveway was being widened. The Manager stated the by-law can be amended to ensure there are specific criteria on removal of healthy trees so that mass removal does not occur.

It was noted that if the homeowner does not want to purchase a replacement tree from the City, they must state in writing that they will replace the tree themselves. Currently there is no incentive to encourage property owners to plant private trees on their properties.

The Manager of Forestry & Cemetery stated the overall goal of the by-law is to prevent removal of healthy trees and proper maintenance on all trees. Staff was asked to include discussion of canopy coverage in a future report.

Motion by Councillor Ritsma

**Sub-committee Recommendation: THAT the management report titled Private Tree By-law (PLA19-038) be received for information;**

**AND THAT Staff prepare a draft Private Tree by-law using St. Thomas as the model.**

**Carried**

## **6. Project Update**

The Manager of Development Services provided a verbal update on ongoing projects in the City as outlined on the Project Update with the highlights as follows:

- A public meeting has been scheduled for November 12, 2019 regarding 236 Britannia Street and the proposed subdivision.
- A public meeting has been scheduled for December 9, 2019 regarding a zone change for 3194 Vivian Line 37.
- There are currently 4 Site Plan Applications under review.

- Other Planning Applications and new Dwelling Unit Permit numbers were reviewed, noting that the numbers of apartments are down compared to last year.

In response to questioning, the Manager of Development Services stated there has been no formal application submitted regarding the hotel on Erie Street. The Demolition Permit for the Ontario Street Baptist Church is outstanding as all required work to close the permit has not been completed. Staff has not received any applications or further information regarding Knox Church.

The Manager of Development Services stated the subdivision site plans for O'Loane Avenue and McCarthy Road have not been registered at this time.

A Subdivision Application for the corner of O'Loane Ave and Quinland Road has been submitted but the Development Services Department is not in a position to draft approvals or conditions.

In response to questioning regarding the excavating work being done in the parking lot next to Montana's and the status of the Bromberg subdivision opposite of Sobey's, the Manager of Development Services stated that he would investigate and provide an update once received.

The Director of Infrastructure & Development Services stated the City does not have a Site Alteration By-law which would address many issues.

In response to questioning regarding Daley Ave and Worsley Street, it was stated that there have been no drawings submitted but the original consent application has lapsed.

Discussion was had regarding the proposed subdivisions green space and walking trails around the Rotary Complex. Staff was asked to provide a map showing the area.

In response to questioning, The Director of Infrastructure & Development Services stated that line painting will be corrected and asphalt laid at the corner of Mornington Avenue and Perth Line 119. There will be additional asphalt added to the east side of the road and the possibility of adding a sidewalk. Staff will be following up with the property owner and utilities companies regarding the sidewalk.

**7. Advisory Committee/Outside Board Minutes**

There are no Advisory Committee/Outside Board minutes provided to Sub-committee at this time.

**8. Next Sub-committee Meeting**

The next Planning and Heritage Sub-committee meeting is November 28, 2019 at 4:30 p.m. in the Council Chamber, City Hall.

**9. Adjournment**

Motion by Councillor Clifford

**Sub-committee Decision: THAT the Planning and Heritage Sub-committee meeting adjourn.**

**Carried**

Meeting Start Time: 4:30 p.m.

Meeting End Time: 5:37 p.m.