



**TOWN OF SAINT ANDREWS
PLANNING ADVISORY COMMITTEE MEETING
MINUTES**

**October 20, 2021, 7:00 p.m.
Electronic Meeting**

1. RECORD OF ATTENDANCE

At the Planning Advisory Committee Meeting on Wednesday, October 20, 2021, at 7:00 p.m. with the following members present:

PAC: Chris Flemming, Jill Stewart, Dwight Ingalls, Kevin Simmonds, Jenny Cook, and Councillor Lee Heenan.

Staff: Alex Henderson, Director of Planning, Alexander Gopen, Senior Planner, Qi Vivian Peng, Junior Planner, Southwest New Brunswick Service Commission, Paul Nopper, Clerk - Senior Administrator, Chris Spear, CAO/Treasurer, Town of Saint Andrews.

Absent: PAC Jeff Cross.

2. APPROVAL OF AGENDA

Motion: 001 - 10/21

Moved By Planner Gopen

Seconded By Planner Henderson

That the Agenda be approved as presented.

6 – 0

Carried

3. DECLARATION OF CONFLICT OF INTEREST

PAC Jenny Cook declared a conflict of interest to Variance Application for 83 Montague Street, Saint Andrews, New Brunswick, PAC211002

4. CONFIRMATION OF MINUTES

There were no minutes to confirm as October 20, 2021 was the first Planning Advisory Committee Meeting.

5. AGENDA ITEMS

5.1 PRESENTATIONS/DELEGATIONS

5.1.1 PAC Election of Chair and Vice-Chair, PAC210901

Motion: 002 - 10/21

Moved By PAC Stewart

Seconded By Councillor Heenan

That the Planning Advisory Committee for the Town of Saint Andrews selects Chris Flemming to be the Chair from October 2021 – January 2023.

5 – 0

Carried

Motion: 003 - 10/21

Moved By Councillor Heenan
Seconded By PAC Simmonds

That the Planning Advisory Committee for the Town of Saint Andrews selects Jill Stewart to be the Vice- Chair from October 2021 – January 2023.

5 – 0
Carried

5.1.2 Planning Advisory Committee Approval of Rules of Operation, PAC210902

The Planning Advisory Committee reviewed, discussed, and modified the following governing documentation:

1. Town of Saint Andrews Roles of the Planning Advisory Committee, Development Officer, and Building Inspector.

- *Section 1.14 offer's to officer's.*
- *Section 2.9 refutes to refuses.*

2. Town of Saint Andrews Rules of Operation and Procedures for the Planning Advisory Committee.

- *Reordering of Sections 20 - 24.*
- *Under new Section 20 remove the word "some".*
- *Section 31 has a staggering of terms, 2 years and 4 years, of Planning Advisory Committee membership appointed by Council.*
- *Section 33 addition of Agenda titles New Business and PAC Member Comments.*

3. Town of Saint Andrews Council's Member Policy for the Planning Advisory Committee.

- *Removal of quasi-judicial from Section A - Role of the Planning Advisory Committee.*

Motion: xxx - 10/21

Moved By Councillor Heenan
Seconded By PAC Cook

That the Planning Advisory Committee for the Town of Saint Andrews adopts the Rules of Operation and Procedures for PAC meetings.

Amended

Motion: 004 - 10/21

Moved By Councillor Heenan
Seconded By PAC Cook

That the Planning Advisory Committee for the Town of Saint Andrews adopts the amended Roles of the Planning Advisory Committee, Development Officer, and Building Inspector, Rules of

Operation and Procedures for the Planning Advisory Committee, and Council's Members Policy for the Planning Advisory Committee.

5 – 0

Carried

5.2 ZONING APPLICATIONS

5.3 VARIANCE APPLICATIONS

5.3.1 Variance Application for PID 15188543 Victoria Terrace, Saint Andrews, New Brunswick, PAC211001

Mr. Rodney Lagace from PID 15188543 of Victoria Terrace has applied to the Planning Advisory Committee for variance approval from the Service Residential (SR) Zone lot depth requirements for Single-Family Dwelling units from 24.4 m (80 ft) to 21.3 m (70 ft) and for Semi-Detached Dwellings (duplexes) from 30.4 m (100 ft) to 21.3 m (70 ft). Planner Gopen provided a presentation on the report on variances for Victoria Terrace, a staff recommendation to approve the variances, and noted that if variances are not granted that the site plan will have to change. There were 26 property owners polled within 100 metres of the property with 4 responses received. Three of the letters received asked for clarification on aspects of the development and one letter was against the variances. Mr. Lagace was present at the meeting and briefed the Planning Advisory Committee on the proposed development, the need for the variances, and the willingness to work with adjacent property owners to ensure buffering. Discussion on this application highlighted the need for housing in the community, that the greatest impact of the development would be the property owners to the south of the development, stormwater management, restricting the height of buildings in the development to one (1) storey, the right-of-way dispersal of property to adjacent landowners, additional traffic from the proposed development, and the need for buffering between the southern properties and the proposed development. Mr. Ron Riley, an adjacent property owner was present at the meeting and spoke to the Planning Advisory Committee on the need for buffers and restricting the height of the development to single-story structures. He would be in favour of the development with terms and conditions on the proposed development. The Planning Advisory Committee debated amendments to the variances to include buildings that shall not exceed one (1) storey in height and to include the need for a buffer between the proposed development and southern adjacent property owners. The Planning Advisory Committee amended the motion to include the one (1) storey condition but not the buffer condition.

Motion: Motion: xxx - 10/21

Moved By Councillor Heenan

Seconded By PAC Simmonds

PAC approve the proposed variances from SR lot depth requirements for Single Family Dwellings from 24.4 m (80 ft.) to 21.3 m (70 ft.) and for Semi-detached Dwellings (duplexes) from 30.5 m (100 ft.) to 21.3 m (70 ft.) subject to the following conditions:

- 1. *No development shall occur on PID 15188543 contrary to Z21-01 until the subdivision process is complete or additional variances are approved.*

Amended

PAC Cook requested a change in the wording for condition 1 to change "complete or additional" to "complete and additional." At the end of the condition add "if required" The Mover and Seconder agreed with the change in wording.

Motion: 005 - 10/21

Moved By PAC Stewart
Seconded By Councillor Heenan

Addition of a condition that Buildings shall not exceed one (1) storey in height.

5 – 0

Carried

Motion: xxx - 10/21

Moved By PAC Cook
Seconded By _____

Addition of a condition that a natural buffer zone must be installed between the full width of the southern edge of the subdivision plots and all southern neighbours to a maximum depth of two metres.

This motion did not receive a Seconder and was not added to the amended motion.

Motion: 006 - 10/21

Moved By Councillor Heenan
Seconded By PAC Simmonds

The Planning Advisory Committee approves the amended proposed variances from SR lot depth requirements for Single Family Dwellings from 24.4 m (80 ft.) to 21.3 m (70 ft.) and for Semi-detached dwellings (duplexes) from 30.5 m (100 ft.) to 21.3 m (70 ft.) subject to the following conditions:

- 1. *No development shall occur on PID 15188543 contrary to Z21-01 until the subdivision process is complete and additional variances are approved if required.*
- 2. *Buildings shall not exceed one (1) storey in height.*

5 – 0

Carried

5.3.2 Variance Application for 83 Montague Street, Saint Andrews, New Brunswick, PAC211002

PAC Jenny Cook left the meeting due to a conflict of interest at 8:30 p.m.

PAC Jenny Cook returned to the meeting at 9:13 p.m.

Mrs. Monica Cole, owner of PID 01318625 83 Montague Street has applied to the Planning Advisory Committee for consideration of five (5) variances to building a two (2) storey garage with an accessory

dwelling unit (ADU) on the second story on a lot with an existing Single-Family Dwelling in the Serviced Residential (SR) Zone. It requires variances for the size of the ADU, the size, and height of the garage, and the required front yard setback of the garage. Planner Peng provided a presentation on the report on variances for 83 Montague Street with a recommendation to the Planning Advisory Committee to reject all five variances. There were 51 property owners polled within 100 metres of the property with 1 response received and in favour of supporting the rejection of all five variances. Mrs. Cole was not in attendance but her representative Mr. John Haddon was. Mr. Haddon made a presentation to the Planning Advisory Committee outlining the project, examples of other similar builds in the community and advocated on behalf of the owner to support the five variances requested. Planner Peng provided additional background to "gross floor area" as calculated under the Zoning By-Law 21-01 noting it includes all storeys of a structure. Cleveland Allaby, an adjacent property owner, spoke to the Planning Advisory Committee on the support of the project, that similar property designs exist within the neighbourhood, and that this development would provide an additional living unit in the community that is needed. The Planning Advisory Committee discussed the variance application and noted that 5 variances for one property are not following with the general intent of the Zoning By-Law Z21-01. It was recommended that Mrs. Cole and her representatives reformulate their plans and approach the Planning Advisory in the future with fewer variances for consideration and to work within the Zoning By-Law Z21-01.

Motion: 007 - 10/21

Moved By PAC Stewart

Seconded By PAC Simmonds

The Planning Advisory Committee (PAC) of the Town of Saint Andrews **REJECT** the five (5) following requested variances as they would not be within the general intent of the Town of Saint Andrews Zoning By-law Z21-01:

1. A variance of 254.9 ft² to increase the maximum gross floor area of an accessory dwelling unit to 900.7 ft².
2. A variance of 1009.7 ft² to increase the maximum gross floor area of a garage to 1913.7 ft².
3. A variance of 10.4 ft. to increase the height limit of a garage to 25.4 ft.
4. A variance to allow the garage to be 2-storey.
5. A variance of 21.3 ft. to reduce the minimum required front yard of a garage to 14.4 ft. from the front lot line.

4 – 0

Carried

5.4 SIGN APPLICATIONS

6. CLOSED ITEMS

7. ADJOURNMENT

Motion: 008 - 10/21

Moved By Councillor Heenan

Seconded By PAC Cook

At 9:14 p.m. that the meeting be adjourned.

5 – 0

Carried


Chris Flemming, Chair


Paul Nopper, Clerk - Senior
Administrator

