



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

**November 17, 2021, 7:00 p.m.
Electronic Meeting**

1. RECORD OF ATTENDANCE

At the Planning Advisory Committee Meeting on Wednesday, November 17, 2021, at 7:00 p.m. with the following members present:

PAC - Chair Chris Flemming, Vice-Chair Jill Stewart, Jenny Cook, Jeff Cross, Councillor Lee Heenan.

Staff: Chris Spear, CAO/Treasurer, Paul Nopper, Clerk - Senior Administrator, Alexander Gopen, Senior Planner, Vivian Peng, Junior Planner, Southwest New Brunswick Service Commission.

Absent - PAC Kevin Simmonds

Late: PAC Dwight Ingalls - 7:03 p.m.

2. APPROVAL OF AGENDA

Motion: 009 - 11/21

Moved By PAC Cross

Seconded By Councillor Heenan

That the Agenda be approved as presented.

4 – 0

Carried

3. DECLARATION OF CONFLICT OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 Minutes of the 211020 Planning Advisory Committee Meeting on October 20, 2021, 7:00 p.m.

Chair Flemming - Page 1 item 4 Confirmation of Minutes, we should have a statement to say no previous minutes as this was the first meeting. Page 4 motion started at bottom of page 3, original motion. At the top of Page 4 is the condition at the original motion. There is a change in the wording of the condition from or to and. A statement needs to be written in that Mrs. Cook said this change and get the original mover and seconder in the motion. Additionally, I am wondering about the numbering scheme. We need to check the motion, motion. We should make these all numbers?

Clerk Nopper - The numbering scheme is the same that is followed by the Town of Saint Andrews Council. We can modify the numbering system based on PAC's requests. Staff will review and make changes to the motion issue.

Vice-Chair Stewart - Perhaps a few sets of minutes can be done and we can develop a system that makes our needs. We should go with the flow for now and make changes as necessary.

Motion: 010 - 11/21

Moved By Councillor Heenan

Seconded By PAC Cook

That the Minutes of the 211020 Planning Advisory Committee Meeting on October 20, 2021 be adopted.

Amended

Motion: 011 - 11/21

Moved By Councillor Heenan

Seconded By PAC Cook

That the Minutes of the 211020 Planning Advisory Committee Meeting on October 20, 2021 at 7:00 p.m. be adopted as amended.

5 – 0

Carried

5. AGENDA ITEMS

5.1 PRESENTATIONS/DELEGATIONS

5.2 ZONING APPLICATIONS

5.3 VARIANCE APPLICATIONS

5.3.1 133 Montague Street PID 1320167 Variance Application, PAC211101

Mr. Gerry Hoeksema from PID 01320167 of 133 Montague Street has applied to the Planning Advisory Committee for variance approval for an accessory structure with an accessory dwelling unit, which is allowed in the Serviced Residential (SR) Zone. The applicant is seeking to build a detached, 1.5 storey garage with an accessory dwelling unit in the rear yard. Planner Peng provided a presentation on the report of the variance application for 133 Montague Street and a staff recommendation to approve the variances presented. There were 49 property owners polled within 100 metres of the property with 1 response received. The response received was in favour of the development. Mr. Hoeksema was present at the meeting and briefed the Planning Advisory Committee on the proposed development and the need for variances. Discussion with Mr. Hoeksema was around the current shed location and if it was remaining, parking space for two vehicles and if the driveway configuration would be narrowed from the current style to what was presented. Mr. Hoeksema noted the shed would be replaced with the garage and the shed sold to an adjacent neighbour. The driveway will be narrowed to meet the design specifications presented and that there is enough room for two cars to park side-by-side with clearance to maneuver.

Motion: 012 - 11/21

Moved By PAC Stewart

Seconded By Councillor Heenan

The Planning Advisory Committee approve the following variance request:

1. A Variance of 8.67 feet to allow the maximum height of an accessory structure to be 23.67 feet.
2. A variance to allow an accessory structure to be 1.5 storey.
3. A variance of 469.3 ft² to allow the gross floor area of an accessory structure to be 1,373.5 ft².

Subject to the following terms and conditions:

1. The accessory structure shall maintain an exterior siding or cladding that is consistent with the main building on the lot to the satisfaction of the Development Officer.
2. The top of the foundation wall shall not be less than 0.5 m (1.6 ft) above the crown of the street to which the development gains access.
3. Landscaping shall be provided pursuant to the Town of Saint Andrews Zoning By-Law Z21-10. Landscaping must be completed no later than one year from the date of the granting of the building permit for the accessory structure.

5 – 0

Carried

5.4 TERMS AND CONDITIONS APPLICATION

5.4.1 PID 15166861 Canterbury Close Terms and Conditions Application, PAC211102

Mr. Richard Turner from PID 15166861 of Canterbury Close has applied to the Planning Advisory Committee for a Terms and Conditions Application to smooth out the knoll, which will require the removal of over 1 metre of fill, at the intersection of 3 of the potential future lots on the PID. Planner Gopen provided a presentation on the report for PID15166881 and a staff recommendation to approve the terms and conditions. Mr. Gopen noted that the Planning Advisory Committee could not turn down the motion, as it is for terms and conditions only. The Planning Advisory Committee can accept the recommendations of staff or modify, change, or amend the recommendations. The Committee inquired if additional topography should be reviewed for this property based on future developments. Mr. Gopen noted that there is a need for a stormwater management plan and a lot level grading plan in future steps of the development process. This would address the topography and potential water issues with adjacent landowners. The Committee inquired about tree removal on the property and how it relates to the knoll removal and if access to the property would be limited. Mr. Gopen noted that tree removal is not a condition of use and inquire with the property owner on access and tree removal. There were 35 property owners polled within 100 metres of the property with 3 responses received. One letter sought clarification on the planning process and all three letters

were in favour of the terms and conditions. Mr. Turner was present at the meeting and briefed the Planning Advisory Committee on his proposed excavation of materials. Mr. Turner noted that they anticipate completing more landscaping in the future and will limit tree removal as they are in favour of keeping trees on the lots. Stormwater management would be followed under the advisement of the Service Commission. Access to the property will be maintained as they look to develop lots. The Committee inquired about greenspace being maintained and the 8% needed for subdivisions. Mr. Gopen noted that this step comes as part of the subdivision agreements and will be highlighted as Town land.

Motion: 013-11/21

Moved By Councillor Heenan

Seconded By PAC Cook

Planning Advisory Committee apply the following conditions to the change in elevation of existing ground involving the cutting or filling to a depth in excess of 1m:

1. *The work shall be carried out in substantial conformity with the attached site plan; and*
2. *No more than 2 vertical metres of fill shall be removed without additional conditions applied by PAC.*

5 – 0

Carried

5.5 SIGN APPLICATIONS

6. NEW BUSINESS

7. PAC MEMBER COMMENTS

Chair Flemming stated that he was not satisfied with some of the imaging attached to applications which was drawn from older sources and no longer represented the current reality. This had been commented on during the discussion of the variance request for 133 Montague Street. Chair Flemming reminded members that the best way to be sure of the situation is a personal visit to the site. However, if imaging is to be provided in the documentation, it must reflect current reality. CAO Spear volunteered that Town staff would take site photos for future meetings. Planner Gopen expressed his thanks for that and said that the Commission did have a drone which would provide useful imaging for applications with tree coverage and near waterways.

8. CLOSED ITEMS

9. ADJOURNMENT

Motion: 014 - 11/21

Moved By PAC Cross

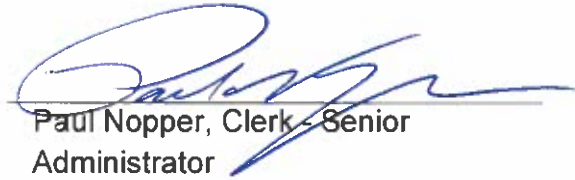
Seconded By PAC Stewart

At 7:53 p.m. that the meeting be adjourned.

5 – 0

Carried


Chris Fleming, Chair


Paul Nopper, Clerk - Senior
Administrator