



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

**March 16, 2022, 7:00 p.m.  
Electronic Meeting**

**A. RECORD OF ATTENDANCE**

*At the 220316 Planning Advisory Committee Meeting on Wednesday, March 16, 2022, at 7:00 p.m. with the following members present:*

*Chair Chris Flemming, Vice-Chair Jill Stewart, Jeff Cross, Kevin Simmonds, Dwight Ingalls, Councillor Lee Heenan.*

*Staff: Chris Spear, CAO/Treasurer, Paul Nopper, Clerk-Senior Administrator, Alexander Gopen, Senior Planner*

**B. APPROVAL OF AGENDA**

**Motion: 023 - 03/22**

**Moved By** PAC Stewart

**Seconded By** Councillor Heenan

*That the Agenda be approved as presented.*

**5 – 0**

**Carried**

**C. DECLARATION OF CONFLICT OF INTEREST**

**D. CONFIRMATION OF MINUTES**

- 1. Minutes of the 220216 Planning Advisory Committee Meeting on February 16, 2022, at 7:00 p.m.**

**Motion: 024 - 03/22**

**Moved By** PAC Cross

**Seconded By** PAC Simmonds

*That the Minutes of the 220216 Planning Advisory Committee Meeting on February 16, 2022, at 7:00 p.m. be adopted.*

**5 – 0**

**Carried**

- 2. Minutes of the 220302 Planning Advisory Committee Meeting on March 2, 2022, at 7:00 p.m.**

**Motion: 025 - 03/22**

**Moved By** PAC Stewart

**Seconded By** PAC Simmonds

*That the Minutes of the 220302 Planning Advisory Committee Meeting on March 2, 2022, at 7:00 p.m. be adopted.*

**5 – 0**

**Carried**

**E. AGENDA ITEMS**

**1. PRESENTATIONS/DELEGATIONS**

**2. ZONING APPLICATIONS**

**1. Obtain Views of PAC for Zoning By-Law Z22-01, PAC220301**

*Planner Gopen provided a presentation to the Planning Advisory Committee regarding Z22-01 a draft Zoning By-Law for the Town of Saint Andrews. Zoning By-Law Z21-01 is the current By-law and has been active for one year. Council is seeking the opinion of the Planning Advisory Committee on amendments to increase Accessory Dwelling Units square footage, Townhouse Standards, Multiple Residential 2 Zone Standards, and reducing Parking Standards from 1.25 spaces per unit to 1 space per unit.*

*The Planning Advisory Committee discussed the amendment changes recommended by Council. The Planning Advisory Committee noted that there was concern about the reduction of parking spaces from 1.25 spaces per unit to 1 space per unit, especially in the Historic Business District. Parkin in the downtown has become a premium, highlighted by increased tourism traffic. By reducing the Parking Standards, could lead to more on-street parking in an area difficult to find parking. The Planning Advisory Committee recommended Council review and consider leaving the Parking Standards at 1.25 spaces.*

*The Planning Advisory Committee discussed the Accessory Dwelling Units and the increase in square footage from 654 sq. ft. to 904 sq. ft. The Planning Advisory Committee discussed if the new square footage was per floor or the full unit. Planner Gopen confirmed the total square footage was for the whole unit and that can be for a one-storey or two-storey unit. It was noted that the Accessory Dwelling Unit still needs to meet the height requirements of the Zoning By-Law and other By-Laws that regulate Accessory Dwelling Units. The Planning Advisory Committee had concerns about the Accessory Dwelling Units overshadowing a home on the property and what regulations are in place to protect the character of the Town. Planner Gopen noted that the Accessory Dwelling Units can only take up 10% of the property lot space to ensure proper scaling of the property and could not exceed the height or size of the main building. Accessory Dwelling Units are accessories to the main structure on the property. The Planning Advisory Committee asked the Planners to ensure the Accessory Dwelling Units continue to follow the Zoning By-Law and to track new Accessory Dwelling Units for comparison purposes.*

**Motion: 026 - 03/22**

**Moved By** PAC Stewart

**Seconded By** PAC Simmonds

*That the Planning Advisory Committee of the Town of Saint Andrews provides the following written views on the proposed Zoning By-Law Z22-01 as per Section 110 of the Community Planning Act:*

*The Planning Advisory Committee recommends reviewing the Parking Standards reduction in the Historic Business District and Commercial District. Council is urged to keep the 1.25 spaces per unit for parking requirements in the Central Commercial Zone.*

**4 – 1 Nay Councillor Heenan**

Carried

- 3. VARIANCE APPLICATIONS
- 4. TERMS AND CONDITIONS APPLICATION
- 5. SIGN APPLICATIONS

F. NEW BUSINESS

G. PAC MEMBER COMMENTS

*Chair Flemming noted that the Planning Advisory Committee will be returning to in-person meetings moving forward but noted that the Courthouse was not a preferred set-up for meetings. It was requested to staff review the option of using the Judge's Chambers for the hosting of the Planning Advisory Committee meetings.*

*Councillor Heenan inquired if the meetings would still be through Zoom if someone was not well enough or out of town to attend.*

*Clerk Nopper noted that all meetings would continue through Zoom even in-person and that staff would look at the alternative options for the Planning Advisory Committee in-person space.*

H. CLOSED ITEMS

I. ADJOURNMENT

**Motion: 027 - 03/22**

**Moved By PAC Flemming**

*At 7:48 p.m. that the meeting be adjourned.*

**Carried**




---

Chris Flemming, Chair




---

Paul Nopper, Clerk - Senior Administrator

