



TOWN OF SAINT ANDREWS
PLANNING ADVISORY COMMITTEE MEETING
MINUTES

February 15, 2023, 7:00 p.m.
W.C. O'Neill Arena Complex – Council Chambers

A. RECORD OF ATTENDANCE

At the Planning Advisory Committee Meeting on Wednesday, February 15, 2023, at 7:00 p.m. the following members were present:

Acting Chair Jill Stewart, PAC Members Jeff Cross, Dwight Ingalls, Councillor Lee Heenan.

Paul Nopper, Clerk - Senior Administrator, Alexander Gopen, Senior Planner, Southwest New Brunswick Service Commission.

Absent: PAC Member Kevin Simmonds.

B. APPROVAL OF AGENDA

Motion: 001 - 02/23

Moved By Councillor Heenan

Seconded By PAC Ingalls

That the Agenda for the 230215 Planning Advisory Committee Meeting on Wednesday, February 16, 2023, at 7:00 p.m. be approved as presented.

3 – 0

Carried

C. DECLARATION OF CONFLICT OF INTEREST

D. CONFIRMATION OF MINUTES

- 1. Minutes of the 221116 Planning Advisory Committee Meeting on Wednesday, November 16, 2022, 7:00 p.m.**

Motion: 002 - 02/23

Moved By PAC Cross

Seconded By Councillor Heenan

That the Minutes of the 221116 Planning Advisory Committee Meeting on Wednesday, November 16, 2022, at 7:00 p.m. be adopted.

3 – 0

Carried

E. AGENDA ITEMS

1. PRESENTATIONS/DELEGATIONS

- 1. Planning Advisory Committee Chair Report for 2022, PAC230207**

Councillor Heenan noted that the Planning Advisory Committee dealt with a volume of files including difficult ones. Kudos was passed to the Committee for all the hard work.

Motion: 003 - 02/23

Moved By Councillor Heenan

Seconded By PAC Ingalls

That the Planning Advisory Committee of the Town of Saint Andrews accepts the Acting Chair's Report on the 2022 activities of the Planning Advisory Committee.

3 – 0

Carried

2. Planning Advisory Committee Election of Chair and Vice-Chair, PAC230208

Motion: 004 - 02/23

Moved By Councillor Heenan

Seconded By PAC Cross

That the Planning Advisory Committee of the Town of Saint Andrews elects Jill Stewart as the Chair for a one-year term as per the Town of Saint Andrews Rules of Operation and Procedure Planning Advisory Committee.

3 – 0

Carried

Motion: 005 - 02/23

Moved By PAC Stewart

Seconded By Councillor Heenan

That the Planning Advisory Committee for the Town of Saint Andrews elects Jeff Cross as the Vice-Chair for a one-year term as per the Town of Saint Andrews Rules of Operation and Procedure Planning Advisory Committee.

3 – 0

Carried

3. Planning Advisory Committee Review of Operating Rules, CPA, Municipal Plan, and Zoning By-Law, PAC230209

Chair Stewart noted that amendments to Section 33 of the Rules of Operation should be brought forward to the next Planning Advisory Committee Meeting to add Terms and Conditions and Land Recognition to the document.

Motion: 006 - 02/23

Moved By Councillor Heenan

Seconded By PAC Cross

That the Planning Advisory Committee for the Town of Saint Andrews has reviewed and accepted the Town of Saint Andrews Rules of Operation and Procedure Planning Advisory Committee, the Community Planning Act Part 2, the Municipal Plan MP20-01, and Zoning By-Law Z22-01.

3 – 0

Carried

4. Planning Advisory Committee Recommendations to Council for Member Appointments, PAC230210

Clerk Nopper noted that the Planning Advisory Committee could have up to 9 members. It was recommended that a representative from Bayside and Chamcook should fill at least the two vacant seats based on the new Local Governance Reform.

Motion: 007 - 02/23

Moved By Councillor Heenan

Seconded By PAC Ingalls

That the Planning Advisory Committee for the Town of Saint Andrews recommends to the Council of the Town of Saint Andrews the appointment of the following residents to the Planning Advisory Committee for a term of two years:

- 1. John Tanner, Chamcook.*
- 2. Jeremiah Kerr, Bayside*

3 – 0

Carried

2. ZONING APPLICATIONS

3. VARIANCE APPLICATIONS

4. TERMS AND CONDITIONS APPLICATION

1. Terms and Conditions Application for 22 Maple Court, PID 01331768, Dylan and Kristin Brown, PAC230211

Planner Gopen provided a presentation to the Planning Advisory Committee on the request for Terms and Conditions to 22 Maple Court. The property is a 0.4-acre lot with a single-unit dwelling in the Serviced Residential Zone. The application is to divide the existing dwelling into two self-contained units. A new 1,200 sq. ft. basement unit is proposed. Converted Dwellings under Zoning By-Law Z22-01 require Terms and Conditions. Visuals of the property were provided for reference. Terms and Conditions are placed on the unit to ensure a coherent design and deal with externalities. Increasing the density of units is allowed by right in the Serviced Residential Zone. No issues with parking spaces for the property and the property is located on a Cul-de-sec. Clerk Nopper noted only one letter was received from New Brunswick Power for a request to review the plans and has been noted as a Term and Condition in the motion for consideration. The Planning Advisory Committee had no questions on the file.

Motion: 008 - 02/23

Moved By Councillor Heenan

Seconded By PAC Ingalls

That the Planning Advisory Committee for the Town of Saint Andrews applies the following Terms and Conditions for 22 Maple Court, PID 01331768, for Dylan and Kristin Brown:

- 1. At least two (2) parking spaces meeting the standards of Zoning By-Law Z22-01 are provided on the subject property.*
- 2. Exterior staircases to dwelling units above the first floor shall not extend into the required front yard (within 25 ft. of the front property line).*
- 3. That the owners make an application to New Brunswick Power through their online application process, for Working Around Transmission Lines, to have their proposal and plans reviewed to determine if there are any safety concerns or impacts with the proposed house expansion and the transmission lines and corridor that runs adjacent to the property.*

3 – 0

Carried

5. SIGN APPLICATIONS

F. NEW BUSINESS

The Planning Advisory Committee discussed another potential change to the Operating Rules and Procedure for the new Wards of Chamcook and Bayside regarding mailouts. The discussion revolved around the lack of property owners in a general vicinity and that there should be a more extensive mailout range or several household residents as a minimum to send to for mailouts. This is to be further discussed at the next Planning Advisory Committee.


G. PAC MEMBER COMMENTS

Councillor Heenan thanked the representatives of the Planning Advisory Committee and Alexander Gopen, Senior Planner for all the support over the last couple of years with training and understanding of files. It was a great experience and the staff made the impossible possible for understanding. Councillor Heenan noted this would be his last PAC Meeting and that Councillor Annette Harland would be taking his place in March. Council is in the process of shuffling positions after Local Governance Reform.


H. CLOSED ITEMS

I. ADJOURNMENT

Motion: 009 - 02/23
Moved By PAC Stewart
At 7:34 p.m. that the meeting be adjourned.
Carried



Jill Stewart, Chair



Paul Nopper, Clerk - Senior
Administrator

