



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

**October 18, 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, October 18, 2023, at 7:00 p.m. the following members were present:

Chair Jill Stewart, Vice Chair Jeff Cross, PAC Members Jeremiah Kerr, Kevin Simmonds, John Tanner and Councillor Annette Harland.

Paul Nopper, Clerk - Senior Administrator and Judy Hartford, Development Officer, Southwest New Brunswick Service Commission.

B. APPROVAL OF AGENDA

Motion: 052 - 10/23

Moved By PAC Cross

Seconded By PAC Tanner

That the Agenda for the 231018 Planning Advisory Committee Meeting be approved as presented.

6 – 0

Carried

C. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

D. DECLARATION OF CONFLICT OF INTEREST

PAC Ingalls Declared a Conflict of Interest on PAC231009 Temporary Use Permit Request for a Food Trailer at 220 Bayview Drive PID 15056609 Charlie Bartlett and Gowan Industries Inc.

E. CONFIRMATION OF MINUTES

- 1. Minutes of the 230920 Planning Advisory Committee for Wednesday, September 20, 2023, 7:00 p.m.**

Motion: 053 - 10/23

Moved By PAC Kerr

Seconded By Councillor Harland

That the Minutes of the 230920 Planning Advisory Committee for Wednesday, September 20, 2023, be adopted.

6 – 0

Carried

F. AGENDA ITEMS

- 1. PRESENTATIONS/DELEGATIONS**
- 2. ZONING APPLICATIONS**

1. Temporary Use Permit Request for a Food Trailer at 220 Bayview Drive PID 15056609 Charlie Bartlett and Gowan Industries Inc., PAC231009

PAC Ingalls left the meeting at 7:03 p.m.

PAC Ingalls returned to the meeting at 7:31 p.m.

Judy Hartford, Development Officer, provided a presentation on the temporary use request from Charlie Bartlett and Gowan Industries Inc. for a food trailer to be located at 220 Bayview Drive, PID 15056609. An overhead site picture was provided to the Planning Advisory Committee. The property is zoned Central Commercial, and the food trailer meets the permitted uses. They are seeking a 7-month temporary use permit to operate 4 days a week for take-out and delivery options. Under Section 3.29 of the Zoning By-Law, a Peddler's Permit is needed from the Town before operating. The Statement of Public Interest notes it is a public interest and public priority to promote settlement patterns that support vibrant rural and urban economies. The Municipal Plan states that Council shall assist businesses in offering experiences and amenities for tourists during the shoulder season and off-seasons and Council shall ensure that consideration is given to protecting the character of the Town when permitting new commercial development. Notification was mailed out to properties within 100 m and no letters were submitted. Staff did consult with the Town on concerns of traffic and utilities. A picture of the food trailer was shown on site. The property is outside the Town Plat and Historic Business District and the Secondary Municipal Plan is not relevant. The property has municipal services and would need to be reactivated. The property is 30 metres from the entrance and exit of Tim Hortons and has a cleared space for temporary parking. The recommendation by staff is that PAC approve the temporary use for a period of 7 months with the following conditions 1. Hours of operation shall not exceed 3:00 p.m. - 9:00 p.m. 2. That prior to commencement of the temporary use, a vendor's licence or agreement be obtained from the Town of Saint Andrews. 3. That prior to commencement of the temporary use, the trailer be adequately serviced with water and sewer proper to commencement in the opinion of the CAO of the Town of Saint Andrews.

The Planning Advisory Committee thanked Mrs. Hartford for her presentation. PAC asked about the traffic flow around this area and if there were any concerns. Mrs. Hartford noted that they reviewed the traffic and parking areas of the property. The exit is 30 m away from the entrance and public roads can be closer. This is a sufficient distance away and it is not on a corner of the road. With the Fall, Winter, and Spring months with traffic, there are no additional concerns. PAC asked if there were any issues with the water and sewer hookups for this property. Clerk Nopper noted that there should be no concerns as there are water and sewer hookups for the lot. PAC asked if this would turn into a permanent location for a food trailer. Mrs. Hartford noted that there is no indication that will be permanent. The property might be able to sustain a permanent food option but further review of traffic, parking, etc. would need to be considered again. It was noted that the entrance is more than 49 m away from a traffic intersection. The Department of Transportation

would have to review and see if a site distance report is required. PAC asked what days the proponent is looking to operate. Mrs. Hartford noted from Wednesday to Saturday or Thursday to Sunday. The proponent is looking at these options. PAC asked why the proponent did not have the business operating from 12:00 p.m. - 9:00 p.m. to cover the lunch period and what the proposed menu would be. Mrs. Hartford noted that this is a question that can be posed to the proponent. These were the hours submitted by the proponent from 3:00 p.m. - 9:00 p.m. We do not know what the menu would be at this time but can ask the proponent.

Questions for the Proponent

Mr. Charlie Bartlett noted they are requesting an amendment to go from 1:00 p.m. - 9:00 p.m. We would like to try and do a lunch and go to shortly after dinner. It is take-out and delivery. The second one is beautifying the area. From the pictures shown, we would like to spruce up the area and create a nice look and feel of the property. With respect to traffic, we have moved the trailer back a bit so it is farther away from the road and creates more access. I would also like to note this is a food trailer and not a food truck. It is a good temporary step for us to test the concept of offering more choices in the off-season for residents and visitors. We are hoping to produce family-style portions of food versus individual meals. PAC asked why 1:00 p.m. as opposed to 12:00 p.m. Mr. Bartlett noted if that is what the Town wanted we could look at 12:00 p.m. I want to get away from the notion of coming to the window and ordering versus calling in and picking up, which we are looking at as our style. PAC noted that this provides an alternate option for food offerings in the community.

Motion: 054 - 10/23

Moved By Councillor Harland

Seconded By PAC Tanner

That the Planning Advisory Committee for the Town of Saint Andrews approves the temporary use permit for 7 months, November 2023 to May 2024, for the placement of a food trailer at 220 Bayview Drive, PID 15056609, for applicant Charlie Bartlett and Gowan Industries Inc. with the following terms and conditions:

1. *Hours of operation shall not exceed 3:00 p.m. – 9:00 p.m.*
2. *That prior to commencement of the temporary use, a vendor's licence or agreement be obtained from the Town of Saint Andrews.*
3. *That prior to the commencement of the temporary use, water and sewer hookups must meet the requirements of the Town and receive approval from the Chief Administrative Officer.*

Amended

Motion: 055 - 10/23

Moved By PAC Simmonds

Seconded By PAC Tanner

That the Planning Advisory Committee amend term and condition 1. Hours of operation shall not exceed 1:00 p.m. - 9:00 p.m.

5 – 0

Carried

Motion: 056 - 10/23

Moved By Councillor Harland

Seconded By PAC Tanner

That the Planning Advisory Committee for the Town of Saint Andrews approves the amended temporary use permit for 7 months, November 2023 to May 2024, for the placement of a food trailer at 220 Bayview Drive, PID 15056609, for applicant Charlie Bartlett and Gowan Industries Inc. with the following terms and conditions:

- 1. Hours of operation shall not exceed 1:00 p.m. - 9:00 p.m.*
- 2. That prior to commencement of the temporary use, a vendor's licence or agreement be obtained from the Town of Saint Andrews.*
- 3. That prior to the commencement of the temporary use, water and sewer hookups must meet the requirements of the Town and receive approval from the Chief Administrative Officer.*

5 – 0

Carried

3. VARIANCE APPLICATIONS

4. TERMS AND CONDITIONS APPLICATION

5. SIGN APPLICATIONS

G. NEW BUSINESS

H. PAC MEMBER COMMENTS

PAC Tanner - Sent an email to Clerk Nopper asking about the forum to bring up the topic of the development processes under the Zoning By-Law and how to approach Council.

Chair Stewart - This is a Council process and the PAC will be asked for their views when they look at the Zoning By-Law.

Clerk Nopper - Council will be opening the Zoning By-Law in the next year and that will be the time when the public can provide input and PAC will get the opportunity to provide feedback and get their views obtained by Council.

I. CLOSED ITEMS

J. ADJOURNMENT

Motion: 057 - 10/23

Moved By Chair Stewart


At 7:35 p.m. that the meeting be adjourned.

6 – 0

Carried



Jill Stewart, Chair



Paul Nopper, Clerk - Senior
Administrator

