



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

**February 21, 2024, 7:00 p.m.**  
**W.C. O'Neill Arena Complex Council Chambers**

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**A. RECORD OF ATTENDANCE**

*At the Planning Advisory Committee Meeting on Wednesday, February 21, 2024, at 7:00 p.m. the following members were present:*

*Chair Jill Stewart, Vice Chair Jeff Cross, PAC Members Dwight Ingalls, John Tanner, and Councillor Annette Harland.*

*Electronic - PAC Member Jeremiah Kerr*

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

*Absent - PAC Member Kevin Simmonds.*

**B. APPROVAL OF AGENDA**

**Motion: 012-02/24**

**Moved By** PAC Cross

**Seconded By** PAC Ingalls

*That the Agenda for the 240221 Planning Advisory Committee Meeting be approved as presented.*

**5 – 0**

**Carried**

**C. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION**

**D. DECLARATION OF CONFLICT OF INTEREST**

**E. CONFIRMATION OF MINUTES**

1. **Minutes of the 240124 Planning Advisory Committee for Wednesday, January 24, 2024, 7:00 p.m.**

**Motion: 013-02/24**

**Moved By** PAC Tanner

**Seconded By** PAC Cross

*That the Minutes of the 240124 Planning Advisory Committee for Wednesday, January 24, 2024, at 7:00 p.m. be adopted.*

**5 – 0**

**Carried**

**F. AGENDA ITEMS**

1. **PRESENTATIONS/DELEGATIONS**

1. **Election of the Chair and Vice Chair for the Planning Advisory Committee, PAC240212**

*Nominations were called for the Planning Advisory Committee Chair position for 2024. Jill Stewart was nominated by Vice Chair Jeff Cross and PAC Member Tanner. Nominations were called three times by the Chair. No other nominations were provided.*

*Nominations were called for the Planning Advisory Committee Vice Chair position for 2024. Jeff Cross was nominated by Councillor Harland and PAC Member Ingalls. Nominations were called three times by the Chair. No other nominations were provided.*

*PAC Members were provided with a copy of the Rules of Operation for review. No additional feedback was provided.*

**Motion: 014-02/24**

**Moved By** Councillor Harland

**Seconded By** PAC Ingalls

*That the Planning Advisory Committee for the Town of Saint Andrews selects Jill Stewart to be Chair for 2024.*

**5 – 0**

**Carried**

**Motion: 015-02/24**

**Moved By** PAC Ingalls

**Seconded By** PAC Kerr

*That the Planning Advisory Committee for the Town of Saint Andrews selects Jeff Cross to be Vice Chair for 2024.*

**5 – 0**

**Carried**

**2. ZONING APPLICATIONS**

**3. VARIANCE APPLICATIONS**

**1. Variance Application PID 15186422, 46 Reed Avenue, Judy MacDonald, PAC240213**

*Planner Gopen provided a presentation on the Variance Application for PID 15186422, 46 Reed Avenue, for Judy MacDonald. The applicant has a property of 0.53 acres with an antique store in a commercial zone. They have a 20 ft. x 25 ft. temporary garage structure on the northwest corner of the lot. It is 6 ft. from the rear property line where the required yard setback is 16.4 ft. An overhead site picture was provided to the Planning Advisory Committee along with several pictures of the temporary garage structure in place. Temporary garages are allowed on lots with single-family dwellings and are exempt from setback requirements under the Zoning By-Law Z22-01 Section 4.1.6. They can only be used between October 15th and April 30th. Temporary garages are completely prohibited in the Historic Business District. Temporary garages, in a commercial zone, outside the Historic Business District are not addressed in the Zoning By-Law. The structure meets the definition of an accessory structure. The property is surrounded by parking lots, which are separate properties owned by the municipality. The subject property's paved parking area runs along the rear property line and is only 27 ft. deep. It is impossible to place the structure in the paved area without extending it into the rear yard setback. Only one letter was received from the polling area within 100 m and was supportive of the application. Staff's recommendation is to approve the variance*

*subject to terms and conditions 1. A temporary garage structure shall only be used on the subject property between October 15th and April 30th. 2. While in use, the temporary structure shall be kept in good maintenance.*

*The Planning Advisory Committee thanked Planner Gopen for his presentation. PAC asked if there were any concerns with site lines along the parking area as this is a busy parking lot for hockey tournaments and other events. Clerk Nopper noted that there was no concern from the municipality as it related to site lines as you can see mostly around it and is out of the way of most vehicles. PAC asked if this was the first time this application had come forward. Clerk Nopper noted that this was the first year for the temporary garage. PAC asked when the operating days for the antique shop are. Clerk Nopper noted usually from May to the end of October then they close shop. PAC asked if the temporary garage had been installed before the storms that occurred in December and January. Clerk Nopper indicated that the garage has been in place since sometime in November and that there have been no issues seen with the garage from the storms. Clerk Nopper noted that it is well anchored in place.*

*Mr. Mike Craig was in attendance on behalf of the property owner. He noted he had driven up and down the parking lot area and did not have any concerns as it relates to site lines and the ability to park.*

**Motion: 016-02/24**

**Moved By** PAC Cross

**Seconded By** Councillor Harland

*That the Planning Advisory Committee of the Town of Saint Andrews approves the Variance Application to allow an accessory structure within 6 ft. of a rear property line where the required setback is 16.4 ft. for PID 15186422, 46 Reed Avenue, for Judy MacDonald with the following terms and conditions:*

- 1. A temporary structure shall only be used on the subject property between October 15<sup>th</sup> and April 30<sup>th</sup>.*
- 2. While in use, the temporary structure shall be kept in good maintenance.*

**5 – 0**

**Carried**

- 4. TERMS AND CONDITIONS APPLICATION**
- 5. SIGN APPLICATIONS**
- G. NEW BUSINESS**
- H. PAC MEMBER COMMENTS**
- I. CLOSED ITEMS**

**J. ADJOURNMENT**

**Motion: 017-02/24**


**Moved By PAC Stewart**

**Seconded By**

*At 7:20 p.m. that the meeting be adjourned.*

**5 – 0**

**Carried**



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Jill Stewart, Chair



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Paul Nopper, Clerk - Senior  
Administrator

