

Southwest New Brunswick Service Commission

PLANNING REVIEW AND ADJUSTMENT COMMITTEE (PRAC)

MEETING #25-09 • Thursday, September 18, 2025
Online Meeting via Zoom and in person- Wall Street Office – St. Stephen

MEMBERS PRESENT:

Sam Walsh, Chair -Raymond Hall
Brian Cornish- Lorraine Thompson - Brenda Lynn Allison

STAFF PRESENT:

Judy Hartford, Senior Development Officer

PUBLIC MEMBERS PRESENT/ZOOM:

Alexander Wilkins - 25-09-01 – Linda
Matheson (Alexander Wilkins)
Jeremy Smith - 25-09-02 – 738777 N.B. Inc

CALL TO ORDER:

Chair **S. Walsh** called the meeting to order at 6:32 p.m., took roll call (quorum established), and welcomed all attendees.

1. APPROVAL OF AGENDA:

It was moved by **B. Cornish** and seconded by **R. Hall** to “approve the agenda as written.

Carried-Unanimously

2. APPROVAL OF MINUTES:

It was moved by **B. Cornish**, seconded by **B. Lynn Allison**, to approve the minutes as presented.

Carried-Unanimously

3. DECLARATION OF CONFLICT OF INTEREST:

B. Lynn Allison and Raymond Hall noted a conflict with 25-09-01, Chair, S. Walsh noted she would be excused during the discussion of this item but would remain in the room to ensure PRAC had a quorum.

4. OLD BUSINESS

- **Item 25-09-01 – Linda Matheson (Alexander Wilkins)**

The Planning Review and Adjustment Committee (PRAC) initially reviewed this file in August 2025 to approve a variance that would allow for two additional single-unit dwellings. PRAC required clarification on the need for additional housing, as well as clarity on the proposed agricultural uses, prior to making a decision.

PRAC is being asked to consider a variance to allow for two additional single-unit dwellings, for a total of three dwelling units, for workers' accommodation. The AF zone allows for one single-unit dwelling or a multiple dwelling up to a maximum of four dwelling units. The proposed location of the houses allows for each to have its own on-site septic system and drilled well.

Staff recommends that the Planning Review and Adjustment Committee (PRAC) approve the requested variance to allow for two additional single-unit dwellings, as the variance is reasonable and desirable for the development of land and is within the general intent of the rural plan, with the following terms and conditions:

- 1) A building permit is obtained prior to the development of the single-unit dwellings; and,
- 2) All other requirements of the Rural Plan are complied with.

After some discussion, **L. Thompson** makes a motion to approve the staff's recommendations, seconded by **B. Cornish**.

Carried-Unanimously

5. **SUBDIVISION APPLICATIONS:**

- **25-09-02 – 738777 N.B. Inc.**

Murphy Surveys (2022) has applied to the Commission for approval of a five-lot subdivision accessed from a new private road accessed by an existing right-of-way across PID 15100977. The primary use of the lots is commercial, with the goal of creating a business park area. The property in question is approximately 25 hectares in size, located off Route 172 in Upper Letang.

It is recommended that the Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approve a private access and the variance in the length of a cul-de-sac for the development of land as shown on plan “738777 N.B INC. Subdivision”. The final subdivision plan must be stamped with the “Private Access” note.

After some discussion, **B. Lynn Allison** makes a motion to approve the staff's recommendations with the amendments discussed, seconded by **R. Hall**.

Carried-Unanimously

- **25-09-03 – 667545 NB Inc.**

Murphy Surveys (2022) has applied to the Commission for approval of a four-lot subdivision accessed from an existing private road, known as Crest Avenue. The primary use of the proposed lots is residential. The private access was created before the enactment of the Town of St. Stephen Subdivision Bylaw and exceeds the maximum length permitted for accesses. The property in question is approximately 17 hectares, located off Route 740 in Heathland

It is recommended that the Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approve a private access and the variance in the length of a cul-de-sac for the development of land as shown on plan “667545 NB INC. Subdivision”.

The final plan of subdivision must be stamped with the “Private Access” note and 30-metre buffer from Billy Weston Brook must be shown on, and the following statements added to the final plan: “This area is subject to Regulation 90-80 –Watercourse and Wetland Regulation – Clean Water Act” and, “Watercourses, wetlands, and their 30-metre buffers are areas of environmental constraints that require obtaining a permit issued by the Department of Environment and Local Government before carrying out alterations such as excavation, cutting of vegetation, erosion control etc. It is the responsibility of the landowner to ensure no alterations take place in those areas without a WAWA permit.”

After some discussion, **B. Cornish** makes a motion to approve the staff's recommendations, seconded by **R. Hall**.

Carried-Unanimously

- **25-09-04 – Judith Marlene Harmon**

Murphy Surveys (2022) has applied to the Commission for approval of a one-lot subdivision, accessed by a private right-of-way across the remnant property. The primary use of the proposed lot is for seasonal recreation. There is an existing camper trailer on the proposed lot. The property in question is approximately 10 hectares located off Spur No. 1 Road, in Bocabec.

It is recommended that the Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approve a private right-of-way for the development of land as shown on plan “JUDITH MARLENE HARMON Subdivision”.

The final plan of subdivision must be stamped with the “Private Right-of-Way” note.

After some discussion, **R. Hall** makes a motion to approve the recommendations of staff, seconded by **B. Cornish**.

Carried-Unanimously

6. **VIEWS ON BYLAWS AND REGULATIONS:**

N/A

7. **PRAC BUSINESS:**

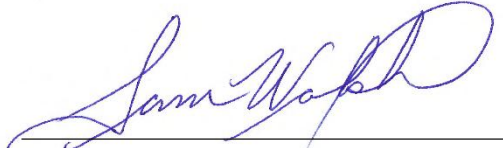
Chair S. Walsh informed the committee that the regional service commission accepted the recommendation to take over the cell phone tower applications going forward.

8. **NEXT MEETING TIME & LOCATION:**

The next regular meeting will be on October 16, 2025, at 6:30 pm at the 33 Wall Street Planning Office or via Zoom.

9. **ADJOURNMENT:**

R. Hall motioned to adjourn the meeting at 7:31 p.m.



Sam Walsh, Chairperson

Alex Henderson, Planning Director