

Southwest New Brunswick Service Commission

PLANNING REVIEW AND ADJUSTMENT COMMITTEE (PRAC)

MEETING #25-08 • Thursday, August 21, 2025
Online Meeting via Zoom and in person- Wall Street Office – St. Stephen

MEMBERS PRESENT:

Sam Walsh, Chair -Vance Johnson, Vice-Chair
Brian Cornish- Lorraine Thompson - Brenda Lynn Allison

STAFF PRESENT:

Alex Henderson, Planning Director
Judy Hartford, Senior Development Officer

PUBLIC MEMBERS PRESENT/ZOOM:

Melanie Read – Applicant 742104 NB

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 **V. Johnson** and seconded by **B. Cornish** to “approve the agenda as written.

Carried-Unanimously

2. APPROVAL OF MINUTES:

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

Carried-Unanimously

3. DECLARATION OF CONFLICT OF INTEREST:

B. Lynn Allison noted a conflict with 25-08-04, Chair, S. Walsh noted she would be excused during the discussion of this item.

4. Variance Application.

- 25-08-01 742104 NB Ltd.

The applicant is requesting a variance in the minimum percentage of coverage by transparent windows on the ground-floor façade of a Downtown building.

It is the opinion of staff that the variance is reasonable and desirable for the development of land on the basis that a redeveloped downtown building for a permitted institutional use is encouraged according to the Municipal Plan By-law M-2, and because the changes comply with the fire safety requirements of the OFM. It is also the opinion of staff that with additional façade design considerations and streetscape improvements, a reduction in the transparent glazing could also fit within the general intent of the by-law to enhance the commercial streetscape. Therefore, the staff recommends that the Planning Review and Adjustment Committee (PRAC) APPROVE the requested variance to the minimum percentage of transparent glazing on the ground floor façade, from 35% to 30%, subject to the terms and conditions that:

- 1) That a wind-resistant, permanent canopy/awning be established along the full length of both transoms according to the general concept in Attachment 1; and,
- 2) That the board and batten siding, the vinyl window frame on the ground floor façade, and façade transoms, be painted with a shade of colour selected by the applicant (Melanie Read) that is either complementary or analogous to the new siding material on the upper store façade (see Attachment 1 & 2); and,
- 3) That the applicant (Melanie Read) chooses either a planter, bench, or outdoor patio space, and installs it in front of the blank wall as shown on Attachment 1, subject to the sidewalk encroachment approval of the Director of Public Works;

4) That conditions #1-3 be completed to the satisfaction of the development officer no later than November 14th, 2025.

After some discussion, **V. Johnson** makes a motion to approve the recommendations of staff with the requested terms and conditions submitted by the applicant, seconded by **B. Lynn Allison**.

Carried-Unanimously

- **25-08-04 Linda Matheson (Alexander Wilkins)**

The applicant is requesting to construct two additional single-unit dwellings on a property that will exceed the maximum number of single-unit dwellings in the AF zone. The subject lot is farmland and contains a single-unit dwelling and outbuildings for agricultural use. The property is zoned Agriculture and Forestry “AF” Zone under the Fundy Bay Planning Area Rural Plan. Agriculture is a permitted main use, and a single-unit or multiple-unit dwelling is permitted secondary use. The rural plan allows for one secondary use. The applicant is proposing to build two single-unit dwellings to support the operation of the farm by providing housing for farm workers.

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, the committee agreed to make a motion to table this application until further information is provided from the applicant regarding the farmland plans. Alex will provide feedback to the applicant regarding requesting more information in the application, referring to the farmland plans and style of houses, and recommending that more information be added to the application.

V Johnson makes a motion to table the application, seconded by **B. Cornish**.

Carried-Unanimously

5. Subdivision Applications

- **25-08-02 Richelle Stephanie Whittier**

This application is being made by Murphy Surveys (2022) has applied to the Commission for approval of a one-lot subdivision accessed by a private access known as Woodbury Cove. The proposed use of the lot is residential. The property in question is approximately 6.7 hectares located near Lake Utopia. The surrounding area is residential, seasonal dwellings shorefront and woodland. There are no rural plans or zoning bylaws for this area, any legal land use is permitted.

It is recommended that the Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission approve a private access for the development of land as shown on plan “RICHELLE STEPHANIE WHITTIER Subdivision”. The final plan of subdivision must be stamped with the “Private Access” note and 30 metre buffer from the Regulated Wetland 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, **V. Johnson** makes a motion to approve the recommendations of staff, seconded by **B. Cornish**.

Carried-Unanimously

- **25-08-03 St. George Cemetery Board**

Murphy Surveys (2022) has applied to the Commission for a recommendation on the location of a public street. The applicant has proposed to create a new public street, an extension of Carleton Street, for future

subdivisions. In the future, the public street will connect to Hillside Crescent. The subject parcel of land is the location of the St. George Cemetery at the end of Carleton Street. The creation of the public street will allow for housing developments. The property is zoned U-1, which allows a maximum of three dwelling units (triplex). The property is within the residential expansion area.

It is recommended that the Planning Review and Adjustment Committee of the Southwest New Brunswick Service Commission recommend the location of the new public street to the Rural Community of Eastern Charlotte for their assent, as shown on plan “ST. GEORGE CEMETERY BOARD Subdivision”.

After some discussion regarding the width of Carleton Street, the Committee agreed by consensus to provide its views in favour of Council proceeding with the acceptance of this new public street extension.

6. Views on By-Laws and Regulations:

Alex Henderson presented the proposed Municipal District of St. Stephen Zoning By-law Z-4 to the Committee. After some discussion on the proposed by-law, the committee agreed by consensus to recommend approval of the by-law subject to minor amendments to promote traditional rural land uses (including reducing size of land needed for livestock), promote flexible urban development (including increasing the maximum setback distance), and making the rules governing home-based businesses more flexible and aligned with the Department of Social Development on daycares.

7. PRAC Business:

The PRAC discussed the antenna siting protocol and agreed by consensus to have the Chair write a letter to the SNBSC Board of Directors recommending that they:

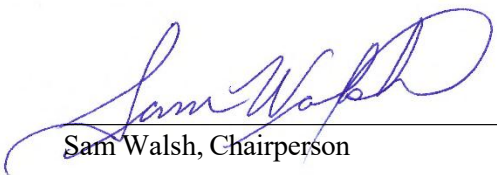
- 1) opt out of CRINS;
- 2) notify CRINS of the decision;
- 3) appoint the PRAC to serve as the designated land use authority to provide letters of concurrence to Industry Canada; and,
- 4) adopt the proposed Antenna Siting Protocol.

8. NEXT MEETING TIME & LOCATION:

The next regular meeting will be on September 18, 2025, at 6:30 pm at the 33 Wall Street Planning Office or via Zoom.

9. ADJOURNMENT:

Due to technical difficulties, minutes for this portion are unavailable



Sam Walsh, Chairperson



Alex Henderson, Planning Director