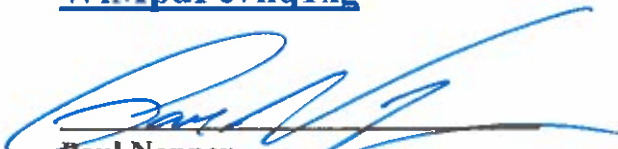




NOTICE OF PAC MEETING

There will be a Planning Advisory Committee Meeting on Wednesday, April 16, 2025, at 7:00 P.M. at the W.C. O'Neill Arena Complex Council Chambers and via Zoom. The public can participate in the meeting by attending in-person or by registering for Zoom on the Town of Saint Andrews website www.townofsaintandrews.ca under the Planning Advisory Committee Meeting Notice, Event Post, or using the following link:

https://us02web.zoom.us/webinar/register/WN_1uEruGOSTWiMpdPc7hq1xg



Paul Nopper,
Clerk – Senior Administrator



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

April 16, 2025

7:00 p.m.

W.C. O'Neill Arena Complex Council Chambers

Pages

A. RECORD OF ATTENDANCE

B. APPROVAL OF AGENDA

Recommended Motion:

That the Agenda be approved as presented. for the 250416 Planning Advisory Committee Meeting be approved as presented.

C. LAND RECOGNITION OF THE PESKOTOMUHKATI NATION

Welcome. We recognize that we are on the unceded traditional territory of the Passamaquoddy (Peskotomuhkati) (Besko-toe-moo-gati) people.

D. DECLARATION OF CONFLICT OF INTEREST

E. CONFIRMATION OF MINUTES

1. **Minutes of the 250219 Planning Advisory Committee Meeting,
Wednesday, February 19, 2025, 7:00 p.m.**

1

Recommended Motion:

That the Minutes of the 250219 Planning Advisory Committee Meeting on Wednesday, February 19, 2025, at 7:00 p.m. be approved.

F. AGENDA ITEMS

1. **PRESENTATIONS/DELEGATIONS**

1. **Welcome and Introduction of the New Planning Advisory
Committee Members**

Welcome to the Planning Advisory Committee:

Rebecca Mersereau

2. ZONING APPLICATIONS

3. VARIANCE APPLICATIONS

1. Variance Application for PID 01319086, Harriet Street, Legrod Holdings Inc., PAC250413

6

Recommended Motion:

That the Planning Advisory Committee approve the following variances for PID 01319086, Harriet Street, Legrod Holdings Inc. with the proposed lot to have an area of 634.8m², a width of 25.56 m, and a depth of 24.4m with a requested variance in depth of 6.1m (20%) and in area are 109.4m² (14.7%). The variance request is reasonable or desirable for land development and is within the general intent of the By-Law.

4. TERMS AND CONDITIONS APPLICATION

5. SIGN APPLICATIONS

G. NEW BUSINESS

H. PAC MEMBER COMMENTS

I. CLOSED ITEMS

J. ADJOURNMENT

Recommended Motion:

At _____ p.m. that the meeting be adjourned.



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

**February 19, 2025, 7:00 p.m.
W.C. O'Neill Arena Complex Council Chambers**

A. RECORD OF ATTENDANCE

At the 240219 Planning Advisory Committee Meeting on Wednesday, February 19, 2025, at 7:00 p.m. the following members were present:

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

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

Electronic Attendance: PAC Member Dwight Ingalls and Judy Hartford, Senior Development Officer, Southwest New Brunswick Service Commission.

B. APPROVAL OF AGENDA

Motion: 011 - 02/25

Moved By Councillor Harland

Seconded By PAC Tanner

That the Agenda for the 250219 Planning Advisory Committee Meeting be approved as presented.

Amended

Motion: 012 - 02/25

Moved By Councillor Harland

Seconded By PAC Tanner

That the Planning Advisory Committee for the Town of Saint Andrews moves the file PAC250214 9 Water Street to the start of the meeting.

5 – 0

Carried

Motion: 013 - 02/25

Moved By Councillor Harland

Seconded By PAC Tanner

That the Amended Agenda for the 250219 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 250122 Planning Advisory Committee Meeting of Wednesday, January 22, 2025, 7:00 p.m.**

Motion: 014 - 02/25

Moved By PAC Simmonds

Seconded By PAC Kerr

That the Planning Advisory Committee of the Town of Saint Andrews approves the Minutes of the 250122 Planning Advisory Committee of Wednesday, January 22, 2025, at 7:00 p.m.

5 – 0

Carried

F. AGENDA ITEMS

1. PRESENTATIONS/DELEGATIONS

2. VARIANCE APPLICATIONS

1. **Terms and Conditions Application and Variance for PID 01318112, 9 Water Street, Michael Riley, PAC250214**

Judy Hartford, Senior Development Officer presented to the Planning Advisory Committee on the Terms and Conditions Application and Variance for PID 01318112, 9 Water Street for Michael Riley. The applicant requires terms and conditions to erect a 5.2-foot-high fence within the front yard. The applicant is requesting to vary the minimum distance from the front property line and from the side property line. The property is located in the Serviced Residential Zone inside the Town Plat. The fence in the front yard is located 0.5 feet from the property line and 1 foot from the sideline. Section 3.2.1(3) was referenced from the Zoning By-Law. Fences in a Residential Zone cannot exceed 6.6 feet and shall be located 1 metre from the property line. Notice of this proposed variance and terms and conditions were sent within 100 m of the property. Visuals and property site plans were provided to the PAC. It is in staff's opinion that the proposed fence is reasonable and desirable for the development of land subject to the recommended terms and conditions.

PAC thanked Mrs. Hartford for the presentation. PAC asked about one of the letters submitted and concerns with traffic and parking. PAC asked for further elaboration. Mary Kaye, adjacent neighbour explained that they would have difficulty seeing through the proposed fence and trees as it blocks potential views for accessing the roadway. PAC asked if the telephone pole or the fence was the issue. Mrs. Kaye noted the telephone pole is a hindrance but with the added fence and hedge it causes more of an issue. PAC asked for clarification on the hedge and if it was creating a hazard and if it is classified as a fence. Mrs. Hartford noted that a hedge can be a fence. PAC asked about the property line and closeness to the curb. Mrs. Hartford noted it is hard to measure from the GEONB site, the site plan does not accurately show the property lines. It was also noted that a fence is subject to the 6.6 foot request in height but a hedge does not have a height restriction. PAC could make that a condition that the hedge be maintained at a certain height. PAC asked about the responsibility of the Town as it relates to the variance and the fence location. Clerk Nopper noted that the repairs and maintenance to the fence are the responsibility of the homeowner

and not the Town. PAC noted that the property is small and has limited space which can be part of the ongoing issues associated with fences.

Applicant

Mr. Michael Riley spoke to the PAC on his variance requests. He noted he was aware of the maintenance on the fence and would ensure it remains in good condition and also take responsibility for maintaining the hedges. He noted that he did not intend to go to the 6.6. foot height and wanted to maintain a smaller height at 5.2 feet. Mr. Riley understood the concerns of safety from the neighbour and was willing to work with them on a solution for the fence and the property lines.

Polling Area

Mary Kaye asked if the PAC is reviewing the terms and conditions or the variance or both. PAC noted that it is for two variances and terms and conditions. Mrs. Kaye noted concerns about the construction of the fence based on the By-Laws and the placement of the fences based on the property lines. Additional concerns were noted about site lines and vehicular traffic.

Brian Kaye provided a brief history of the properties and area around 9 Water Street. He noted concerns about the removal of a property marker and how this might have affected the placement of the fences. He noted he spoke to the construction company installing the fences and questioned the placement, permits, and approvals for the fence and felt he was ignored. Additional concerns were brought forward about traffic and site lines from leaving their property onto Water Street.

Michael Riley noted he was open to working with the neighbours on a survey and that he was sure the markers were not moved by the construction company. He also touched on the height variances asked and that they are not to the maximum allowed to ensure he kept with the continuity of fences and street look in town.

Committee Discussion

PAC discussed the property lines, fencing types, and the variances that are being asked for. PAC asked the neighbours if they were opposed to the fence being within 1 foot of the property line, which the Kaye's noted they were against. PAC debated the variance and terms and conditions. PAC noted that this is another file being asked to come into compliance versus being asked for a variance before construction.

Motion: 015 - 02/25

Moved By PAC Simmonds

Seconded By Councillor Harland

That the Planning Advisory Committee for the Town of Saint Andrews rejects a variance to allow for a fence to be located 0.5 feet from the front property line and one foot from the side property line of a property in the SR Zone of the Town of Saint Andrews for PID 01318112, 9 Water Street, for Michael Riley.

5 – 0

Defeated

Motion: 016 - 02/25

Moved By PAC Simmonds

Seconded By PAC Tanner

That the Planning Advisory Committee for the Town of Saint Andrews Tables a 5.2-foot-high woven wire fence located within the front yard of a property in the SR Zone of the Town of Saint Andrews for PID 01318112, 9 Water Street, for Michael Riley with the following terms and conditions:

- 1. No fence in any Residential or Commercial Zone shall be electrified or incorporate barbed wire or other sharp dangerous materials in its construction.*
- 2. The fence shall be maintained so that it does not become unsightly, dilapidated, or unsafe.*

5 – 0

Defeated

3. ZONING APPLICATIONS

1. Obtain Views of the Planning Advisory Committee to Amendment Z22-11 to the Zoning By-Law Z22-01, PCD250102

Alexander Gopen, Senior Planner, presented to the Planning Advisory Committee on views of Amendment Z22-11 to the Zoning By-Law regarding the processes of fences. Within the Amendment, all fences will require a Development Permit. Fences over 3.3 feet in a Residential Zone would become variances with terms and conditions applied by the Planners. Front and Side Yard fences would come before PAC but backyard fences can be approved by the Planners. Additionally, if neighbours can agree on the placement of the fences between their properties and a letter is signed to this agreement, then the Planners can issue permits. Types of materials for fences vary throughout the municipality and thus need a broad range of options.

PAC thanked Mr. Gopen for the information on Amendment Z22-11. PAC asked if the letters from the neighbours would be put on Land Title. Mr. Gopen noted that can happen and should. PAC noted that letters should be put to Land Titles. PAC noted that with the Heritage By-Law in place Council should consider protecting the Town Plat and Environs for front and flankage yard fences to keep with traditional building materials or facsimile.

Motion: 017 - 02/25

Moved By Councillor Harland

Seconded By PAC Simmonds

That the Planning Advisory Committee of the Town of Saint Andrews provides the following views to Council on Amendment Z22-11 to the Zoning By-Law Z22-01 as a text amendment regarding Fences:

- 1. The Committee suggests that any agreement between neighbours is added to title so that future owners are made aware.*
- 2. The Committee suggests that the requirements to use traditional building materials on front yard fences extend to the Town Plat. This is an important condition in order to preserve the look and feel of the Historic Town Plat.*

5 – 0
Carried

4. TERMS AND CONDITIONS APPLICATION

5. SIGN APPLICATIONS

G. NEW BUSINESS

1. Discussion on Enforcement and Follow Up on Files of PAC, PAC250215

The Planning Advisory Committee received training on the processes of enforcement of variances, terms and conditions, rejected files, and permits not issued by the Southwest New Brunswick Service Commission.

H. PAC MEMBER COMMENTS

I. CLOSED ITEMS

J. ADJOURNMENT

Motion: 018 - 02/25

Moved By PAC Stewart

At 8:45 p.m. that the meeting be adjourned.

5 – 0

Carried

Jill Stewart, Chair

Paul Nopper, Clerk - Senior
Administrator



TOWN OF SAINT ANDREWS

Planning Advisory Committee

Chair: Jill Stewart

April 16, 2025 Planning Advisory Committee

Reference Number	Date	Submitted By	Subject
PAC250413	April 10, 2025	Jill Stewart	Variance Application for PID 01319086, Harriet Street, Legrod Holdings Inc.
Background	The Town of Saint Andrews has received a Variance Application for PID 01319086, on Harriet Street for Legrod Holdings Inc. The applicant is requesting to create two lots with variances in the proposed dimensions. Please see the attached staff report from Judy Hartford, Senior Development Officer for details.		
Action	<p>Motion:</p> <p><i>That the Planning Advisory Committee approve the following variances for PID 01319086, Harriet Street, Legrod Holdings Inc. with the proposed lot to have an area of 634.8m², a width of 25.56 m, and a depth of 24.4m with a requested variance in depth of 6.1m (20%) and in area are 109.4m² (14.7%). The variance request is reasonable or desirable for land development and is within the general intent of the By-Law.</i></p> <p>Moved by: _____</p> <p>Seconded by: _____ Motion Carried: _____</p> <p>Motion Defeated: _____</p>		

PAC
Planning Report

To: Planning Advisory Committee (PAC)

From: Judy Hartford
Senior Development Officer
Southwest New Brunswick Service Commission

File Number: PAC250413

Date: April 16, 2025

Property: Harriet Street, Saint Andrews
PID 01319086

Owner: Legrod Holdings Inc.

Zoning By-law: Z22-01, Serviced Residential (SR) Zone, Town Plat

Summary: The applicant requests to create two lots with variances in the proposed dimensions.

Background:

The subject lot is vacant land on the corner of Harriet and Montague Street in the Serviced Residential (SR) Zone, Town Plat. The parent property has an area of 1,269.6 m², a width of 51.12 m, and a depth of 24.4 m. The purpose of creating the lots is to develop a duplex on each lot. A two-family dwelling is permitted for main use within the SR zone.

The dimensions and area of a lot in a subdivision are subject to the requirements of the Zoning By-law. Section 4.2.3 - No development shall be undertaken, nor shall any land, building, or structure be used within the SR (Serviced Residential) Zone unless the following standards are met:

- Lot Area: 744.2 m²
- Lot Frontage: 24.4 m
- Lot Depth: 30.5 m

Please see below the existing policies in the *Saint Andrews Municipal Plan By-Law MP 20-0* relevant to this application.

2.4.2(1) General Land Use and Development Policies - Council shall use the Zoning By-law to continue to limit developments to a certain number of buildings per lot within certain zones, set minimum sizes of lots, and set other conditions to maintain the character of the Town, including the general prohibition of mobile homes, mini homes, trailers, or shipping containers as residences or business premises.

2.8(2) Housing Policies – Council shall provide for a mix of housing types and densities through the establishment of a sufficient number and range of residential zoning categories as defined in the Zoning By-law.

Please see below the policies in the *Statements of Public Interest Regulation* relevant to this application.

SP.2 Promote a range of housing options such as size, type, density, and design.

“Consider supporting the development of various types of residential housing reflective of anticipated economic, population, and demographic trends.” – SPI User Guide

SP.5 Promote and prioritize development in areas of communities with existing or planned public infrastructure and services

*** This will be an infill project where infrastructure and services are easily accessible.**

Consultation:

Notification of this Planning Advisory Committee meeting has been sent to the neighbours within 100 metres of the property.

The Town of Saint Andrews’ Public Works Department was consulted on this application, and there were no concerns about public works infrastructure.

Staff consulted with SNBSC’s Building Inspector; no concerns were raised with the conceptual site plan.

Discussion:

PAC is asked to consider a variance in area and depth for the proposed lots. The proposed lots will have an area of 634.8 m², a width of 25.56 m, and a depth of 24.4 m. The requested variances in depth are 6.1m (20%), and in area are 109.4 m² (14.7%).

Variances can be applied in situations where it is reasonable and desirable to develop land within the general intent of the by-law. The general intent of the by-law is to regulate the minimum area of a parcel of land to be developed to ensure setbacks and lot coverage standards are met to maintain the Town's character. The applicant submitted a site plan to show that the minimum setbacks and lot coverage can be met for developing a two-unit dwelling.

The proposed creation of the undersized lots does meet the general intent of the by-law, as the setbacks and lot coverage can be met. Therefore, staff believes that the proposed variances should be approved as they are reasonable or desirable for land development and within the general intent of the by-law.

Recommendation:

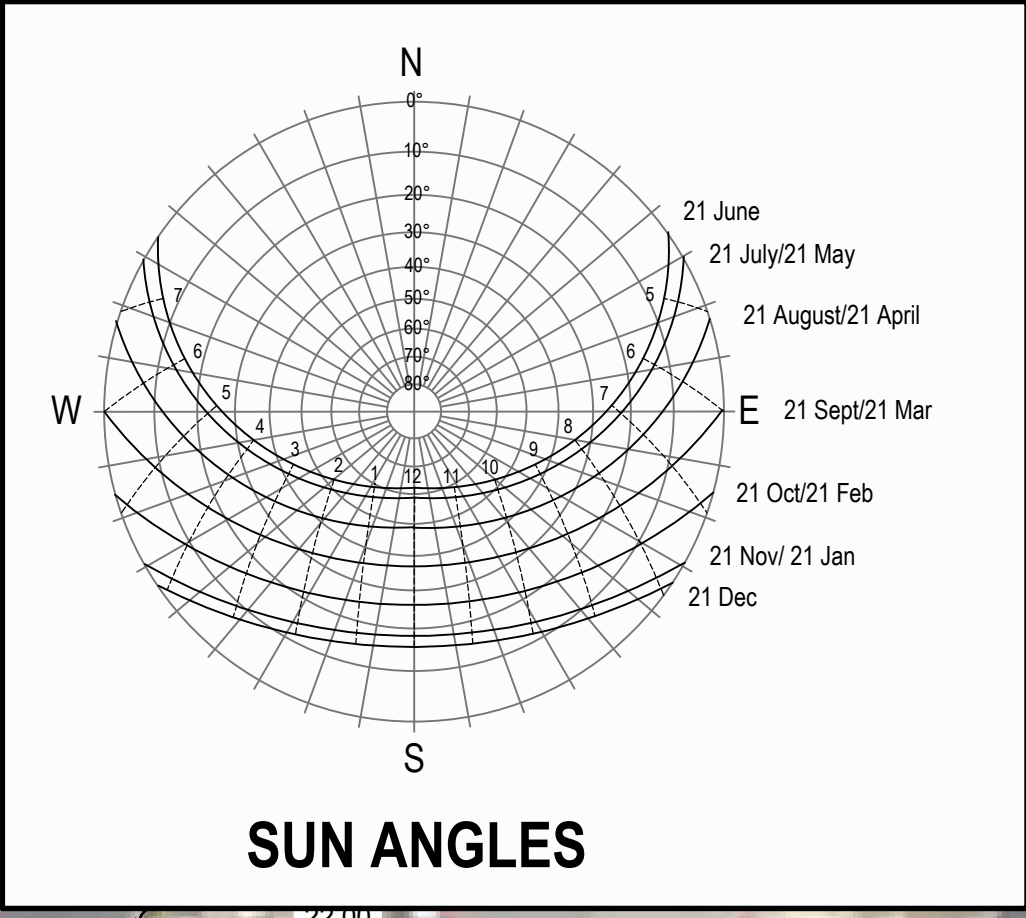
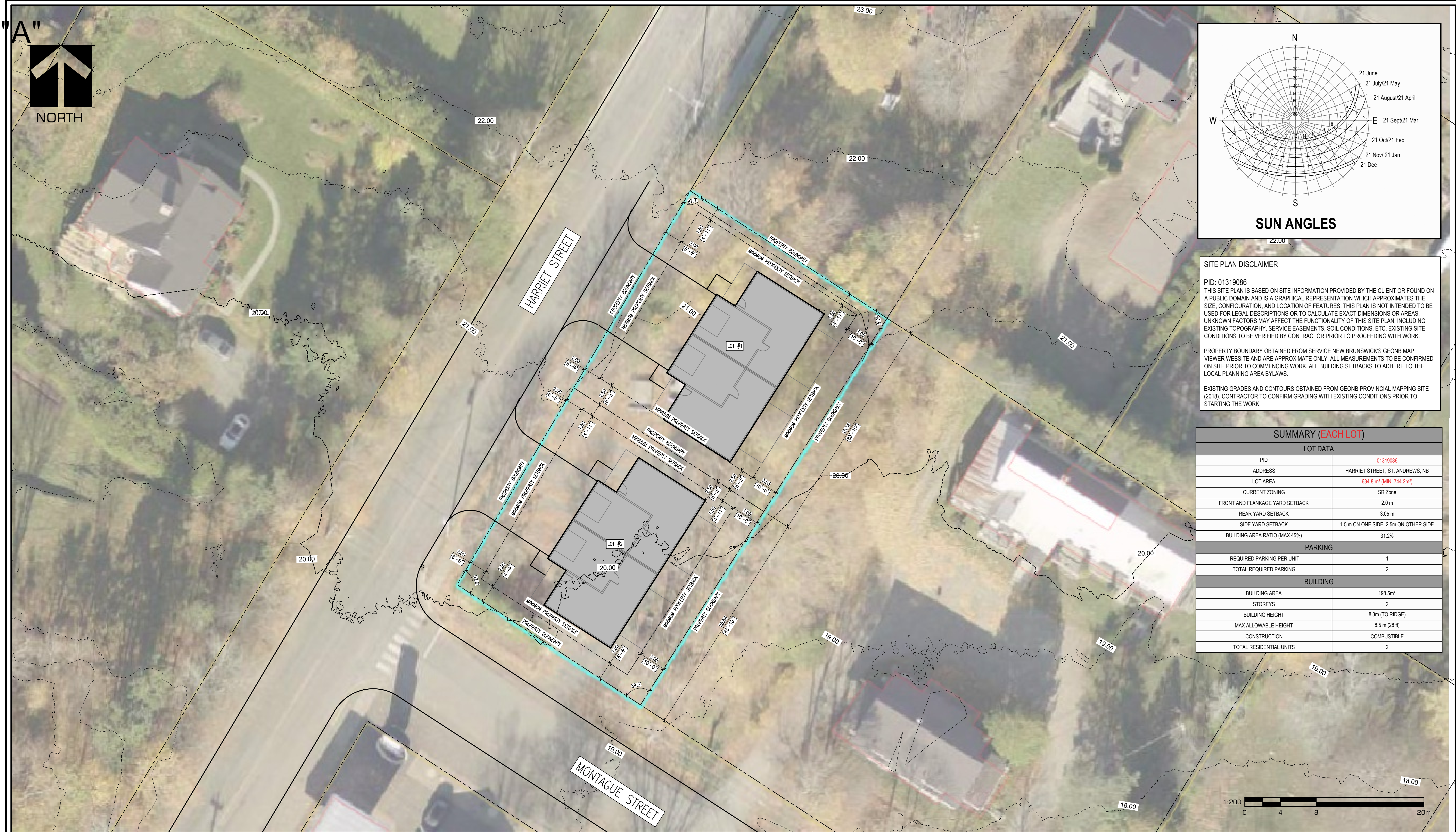
Staff recommends that the Planning Advisory Committee (PAC), as per the Community Planning Act, approve the requested variances in depth and area to allow for the creation of the lots. The variance is reasonable or desirable for land development and is within the general intent of the by-law.

Judy Hartford
Judy Hartford
Senior Development Officer
Southwest New Brunswick Service Commission

April 9, 2025
Submitted on

Attachment A: Site Plan
Attachment B: Concept Renderings

Attachment C: Town of Saint Andrews Zoning Map
Attachment D: GeoNB Aerial Map



SITE PLAN DISCLAIMER

PID: 01319086

THIS SITE PLAN IS BASED ON SITE INFORMATION PROVIDED BY THE CLIENT OR FOUND ON A PUBLIC DOMAIN AND IS A GRAPHICAL REPRESENTATION WHICH APPROXIMATES THE SIZE, CONFIGURATION, AND LOCATION OF FEATURES. THIS PLAN IS NOT INTENDED TO BE USED FOR LEGAL DESCRIPTIONS OR TO CALCULATE EXACT DIMENSIONS OR AREAS. UNKNOWN FACTORS MAY AFFECT THE FUNCTIONALITY OF THIS SITE PLAN, INCLUDING EXISTING TOPOGRAPHY, SERVICE EASEMENTS, SOIL CONDITIONS, ETC. EXISTING SITE CONDITIONS TO BE VERIFIED BY CONTRACTOR PRIOR TO PROCEEDING WITH WORK.

PROPERTY BOUNDARY OBTAINED FROM SERVICE NEW BRUNSWICK'S GEONB MAP VIEWER WEBSITE AND ARE APPROXIMATE ONLY. ALL MEASUREMENTS TO BE CONFIRMED ON SITE PRIOR TO COMMENCING WORK. ALL BUILDING SETBACKS TO ADHERE TO THE LOCAL PLANNING AREA BYLAWS.

EXISTING GRADES AND CONTOURS OBTAINED FROM GEONB PROVINCIAL MAPPING SITE (2018). CONTRACTOR TO CONFIRM GRADING WITH EXISTING CONDITIONS PRIOR TO STARTING THE WORK.

SUMMARY (EACH LOT)	
LOT DATA	
PID	01319086
ADDRESS	HARRIET STREET, ST. ANDREWS, NB
LOT AREA	634.8 m ² (MIN. 744.2m ²)
CURRENT ZONING	SR Zone
FRONT AND FLANKAGE YARD SETBACK	2.0 m
REAR YARD SETBACK	3.05 m
SIDE YARD SETBACK	1.5 m ON ONE SIDE, 2.5m ON OTHER SIDE
BUILDING AREA RATIO (MAX 45%)	31.2%
PARKING	
REQUIRED PARKING PER UNIT	1
TOTAL REQUIRED PARKING	2
BUILDING	
BUILDING AREA	198.5m ²
STOREYS	2
BUILDING HEIGHT	8.3m (TO RIDGE)
MAX ALLOWABLE HEIGHT	8.5 m (28 ft)
CONSTRUCTION	COMBUSTIBLE
TOTAL RESIDENTIAL UNITS	2

GENERAL NOTES:

1. THE CONTRACTOR IS HELD RESPONSIBLE TO VERIFY ALL DIMENSIONS, THEIR RELATIONSHIP TO EXISTING SITE CONDITIONS AND THE PROPOSED WORK INTENDED FOR INSTALLATION PRIOR TO COMMENCING OR INSTALLING THE WORK. REPORT ANY DISCREPANCIES THAT MAY AFFECT THE WORK TO THE CONSULTANT FOR REVISION PRIOR TO PROCEEDING. ALL WORK INSTALLED SHALL BE DEEM AS BEING VERIFIED BY THE CONTRACTOR AND BECOMES THE CONTRACTOR'S SOLE RESPONSIBILITY FOR CORRECTNESS.
2. PERFORM ALL WORK TO THE NATIONAL BUILDING CODE OF CANADA, 2015 EDITION, AND ALL REGULATIONS AND LOCAL BY-LAWS.

3. DRAWINGS ARE THE INTELLECTUAL PROPERTY OF POLYLINE DESIGNS INC. AND ALL COPYRIGHT IS RESERVED.
4. THIS DRAWING MAY NOT BE USED IN WHOLE OR IN PART FOR ANY PROJECT OTHER THAN THAT DESIGNATED HEREIN.
5. ALL REQUIRED PERMITS MUST BE OBTAINED BY OWNER PRIOR TO ANY CONSTRUCTION.

STAMP

DRAFT

March 11, 2025

Polyline Designs Inc.
BUILDING AND SITE DESIGN SERVICES

MONCTON OFFICE: 506.850.3850, melissa@polylinedesigns.ca
SUSSEX OFFICE: 506.434.1157, kelly@polylinedesigns.ca
WWW.POLYLINEDESIGNS.CA

**HARRIET STREET
DUPLEX DEVELOPMENT**

HARRIET STREET, ST. ANDREWS, NEW BRUNSWICK

DRAWING TITLE

SITE PLAN

DRAWN BY: LV/MD

SCALE: 1:200

PROJECT NO: 25-296

DATE: MAR. 2025

REV 0

"B"
PRELIMINARY DESIGN
NOT FOR CONSTRUCTION



Front Elevation



SCALE = 1/8" = 1'-0"
11" x 17"

HARRIET STREET DUPLEX
HARRIET STREET, SAINT ANDREWS, NB
March 13, 2025
DRAFT #4

PRELIMINARY DESIGN
NOT FOR CONSTRUCTION



Rear Elevation

SCALE = 1/8" = 1'-0"
11" x 17"



HARRIET STREET DUPLEX
HARRIET STREET, SAINT ANDREWS, NB
March 13, 2025
DRAFT #4

PRELIMINARY DESIGN
NOT FOR CONSTRUCTION



Left Elevation



Right Elevation



SCALE = 1/8" = 1'-0"
11" x 17"

HARRIET STREET DUPLEX
HARRIET STREET, SAINT ANDREWS, NB
March 13, 2025
DRAFT #4



Camera 2

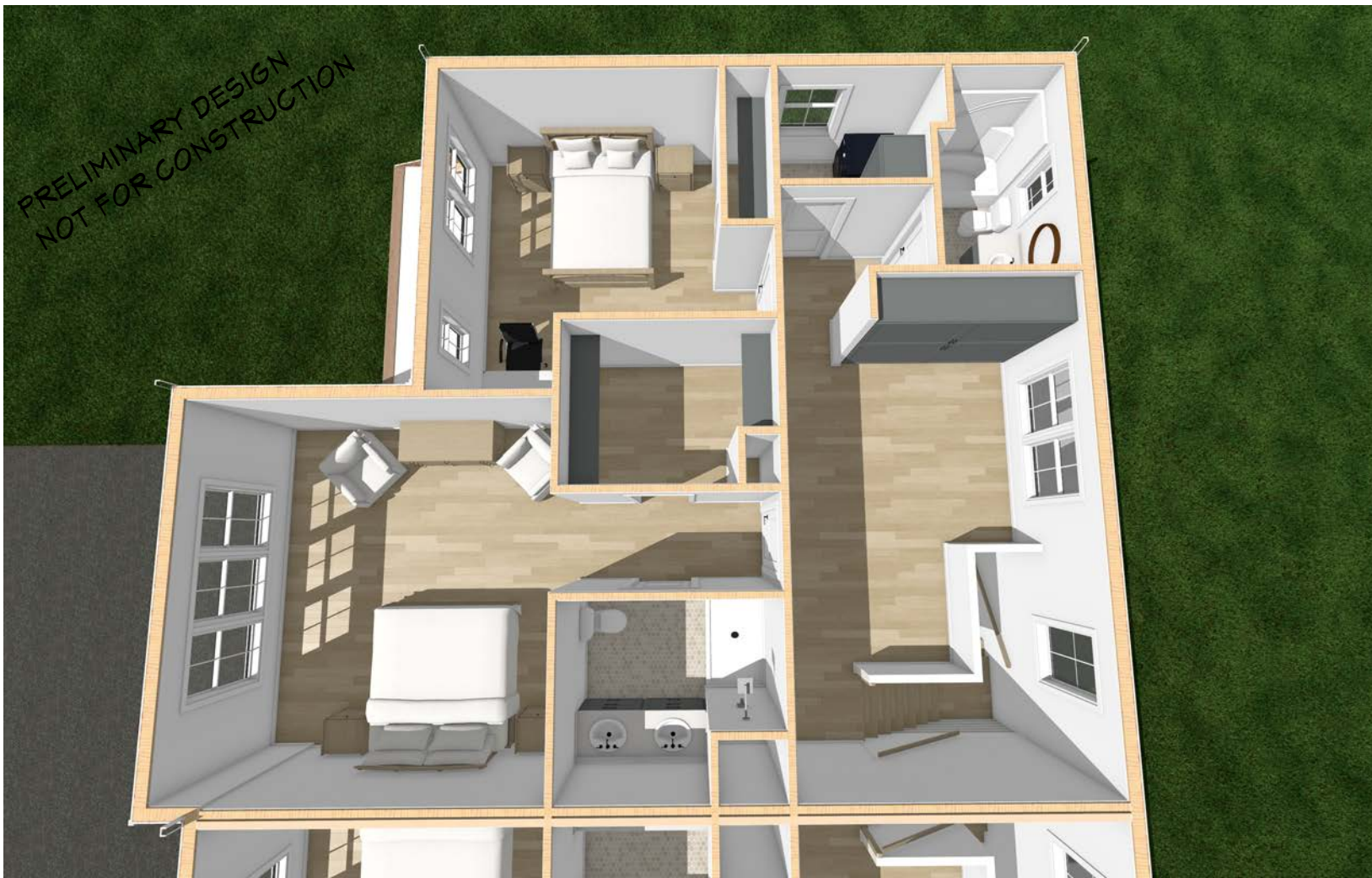


Camera 1

SCALE = 1/8" = 1'-0"
11" x 17"

HARRIET STREET DUPLEX
HARRIET STREET, SAINT ANDREWS, NB
March 13, 2025
DRAFT #4





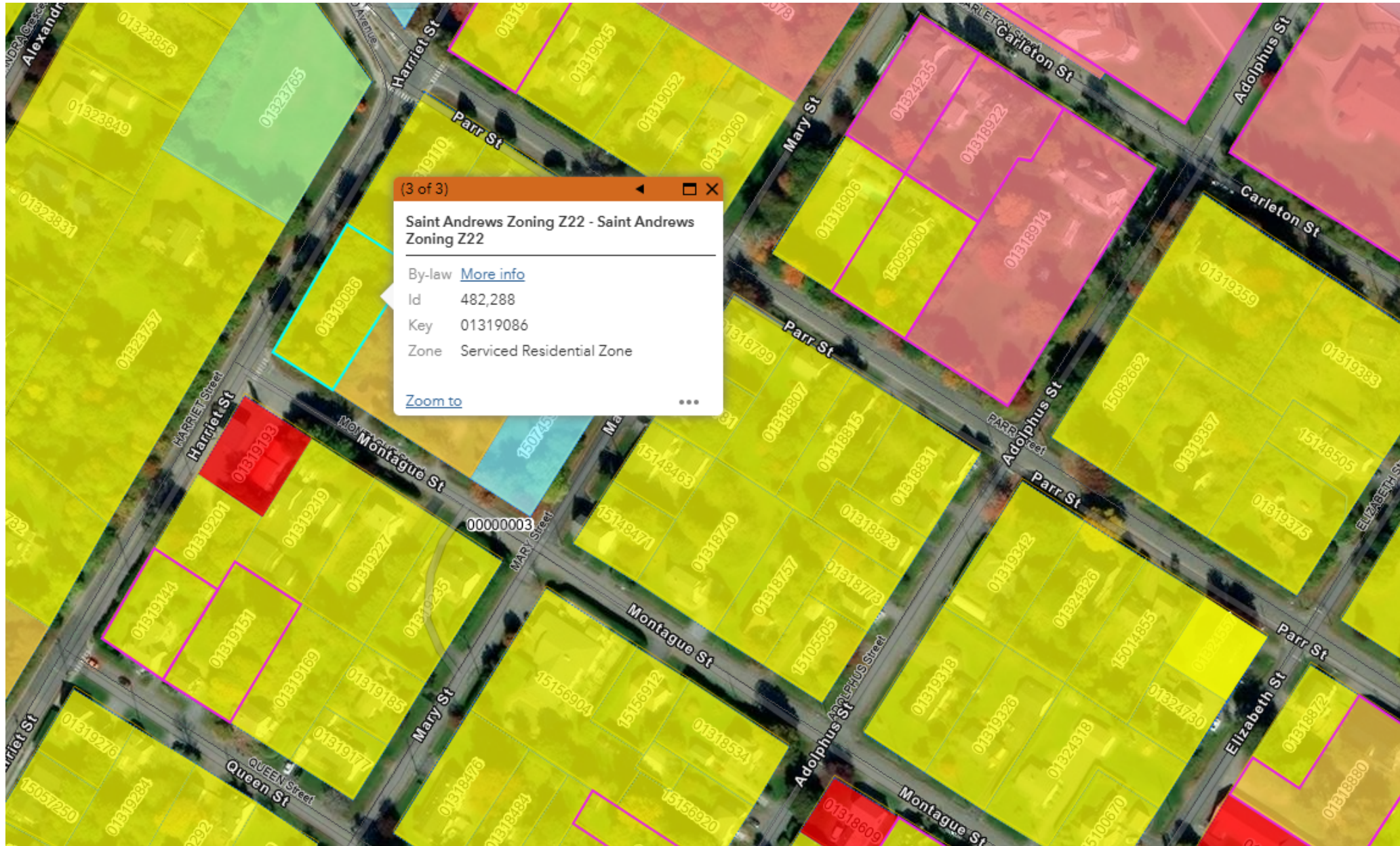
PRELIMINARY DESIGN
NOT FOR CONSTRUCTION



SCALE = 1/8" = 1'-0"
11" x 17"

HARRIET STREET DUPLEX
HARRIET STREET, SAINT ANDREWS, NB
March 13, 2025
DRAFT #4

"C"



"D"



Parcel: 01319086

Zoom to

Parcel Identification Number (PID)	01319086
Additional Information (Fee-based) **	RPOL: 1319086
Date Updated	2025-03-28
County Name	Charlotte
Property Map	NB0306
Titles Status	Land Titles
Gazette Status	Additional Information Exists

** Real Property Online (RPOL) provides fee-based, real property information to the public in real-time, including **property owner information**.