



**Planning Review and Adjustment Committee**

Date of Meeting: September 9, 2015

Location: Board Room, 650 Main Street, Woodstock

**Attendance:** Andy Leech, Chair  
Brent Pearson, Vice Chair  
Mark Atwater  
Trevor Welch

**Regrets:** Kenneth Clark

**Absent:** Alan McLaughlin  
Elaine English

**Staff:** Katelyn Hayden  
Bev Gullison

Meeting was called to order by Andy Leech at 7:15 pm.

**Approval of Minutes**

A motion was made by Mark Atwater and seconded by Trevor Welch to approve the Minutes of the July 8, 2015 meeting.

**MOTION CARRIED**

**Conflict of Interest**

None

**Zoning Applications**

None

**Subdivision Applications**

**1. W. E. Hodges Surveys Ltd. – Three Brooks Lane, Anfield – S-6-2105**

Katelyn Hayden, Planning Director presented the Planning Staff Report 12/15 for an application made by Wayne Hodges for approval of a tentative plan of subdivision to create lot 2015-1 on a private right-of-way.

Katelyn Hayden reviewed the survey map with the committee members and informed the members a small camp is currently located on the lot. Katelyn Hayden further advised she received several calls from area residence after receiving the notification letter, after explanation of the application the residents has no concerns with the proposed subdivision.



Brent Pearson asked for clarification regarding the proposed extended right-of-way versus the existing right-of-way. Katelyn Hayden advised many of the cottage owners to the south west of the subject property currently use Three Brook Lane to access their cottages however their legal access is shown on the map as a 20.117 metre wide private access across PID 65214215 & 65028599.

Andy Leech inquired if there were any further questions.

It was moved by Trevor Welch and seconded by Brent Pearson to approve the application as recommended by staff subject to the following terms and conditions:

- a) The site be developed substantially in accordance with Map II attached to PR 12/15 to the satisfaction of the Development Officer;
- b) Legal access over Three Brooks Lane be granted to the owners of Lot 2015-3 and subsequent owners, assigns, heirs and successors by deed.

#### **MOTION CARRIED**

#### **2. W. E. Hodges Surveys Ltd. – Route 390, Odell – S-7-2015**

Katelyn Hayden, Planning Director presented the Planning Staff Report 15/15 for an application made by Wayne Hodges for approval of a tentative plan of subdivision to create lot 2015-1 on a private right of way.

Katelyn Hayden reviewed the map and informed the members there is a 20 meter right-of-way extending to the end of the cul-de-sac; however this lot will only be serviced by a 6.096 meter metre right-of-way over the subject property (which encompasses the existing driveway). Katelyn Hayden indicated on the map where the mini home is currently located and that it would be moved on the new lot. Katelyn Hayden further reviewed the map and indicated where the boat launch is located.

Trevor Welch asked why the surveyor was referring to it as an easement/right-of-way and not simply leave it part of the remnant property. Katelyn Hayden stated that the portion marked as "easement/right of way" adjacent to the Crown Reserved land will in fact remain as portion of the remnant property, and the new lot will a right-or-way over it. Trevor Welch also inquired why they were not providing the whole 20 meter right-of-way and Katelyn Hayden advised that 14.021 metres of the right-of-way was not theirs to grant, therefore only the 6.96 meters over the existing driveway was being granted.

Andy Leech asked for further clarification regarding the easement displayed on the map, as it shows 1 easement for NB Power/Aliant but the map is showing 2 dotted lines and questioned why the easement would not have been on the right-of-way. Katelyn Hayden reviewed the map with the members and clarified how the easements were placed on the map.



A motion was made by Mark Atwater and seconded by Trevor Welch to approve the application as recommended by staff subject to the following terms and condition:

- a) The site be developed substantially in accordance with Map II attached to PR 15/15 to the satisfaction of the Development Officer;
- b) Legal right-of-way be granted to the owners of Lot 2015-1 and subsequent owners, assigns, heirs and successors by deed.

**MOTION CARRIED**

**3. Dale MacFarlane Land Surveying Ltd. – Route 385, Blue Mountain Bend – S-8-2015**

Katelyn Hayden, Planning Director presented the Planning Staff Report 16/15 for an application made by Dale MacFarlane for approval of a tentative plan of subdivision to create lot 15-01 on a private right-of-way.

Andy Leech stated it appears the right-of-way barely cuts the corner of the proposed lot. Dale MacFarlane advised there is the existing 20.117 meter access which crosses PID 65207391 and an additional 20 metre access was proposed on the remnant to access the proposed Lot 15-01. Brent Pearson questioned why the lot would not have been squared off to the right-of-way and Dale MacFarlane advised they did not own that portion of the lot. To further clarify the proposed right-of-way access, Dale MacFarlane and Katelyn Hayden reviewed the map with the committee members.

Brent Pearson inquired if the plan was tentative, and Katelyn Hayden stated it is always referred to a tentative until the final survey plan is received.

It was moved by Trevor Welch and seconded by Brent Pearson to approve the application as recommended by staff subject to the noted term and condition.

- a) The site be developed substantially in accordance with Map II attached to PR 16/15 to the satisfaction of the Development Officer;

**MOTION CARRIED**

**Variance Applications**

**1. Coterra Developments – Route 560, Jacksonville – V-4-2015**

Katelyn Hayden, Planning Director presented Planning Staff Report 13/15 for an application by Coterra Developments for a compatible use variance to permit the construction of self-storage units on properties identified as PID 10248284 & 10266641.



Katelyn Hayden advised the committee she spoke to Joanne MacFarlane who lives at #320, Route 560 and her main concern was to keep storage unit vehicle traffic off her back property line and privacy issues. Katelyn Hayden stated when she advised Joanne a term and condition was proposed requiring a fence be constructed along the rear property line prior to the construction of the units in the rear of her property, she was satisfied that this term would deal with her concerns.

Katelyn Hayden showed the group on the map where the existing units are located and where the proposed units would be built.

Andy Leech inquired if PRAC approval was for all the proposed units and Katelyn Hayden confirmed this was correct.

Brent Pearson inquired if there may be issues related to additional traffic. Mark Atwater stated the proposed units have a completely separated access from the actual mini home park.

Andy Leech inquired if additional fencing should be required. Katelyn Hayden advised if desired, an additional term and condition could be included. However, Katelyn Hayden noted the resident of 320 Route 560 was satisfied with the construction of a fence only at the rear of the property line.

Mark Atwater questioned the storage unit door sizes, locations and the direction they will be facing.

Brent Pearson inquired regarding the space showing on the map between the lots 37 and 38 Carr Lane and suggested that adequate separation should be maintained to ensure access to all side of the storage unit.. Andy Leech suggested they should have 25 feet of separation. Brent Pearson stated an exact scale drawing should be provided to ensure proper lot spacing and door allowances are assigned. Katelyn Hayden advised they will be applying for a building permit and they must comply with the National Building Code of Canada standards. Katelyn Hayden advised a term and condition could be added to state a building permit must be obtained, if the committee desired.

Andy Leech suggested he would prefer to add a term and condition to ensure the doorways be located on the side facing Route 560, the side facing building #3.

Trevor Welch advised it appears there is sufficient space and the building would simply need to be moved over a bit. Trevor Welch stated he would not agree with limiting the door size/location, as the drawing does not show sufficient information and is only a hand drawing. Trevor Welch recommended stating building 1 have sufficient setbacks to allow doors on the East side of the property, if required.

Katelyn Hayden advised the following term and condition will be added:

- Building 1 be located a minimum of 6 meters from the rear of lot 37 and 38, Carr Lane to allow vehicle access and fire lane.

It was moved by Trevor Welch and seconded by Brent Pearson to approve the variance application as recommended by staff subject to the following terms and conditions:



- a) The site be developed substantially in accordance with Map I attached to Planning Report 13/15;
- b) Each storage unit be equipped with typical residential sectional garage doors;
- c) The roof of the building be covered in asphalt shingles;
- d) Prior to the construction of storage units to the rear of houses located at 320 and 322 Route 560, the applicant construct a 1.5 metre high opaque fence along the rear property line of PID #10050649 and PID #10217800 to the satisfaction of the Development Officer;
- e) Building 1 be located a minimum of 6 metres from the rear lot line of #37 and #38 Carr Lane to allow for vehicle access and a fire lane.

**MOTION CARRIED**

Brent Pearson thanked the committee members on behalf of his family for flowers, cards, messages, and the generous donation during the tragic loss of his daughter Emily.

**Old Business**

None

**New Business**

None

**Adjournment:**

A motion was made by Mark Atwater to adjourn.

Meeting adjourned at 8:00 pm.

A handwritten signature in black ink, appearing to read "Andy Leech", written over a horizontal line.

**Andy Leech, Chair**