



## PLANNING REVIEW AND ADJUSTMENT COMMITTEE MINUTES

Date of Meeting: June 13, 2023  
Via Zoom

### Attendance:

Trevor Welch, Chair  
Elaine English, Vice-Chair  
Kenneth Stephenson  
Kevin Hachey  
Mark Atwater

### Regrets:

Lee Patterson

### Staff:

Conor Tripp, Planning Director  
Bev Gullison, Planning Administrator

### Members of the Public:     None

Meeting was called to order by Committee Chair, Trevor Welch, at 6:35 pm.

### Approval of Agenda:

**Motion:**     To approve the Agenda of the June 13, 2023 meeting.

Moved:        Elaine English

Seconded:    Ken Stephenson

**Motion Unanimously Carried**

### Conflict of Interest

None

## Approval of Minutes

**Motion:** To approve the minutes of the May 17, 2023 meeting.

Moved: Kevin Hachey

Seconded: Mark Atwater

**Motion Unanimously Carried**

## Zoning & Variance Application

### **1. Item: Z-4-2023**

**Applicant/Owner:** Mountain View Packers Ltd.

**PID:** 10081776

**Location:** 20 Charleston Road, Centreville

For consideration to approve the construction of two boarding houses to accommodate temporary foreign workers.

The Planning Director informed the members that a zoning and variance application is required, as a rezoning amendment to the existing Residential 1 zone is necessary to include the additional use of Boarding Houses, and a variance is also required to reduce the number of parking spaces from 10 to 3 per each building.

The Planning Director provided the presentation while reviewing Planning Staff Report #9/23, and displaying aerial views, site plans, photos, and proposed building drawings, as was previously provided to the members for review.

Brief discussions occurred regarding the portion of PID 10081776 which is in a wetland. The Planning Director confirmed that the structure would be built outside of the buffer zone, as shown in images of the wetland on the subject property.

### **2023-06-01**

**Motion:** To approve the variance to reduce off-street parking requirements from 10 to 3 parking spaces per building.

Moved: Elaine English

Seconded: Ken Stephenson

**Motion Unanimously Carried**

**2023-06-02**

**Motion:** To recommend to the District of Carleton North that the rezoning application submitted by Mountainview Packers Ltd. to rezone 20 Charleston Road (PID 10081776) to include the defined use of boarding houses within the R1 zone for this specific property be approved.

Moved: Mark Atwater  
Seconded: Elaine English

**Motion Unanimously Carried**

**G. Old Business**

None

**H. New Business**

None

**I. Adjournment:**

**Motion:** To adjourn meeting  
Moved: Elaine English

Meeting adjourned at 7:00 pm.

X   
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Trevor Welch, Chair