



PLANNING REVIEW AND ADJUSTMENT COMMITTEE MINUTES

Date of Meeting: August 30, 2023
Via Zoom

Attendance: Trevor Welch, Chair
Elaine English, Vice-Chair
Kenneth Stephenson
Kevin Hachey

Absent: Lee Patterson
Mark Atwater

Staff: Conor Tripp, Planning Director
Christie Dickinson, Development Officer
Bev Gullison, Planning Administrator

Members of the Public: Richard Orser, BVPC

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

Approval of Agenda:

Motion: To approve the Agenda of the August 31, 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 June 13, 2023 meeting.

Moved: Kevin Hachey

Seconded: Elaine English

Motion Unanimously Carried

Variance Application

1. Item: V-3-2023

Applicant/Owner: District of Carleton North

PID: 10255156 & 10255172

Location: 14 Burt Street, Centreville

For consideration to approve lot frontage variance applications and to retain access through a Right-of-Way agreement for a proposed daycare.

The Planning Director reviewed Planning Staff Report #14/23, while displaying the proposed site plan, area photos and the subdivision plan highlighting the flag lot, remnant area, right-of-way, and parking options.

The Planning Director advised that a Development Officer has the power to approve these variances but due to the magnitude of this variance it was decided to take this variance to PRAC, as PRAC is necessary to approve the right-of-way.

Trevor Welch asked to confirm that the right of way would not be a public right-of-way and simply be an agreement between the Daycare and the District of Carleton North to access the pool and the school property. The Planning Director confirmed that was accurate.

Trevor Welch further inquired who was responsible to prepare the ROW agreement, and the Planning Director displayed the existing signed ROW agreement between the District of Carleton North and Bridge View Plaza Corp. but advised that an official right-of-way agreement would be drafted as part of the finalized legal agreements.

Recommendation: To approve the variance application as submitted by the District of Carleton North to permit a 19.5 metre frontage variance for a proposed lot (23-01) to locate a daycare and a 21.7 metre frontage variance on the remnant lot be permitted, subject to the following terms and conditions:

- That the parking spaces, including accessible parking, and the pedestrian walkway to the pool be delineated by pavement marking paint in accordance with the site plan;
- That the parking lots of each property be paved;
- That the access stem (common access area) be paved and widened to 24 feet (7.3 metres) along its entire length;
- That signage be placed at the intersection of Burt Street to instruct vehicles to yield to buses; and
- The no parking signage be installed on the chain-link fence along the length of the access stem (common access area).

Recommendation: To approve the application submitted by the District of Carleton North to create a right-of-way over the proposed Lot 23-01, subject to the following terms and conditions:

- That, prior to the approval of the final subdivision plan, a right-of-way agreement be agreed upon by the District of Carleton North and the Daycare, including the responsibilities of road maintenance, signage, snowplowing, and general upkeep.

2023-08-01

Motion: To approve the variance and right-of-way applications, subject to terms and conditions, as recommended by Western Valley Regional Service Commission staff.

Moved: Elaine English
 Seconded: Kevin Hachey

Motion Unanimously Carried

Zoning Application

2. Item: Z-5-2023

Applicant/Owner: Manphool Fageria
PID: 10186997
Location: 8750 Main Street, Florenceville-Bristol

For consideration to approve the rezoning recommendation to allow the conversion of an existing building from mixed use (commercial/residential) to a multi-unit residential.

The Planning Director provided the presentation while reviewing Planning Staff Report #16/23 and displaying site plans of the subject property and the proposed building floor plans.

Trevor Welch inquired if PRAC would be providing a recommendation only to council and the

Planning Director stated that was correct and advised that a Public Hearing will follow on September 6/23, and any comments will be forwarded to council at that time.

2023-08-02

Motion: To recommend to the District of Carleton North council that the application submitted by Manphool Fageria to rezone PID 10186997 from Mixed Use Main Street Zone (MU-1) to Mixed Use Core Zone (MU-2) be approved.

Moved: Ken Stephenson

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 7:20 pm.

X 

Trevor Welch, Chair