

**PLANNING ADVISORY COMMITTEE
MEETING MINUTES
January 13, 2025
7:15 pm.**

Present: Deputy Mayor Adam Lutz, Chair
Mayor Mike Trinacty
Councillor Ty Walsh
Councillor Johanna Kwakernaak
Kelly Branton, PAC Citizen Representative
Joan Levack, PAC Citizen Representative
Dave Logie, PAC Citizen Representative
Neil Mattson, PAC Citizen Representative
Chrystal Fuller, BCP & C
Jen Boyd, CAO
Krista Longmire, Planning Services Coordinator

Also in Attendance: Councillor Chris Goddard

1. **Call to Order**
The PAC Meeting was called to order at 7:15 pm by Deputy Mayor Lutz
2. **Approval of the Agenda**
The agenda was approved as amended.

New Business

- b. Update on 228 Main Street Development

3. **Previous Minutes**
The minutes from the PAC meeting of July 15, 2024, were approved as circulated.

4. **New Business**

a. Development Agreement – Lot 1-AC Commercial Street

Chrystal Fuller presented an overview of the proposed development on Lot 1-AC Commercial Street. A previous proposal was presented to PAC on July 15, 2024, and forwarded to Council for first reading, and a Public Hearing date was set. However, due to significant site plan changes – access to the development from Kathleen Court to Commercial Street, the proposal has been brought back to PAC for review and a new recommendation to Council.

The new proposal is for 120 units in four multi-story buildings. The entrance to the units will be a paved 6.1m wide driveway to Commercial Street with a 6.1m wide gravel emergency access road that connects to Kathleen Court on Hwy #1.

The committee expressed significant concern about the width of the access driveway to Commercial Street, given the volume of two-way traffic expected to use it. Fuller noted that the Town Engineer, Fire Department, Director of Public Works, and Traffic Authority have all reviewed the specifications, and although not ideal, it does meet the minimum requirements.

The development agreement can require the developer to install signage, traffic calming measures, or other provisions to indicate that the narrow driveway is for shared use. It was also noted that in section 3.3.11 of the development agreement, a traffic study must be provided before a development permit is issued for the 61st dwelling unit.

Other concerns expressed were the snow clearing of the emergency lane, and who (Town, County, or Developer) would be responsible for that. Accessibility concerns to and from the units and to Commercial Street.

Given the housing shortage, there was an inquiry about the availability of grant funding to develop adjacent lands and make use of the existing street to address the Commercial Street driveway concerns.

IT WAS MOVED AND SECONDED THAT the Planning Advisory Committee forward the attached development agreements to Council for first reading with a positive recommendation.

**5 in favor, 2 against
(Logie & Mattson against)**

MOTION CARRIED

b. 228 Main Street Development Update

The approved development at 228 Main Street was appealed to the NSUARB and before the hearing date, the developer agreed to uphold the appeal, resulting in the cessation of the development. The land remains owned by the Town.

5. Other Business

- a. Activity reports from July – December 2024 were circulated

It was recommended that the monthly activity reports be sent to the committee if a meeting is not required.

6. Adjournment

The PAC Meeting was adjourned at 9:05 pm.

As recorded by Krista Longmire, Planning Services Coordinator